

BIHAR GOVERNMENT
BIHAR STATE DISASTER MANAGEMENT AUTHORITY
(DISASTER MANAGEMENT DEPARTMENT)
2nd Floor, Pant Bhawan, Patna - 800001
Phone No. - 0612-2522082. Fax NO.- 0612-2522311
(Website - www.bsdma.org)

Notice Inviting Request for Quotation (RFQ) for rate contract for Empanelment of Restaurants.

Name of Work :- Supply of Meals and Snacks in BSDMA.

Secretary, Bihar State Disaster Management Authority, Govt. of Bihar (BSDMA) invites sealed quotations (Two Bid System) for rate contract for empanelment of **Restaurants regarding supply of Meals and Snacks in its office premise for the Financial Year 2019-20 and 2020-21.**

The Tender has to be submitted in a sealed non-transparent envelope superscribed with "Request for Quotation (RFQ) for rate contract for empanelment of restaurant in BSDMA" along with Tender Name of the Agency with Contact no. & e-mail id containing following two sealed non-transparent envelopes -

- A) Envelope- I: Marked as Technical Bid
- B) Envelope- II: Marked as Financial Bid

Note:- Each Envelope (Technical & Financial Bid) should be marked as above. If the envelope is/are not sealed and marked properly, the tendering authority will assume no responsibility for the Bid's misplacement or premature opening resulting in disqualification.

Requisite eligibilities of the Agency/ Firm

2. Eligibility Criteria & Conditions -

- The following are the minimum eligibility criteria for the caterer to participate in the tender "for providing Food Catering service to BSDMA.
- Should be based in proximity of 6 Kms from BSDMA, Patna and with the registration of catering services under the relevant statutory/ Act, either as a sole proprietor or a registered firm or a agency to run food catering services.
- Should be free from all encumbrances, liabilities, disputes and litigations with respect to its ownership and shall have all required approvals/permissions from the competent authorities to participate in the bidding process.
- Having Valid Food license.
- Having Firm registration certificate.
- Having GST Registration certificate.
- Having PAN.
- Should have experience of serving to any Govt. Office/ any Corporates/ any PSU bodies during minimum previous two year (FY 2016-17 to till date.)- Copy of work orders/ Experience certificate should be submitted.
- The food caterer should have executed Single/Multiple contracts totaling to a minimum of turnover of Rs. 10 Lakhs in a financial year of the last two year (FY 2016-17 & 2017-18). Latest financial statements /ITRs for a period of 2 years to be submitted.

- A declaration to the effect that the Caterer has not been blacklisted by any of the Organization at any point of time and no criminal/civil case is pending against the said Caterer.
3. **Pre-Bid meeting** - A Pre bid meeting will be conducted at BSDMA held on **09 October 2018 at 03.00 PM**. Interested bidders who would like to seek clarifications may attend the meeting.
 4. **Manpower Deployment:** - The Caterer is required to deploy 2 persons for serving the food and for cleaning (removing the plates, used tumblers, cleaning the table, used Crockery etc.) at all timing when the food is served. The basic cleaning should be taken care by the Caterer only.
 5. **Sanitation Items:** - The Caterer should provide the sanitation items like soap oil/hand wash liquids for washing the hands & tissue papers where the food is served. Replenishing for the items is the responsibility of the Caterer only.
 6. **Cutlery /Crockery for serving food:** - The Caterer should provide proper and required number of Cutlery/Crockery items like Glasses, serving bowls, plate etc., for serving the food. Replenishing of the items due to breakage/damage is the responsibility of the Caterer only.
 7. **Dustbins with Garbage covers:** - The Caterer should provide required dustbins and garbage covers at all the location at food serving area and the disposal of garbage on daily basis is the responsibility of the Caterer only.
 8. **Medical test & Insurance:** - Persons who prepare/ serve food should maintain high degree of cleanliness and personal hygiene. They should be medically fit and suitable to cook and serve. They should be comprehensively insured by the Caterer for any accidents and injuries. No REIMBURSEMENT will be made.
 9. **Inspection of Kitchen:** - The Caterer should allow BSDMA representatives to inspect/check the kitchen at periodical intervals.
 10. **Other Terms and Conditions:** - BSDMA reserves the right to accept or reject any or all the tenders or cancel the process at any time without assigning any reason whatsoever.
 - (a). The bidder, who do not meet the eligibility criteria; or do not submit all the necessary document in support of the eligibility criteria; or do not submit documents that are complete and valid- shall be disqualified and they would not be invited for participating in Technical bidding.
 - (b). The bidder is expected to read all instruction, terms and condition in the tender document. Failure to furnish all information required or to submit a bid not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in the rejection of the bid. Incomplete bids, bids received late. bids not conforming to the specifications and instruction contained herein, will be rejected summarily.
 - (c). Prior to detailed evaluation, BSDMA will determine the substantial responsiveness of each bid to the tender document. A substantially responsive bid is one which conforms to all the terms and conditions of the bidding/tender document and is without any material defects and deviations. If a bid is not substantially responsive, it will be rejected by BSDMA and may not subsequently be made responsive by the bidders would be determined whose Technical bids have been found substantially responsive. BSDMA will award the contract to the successful bidder who has been determined to have qualified in the **Technical and Financial evaluation based on L-1 price**.
 - (d). Any form of canvassing/influencing will attract rejection of bid submitted by the bidder and the BSDMA reserve the right to take such penal action (e.g. blacklisting the Bidder for the present and future etc.) as it deems fit. Not with standing anything contained above, the BSDMA reserves the right to reject all or any bid as recommended by the Tender Committee and is not bound to divulge any reason to the unsuccessful bidders.
 11. **Statutory Requirements:**
 - (i). The Caterer shall be solely responsible to comply with all Acts, Laws, Rules and Regulation, as may be applicable from time to time in respect of providing catering services and shall pay all taxes, debts and / or levies as may be levied by the appropriate

Government/ Local Bodies and other authorities in this regard, and the Caterer shall indemnify the BSDMA against all claims, loss damage and costs thereof in case of any breach of any of these Acts, Laws, Rules and Regulations.

- (ii). The Vendor shall not sublet, transfer or assign the contract or any part thereof without the prior written approval of the BSDMA. The Contract/Agreement is NON-TRANSFERABLE.
- (iii). The Vendor shall comply with all the terms and conditions and ensure supply of the prescribed quantity and quality of food items during the service timing and in the event of any failure or breach of any of the conditions by the Service Provider and in case of deterioration in the quality of the food items or reduction in the quantity thereof, BSDMA shall be at liberty to levy penalty of R. 5,000/- per instance or the total food cost the meal, as deemed appropriate, in case of hygiene Issue like Worms/Insects or any other harmful particles found in food served.

12. Bid Submission:

- The Technical bid and Financial bid (as stated above) in separate envelopes must reach the office of BSDMA on or before **22 November 2018** latest by 05:00 PM on any working day. The complete document should be sent by courier/registered post/speed post to Secretary, Bihar State Disaster Management Authority (BSDMA), 2nd Floor, Pant Bhawan, Bailey Road, Patna- 800001. Phone No.- 0612-2522032.
- For bid forms and other details, please visit www.bsdma.org.
- For further details, please contact to Under Secretary, BSDMA, Patna, Mobile No.- +91-9204117761, email id:- info@bsdma.org.
- Incomplete response or those received after the specified time and date or not fulfilling the specified requirement shall not be considered.

13. Technical Bid & Financial Bid:

The Technical Proposals will be opened on **27 November 2018 at 02.00 PM** in front of the Internal Purchase Committee of BSDMA and the authorized representative of the agencies who wish to be present, in the office of the BSDMA.

Financial Bid of only those bidders, who have qualified the technical eligibility criteria shall be opened on the date and time as specified above. Financial Bid shall be opened on **27 November 2018 at 04.00 PM**.

14. Earnest Money Deposit:

- i. Interested bidders are required to pay a refundable amount of Rs. 10,000/- (Rupees Ten Thousand Only) towards EMD with Financial Bid.
- ii. EMD of bidder will be forfeited if the bidder withdraws or amends its bid or impairs or derogates from the bid in any respect within the period of validity of its bid. Further, if the successful bidder fails to furnish the required Performance Security within the specified period, its EMD will be forfeited.
- iii. EMD furnished by all unsuccessful bidders will be returned to them without any interest whatsoever, after finalization of the contract. EMD of the successful bidder(s) will be adjusted against Performance Security.

15. Evaluation of Bids:-

The authorized Committee of the BSDMA may visit and inspect the technically qualified bidders premises to inspect food preparation area, to check hygiene factors, to check the availability of required kitchen equipment & all other requirements to serve the food to the BSDMA.

16. Performance of Bank Guarantee:

- a. The successful bidder will have to furnish performance bank guarantee of Rs. 30,000/- (Rupees Thirty Thousand) in the form of bank guarantee or fixed deposit to BSDMA. This amount will be refunded in the last payment, i.e. at the end to the contract period.

- b. Performance Bank Guarantee will be forfeited if the firms fails to perform any of the terms or conditions of the contract, besides the firm may also be blacklisted.
- c. Performance Bank Guarantee should be remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier.
- d. Performance Bank Guarantee amount will be refunded to the Caterer without any interest, whatsoever after it duly performs and completes the contract in all respects.

17. Bill Payments:

- a. The Caterer is required to maintain all records with regards to the supply of food and should get it verified by BSDMA representative on regular basis.
- b. Payments shall be made on monthly basis through offline mode within 30 working days on receiving the bills/invoices with all supporting documents from the caterer. TDS and other taxes will be applicable as per government rules.
- c. The caterer shall not be entitled to any increase on the quoted rates or any other right or claim whatsoever by reason of any representation, explanation or statement or alleged representation, promise or guarantee given or alleged to have been given to him by any person.


18. Contract Period:

- a. The contract will be for a period of TWO YEARS i.e, 2019-20 and 2020-21 may be extended with same terms and conditions for one more year based upon the satisfactory feedback from all the stakeholders of the BSDMA.
- b. During the contract period, BSDMA will not entertain any request for revision of rates.

19. Terms of Termination of Contract: The food catering contract can be terminated by either side by giving a notice of not less than 60 days in advance without showing any reason for the termination of the contract.

20. Arbitration: In case of any dispute arising out of the terms and conditions of contract or assignment, the matter shall be referred to the Sole Arbitrator to be appointed by the Secretary, BSDMA as per the relevant Act and the award of the Sole Arbitrator will be binding on both the parties. The cost of such arbitration shall be shared by both the parties equally. Further, any legal dispute arising shall be settled in the court of competent jurisdiction location within the local limits of Patna.

21. Security Deposit: BSDMA will not pay any deposits (security, advance etc). to the Food catering contractor.


(Sanwar Bharti),
Secretary,
BSDMA

PROFORMA OF TECHNICAL BID

(To be submitted on letter head of the firm in a separate sealed cover along with DD of Rs. 10,000/- in f/o BSDMA payable at Patna)

01	Name of Tendering Company / Firm / Agency	
02	Name of Owner/Partners/Directors	
03	Full particulars of Office	
(a)	Address	
(b)	Telephone No.	
(c)	Fax No.	
(d)	E-mail address	
04	Registration details	
(a)	License No. for doing business	
(b)	PAN/ GIR No.	
(c)	GST Registration No.	
(d)	Food Licence No.	
05	Details of EMD	
(a)	Amount (Rs.)	
(b)	DD No. and Date	
(c)	Drawn on Bank	
06	Annual Turnover of the firm for last two years	
(a)	2016-17	
(b)	2017-18	
07	Work Experience certificate along with list of Client age where Catering services have been/are being provided.	

Please note that bids without the information and documents mentioned above will be rejected without further consideration.

Signature of Owner/Managing Partner/Director of the Firm
 Name:-
 Firm's Seal
 Address & Ph. No.....

Date:
 Place:

PROFORMA OF FINANCIAL BID**For Meals**

Launch & Dinner (VEGETARIAN)				
Veg. Deluxe Thali				
A	One Seasonal Sabji + Bhujia	-	100 gm	Rates
B	One Dal	-	150 gm	
C	Rice	-	200 gm	
D	Chapati	-	04 No.	
E	Salad/ Papad	-		
F	Raita/Curd	-		
G	Sweet	-	01 Pcs	
TOTAL				

For Snacks

(I)	Breakfast			
A	Paneer Cutlet	-	01 Pcs	
	Patties / Veg. Sandwich	-	01 Pcs	
	Fried Kaju	-	04 Pcs	
	Kaju Sweet	-	01 Pcs	
	Sonepapdi	-	01 Pcs	
B	Veg. Cutlet	-	01 Pcs	
	Patties /Veg. Sandwich	-	01 Pcs	
	Fried Kaju	-	04 Pcs	
	Kaju Sweet	-	01 Pcs	
	Sonepapdi	-	01 Pcs	
C	Samosa	-	01 Pcs	
	Patties /Veg. Sandwich	-	01 Pcs	
	Fried Kaju	-	04 Pcs	
	Kaju Sweet	-	01 Pcs	
	Sonepapdi	-	01 Pcs	
(II)	Tea Standard Cup	-	Per Cup	
Beverage:				
•	Bisleri Mineral Water Bottles litres 500 ml 01 Cartoon (24 bottles)	-		
TOTAL				

Note:- Special Menu rates, if any, on any occasion, shall be decided by the committee and Caterer

Signature of the Proprietor/Firm
With Stamp

Date: