

**Directorate of Youth Affairs & Sports
4th Floor, Shiksha Bhawan, Agartala**

e-Tender Document

**e-Tender for providing food catering service at Tripura
Sports School Badharghat during the period
from March 01, 2019 to February 28, 2021**

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Directorate of Youth Affairs & Sports
(4th Floor, Shiksha Bhawan, Agartala)

DNIT NO: No.F.7(4)/TSS/Diet/20114(L)/21009

Dated , Agartala, the 17th Jan,2019

NOTICE

The Director, Youth Affairs & Sports, Govt. Of Tripura invites online Bids on two bid system from reputed & registered caterers/agencies/ contractors/individuals/ traders /Co-op Societies /SHG/Companies/Hoteliers/ Restaurants owners having minimum annual turnover of Rs.5.00 lakh each for last 3(three) years (2015-16, 2016-17, 2017-18) & having not less than 3 years experience for providing catering services (early morning snacks, Breakfast, lunch, Tiffin & Dinner etc.) to the trainees/guest/faculty etc. of Tripura Sports School, Badharghat, Agartala as per weekly diet chart initially for a period of 2(two) year w.e.f. (March 01, 2019 to 28th February,2021) and may be extended for 1(one) year subject to satisfactory performance of the authority of Youth Affairs & Sports Department.

Director,
Youth Affairs & Sports
Govt. of Tripura

1.2 General information related to tender

(a) Basic information :

1	Scope of work	Providing catering service for trainees/faculty/guest etc. of TSS of Badharghat
2	Bid reference No.	DNIT NO: No.F.7(4)/TSS/Diet/20114(L)/21,009 Dated , 17/01/19
3	Date of Issue	17/01/2019
4	Tender fee & EMD	<p>(i) Rs. 1,000.00 (Rs. One Thousand) only being the Tender Fee in the form of DD (non-refundable) of any scheduled bank guaranteed by RBI only drawn in favour of the 'The Director, Youth Affairs & Sports, Govt. of Tripura' and to be scanned & uploaded in the Technical Bid part. Thereafter, the original instruments shall have to reach to the O/o Director, Youth Affairs & Sports, Govt. of Tripura mentioned in this NIT.</p> <p>(ii) Earnest Money Deposit (EMD) of Rs. 25,000/- (Rupees twenty five thousand) shall have to be deposited in favour of 'The Director, Youth Affairs & Sports, Govt. of Tripura' in the shape of DD/FDR/TDR/D- Call valid for a period of six months from the last date of receipt of the Tender from any Scheduled Bank which shall be scanned & uploaded to the e-procurement website www. Tripuratenders.gov.in within the period of Bid submission and thereafter original instruments shall have to reach to the Director, Youth Affairs & Sports, Govt. of Tripura as mentioned in this NIT.</p>
5	Last date of submission	06/02/2019 (5:00 PM)
6	Address for offline submission of EMD, Tender fee & Technical Bid documents	<p>The Director, Youth Affairs & Sports, Govt. of Tripura, 4th Floor, Shiksha Bhawan.</p> <p>Scanned copy of EMD/Tender fee are to be uploaded online & hard copy of the same along with other document as specified in NIT must be sent to the O/O the Director, Youth Affairs & Sports, Govt. of Tripura on or before bid submission date & time as mentioned in critical date sheet. If hard copy of the same not received on or before closing date time, the tender will be rejected.</p>
7	Date of opening of Technical Bid	07.02.2019 (2:00 PM)
8	Date of opening of Financial Bid	Will be notified at a later date after completion of technical evaluation.
9	Bid validity period	90(ninety) days
10	Contract Value (tentative)	Rs.50,000/-
11	Contract period	Initially for 2(two) years (March 01, 2019 to 28 th February,2021) and may be extended for another 1(one) year
12	Bidding Website	www. tripuratenders.gov.in
13	Contact for any quires	Sri Udyan Sinha, Director Youth Affairs & Sports- 9612076924
14	Address for communication	The Director, Youth Affairs & Sports, Govt. of Tripura, 4th Floor, Shiksha Bhawan

(b) Critical Date Sheet

Publication of tender document	17/01/2019
Start date of downloading Bid document	17/01/2019 (5:00 PM)
End date of downloading Bid document	06/02/2019 (5.00 PM)
Period of seeking online/Offline queries	18/01/2019 (10.00 AM) to 24/01/2019 (5.00 PM)
Venue, Date & time of Pre Bid Meeting	O/o the Director, DIRECTOR, YOUTH AFFAIRS & SPORTS, Shiksha Bhavan, Office Lane, Agartala on 25/01/2019 at 2:00 PM
Bid corrigendum date	27/01/2019
Start date of online bid submission	17/01/2019 (5:00 PM)
End date of online bid submission	06/02/2019 (5:00 PM)
Bid document downloading start date/end date	17/01/2019 (5:00 PM) & 06/02/2019 up to 5:00 PM
Technical bid opening date	07/02/2019(2:00 PM)
Financial bid opening date	To be published after technical bid evaluation.

- (c) No tender document will be sold and manual bid shall not be accepted. Bidder have to download the bidding documents from the website www.tripuratenders.gov.in & shall ensure that their bids, complete in all respect should be uploaded online before the closing date & time as indicated in critical date sheet stated above.
- (d) Bid can only be submitted after uploading the mandatory scanned document on website www.tripuratenders.gov.in. After submission of Tender, the Bidder can re-submit revised Bid any number of times but before last time & date of submission of Bid as specified in this Tender document.
- (e) Tender must be uploaded in two-bid system – (a) for Technical bid, (b) for Financial bid- Bidder will participate in tender online through website www.tripuratenders.gov.in for which they have to register/enrol their name. Facility is available for the bidder to register/ enroll online in the website www.tripuratenders.gov.in. No provision will be there to drop Tender physically (hardcopy).
- (f) To participate in bid, the bidder shall have a valid **Class 2/Class 3 Digital Signature Certificate (DSC)**, obtained from the certifying authorities enlisted by Controller of Certifying Authorities (CCA) at <http://cca.gov.in>.
- (g) Tenderer who has downloaded the tender from above state portal shall not temper/modify the tender form included downloaded price Bid template in any manner. In case if the same is found i.e. tempered/modified in any manner, tender will be rejected completely & EMD would be forfeited & tenderer is liable be banned for 5 years from doing business with DIRECTOR, YOUTH AFFAIRS & SPORTS.
- (h) Intending bidders are advised to visit again the above stated website at least 2 days prior to closing date of submission of tender for any corrigendum/addendum/amendment. Director, Youth Affairs & Sports, Govt. of Tripura reserves the right to modify the Tender Document by issuing suitable Corrigendum(s),

at any time, **02(two) days** before the last date and time of closing of bid, Any such corrigendum shall be part of tender document and shall be binding for compliance on the Bidders. All corrigendum(s) shall be published in the tender portal at www.tripuratenders.gov.in. Registered Bidders shall be notified of the related Corrigendum(s) by e-mail. However, Director, Youth Affairs & Sports, Govt. of Tripura shall bear no responsibility or liability arising out of non-receipt of the same in time or otherwise. Bidders are requested to visit the site frequently to check whether there is any related Corrigendum(s) or not.

- (i) The bidders are requested to read tender document carefully & ensure compliance with all specification/instruction herein. Non compliance with specification/instruction given in this document may disqualify the bidders.
- (j) The bidder is supposed to provide catering service to maximum 250 nos. of trainees/guest/faculty etc. of Tripura Sports School per day & number may increase or decrease as per need basis. Moreover, the food item/quality as specified in bid document may decrease or increase as per need basis & as per discretion of Director, Youth Affairs & Sports, Govt. of Tripura in categorizing the training. This quantity is only anticipated, however, the intending bidders are requested to collect detail information & volume of works from the O/o the Director, Youth Affairs & Sports, Govt. of Tripura. The service provider shall have no right to claim any compensation/cost/charge on the shortfall of the average occupancy. The service provider shall be under obligation to serve food items in accordance with the direction of Director, Youth Affairs & Sports, Govt. of Tripura as per charges finalise in the tender. Charges of extra items not mentioned in the menu list will be decided by Director, Youth Affairs & Sports, Govt. of Tripura as per local prevailing market rate and it will be final & bidding upon the selected service provider.
- (k) A prospective Bidder requiring any clarification on tender documents may seek clarification online through e-procurement portal www.tripuratenders.gov.in's during 18/01/2019 to 24/01/2019. The Tender Inviting authority will respond to such request for clarification, through the same portal.
 - (l) For any technical support related to e-bidding, interested Bidders may contact with Sri Udyan Sinha, Director Youth Affairs & Sports-9612076924
- (m)The Director, Youth Affairs & Sports (YAS) reserve the right to select the service provider or to reject any bid wholly or partly without assigning any reason. The Director, YAS also reserve the right to relax any eligibility criteria to ensure participation of the bid by maximum no of bidder and also for the interest of YAS in getting quality service at affordable & reasonable price. Incomplete tenders, amendments & additions to tender after opening or late tenders are liable to be ignored & rejected.
- (n) This document contains 36 Pages marked as pages 02 to 36.

**Director
Youth Affairs & Sports**

Introduction :

The DIRECTOR, YOUTH AFFAIRS & SPORTS invites online Bids on two bid system from reputed & registered caterers/ agencies/contractors/individuals/traders/Co-op Societies /SHG/Companies /Hoteliere/ Restaurants owners having minimum annual turnover of Rs.5.00 lakh each for last 3(three) years (2015-16, 2016-17, 2017-18) & having not less than 3 years experience for providing catering services to the trainees/guest/faculty etc. Tripura Sports School, Badharghat, Agartala initially for a period of 2(two) year w.e.f. November,2018 to October,2020 and may be extended for 1(one) year subject to satisfactory performance of the authority of DIRECTOR, YOUTH AFFAIRS & SPORTS, Agartala

This tender intended for providing catering service in the Tripura Sports School, Badharghat, Agartala. Instructions to bidder are broad guidelines to be followed while formulating the bid & its online submission. It also describes the methodology for opening & evaluation of bids and consequent award of control.

2.1 Scope : The Contractor is required to provide catering service (early morning snacks, Breakfast, lunch, Tiffin, dinner etc.) for the participant /trainees/ guest etc. in the Tripura Sport School, Badharghat as per weekly diet chart . In addition to this, the catering service may also extend to other venues on payment. Average number of participant /trainees/ guest etc. is expected to be 180 to 250 based on average of full year occupancy and may vary time to time as per the need of the Tripura Sports School, Badharghat. The contractor shall have no right to claim any costs/charges on the shortfall of the average occupancy.

2.3 Eligibility criteria

- (i) Bidder should be a reputed professional and registered caterers/agencies/contractors/ individuals/ traders /Co-op Societies /SHG/Companies/Hoteliere/ Restaurants etc. with a minimum 3 years shall be reckoned as 01.04.2018.
- (ii) Annual turnover of bidder should be Rs.5.00 lakh each during last 3 years (2015-16, 2016-17 & 2017-18) supported by documentary evidence/audited or CA certified statement of A/Cs (attach copy & turnover certificate-**Annexure-**)
- (iii) The bidder must have implemented/implementing at least one contract each during last 3(three) years of providing catering service. (Attach work experience certificate -**Annexure-**).
- (iv) The bidder should have a valid FSSAI license.
- (v) The bidder must comply with the statutory requirements such as registration with PAN & GST & shall submit proofs thereof. The bidder should be registered with IT Dept. & also registered under the labour laws, EPF organisation, ESIC if more than 20 workers are enrolled.
- (vi) The bidder must have in existence for the last 3 years (attach copy of relevant certificates, registration details)
- (vii) Bidder must not have been suspended/delisted/blacklisted by any organisation on any ground (**Annexure-**)
- (viii) Bidder must not have been prosecuted or suffered any penalty for violation of any statutory laws by any authority.

(ix) Bidder should have registration for catering services under the relevant statutory/Act either as a sole proprietor or a registered firm or a company to run food catering services.

(x) The bidder should be approved/recognised /registered by GoI/State Govt./PSU/ other bodies for providing catering service. Copy of relevant certificates should be attached.

(xi) Bidder should be free from all encumbrances, liabilities, disputes & litigation with respect to its ownership and shall have all required approvals/permission from the competent authorities to participate in the bid.

(xi) Bidder have to submit an undertaking duly signed by the authorised signatory stating that all the terms & condition given in the Bid document are acceptable (**Annexure-**).

(xii) Bidder should have a full fledged office at Agartala with adequate manpower for execution of the contract. Copy of relevant document should be attached (**Annexure-**).

(xiii) Bidder should have minimum required kitchen equipment as prescribed (**Annexure-**) to ensure the catering job as per time schedule prescribed by Director, Youth Affairs & Sports. The Caterer is required to make is own arrangement for cooking materials for serving materials staffs, Crockery/Cutlery/utensils and other material required for catering service. Moreover, the caterer should have adequate number of staff/employee in order to maintain efficiency to standard desired by the institute.

(xiv) Director, Youth Affairs & Sports reserve the right to relax any Bidders eligibility criteria to ensure competitive bidding for the interest of Director, Youth Affairs & Sports. However, any request for any relaxation have to be submitted before pre-bid meeting.

(xv) All the supporting eligibility document to be self attested, signed, scanned & uploaded in the e-procurement portal.

2.3 Fraud and Corruption

2.3.1 The Director, Youth Affairs & Sports requires that the bidders and contractors observe the highest standard of ethics during the execution of such contracts. In pursuit of this policy, the following are defined:

Sl.	Term	Meaning
(a)	Corrupt Practice	The offering, giving, receiving, or soliciting, directly or indirectly of anything of value to influence the action of a public official in the procurement process or in contract execution.
(b)	Fraudulent practice	A misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract.
(c)	Collusive practice	Means a scheme of arrangement between two or more bidders, with or without the knowledge of the Contracting Institute, designed to establish bid prices at artificial, non-competitive levels.
(d)	Coercive practice	Means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.

2.3.2 The Contracting Deptt. will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

2.4 Bidder's Responsibilities :

2.4.1 The Bidder is responsible for the following :

- a) Having taken steps to carefully examine all of the Bidding Documents;
- b) Having acknowledged all conditions, local or otherwise, affecting the implementation of the contract;

- c) Having made an estimate of the facilities available and needed for the contract to be bid, if any;
- d) Having complied with its responsibility to inquire or secure Supplemental/Bid Bulletin(s) if made available.
- e) Ensuring that it is not "blacklisted "or barred from bidding by the GOI/State Governments or any of its agencies, offices, corporations or autonomous bodies.
- f) Ensuring that each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true correct;
- g) Authorizing the Head of the Director, Youth Affairs & Sports or its duly authorized representative/s to verify all the documents submitted;
- h) Ensuring that the signatory is the duly authorized representative of the bidder, and granted full power and authority to do, execute and perform any and all acts necessary and or to represent the Bidder in the bidding, with the duly notarized certificate attesting to such fact, if the Bidder is a corporation, partnership, cooperative, or joint venture.
- i) The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents.
- j) It shall be sole responsibility of the Bidder to determine and to satisfy itself by such means as it considers necessary or desirable as to all matters pertaining to the contracts to be bid, including: (a) the location and the nature of this Contract; (b) Climatic conditions; (c) Transportation facilities; and (d) Other factors that may affect the cost, duration, and execution or implementation of this service contract.
- k) Director, Youth Affairs & Sports shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible bidder out of the data furnished by the Contracting institute.
- l) Before submitting their bids, the Bidder is deemed to have become familiar with all existing laws, decrees, ordinance, acts and regulations which may affect this Contract in any way.
- m) The bidder should note that Director, Youth Affairs & Sports will accept bids only from those that have paid BS/EMD and the non-refundable tender fee for the Bidding Documents at the office indicated in the invitation to Bid.

3. The Bidding Documents

3.1 Cost of Bidding Documents

The Tender Documents are to be downloaded from our Website as mentioned in the important information in Sl. No.1.2 of the NIT.

3.2 Content of Bidding Documents

The Services required, bidding procedures and contract terms are prescribed in the bidding documents which should be read in conjunction. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.

3.3 Clarification of Bidding Documents

PRE-BID CONFERENCE

- a) A prospective Bidder requiring any clarification of the Bidding Documents shall contact Director, Youth Affairs & Sports in writing as specified in the Special Conditions of Contract, latest by the date specified in the invitation for Bids / NIT . No request for clarification or query shall normally be entertained after the **Pre-Bid Conference**. If the Director, Youth Affairs & Sports deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure relating to amendment of Bidding Documents and relating to due date for Submission of Bids. The Clarifications and amendments issued would also be hosted on the tender website as specified in the NIT for the benefit of the other prospective bidders.
- b) A Pre-bid Conference shall be held as indicated in invitation to Bid. All prospective bidders are requested to kindly attend the Pre-bid Conference. In order to facilitate the Director, Youth Affairs & Sports for proper conduct of the Pre-bid Conference, all prospective bidders are requested to kindly submit their queries (with envelope bearing Tender No. and Date on top and marked "queries for Pre-bid Conference) so as to reach the Director, Youth Affairs & Sports as indicated in invitation to Bid. The Director, Youth Affairs & Sports shall answer the queries during the pre-bid conference, which would become a part of the proceedings of the pre-bid Conference. These proceedings will become a part of clarifications / amendments to the bidding documents and would become binding on all the prospective bidders. These proceedings would also be hosted on tender website for all the benefit of all the prospective bidders. Before formulating and submitting their bids, all prospective bidders are advised to surf through the prescribed website after the Pre-bid Conference, in order to enable them take cognizance of the changes made in the bidding document.
- c) Any Statement made at the pre-bid conference shall not modify the terms of the bidding documents unless such statement is made part of clarification proceeding of Pre-bid Conference.

3.4 Amendment to Bidding Documents

At any time prior to the due date for submission of bids, the Director, Youth Affairs & Sports may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment. All prospective bidders who have downloaded the Tender Document should surf our website from time to time to know about the changes / modifications would also be hosted on the website before formulating and submitting their bids to take cognizance of the amendments. In order to allow prospective bidders reasonable time to take the amendment into account while formulating their bids, the Contracting institute, at its discretion, may extend the due date for the submission of bids and host the changes on the website of the Contracting institute.

4. Preparation of Bid

4.1 Bid Language:

All documents relating to the Tender shall be English language only. Whosoever the Bidder is forced to upload a document in any other language, he has to get a translation of the said document from a designated authority (Notary Public etc.), and upload a multipage PDF document comprising of the document in vernacular language followed by English translation.

4.2 Documents Comprising the Bid

The bid prepared by the bidder shall include the following as per the requirement of the Tender Document :

a. BS/EMD and Tender fees as specified in the Invitation to Bids.

b. Bid Form

c. Documents required to fulfilling Eligibility & Qualification criteria and other requirements as specified in NIT and forms as per **Annexure-**

4.3 Bid Form

The bidder shall complete the Bid Form as furnished in the bidding documents. These forms must be completed without any alternation to its format and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested. The Bid Form shall be submitted with the bidding documents.

4.4 Bid Prices

The bidder shall indicate in the price bid the catering charges of the service, it proposes to provide under the contract. Catering charges shall be in rupees payable to the engaged service provider under the contract. The Catering charges quoted shall remain fixed during the contract period and shall not vary on any amount. The quotation should be only in Indian Rupees only. Govt. dues like Central Service Tax, ESIC / PPF rate shall be paid at actual rates applicable on the date. All payments due under the contract shall be paid after deduction of statutory levies at source i.e. TDS as applicable.

4.5 Bid Security (BS)/Earnest Money Deposit (EMD) : Earnest Money Deposit (EMD) of Rs.25,000/- (Rupees Twenty Five Thousand) only shall have to be deposited in favour of “**The DDO, DIRECTOR, YOUTH AFFAIRS & SPORTS**” in the shape of Demand Draft/Fixed Deposit Receipt/Term Deposit Receipt/Deposit at Call valid for a period of six months from the last date of receipt of the Tender from any Scheduled Bank guaranteed by RBI which shall be scanned & uploaded to the e-procurement website www.Tripuratenders.gov.in within the period of Bid submission and thereafter original instruments shall have to reach to the Director, Youth Affairs & Sports as mentioned in this NIT. On finalization of the Tender, EMD submitted by Bidders would be released or will be adjusted with the performance guarantee, if sought by the successful bidder.

4.6 Tender Fee : Interested Bidders who intend to participate in the Bid has also to make payment amounting Rs.1,000/- (Rupees One Thousand) only being the Tender Fee in the form of Demand Draft (non-refundable) of any scheduled bank guaranteed by RBI only drawn in favour of the ‘**The DDO, DIRECTOR, YOUTH AFFAIRS & SPORTS**’ and to be scanned & uploaded in the Technical Bid part. Thereafter, the original instruments shall have to reach to the O/o Director, Youth Affairs & Sports mentioned in this NIT.

4.7 Period of Validity of Bids

Bids shall remain valid for minimum of 90 days after the date of bid opening prescribed by the Director, Youth Affairs & Sports. A bid valid for a shorter period shall be rejected by the contracting institute as non-responsive. In exceptional circumstances, the Director, Youth Affairs & Sports may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by fax or e-mail). The bid security provided shall also be suitable extended. A bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid. Bid evaluation will be based on the bid prices without taking into consideration the above corrections.

4.8 Format and Signing of Bid : The bid should be submitted online as 2 bid as specified in the NIT. In the 2 bid system, the Bidder shall submit the bids in two separate parts. First part shall contain Technical Bid

comprising all document listed in the NIT relating to documents and Annexures- comprising the Bid. The second part shall contain the price bid comprising price bid form.

5.0 Bid Submission

5.1 Detail procedure for the bidder :

(i) On publication of the e-tender, bidder should download the NIT from website and minutely go through the instructions/terms conditions/critical dates/eligibility criteria of the NIT.

(ii) The Bidder shall purchase Class II/Class III Digital Signature certificate from any certifying agency enlisted by Controller of Certifying Authorities (CCA) at <http://cca.gov.in>

(iii) The Bidder shall enrol himself/ herself in the e-procurement web site 'http://tripuratenders.gov.in' and create User ID and Password.

(iv) The Bidder shall Login into the website <http://tripuratenders.gov.in> using the created ID and Password.

(v) After login, the Bidder shall find 'My Document' folder option under My Account. The bidder shall upload (scanned PDF Format) technical documents like notary attested copies of relevant documents as mentioned at Information & instruction for Bidder Section. Scanning resolution should not be more than be 200 dpi in black & white mode.

(vi) The Bidder shall Download and fill up Annexure- I to V and prepare the documents as per procedure mentioned in this NIT for sending the originals to the Director, Youth Affairs & Sports (vii) The Bidder shall Download DNIT document and save in the Bidder's computer for uploading same in the relevant Folder under 'My Document'. Signing & Notarisation of downloaded DNIT is not required.

(viii) The Bidder shall Scan the Tender fee (DD) /EMD instrument (FD/ DD/D-call) into PDF and save in the Bidder's computer for uploading at the time of e-bidding. Original EMD/tender Fee instruments shall have to submit to the Director, Youth Affairs & Sports along with Original Annexure-

(ix) Thus, the Bidder shall be ready and start bidding following the steps as per the e-procurement application and upload all the required documents with his/ her digital signature.

(x) Bidder shall download and carefully read all the terms conditions and other contents of the NIT. Downloaded NIT has to be uploaded back and digitally signed by the Bidder as a part of technical bid, as a proof of acceptance of all terms condition in the NIT by the Bidder.

(xi) Physically signed & Notary attested scanned copies of all relevant documents as mentioned in the subsequent sections of this NIT have to be digitally signed and uploaded (scanned in PDF Format) by the Bidder in technical bid part.

(xii) Bidder should take the print out of Annexure-I to V (in Non-Judicial Stamp Paper wherever applicable), fill up the relevant Columns, put ink signature with Stamp & get the same authenticated/attested by Notary Public, and shall have to send originals to the Director, Youth Affairs & Sports in sealed envelope.

(xiii) Scanned copy (PDF Format) of Bank instruments, in support of deposit/submission of Tender Fee & EMD, shall be uploaded in the technical bid and the related originals are to be submitted to the Director, Youth Affairs & Sports along with the Annexure- as mentioned in the NIT.

(xiv) Rate quoting sheet (BOQ) shall be downloaded, filled up properly and uploaded in the financial bid after digital signing. Name of bidder must be written in the appropriate field of rate quoting sheet by each bidder.

The bidder shall have to quote rate in figures only for the catering service as mentioned in the BOQ to qualify in the bid. Any comments like 'Not quoted', 'Not applicable' 'NA' etc. shall not be written as these will not be accepted by the e-procurement system and render the Bid as not-qualified.

(xv) To view the details of the BOQ, bidder should have to Enable Macros in the BOQ Work-Sheet.

(xvi) Bidder's shall use the 'My Document' folder option in the e-procurement web-based- application, available after login for uploading Technical Documents other than scanned copied of Tender Fee & EMD instruments. The Bidder shall upload all his/her relevant technical documents by scanning in PDF Format [DNIT & Notary attested copies of all relevant documents as mentioned in this NIT] with digital signature. 'My Document' shall be populated prior to real time bidding which will help the bidder to complete the bidding easily within the bidding session.

(xvii) An indicative organization of folders under 'My Document' and the related technical documents to be uploaded is indicated hereunder.

Sl	Category	Sub Category	Scanned Documents to be uploaded in PDF Format (whichever is/are applicable)
1	DNIT Documents	DNIT	Downloaded NIT
2	BIS/Mfg. lic./ Dealership	Trade license/registration certificate and Manufacturing License of principal firm-For Dealer.	Trade License issued by the appropriate authority.
		Registration of the Firm/Agency	Copy of Firms Registration
3	Tax related documents	Professional Tax clearance if this is in force in the state, the bidder belongs to	Copies of Income Tax Returns for preceding 03 financial years (2015-16, 2016-17 & 2017-18).
		PAN Card	Copy of PAN card
		GST Registration Certificate	Copy of GST Registration Certificate
4	Financial Details	Balance Sheets	Copies of Audited Balance Sheets for preceding 03 financial years (2015-16, 2016-17 & 2017-18)..
5	Misc Document	Any other document	Copy of License under The Food Safety and Standards Act, 2006 issued by the appropriate authority.
		Power of attorney in favour of local agent mandatory	Certificate from the Competent Authority in respect to number of years having run any Canteen/Catering Services/offices in any Institution/Organisation etc. Along with number of persons presently engaged.

(xviii) During scrutiny of tender/ preparation of comparative statement/ signing of agreement, eligible bidders will have to submit / produce original copy of the uploaded document for verification, as & when asked by the Departmental Authority.

(xix) This is for the information of all bidders that all documents uploaded in the tender will be a part & parcel of the agreement, to be physically signed (except DNIT) by the successful bidder before uploading.

(xx) 'My Document' will be available in the 'My Account' Section of the Portal. Under 'My Document List' caption of 'My Document', 'Category Name' – 'Sub Category Name' of the Folders assigned by the Department will be populated, where the Bidder shall have to upload the relevant technical documents as specified above. Kindly note that nomenclature like 'Category Name' – 'Sub Category Name' are pre-defined in the Portal and the nomenclature is not at all relevant to the respective technical documents are to be uploaded. The specified Folders are actually particular locations under My Document, where the required technical document are to be uploaded as required & specified by the Department.

(xxi) Subsequently, during real time bidding, all technical document uploaded under different folders of the My Document are to be populated/uploaded in the 'Submit Other Important Document' Section properly. Thereafter, Under 'Tender Covers' Section, only scanned copies of 'EMD & Tender Fee' instruments is to be uploaded in the 'Fees/PreQual/Technical' cover. Under Finance cover, only properly filled-up BOQ to be uploaded.

5.2 Mandatory documents to be attached :

5.2.1 Technical Bid :- Following forms to be submitted along with technical bid :

- (i) Scan copy Registration Certificate.
- (ii) Scan copy of GST.
- (iii) Scan copy of PAN Card & IT return of FY (2015-16, 2016-17 & 2017-18)
- (iv) Scan copy of Certified Balance Sheet of the Financial year 2015-16, 2016-17 & 2017-18.
- (v) Scan copy turnover certificate showing turnover during last 3(three) years.
- (vi) Scan copy of experience in providing catering service.
- (vii) Scan copy of Registration with Central or State statutory authorities .
- (viii) Scan copy of Tender fee & EMD .
- (ix) Scan copy of tender acceptance letter.
- (x) Scanned copy of Bank details.
- (xi) Scan copy of bidder information form.
- (xii) Scan copy of no relation certificate.
- (xiii) Check list of documents supporting eligibility criteria, qualification criteria and other supporting document.
- (xiv) Scan copy of Certificate about non-black listing.
- (xv) Scan copy of Bank guarantee format.

The scan copy of the above document to be uploaded after digital signing in the tender Covers captioned as - 'Fees/Pre Qual/Technical'.

5.2.2 Financial Bid :

- (i) Price Bid as BoQ.xls.
- (ii) Undertaking of Price Bid.

5.2.3 BOQ :Rate quoting sheet (BOQ) to be downloaded, filled up and uploaded (Finance Cover) with digital signing. Name of bidder must be written in the appropriate field of rate quoting sheet by each bidder.

(iii) NOTES ON BILL OF QUANTITIES

1. The Bill of quantity shall be read in conjunction with the **NIT instruction** to Bidder, conditions of contract, Specifications and drawings.

2. Bill of Quantity (BOQ), which is the Rate quoting sheet in MS-Excel format shall be downloaded from e-procurement portal, filled up properly and uploaded in the bid after digital signing.
3. The Bidder shall always open the BOQ sheet with Macros Enabled.
4. Name of bidder must be written in the appropriate field of rate quoting sheet by each bidder.
5. For the catering service, the quantities given in the Schedule of quantities are estimated and given to provide a common basis for bidding. The basis of payment will be the actual quantities of the catering job ordered and carried out, as certified by the authority of the Tripura Sports School and valued.
 - a. At the rates bid in the Schedule of quantities in the case of item rate bids per plate /meal as specified in the Menu Chart; and
 - b. The rate to be quoted as per menu chart
6. The rates bid in the priced bill of quantity(BOQ) shall, except in so far as it is otherwise provided under the contract, include all the jobs under the catering services set out in the contract.

5.3 Submission, Sealing and Marking of Bids.

Bidder should take the print out of Annexure-I to VII of the NIT Document (in Non-Judicial Stamp Paper wherever applicable), relevant Columns to be filled up, put ink signature with Stamp & get authenticated by Notary Public and shall have to send originals to the Director, Youth Affairs & Sports in sealed envelope. The bidders first upload the technical bid documents in the portal and then submit their duly sealed technical bids, generally by post or by hand. The Bidder shall furnish, as part of its bid, Tender Fee and Bid security (BS)/Earnest Money. Deposit (EMD) of amount as specified in NIT in favour of the Director, Youth Affairs & Sports. Original EMD & Tender Fee shall also be placed in the same sealed envelope along with Annexure-I to VII superscripted as 'EMD /Tender Fee & other documents for catering service for supplying food item for trainees & guests of Director, Youth Affairs & Sports for 2(two) years w.e.f. (March 01, 2019 to 28th February,2021) and should reach the "O/O Director, DIRECTOR, YOUTH AFFAIRS & SPORTS, Agartala", positively before the Bid opening date & time.

Bids received on-line without reciprocal receipt of physical EMD / Tender Fee Bank instruments and Annexure-I to VII shall not be considered for Tender opening. Tendering authority will not be liable for any postal delay (if sent through post/courier) and such Bids will be summarily rejected.

The documents as mentioned in the Bidders eligibility criteria are integral part of Technical Bid and the Bidders shall have to upload (scanned in PDF format) the relevant documents in the specified Folders under 'My Document' of the e-Procurement Portal. The Bid Evaluation Committee of the Department shall evaluate the technical eligibility of the Bidders on the basis of technical documents of specified criteria mentioned hereunder and other additional documents submitted by the Bidders, if so asked by the Department after opening of technical bid.

Extraneous term condition: Bidder should accept all the term condition of the tender unconditionally and if they impose any extraneous term condition or offer any conditional discount, tendering authority reserves the right to declare the bid informal.

If any of the required documents are not uploaded in the My Document Folder and thereafter in the 'Submit Other Important Documents' section of the Portal, Tendering Authority reserves the right to declare the incomplete tender as informal or may ask the Bidder to furnish wanted documents after opening of technical

bid of the tender. Besides this, the department reserves the right to seek any additional information/document or relax any eligibility criteria in any stage from the bidder after opening of the tender.

5.4 Due date for submission of Bids : Bids must be received by the Director, Youth Affairs & Sports at the address specified in NIT not later than the time and date specified in NIT. In the event of the specified date for the submission of Bids being declared a holiday for the Director, Youth Affairs & Sports, the Bids will be received up to the appointed time on the next working day. The Director, Youth Affairs & Sports may, at its discretion, extend the due date for submission of bids by amending the bid documents in accordance relating to Amendment of Bidding Documents in which case all rights and obligations of the Director, Youth Affairs & Sports and previous subject to the due date will thereafter be subject to the due date as extended.

5.5 Late Bids : Any bid received by the Director, Youth Affairs & Sports after the due date for submission of bids prescribed by the Director, Youth Affairs & Sports will be rejected. It is responsibility of the bidder to ensure timely delivery of bid to Director, Youth Affairs & Sports and no reasons for delay shall be entertained. Late tenders shall be marked as delayed /late and not considered for further evaluation. They shall not be opened at all and be returned to the bidders in their original envelope without opening.

5.6 Withdrawal, substitution and Modification of Bids : A bidder may withdraw, substituted modify its Bid after it has been submitted by sending a written notice duly signed by authorised representative. Bids requested to be withdrawn shall be return unopened to the bidders. No bid may be withdrawn, substituted, or modified in the interval between the due date for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form or any extension thereof.

6. Opening of tender:

- i. Bids will be opened online. The opening date and time is mentioned in the NIT. If opening schedule gets changed, revised schedule will be displayed in the office notice board of the undersigned and will also reflected in website (www.tripuratenders.gov.in).
- ii. Bidders who's Technical Bids will be found satisfactory and conforming to the eligibility criteria mentioned in the NIT document, shall only be considered for opening of Financial Bid. The date & time of Financial Bid opening will also be declared online. Decision of the Bid Evaluation Committee of the Department in respect to Technical Qualification of the Bids will be Final.
- iii. Bidders may track Technical and Financial bid opening on-line, in the e-procurement portal at <http://tripuratenders.gov.in>. However, Bidders or their authorized representatives may remain present at the Technical/Financial bid opening in the O/o Director, Youth Affairs & Sports at the pre-announced schedule.

7. Evaluation of Financial Bid & Comparison of rate:

- i. The 'BOQ comparative chart' generated & displayed from the e-procurement portal, after the opening of financial Bid will not be final (which will be displayed as 'BOQ comparative chart' at financial bid opening summary page).
- ii. Department will prepare comparative Statement as per the decision of the Bid Evaluation Committee in the Department, which will be appropriately displayed in the e-procurement portal (This will be displayed at financial bid opening summary page).
- iii. Financial Bid submitted by the Bidders, those who have qualified in the Technical Bid, would be evaluated in the following manner:

Total quoted amount for all the items in this NIT would be summed up and considered as the aggregate tender value. Bidder who offered lowest summed up rate will be declared as the L₁ rate by the Director, Youth Affairs & Sports. The Director, Youth Affairs & Sports will award or recommend to the Competent bid accepting authority for award of the contract to the Bidder who is found Technically Qualified as per the Bid conditions and whose Offer Rate is lowest. Details of 'Bid Evaluation Committee' shall be uploaded in the e-procurement portal <https://tripuratenders.gov.in> and all the bidders can access the same. No negotiation with the L₁ bidder will be entertained as per CVC guideline.

8. Notification of Award and Signing of Agreement.

- (i) The Bidder whose Bid has been accepted as lowest Bid will be notified for the award of contract by any authorized official, prior to expiry of the Bid validity period by publishing the Award of Contract in the Tripura Tenders portal and also may send the same through registered letter.
- (ii) The bidder should appear before the tender inviting authority within 7(seven) days after the bidder has been awarded and shall make payment of the additional security deposit wherever needed by way of "Demand Draft" obtained from a Nationalized / Scheduled Bank with required validity period and sign an agreement in the form prescribed by the department for the due fulfilment of the contract. Failure to attend the Director, Youth Affairs & Sports on the date fixed, in the written intimation, to enter into the required agreement shall entail forfeiture of the Earnest Money deposited. The written agreement to be entered into between the Bidder and the authority of Director, Youth Affairs & Sports shall be the foundation of the rights and obligations of both the parties and the contract shall not be deemed to be complete until the agreement has first been signed by the Bidder and then by the proper officer authorized to enter into contract on behalf of the Government.

3 The successful bidder has to sign an agreement within a period of 10 days from the date of receipt of communication of acceptance/ award of his bid. On failure to do so his bid will be cancelled duly forfeiting the E.M.D., paid by him without issuing any further notice and action will be initiated for black listing the bidder.

9. **BOQ Tampering :**

- i. The provided BOQ in the Tender is meant for downloading in the Bidders client machine, for entering the relevant fields meant for rates & bidders particulars and finally uploading along with the Bid. The BOQ Excel Sheet is Macro enabled and working with the Sheet requires the Macro to be allowed/enabled to run.
- ii. Bidders are hereby warned not to tamper the Excel Sheet, make copies and work in a copied Sheet or break through the default Work-Sheet Security. Such BOQs with stated violations will be treated as Tampered BOQs and Bids uploaded with Tampered BOQs will be summarily rejected.

10. The Bid submitted shall become invalid if:

- i. The Bidder does not upload all the technical documents as stipulated in this Tender Document or in the stipulated order/context as mentioned in this NIT. However, the Bid Evaluation Committee shall take the final decision on the technical eligibility of a Bidder and their uploaded documents.

ii. If any discrepancy is noticed between the documents as uploaded at the time of submission of Bid and hardcopies as submitted physically in the office of the Tender opening authority (i.e. O/o Director, Youth Affairs & Sports), the Director, Youth Affairs & Sports reserves to declare the concerned Bid as informal.

iii. In case of any discrepancy/confusion arises or more clarity on submitted documents/certificate/information are required, the Department may ask the Bidders to produce all original copies of Technical documents or any other additional document for detailed scrutiny. Tempering of any documents, submission of false & fabricated document / information / declaration/certificate shall lead to the cancellation of submitted Bid.

11. Performance Guarantee:

i. The successful Bidder shall also have to furnish a “Performance Guarantee” of Rs 50,000/- by means of Demand Draft/Fixed Deposit Receipt/Term Deposit Receipt/Deposit at Call from any scheduled bank guaranteed by RBI only showing deposits in the name of “The Director, Youth Affairs & Sports”.

ii. Performance Guarantee deposited by the successful Bidder would be released by the Department only after successful completion of contract, on receipt of written request from the successful Bidder.

12. Bid Validity : The Bid shall remain open for acceptance for a period of 90 (ninety days) days from the date of opening of Bids. If any Bidder withdraws his Bid before the said period or issue of letter of acceptance whichever is earlier or makes any modification in the terms & conditions of the Bid which are not acceptable to the Director, Youth Affairs & Sports, then without prejudice to any other right or remedy, the Director, Youth Affairs & Sports be at liberty to forfeit the EMD amount deposited by the Bidder. Further, the Tenderer shall not be allowed in the re-bidding process of the work, if any.

13. Binding of YAS to accept or any bid : The Director, Youth Affairs & Sports does not bind itself to accept the lowest or any other Bid and reserves the right to reject any or all of the Bids received without assigning any reason. All Bids in which any of the prescribed conditions is not fulfilled by the Bidders shall be summarily rejected. Any conditional bid shall also not be entertained.

14. Bill Payments :

a. The Caterer is required to maintain all records with regard to the supply of food and should get it verified by authority of Tripura Sports School, Badharghat on regular basis.

b. Payments shall be made on RTGS/NEFT basis through online mode within 30 working days on receiving the bills/invoices with all supporting documents from the caterer. TDS and other taxes will be applicable and to be deducted as per government rules.

c. The caterer shall not be entitled to any increase on the quoted rates or any other rights or claim whatsoever by reason of any representation, explanation or statement or alleged representation, promise or guarantee given or alleged to have been to him by any person.

15. 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 Director, Youth Affairs & Sports 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 located within the local limits of Tripura High Court.

16. Contract Period :

a. The contract will be for a period two years initially from the date of supply of food and may be extended with same terms and conditions for one more year based upon the satisfactory feedback from all the stakeholders of the institute.

b. During the contract period, the Deptt. will not entertain any request for revision of rates due to reasons such as increase in costs, wage revision in the Minimum Rates fixed by the Labour Commissioner, Govt. of Tripura.

17. Termination of the contract:-

The contract may be terminated in any of the following contingencies:-

(a) On the expiry of the contract period, without any notice;

(b) On giving one month's notice at any time during the currency of services, in case the services rendered by the contractor are not found satisfactory and not in conformity with the general norms and standard prescribed for the services.

(c) On assigning of the contract or a part thereof or any benefit or interest therein or there under by the Contractor to any third person or sub-letting the whole or a party of the contract to any third person, without any notice.

(d) On Contractor being declared insolvent by the competent Court of Law without any notice;

(e) In case the contractor is not interested to continue the contract he will give minim two months notice. If the Contractor does not give the requisite notice as mentioned above, then his security deposit shall be forfeited and Bank Guarantee shall be invoked.

"Provided that during the notice period for termination of the contract, in the situation contemplated above, the contractor shall keep on discharging his duties as before till the expiry of notice period".

(f) In the event of exigencies arising due to death, infirmity, insolvency of the Contractor or for any other reason or circumstances, liabilities thereof the contract shall be borne by the survivor of the contractor on such terms & conditions.

(g) The Courts at Agartala only shall have the jurisdiction for the purpose of this agreement.

18. Prohibition of participation: The near relatives (Members of family, spouse, son, daughter, brother, sister) of the employees of the Director, Youth Affairs & Sports are prohibited from participation

19. Confidentiality : Information relating to the examination, evaluation, comparison, and post qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until Award of the Contract.

Any effort by a Bidder to influence the Contracting Institute in the examination, evaluation, comparison, and post qualification of the bids or contract award decisions may result in the rejection of its Bid.

20. Clarification of Bids : to assist in the examination, evaluation, comparison and post qualification of the bids, the Contracting Institute may , at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted. However, no negotiation shall be held except with the lowest bidder, at the discretion of the Contracting Institute. Any clarification submitted by a bidder in respect to its bid which it's not in response to a request by the Contracting Institute shall not be considered.

21. **Capital Investment / Compensation:**

- i. The successful Bidder shall have to invest capital of his own for the purpose of supply of catering items with all other expenses and shall quote rate as per BOQ both in figures and words for supply of food item. Claim for any additional charges will not be entertained by the Department.
- ii. The selected Bidder shall not be entitled to claim any compensation for any hike in taxes, or other incidentals and on no account, they shall claim any compensation or reimbursement from the Director, Youth Affairs & Sports.
- iii. The selected Bidder shall have to produce cost analysis statement on demand from the Director, Youth Affairs & Sports to ascertain the feasibility of rates and if the selected Bidder fails to justify his quoted rates taken into consideration of all prevailing factors, then the Director, Youth Affairs & Sports have every right to even reject the lowest quoted rate offer.

22. Force Majeure:

For the purpose of this Article, Force “Majeure” means any cause, which is beyond the control of the Successful Bidder, which such party could not foresee or with a reasonable amount of diligence could not have foreseen, and which substantially affect the performance of the Contract, such as:

- War / hostilities / Riot or civil commotion
- Earth Quake, Flood, Fire, Tempest, Epidemics, Lightning or other natural physical Disaster, Quarantine restricts etc. imposed by the Government or other statutory bodies, which is beyond the control of the Successful Bidder, which prevent or delay the execution of the contract by the Successful Bidder.

If a Force Majeure situation arises, the Successful Bidder is required to promptly notify the Director, Youth Affairs & Sports in writing of such condition and the cause thereof within a period of seven (7) days from the date of happening of such an event requiring invocation of this force majeure article. Unless otherwise directed by Director, Youth Affairs & Sports in writing, the Successful Bidder will continue to perform its obligations under this supply order as far as is reasonably practical and shall seek all reasonable alternative means for performances of this order.

23. Special terms & condition of the contract:

23.1 The bidder shall quote the rates to provide catering service at Tripura Sports School, Badharghat, Agartala in specified Financial Bid as per format. Details of food items & specification is at **Annexure-**

23.2. The contractor shall follow the day wise menu and shall seek instructions from the Director, Youth Affairs & Sports or Tripura Sports School authority who may modify the menu to fit to the needs of the Tripura Sports School. No change can be made in the Day-wise Menu by the contractor without written approval. Violation of these instructions shall automatically result in 5% deduction of the bill for that period, subject to a maximum of Rs.500/- in each case.

23.3. A compliant register will be kept in the Dining Hall for registering complaints of the trainees with regard to all/ any aspect of the food including service provided by the mess contractor.

23.4. The contractor shall pay Electricity and Water charge as per the tariff raised by the Director, Youth Affairs & Sports. This is payable in first week of the month on the basis of separate Meter reading at commercial rates.

23.5. (a) The Crockery, Cutlery, Table Cloth, Utensils and Kitchen Equipment such as Masala Grinder, Electric hot Plate, Toaster, Refrigerator, Tea/Coffee Machine and various Cooking range shall be arranged by the contractor.

(b) The Contractor will bring all the Kitchen Equipment in working order and thereafter he will be responsible for the maintenance upkeep and repairs of the equipment.

(c) The Contractor shall arrange for proper cleaning and upkeep of Dining Hall at Boys & Girls Hostel and furniture in his charge.

23.6. The Contractor shall use proper utensils of good quality during serving of lunch, dinner and breakfast.

23.7. The Contractor shall arrange washing of tablecloths, towels and cloth napkins at his own cost.

23.8. The Contractor shall not let out this work on sub contract or otherwise to anybody else.

23.9. Contractor shall buy at his own cost good quality food item as prescribed. These items are subject to verification at any time without notice by the Director, Youth Affairs & Sports or by its authorized committee, whose recommendations are final and are to be acceptable by the Contractor for any action that may be considered deemed fit and will be binding upon the Contractor.

23.10. Safe drinking water should be supplied at lunch, dinner and breakfast time to each participants and resource persons.

23.11. At every dining hall, like Boys Hostel & Girls Hostel, caterer should provide **requisite number of waiters** doing the responsibility of waiters /attendants. **No separate charges shall be quoted for this service.** The responsibility of waiters / attendants shall be as follows:

a. *The Waiters/ Attendants engaged by Caterer shall stay along with the service table during lunch time and they should supply additional curry / rice etc.*

b. *They should clean the tables as soon as the participants finish eating, remove the old plates from the dining hall.*

c. *The dining and serving tables should be well covered with clean white cloth with transparent plastic sheet on top which should be changed every day.*

23.12. Food items to be served as per the direction of the Tripura Sports School or Director, YAS.

23.13. Food warmers should be used on all days compulsorily.

23.14. The caterer should prepare and keep requisite number of vegetarian thali containing paneer item prepared on purely vegetarian style for each training every day, if non-veg. dish prepared on that day.

23.15. All kitchen wastes and other used disposable glasses, cups, plates should be disposed off at the AMC dust bin. In case of littering the premises with kitchen wastes, the caterer shall make arrangements to clean/ remove such waste immediately.

23.16. Tea/ coffee should be provided in good quality disposable paper cups/clay cups and saucers as per the direction of the authority of Tripura Sports School .

23.17. Room services will strictly be limited to bed tea and to Guest Resource Persons staying in the guest rooms. All meals are to be served only in the Dining Halls. The contractor shall arrange for cooking and serving of Break-fast, Morning Refreshment ,Lunch, Evening Tea and Dinner the timings of which are mentioned below:-

THE TIMINGS OF SERVING OF MEALS DURING TRAININGS WILL BE AS UNDER:

Meals	Timings	Place of Serving
Early morning (snacks & nuts)	5:30 AM to 6:00 AM	Dining Hall at Boys & Girls Hostel
Break Fast	9:30 AM to 9:45 AM	Dining Hall at Boys & Girls Hostel
Lunch	1:00 PM to 1:30 PM	Dining Hall at Boys & Girls Hostel
Tiffin	6:00 PM to 6:30PM	Dining Hall at Boys & Girls Hostel
Dinner	9:00 PM to 9:30 PM	Dining Hall at Boys & Girls Hostel

Bed Tea	5:30 AM	Guest Room (for Resource Persons outside State only).
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Note: Timings are liable to be changed at the discretion of DIRECTOR, YOUTH AFFAIRS &

SPORTS Authority with prior discretion.

23.18. The caterer shall display “*daily menu*” in the display board of dining hall.

23.19. Waiters engaged by the caterer should be in proper and presentable uniform and should observe proper etiquettes and discipline.

23.20. The caterer shall provide uniform with badges to all waiters/cook and other helpers and they should wear the same daily. The badges should bear the name of the Agency.

23.21. All non-vegetarian items to be served on a separate table away from the vegetarian items.

23.22. the authority of Tripura Sports School will provide dining halls and kitchen space to the successful bidder. Maintaining cleanliness and hygienic conditions of the kitchen, dining halls, hand wash basins and surrounding areas will be the responsibility of the caterer and shall be given top priority.

23.23. Quality and hygiene to be given due care and attention by the caterer. The caterer shall be accountable for any kind of ill-health condition viz. food poisoning or any other illness arising due to unhygienic services.

23.24. The bidder should provide clean, light coloured towels and liquid soap for washing and drying of hands of the trainees/ guests near the wash basins.

23.25. The caterer shall employ only such person above the age of 18 years and medically fit.

23.26. The contractor will have to employ the required staff at his own cost and bear all the statutory and other liabilities for running the catering service.

23.27. The caterer will, at all times, ensure discipline decent and courteous behavior by his waiters while they remain in premises of Tripura Sports School, Badharghat. In case any of his employees indulges in any act of indiscipline, misbehaviour or slogan shouting or indulges in violent act(s) or abets others in doing so and it is prima facie proved, the caterer shall remove the employee (waiter) concerned from the premises immediately on receipt of written communication from the authorities which will be duly acknowledged.

23.28. There shall be a monitoring committee of officials as constituted by the Director, YAS from time to time for supervising & monitoring the quality of service. In an event of **more than one adverse finding in a month** by the said committee, **20% of the bill amount for the said month shall be deducted**. Adverse finding would include the following -

- (a) violation of the service requirements
- (b) providing substandard quality of food.
- (c) providing less quality and quality of food item.
- (d) compromising on hygiene conditions.

(e) If more than 50% of the total participants/staff/guests rate the services provided by the Tenderer as either average" or "Poor".

Penalty will be recovered directly from the bill of bidder and the Institute's decision shall be final. Moreover, the Caterer shall be solely responsible for any consequences due to food poisoning. Besides refusal of the entire payment for the sessions, during which such food poisoning has occurred, the Institute may initiate further stringent action, as it may deem fit.

23.29. The monitoring committee shall carry out surprise checks on the food quality.

23.30. Only commercial LPG cylinders to be used for cooking. Electric heaters, Firewood and Kerosene stoves will not be permitted under any circumstances.

23.31. All bills raised by the caterer will be accompanied by the Xerox copy of attendance of participants taken from attendance register maintained by the Course Director for the particular trainings for which the catering service was provided or venue programme organized. The caterer shall also have to submit “ **quality and performance satisfaction” certificate** from the authority of Tripura Sports School along with the bill. Bills for meals in respect of venue programme should be **submitted after obtaining certification from the authority as prescribed by Director, YAS**. Late submission of bill shall not be entertained.

23.32. **The undersigned reserves the right to cancel the agreement at any time during the year, if it is found that the service quality is compromised or terms and conditions are violated by the firm.**

23.33. It is not binding upon the Director, Youth Affairs & Sports to engage the caterer for all the training programmes.

23.34. The caterer will not be allowed to cook in Tripura Sports School premises for any other training conducted by other neighboring institutes. The caterer will cook only for such trainings held for which he / she is authorized to provide meals.

23.35. Proper upkeep of the Tripura Sports School facilities used by the caterer and proper economic use of water and electricity is the responsibility of the caterer. In case of damage and breakage due to negligent and careless handling of properties of Director, YAS by the caterer and his staff, the cost will be adjusted from the bills of the caterer. Director, YAS may also take such action against the caterer, as it may deem fit and proper.

23.36. **Charges for consumption of electric power in Kitchen / canteen will be borne by the caterer.** DIRECTOR, YOUTH AFFAIRS & SPORTS will install a separate electric meter for this purpose.

23.37 Charges for consumption of pipe line Gas in both Kitchen Boys & Girls / canteen will be borne by the caterer.

23.38. The authority of Tripura Sports School will inform the caterer estimated number dishes required and the actual number of dishes on each day will be informed at 7:30 AM which will depend on the attendance of participants on that day. As such the caterer must keep sufficient stock of food items to avoid difficulties if number of participant’s increases.

23.39. The caterer shall also run a canteen for office staff in the place provided during office hours in all working days.

23.40. If it is felt that the rates quoted are higher than prevailing market rates or it is ascertained that the bidders do not have necessary bonafides for providing quality service to the participants, or it is felt that the process has failed to have right price discovery with reasonable service quality, the Director, YAS reserves the right to rescind the tenders and take further recourse as deemed fit and proper.

23.40. Statutory Requirements : The Caterer shall be solely responsible to comply with all Acts, Laws, Rules and Regulations, as may be applicable from time in respect of running of the Canteen 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 Institute against all claims, loss, damage and costs thereof in case of any breach of any of these Acts, Laws, Rules and Regulations. The Caterer shall fully indemnify the Institute for any default or non-observance by the vendor or nay or their representatives of any of the provisions of the above mentioned enactment and the rules framed there under.

24. The undersigned reserves the right to accept or reject the tender without assigning any reasons.

25. The tender document Pages from 02 to 36 Pages.

**Director,
Youth Affairs & Sports**

26. DIET CHART FOR THE STUDENTS OF TRIPURA SPORTS SCHOOL, DDSS COMPLEX, BADHARGHAT

SL NO	DAY	EARLY MORNING 5.30 to 6.00 a.m	BREAKFAST 9.30 to 9.45 a.m	LUNCH 1.00 to 1.30 a.m	TIFFIN 6.00 to 6.30 p.m	DINNER 9.00 to 9.30 a.m
1	2	3	4	5	6	7
1	Saturday	Biscuit =10 mg Nuts =05 gm Chola =10 gm Jiggery =05 gms	Veg. Polow/ Veg Khichuri with veg. Milk = 200 ml Suger = 10 gms Butter =20 gms	Rice(per boiled) =200 gms Dal(raw) =40 gms Mix veg. with laitya = 200 gms Fish Curry = 80 gms (Charra Pona), Salad, fruits -150g curd-80g	Biscuit =3 nos Suji along with dry grapes and Nuts = 150 gms Milk = 200 ml with sugar= 10g Banana = 02 nos (bib size)	Rice(pre boiled) =200 gms Dal(raw) =40 gms Veg. with dry fish =200 gms Egg curry (Poultry) =01 no, Salad mix-150g.
2	Sunday	Biscuit =10 mgs Nuts =05 gms Chola =10 mss Jiggery =05 gms	Luchi/Puri 03(three) nos = 100 gms Kablichanna Carry = 150 gms Milk = 200 gm with Sugar 10 gm Boiled Egg (Poultry) = 01 no Butter = 20 gms	Rice (pre boiled) =200 gm, Dal(raw) =40 gm, Mixed Veg. =200 gms Egg curry =01 no Salad- 150g	Biscuit =3 nos Milk = 200 ml with suge = 10g Banana = 02 nos	Rice (per boiled) =200 gms Dal(raw) =40 gms Mixed Veg. =200 gms Chicken(Raw) =180 gms Salad Seasonal fruits = 150 gms
3	Monday	Buiscuit = 10 g Nuts = 05 gm Chola = 10 gm Jiggery= 05 gm	Chapatti = 03 nos (120 gms) Boot dal = 150 gm Milk = 200 ml, Sugar = 10 gms Boiled Egg (Poultry) = 01 no, Butter = 20 gms	Rice(pre boiled) =200 gms Dal(raw) =40 gms Mixed Veg.200 g fruits = 150 gms Egg curry with 01 egg no, Salad, Seasonal	Biscuit = 03 nos Milk= 200 gm Sugar= 10 gms Banana = 02 nos	Rice (pre boiled) =200 gms Dal(raw) 40 gm Mised Veg. =200 gms Fish curry with fish 80 g (Chara Pona), Salad,
4	Tuesday	Buiscuit = 10 g Nuts = 05 gms Chola = 10 gms Jiggery = 05 gms	Bread/Lop = 100 gms with kablichana curry-150g, Butter =20g Milk = 200 ml Boiled Egg (Poultry) = 01 No. Butter = 20 gms	Rice (pre boiled) =200 gms Dal(raw) =40 gms Mixed Veg. =200 g Fish curry (Katal) =80g. Salad Seasonal fruits = 150 gms	Cake = 02 pices Milk = 200 ml Sugar = 10 gms Banana = 02 nos rasagoola- 1 no.	Rice (pre boiled) =200 gms Dal(raw) =40 gms Veg. with dry fish sidal =200 gms Egg curry (Poultry) =01 no, Salad Seasonal fruits = 150 gms
5	Wednesday	Buiscuit =10gm Nuts = 05 gms Chola = 10 gms Jiggery = 05 gms	Chapatti = 03 nos (120 gms) Mix.Veg. Curry = 150 gm Milk = 200 ml Sugar = 10 gms Boiled Egg (Poultry) = 01 no Butter = 20 gms	Rice(boiled) =200g Dal(raw) =40 gms Veg. With dry fish =200 gms, Egg curry (Poultry) =01 no, Salad, curd-80g Seasonal fruits = 150 gms, curd- 80 g	Biscuit = 03 nos Milk = 200 gm Sugar = 10 gm Banana = 02 nos	Rice(per boiled) =200 gms Dal(raw) =40 gms Veg. with dry fish =200 gms Mutton (Raw) =180 gms, Salad

6	Thursday	Biscuit = 10 g Nuts = 05 gms Chola = 10 gms Jiggery = 05 gms	Chapatti = 03 nos (120 gms) Kabli chola = 150 g Milk = 200 ml, Sugar = 10 gms Boild Egg (Poultry) = 01 no Butter = 20 gms	Rice (pre boiled) =200 gms Dal(raw) =40 gms Dry fish (Shidal) =200 gms Fish curry(Katal) =80 gms, Salad	Boiled chana along with onion pieces, Oil, Nuts etc Milk = 200 ml Sugar = 10 gms Sweets = 01 piece	Rice (pre boiled) =200 gms Dal(raw) =40 gms Veg. with dry fish =200 gms Egg curry with one egg, Salad Seasonal fruits = 150 gms
7	Friday	Biscuit = 10 gms Nuts = 05 gms Chola = 10 gms Jiggery = 05 gms	Chapatti = 03 nos (100 gms) Boot dal = 150 gm Milk = 200 ml, Sugar = 10 gms Boild Egg (Poultry) = 01 no Butter = 20 gms	Rice (per boiled) =200 gms Dal(raw) =40 gms Dry fish (Shidal) =200 gms Egg curry with one egg, Salad	Biscuit = 03 nos Sujit along with kismis and nuts =150 gms Milk = 200 gms Sugar = 10 gms	Rice(per boiled) =200 gms Dal(raw) =40 gms Veg. with dry fish =200 gms Fish curry =80 g fish (Chara Pona), Salad, Seasonal fruits=150 gms

Note:-

1. Rates should be quoted per student per day inclusive of all applicable taxes on the basis of weekly diet chart of Tripura Sports School, Badharghat
1. Following brand/ quality should be used in preparation of Food items
 - 2.1. Rice: Araham brand , 2. Oil: Engine mustered/ refine 3. Salt: Iodised Tata salt. 4. Masala; Sister/ Shalimar, 5. Biscuit: Biskfirm, 6. Butter: Amul brand 7. Musoor Dal: Angura, 8. Ata: Ashirbad
 - 2.2 (i) Fish- 80 gm raw pre -cooked. (ii) Chicken: 180gm raw pre -cooked (iii) Mutton- 180gm, raw pre -cooked

CHECKLIST TO ACOMPANY THE BID

<i>[Bidder should mark (✓) on any of the option Yes or No w.r.t the respective description, sign, scan in pdf format and upload the same in the Tripura tenders portal]</i>		
SL. No.	Description	Submitted
1	Copies of documents relating to the Registration of the firm,	Yes / No
2	Registration as Civil Bidder, Partnership deed, Articles of Association	Yes / No
3	Copy of Professional Tax clearance certificate	Yes / No
4	Copy of Sales Tax clearance certificate	Yes / No
5	Downloaded DNIT as a proof of acceptance of all terms & conditions in the NIT	Yes / No
6	Annexure-I	Yes / No
7	Annexure-II	Yes / No
8	Annexure-III	Yes / No
9	Annexure-IV	Yes / No
10	Annexure-V	Yes / No
11	Annexure-VI	Yes / No
12	Annexure-VII	Yes / No
13	Annexure-VIII	Yes / No

Signature of the Bidder

[To be filled by Bidder- sign, scan in pdf format and upload the same in the Tripura tenders portal]

Annexure – I

DECLARATION

I / we

have gone through carefully all the Bid conditions and solemnly declare that I / we will abide by any penal action such as disqualification or black listing or termination of contract or any other action deemed fit, taken by, the Department against us, if it is found that the statements, documents, certificates produced by us are false / fabricated.

I / we hereby declare that, I / We have not been blacklisted / debarred / Suspended / demoted in any department in Tripura or in any State of India due to any reasons.

Signature of the Bidder

[To be filled by Bidder - sign, scan in pdf format and upload the same in the Tripura tenders portal]

Annexure – II

Availability of Critical Equipment

The bidder should furnish the information required below, regarding the availability of the equipment, required for construction / quality control.

Sl. No.	Details of Equipment	Number required	Number		
			Owned	Leased	To be procured
1	2	3	4	5	6

Signature of the Bidder

A declaration regarding the equipment owned shall be produced by the Bidder on a non-judicial stamp paper of Rs.50/- as below;

DECLARATION

“I/Wedo hereby solemnly affirm and declare that I /we own the following equipment for using on the subject work and also declare that I / We will abide by any action such as disqualification or determination of Contract or blacklisting or any action deemed fit, if the department detects at any stage that I/we do not possess the equipment listed below.

Sl. No.	Details of each Equipment	Year of purchase	Reg. Number	Capacity	Any other data.	Is it in working condition
1	2	3	4	5	6	7

Signature of the Bidder

[To be filled by Bidder - sign, scan in pdf format and upload the same in the Tripura tenders portal]

Annexure-III.

Information on litigation history in which Bidder is the Petitioner

Sl · N o	Case No. / Year	Court where filed.	Subject Matter / Prayer in the case.	Respondents i.e., SE / CE	Present Stage.
1	2	3	4	5	6

Signature of the Bidder

Undertaking

Date:

To,

The Director

Youth Affairs & Sports

Govt. of Tripura

Shiksha Bhawan, Agartala.

Sir,

I / We do hereby bid and if this bid be accepted, under take to execute the following service viz. "Supply of Food items (early morning snacks, Breakfast, Lunch, Tiffin & Dinner etc.) at Tripura Sports School, Badharghat, Agartala. (as per weekly diet chart)". As shown in the drawings and described in the specifications deposited in the office of the Director, Youth Affairs & Sports, Govt. of Tripura with such variations by way of alterations or additions to, and omissions from the said service and of payment as provided for in the "conditions of the contract" for the sum of
Rupees.....

To Be Filled In During Signing Of

Agreement)..... or such other sum as may be arrived under the clause of the standard preliminary specifications relating to "Payment on lump-sum basis or by final measurement at unit rates"

I/WE have also quoted the rate **in Bill of Quantities (BOQ) in figures only**, for which I/We agree to execute the work when the lump sum payment under the terms of the agreement is varied by payment on measurement quantities.

I/WE have not tampered with the provided Bill of Quantity (BOQ) and I/WE have uploaded the same downloaded BOQ after filling in the necessary fields.

I/WE agreed to keep the offer in this bid valid a period of **90 (ninety) days** mentioned in the bid notice and not to modify the whole or any part of it for any reason within above period. If I/WE withdraw the bid for any reasons whatsoever, the earnest money paid by me/us will be forfeited to the Tender Inviting Authority.

I/WE hereby distinctly and expressly, declare and acknowledge that, before the submission of my/our bid I/We have carefully followed the instructions in the bid notice and the preliminary specifications and that I/We have made such examination of the contract documents and the plans, specifications and quantities and of the location where the said work/supply is to be done, and such investigation of the work/goods/equipments required to be done, and in regard to the material required to be furnished as to enable me/us to thoroughly understand the intention of same and the requirements, covenants, agreements, stipulations and restrictions contained in the contract, and in the said plans and specifications and distinctly agree that I/We will not hereafter make any claim or demand upon the Government based upon or arising out of any alleged misunderstanding or misconception /or mistake on my/or our part of the said requirement, covenants, agreements, stipulations, restrictions and conditions.

I/WE enclosed to my/our application for bid a crossed "Demand Draft"

(No.....dated:.....) for

Rs.....as earnest money not to bear interest.

I/WE shall not assign any Bidder or sublet any portion of the same.

If MY/OUR bid is not accepted the sum shall be returned to me/us on application when intimation is sent to me/us of rejection or at the expiration of **90 (ninety) days** from last date of receipt of this bid, whichever is earlier. If my /our bid is accepted, the earnest money shall be returned by the Tender Inviting

Authority. If upon awarded the contract to me/us by the Director of Youth Affairs & Sports , I/We fail to attend the said office on the date herein fixed or if upon intimation being given to me/us by the Director of Youth Affairs & Sports or acceptance of my/our bid, and if I/We fail to make the additional security

deposit or to enter into the required agreement as defined in condition-3 of the bid notice, then I/We agree the forfeiture of the earnest money. Any notice required to be served on me/us here under shall be sufficiently served on me/us if delivered to me/us hereunder shall be sufficiently served on me/us if delivered to me/us personally or forwarded to me/us by post to (registered or ordinary) or left at my/our address given herein. Such notice shall if sent by post be deemed to have been served on me/us at the time wherein due course of post it would be delivered at the address to which it is sent.

I/WE fully understand that the written agreement to be entered into between me/us and Government shall be the foundation of the rights of the both the parties and the contract shall not be deemed to be complete until the agreement has first been signed by me/us and then by the proper officer authorized to enter into contract on behalf of Government.

I AM/WE ARE professionally qualified and my/our qualifications are given below:

Name	Qualifications

I/WE will deploy the **technical staff** (as per the guidelines of this Bid document) for supervising the work/service and will see that one of them is always at site during working hours/service period, personally checking all items and pay extra attention to such works/goods/service as required special attention.

BIDDERS / BIDDER’S CERTIFICATE.

- (1) I/WE hereby declare that I/We have perused in detail and examined closely the Standard Specifications of Government of Tripura, all clauses of the preliminary specifications with all amendments and have either examined all the standards specifications or will examine all the standard specifications for items for which I/We bid, before I/We submit such bid and agree to be bound and comply with all such specifications for this agreement.
- (2) I/WE am/are prepared to furnish detailed data in support of all my quoted rates, when called upon to do so without any reservations.
- (3) I/WE hereby declare that I/We will pay an performance security deposit in terms of conditions
- (7) I/WE declare that I/WE will abide for settlement of disputes as per the bid conditions.

UNDERTAKING OF THE BIDDER.

- 1) I/WE have not been black listed in any department in Tripura due to any reasons.
- 2) I/WE have not been demoted to the next lower category for not filing the bids after buying the bid schedules in a whole year and my/our registration has not been cancelled for a similar default in two consecutive years.
- 3) I/WE agree to disqualify me/us for any wrong declaration in respect of the above and to summarily reject my/our bid.

Address of the Bidder :

Phone No.:

Note: If an individual makes the bid, it shall be digitally signed by him/her and the undertaking shall also be signed with his/her full name and his/her address. If a firm makes

the bid, a member of the firm shall digitally sign it and the undertaking shall be signed with the co-partnership name by the same member of the firm, who shall also sign his/her own name, and the name and address of each member of the firm shall be given. If the bid is made by a corporation, it shall be digitally signed by a duly authorized officer and the undertaking shall also be signed by the same duly authorized officer who shall produce with his/her bid satisfactory evidence of his/her authorization. Such corporation submitting bids may be required to furnish evidence of its corporate existence, before the contract is executed.

SIGNATURE OF THE BIDDER

[To be filled by Bidder - sign, scan in pdf format and upload the same in the Tripura tenders portal]

Annexure – V

FORM OF SOLVENCY CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information Mr./Sri
.....having marginally noted
address, a customer of our bank are/is respectable and can be treated as good for any engagement up-to a limit
of Rs.....
(Rupees.....
.....)

This certificate is issued without any guarantee or responsibility on the Bank or any of the officers.

**(Signature)
for the Bank**

NOTE:- In case of partnership firm, certificate to include names of all partners as recorded with the Bank.