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**GOVERNMENT OF ASSAM**  
**OFFICE OF THE COMMISSIONER OF INDUSTRIES AND COMMERCE**  
**ASSAM, BAMUNIMAIDAM, GUWAHATI-781021**

No. CI&C (V)128/2019/ 95

Dated Guwahati the 11<sup>th</sup> Aug' 2022

**NOTICE INVITING QUOTATION**

Sealed quotation are hereby invited from reputed Vendors/ Suppliers/ Agencies/ for **Empanelment of Food Supply Agency** for office at the OPIU, APART, Office of the Commissioner of Industries & Commerce, Assam, Udyog Bhawan, Bamunimaidam, Guwahati- 781021. The details are given below:

Sl. No.	DESCRIPTION	Place of Delivery
1.	Empanelment of Food Supply Agency.  (For supply of Tea & Snacks and Lunch Pack.)  <u>Details:</u> As Annexed	OPIU, APART, Office of the Commissioner of Industries & Commerce, Assam, Udyog Bhawan, Bamunimaidam, Guwahati- 781021

The copy of NIQ may be obtained from the office of the Commissioner of Industries & Commerce, Udyog Bhawan, Bamunimaidam, Guwahati, Assam or download from the official website (<https://industriescom.assam.gov.in/>). The filled quotation with the supporting documents may be submitted by hand or by Post to "**The Commissioner of Industries & Commerce, Udyog Bhawan, Maniram Dewan Road, Bamunimaidam, Guwahati - 781021, Assam**" within the NIQ submission date i. e. not later than 17/08/2022, 3:00 PM. The NIQ will be opened on the same day at 3:30 P.M.

The envelope must be superscripting on the top "Empanelment of Food Supply Agency".

The NIQ submission Date & Time : 26/08/2022; 3:00 P.M

The NIQ opened Date & Time : 26/08/2022; 3:30 P.M

  
Additional Director (FR)

O/o the Commissioner of Industries & Commerce  
Udyog Bhawan, Bamunimaidam, Guwahati, Assam

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## Invitation for Quotation Empanelment of Food Supply Agency

IFQ No. CI&C (V)128/2019

Dated: ....., 2022

To

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Dear Sirs,

**Sub: Invitation for Quotation for Empanelment of Food Supply Agency at the OPIU, APART, Office of the Commissioner of Industries & Commerce, Assam, Udyog Bhawan, Bamunimaidam, Guwahati- 781021.**

You are invited to submit your most competitive quotation for the following: -

Sl. No.	DESCRIPTION	Place of Delivery
1.	Empanelment of Food Supply Agency. (For supply of Tea & Snacks and Lunch Pack.)  <b><u>Details:</u></b> <b>As Annexed</b>	OPIU, APART, Office of the Commissioner of Industries & Commerce, Assam, Udyog Bhawan, Bamunimaidam, Guwahati- 781021

### 1. Bid Price

- a. Bidder has to quote the price as per prescribed format in **Annexure-III**.
- b. The contract shall be for full quantity as per order. Corrections, if any in the bid, shall be made by crossing out, initialing, dating and re writing.
- c. Any discrepancy between the unit price and the total price, between words and figures shall be re-computed the Purchaser. The unit price shall prevail and the total price shall be corrected, in case of any discrepancy. If the prospective vendor does not accept the final price based on re-computation and correction of errors, the bidder's quotation will be rejected.
- d. All taxes and other levies payable on transportation & deliverable at site shall be included in the total price.
- e. Quoted price should be including of GST.
- f. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- g. The Prices shall be quoted in Indian Rupees only.

**Partial quote will not be acceptable and such quotation shall be considered as non-responsive and shall be rejected.**

2. **Each bidder shall submit only one quotation.** The Envelope should be superscribed with "Quotation for Empanelment of Food Supply Agency for office at the OPIU, APART, Office of the Commissioner of Industries & Commerce, Assam, Udyog Bhawan, Bamunimaidam, Guwahati- 781021".

3. **Validity of Quotation.**

Quotation shall remain valid for a period not less than **30 days** after the deadline date specified for submission.

4. **Evaluation of Quotations**

The purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) Are properly signed; and
- (b) Confirm to the terms and conditions
- (c) Bids should be evaluated all the items together.
- (d) Rates will be considered for all the items together in all and shall not be evaluated item wise for the purpose of arriving at the lowest bidder.

5. **Documents to be submitted**

- (a) Complete address of the Firm with Telephone, Mobile No, Email id.
- (b) Name & Address of the Proprietor/Managing Partner/etc.
- (c) Copy of Valid Trade License/ Registration.
- (d) Copy of GST Registration Certificate
- (e) Copy of PAN Card
- (f) Copy of Food License.
- (g) The successful supply order along with the performance letter issued by purchaser of 3 nos. of last one year.

The RFQ and its Annexure along with all supporting documents of each page should be duly stamped and signed by the authorized signatory.

**Failure to submit the above-mentioned documents will be a cause to disqualify the quotation.**

6. **Award of contract**

6.1 The O/o the Commissioner of Industries & Commerce, Assam will award the contract to the suppliers whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

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6.2 Notwithstanding the above, the O/o the Commissioner of Industries & Commerce, Assam reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract without specifying any reasons.

6.3 The service provider/s whose quotation is accepted will be notified of the award of contract by the CI&C prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order.

6.4 In case of a tie, the Authority may ask the bidders, who are tied to submit the revised quote with all the conditions of the RFQ remaining unchanged. The bidders who quote the lowest revised quote shall then be declared as the successful bidder.

**6. Payment term:**

(a) Payment shall be made within **15 days** after receiving the bills/invoices of each Order.

(b) Payment shall be made on Bank transfer only.

**7. Duration of Contract**

The service contract is 1 year from the date of award the contract. The contract may be renewed based on the satisfactory performance which will be decided by the O/o the Commissioner of Industries & Commerce, Assam.

**8. Termination**

The O/o the Commissioner of Industries & Commerce, Assam may terminate the contract with **1(one) month** prior notice, without assigning any reason thereof.

## GENERAL CONDITION

1. The Supply Order Should be issued as and when required basis.
2. The Agency should have minimum three (3) years of experience in supplying Food & Refreshment supply to Central/State Govt. depts. /PSUs or reputed private company (ies).
3. The empanelled agency shall have to provide good quality paper napkin, tooth pick & sweetener along with the food supplied.
4. The food that is to be provided must be standard & hygienic.
5. Supply order will be usually issued one (1) day prior to the programme. However, in case of emergency, the order may be given over phone/ whatsapp messages which will be regularized at the earliest.

**ANNEXURE-1**

**Covering Letter**

(This must be submitted in the official letterhead of the agency)

From: (Full Name and address of the Bidder)

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To,

**The Additional Director (FP)**  
**O/o the Commissioner of Industries and Commerce, Assam**  
**Udyog Bhawan, Bamunimaidam, Guwahati- 21**

**Sub :** Invitation for Quotation for Empanelment of Food Supply Agency at the OPIU, APART, Office of the Commissioner of Industries & Commerce, Assam, Udyog Bhawan, Bamunimaidam, Guwahati- 781021.

Ref:

Sir,

1. I/We, the undersigned, hereby submit our Quotation.
2. I/We hereby submit our document. A copy of the RFQ document, duly signed on each page is also submitted as a proof of our acceptance of all specifications as well as terms and conditions.
3. **Declaration:** It is hereby declared that particulars furnished herewith are true and correct as per my/our knowledge and belief. In the event of any particulars are found to be false, I/we shall be liable to such consequences/lawful actions as the o/o the Industries & Commerce, Assam wish to take.
4. **Quotation Validity Period:** My/Our Quotation shall be valid for the period of 30 days from the deadline fixed for its submission.

Yours faithfully

**Signature of the authorized signatory**  
**Bidder with name, designation, seal and date**

ANNEXURE-II

**UNDERTAKING**

(This must be submitted in the official letterhead of the agency)

To,

**The Additional Director (FP)  
O/o the Commissioner of Industries and Commerce, Assam  
Udyog Bhawan, Bamunimaidam, Guwahati- 21**

Sub : **Undertaking for not being blacklisted.**

Sir,

I, the undersigned hereby certify that neither the M/s .....  
Nor any of its Proprietor/ constituent partners have been blacklisted by any State or Central Government  
or Government Undertaking/Enterprise, prior to the date of submission of the tender for Empanelment  
of Food Supply Agency for the Office of the Commissioner of Industries & Commerce, Assam,  
Bamunimaidam, Guwahati-21.

Yours faithfully

Signature of the authorized signatory  
Bidder with name, designation, seal and date

ANNEXURE- III  
**PRICE QUOTATION**

*(This financial part must be submitted using official letter head of the firm)*

To,

The Additional Director (FP)  
O/o the Commissioner of Industries and Commerce, Assam  
Udyog Bhawan, Bamunimaidam, Guwahati- 21

Sub: Request for Quotation [RFQ] for Empanelment of Food Supply Agency at OPIU, APART, Office of the Commissioner of Industries & Commerce, Udyog Bhawan, Assam.

Sir,

1. I/We, the undersigned, hereby submit the bid of our Quotation. In submitting our Price bid, we make the following additional declarations:

- (a) Our price quotation shall be valid for the period of 1 year from the award of the empanelment;
- (b) I/we have thoroughly read and understood all the terms and conditions as contained in the RFQ and agree to abide by them.

Sl. No.	Item	Quantity	Per Plate cost including GST (in Rs.)	Amount (inRs.)
<b>Tea &amp; Snacks :</b>				
1.	Tea (Milk)-100 ml	Per Cup		
2.	Coffee (Milk)-100 ml	Per Cup		
3.	Vegetable Sandwich/Veg Burger/ Veg Roll/ Cake/Pastry / Patties- <b>1 pc each</b>	Per Plate		
4.	Veg Somosa/ Veg Cutlet / Chop- <b>1 pc each</b>	Per Plate		
5.	Chicken Sandwich/ Chicken Burger/ Chicken Roll- <b>1 Pc each</b>	Per Plate		
6.	Chicken Momo- <b>5 Pcs</b>	Per Plate		
7.	Salted Kaju - <b>30 gm</b>	Per Plate		
8.	Kalakan /Kaju Barfi /Gulab Jamun-	1 pc		
<b>Lunch :</b>				
9.	<b>Veg Thali :</b> i. Rice(good quality Aijong), ii. Plain Dal/Dal fry/Dal	Per Plate		



	Makhni/Tarka, iii. Mixed Vegetable/ Aloo Gobi/ Alu Potol/ Veg Manchurian(seasonal) iv. Paneer Butter Masala/Palak Paneer/Matar Paneer/Shahi Paneer, v. Ice Cream/Custard			
10.	<b>Non Veg Thali :</b> i. Rice(good quality Aijong), ii. Plain Dal/Dal fry/Dal Makhni/Tarka, iii. Mixed Vegetable/ Aloo Gobi/ Alu Potol/ Veg Manchurian(seasonal) iv. Chilli Chicken/ Chicken Curry/Chicken Butter Masala v. Ice Cream/Custard	Per Plate		
<i>Complementary with Lunch Pack: i. Papad (Fry), ii. Pickles (Mixed), iii. Green Salad (including Green Chilly &amp; Raw Onion).</i>				
<i>Complementary with Snack: Tomato Souce if required.</i>				
<b>Total</b>				

Total Amount (in words).....

We agree to provide the above food services in accordance with the specifications within the period specified in the Invitation for Quotations.

**Yours faithfully,**

**Seal :**

**Signature :**

**Name :**

**Address :**

**Phone No. :**