

TENDER NOTICE



Government of Tripura

OFFICE OF THE COMMANDANT, CENTRAL TRAINING INSTITUTE (HG&CD)

(A nodal Institution for imparting practical training on Disaster Management)

East Gakulnagar, Sepahijala, Tripura

Notice Inviting Tender for Cooking and Supply of Food in CTI Complex

Tender No.1447-49/F.3 (65)/CTI/TRG/2014, Dated 21.05.2018

Sealed Quotation/ Tender are invited from the bona fide and resourceful Contractors / Supplier / Service Provider / Caterers / Hoteliers for **Cooking , Supplying and Serving of Breakfast, Lunch, Dinner and Two Time Refreshment** to the NGO / Other Govt. Officials(Civil) and Resource Persons of the Training Programme which are going to be held at Office of the Central Training Institute (HG&CD), East Gakulnagar, Sepahijala , Tripura during the period of 1 year 2018-19(F/Y).

SL No.	Name of the supplied Cooking food items	Estimated Cost	Earnest money	The last date of submission of the Tender.	Time and date of opening of Tender.
1.	Cooking , Supplying and Serving of Breakfast, Lunch, Dinner and Two Time Refreshment	Rs. 275/- per Trainees per day	Rs.10,000/-	01.06.2018 at 03.00 Hrs.	01.06.2018 at 03.30 Hrs.

Detailed Tender Notice with Service Requirements ,Terms & Conditions and Menu Chart may be collected from the Office Of the undersigned w.e.f- 21.05.2018 to on any working day during office hours and also seen in website - www.tripurapolicen.nic.in

The Intersted Contractors / Supplier / Service Provider / Caterers / Hoteliers fulfilling the criteria given in the Tender Document for qualification may submit thier Sealed Quotation / Tender within the mentioned date and time.

Sd/-21.05.2018

(Sudeshna Bhattacharyya),TPS

Commandant

Central Training Institute

East Gakulnagar, Sepahijala, Tripura

Copy for information to:-

1. Quarter Master, CTI, East Gakulnagar, Sepahijala, Tripura.
2. Tender/ Quotation opening Committee, CTI.
3. Notice Board of CTI (HG&CD).

Notice Inviting Tender for Cooking and Supply of Food in CTI Complex

Tender No.1447-49/F.3 (65)/CTI/TRG/2014,

Dated 21.05.2018

SERVICE SPECIFICATIONS, TERMS AND CONDITIONS :-

1. Sealed quotation is invited from the bona fide and resourceful Contractors / Supplier / Service Provider / Caterers / Hoteliers.
2. **Duration of Contact period :-** One year 2018-19 (F/Y) .
3. **Earnest Money :-** Rs.10,000/- (Rupees seven thousand) only.
4. **Start time and Date of submission of Tender :-** 21.05.2018, END 01.06.2018 at 03.00 Hrs
5. **Time , Place and Date of opening Tender :-** 01.06.2018 at 03.30 Hrs at Office of the Central Training Institute (HG&CD), East Gakulnagar, Sepahijala
6. **Nature of the Work :-** Cooking , Supplying and Serving of Breakfast, Lunch, Dinner and Two Time Refreshment as per Menu Chart (enclosed) to the NGO / Other Govt. Officials (Civil) and Resource Persons of the Training Programme which are going to be held in Central Training Institute (CTI) Complex. Extra items to be provided in the special Menu will be decided by CTI in consultation with the supplier.
7. The Tender forms are fully free of Cost.
8. The contractor shall follow the Menu Chart and shall seek instructions from the undersigned that may modify the menu to fit to the needs of the trainees and CTI.
9. No Changes can be made in the Menu Chart by the contractor without written approval.
10. The Contractor shall arrange for proper cleaning and upkeep of Dining Hall and furniture in his charge.
11. The Contractor shall use proper utensils of good quality during serving of lunch, dinner and refreshment.
12. Quality and Quantity aspect of all cooked food must be strictly adhered to. If genuine complaint is received for Quality and Quantity etc. from any corners, the concerned warden may automatically result in 25% deduction of the bill per course on the concerned service provider, depending upon the merit of each case.
13. The Contractor shall not let out this work on sub contract or otherwise to anybody else.
14. All the Raw materials (Atta, Rice, Grocery, Dal items, Edible Oils, Vegetables and Non-Veg. Items, Fruits and other essentials) should be fresh and without pest and the cooked food must be fresh, hygienic, hot and palatable within the rate quoted by the party.
15. Suppliers shall use standard FSSAI certified items of reputed brands only. These items are subject to verification at any time without notice by CTI or by its authorized committee, whose recommendations are final and are to be acceptable by the supplier for any action that may be considered deemed fit and will be binding upon the suppliers.
16. The Contractor should use Fortune Soyabean Oil and Engine Refined Mustard Oil for cooking.

17. The Waiters/ Attendants engaged by Caterer shall stay along with the service table during lunch time and they should supply additional curry / rice etc.
18. They should clean the tables as soon as the participants finish eating remove the old plates from the dining hall.
19. 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.
20. Food should be supplied in the following manner in each training programme:
 - (i) **Monday** – Fish.
 - (ii) **Tuesday** – Chicken.
 - (iii) **Wednesday** – Fish.
 - (iv) **Thursday** - Chicken.
 - (v) **Friday** – Fish.
 - (vi) **Saturday** – Chicken.
 - (vii) **Sunday** – Fish.

13. Tea/ coffee should be provided in good quality disposable paper cups/clay cups and saucers.
14. All non-vegetarian items to be served on a separate table & parcel packet away from the vegetarian items.
15. **Time of serving of meals will as under:-**

MEALS	TIMING	PLACE OF SERVICE
Breakfast with Tea	07.30 AM to 08.30 AM	Dining Hall
Refreshment	11.10 AM to 11.30 AM	Class Room area.
	03.30 PM to 03.45 PM	
Lunch	01.10 PM to 02.00 PM	Dining Hall
Dinner	08.00 PM to 09.30 PM	Dining Hall

Note: - Time will be change at the discretion of CTI authority with prior direction.

16. The Caterer shall display “**Daily Manu**” in the display board of Dining Hall.
17. Rate should be quoted on “**per day per head**” basis in the section 10A of the application from following Manu specified in annexure – II.
18. CTI 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.
19. The Undersigned reserves the right to accept or reject the tender without assigning any reasons.

CONDITION FOR VALIDITY OF THE QUOTATIONS / TENDERS:

1. Rs. 10,000/-(Rupees ten thousand only) should be deposited as Earnest Money Deposit (EMD) drawn on any Nationalized Bank / Tripura Gramin Bank / Tripura State Co-Operative Bank in favour of Commandant, CTI (HG&CD), East Gakulnagar, Sepahijala Tripura.
2. Copy of valid firm registration certificate/ Trade licence/ FSSAI certificate issued by the appropriate authority.
3. Pan Card, Voter ID, Aadhaar Card & experience certificate on similar nature of job.
4. The rate should be quoted both in words and figures.
5. No enhancement of rates will be allowed for the job contract during the period of the contract.

The copy of the above documents along with D-call should accompanied with the Quotation/Tender failing which the Quotation / Tender will not be considered to be valid.

PROCEDURE FOR SUBMISSION OF QUOTATION/TENDER:-

1. Quotation / Tender should be dropped in Tender box by hand in the office of the undersigned on or before 01.06.2018. The tender should be sealed and super scribed on the top supply of cooking food. The tenders which are valid in all respect and submit other than the more a specified above are liable to be rejected summarily.

OPENING OF QUOTATION/TENDER:-

1. The Tender Opening Committee of CTI shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether documents have been properly signed and whether bids are generally in order.
2. The bidder with the lowest total amount will be considered for placement of order.
3. Tenders shall be opened on the last date of receipt of tender as mentioned above at CTI as far as practicable. Bidders may also remain present at the time of opening the tender.
4. If possible the Quotation / Tender will be opened on 01-05-2018 at 03.30 hrs. in the office of the undersigned.
5. The original documents will be produced by the bidders on demand.

Sd/-21.05.2018

(Sudeshna Bhattacharyya),TPS
Commandant
Central Training Institute
East Gakulnagar, Sepahijala, Tripura

MENU CHART

A. Breakfast :-

SI No.	Items	Quantity
01.	Roti/Puri	03 No.
02.	Sabji (Gughni(Mator) / Veg)	100 gm
03.	Bolied Egg	01 No.
04.	Sabji (Mixed vegetable curry_with Paneer)	100 gm
05.	Fruites (Banana / Apple etc.)	01 No.
06.	Tea / Coffec	100 ml.

B. Lunch / Dinner (with Chicken / Mutton) :

SI No.	Items	Quantity
01.	Plain Rice (Basmati Whole)	250 gm (boiled)
02.	Bhaja (Begun /Alu /Kumri) / Chatni	02 Pieces
03.	Dal (Arhar /Moong / Masur /Rajma /Chana)	150 gm
04.	Sabji (Mixed vegetable curry_with Paneer)	100 gm
05.	Papad (Medium size branded)	01 piece
06.	Salad (Mixed 04 items)	50 gm
07.	Chicken / Mutton	100 gm (with curry separate plate)
08.	Sweets	01 piece (big)

C. Lunch / Dinner (with Fish):

SI No.	Items	Quantity
01.	Plain Rice (Basmati Whole)	250 gm (boiled)
02.	Bhaja (Begun /Alu /Kumri) / Chatni	02 Pieces
03.	Dal (Arhar / Moong / Masur / Rajma / Chana)	150 gm
04.	Sabji (Mixed vegetable curry with Paneer)	100 gm
05.	Papad (Medium size branded)	01 piece
06.	Salad (Mixed 04 items)	50 gm
07.	Fish (Local – Rohu/Katla/Nola)	100 gm (with curry separate plate)
08.	Sweets	01 piece (big)

D. Refreshment(Morning / Evening) :

SI No.	Items	Quantity
01.	Tea / Coffec	100 ml
02.	Samosa /Kochori / Biscuit (branded)	01 piece

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