

WOMEN'S POLYTECHNIC, HAPANIA

Tender Fee: INR 500 Only

NOTICE INVITING TENDER FOR PROVIDING CANTEEN SERVICE AT WOMEN'S
POLYTECHNIC, HAPANIA, AGARTALA

Tender No: F.1(66)/WP/Proc./2022/ 401

Date: 14.10.2022

Receipt No & date of issue: _____

Tender form issued to: _____

Time schedule for tender process:

Tender Type	Indigenous Open Tender (Two Bid System)
Description of Work/Service	Providing Canteen service at Women's Polytechnic through rate contract
Date of publication of tender	15/10/2022
Sale of tender document commences from	17/10/2022
Last date for sale of tender document	03/11/2022 (Up to 12.00 P.M.)
Last date for receipt of duly filled in tenders	03/11/2022 (Up to 2.00 P.M.)
Date and time of the opening of Technical bid of tenders	04/11/2022 (At 12.00 P.M.)
Date and time of the opening of Financial bid of tenders	04/11/2022 (If Possible)
Tender documents can be submitted at.	Tender Box Kept at Principal office, Women's Polytechnic.
Tenders addressed to	Principal, Women's Polytechnic, Hapania 799130,
Place of Opening of Bid	Office of Principal, Women's Polytechnic, Hapania 799130

Note: This tender document contains 24 pages and bidders are requested to sign on all the pages. The tender should be submitted in two separate sealed envelopes superscribed with (i) "Tender for providing canteen service - Technical Bid" and (ii) "Tender for providing canteen service - Financial Bid". The 2 covers duly sealed (i.e. Technical Bid & Financial Bid) should thereafter be kept in third cover & sealed. This cover should also be superscribed with "Tender for providing canteen service Tender No." and addressed to:

Principal
Women's Polytechnic
Hapania- 799130, Agartala,

The Tender Fee along with EMD draft should be put in the Technical bid envelope.

Women's Polytechnic
Hapania, Agartala, Tripura,

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Full Signature of the Tenderer
With seal & date

T. or 14/10/2022
Dr. Tirharaj Sen, FIE
Principal,
Women's Polytechnic

INSTRUCTIONS TO THE BIDDERS

The tender should be submitted in two separate sealed envelopes superscribed with

- (i) "Tender for providing canteen service - Technical Bid" and
- (ii) "Tender for providing canteen service - Financial Bid".

The 2 covers duly sealed (i.e. Technical Bid & Financial Bid) should thereafter be kept in third cover & sealed. This cover should also be superscribed with "Tender for providing canteen & mess services Tender No." and should be addressed to the **Principal, Women's Polytechnic, Hapania, Tripura, Pin- 799130**. The original tender document may be obtained from **WOMEN'S POLYTECHNIC, HAPANIA**, after paying the tender cost of Rs. 500/- (Rupees Five Hundred Only) through DD only in favour of **Principal, Women's Polytechnic, Hapania**, payable at Amtali. If tender received without tender cost the same will be rejected.

The tender may be sent to the **Principal, Women's Polytechnic, Hapania, Tripura, Pin- 799130** or dropped in the Tender Box kept at the said address on or before 03/11/2022 at **02:00 PM**. The Technical Bids will be opened on 04/11/2022 at **12:00 p.m.** during which tenderer or its authorised representative(s) may remain present if so desired. The financial bid of technically qualified bidders only will be opened later on, for which date and timings will be informed separately to the technically qualified bidders.

- The tenders received without earnest money of Rs. 5,000/- shall be rejected.
- Tenders received late, not in properly sealed cover, received telegraphically and conditional or not conforming with the above conditions or not complete in all respects will be rejected. Issuer reserves the right to reject all or any tender without assigning any reason thereof. Tender documents are non transferable.
- If there happens to be a holiday on any of the below mentioned dates, the transaction will be made on the next working day. Issue of tender document does not mean those canteen service providers are considered qualified.
- The Issuer reserves the right to alter the qualifying requirements or stop/disqualify/discontinue the tender without assigning any reason to any tenderer.
- Fee for tender documents is neither transferable nor refundable.
- The detail of item of work drawing specification etc. can be seen in the office of the undersigned on any working day. The Women's Polytechnic shall not be held responsible for loss and non-receipt of tender by post.
- Notwithstanding the above, the institute reserves the right to accept or reject any quotations and to cancel the bidding process and reject all the quotations at any time prior to the award of contract.
- The bidder whose bid is accepted will be notified for the award of the contract by the institute prior to the expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the contract.
- The detailed terms & conditions is clearly defined in tender the documents.

ELIGIBILITY CRITERIA:

A firm or agency satisfying the following conditions would be considered for award of contract:

1. The bidder must be a in a business of catering and running canteen in reputed organization / educational institutes. "Self-Help" group from locality having similar experience may also apply.

2. The technical bid should be accompanied with a Demand Draft of Rs.5,000/- in favour of **Principal, Women's Polytechnic, Hapania**, payable at Amtali as an interest free Earnest Money Deposit (EMD).
3. A separate Demand Draft of Rs.500/- (Non-refundable) in favour of the Principal, Women's Polytechnic Polytechnic, Hapania, Agartala, Tripura payable at Amtali, against Tender Document Fee shall be enclosed with Technical Bid.
4. The technical bid should be accompanied with the following:
 - a. Experience Certificate.
 - b. Firm Registration Number / SELF – HELP Group Registration Number / Service tax registration number / Food license / VAT / GST Registration from concerned authority/ Income Tax Registration Number.
 - c. Self-attested copies of all relevant documents should be enclosed.
5. Bidders have to submit the technical bid as per **Annexure I**.
6. The following weightage will be given for evaluation of financial bids (**Annexure III**) are as below:
 - i. Experience 25 (Twenty Five) Marks.
 - ii. Monthly Price Quote 25 (Twenty Five) Marks.
 - iii. Monthly Maintenance Charges quoted 25 (Twenty Five) Marks.

S. No.	Qualified criteria	Marks Criteria
1.	Experience of running canteen in any other government institution / organisation with minimum strength of 50 consumers.	1 marks for every year of experience irrespective of number of institutes with a maximum possible score of 25 marks. Experience should be in running mess / canteen.
2.	Monthly Price quoted for serving unlimited breakfast with tea / coffee, lunch, evening tea / coffee & snacks.	Quote of Rs. 1500/- or above per month per person will be awarded 1 mark. Additional 2 mark will be awarded for decrease of every Rs. 50 from the base price of Rs. 1500/- thereafter with a maximum possible score of 25 marks.
3.	Monthly Maintenance Charges to be paid to WOMEN'S POLYTECHNIC, HAPANIA	For minimum quote of Rs. 4,000/- per month 5 marks will be awarded. Further, additional 1 mark will be awarded for increase of Rs. 1000/-, The maximum marks for this criteria with the maximum of 25 marks

The bidder scoring the highest marks out of 75 marks as mentioned above would be awarded the contract.

7. The bidder must be ready to run the canteen within 5 days from the date of issue of work order.

