

**GOVERNMENT OF MANIPUR**  
**OFFICE OF THE DEPUTY RESIDENT COMMISSIONER**  
**MANIPUR BHAWAN**

ASEB Road, Ulubari, Guwahati-781007

Phone (o): 0361-2526707/+919435554909: e-mail: [mbgulubari@gmail.com](mailto:mbgulubari@gmail.com)

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TENDER DOCUMENT FOR PROVIDING CANTEEN SERVICES AT MANIPUR BHAWAN ASEB  
ROAD, ULUBARI, GUWAHATI-781007

**IMPORTANT INFORMATION**

| Sr. No. | Items                                   | Description                                                                                                                     |
|---------|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| 1       | <b>Scope of work</b>                    | Providing Canteen services at Manipur Bhawan ASEB Road, Ulubari-781007                                                          |
| 2       | <b>Cost of bid Documents</b>            | NIL                                                                                                                             |
| 3       | <b>Availability of bid documents</b>    | Manipur Bhawan, ASEB Road, Ulubari-781007 or Download from <a href="http://www.manipur.gov.in">www.manipur.gov.in</a>           |
| 4       | <b>Start of Bid Submission</b>          | 07-02-2024 from 11:00 AM onwards                                                                                                |
| 5       | <b>Last date of Bid Submission</b>      | Last day of 28-02-2024 upto 5:00 PM                                                                                             |
| 6       | <b>Pre-Bid Meeting</b>                  | On 16-02-2024 at 1.00 pm at Conference Hall of Manipur Bhawan, ASEB Road, Ulubari-781007                                        |
| 7       | <b>Date of opening of technical bid</b> | 29-02-2024 at 1:00 pm                                                                                                           |
| 8       | <b>Date of opening of financial bid</b> | Will be communicated later to successful technical bidders                                                                      |
| 9       | <b>Earnest Money Deposit</b>            | Rs. 20,000/- (Rupees twenty thousand only) By Demand Draft in favour of " <b>DRC MANIPUR HOUSE</b> " payable at <b>GUWAHATI</b> |
| 10      | <b>Place of opening of bids</b>         | Conference Hall of Manipur Bhawan, ASEB Road, Ulubari-781007                                                                    |
| 11      | <b>Address for communication</b>        | Manipur Bhawan, ASEB Road, Ulubari-781007<br>Phone No. 0361-2526707, Mobile No.: +919435554909                                  |



**(S. Imoshana Meitei)**

Deputy Resident Commissioner  
Manipur Bhawan, Guwahati

## GUIDELINES FOR SUBMISSION OF TENDER

1. Please read the Terms & Conditions carefully before filling up the document. **Incomplete Tender Documents will be rejected.**
2. Before submitting the tender, details of documents to be attached may be verified from the Check List given at **Annexure-I** of the Tender Document.
3. All pages of the Tender Document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the Terms and Conditions of this Tender.
4. Tender shall be submitted in Manipur Bhawan, Guwahati in official tender form only. If submitted in any other manner, the same shall be summarily rejected.
5. **Tenders received without the prescribed Earnest Money Deposit (EMD) of Rs. 20,000/- shall be rejected.**
6. No paper shall be detached from the Tender Document.
7. The name and address of the bidder shall be clearly written in the space provided for the purpose and no over-writing, correction; insertion shall be permitted in any part of the tender unless duly countersigned by the bidder. The tender should be filled in and submitted strictly in accordance with the instructions contained herein; otherwise the Tender is liable to be rejected.
8. The bids are to be submitted in two parts -
  - i. Sealed Technical Bid (as per format at **Annexure-I**), along with a Demand Draft for Rs.20,000/- (Rupees twenty thousand only), drawn in favour of **"DRC MANIPUR HOUSE" payable at GUWAHATI** towards Earnest Money Deposit (EMD) in one sealed envelope super-scribed **"TECHNICAL BID FOR PROVIDING CANTEEN SERVICES AT MANIPUR BHAWAN, ASEB ROAD, ULUBARI, GUWAHATI-781007"**. Tender Document received without EMD will be summarily rejected.
  - ii. Sealed Financial Bid (as per format at **Annexure-II**), placed in a separate envelope superscribed: **"FINANCIAL BID FOR PROVIDING CANTEEN SERVICES AT MANIPUR BHAWAN, ASEB ROAD, ULUBARI, GUWAHATI-781007"**.
  - iii. The above mentioned two sealed envelopes should bear the name and complete postal address of the bidder. Sealed envelopes containing Technical Bid and Financial Bid should be placed in a bigger envelope super-scribed **"BID FOR PROVIDING CANTEEN SERVICES AT MANIPUR BHAWAN, ASEB ROAD, ULUBARI, GUWAHATI-781007"**. This bigger envelop bearing the name and complete postal address of the bidder, should be addressed to the **Deputy Resident Commissioner, Manipur Bhawan, ASEB Road, Ulubari, Guwahati-781007 on or before 5:00 PM on 28-02-2024. Tenders received after due date and time shall not be accepted.**
9. The Financial bid and EMD submitted by all bidders should be valid for at least for a minimum period of six months from the date of opening of Technical Bids.
10. Person signing the bid or other documents connected with tender must clearly write his/her name and also specify the capacity in which he/she is signing.
11. The Manipur Bhawan Guwahati reserves the right to reject any or all the tenders without assigning any reason.
12. Before submitting the filled-in Tender Document to the Manipur Bhawan, Guwahati, the bidders may seek clarification(s), if any, during the pre-bid meeting.



13. The Manipur Bhawan, Guwahati reserves the right to change any condition of the tender before opening of the Technical Bids.
14. The successful bidder will have to enter into an agreement with the Manipur Bhawan, Guwahati before taking charge of the Canteen and commencement of the canteen work.
15. Canvassing in any form will make the tender liable to rejection.
16. Conditional tender will not be accepted and will be rejected outright.
17. The bidders' performance, as per format at **Annexure-III** for each work completed in the last three years and in hand should be certified by a responsible person from the concerned organization. The certificate should also indicate the compliance of statutory requirements. Feedback received from the previous/present clients and on the spot assessment of the Manipur Bhawan, Guwahati designated team, will also be evaluated for technical qualification.
18. The Contractor will use only branded raw material for preparation of items. The permissible brands of various items are given in **Annexure-IV**.
19. The successful bidder will be the lowest bidder who quoted the lowest sum average of the prices quoted for each items. However, following weightage shall be given for arriving at the lowest bidder of Financial Bids.
  - i. Lunch/Dinner (both Veg and non-veg) along with additional proposed items 60%
  - ii. Breakfast/Snack 15%
  - iii. Beverage 15%
  - iv. Deserts/Sweets/Ice-Cream 5%
  - v. Fruits 5%

The Technical Bids will be opened at **1.00 PM on 29-02-2024 at Conference Hall of Manipur Bhawan, Guwahati** in the presence of such bidders who may wish to be present, either in person or through their authorized representatives (duly supported with authorization letter).

21. Bidders have to quote bid price/rate of all the items. Bidder who fails to quote bid price rate of any of the items will be treated as Non-responsive Bids and will be summarily rejected without assigning any reason.
22. The Financial Bids of only technically acceptable tenders will be opened for further consideration. The decision of Manipur Bhawan, Guwahati in this regard will be final and no requests etc. will be entertained from the bidders. The date and time of opening of financial bid(s) will be intimated only to such bidders who are found eligible as per evaluation criteria prescribed by Manipur Bhawan, Guwahati.
24. EMD of the unsuccessful bidders will be returned to them without interest within a period of three months from the date of award of contract to the successful-bidders.

#### **A. GENERAL TERMS & CONDITIONS**

1. Manipur Bhawan, Guwahati reserves the right to obtain feedback from the previous/present clients of the Tenderer and also depute its team(s) to inspect the site(s) at present contract(s) for on-the-spot first hand information regarding the quality of food



and services provided by the Tenderer. Decision of Manipur Bhawan, Guwahati with regard to award of the contract will depend upon the feedback received by it from the previous/ and present clients and also from its team(s) deputed for the purpose. The decision of Manipur Bhawan, Guwahati in this regard will be final and binding on all bidders.

2. Person signing the bid or other documents connected with tender must clearly write his/her name and also specify the capacity in which signing.
3. Manipur Bhawan, Guwahati reserves the right to reject any or all the tenders without assigning any reason.
4. The average turnover of the contractor in cafeteria sector should not be less than Rs. 20 Lakh during each of the last 3(three) preceding financial years.
5. The firm will have to enter into an agreement with Manipur Bhawan, Guwahati before taking charge of the Canteen and commencement of the canteen work.
6. The firm will ensure that raw materials used for cooking are of very good quality, safe for human consumption and conform to the standard laid down by the Govt. of India in this regard from time to time. In the event of any food poisoning/contamination, the firm will be held fully responsible and liable to other penal actions under the law. The firm will ensure proper sanitation/hygienic conditions in the premises and deploy persons free from infectious diseases.
7. The firm shall be responsible for compliance of the labour laws in respect of the personnel employed by them. The firm shall be the employer for his workers and Manipur Bhawan, Guwahati will not be held responsible fully or partially for any dispute that may arise between the firm and his workers.
8. The firm would be responsible for verifying antecedents of the persons deployed by him and a certificate to this effect shall be provided by him to Manipur Bhawan, Guwahati in respect of each staff member.
9. The eatables will be served in neat and clean utensils and the Canteen staff must be in proper uniform.
10. Cost of food and beverages must be competitive and reasonable. Prior approval of Manipur Bhawan, Guwahati will be required for any increase in the price of any item.
11. The firm may also supply those eatable items which are not under the contract in case of any demand. The cost of such items may be fixed on MRP rates.
12. The approved price of the eatables should be prominently displayed at the counter/Notice Board in Canteen.
13. Cleaning of canteen shall be done by the firm. The garbage of the canteen shall also be disposed of by the firm on daily basis. The firm shall ensure cleanliness of the canteen all the time.
14. The firm shall be responsible for all damages or losses of Manipur Bhawan, Guwahati's property and will be liable to make good any such loss or damage excepting those due to reasonable use or wear and tear or such as caused by natural calamity.
15. It shall be the sole responsibility of the firm to obtain and keep ready necessary license/permissions from various government bodies and/or GMC for running catering services and produce the same before the concerned authority as and when asked for. An undertaking in this regard has to be given by the Firm.
16. Liability/ responsibility in case of any accident causing injury/ death to canteen worker or any of his staff shall be of the firm. Manipur Bhawan, Guwahati shall not be responsible by any means in such cases.



17. The caterer is required to maintain the details of all his employees/workers.
18. The firm would be required to use ISI/Agmark/Food grade products and as per FSSAI norms.
19. The firm shall not use the canteen premises for any other activity except for the purpose for which it has been provided for.
20. The firm shall ensure that all the canteen employees, during their working hours, wear neat and tidy uniform and use hygienic gloves supplied by the Firm. No canteen employee shall be allowed to perform his duty without proper uniform.
21. The firm shall not stock any inflammable or otherwise dangerous material, goods, narcotics or drugs in any part of the allotted space which are health hazard to the property.
22. The Firm will have to supply breakfast/lunch/ dinner in the canteen/ Manipur Bhawan, Guwahati premises as per requirement and schedule drawn for the purpose by the concerned authorities of Manipur Bhawan, Guwahati.
23. The Firm will deploy adequate manpower for work during late hours and on Saturdays/Sundays, including other holidays, according to the requirement of Manipur Bhawan, Guwahati.
24. The Firm shall be responsible for engaging adequate number of trained manpower required for providing good canteen services in Manipur Bhawan, Guwahati.
25. The firm shall be responsible for serving tea/snacks/lunch etc. in the official meetings of Manipur Bhawan, Guwahati as and when required at the prescribed rates as per the contract.
26. The employees of the Firm should possess good health and should be free from any diseases, especially contagious and frequently recurring diseases.
27. The firm shall provide sufficient sets of Uniforms and pair of shoes to its employees and shall ensure that they wear them all times and maintain them properly.
28. The Firm shall ensure proper discipline among its workers and further ensure that they do not indulge in any unlawful activity.
29. Employment of child labour is strictly prohibited under the law. Therefore, the Firm will not employ any child.
30. The Firm shall ensure compliance of all laws relating to cleanliness, sanitary, hygienic and health conditions and other laws in force from time to time with regard to the environment around cooking place, dining hall and surrounding as per permission required under Municipality rules of Govt. of Assam.
31. The Firm shall at all times keep indemnified the principal employer, namely, Manipur Bhawan, Guwahati and its officers and designated concerned staff for and against all third party claims whatsoever (including property loss and damage, personal accident, injury or death of any person) and/or the owner and the Firm shall at its own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act / Fatal Accident Act, Personal Injuries, Employees State Insurance Act, PF Act, etc. in force from time to time.
32. The Firm shall be personally responsible for conduct and behavior of its staff and any loss or damage to Manipur Bhawan, Guwahati's moveable or immoveable property due to the conduct of the Firm's staff shall be made good by the firm. If it is found that the conduct or performance of any person employed by the Firm is unsatisfactory, the Firm shall have to remove the concerned person and engage a new person within 48 hours of intimation by Manipur Bhawan, Guwahati. The decision of Manipur Bhawan, Guwahati's designated officer in this regard shall be final and binding on the Firm.



33. The Firm shall not appoint any sub-firm to carry out its obligations under the contract. Subcontracting in any form will lead to immediate termination of contract.
34. The Firm shall keep the Canteen and its surrounding areas clean and up to date sanitation every day after the services are over. The cleaning includes cleaning of utensils, kitchen, canteen hall, floor, counter, benches, tables, chairs, etc. Manipur Bhawan, Guwahati will have 24-hour access to inspect the canteen premises at any time for ensuring the cleanliness and hygienic conditions of the canteen's kitchen and dining hall premises.
35. Manipur Bhawan, Guwahati reserves the right to appoint officers/officials to inspect the quality of raw material, food and other items prepared and sold in the canteen. Any defect(s) pointed out by such officers/ officials during their visits shall be properly attended to by the Firm.
36. The Firm shall get the prices of all items approved by Manipur Bhawan, Guwahati and no changes shall be made without prior written approval of Manipur Bhawan, Guwahati.
37. Care must be taken to ensure that, while carrying out the work, no fittings, fixtures, furnishings, equipment provided by Manipur Bhawan, Guwahati are damaged. Any damages done to the same or any other property will have to be repaired / replaced by the Firm, failing which the same will be got done by MBG at the firm's risk and cost. In this regard, the decision of the designated officer of Manipur Bhawan, Guwahati shall be final and binding on the Firm.
38. All work shall be carried out with due regard to the convenience of Manipur Bhawan, Guwahati. The orders of the competent authority shall be strictly observed.
39. The Firm shall install its electronic fly - kill/ insect repellent equipment, emergency lighting/ gas and fuel supply at its own cost.
40. Storing/supply/sale and consumption of drugs, alcoholic drinks, cigarettes or any other items of intoxication are strictly prohibited in the campus, including Canteen. Any breach of such restrictions by the Canteen Firm will attract deterrent action against the Firm as per statutory norms.
41. No minimum guarantee will be furnished to the Firm towards consumption of food items. It is advised to maintain the highest quality at the minimum/reasonable prices so as to attract the maximum number of Manipur Bhawan, Guwahati and other personnel to avail canteen services.
42. The workers employed by the Firm shall be directly under the supervision, control and employment of the Firm and they shall have no connection what-so-ever with Manipur Bhawan, Guwahati and the Bhawan shall have no obligation to control/ supervise such workers or to take any action against them except as permissible under the law. Such workers shall not have any claim against Manipur Bhawan for employment, pension, or any other statutory claim, or regularization of their services by virtue of being employed by the Canteen Firm, against any temporary or permanent posts in Manipur Bhawan, Guwahati. In case of any untoward incident/ fire/death/injury of any employee of canteen, Manipur Bhawan, Guwahati will not be liable to pay any damages.
43. The owner of the firm shall ensure that either he/she himself/herself or his/ her representative is available for proper administration and supervision of the works to the entire satisfaction of Manipur Bhawan, Guwahati.
44. The Firm will bring its own tools, cookers, hot boxes, steam boxes, trolleys, equipment, utensils, plates, jugs etc., in sufficient quantity as needed to maintain the canteen services in addition to what is provided for by Manipur Bhawan, Guwahati.



45. The firm shall pay for all the gas consumption charges related to the kitchen and electricity charges for the kitchen (excluding lift which is installed inside the canteen). Separate electricity meters are installed there which shall be borne by the firm.
46. Monthly Rent will be paid by Cheque or NEFT to the account of Manipur Bhawan before 5<sup>th</sup> of every month.

**B. SPACE AT MANIPUR BHAWAN GUWAHATI (MBG)**

Manipur Bhawan, Guwahati will provide adequate space at the Ground Floor of Manipur Bhawan, ASEB Road, Ulubari, Guwahati-781 007 to the Firm for sitting serving, and billing. Monthly Rent is fixed as Rs.6000/-. Here is the list of some important space of canteen.

- Dining Hall = 56.09 sq.m
  - Kitchen = 30.24 sq.m
  - Store Room = 5.4 sq.m
2. Manipur Bhawan, Guwahati will NOT provide any furniture (tables and chairs), electric fan, light-bulb and other fixtures.

**C. PAYMENT**

In the event there is any query, objection, delay or dispute with regard to any bill or a part thereof, the Firm shall not be entitled to any interest to be paid by Manipur Bhawan, Guwahati for late payment.

**VALIDITY OF CONTRACT:**

1. The contract, if awarded, shall be for a period of one (1) year from the date of signing of Contract Agreement, which may be extended for a further period of two (2) years (on yearly extension basis) subject to the satisfactory performance of the contract. In case of breach of conditions of contract by the Contractor and in the event of not fulfilling the minimum requirements/statutory requirements, Manipur Bhawan Guwahati shall have the right to terminate the contract forthwith in addition to forfeiting the performance security amount deposited by the contractor and initiating administrative actions for black listing, etc. On termination of the contract, the Firm will hand over all the equipment/ furniture/ articles, etc., supplied by Manipur Bhawan, Guwahati, in good working condition, back to Manipur Bhawan, Guwahati.
2. For premature termination of the agreement, one month notice from the Bhawan's side and three months' notice from Firm's side shall be required in writing. The Firm shall vacate the premises, if desired by the Bhawan and shall handover the same to the Bhawan along with all articles as may have been provided. The decision of the Competent Authority in Manipur Bhawan, Guwahati shall be final and will be binding upon the firm.
3. Manipur Bhawan, Guwahati reserves the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other agency at the cost, risk and responsibilities of bidder and excess expenditure incurred on account of this will be recovered by Manipur Bhawan, Guwahati from Security Deposit or pending bill or by raising a separate claim.

However, the agreement can be terminated by the Firm by giving three months' notice in advance. If the agency fails to give three months' notice in writing for termination of the Agreement then three month's payment, etc. and any amount due to the agency from this Bhawan shall be forfeited.

4. If Manipur Bhawan, Guwahati is not satisfied with the quality of eatables served, services provided or behavior of the firm or his/her employees, the Firm will be served with 24-hour notice to improve or rectify the defect(s), failing which the Bhawan will be at liberty to take appropriate necessary steps as deemed fit.

#### **D. PENALTY**

1. A Canteen Management Committee will be nominated by Manipur Bhawan, Guwahati to inspect the functioning of the Canteen with a view to ensure hygienic and satisfactory service. In case, repeated failures or lacunae are noticed by the Committee on the part of the firm, the HoD and/or Chairman of the Canteen Management Committee may impose a fine of upto Rs. 5,000/- on each occasion.
2. In case services are found to be unsatisfactory or there is breach of any of the clause of terms and conditions, the contract is liable to be terminated at one month's notice resulting in the forfeiture of Performance Security.
3. In case eatables are sold by the Licensee after the expiry date as mentioned by the manufacture, a penalty of Rs. 500/- will be imposed for each default.
4. In the event of violation of any contractual or statutory obligations by the Firm, it shall be responsible and liable for the same. Further, in the event of any action, claim, damages, suit initiated against the Bhawan by any individual, agency or government authority due to acts of the Firm, the Firm shall be liable to make good/ compensate such claims or damages to the Bhawan. As a result of the acts of the Firm, if the Bhawan is required to pay any damages to any individual, agency or government authority, the Firm would be required to reimburse such amount to Manipur Bhawan, Guwahati or the Bhawan reserves the right to recover such amount from the payment(s) due to the Firm while settling its bills or from the amount of Security Deposit of the Firm lying with Manipur Bhawan, Guwahati.
5. If the Contract is terminated by the Firm without giving stipulated period of notice or fails to observe the terms & conditions of the Tender, Letter of Award for the Contract and the agreement signed by the Firm with Manipur Bhawan, Guwahati, the Security Deposit will be forfeited without prejudice to the Bhawan Management's right to proceed against the firm for any additional damages that the Bhawan suffers as a result of the breach of the aforesaid terms and conditions.
6. Manipur Bhawan, Guwahati reserves the right to impose a penalty (to be decided by Manipur Bhawan, Guwahati authorities) on the Firm for any serious lapse in maintaining the quality and the services willfully or otherwise by the firm or its staff or for any adulteration.



7. Failure to pay Monthly Rent within the stipulated date may amount to breach of terms and conditions of the contract and Manipur Bhawan, Guwahati may initiate appropriate action after giving notice in writing.

**E. JURISDICTION**

Dispute, if any, arising out of the Contract, shall be settled by mutual discussion or alternatively by legal recourse under jurisdiction of courts in Imphal only.

**G. RATES OF ITEMS:**

As Per Annexure-II



**DOCUMENTS FOR PROVIDING CANTEEN SERVICES AT MANIPUR  
BHAWAN, ASEB ROAD, ULUBARI GUWAHATI-781007**

|                                                                                                                                                                                                                                      |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>NAME OF THE FIRM (as per Registration Certificate)</b>                                                                                                                                                                            |  |
| <b>COMPLETE POSTAL ADDRESS OF THE FIRM (as per Registration Certificate)</b>                                                                                                                                                         |  |
| <b>Company / firm Profile</b>                                                                                                                                                                                                        |  |
| <b>1. Name of the Company/Firm and Complete registered address</b>                                                                                                                                                                   |  |
| <b>(a) Legal Status (Individual, Proprietary firm, Partnership firm, Limited Company or Corporation)</b>                                                                                                                             |  |
| <b>(b) Has your company/ firm ever changed its name any time? If so, when, the earlier name and the reason thereof?</b>                                                                                                              |  |
| <b>(c) Were you or your company ever required to suspend catering services for a period of more than 06 months continuously after you commenced the catering services? If so, give the name of the contract and reasons thereof.</b> |  |
| <b>(d) Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.</b>                                                              |  |
| <b>2. Name, Designation and Tel. No.(s) of the Contact Person, -Fax No(s) and email address</b>                                                                                                                                      |  |
| <b>3. Year of commencement of business</b>                                                                                                                                                                                           |  |
| <b>4. Statutory details (<i>photocopy to be attached</i>)</b><br>a. Registration No. of the Firm-<br>b. PAN-<br>c. ESI Reg. No.-<br>d. GST Reg. No.-<br>e. EPF registration No.<br>f. Food Safety Reg. No.(FSSAI)-                   |  |



|                                                                                                                                                                                                                                                                        |                                                   |                                                               |                                          |                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|---------------------------------------------------------------|------------------------------------------|--------------------------------------|
| <b>5. Income Tax Assessment Completion Certificates for last three financial years</b>                                                                                                                                                                                 |                                                   |                                                               |                                          |                                      |
| <b>6. List of present and past clients (Please use separate sheet for each) as per the following format.</b>                                                                                                                                                           |                                                   |                                                               |                                          |                                      |
| <b>7. Format for details of present and past clients:</b>                                                                                                                                                                                                              |                                                   |                                                               |                                          |                                      |
| Sr. No.                                                                                                                                                                                                                                                                | Name of Organization with complete postal address | Name and Designation of contact person with Tel. No./Mob. No. | Date from which the contract was awarded | No. of persons deployed by your firm |
| (1)                                                                                                                                                                                                                                                                    | (2)                                               | (3)                                                           | (4)                                      | (5)                                  |
|                                                                                                                                                                                                                                                                        |                                                   |                                                               |                                          |                                      |
| <b>8. Volume of business done in catering service should not be less than <u>20 (Twenty) Lakh</u> in the last preceding three years (please submit documentary evidence like balance sheets and Profit &amp; loss, Account reconciliation Statement Accounts, etc.</b> |                                                   |                                                               |                                          |                                      |
| Details of Annual financial turn-over for last three financial years (Rs. In Lakh):                                                                                                                                                                                    | 2020-2021                                         | 2021-2022                                                     | 2022-2023                                |                                      |
| (1)                                                                                                                                                                                                                                                                    | (2)                                               | (3)                                                           | (4)                                      |                                      |
|                                                                                                                                                                                                                                                                        |                                                   |                                                               |                                          |                                      |

*S. K. D.*

**FINANCIAL BID:**

| <b>Sl. No.</b> | <b>Name of Items</b>             | <b>Unit</b> | <b>Quantity</b> | <b>Rates inclusive of GST (in words &amp; figure)</b> |
|----------------|----------------------------------|-------------|-----------------|-------------------------------------------------------|
| <b>I.</b>      | <b>BEVERAGE</b>                  |             |                 |                                                       |
| 1.             | One Cup of Milk tea (standard)   | ML          | 150             |                                                       |
| 2.             | One Cup coffee (standard)        | ML          | 150             |                                                       |
| 3.             | Ice tea                          | ML          | 150             |                                                       |
| 4.             | Lassi                            | ML          | 200             |                                                       |
| 6.             | Green Tea                        | ML          | 150             |                                                       |
| 7.             | Black Tea/ Masala tea (Standard) | ML          | 150             |                                                       |
| 8.             | Lemon tea                        | ML          | 150             |                                                       |
| 9.             | Black Coffee                     | ML          | 150             |                                                       |
| 10.            | Juice                            | ML          | 250             |                                                       |
| 11.            | Vegetable Soup                   | ML          | 250             |                                                       |
| 12.            | None Veg. Soup                   | ML          | 250             |                                                       |
| 13.            | Tomato Soup                      | ML          | 250             |                                                       |
| <b>II.</b>     | <b>SNACKS</b>                    |             |                 |                                                       |
| 1.             | Two Bread Slice                  | Gms         | 75              |                                                       |
| 2.             | Two pieces Vegetarian Sandwich   | Gms         | 150             |                                                       |
| 3.             | Bread with butter                | Gms         | 75              |                                                       |
| 4.             | Chicken ( Non Veg )              | Gms         | 200             |                                                       |
| 5.             | Puri Sabji                       | Gms         | 250             |                                                       |
| 6.             | Alu Paratha/Cutlet               | Gms         | 250             |                                                       |
| 7.             | Noodles                          | Gms         | 150             |                                                       |
| 8.             | Veg. Chowmein                    | Gms         | 250             |                                                       |
| 9.             | Non. Veg. Chowmein               | Gms         | 250             |                                                       |
| 10.            | Paneer Roll                      | Gms         | 150             |                                                       |
| 11.            | Non Veg Roll                     | Gms         | 150             |                                                       |
| 12.            | Pakoura Veg                      | Gms         | 150             |                                                       |
| 13.            | Pakoura Non Veg                  | Gms         | 150             |                                                       |



|             |                                          |     |              |  |
|-------------|------------------------------------------|-----|--------------|--|
| <b>III.</b> | <b>LUNCH/DINNER<br/>(NON-VEGETARIAN)</b> |     |              |  |
| 1.          | Rice ( Manipur Local rice )              | Gms | 250          |  |
| 2.          | One Plate Dal                            | Gms | 150          |  |
| 3.          | Ooti                                     | Gms | 150          |  |
| 4.          | Singju                                   | Gms | 100          |  |
| 5.          | Kanghou                                  | Gms | 100          |  |
| 6.          | Nga AtoibaThongba( Standard Plate)       | Gms | 150          |  |
| 7.          | Nga AtaoubaThongba( Standard Plate)      | Gms | 150          |  |
| 8.          | Chicken Curry                            | Gms | 150          |  |
| 9.          | Iromba (Anoiba)                          | Gms | 150          |  |
| 10.         | Champhut                                 | Gms | 150          |  |
| 11.         | Chakhao (Manipuri Black Rice) Kheer      | Gms | 150          |  |
| <b>IV</b>   | <b>LUNCH/DINNER<br/>(VEGETARIAN)</b>     |     |              |  |
| 1.          | Rice                                     | Gms | 250          |  |
| 2.          | One plate Dal                            | Gms | 150          |  |
| 3.          | Ooti                                     | Gms | 150          |  |
| 4.          | Singju                                   | Gms | 100          |  |
| 5.          | Kanghou (Veg)                            | Gms | 100          |  |
| 6.          | Sanathongba                              | Gms | 150          |  |
| 7.          | Pakourathongba                           | Gms | 150          |  |
| 8.          | Iromba                                   | Gms | 150          |  |
| 9.          | Champhut                                 | Gms | 150          |  |
| 10.         | Chakhao (Black Rice) Kheer               | Gms | 150          |  |
| <b>V</b>    | <b>SWEETS / ICE CREAM</b>                |     |              |  |
| 1.          | One Plate Gulab Jamun ( One piece)       | Gms | 60           |  |
| 2.          | Burfi ( One piece)                       | Gms | 60           |  |
| 3.          | Rasgulla( One piece)                     | Gms | 60           |  |
| 4.          | Rasmalai( One piece)                     | Gms | 60           |  |
| 5.          | Ice-Cream (Standard Brand and weight )   | Gms | 1 Scoop (60) |  |
| <b>VI</b>   | <b>FRUITS</b>                            |     |              |  |
| 1.          | Fresh Cut-Fruits                         | Gms | 250          |  |

*S. K. M. W.*

|    |                   |     |     |  |
|----|-------------------|-----|-----|--|
| 2. | Fruit Cream       | Gms | 250 |  |
| 3. | Fresh Fruit Juice | ML  | 250 |  |

#### **ADDITIONAL PROPOSED ITEMS**

| <b>Sl.No</b> | <b>Item</b>           | <b>Unit</b> | <b>Quantity</b> | <b>Rate ( in words / figure)</b> |
|--------------|-----------------------|-------------|-----------------|----------------------------------|
| 1.           | Maroi Thongba         | Gms         | 150             |                                  |
| 2.           | Veg Bora              | Gms         | 150             |                                  |
| 3.           | Fish Fry              | Gms         | 150             |                                  |
| 4.           | Chicken Fry           | Gms         | 150             |                                  |
| 5.           | Mixed Vegetable Curry | Gms         | 200             |                                  |
| 6.           | Green Salad           | Gms         | 200             |                                  |
| 7.           | Pork Curry            | Gms         | 200             |                                  |
| 8.           | Pork Ribs Fry         | Gms         | 200             |                                  |
| 9.           | Hilisa Curry          | Gms         | 150             |                                  |
| 10.          | Ukabi Fry 1 pc        | Gms         | 70              |                                  |

\* Rates for Manipur Bhawan Guwahati Staff (50% of normal rate )

*S. K. M. 21*

**FOR FORMAT FOR PERFORMANCE CERTIFICATION REFERRED**

(Furnish this information for each individual work from the employer for whom the work was executed)

1. Name of the contract and location
2. Agreement no.
3. Scope of Contract
4. Contract Cost
5. Date of start
6. Period
7. Amount of compensation levied, if any
8. Performance Report

Quality of Food – Excellent/Very Good/Good/Fair

Resourcefulness – Excellent/Very Good/Good/Fair

9. Compliance of all statutory requirements- Yes/ No

(Seal of the Organization)

(Signature of the authorized representative)

Date:



**PERMISSIBLE BRANDS OF CONSUMABLES**

| <b>ITEM</b>            | <b>BRAND</b>                                       |
|------------------------|----------------------------------------------------|
| Salt                   | Iodised salt such as Tata, Annapurna, Nature Fresh |
| Spices                 | MDH, MTR or equivalent quality brands              |
| Ketchup                | Maggi, Kissan, Heinz                               |
| Oil                    | Refined oil such as Sundrop, Nature Fresh, Godrej  |
| Pickle                 | Mother's or Priyaor Tops                           |
| Atta                   | Aashirvad, Pillbury, Nature Fresh                  |
| Butter                 | Amul, Britannia, Mother Dairy                      |
| Bread                  | Harvest/Britania make                              |
| Jam                    | Kissan, Nafed                                      |
| Milk                   | Toned milk of Mother Dairy, Delhi Milk Scheme      |
| Paneer                 | Amul/Mother Dairy                                  |
| Tea                    | Brook Bond, Lipton, Tata                           |
| Coffee                 | Nescafe, Rich Bru                                  |
| Biscuits               | Britania, Parle, Good Day                          |
| Ice Cream, Lassi, Curd | Mother Dairy, Amul, Cream Bell- all varieties      |
| Mineral Water          | ISI marked Kinley/Bisleri/Ganga                    |
| Besan, Dal             | Rajdhani                                           |
| Rice                   | Basmati                                            |
| Cold Drinks            | Pepsi, Coke etc                                    |
| Packed Juices          | Real, Tropicana                                    |
| Lemon Water            | Hello                                              |
| Sweet                  | Bikaner, Haldiram                                  |

The Contractor may use any other equivalent brand after obtaining prior approval from the Office of the Deputy Resident Commissioner, Manipur Bhawan, ASEB Road, Ulubari, Guwahati-781007.

