

GOVERNMENT OF MANIPUR
OFFICE OF THE DEPUTY RESIDENT COMMISSIONER,
MANIPUR BHAWAN, KOLKATA

NOTICE FOR INVITING TENDER
Kolkata, the 14th November, 2024

No. JRC/CAL/CAN(Pt-I)/2014: Deputy Resident Commissioner, Manipur Bhawan, Kolkata, invites bids under two bid system from registered and authorised firms/ agencies for engagement of Private Partner for providing Catering Services at Manipur Bhawan, 26, Rowland Road, Kolkata-700020 on Contract basis.

The bidding documents (Technical Bid and Financial bid along with EMD) duly filed in as per instructions in the Tender Document should be submitted to the Office of the Deputy Resident Commissioner, Manipur Bhawan, 26-Rowland road, Kolkata-700020 or Deputy Secretary(GAD), Govt. of Manipur, Manipur Secretariat, South Block, Babupara, Imphal-795001 on or before 29/11/2024, 3 p.m.

The EMD of Rs. 20,000/- (Rupees twenty thousand) only in cash is required to be submitted in a sealed envelope super-scribed with "Engagement of Private Partner for providing Catering Services at **Manipur Bhawan, 26, Rowland Road, Kolkata-700020** on contract basis" on or before the closing date and time of submission of bids to the Office of the Deputy Resident Commissioner, Manipur Bhawan, 26, Rowland Road, Kolkata or Deputy Secretary (GAD), Govt. of Manipur, Manipur Secretariat, South Block, Babupara, Imphal-795001. Tender Documents may be downloaded from www.manipurgad.gov.in or www.manipur.gov.in

The Technical Bids shall be opened on the next working day following the last date for bid submission i.e. on 02/12/2024, 4 p.m. at the Office of the Deputy Secretary (GAD), Govt. of Manipur by the Committee authorized by the Competent Authority in the presence of such bidders who may wish to be present. The financial bids of only those bidders shall be considered by the Committee whose Technical Bids are accepted by them as per norms specified in this document.

The Competent Authority reserves the right to reject any or all the bids without assigning any reason and the decision of the Competent Authority shall be final and binding on all.



(G.S. Joyrita)
Deputy Resident Commissioner,
Manipur Bhawan, Kolkata.

Dy Resident Commissioner DDO
Government of Manipur
Kolkata- 700020

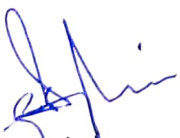
GOVERNMENT OF MANIPUR
OFFICE OF THE DEPUTY RESIDENT COMMISSIONER
MANIPUR BHAWAN, KOLKATA
26-Rowland Road, Kolkata-20
e-mail: manipurbhawankol2021@gmail.com



"TENDER DOCUMENT FOR PROVIDING CANTEEN SERVICES AT MANIPUR BHAWAN, KOLKATA"

IMPORTANT INFORMATION

Sr. No	Items	Description
1	Scope of work	Providing Canteen services at Manipur Bhawan, 26, Rowland Road, Kolkata-700020
2	Cost of bid Documents	NIL
3	Availability of bid documents	Download from www.manipur.gov.in or www.manipurgad.gov.in
4	Start of Bid Submission	14/11/2024
5	Last date of Bid Submission	29/11/2024, 3.00 pm
6	Pre-Bid Meeting	On 21/11/2024, 1.00 pm
7	Date of opening of technical bid	02/12/2024, 4.00 p.m.
8	Date of opening of financial bid	Will be communicated later to successful technical bidders
9	Earnest Money Deposit	Rs. 20,000/- (Rupees twenty thousand) only in cash to the Deputy Resident Commissioner, Manipur Bhawan, Kolkata, 26-Rowland Road, Kolkata-700020 or Deputy Secretary(GAD), Govt. of Manipur, Manipur Secretariat, South Block, Babupara, Imphal-795001.
10	Place of opening of bids	Office of the Deputy Secretary(GAD), Govt. of Manipur, Manipur Secretariat, South Block, Babupara, Imphal-795001.
11	Address for communication	Manipur Bhawan, 26-Rowland Road, Kolkata-20. Tel No. + 918787626728


(G.S. Joyrita)
Deputy Resident Commissioner
Manipur Bhawan, Kolkata

Dy Resident Commissioner DDO
Government of Manipur
Kolkata- 700020

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 the Office of the Deputy Resident Commissioner, Manipur Bhawan, Kolkata, 26-Rowland Road, Kolkata-700020 & Deputy Secretary(GAD), Govt. of Manipur, Manipur Secretariat, South Block, Babupara, Imphal-795001, in the 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/- (Rupees twenty thousand only) 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 **Rs. 20,000/- (Rupees twenty thousand only)** to the Office of the Deputy Resident Commissioner, Manipur Bhawan, Kolkata, 26-Rowland Road, Kolkata-700020 **or** Deputy Secretary(GAD), Govt. of Manipur, Manipur Secretariat, South Block, Babupara, Imphal-795001. 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, 26-ROWLAND ROAD, KOLKATA-700020.**
 - iii. The above mentioned 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, 26-ROWLAND ROAD, KOLKATA-20"**. This bigger envelop, bearing the name and complete postal address of the bidder, should be addressed to the **Deputy Resident Commissioner, Manipur Bhawan, 26-Rowland Road, Kolkata-700020** and submit on or before **29/11/2024 upto 3 p.m.** 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, Kolkata 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, Kolkata, the bidders may seek clarification(s), if any, during the pre-bid meeting.
13. The Manipur Bhawan, Kolkata 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, Kolkata 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, Kolkata 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% |
20. The Technical Bids will be opened on 4.00 PM on the next working day of 29/11/2024 in the Office of the Deputy Secretary(GAD), Govt. of Manipur, Manipur Secretariat, South Block, Babupara, Imphal-795001 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 the Manipur Bhawan, Kolkata 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 the Manipur Bhawan, Kolkata.
23. 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, Kolkata 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, Kolkata 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 the Manipur Bhawan, Kolkata 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. Any bidder who had failed to comply/honour earlier work order at any of Manipur Bhawans/State Government Departments is debarred from participating the bidding.
4. The Manipur Bhawan, Kolkata reserves the right to reject any or all the tenders without assigning any reason.
5. The average turnover of the contractor in cafeteria sector should not be less than Rs. 10.00 lakh during each of the last 2(two) preceding financial years that 2022-23 & 2023-2024

6. The firm will have to enter into an agreement with the Manipur Bhawan, Kolkata before taking charge of the Canteen and commencement of the canteen work.
7. 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.
8. 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 the Manipur Bhawan, Kolkata will not be held responsible fully or partially for any dispute that may arise between the firm and his workers.
9. 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 the Manipur Bhawan, Kolkata in respect of each staff member.
10. The eatables will be served in neat and clean utensils and the Canteen staff must be in proper uniform.
11. Cost of food and beverages must be competitive and reasonable. Prior approval of the Manipur Bhawan, Kolkata will be required for any increase in the price of any item.
12. 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.
13. The approved price of the eatables should be prominently displayed at the counter/Notice Board in Canteen.
14. 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.
15. The firm shall be responsible for all damages or losses of Manipur Bhawan, Kolkata'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.
16. It shall be the sole responsibility of the firm to obtain and keep ready necessary license/permissions from various government bodies and/or KMC 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.
17. Liability/ responsibility in case of any accident causing injury/ death to canteen worker or any of his staff shall be of the firm. The Manipur Bhawan, Kolkata shall not be responsible by any means in such cases.
18. The caterer is required to maintain the details of all his employees/workers.
19. The firm would be required to use ISI/Agmark/Food grade products and as per FSSAI norms.
20. The firm shall not use the canteen premises for any other activity except for the purpose for which it has been provided for.
21. 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. The Firm will have to supply breakfast/lunch/ dinner in the canteens of Manipur Bhawan, Kolkata premises as per requirement and schedule drawn for the purpose by the concerned authorities of the Manipur Bhawan, Kolkata.
22. 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, Kolkata.
23. The Firm shall be responsible for engaging adequate number of trained manpower required for providing good canteen services in Manipur Bhawan, Kolkata.



24. The firm shall be responsible for serving tea/snacks/lunch, etc., in the official meetings of the Manipur Bhawan, Kolkata as and when required at the prescribed rates as per the contract.
25. The employees of the Firm should possess good health and should be free from any diseases, especially contagious and frequently recurring diseases.
26. 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.
27. The Firm shall ensure proper discipline among its workers and further ensure that they do not indulge in any unlawful activity.
28. Employment of child labour is strictly prohibited under the law. Therefore, the Firm will not employ any child.
29. 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 West Bengal.
30. The Firm shall at all times keep indemnified the principal employer, namely, Manipur Bhawan, Kolkata's 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.
31. The Firm shall be personally responsible for conduct and behavior of its staff and any loss or damage to Manipur Bhawan, Kolkata 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, Kolkata. The decision of the Manipur Bhawan, Kolkata's designated officer in this regard shall be final and binding on the Firm.
32. 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.
33. 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, Kolkata 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.
34. The Manipur Bhawan, Kolkata 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.
35. **The Firm shall supply the prices of all items approved by the Manipur Bhawan, Kolkata and no changes shall be made without prior written approval of the Manipur Bhawan, Kolkata.**
36. Care must be taken to ensure that, while carrying out the work, no fittings, fixtures, furnishings, equipment provided by the Manipur Bhawan, Kolkata 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 Manipur Bhawan, Kolkata at the firm's risk and cost. In this regard, the decision of the designated officer of Manipur Bhawan, Kolkata shall be final and binding on the Firm.
37. All work shall be carried out with due regard to the convenience of Manipur Bhawan, Kolkata. The orders of the competent authority shall be strictly observed.
38. The Firm shall install its electronic fly - kill/ insect repellent equipment, emergency lighting/ gas and fuel supply at its own cost.

39. 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.
40. 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 Kolkata and other personnel to avail canteen services.
41. 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, Kolkata 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 the 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, Kolkata. In case of any untoward incident/ fire/death/injury of any employee of canteen, the Manipur Bhawan, Kolkata will not be liable to pay any damages.
42. 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 the Manipur Bhawan, Kolkata.
43. 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, Kolkata.
44. 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.
45. Monthly Rent will be paid by Cheque or NEFT to the account of Manipur Bhawan before 5th of every month.

B. SPACE AT MANIPUR BHAWAN KOLKATA

1. The Manipur Bhawan, Kolkata will provide adequate space at the Ground Floor of Manipur Bhawan, 26-Rowland Road, Kolkata-700020 to the Firm for sitting serving, and billing. Monthly Rent is fixed @ **Rs. 5,000/- only**. Here is the list of some important space of canteen.

(i) Manipur Bhawan, 26-Rowland Road, Kolkata:

• Dining Hall	= 675 sq. ft.
• Kitchen	= 120 sq. ft.
• Store Room	= 40.5 sq. ft.
• Rest room with attached washroom	= 120 sq. ft.
• Washing/Cleaning room	= 36 sq. ft.

2. The Manipur Bhawan, Kolkata 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 the Manipur Bhawan, Kolkata for late payment.



D. 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, the Manipur Bhawan Kolkata 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, Kolkata, in good working condition, back to Manipur Bhawan, Kolkata.
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 the Manipur Bhawan, Kolkata shall be final and will be binding upon the firm.
3. Manipur Bhawan, Kolkata 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, Kolkata 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 the Manipur Bhawan, Kolkata 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.

E. PENALTY

1. A Canteen Management Committee will be nominated by the Manipur Bhawan, Kolkata 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 the Manipur Bhawan, Kolkata 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 the Manipur Bhawan, Kolkata.

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 the Manipur Bhawan, Kolkata, 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. The Manipur Bhawan, Kolkata reserves the right to impose a penalty (to be decided by the Manipur Bhawan Kolkata 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, Kolkata may initiate appropriate action after giving notice in writing.

D. 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



ANNEXURE- I

**DOCUMENTS FOR PROVIDING CANTEEN SERVICES AT MANIPUR BHAWAN, 26-
ROWLAND ROAD, KOLKATA-700020**

NAME OF THE FIRM (as per Registration Certificate)	
COMPLETE POSTAL ADDRESS OF THE FIRM (as per Registration Certificate)	
Company / firm Profile	
1. Name of the Company/Firm and Complete registered address	
(a) Legal Status (Individual, Proprietary firm, Partnership firm, Limited Company or Corporation)	
(b) Has your company/ firm ever changed its name any time? If so, when, the earlier name and the reason thereof?	
(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.	
(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.	
2. Name, Designation and Tel.No(s) of the Contact Person, -Fax No(s) and email address	
3. Year of commencement of business	
4. Statutory details (<i>photocopy to be attached</i>) a. Registration No. of the Firm- b. PAN- c. ESI Reg. No.- d. GST Reg. No.- e. EPF registration No. f. Food Safety Reg. No.(FSSAI)-	



5. Income Tax Assessment Completion Certificates for last three financial years				
6. List of present and past clients (Please use separate sheet for each) as per the following format.				
7. Format for details of present and past clients:				
Sr. No.(1)	Name of Organization with complete postal address(2)	Name and Designation of contact person with Tel. No./Mob. No.(3)	Date from which the contract was awarded(4)	No. of persons deployed by your firm(5)
8. Volume of business done in catering service should not be less than <u>Rs.10.00 lakh</u> in the last preceding 2(two) years (please submit documentary evidence like balance sheets and Profit & loss., Account reconciliation Statement Accounts, etc.				
Details of Annual financial turn-over for last three financial years (Rs. In Lakh):		2022-2023	2023-2024	



FINANCIAL BID :

Sl. No.	Name of Items	Unit	Quantity	Rates inclusive of GST (in words & figure)
I.	BEVERAGE			
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	
II.	SNACKS			
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	
III.	LUNCH / DINNER (Non-Vegetarian)			
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	
IV	Lunch / Dinner (Vegetarian)			
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	
V	SWEETS / ICE CREAM			
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)	
VI	FRUITS			
1.	Fresh Cut-Fruits	Gms	250	
2.	Fruit Cream	Gms	250	
3.	Fresh Fruit Juice	MI	250	

ADDITIONAL PROPOSED ITEMS:

Sl.No	Item	Unit	Quantity	Rate (in words / figure)
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 Kolkata Staff (50% of normal rate)

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
 - i. Quality of Food – Excellent/Very Good/Good/Fair
 - ii. Resourcefulness – Excellent/Very Good/Good/Fair
9. Compliance of all statutory requirements- Yes/ No

(Seal of the Organization)

\ (Signature of the authorized representative) Date:

