

**BID DOCUMENT FOR SELECTION OF
AGENCY/FIRM FOR
EVENT MANAGEMENT INCLUDING SUPPLY
OF FOOD ITEMS**

**SAMETI(CSS-ATMA), ASSAM
DEPARTMENT OF AGRICULTURE**

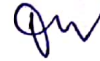
EXPRESSION OF INTEREST (EOI)/NOTICE INVITING QUOTATION (NIQ)

No: CSS –ATMA/SAMETI/Assam/95/2020-21/10

Date: 01-09-2020

Director of SAMETI (State Agricultural Management and Extension Training Institute) Assam on behalf of Director of Agriculture and SNO, CSS-ATMA, Assam invites Sealed Quotation affixing Court fee of Rs 8.25 from interested credible Bidder/Firm/Agency to carry out events including supply of food items.


The EOI document may be downloaded from the SAMETI Portal www.sametiassam.gov.in from 02-09-2020. The submission of quotation will start from 02-09-2020 and close by 2:00 PM of 10-09-2020. The quotations will be opened at 3:00 PM of 10-09-2020.



Director SAMETI
Assam, Khanapara, Guwahati-22

Tender Notice: CSS -ATMA/SAMETI/Assam/95/2020-21/10 Dated: 01-09-2020

1. Issue of Tender document : From **02ndSeptember,2020** to **10thSeptember2020** up to 2:00 PM
2. Start date & Time of Submission: **From 11:00 am of 02ndSeptember,2020**
Of Tender
3. Last Date and Time of Submission of tender : Up to 2:30 PM of **10thSeptember 2020**
4. Date & Time for opening of tender Technical Bid (envelop-A) : **10thSeptember,2020** at 3:00pm
5. Venue : Office of the Director, SAMETI, Assam, Khanapara, Guwahati-22
6. Date & Time for opening Of Commercial Bid (envelop-B) : After the process of Technical Bid (It is for technically eligible bidders only).
7. Address for Correspondence : Office of the Director, SAMETI, Assam, Khanapara, Guwahati-22


Director, SAMETI
Assam, Khanapara

CHAPTER-I

A. INTRODUCTION

State Agriculture and Management and Extension Training Institute, here in after known as **SAMETI**, is a state level institute and has been declared as the Nodal Agency for funding the ATMA model of Agricultural Extension system in the State, with responsibility to receive grants-in-aid for Extension programmes, disburse it to the ATMAs, and monitor the progress of the programme and submit feed backs to the State and Central Governments in addition to implementation of State Level activities under the scheme. SAMETI has been assigned the role of local facilitator for training needs and other support services. The institute has been declared as the State Nodal Agency for the Scheme Support to State Extension Programme for Extension Reforms. Considering the operational flexibility, the institute (SAMETI) is taken as implementation partner of different State & Centrally sponsored schemes under Department of Agriculture Assam. Therefore, SAMETI along with ATMA often need to arrange exposure visit, training, workshop, seminar etc at district, State & inter state level and hence the need of this tender emerges in order to arrange logistics.

B. GENERAL TERMS AND CONDITION& SCOPE OF WORK

1. The tender is consisting of "Two Bid' documents. The technical bid should contain all the relevant information and desired enclosures in the prescribed format .The financial bid should contain only commercial document. In case, any bidder encloses the financial bid within technical bid, the same shall be rejected summarily.
2. The Tenders should be typewritten and there should not be any overwriting or cutting. The name and signature of bidder's authorized person should appear on each page of the application. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on agency's letter head.
3. State Agriculture Management and Extension Training Institute Assam, Guwahati-781 022, (hereinafter referred to as the SAMETI) being the State Nodal Agency for the Centrally Sponsored Scheme "**Support to State Extension Programme for Extension Reforms**" and implementation partner for State & Centrally sponsored schemes of the Directorates requires the services of reputed, well established and financially sound Agency/ Firm to provide services of event management during Exposure visit , Training or any kind of departmental programme conducting in various places of Assam.
4. The contract for providing the services is likely to commence from a date to be specified and would continue for a period of one year. The period of the contract may be further extended for two years on a yearly basis depending on satisfactory performance of the agency. The SAMETI, however, reserves right to cancel the service provider after one year.

C. ELIGIBILITY CRITERIA:

The Bidder must fulfil the following eligibility conditions and must also submit documentary evidence in support of fulfilling these terms and conditions while submitting the technical Bid

- i) The bidder must be income tax assesses for the last three years i.e. 2016-17, 2017-18 & 2019-20
- ii) The bidder should have a valid GST registration.
- iii) The Bidder should have at least Rs 50 lakhs turnover per year during the last 3 years.
- iv) The Bidder should have adequate financial resources to undertake the contract.
- v) The Bidder should have experience in executing at least five (5) events including supply of food in any State Govt/Central Govt /PSU organisation.
- vi) The bidder should have a valid labour licence from the labour department
- vii) The bidder should have adequate manpower to handle the work.
- viii) The bidder should not be currently blacklisted/ineligible to participate for bid due to corrupt/fraudulent or any other unethical business practices and self declaration in the form of affidavit must be submitted along with the bid.

D. Detail of the Work:

- i) The successful Bidder will have to conduct various events including supply of food items when SAMETI issue any order. As SAMETI is a State level training institute therefore during any training programme the bidder should have to supply breakfast , lunch and Dinner to the trainees as per the requirement and mentioned in the work order.
- ii) The bidder should also have to supply Pen, Folder, Pad to the trainees along with banners/backdrops as per the requirement and mentioned in the work order.
- iii) During any meeting or Event, the bidder should arrange all the necessary items for successful implementation of the event.
- iv) Although the bidder quotes price against all items but at the time of event/training, authority will place the order for specific item(s) from among the list under Format-C.

E. MODE OF SUBMISSION OF TENDER:

- i) Bid document may be downloaded from www.sameti.assam.gov.in. The Bid submitted by the Bidder shall be in two parts as mentioned below. The documents and details shall be submitted in the sealed box to be kept at SAMETI office, Khanapara, Guwahati-22.
- ii) **Submission of Bid Document:**
Offer should be made in two parts namely technical bid and commercial bid and in the format given in the bid document. Each offer should be placed in separate sealed envelope super scribed as technical Bid or Commercial Bid as the case may be followed by the title mentioned above against tender notice .Name of the bidder and contact no with address should also be written on the envelop. Tender will be accepted only from those who have submitted the commercial Bid. All correspondence should be with the Director, SAMETI, Assam.

- a) Tender should be addressed to the **Director, SAMETI, Assam**. Tender consisting of the above two covers should be sealed in a cover and could be dropped in the sealed box to be kept at the office of the **Director, SAMETI, Assam**.
- b) The Technical bid prescribed should be filled in original and should be sealed in a separate cover. The technical bid should be super scribed as Technical Bid (envelope-A).
- c) The Commercial bid prescribed should be filled in original with total amount quoted both in figures and words. The commercial bid should be super scribed as Commercial Bid (envelope-B). The Bid must be unconditional and in the format given in the tender document.
- d) Both the Technical bid and Commercial bid should then be put in a single cover sealed and super scribed-“Tender for selection of Agency/Firm for Event Management including Supply of food items-SAMETI(CSS-ATMA),Assam” (Name of the Bidder).
- e) The price quoted shall be inclusive of all taxes, duties and other charges.
- f) If the envelop is not sealed and marked as required above, the Director SAMETI, Assam may reject the quotation.

F. DETAILS TO BE FURNISHED:

- i) All particulars must be furnished as asked for in the prescribed technical and commercial bid document.
- ii) The rates should be clearly indicated both in words and figure. Whenever there is discrepancy, the rate indicated in words shall apply.
- iii) The bidder with full signature should avoid overwriting if any. The rate quoted should be kept firm for a minimum period of 1- year from the date of acceptance of the tender.

G. OPENING OF THE TENDER AND EVALUATION THEREOF :

The tenders received within the specified time will be opened in the office of the Director, SAMETI, Assam by a Committee to be constituted in presence of the attending bidders or his/ her authorised representative at 3:00 pm on **10th September, 2020**. The technical bid will be opened in the first instance and evaluate and the list of technically qualified bidders will be prepared. The Commercial bids of the technically qualified bidders will alone be opened and evaluated by the same committee. In the Financial Bid evaluation the total amount of the quoted rate of the list of items will be considered for comparing the commercial bids. The decision of the committee will be final in this regard.

H. Period of Validity of Bids

Bids shall remain valid for **45** days after the deadline for submission of bids prescribed by the Purchaser. **A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.** In case of extension of the bid validity period, purchaser will seek extension from bidders in writing\

I. AGREEMENT :

- i) The Successful bidder shall execute an agreement for the fulfilment of the contract on Rs. 100/- Non Judicial stamp in the model form enclosed within 10 days from the date of acceptance of the tender. The incidental expenses of execution of agreement shall be borne by the successful bidder, hereafter the successful bidder will be referred to as Service Provider.
- ii) The conditions stipulated in the agreement should be strictly adhered to and violation of any of the conditions at any stage will entail termination of the contract without prejudice to the rights of the Director, SAMETI and recovery of any from the contractor/firm/Service Provider.

J. PAYMENT

Subject to the receipt of fund from Govt., the payment to the firm will be made time to time according to the work order issued by the Director, SAMETI

K. PENALTY AND TERMINATION FOR NON FULFILMENT OF CONTRACT:

- The final acceptance of the tender would be entirely vested with the Director, SAMETI, Assam. After the acceptance of the tender by the Director, SAMETI, Assam the bidder shall have no right to withdraw his tender or claim higher price.
- Tenders with incomplete information are liable for rejection. The Authority reserves the right to cancel/reject any or all tenders at any time without assigning any reason thereof and bidders/ firms shall have no claim/ protest in any forum in this regard. The decision of the Authority as regard to the issue related to the tender will be final

L. EVALUATION of TECHNICAL BID:

The EOI proposal of the agencies meeting the eligibility criteria (Format A&B) shall be evaluated. The decision of Tender Committee will be final.

FORMAT-A

(The relevant documents has to be arranged serially as per the order mentioned below for the ease of scrutiny)

1	Name of the Organization	
2	Address of the Registered Office of the organization with telephone nos. & mail id	
3	Legal status/ entity of the agency (Whether the agency is a Proprietorship/ Partnership or Private Ltd. Company)	(Attach photocopy of the registration certificate of the firm/ company)
4	Year of Establishment	
5	Name of Authorized Signatory(in capital letters)	
6	Specimen signature of the authorized signatory	
7	GST No.	Attach photocopy of GST registration certificate issued)
8	PAN	(Attach Photocopy of PAN)
9	Latest Income Tax Filing Certificate	(Attach photocopy of the 2017-18,2018-19 & 2019-20 income tax filing certificate)
10	Whether all documents submitted signed by the authorized signatory of the organization (Yes/ No)	
11	Number of Manpower in your organization	Attach Certificate
12	Turnover (2016-17,2018-19 & 2019-20)& P/L document	Attach document

DECLARATION

I/ we hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me/ us and that the information furnished above is full and correct to the best of on/ our knowledge. I/ we hereby declare that our organization has not been blacklisted/ debarred by any organization till date. I/ we understand that in case any information submitted by us in this EoI are found to be false at any stage, our Firm/ Agency will be blacklisted/ debarred by you and will not have any dealing with your organization in future.

Place:

(Signature and seal of the authorized signatory)

Date:

(Seal)

FORMAT B

(To be furnished in the letter head of the Agency)

Name of the Clients for which conducted Event Management /Supply Food/Supply stationeries

A) PSUs : 1).....
2).....
3).....

B) Govt. of Assam Organization: 1)
2).....
3).....

C) Private Organization : 1).....
2).....
3).....

(Attached additional sheets if the space provided is insufficient)

(Photocopies of the **empanelment letter/ agreement/ work order** etc. from the Organizations **in support of** the above mentioned organizations are to be submitted **Serially** in the order as mentioned above for **ease of scrutiny**)

Place (Signature of the authorized signatory)

Date (Seal)

FORMAT-C
Commercial Bid (Envelop-B)
PRICE TENDER FORM
(To be returned in original along with tenders)
Tender No.....,dated.....

To,

The Director, SAMETI,
Assam, Khanapara, Guwahati-22

Sir,

I/we hereby Submit the EOI for empanelment as Service Provider for providing Service for organizing event including training programme by supplying food, stationary etc. as per the specifications given in this bid document to the Director, SAMETI, Assam within the time specified in the work order which will be issued time to time as per terms and conditions mentioned in the bid document . The rates are quoted in the prescribed format given below:

S.No	Particular	Quoted Rate in figure (Rs)	Quoted Rate in letter
A	Food item	(Rate Should be for 1 person/number)	
1	Break fast		
a)	1 plate Puri-Sabji or 1 Paratha with Sabji 1 boiled egg, 1 bananna, 1 cup of Tea		
b)	Bread(4 Pcs) with Butter or Jam, 1 boiled egg, 1 bananna, 1 cup of Tea		
2	Lunch /Dinner		
a)	Veg Thali: Daal, Sabji, Salad, Chutney, 1 Piece Papad and Rice		
b)	Veg Thali with Sweet : Daal, Sabji, Mix veg, Salad, Chutney, 1 Piece Papad and Rice, 1 piece Sweet/Dahi		
c)	Egg Thali : Daal, Sabji, Mix veg, Salad, Chutney, 1 Piece Papad ,Egg Curry (1 Pcs Egg) Rice, 1 piece Sweet/Dahi		
d)	Fish Thali: Daal, Sabji, Salad, Chutney, 1 Piece Papad, Fish Curry (1Piece Fish) and Rice, 1 piece Sweet/Dahi		
e)	Chicken Thali : Daal, Sabji, Mix veg ,Salad, Chutney, 1 Piece Papad, Chicken Curry (4- 5 Piece) Rice, 1 piece Sweet/Dahi		
f)	Mutton Thali: Daal, Sabji, Mix veg ,Salad, Chutney, 1 Piece Papad, Mutton curry (4- 5 Piece), Rice, 1 piece Sweet/Dahi		
g)	Water bottle (500ml)		
3)	Snacks		
a)	Samosa (1 pc)		
b)	Sandwich (1 pc)		
c)	Fried Kaju (4 pcs)		
d)	Sweet (Kalagon/boiled Cake) -1 pc		
e)	Alu Chop (1 pc)		
f)	Rosogolla (1 pc)		
g)	Black Tea (1 cup)		
h)	Milk Tea (1 cup)		

S.No	particular	Quoted Rate in figure (Rs)	Quoted Rate in letter
		(Rate Should be for 1 person/number)	
B	Stationary for trainees/Training		
1	Ball Pen		
2	Writing Pad (14.8 cm x 21 cm, 100 pages)		
3	Plastic Folder(38 cm x 26 cm)		
4	Jute Folder Bag(38 cm x 26 cm)		
5	Leather Folder Bag (38 cm x 26 cm)		
6	Flex Banner(6x4 feet)		
7	Back drop in Flex (8x6 feet)		
8	White board Marker		
9	White Board (4x3 feet) with Stand		
C	Vehicle Supply for field visit etc		
1	30 seat capacity Bus for daily hiring basis for field visit (Rate per KM)		
D	Grand Total		

Gross Total cost including GST:Rs...../-

(Rupees.....only)

We hereby agree to supply the above mentioned items in accordance with the terms and conditions of the bid documents in above mentioned rates.

SIGNATURE OF THE BIDDER WITH SEAL