



सत्यमेव जयते

GOVT. OF ASSAM,
OFFICE OF THE DISTRICT COMMISSIONER, CHIRANG DISTRICT, ASSAM.
KAJALGAON, PIN: 783385.

OPEN COMPETITIVE BIDDING
(Single stage - Single envelope bidding without e-procurement)

BIDDING DOCUMENTS
For
PROCUREMENT FOOD & REFRESHMENT ITEMS TO O/o THE DISTRICT
COMMISSIONER, CHIRANG VIDE ONEYEAR RATE CONTRACT/PARALLEL RATE
CONTRACT FOR THE F.Y. 2025-2026.

Bid Ref. No. NAZ-18/1/2024-NAZ-CHR/378768

Date of Issue: 06/03/2025.



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Table of Contents

SL No.	Content	Page No.
1	NOTICE INVITING BIDS (NIB)	3
2	INSTRUCTION TO THE BIDDER	5
3	GENERAL CONDITIONS TO CONTRACT	7
4	PENALTIES & SETTLEMENT OF DISPUTES	8
5	BIDDING FORMS AND Details of the approximate annual requirement of FOOD & REFRESHMENT ITEMS.	9



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**GOVT. OF ASSAM,
OFFICE OF THE DISTRICT COMMISSIONER, CHIRANG DISTRICT, ASSAM.
KAJALGAON, PIN: 783385.**

**NOTICE INVITING BID (NIB)
FOR
SUPPLY OF FOOD & REFRESHMENT ITEMS TO THE OFFICE OF THE DISTRICT
COMMISSIONER, CHIRANG VIDE ONE YEAR RATE CONTRACT/PARALLEL RATE
CONTRACT FOR THE F.Y. 2025-2026.**

1. Sealed Bids are invited from interested Bidders in the format as given under Annexure (A) to participate in the tender (No. NAZ-18/1/2024-NAZ-CHR/378768 Dated ..06/03/2025) for supply of FOOD & REFRESHMENT ITEMS through a Rate Contract/ Parallel Rate Contract by following single stage single bid system for 1 (one) year, i.e. for the F.Y. 2025-26, to O/o the District Commissioner, Chirang, against indent issued as per requirement.

Details of the approximate annual requirement of FOOD & REFRESHMENT ITEMS are mentioned in the **Annexure: (B) Note:** *The actual quantities to be ordered may increase/ decrease depending upon the climate of requirement.*

2. Interested parties, if they so desire, may visit the O/o the District Commissioner, Chirang, on any working day between 10.30 A.M. and 4.00P.M. (except on 2nd & 4th Saturdays, Sundays & Holidays) for any clarification, before quoting the rates.
3. Bidding will be conducted through Competitive Bidding Method and procedures as specified in "The Assam Public Procurement Act, 2017" and "The Assam Public Procurement Rules, 2020".
4. The Bid is to be submitted (by hand) following 1 (one) envelope system in a sealed envelope affixing court fee stamp of Rs. 8.25 (Rupees eight and twenty-five paisa) only and to be dropped in the Tender Box of this office. The sealed cover shall be superscripted as given below:

**"BID FOR SUPPLY OF FOOD & REFRESHMENT ITEMS TO O/o THE DISTRICT
COMMISSIONER, CHIRANG VIDE ONE YEAR RATE CONTRACT/PARALLEL RATE
CONTRACT FOR THE F.Y. 2025-26"**

(TENDER REFERENCE NO.....DATE:)"

Name & Address of the Bidder:

5. Bids without court fee stamp will not be accepted.
6. All Bids must be accompanied by a Bid Security of Rs. 10,000/- (Rupees ten thousand) only in the form of Cheque duly pledged in favour of "the District Commissioner, Chirang".
7. Bids received without Bid Security will summarily rejected
8. The Bid security amount of successful and approved bidder will be adjusted as Performance Security before executing the agreement for rate contract with the undersigned

9. The Bid Security will be returned to the unsuccessful bidders within 7 (seven) working days after final acceptance of successful bids.
10. Every page of the bid must be serially numbered, stamped and signed by the authorized representatives of the bidder, failing which, it is liable to be rejected.
11. The bidders are expected to examine all the instructions, formats, terms & conditions and specifications as given in this bidding document and accordingly prepare the bid. Failure in the part of the bidder to furnish all required information and document in the bid will be at own risk and may result in rejection of the bid.
12. Bids must be dropped in the Tender Box at the office of the undersigned during working hours **on or before 27th March, 2025, 11 am.**
13. The Bids will be publicly opened in the presence of the bidders, designated representatives and anyone who chooses to attend at the Conference Hall of the Office of the District Commissioner, Chirang, on **27th March, 2025 at 1 pm.**
14. Submission of more than one bid in respect of the suppliers quoting different fictitious rates by one and some bidders or firm under same style entitled will be disqualified and will deemed automatically rejected

E-signed.
District Commissioner,
Chirang.

No. NAZ-18/1/2024-NAZ-CHR/378768

dated Kajalgaon, the 5th March, 2025.

Copy to:

1. The DIO, NIC, Chirang with a request to upload it in the district website.
2. The DIPRO, Chirang with a request for wide publicity through print and electronic media.
3. Notice board.

Signed by

Jatin Bora

District Commissioner

Date: 06-03-2025 11:07:43

INSTRUCTION TO THE BIDDER

1. The bidders are required to quote their best rates for all items as per the format given in “**Annexure- (D).**”
2. Bid submitted by the bidder and all subsequent correspondences and documents relating to the bid exchanged between the bidder and the TIA (i.e., Purchaser), shall be written in English language. However, the language of any printed literature furnished by the bidder in connection with its bid may be written in any other language, provided the same is accompanied by a self-certified English translation and, for purposes of interpretation of the bid, the English translation shall prevail.
3. The successful Bidder will have to execute a contract agreement with the Undersigned before supply of the articles.
4. Any matter related to the Code of Integrity/ Conflict of Interest, as the case may be, the District Commissioner, Chirang will take necessary action by following the procedures prescribed in “The Assam Public Procurement Act, 2017” and “The Assam Public Procurement Rules, 2020”.
5. The rate contract with the winning bidder shall be valid for a period of one year (i.e. for the F.Y. 2025-26)
6. All goods to be offered by the bidder or supplied under the contract shall have their origin in India or any other country with which India has not banned trade relations. The term “origin” used in this clause means the place where the goods are mined, grown, produced, or manufactured or from where the related services are arranged and supplied.
7. The Bidders should furnish the following documents duly self-attested along with the bid documents, failing which the Bid will be liable for rejection.
 - a) AADHAAR Card
 - b) PAN Card
 - c) GST Registration Certificate (GSTIN registered under “Composition Scheme” will not be accepted)
 - d) Income Tax Clearance Certificate of last 2 years.
 - e) Trade License issued by the Competent Authority.
 - f) Copy of valid FSSAI license from competent authority.
8. Selection of the successful bidder (i.e. L1 Bidder) shall be on the basis of the price quoted for each item in the Financial Bid, as per Annexure- (D).
9. The Undersigned reserves the right to reject any or all the Bids without assigning any reason thereof. The Lowest rate may not be compulsorily accepted and the decision of the undersigned in this matter will be the final and binding on the Bidders.
10. Any over-writing, over-typing or erasing of figures or words in the bid which render it doubtful and ambiguous are not allowed and shall render the same invalid.
11. Hypothetical or conditional bid will not be entertained. Bids shall not be allowed to be withdrawn or altered after due date of submission.
12. Withdrawal of bids after due date for submission shall result in forfeiture of Earnest Money Deposited.
13. The O/o the District Commissioner, Chirang will deal with the bidder directly and no middlemen/agents/commission agents etc., should be asked by the bidder to represent their cause and they will not be entertained by the O/o the District Commissioner, Chirang.

14. The bidder shall quote rates both in figures and words. In case of any discrepancy, the figures mentioned in words will be considered.
15. The bidder shall furnish details about his present business, permanent address, past experience.
16. All the pages of bid including the documents submitted therein must be duly signed and stamped failing which the offer shall be liable for rejection.
17. Each bidder has to certify that all the terms and conditions are acceptable to him. The Bid Security shall stand forfeited in case of breach of any of the conditions mentioned herein.
18. The bid shall remain valid for a period of 120 days from the due date of submission. The bidder shall not be entitled during the said period of 120 days to revoke or cancel its tender or to vary the tender or any terms thereof.
19. The O/o the District Commissioner, Chirang, in its discretion, reserves the right to reject or accept any or all the tenders, partly or completely, at any time without assigning any reason thereof.
20. The O/o the District Commissioner, Chirang reserves the right to seek clarification or verification of any information furnished by the bidder.
21. The rates quoted by the bidder, if found to be unreasonable or unrealistic, then the bid shall be liable for rejection, even if it is the lowest. Preference will be given to the Lowest and the most advantageous one.
22. The bidder shall give an undertaking (as per Annexure 'C') that it is not currently blacklisted and its business dealings with Central/ State Government/ Public Sector units/ Autonomous bodies is not currently banned/ terminated on the account of poor performance.

GENERAL CONDITIONS TO CONTRACT

1. Performance security amounting to of Rs.10,000/- (Rupees ten Thousand only) will be deposited by the successful bidding before signing of the contract. The Bid security amount of successful and approved bidder will be adjusted as Performance Security before executing the agreement for rate contract with the undersigned.
2. The validity of the performance security shall be for a period of 12 months from the date of signing of the contract. The Performance security will be refunded on written request after 60 days of successful completion of the contractual period and payment of last bill whichever is later.
3. The bidder should provide the name and telephone/mobile number of a person, who can be contacted at any time, even beyond office hours and on holidays. The bidder should be capable to arrange the supply even at short notice.
4. The O/o the District Commissioner, Chirang, will have the right to place order to supply required quantity of food & refreshment items even beyond office hours, and on holidays, for which, no additional payment will be made.
5. The delivery of food items will be at the venue of the workshop/ meetings/ events free of cost failing which penalty clause would be applicable
6. The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
7. The supplier shall maintain the quality, purity and taste of products same throughout the year. The quality of food items and their packaging should be fresh and clean as per food safety standard norms laid down by Govt. of Assam.
8. The rates should be genuine and reasonable and at the prevailing market rate.
9. The rates should be quoted as Inclusive of GST.
10. The rates once quoted cannot be altered/ withdrawn after submission of the Bid and will hold for the whole F.Y. 2025-26.
11. No representation/ appeal for enhancement on the ground of rise in cost of materials, labour cost and rise in the market rate or any other reason whatsoever will be entertained.
12. If the Bid winner after entering the Rate Contract agreement with the undersigned renders similar goods at a price lower than the rate contract price to anyone in the state of Assam, at any time, during the validity of the rate contract, the rate contract price will be automatically lowered or reduced accordingly to such lesser or reduced price quoted for the subject matter of procurement with effect from the date of such quoting or reducing, and the rate contract will be amended accordingly.
13. The undersigned reserves the right not to place any order even after execution/ acceptance of the formal contract agreement and no claim or compensation whatsoever will be entertained.
14. The bill in triplicate may be sent to this office for settlement after delivery of the material has been done satisfactorily.

15. No advance payments will be entertained.
16. No payment will be made for rejected supplies.
17. All payment shall be made as per norms laid down by the Government of Assam. The payment of bills will be made depending upon the availability of Fund.
18. The payments shall be made to the Supplier under this Contract in Indian Rupees only.
19. The supplier shall make his own arrangement of loading, unloading and transporting of the vehicle spare parts up to the point delivery.
20. The Supplier will be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.
21. The supplier shall not appoint a sub vendor/ affiliate/ enter into sub-contract to perform its obligations under this Contract without obtaining prior written approval of the Undersigned.
22. Parallel Annual Rate Contract: Office of the District Commissioner, Chirang, may enter into parallel Annual Rate Contract for the similar items with other firms also. Any objection/ query etc. in this regard shall not be entertained.
23. Although the Rate Contract/ Parallel Rate Contract shall be valid for the financial year 2025-26 however, in case of unavoidable circumstances new rate contract cannot be executed, the existing rate contracts may be extended at the same rates, terms & conditions for another financial year.

PENALTIES & SETTLEMENT OF DISPUTES

1. The supply of FOOD & REFRESHMENT ITEMS will have to be made in the O/o the District Commissioner, Chirang as and when asked to do so.
2. If the supply is not made within the stipulated time and the O/o the District Commissioner, Chirang has to purchase the FOOD & REFRESHMENT ITEMS from the market at higher rates, the excess amount spent on the same will be deducted from the bill of the contractor in addition to imposing penalty of 1% per day subject to maximum penalty of 10% of delayed supply.
3. In case the supply is not found in conformity with the approved specifications/ quality and any complaint is received about its quality and performance during the course of their use/utilization, the entire supply will have to be replaced with the good one/quality exactly commensurate with the approved specifications at the cost of the bidder.
4. The Purchaser and the supplier shall make all out efforts to resolve the disputes and/ or the dissensions, if any ever arises out of the contract, amicably by direct and formal or informal negotiations.
5. If the parties fail to arrive at an amicable settlement within 15 (fifteen) days from the date of commencement of the mutual discussion towards settling the dispute or dissension the matter may be referred to appellate authority specified in "The Assam Public Procurement Act, 2017" and "The Assam Public Procurement Rules, 2020" as an arbitrator for a settlement through arbitration.
6. In case the dispute/ dissension between Purchaser and Supplier could not be resolved by arbitration within 30 days from the date of commencement of the process of arbitration, then the legal dispute may be pursued only at the Court (s) under jurisdiction of/ at Gauhati High Court, Guwahati.

BID APPLICATION

(To be filled in by the bidder with reference to Notice Inviting Bid for awarding of contract for one year for supply of FOOD & REFRESHMENT ITEMS)

1	Name of the bidder with address	:	
2	Nature of Business/Status	:	Manufacturer/ Franchisee (Documentary evidence to be furnished, as applicable)
3	Name of the contact person (with Telephone No./ Mobile No./ Fax No. and e-mail ID)	:	
4	GST No. (self-certified copy to be attached) Note: GSTIN registered under "Composition Scheme" will not be accepted.	:	
5	PAN No. (self-certified copy to be attached)	:	
6	Aadhaar No. (self-certified copy to be attached)	:	
7	Copy of up-to-date Trade license from the competent authority (self-certified copy to be attached)	:	
8	Whether all the terms & conditions of NIT are agreeable.	:	Yes/No
9	Undertaking form for blacklisted/ banned by any Government Department/ Public Sector undertaking/ Autonomous Body	:	As per Annexure-.....C.....
10	Copy of valid FSSAI license from competent authority.	:	

Date:
Place:

Signature with seal Bidder/Authorised Signatory

Details of the approximate annual requirement of FOOD & REFRESHMENT ITEMS.

Sl. No.	Name of Articles	Approximate annual requirement
1	Water Bottle (20 Ltr Jar)	200 Nos.
2	Water Bottle (1 Ltr)	1000 Nos.
3	Water Bottle (1/2 Ltr)	1000 Nos.
4	Water Bottle (200 ml)	1000 Nos.
5	Disposable Plate	2000 Nos.
6	Disposable Glass	5000 Nos.
7	Disposable Cup	3000 Nos.
8	Disposable Spoon	3000 Nos.
9	Tea (Red)	3000 Cup
10	Tea (Milk)	3000 Cup
11	Tea (Green)	2000 Cup
12	Coffee	1500 Cup
13	Kalakand	1000 Nos.
14	Samosa	1500 Nos.
15	Rasogolla (Gulab Jamun)	2000 Nos.
16	Biscuit	200 Pkt
17	Bhujia	100 Pkt
18	Dry Fruits	100 Pkt
19	Kachori	1000 Nos.
20	Kaju Barfee	1000 Nos.
21	Roti	1000 Nos.
22	Paratha	1000 Nos.
23	Veg Thali	2000 Thali
24	Non - Veg Thali	2000 Thali
25	Veg meal (for VIP)	500 Thali
26	Non - Veg meal (for VIP)	500 Thali
27	Light Refreshment Packet (Samosa, Dry Fruit, Kalakand)	2000 Nos.
28	Veg Biryani	500 Plate
28	Chicken Biryani	500 Plate
29	Mutton Biryani	500 Plate
30	Veg Pulao	300 Plate
31	Chicken Pulao	300 Plate
32	ORS Pack – 200 ml	1000 Nos
33	Green Tea Packet (25 tea bags)	100 packets

ANNEXURE: C

DECLARATION

I/ We the participating in the tender (Ref No.....Date.....) for supply of FOOD & REFRESHMENT ITEMS to O/o the District Commissioner, Chirang, Assam do hereby declare that:

I/ We qualify to participate in the bidding process as per the terms and conditions mentioned in the bidding document.

I/ We have not been blacklisted or debarred from participation in the bidding process by any government department/institution/body or by public sector undertaking that is currently in force.

Date:
Place:

Signature of the Bidder/ Authorized Signatory with Seal

Name.....

PRICE BID

**TO BE SUBMITTED IN BOTH HARD COPY AND EXCEL FORMAT
(Without inserting formula)**

SL. No.	Name of Articles	Rate per Unit (Including GST)	Annual Estimated Requirement	Total Annual Estimated Cost of Supply
(A)	(B)	(C)	(D)	(E=CxD)
1				
2				
3				
Total Annual Combined Cost for Price Comparison				

Signature of the Bidder/Authorised Signatory

Name: