

Administration of
Dadra and Nagar Haveli, UT.,
Directorate of Education
Silvassa – 396 230

No.DOE/DNH/Visit of Hon.PM/38/2018-19/7020

Date: 22/08/2019

SHORT TENDER (ONLINE) INVITATION NOTICE

Tender ID No.2019_UTDNH_4239_1)

On behalf of the President of India, the Director of Education, Dadra and Nagar Haveli, Silvassa invites e-tenders (Online) in two bid system through Online on <https://dnhtenders.gov.in> along with samples from the interested Authorized Dealers / Agencies/Firms of the “Supply of Snack Boxes with Water Bottles” during the upcoming event and hard copy of the tender document is to be sent by RPAD / Courier or to be submitted by Hand in the Office of the under signed on or before 27/08/2019 up to 16:00

Sr. No.	Description	Quantity required in no.	E.M.D. (₹)	Tender fees non refundable (₹)
1.	“Supply of Snack Boxes with water Bottles.	12000	₹.15,000/-	₹.1000/-

Tender publishing on	23/08/2019 at 09:00 hrs.
Tender download from	23/08/2019 at 09:00 hrs.
Tender download till	27/08/2019 at 16:00hrs.
Bid submission start from	23/08/2019 at 09:00 hrs.
Bid submission closing on	27/08/2019 at 16:00 hrs.
Bid opening on	27/08/2019 at 17:00 hrs.
The online Technical Bid received without scanned copies of tender Fees, EMD and Mandatory documents shall not be considered for evaluation.	
Bidders have to submit price bid in Electronic Format only on website till the last date and time for submission. Price bid in Physical format shall NOT be accepted in any case. The price bid shall be opened of those firms/agencies who are qualified in technical bid.	
The tender inviting authority reserves the right to accept/reject any or all tenders without assigning any reason thereof	
The tender form along with all details including schedule and terms and conditions can be down loaded from the website http://dnhtenders.gov.in	

Sd/-
(Saloni Rai)
Director (Education)
doe-dnh@nic.in
(0260-2642006)

Copy to:

1. The Director (IT), Secretariat NIC, Silvassa for publishing/listing on the official website of DNH Administration.

Request for Proposal

**Selection of Catering Agency/ Food Companies
For
Providing Snack Boxes and Water facility
at Silvassa & Daman for Visit of Hon'ble Home Minister,
Government of India at Dadra & Nagar Haveli**

RFP Ref No: DOE/DNH/Visit of Hon.PM/38/2018-19

Issued by

**Directorate of Education,
1st Floor, building NO.05, PWD Office Complex,
Silvassa-396 230
Silvassa – 396 230
Phone: 0260 2642098
Email: doe-dnh@nic.in**

**U.T. ADMINISTRATION OF
DADRA & NAGAR HAVELI,
DIRECTORATE OF EDUCATION,
(SILVASSA – 396 230**

Section-1 Notice Inviting Tender (NIT)

Tender No. DOE/DNH/Visit of Hon.PM/38/2018-19/7020

Dated: 22/08/2019

1. The Director (Education), Dadra & Nagar Haveli, on behalf of president of India invites **ONLINE TENDER** in two tier bid system from eligible and qualified firms for following Services.
2. **Name of work:** Selection of firm/agency for providing Snack boxes with water at Silvassa & Daman.
3. **Tender Fees :** Rs. 1000/- (Rupees One Thousand Only)
4. **Estimated Cost:** 5,50,000/-(Rupees Five Lakhs Fifty Thousand Only)
5. **Quantity & Specification:** As per Scope of Work.
6. **Tender schedule is as follows:**

1.	Cost of Tender Document (Non-Refundable) in the form of Demand Draft only	Rs. 1000/-
2.	Earnest Money Deposit (FDR/BG only)	Rs. 15,000/-
3.	Document Downloading Starts	23.08.2019 at 0900 Hrs
4.	Closing date and time for submission of tender online and hardcopy of the documents offline	27.08.2019 at 1600 Hrs
5.	Tender opening date & time (Technical Bid)	27.08.2019 at 1700 Hrs

7. **Earnest Money Deposit (EMD): Rs. 15,000/-** (Rupees Fifteen Thousand only). EMD shall be accepted from the participating firm only in the form of Bank Guarantee (BG)/Fixed Deposit Receipt (FDR) only. Signed and scanned copy of DD, EMD and any other certificate must be uploaded on eprocure.gov.in EMD shall be valid for 180 days from the date of opening of tender.

8. Security Deposit

Security Deposit for an amount equivalent to 10% of the Agreement Value rounded off to the next Lakh shall be furnished before signing of the contract in form of a Bank Guarantee substantially in the form specified in this document.

For the successful bidder, the Security Deposit shall be retained by the Tender Inviting Authority until the completion of the Event and be released within 90 days after the completion of the Event.

The Security deposit shall be forfeited in the following cases:

- a) If a Bidder engages in any of the Prohibited Practices specified in this RFP
- b) If the Bidder is found to have a Conflict of Interest as specified in this RFP
- c) If the Selected Bidder commits a breach of the terms and conditions prescribed in this RFP

9. The bidder shall download the **Tender Enquiry Document** from <https://dnhtenders.gov.in/nicgep/app>

Bidder shall upload their tender ONLINE through <https://dnhtenders.gov.in/nicgep/app>, along with scanned copies of EMD and Tender Fees as Demand Draft as mentioned in Point 6 (1) & (2) above. Hard copies of all the relevant documents must be submitted in the office of Director of Education, D & N.H., Silvassa on or before the closing date of the tender.

10. Demand Draft for tender document may be issued in the favour of “**Director (Education), D & N.H., Silvassa**” and payable at Silvassa.

11. Accepting Authority: Director (Education)

1st Floor, Building No.05,
Dadra & Nagar Haveli – 396230
Phone: (0260) 2642006

Section-2 General Notice

RFP through two bid system is invited by the Director (Education), Dadra & Nagar Haveli Selection of an agency / firm for providing Snack boxes and drinking water facility at Silvassa.

1. Eligibility and Qualification of the bidder:

- 1) Tender Fee of Rs. 1,000/- in the form of a Demand Draft drawn on any nationalized / scheduled bank in favour the Director (Education), D & N.H. payable at Silvassa.
- 2) Earnest Money Deposit of Rs.15,000/- in the form of a Demand Draft drawn on any nationalized / scheduled bank in favour of The Director (Education), D & N.H. payable at Silvassa
- 3) The Bidder can be a sole Proprietorship firm / a Partnership firm/ a Company incorporated under the Companies Act 1956 / 2013. Consortia, joint ventures, academic and voluntary organization are not eligible to participate in the RFP process
- 4) The Bidder shall have professional experience of minimum 05 years in the field of Catering/Sweets & Namkeen Business. Sub-contracted or sublet job on their name will not be considered towards eligibility. The Company which has the work order/ supply orders/ purchase orders/ work certificates shall only be considered for this purpose.
- 5) The bidder shall have, in past three years, undertaken,
 - a. One work of Rs. 7 lakhs, of the similar nature for catering or supply of food items.
 - b. Two works of Rs. 4 lakhs each of the similar nature.

Work Order from Central Government / State Government / Semi-Government / PSUs / Departments / Chambers of Industry Associations / Private Companies shall be considered.
- 6) The Bidder shall have received an average annual Turnover of Rs. 8 lakhs during the last three financial years preceding the PDD.
- 7) The bidder must have the Food safety and Standards certificate issued by Central/State government Authorities
- 8) A samples of snacks box as mentioned in the Appendix – I
- 9) The Copies of balance sheet of last three financial years, certified by chartered accountant.
- 10) The Copies of ITR for last three financial years.

11) Proof of GST Number

12) Copy of PAN.

13) An undertaking that the firm is not blacklisted/debarred from any Government organization/Department Section-3 Tender Form.

All the supporting documents in this regard to be submitted along with the physical bid document.

2. Scope of work:

The scope of services shall include but not be limited to the following:

I) To provide snack boxes with water for approximately 12000 people at Silvassa and Daman for an upcoming occasion on first week of September-2019 to be held at Sayli, Dadra & Nagar Haveli.

II) The food items to be included in the Snack boxes:

Sr. No.	Particulars	Quantity
1.	02- Pieces of Dry samosa (50 gms each)	12000 packets
	02 – Pieces of Assorted Cookies (15 gms each)	
	01 – Kesar Moti Choor Laddo (45 gms each)	
	01 Frooti Tetra Pack (160 ml)	
	01 Tissue Paper	
2.	01 – Mineral Water Bottle (200 ml Bottle)	12000 Bottles

III) All the items must be prepared in Fresh Edible Vegetable oil only.

IV) The Dry Samosa must have a filling of Spiced Mung Lentils, Cashew & Raisings stuffing.

V) The Kesar Moti Choor Laddos must be prepared in pure desi ghee only.

VI) The water bottles to be served shall be of any - Standard Registered Company preferably Bisleri, Aquafina or Baileys etc.

VII) The Authority shall not provide any consumable or non-consumable items including raw materials for the purpose of catering nor shall provide any utensils, equipment, crockery, cutlery etc.

VIII) The quality and quantity of food may be inspected item wise by the authorized officials and the tenderer shall not deny access to such inspections.

IX) With regards to quality of materials and preparation, the agency shall ensure that:
(a) Food ingredients, additives and materials must be of best quality available in the market, (b) Vegetables, fruits, and other such perishable items should be purchased

fresh from the market on daily basis, (c) the agency shall take meticulous care to provide clean, fresh and quality food in all preparations.

X) The agency must ensure high standard of cleanliness, hygiene and sanitation while preparing and delivering food items.

XI) A certificate in regards to assurance of high quality items must be submitted by the manufacturer along with the supply.

XII) The agency shall also be responsible for distributing the supply of Snacks boxes with water i.e. 8000 packet to Directorate of Education, DNH and 3000 packets to Department of Education, Daman or the paces/areas designated by the Authority.

2. Rates and Quotes

The rates quoted shall be final and inclusive of all taxes and duties as applicable as per the law and as per the format mentioned as Appendix – I in the financial bid. The quoted rates shall be firm and shall not be subject to any change whatsoever.

3. Uploading of Tender

The bidder shall upload the mandatory documents of the tender on <https://dnhtenders.gov.in/nicgep/app> only and the other related hard copies of the firm may be submitted in a sealed envelope super scribed as “Selection of Catering Agency/ Food company for providing Snack boxes and drinking water facility at Dadra & Nagar Haveli.” addressed to “The Director (Education), Dadra & Nagar Haveli”

4. Opening of Tenders

The Director (Education), Dadra & Nagar Haveli will open the on-line tenders at the specified date and time as indicated in the NIT.

5. Tender Evaluation

The bids will be evaluated by the Evaluation Committee duly approved by the competent authority which will decide the **lowest bidder (L-1)** on the basis of total cost quoted by each bidder.

6. Scrutiny of Tenders

Unresponsive bids:

The tenders will be scrutinized before further evaluation to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the Tender Document. The tenders received, are liable to be treated as non – responsive and will be summarily ignored, if following documents are not attached along with the bid.

- (i) Tender form (Section 3) not duly signed and stamped. (i.e. all the terms & conditions of tender document are acceptable.)

- (ii) Tender is unsigned and incomplete in any aspect.
- (iii) Tender validity is shorter than the required period.

7. Tender Validity

The tenders shall remain valid for acceptance for a period of 180 days (one hundred eighty days) after the date of tender opening prescribed in the Tender Document.

8. Award of work

Award of work against the tender is at the sole discretion of the Tender Inviting Authority. Proposal of the successful bidder would form the basis for future negotiations and lead to issuing of a Work Order.

Note:

- In case bidder needs any clarification on the Tender Document or Scope of Work, they can contact in the Office of the Director (Education), PWD Complex, Building No.5, 1st floor, Dadra & Nagar Haveli during office hours. Tel: 0260 2642098 or Email at doe-dnh@nic.in
- In case bidder needs any clarification or if training required for participating in online tender, they can contact the following office: - National Informatics Centre, Secretariat, Silvassa-396230, Ph No. 0120-4200462 Website: <http://dnhtenders.gov.in/nicgep/app>
- After selection, a Letter of Award (LOA) shall be issued in duplicate, by the Tender Inviting Authority to the Successful Bidder and the Successful Bidder shall sign and return the duplicate copy of the LOA in acknowledgement/acceptance of the work thereof. In the event of the duplicate copy of the LOA duly signed by the Successful Bidder is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, cancel the LOA and the next highest ranking Bidder may be considered.
- The Tender Inviting Authority reserves the right to relax any of the conditions of the Tender Document if suitable bidders are not found due to exigency of situation.\

Section-3 Tender Form

(For all the terms & conditions of tender document are acceptable to bidder)

To
The Director,
Directorate of Education,
Dadra & Nagar Haveli,
Silvassa

Ref No. _____

Dated _____

I/We, the undersigned have examined the above mentioned tender document, including amendment/corrigendum no. _____, dated ____ (if any), the receipt of which is hereby confirmed. We now offer to supply and deliver the *goods and services in conformity* with your above referred document.

If our tender is accepted, we undertake to supply the goods and perform the services (on time delivery and transportation etc.) as mentioned in tender document with the delivery schedule specified in the “List of Requirements “of tender document.

I/We further confirm that, if purchase order placed with us, we shall provide you with a performance security of required amount in an acceptable form for due performance of the contract.

I/We agree to keep our tender valid for acceptance as required in tender document or for subsequently extended period, if any, agreed to by us. I/We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. I/We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

I/We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities.

I/We confirm that we fully agree to the terms and conditions specified in above mentioned TE document, including amendment/ corrigendum etc. if any.

(Signature with Date) (Name and Designation)

To Be Signed By the Proprietor / All Partners of the Firm / Directors of the Company under Its Common Seal

Section 4 Instructions to Bidders

1. Tender Contents

The Tenders are to be submitted online on <https://dnhtenders.gov.in/nicgep/app> and offline (hardcopy of all the relevant documents) at the office of Director (Education), Dadra & Nagar Haveli, Silvassa in 2 bid system:

- Technical Proposal (signed and stamped RFP document and mandatory document)
- Financial Proposal (To be submitted only Online)

Technical Proposal

The Technical proposal should contain

- a) RFP Document (duly signed and stamped to be submitted along with physical bid document)
- b) Mandatory documents as mentioned at section 2 Point no. 1 to be uploaded online along with financial bid and hardcopy of the same to be submitted separately.

Financial Proposal

The financial proposal for Selection of an agency for providing Snack boxes with water at Silvassa & Daman should be quoted as the final cost which is inclusive of all applicable taxes.

Additional Information:

- Bidders may add any further information that they consider relevant for the evaluation of their tender that gives a better understanding of their capability.
- However, the bidders will have to apply on-line. The mandatory documents specified in this document shall be submitted before the prescribed dates physically in the office of the Director (Education), D & N.H., Silvassa as well.

2. Right to accept / reject tender

No tender will not be considered unless the tender documents are fully and completely filled in. All information that may be asked from a bidder must be unequivocally furnished.

The Director (Education), D & N.H., Silvassa reserves to itself the right to accept or reject any tender or reject all tenders without assigning any reason thereof, and without thereby incurring any liability to the affected bidders.

The tenders shall be considered invalid and non-responsive for non-submission of any document stipulated herein.

3. Commencement of work

The date of receipt of Work order shall be considered to be the date of commencement of work. The food packets and water bottles should be supplied at the given date, time and location by the tender inviting authority.

4. Escalation of Prices

The prices quoted shall be firm and shall remain applicable during the entire period of the contract till completion (including extension of time granted, if any) and no escalation in prices will be permitted due to increase in prices of materials, rise in labour prices or due to any other reasons

SECTION 5: TERMS & CONDITIONS

1. Bidders are strictly advised to go through all the documents in connection with this contract carefully.
2. The work shall be carried out in appropriate stages under the direction and supervision of the Tender Inviting Authority.
3. The Successful Bidder shall not be entitled to any compensation for any loss suffered by him on account of delay in commencing or executing the work whatever the cause for such delays may be including delays in procuring Government controlled or other materials.
4. The Tender Inviting Authority decision with regard to the material and the workmanship will be final and binding and any material rejected by the Tender Inviting Authority shall be immediately removed from the Site.
5. The Department shall assure the quality of snacks boxes through a sample inspection. 10 nos. of snacks boxes shall be randomly picked up from the 11,000 supplied snacks boxes and shall be sent for the inspection for quality assurance. If the supplied food or water is found of inferior quality then the security deposit submitted by the successful bidder will be forfeited and the payment shall not be done.
6. At the time of submission of the tender offline in the office of the Director (Education), D &N.H., Silvassa, all the bidders mandatorily will have to submit a sample of snacks box and water bottle as mentioned in the Appendix – I to the Tender Inviting Authority.
7. The quantity of food packets mentioned in the Appendix – I may fluctuate or may reduce and the payment shall be done on the basis of the rate quoted by the successful bidder on actual basis.

1. Compliance with the Law

1. The Successful Bidder shall comply with all the bye-laws and regulations of local and other statutory authorities having jurisdiction over the works and shall be responsible for the payment of all fees and other charges and the giving and receiving of all necessary notices, and keep the Tender Inviting Authority informed of the said compliance with the by-laws, payments made, notices issued and received.
2. If any conflict arises between the selected bidder and the Tender Inviting Authority during the period of execution or after completion of work, Hon'ble Courts of Dadra & Nagar Haveli shall have the jurisdiction and the venue of arbitration shall be Dadra & Nagar Haveli and will be governed by provisions of the Indian Arbitration & Reconciliation Act.

7. Payments

The Bidder who successfully qualify, and selected to work on the Project would be paid only after successful execution of the said work.

The sample will be randomly picked up and sent to government approved labs for testing. Payments will be released only if the samples are as per specification.

The tender inviting authority reserves the right to relax any of the conditions if the suitable bidders are not found due to exigency of situation.

8. Work treated as Completed

The work shall not be treated as complete until and unless

- a) The site is clear from all unused, excess, waste material etc.
- b) The Successful Bidder to the satisfaction of the Tender Inviting Authority has rectified any damage caused by the Successful Bidder to the location where the work is executed.

9. Scope of Contract

The Successful Bidder shall carry out and complete the said work in every respect in accordance with this contract.

- a. The removal/re-execution of any works executed by the Successful Bidder.
- b. The amending and making good of any defects after completion.

10. Prices for Extra Work, Ascertainment of

Should it be found after the completion of the works that some extra work has been carried out on due instruction from the Tender Inviting Authority, the price for such extra work will be ascertained on mutually negotiated terms.

Sd/-

(Saloni Rai)
Director (Education)
DNH, Silvassa.

APPENDIX-I

Financial Bid

(To be submitted online only)

Financial Bid for providing Snack Boxes with water at Silvassa and Daman.

Sr. No.	Details	Quantity	Rate per packet	Amount in INR
1.	02- Pieces of Dry samosa (50 gms each)	12000		
2.	02 – Pieces of Assorted Cookies (15 gms each)			
3.	01 – Kesar Moti Choor Laddo (45 gms each)			
4.	01 Frooti Tetra Pack (160 ml)			
5.	01 Tissue Paper			
6.	01 – Mineral Water Bottle (200 ml Bottle)			
Total amount (Exclusive of taxes & other application charges)				
Total Tax Amount				
Other applicable charges (if any)				
Grand total (Inclusive of all taxes)				

Note: Rate should be quoted inclusive of all taxes of Govt. of India from time to time.

Inclusions:

- Please note that all the prices quoted above must be for the specifications/ quality of work as specified in Scope of Work of the Tender Document
- Rates quoted above shall be the final rate for all the above mentioned items and services to be provided as mentioned in the Scope of Work in the RFP excluding applicable taxes and other charges (if any).

Sd/-

(Saloni Rai)
Director (Education)
DNH, Silvassa.