



**GOVERNMENT OF ASSAM**

**FLOOD AND RIVER EROSION MANAGEMENT AGENCY OF ASSAM, (FREMAA)**

Address: 4<sup>th</sup> floor, Assam Water Centre, Basistha Chariali, NH-27, Guwahati-29,

Phone/Fax-(0361)2309896, Email: [ceo-fremaa@assam.gov.in](mailto:ceo-fremaa@assam.gov.in) , Website:

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FREMAA(P)/TECH/29/2022/124

Date: 22.05.2023


**RE-INVITATION OF  
REQUEST FOR QUOTATION (RFQ)**

In cancellation of the RFQ FREMAA(P)/TECH/29/2022/86/4045 dated 22.02.2023 for Hiring of Canteen and Catering Service provider for AWC, Basistha Chariali NH 27, Guwahati-29. Flood and River Erosion Management Agency of Assam (FREMAA), 4<sup>th</sup> Floor, Assam Water Centre, Basistha Chariali NH 27, Guwahati-29, invites fresh quotations from esteemed agencies/firms for "Hiring of Canteen and Catering Service provider" for AWC. The interested suppliers/firms/agencies may submit their quotations addressed to the **Chief Executive Officer, FREMAA** at the office on or before 12/06/ 2023 up to 03:00 PM. **Pre Bid meeting** will be held on 29/05/ 2023 at 02:00 PM at 4th Floor Conference hall of FREMAA.

SL No	Item Name	Unit	Qty
1	Hiring of Canteen and Catering Service provider for AWC, Basistha Chariali NH 27, Guwahati-29	Months	24

Bidders are requested to go through the following before submission of quotation:

- (i) Annexure A: Terms and Conditions
- (ii) Annexure B1: Letter of Quotation– Financial part
- (iii) Annexure B2: Price Schedule
- (iv) Annexure C: Contract Agreement

  
 (Dr Jeevan B, IAS)  
 Chief Executive Officer,  
 FREMAA

Memo No: FREMAA(P)/TECH/29/2022/124-A

Date: 22.05.2023

Copy to:

1. The Director of Information & Public Relation Govt of Assam for arranging publication of the above notification in one leading English local daily and one Assamese daily
2. TO(C)-FREMAA, for publishing in the FREMAA official website.

  
 Chief Executive Officer,  
 FREMAA

**TERMS & CONDITIONS**

1. Eligibility Criteria:

- a) The Agency should have legal business entity in Assam, Trade license to be submitted.
- b) The bidder should have minimum 1 (one) Year experience in offering canteen services to Central/state govt. departments/PSUs or reputed private sector organisations/offering canteen/restaurant/catering services from the date of issue of this RFQ.
- c) The bidder's annual average financial turn over in managing the catering services/eating outlets should be atleast 10 Lakhs during the any two financial years in the last Five years (2017-18,2018-19,2019-20,2020-21,2021-22) duly audited and certified by CA.
- d) Should have GST registration.

**Supporting documents to be provided for 1 (a) to 1 (d).**

**For 1 (b) Work order/Contract Agreement/Letter of Acceptance/Payment order may be submitted as documentary evidence**

2. The lowest quoted (excluding tax) bidder at **Annexure B2** fulfilling the above criterions at Sl 1 will be eligible for award of contract.
3. Suppliers/Firms/Agencies are **requested to visit the office to inspect the canteen space before submitting the quotations.**
4. **All the pages of the Quotation have to be signed by the authorized representative of the bidder.**
5. Rates will be considered together for all the items together in a particular Group and shall not be evaluated item wise. For the purpose of arriving at the lowest bidder, per plate cost shall be taken into consideration.
6. The selected agency(ies) shall be empanelled based on the approval by Selection Committee constituted for the purpose by the FREMAA.
7. Bidder should fill up rates both in figures and words in the Financial Part.
8. The applicable tax should be shown separately
9. The FREMAA does not bind itself to accept the lowest bidder and reserves the right to reject any or all the Quotations without assigning any reason.
10. Successful bidder will have to keep an interest free deposit of Rs. 1,00,000/- (Rupees One Lakh) only with the FREMAA as Performance Security/Fixed Deposit at the time of signing of the Agreement.

11. The successful bidder will have to enter into an agreement **Annexure C** within three (3) days after receipt of the Letter of Acceptance (LoA) from FREMAA.
12. The Performance Security of the empanelled agency shall be released after three (3) months from the closure date of the Agreement.
13. The service providers are also encouraged to provide additional items along with the rate not included in the menu in Annexure B2. However such items will not be considered for evaluation of quotations

LETTER OF QUOTATION– FINANCIAL PART

**(This financial part must be submitted using official letterhead of the firm)**

RFQ No FREMAA(P)/TECH/29/2022

Date:

To,  
The Chief Executive Officer  
FREMAA, 4<sup>th</sup> Floor Assam Water Centre  
Basistha, Near NH 27, Guwahati 781029

Sub: Request for Quotation (RFQ) for “Hiring of Canteen and Catering Service for AWC.”

Sir,  
I/We, the undersigned, hereby submit the financial part of our Quotation. In submitting our Financial Part, we make the following additional declarations:

- (a) Our quotation shall be valid for the period of 180 days from the deadline fixed for the quotation submission;
- (b) I/we have thoroughly read and understood all the terms and conditions as contained in the RFQ and agree to abide by them.

Yours faithfully,

(Authorized Signature)

Name & Title of Signatory In the capacity of [insert legal capacity of person signing the Letter of Quotation]

Name of the Bidder

Address

Telephone no.

Email id.

Dated on      day of \_      ,      [insert date of signing]

**PRICE SCHEDULE****Group A: Tea & Snacks**

Sl. no.	Item	Quantity	Unit cost in Rs.	GST in Rs.	Total cost in Rs.
1.	Milk Tea	150ml			
2.	Milk Coffee	150ml			
3.	Dhokla/ Vegetable Sandwich/Vegetable Cutlet	1piece			
4.	Boiledcake	1piece			
5.	Samosa/Kachori	1piece			
6.	Pastry/Cake	1piece			
7.	Vegetable Pattie	1 piece			
8.	Milk Tea/Coffee+ Biscuits 2piece (nutrchoice type)	1 cup			
<b>Per Plate Total</b>					

**Group B: High Tea**

Sl. no.	Item	Quantity	Unit cost in Rs.	GST in Rs.	Total cost in Rs.
1.	Milk Coffee/Milk Tea	150ml			
2.	Chicken Cutlet/Chicken Sandwich/Chicken Pattie	1piece			
3.	Vegetable chop/Aloo Chop/Vegetable Cutlet/ Vegetable Pattie	1 piece			
4.	Milk Coffee/Milk Tea +Cookies+ Kalakan	1 plate			
5.	Salted Kaju	6pieces			
6.	Kalakan/ Gulab Jamun / Kaju Barfi	1piece			
<b>Per Plate Total in Rs.</b>					

**Group C: Working Lunch/Dinner (Vegetarian)**

Sl. no.	Item	Quantity	Unit cost in Rs.	GST in Rs.	Total cost in Rs.
1	Rice(good quality Aijong)	200gm			
2	Dal fry /Dal Makhni /Tarka	150gm			
3	Mixed vegetable (seasonal)	100gm			
4	Two chapattis	2 piece			
5	Paneer Butter Masala /Matar Paneer/ Shahi Paneer	100gm			
6	Salad	50gm			
7	Papad	1piece			
8	Pickles	20gm			
9	Gulab Jamun /Ice Cream/Custard	50gm			
<b>Per Plate Total in Rs.</b>					

**Group D: Working Lunch/Dinner (Non-Vegetarian)**

Sl. no.	Item	Quantity	Unit cost in Rs.	GST in Rs.	Total cost in Rs.
1	Rice(good quality Aijong)	200gm			
2	Dal fry/Dal Makhni/Tarka	150gm			
3	Mixed vegetable(seasonal)	100gm			
4	Two chapattis	2 piece			
5	Chilli Chicken/ Chicken Curry/Chicken Butter Masala or Fish Curry/Fish Tenga/ Fish Kalia	100gm			
6	Salad	50gm			
7	Papad	1piece			
8	Pickles	20gm			
9	Gulab Jamun/ Ice Cream/Custard	50gm			
<b>Per Plate Total in Rs.</b>					

**Group E:Mini Meal (Veg /Non-Vegetarian- on demand)**

<b>Sl. no.</b>	<b>Item</b>	<b>Quantity</b>	<b>Unit cost in Rs.</b>	<b>GST in Rs.</b>	<b>Total cost in Rs.</b>
1	Veg Chowmien	1plate			
2	Non Veg chowmein	1 plate			
3	Chole Bhotere	1 plate			
4	Pav Bhaji	1plate			
5	Puri – 4 Nos (120 gms) with Aloo sabji(150gms)	1plate			
6	Upma/Poha	1 plate			
7	Single Omlet with 2 Bread slice	1 plate			
8	Aloo Paratha 1 No. – 150 gms	1 plate			
9	Egg Omelet/Egg bhurji/ Boiled Egg	1 plate			
10	Bread- Butter- Jam (20 grams)	1 plate			
<b>Per Plate Total in Rs.</b>					

**Group A**

Total amount (in Rs.).....

Total amount (in words).....

**Group B**

Total amount (in Rs.).....

Total amount (in words).....

**Group C**

Total amount (in Rs.).....

Total amount (in words).....

**Group D**

Total amount (in Rs.).....

Total amount (in words).....

**Group E**

Total amount (in Rs.).....

Total amount (in words).....



### BRANDS OF CONSUMABLES PERMISSIBLE

Item	BRAND
Salt	Tata, Annapurna, Naturefresh
Sugar	Mawana, Dhampure, Branded Equivalent Quality
Spices	MDH, MTR, Everest, Shakti, Catch
Tomato Sauce	Maggi, Kissan, Heinz
Oil(Except Soybean Oil)	Sundrop, Nature Fresh, Godrej, Saffola
Pickle	Mother's or Priya or Tops
Atta	Fresh MP Wheat atta grounded every week from nearby chakki. In case of direction from C-DOT, Aashirvad, Pillsbury, Nature Fresh or Ahaars best quality atta to be used
Butter	Amul, Britannia
Bread(brown bread, multigrain and white),Pav	Harvest, Britannia, Perfect, English Oven
Jam	Kissan, Top, Heinz
Milk	Amul, Mother Diary
Paneer	Amul, Mother Diary
Tea/Tea Bags	Brook bond, Lipton, RedLabel, Tata
Coffee	Nescafe, Bru
Biscuits	Britannia /Parle/Haldiram/Unibic/Sunfeast/Mcivities/Patanjali
Mineral Water	Bisleri, Bailey
Besan, Maida, Dals	Rajdhani, Branded First Quality
Semolina	Rajdhani, Branded First Quality
Daliya, Poha	Rajdhani, Branded First Quality
Custard Powder	Brown & Polsen, Weikfield, Pillsbury
Basmati Rice/Aijong Rice	Kohinoor, India Gate, Branded First Quality

Note: Any other food item, brand to be used in the canteen only after approval from Admin representative.



**CONTRACT AGREEMENT**

**No**

This deed of agreement is made in the form of agreement on .....th ..... 2023, between the Chief Executive Officer, FREMAA (Employer) and .....(hereinafter referred to as the second party), to execute the services of “Hiring of Canteen and Catering Service for AWC” on the following accepted rate and terms and conditions.

**Contract Price**

The total Contract Price for the services (hereinafter referred to as the “total price”) is Rs ..... (Rupees ..... Only).

## **A. Scope of Service**

1. Preparation, processing, cooking and serving of prepared and cooked items, after taking into account the availability of seasonal vegetables and fruits.
2. The workers have to work under the guidance of canteen supervisor of the contractor/caterer. The workers will work in Kitchen and Dining area.
3. Responsibility of cleaning of kitchen will be on part of caterer.
4. Serving of Tea/coffee, biscuits and snacks etc. during official meetings/conferences and seminars in as and when required basis (including Saturday/Sunday/Holiday).
5. The agency is required to meet the day to day requirement of the officers like breakfast, lunch, tea, snacks, coffee, cold drink etc, and should have catering arrangements on requirement basis. No minimum guarantee will be furnished to the contractor towards consumption of food items.
6. The agency will be required to display the price list of all the food articles, soft drinks, tea coffee, cold drink etc and should have catering arrangements on requirement basis. No minimum guarantee will be furnished to the contractor towards consumption of food items.
7. The food has to be prepared in clean, hygienic and safe condition as per the menu.
8. The kitchen, dining area, dish wash area etc. to be kept clean always and will be washed with water and soap solution and mopped regularly and will be disinfected once in a month or as and when required.
9. After every meal (breakfast & lunch), all the plates, cups, katoris, water glass, spoons, forks, knives etc., are to be cleaned in soap solution and hot water and dried and kept ready for next meal. All the vessels used for cooking should also be washed in soap solution and hot water and should be available for use for cooking the next meal. The cleaning material supplied should be of appropriate quality.
10. The Agency cannot make any alteration in rates without the prior approval of the competent authority of FREMAA.
11. The contractor is required to provide all the quoted items on the requirement basis. They must have the raw materials so that they may provide the service as and when required.
12. The canteen service provider will have an opportunity to serve the meetings/seminars organised by FREMAA in the Assam Water Centre (AWC) but preference cannot be guaranteed/assured from FREMAA to the prospective canteen vendor for providing food, beverages etc during meetings and seminars held in conference halls in AWC organised by the other agencies/department.

## **B. Infrastructure and Facilities for the contractor to be provided FREMAA:**

1. The Canteen premises comprises an area of 2600 Sqft approx Kitchen area, Store washing Bay, Serving counter and a big size fully furnish dining hall containing table, chairs, serving counter, reception counter, racks for storage of raw material etc and centralized AC, lights
2. Electricity connections/points for Electrical Equipment/ Infrastructure, Fridge, Ovens, Gas Stove, Electric Heater, Water
3. The cost for Canteen space and canteen/dining Infrastructure is free of cost.
4. The Vendor / Service Provider will be responsible for removal of the garbage and keep the assigned premises clean.

## **C. Infrastructure and Facilities to be procured, installed and maintained by Service provider:**

### **C.1 Cooking Gas, Equipment, Utensils:**

1. The caterer will be required to procure Commercial gas and refilling of gas in sufficient quantity for cooking purposes at his own cost.
2. The equipment, furniture/fixtures will be provided to the contractor in good working condition.
3. All other necessary equipment like chimney/cooking utensils/ water purifier need to be arranged by the contractor.
4. The contractor will be responsible for any loss/theft of the gas cylinders and other equipment.
5. The contractor will make his own arrangement for crockery, cutlery, glasses and other kitchen equipment. Disposable good quality paper made items for tea etc. shall be allowed but not of plastic material.

### **C.2 Water and Electricity**

1. The selected bidder will have to pay electricity bill lased on sub-meter. Canteen owner should pay electric bill on monthly basis.
2. FREMAA will provide water supply to the caterer at free of cost. 3. The agency shall not make any alterations or additions to the area provided Inside the premises for cooking and catering purposes.
4. Sub-letting/Sub contracting the work is not permissible under any circumstances.
5. Storing/supply/sale and consumption of drugs, alcoholic drinks, cigarettes or any other Items of Intoxication are strictly prohibited in the FREMAA's premises, including Canteen/pantry. Any breach of such restrictions by the Canteen Contractor will attract deterrent action against the Contractor as per statutory norms.
6. The Contractor will bring his own tools, cookers, hot boxes, steam boxes, trolleys, equipment, utensils, plates, jugs etc., in sufficient quantity as needed to maintain the canteen/pantry services in addition to what is provided for by FREMAA.

7. The Contractor shall not use the canteen premises for any other activity except for the purpose for which it has been provided for.

#### **D. Cleanliness & Garbage disposal**

1. The contractor shall arrange his own manpower for Sweeping and cleaning of the inside of canteen.

2. Soap at wash basins and uniform with name plate for canteen workers will be made available by the contractor.

3. The agency and their staff members shall be responsible for removing used utensils, cleaning and maintaining the same in proper condition. Similarly, all canteen equipment, gadgets etc, should be cleaned properly daily and kept in a ready to use condition.

4. The Vendor/Service Provider will be responsible for removal of the garbage and keep the assigned premises clean.

5. The Contractor will be responsible for maintaining adequate number of persons engaged in cooking, distribution of food and disposal of garbage and left over food.

#### **E. Maintenance & Repair**

1. That it shall be responsibility of Contractor to keep the kitchen equipment and appliances provided by FREMAA in working condition and that the expenditure incurred on the repair and maintenance of these equipment and appliances will be borne by the Contractor.

2. The FREMAA reserves the right to provide additional equipment and their repair and maintenance would be regulated as above. However, fans, AC, centralised ac exhaust fan & lighting system shall be maintained by FREMAA.

3. Repairs and improvements of civil, plumbing and electrical equipment will be done by FREMAA.

#### **F. Statutory Compliance**

1. The Vendor/Service Provider must have necessary license to engage labour under the Labour Laws such as:-

i. Contract Labour (Regulation and Abolition) Act, 1970,

ii. ESI Act,

iii. PF Act,

iv. Payment of Gratuity Act 1972,

vi. Payment of Wages Act, 1936,

vii. Minimum Wages Act, 1948,

viii. Workmen's Compensation Act 1923,

ix. Factories Act,

x. Assam Shop and Establishment Act., etc.,

2. Shall duly and promptly pay all sums of money to such staff as may be required to be paid under such laws. The Vendor/ Service Provider must ensure that his staff are paid their salary and allowance, if any, latest by 5th of the following month.

3. Food license for Catering/Canteen services, issued by appropriate authority of State, i.e. License under FSSI Act, 2006.

4. FREMAA will not be responsible for violation of any law which is required to be observed by the Vendor/Service Provider. The Vendor/Service Provider will be solely responsible for violation of any laws.

5. The Vendor/Service Provider shall be liable to pay P.F. Contribution, leave, salary etc., and shall be liable to observe statutory working hours.

6. The Contractor shall maintain and provide all necessary documentation, registers and records in connection with the performance of canteen services and other related documents including for complying with any statutory requirements and provisions of applicable laws.

### **G. Payment**

1. FREMAA regularly holds various meetings / conferences/seminars etc. in its office premises. In some occasions, the attendees are State /national/international level dignitaries of high stature. The rate for serving special lunch/dinner on these occasions/ high level meetings will be negotiated with the successful Vendor / Service Provider and rate will be fixed later on by authorized person of FREMAA.

2. The Vendor/Service Provider will have to serve tea/coffee with biscuits for which FREMAA will make payment. Similarly, the Vendor/Service Provider will have to serve lunch/dinner/snacks/tea/coffee etc. in the Lounge / in the meetings/ workshops/seminars etc. on select occasions for which FREMAA will make payment. The Vendor / Service Provider will be required to submit the claim for the services on monthly basis and FREMAA will settle the bill within a fortnight.

3. Payment for the purchase of meals/snacks and beverages consumed by the Officers in the designated dining areas on a day-to-day basis will be done by the individual. Credit sales, if any, affected by the contractor will be on his own risk and responsibility and that the FREMAA will not in any way be responsible for the recovery of such arrears in these transactions.

### **H. Liquidated damages**

Liquidated damages @ 10% of the ordered value shall be imposed on the empanelled agency if the service/food quality is found to be of non-standard. Repetition of lapses on the part of the empanelled agency for three (3) instances shall invite cancellation of the agency's empanelment with the FREMAA

### **I. Validity of Contract**

1. The contract, if awarded, shall be initially valid for a period of Two Year (02 years) from the date of award. The contract can be extended for further period of One (1) more year on same terms and conditions and same rates, subject to satisfactory services provided by the vendor. Performance Security has to be extended accordingly

2. The service provider may increase 10% price of each quoted items after approval of authority.

3. The contract will have probationary period of three months. The contract for the remaining Nine months (21 Months) will be confirmed only if the services and quality of items served by the contractor are found satisfactory during the probationary period

#### **J. Termination of the Contract**

1. In case of breach of contract or in the event of not fulfilling the minimum requirements/statutory requirements, the FREMAA shall have the right at any time to terminate the contract forth with in addition to forfeiting the Security Deposit amount deposited by the Contractor and initiating administrative actions for blacklisting, etc. solely at the discretion of the competent authority of the office of FREMAA

2. The Contract can be terminated by either party, i.e., FREMAA, after giving three months notice to the other party extendable by mutual agreement till alternate arrangements are made. However, FREMAA reserves the right to terminate the contract without giving any notice in case the Contractor commits breach of any of the terms of the contract.

3. FREMAA's decision in such a situation shall be final and shall be accepted by the Contractor without any objection or resistance.

4. On termination of the contract, the Contractor will hand over all the equipment/furniture/articles etc., supplied by FREMAA, back to FREMAA in good working condition.

5. If the successful bidder withdraws or the services provided by the successful bidder are not found satisfactory during the probation period of three months from the date of taking over charge of the services, FREMAA reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.

IN WITNESS WHEREOF, The parties hereto have caused this contract to be signed in their respective names as the day and year first above written

<p>For and behalf of Flood and River Erosion Management Agency of Assam (FREMAA)</p> <p>Name and Signature of authorised representative of the client:</p> <p>(Dr Jeevan B, IAS) Chief Executive Officer-FREMAA</p>	<p>For and behalf of .....</p> <p>Name and Signature of authorised representative of the Service Provider</p> <p>Name Designation</p>
<p>Witness:</p> <p>Name:</p> <p>Signature:</p>	<p>Witness:</p> <p>Name:</p> <p>Signature:</p>