

**BIHAR STAFF SELECTION COMMISSION**  
**P.O- VETERINARY COLLEGE, PATNA-14**

**Invitation for Quotation for the Annual Rate Contract (ARC) for providing Catering Services to Bihar Staff Selection Commission.**

Bihar Staff Selection Commission, Patna is a wing of General Administration Department, Bihar, Patna.

Sealed and Stamped quotations are invited under two bids system (**Technical Bid & Financial Bid**) from specialized, experienced and registered agency/Company for providing Catering Services during Counseling, Meeting, etc. at the office of Bihar Staff Selection Commission P.O.-Veterinary College, Patna-14 (BSSC) for the remaining period of financial year 2017-18. The Contract Period is effective from date of awarding the Contract to 31.03.2018, extendable on same terms and condition by another month or year on the basis of satisfactory performance.

Tender form containing detailed terms and condition is available at the BSSC's Website. <http://www.bssc.nic.in>.

The last date and time for submission of the completed bid is 03:00 p.m. on 10 JANUARY, 2018. The bid must be submitted through Courier/Speed Post/ Registered Post only. The bid submitted by hand or any other means will not be accepted. The technical bid will be opened on the last day of submission 10 JANUARY, 2018 at 4:00 p.m. The interested bidder's or their authorized representative may participate in the opening of the technical bids.

**Bihar Staff Selection Commission reserves the rights to cancel the bid without assigning any reasons.**

Secretary  
Bihar Staff Selection Commission, Patna.

**BIHAR STAFF SELECTION COMMISSION**  
**P.O- VETERINARY COLLEGE, PATNA-14**

To,

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Dear Sir/Madam,

Sub: Invitation for Quotation regarding Annual Rate Contract (ARC) for providing Catering Services to BSSC.

Bihar Staff Selection Commission, Patna is a wing of General Administration Department, Patna, Bihar. Sealed and Stamped tenders are invited under two bids system (**Technical Bid & Financial Bid**) from reputed and experienced agencies for providing Catering Services during meeting, counseling, etc. at the office of Bihar Staff Selection Commission P.O- Veterinary College, Patna-14 (BSSC) for the remaining period of financial year 2017-18. The contract period is effective from the date of award of the contract till 31.03.2018 extendable on same terms and condition on monthly/yearly basis by another month or year on the basis of satisfactory performance. The agency putting up the quotation should have minimum 02 (two) years of experiences in rendering similar type of services.

S. N.	Description of the work	Category of users	Volume (as per requirement)	EMD	Place of delivery
1.	Annual Rate Contract (ARC) for providing catering services during Counseling, Meeting	Counseling / Meeting	10-50 51-100 101-200	25,000.00	As per the instruction from Bihar Staff Selection Commission, Patna.

**1. Bid price**

- a. Quotations must be submitted on the letterhead of the bidder in the format provided with this document (Annexure-I). Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
- b. All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
- c. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- d. The prices should be quoted in Indian Rupees only.
- e. Each bidder shall submit only one quotation.
- f. The Contract Period is only from the date of award of the contract till 31.03.2018. However the BSSC may extend the contract on same terms and condition on monthly/yearly basis by another month or year on the basis of satisfactory performance.

**2. General Terms & Condition:-**

- a. The food stuff must be of good quality and shall have to be prepared & kept under hygienic condition.
- b. Cleanliness of the lunch/breakfast area and surrounding areas will be the sole responsibility of the selected agency.
- c. The selected agency has to serve food by trained as well as well mannered attendant (s).

- d. The selected agency must provide the tea/coffee, only in good quality food grade plastic cups/beakers which shall be able to withstand the temperature of tea/coffee and shall not collapse or buckle while serving.
- e. The selected agency has to serve food in a sealed hard and good quality plastic dinner plate with diameter not less than 10.25" or of size 1.25' x 1'. It must be disposable, soak proof as well as cut resistant. It must be exclusively designed or perfect for serving food in training workshop or conference. It should be sturdy enough so that it shall not collapse or buckle while serving.
- f. The selected agency must supply the packaged drinking water of 1/2 litre bottle of any reputed brand only.

**3. Eligibility Criteria**

(a) The bidder must have a minimum experience of 02 (two) years in rendering similar services.

(b) The agency putting up the quotation should have its registered Office/Shops within the Patna Municipal area.

**4. Bidder has to submit following documents along with the technical bid (Envelope A)**

- a. Copy of the Registration Certificate of the firm.
- b. Copy of the Income Tax return for the last two financial years.
- c. Copy of the PAN card.
- d. Copy of the GST Registration Certificate.
- e. Audited financial statement (Profit & Loss and Balance sheet) for the last two financial years.
- f. Document in support of the past performance for the last two (02) years.
- g. The Bid should accompany a DD of **RS. 25,000/- (Rupees Twenty five thousand only)** drawn on any Nationalized Bank in the Name of **Secretary, Bihar Staff Selection Commission, Patna payable at Patna** towards Earnest Money Deposit(EMD).
- h. Bidder shall submit an affidavit from Notary that "The Company/Agency has not been blacklisted/deregistered/barred by the Central/State Government/Society".

**5. Documents required to be submitted along with the Financial bid (Envelope B)**

Quotation on the letterhead of the bidder according to the format attached with the tender documents (Annexure-I).

**6. Scope of the work:-**

- 6.1) Before one day of Counseling, Meeting etc. the selected agency will be informed about no. of persons.
- 6.2) Caterer has to provide all necessary Utensils etc.
- 6.3) Tea / Coffee to be served at Conference Room.
- 6.4) If possible Lunch to be served at conference Hall.
- 6.5) The caterer must clean entire area of conference hall and terrace wash area after completion of lunch.

7. **Items to be served:-**

**Category I (Full Diet)**

- Morning Tea (11AM to 11.30 AM)

Tea-one cup- 150ml. (hot)  
Biscuits-Glucose-2 Nos.  
Monaco-2 Nos.

**Lunch (1.30 PM to 2.30PM)**

**Vegetarian**

- Roti/Puri :100gm.
- Rice/Fried rice/ Pulaw (Basmati) :150gm.
- Plain Dal/ Fried Dal (Arhar) :150gm.
- Vegetables (Mutter Paneer/Palak Paneer/ Butter Paneer Masala)-70gm paneer :150gm
- Seasonal dry Vegetable :100gm
- Salad :40gm
- Pickles (Sachet) :15gm
- Sweets-2 pcs (Sudha- Gulab Jamun/Rasgulla) :40gm
- Curd (Sudha)/ Ice Cream-1 (Sudha) :100gm/100ml

- Branded drinking water (Bislery/Kinley) :1/2ltr.
- Papad :02Pcs.

**Non-Vegetarian**

- Roti/Puri :100gm
- Rice/fried rice/ Pulaw (Basmati) :150gm
- Plain Dal/ fried Dal (Arhar) :150gm
- Non-Veg.(Fish curry/ Mutton Curry/ Chicken curry) :150gm
- Seasonal dry Vegetable :100gm
- Salad :40gm
- Pickles (Sachet) :15gm
- Sweets-2pcs. (Sudha- Gulab Jamun/Rasgulla) :40gm
- Curd(Sudha)/ Ice Cream-1 (Sudha) :100gm/100ml
- Branded packaged drinking water (Bislery/Kinley) :1/2ltr
- Papad :02Pcs.

**Category II (Semi Diet)**

- Puri :08pcs.
- Seasonal dry Vegetable :100gm
- Salad :40gm
- Sweets-2 (Sudha- Gulab Jamun/Rasgulla) :40gm
- Pickles (Sachet) :15gm
- Branded packaged drinking water (Bislery/Kinley) :1/2ltr

**Category III (Breakfast)**

- One big Sandwich (Garnished with Cream, Fruits and fresh vegetables) :01pcs
- Vegetable Cutlet :01pcs
- Sweets- (Sudha- Gulab Jamun/Rasgulla) :03pcs
- Tomato Sauce (Big Sachet) :01pcs
- Branded packaged drinking water (Bislery/Kinley) :1/2ltr

8. **Validity of Quotation:** The bid shall remain valid for acceptance for a period of not less than 90 days from the deadline specified for submission of the bids or 31.03.2018 whichever is earlier. The bidder shall not be entitled to modify, vary, revoke or cancel his bid during the said period.

**9. Evaluation of Quotations:**

The purchase committee shall evaluate and compare the quotations determined to be substantially responsive which:

- (a) Are properly signed; and
- (b) Conform to the terms and conditions, Eligibility Criteria and specifications.

**10. Award of Contract:**

BSSC will finalize the rate contract of the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

(a) **Notwithstanding the above, BSSC reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.**

(b) The BSSC reserves the right to increase or decrease the volume of good items indicated under various category (I, II & III) by 15% without any change in the unit price or any other terms and conditions.

(c) The bidder whose bid is accepted will be notified of the award of the contract by the purchaser prior to the expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

**11. Penalty:**

Delay in providing service - 1/2 % per hour of the value of the billed amount. If the agency fails to provide services within the prescribed date and time, the purchaser may forfeit the EMD, blacklist the supplier and the required services will be availed from the market. The extra cost of the said material/(s) will be recovered from the supplier.

**12. Payment:**

No advance payment will be made. Payment will be made after submission of the bill along with the certificate from the component in charge duly signed and stamped who has organized training/workshop/conference etc.

**13. Submission of Bid**

The last date and time for submission of the completed bids (Technical & Financial) is 03.00 p.m. on 10 JANUARY 2018. The bid must be submitted through Courier/Speed Post/Registered Post only. The bid submitted by hand or any other means will not be accepted. The Technical Bid and the Price Bid should be sealed by the bidders in separate covers super scribing Technical Bid or Price Bid and Tender Opening Date. Both the sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed.

**14. Tender Opening**

Only technical bid will be opened on the last day of submission of bid (i.e. on JANUARY 10, 2018) at 16:00 p.m. The interested bidder/s or their authorized representative may participate in the opening of the technical bids. The Financial bid will be opened only of those bidders who technically qualified. The qualified bidder (on technical basis) will be intimated after the reasonable time and date to represent in the opening of the financial bids.

In the event of the date specified for bid receipt and opening being declared as a holiday for BSSC, the due date for submission of Bids and opening of Bids will be the following working day at the appointed times.

Bihar Staff Selection Commission reserves the rights to cancel the bid without assigning any reasons.

Secretary

Bihar Staff Selection Commission, Patna.

Date.....

To,

Secretary  
Bihar Staff Selection Commission,  
Veterinary College, PATNA-800014

**Sub:-** Submission of quotations for the Tender Notice for providing Catering Services to BSSC.

**Quotation for volume -----**

S.N.	Description of the work	Items (under different category)	Volume	Quoted Unit Rate (in Rs)	GST	Total Unit Rate Inclusive of all taxes and other charges
1	Annual Rate Contract (ARC) for providing catering services during Trainings/workshops/conferences/Meeting etc.	Category I (Full Diet)	(i) 10-50	(Single rate must be quoted for category I)		
		Category II (Semi Diet)	(ii) 51-100	(Single rate must be quoted for category II)		
		Category III (Breakfast)	(iii) 101-200	(Single rate must be quoted for category III)		

We have given separate rates for the three different volumes.

We agree to provide service in accordance with the terms & conditions mentioned in the invitation for Quotation.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

**Name & Address of supplier**

**Signature of supplier**