



Directorate of Industries
Department of Industries, Mines & Geology
Government of Jharkhand, Nepal House,
Doranda, Ranchi- 834002, Jharkhand, India

Expression of Interest
Selection of Catering Agency for
Fourth Ground-breaking Ceremony of Government of Jharkhand

Department of Industries Mines & Geology, Government of Jharkhand (GoJ) is organizing the Fourth Ground-breaking Ceremony at Deoghar, Jharkhand on Friday, 27th April 2018. The department invites detailed proposals from eligible Catering agencies. The detailed RFP document containing the eligibility criteria and detailed procedure for submission of proposal can be obtained between 1000 hours and 1700 hours on all working days from the Department's office till 11.04.2018. The RFP document can also be downloaded from the official website i.e. <http://www.jharkhandindustry.gov.in> & <http://jharkhand.gov.in/industries> The last Date for Submission of Proposals is 11.04.2018 till 1500 hours

Department of Industries, Mines & Geology, Government of Jharkhand reserves the right to accept or reject any application and to annul the process at any time, without any liability and assigning any reason thereof.

21/3/18
Director of Industries

Short Tender Notice

TENDER DOCUMENT FOR CATERING SERVICES

Momentum Jharkhand 4th Ground-breaking Ceremony on 27.04.2018 at Deoghar

1. SCOPE OF WORK

- 1.1. Tenders are invited from eligible caterers for providing catering services (including, infrastructure for catering and maintenance) for Tea/ Coffee & Lunch, for the participants, officials, Coordinators and other staff participating in Momentum Jharkhand 4th Ground-breaking Ceremony on 27.04.2018 at Deoghar.
- 1.2. The catering services are required for the delivery of quality food with high service standards to all the people participating in the Momentum Jharkhand 4th Ground-breaking Ceremony including participants, Coordinators, officials, and other important people estimated to be approximately 2000 nos. The food as mentioned in the **Annexure 1** will be provided to all participants, officials, Coordinators and other staff participating & other important persons, etc. The caterer will be responsible for planning, procurement, preparation, and serving food as per the finalized menu within stipulated time and other guidelines specified in this Tender Document.
- 1.3. The Caterer is required to make separate catering arrangement at three places within the event area for participants (1700 nos. Approx), Media (100 nos. Approx), Security Zone/lounge (200 nos. Approx)

2. ELIGIBILITY CRITERIA

- 2.1. The Bidder should be a reputed individual/organization having proven track record and registered/licensed for providing catering services.
- 2.2. The bidder shall have minimum of 3 years of experience in the field of catering business and should have rendered catering services in State level events, to a single client for a minimum of 1000 people per day. Documentary evidence of event must be submitted. This condition is mandatory.
- 2.3. The bidder shall have minimum annual turnover of Rs. 75 lakh in any particular year in preceding 3 years. Documentary evidence must be submitted.
- 2.4. The Bidder must be submitted ITR returns for previous three years duly audited by CA. The bidder must submitted TIN No./VAT No. & Commercial Tax clearance report.

3. DOCUMENTS TO BE SUBMITTED BY BIDDERS FOR MEETING ELIGIBILITY

CRITERIA Bank Draft/ Pay Order towards the payment of Non-Refundable Tender Document

Fee of Rs. 5,000/- (Rupees Ten Thousand Only in favor of "Director Industries", payable at Ranchi, Jharkhand

- 3.2. Bank Draft/ Pay Order towards EMD/ Bid Security of Rs.50,000/- (Rupees One Lakh Only in favor of "Director Industries", payable at Ranchi, Jharkhand).

- 3.3. The Bidder shall submit a Power of Attorney, authorizing the signatory of the Bid to commit on behalf of the Bidder and to submission the Bid.
- 3.4. Documents relating to registration and licenses of the firm.
- 3.5. Documents relating to past experience as per the eligibility criteria and evaluation matrix.
- 3.6. Supporting documents in respect of the above mentioned Clauses.
- 3.7. Copy of Pan Card
- 3.8. Copy of Service Tax/GST Registration.
- 3.9. An undertaking regarding non-blacklisting of the Bidder.

4. SELECTION OF BIDDER:

The Bidder shall be selected on the basis of L1 i.e. the bidder with the lowest financial cost would be selected.

The successful bidder would be called for negotiation, if required.

5. SUBMISSION OF TENDER

- a. Technical Cover (containing)
 - i. EMD, Power of Attorney and Bid Document Fees (in a separate sealed envelope)
 - ii. Cover letter and Eligibility Criteria (in a separate sealed envelope)
 - iii. Technical Proposal (in a separate sealed envelope)
- b. Financial Proposal (containing)
 - i. Cover Letter
 - ii. Financial Proposal

6. TIME & DATE OF SUBMISSION OF TENDER

11th April 2018 at 15:00 p.m. in the office of Directorate of Industries, Department of Industries, Mines & Geology, Government of Jharkhand, Nepal House, Doranda Ranchi – 834001, Jharkhand

7. TERMS OF PAYMENT

The agreed fee (Contract Price) shall be released as mentioned below, subject to acceptance of satisfactory completion of work by the Authority –

100% payment will be paid on successful completion of the event. This will be paid on completion of 30 days from the event date and on receipt of the invoice from the company/ Firm.


8. QUERIES

The prospective bidders may contact the following in case of any queries/ clarifications:

Sh. Rajendra Prasad, Deputy Director, Directorate of Industries,
Department of Industries, Mines & Geology, Government of Jharkhand,
Nepal House, Doranda Ranchi – 834001, Jharkhand Phone: +91-
9470518897

Note:

- i. The bidder shall quote per plate cost comprising of items mentioned in the tender document.
- ii. The scope is indicative not limiting to the items mentioned above. As per direction of the senior officers of the Govt. of Jharkhand, the items, may be altered within the sanctioned budget/price quoted.
- iii. The selected bidder is expected to deliver the highest quality of food understanding the objective of the event.
- iv. Department reserves the right to reject any tender and to cancel/ postpone the Tender process without assigning any reason thereof


21/2/18

Director
Directorate of Industries,
Department of Industries, Mines & Geology
Government of Jharkhand, Nepal House,
Doranda Ranchi – 834001, Jharkhand, India

Annexure I

Proposed Menu (Indicative) for 4th Ground Breaking (Deoghar)

For Delegates on the Dias

Tea & Coffee

Fresh Juice

Mineral Water bottles

High quality Dry Fruits, Cookies

For Lunch

Vegetable Sweet Corn Soup

Soup Sticks

Methi Malai Matar

Paneer Tikka Lababdar

Vegetable Garden Sautee

Daal Makhani

Vegetable Pulao

Phoolka

Matar Kachaudi

Naan, Tandoori roti

Dahi Vada

Green Salad, Papad, Achaar, Chutney

Hot Gulab Jamun/ Mung Halwa

Ice Cream (Vanila, Strawberry)

Mineral Water Bottles-250 ML

Note: 1. Bidder should arrange catering services for three separate stalls in the same venue (Media Lounge, VVIP Lounge, Delegate food hall) Infrastructure will be provided by the Organisers.

2. Drinking Water arrangement in the venue (Min. four stalls)