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Government of Jharkhand

**OFFICE OF TRIBAL WELFARE COMMISSIONER  
(PROJECT BUILDING, DHURWA, RANCHI)**

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**SHORT TENDER NOTICE NO.**  
**SHORT TENDER NOTICE FOR CATERING SERVICE FOR PARTICIPANTS, OFFICIALS,**  
**DURING CELEBRATION OF WORLD INDIGENOUS DAY 2015**

1	Name of the advertiser	:	Tribal Welfare Commissioner Govt. Of Jharkhand
2.	Cost of Tender Document	:	5,000.00 (Five thousand only)
3	Place of receipt of Tender Document	:	Office of Tribal Welfare Commissioner Govt. Of Jharkhand, 3 <sup>rd</sup> Floor, Room No. 303, Project Building, Dhurwa, Ranchi, 834004
4	Date of Publication of Tender	:	25.07.2015
5	Purchase Date of Tender	:	27.07.2015 to 31.07.2015 till 12:00 noon
6	Date & time of receipt of Tender Document	:	31 July 2015 at 06:00 PM
7	Date & Time of Opening of Tender	:	3 <sup>rd</sup> August 2015 at 11.30 AM in the office of Tribal Welfare Commissioner Govt. Of Jharkhand, 2 <sup>nd</sup> Floor, Room No. 246, Project Building, Dhurwa, Ranchi, 834004
8	Available of Tender Document	:	Website: <a href="http://www.jharkhand.gov.in">www.jharkhand.gov.in</a>

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*24-7-15*  
Tribal Welfare Commissioner  
Govt of Jharkhand  
*24-7-15*

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# Short Tender Notice

Tender No.

## TENDER DOCUMENT FOR CATERING SERVICES

Celebration of World Indigenous Day 2015 from 7<sup>th</sup> August to 9<sup>th</sup> August 2015 at Morabadi Ground, Near Football Stadium, Ranchi.

### 1. SCOPE OF WORK

- 1.1 Tenders are invited from eligible caterers for providing catering services (including, infrastructure for catering and maintenance) for Morning Tea/Coffee., Breakfast, Lunch, Tea & Snacks (Light) and Dinner for the participants, officials, and other staff participating in the World Indigenous Day 2015
- 1.2 The catering services are required for the delivery of quality food with high service standards to all the people participating in the World Indigenous Day 2015 including participants, officials, and other important people estimated to be approximately 700 nos. per day. Exact number shall be communicated later on. The food as mentioned in the **Annexure 1** will be provided to all participants, officials, 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 and other guidelines specified in this Tender Document.

### 2. ELIGIBILITY CRITERIA

- 2.1 Should be a reputed individual/organization having proven track record and registered/licensed for providing catering services.
- 2.2 Should have minimum of 3 years of experience in the field of catering business and should have rendered catering services in State / national level events, to a single client for a minimum of 500 people per day, continuously for at least 2 days. Documentary evidence of event must be submitted. This condition is mandatory.
- 2.3 Should have adequate infrastructure, manpower, maintenance capability for carrying out the catering services as referred above and shall have catering establishment/base kitchen with equipments and gadgets and shall have in-house hygiene and food safety arrangements and must follow good industry practices.
- 2.4 *The bidder shall have minimum annual turnover of Rs. 45 lakh in any particular year in preceding 3 years. Documentary evidence must be submitted.*
- 2.5 No joint venture shall be allowed.

**3. LOCATION, SITE VISIT AND PERIOD OF SERVICE**

3.1 The catering services shall be provided for a period of approximately 3days at the Morabadi Ground, Near Football Stadium, Morabadi, Ranchi. The snacks & lunch packets may provided in the main venue.

**4. TENDER PROCESS**

4.1 The bidder should submit the technical and price bids in the formats attached to the tender document. Strict adherence to the formats wherever specified is required and the tender should be unconditional. Non-adherence to the formats and / or submission of incomplete information may render the tender invalid or non-responsive and as a result in rejection of the tender.

**5. METHOD OF SUBMISSION**

5.1 The technical bid and financial bid are to be submitted in two separate envelopes which should be transcript in the following manner.

**1. Technical Bid.**

*“Bidder’s Name”*

*“Technical Bid for catering services for Celebration of World Indigenous Day, Ranchi, 2015.”*

**2. Financial Bid**

*“Bidder’s Name”*

*“Financial Bid for catering services for Celebration of World Indigenous Day, Ranchi, 2015.”*  
.”

Both the envelopes should be put in one outer envelope and the same should be transcribed as below.

*“Bidder Name”*

*“Technical Bid & Financial Bid for catering services  
Celebration of World Indigenous Day, Ranchi, 2015.”*

5.2 Apart from the information as required in the formats given in enclosed annexure, the envelope should also contain a Demand Draft in favour of “Tribal Welfare Commissioner” for the prescribed Earnest Money Deposit (EMD). Tenders without Demand Draft for EMD will summarily be rejected and also EMD by way of cheque (s) will not be accepted at all.

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5.3 A list of documents submitted shall be made out separately and attached to the covering letter. No change or supplement information to proposal will be accepted after its submission under any circumstances.

## 6. EVALUATION PROCEDURE

- 6.1 The technical proposal will be evaluated first so as to ascertain the capability of the bidders to carry out the catering services for the period mentioned above and as to assess whether the bidder satisfies the eligibility criteria as stated in Section 2 above or not.
- 6.2 Experience of the bidder in providing catering services for large gatherings only on the basis of certificates/documentary evidence submitted.
- 6.3 Professional and technical manpower available and the capacity of the bidder to mobilize experienced and trained manpower.
- 6.4 Technical Bid shall accompany a Bank Draft for Rs. 5000/- (Five thousand only) in favor of "Tribal Welfare Commissioner" payable at Ranchi towards the cost of tender form. Which is non refundable.
- 6.5 The financial proposals of only those bidders, who shall qualify in their technical Bids, will be opened by Tender Committee and the envelopes containing the Financial Bid of the bidder who are not technically qualified will not be opened and the same shall be returned along with the EMDs submitted. However the cost of bid document will not be returned. Tender decision in this regard is final & binding on the bidders and cannot be called into question. Any claims or disputes raised by the unsuccessful bidders in respect of selection process and non-allotment of award will have no legal validity and will not be enforceable against Tribal Welfare Commissioner. No further correspondence will be entertained in this regard.

## 7. DUE DATES

7.1 The tender for catering services shall be submitted to the Office of Tribal Welfare Commissioner, Govt. of Jharkhand, Ranchi. The important due dates are mentioned below.

- |   |   |  |
|---|---|--|
| a) Date of Publication of tender document | : | 25.07. 2015                            |
| b) Date of Issue of tender document       | : | 27.07. 2015 to 31.07.2015 (12.00 noon) |
| c) Last date of submission of the Tender  | : | 31.07.2014 (6:00 p.m)                  |
| d) Opening of Tender                      | : | 3.08.2015 (11.30 a.m.)                 |
| e) Establishment of full-fledged Kitchen  | : |  |

Dining Hall at Morabadi Ground : Minimum 01 days before the due date.

