NOTICE INVITING EXPRESSION OF INTEREST (EOI)

On behalf of the "Society For Panchayat Raj Training Institute, A.D Nagar," The undersigned invites "Expression Of interest in Plain Paper in 2(Two) Separate sealed cover (TECHNICAL BID & FINANCIAL BID) from the interested parties having experience to submit their rates for providing catering service in the Panchayat Raj Training Institute, A.D Nagar. The last date of receipt of Eoi by post & by hand is fixed from 14th May to 24th May 2018 up to 1:30 pm and will be opened in the same time, if possible or in the next working day. The Eoi received after the specified date will be rejected.

The detailed Terms & Conditions, Agreement, Annexure for Menu Etc of Eoi will be available in the Office of the undersigned on any working days between 11 AM to 3 PM. The Interested bidder may also visit and download free of cost from the Website www.tripura.gov.in.

Deputy Director,
Panchayat Raj Training Institute,
A.D Nagar, Agartala.
1. The Parties/ Agency Should Have Experience of 3 Years in Providing and Housekeeping Service In Hotel/ Guest House / Dak Banglow/ Institution. A documentary evidence of having such experience should be submitted along with EoI.

2. The parties should have adequate number of trained manpower under his employment and he should submit documentary evidence having such employees.

3. The parties / agency should go through the contents of the draft agreement carefully and indicate the amount as per details of individual items of the menu of Breakfast / Lunch and dinner etc.

4. The quotation in plain paper for catering "notice inviting expression for catering" should be written on envelop.

5. The earnest money of Rs.5000/- (Rupees Five Thousand) only in the shape of Demand Draft in favour of the Deputy Director, Panchayat Raj Training Institute, A.D Nagar along with all essential documents should reach this office by 24th May 2018.

6. The quotations should consist registration of hotels / restaurants, annual turnover, tax clearance certificates, GST registration, experience certificate in catering services.

7. The rate of food items should be quoted including all taxes as per meal system (veg. /non-veg.)(As part-I) and ala-carte.

8. The rate of tea/breakfast is also be quoted including all taxes.

9. The lowest quotation will be decided on total of part-I & part- II for catering of all criteria as mentioned in the terms and conditions.

10. Quotation should be given in two separate envelops. Envelop-'A' should consist of application, signed copy of terms & condition, registration certificate, experience certificate and other essential documents and Envelop-'B' should consist the rate in part I & II. Envelop-'B' of only those quotation will be opened who fulfill the criteria in all respect in Envelop-'A'.

11. The undersigned reserves all rights to cancel the entire process of tender in any stage without assigning any further reason.

12. The lowest bidder will have to sign an agreement on management of supplying of breakfast / lunch / dinner to the participants and Officials of the training programme.

Deputy Director,
Panchayat Raj Training Institute,
A.D Nagar, Agartala.
## CATERING SERVICE

### MENU FOR LUNCH/ DINNER

<table>
<thead>
<tr>
<th>SL. NO</th>
<th>PARTICULARS</th>
<th>DESCRIPTION OF ITEM</th>
<th>RATE TO BE OFFERED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lunch/Dinner (Veg. Meal)</td>
<td>1. Basmati Rice (200g) 2. Roti (3 Nos) 3. Dal (Medium Concentrated -150g) 4. Seasonal Vegetable (200g) 5. Vegetable Fry 6. Salad/Papad/Pickles.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Lunch/Dinner</td>
<td>1. Rice (200g) 2. Roti (3 Nos) 3. Dal (Medium Concentrated -150g) 4. Seasonal Vegetable (200g) 5. Paneer (50g) 6. Salad/Papad/Pickles.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Lunch/Dinner</td>
<td>1. Rice (200g) 2. Roti (2 Nos) 3. Dal (Medium Concentrated -150g) 4. Seasonal Vegetable (200g) 5. Fish-(80g) 6. Salad/Papad/Pickles.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Lunch/Dinner</td>
<td>1. Rice (200g) 2. Roti (2 Nos) 3. Dal (Medium Concentrated -150g) 4. Seasonal Vegetable (200g) 5. Chicken-(150g) 6. Salad/Papad/Pickles.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Lunch/Dinner</td>
<td>1. Rice (200g) 2. Roti (2 Nos) 3. Dal (Medium Concentrated -150g) 4. Seasonal Vegetable (200g) 5. Hilsha/Pabda (80g) 6. Salad/Papad/Pickles.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Lunch/Dinner</td>
<td>1. Rice (200g) 2. Roti (2 Nos) 3. Dal (Medium Concentrated -150g) 4. Seasonal Vegetable (200g) 5. Mutton (150g) 6. Salad/Papad/Pickles</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Traditional Dish</td>
<td>1. Rice 2. Chakhui 3. Godak (100g) 3. Pork (150g) 4. Salad/Papad/Pickles.</td>
<td></td>
</tr>
</tbody>
</table>

**Total**

**Note Below:** Safe Drinking Water per Person should be served free of cost.

(Signature with seal of the Quotationer)
# CATERING SERVICE

## MENU FOR TEA/COFFEE/BREAKFAST (PER HEAD)  
### PART-II

<table>
<thead>
<tr>
<th>SL. No</th>
<th>Particulars</th>
<th>Description Of Item</th>
<th>Rate To Be Offered Inclusive Of All Taxes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bed Tea</td>
<td>1 Cup of Tea (Separate) &amp; 2 Biscuits (BQ)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Tea</td>
<td>Ready Made - 1 cup of Tea With 2 Biscuits (BQ)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Coffee</td>
<td>1 Cup of Tea (Separate) &amp; 2 Biscuits (BQ)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Breakfast</td>
<td>Toast -3 Pieces. Omelet / Boiled Egg Butter /Jam (20g /20g)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Breakfast</td>
<td>Toast -3 Pieces Cornflakes &amp; Milk Butter/Jam Tea -1 Cup</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Breakfast</td>
<td>French Toast -3 Pieces. Tea - 1 Cup</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Breakfast</td>
<td>Veg. Sandwich - 4 Pieces Tea -1 Cup</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Breakfast</td>
<td>Puri - 3 Pieces Sabij -1 Bowl Tea - 1 Cup</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Breakfast</td>
<td>Plain Paratha -2 Pieces. Sabij - 1 Bowl Pickles Tea - 1 Cup</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Breakfast</td>
<td>Aloo Paratha -2 Pieces. Dahi - 100gm Pickles Tea - 1 Cup</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Breakfast</td>
<td>Idli - 4 pieces Sambir -1 Bowl Chatni Tea - 1 Cup</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note Below:** The party should be selected on the basis of total involvement which is lowest and other valid consideration as mentioned in the Terms & Conditions.

**(Signature with seal of the Quotationer)**
AGREEMENT

This agreement is made on the catering between “Society for Panchayat Raj Training Institute, A.D Nagar” and………………………………………………………………... ……………………………………..

………………………………………………………………………..

Here in after referred to as “The catering service provider which would include his /their legal representatives, executors, assignees and heirs of the other part.

Whereas “The society for Panchayat Raj Training Institute, A.D Nagar” has a Guest House is interested in engaging a catering provider for providing catering service to the guest and in the guest house.

And Whereas
………………………………………………………………………………………………………………………..

the catering provider is well experienced in the said job and interested in providing catering services in guest house & outside guest house only for government programme purposes (such as Governor House ,Pragna Bhavan , secretariat, D.M.s Office (West) , Airport etc.).

1. The service provider will provide catering services through its own employees in the Panchayat Raj Training Institute, A.D Nagar and provide wholesome and good quality food and beverages in accordance with the approved menu and the rate enclosed with this Agreement.

2. Normally, the provider will serve foods and beverage in the dining hall. However provider will have to serve food at VIP room as and when needed.

3. The authority of Panchayat Raj training Institute, A.D Nagar will permit the provider for the purpose of preparation and storage of food etc. The use of the kitchen, dining hall, pantry and store room along with the fixtures, equipment etc. the second party will pay 100% of the cost of repairs for the same.

4. The services provider will be responsible for providing consumables required for preparation of foods and beverages, such as cooking gas etc at his own cost.

5. The Kitchen, store room. Equipment /implements etc. if are at his custody of the service provider including the articles kept by them for preparation of food and beverage shall be taken for inspection by the first party.

6. The kitchen should be make available to all in house guests from time of bed tea to dinner time (Round the clock)

7. The authority of Panchayat Raj training Institute, A.D Nagar may ask the service provider to cater for parties and all Governments as and when required in the Panchayat Raj training Institute, A.D Nagar catering service out site guest house only for Government programme purpose……………. ……………. ………… .......
at rates to be decided by mutual consultation with the concerned departments.

8. The service provider shall engage their person on their own cost.
9. The Service provider shall be responsible for arranging collection of food order from the in house guests and shall service according to order with the help of existing staff as per approved rate.

10. The service provider will be responsible for serving and maintaining high standard of quality of food and beverage to the guests staying in the Panchayat Raj training Institute, A.D Nagar. No rotten or adulterated raw material unhygienic to health shall either be served or even in the kitchen. (FIFO)First in First out method to be followed in all food items.

11. The approved Caterer shall not sub-let nor assigning any possession of the whole or any part of the Restaurant premises to any persons, firm or company and in such case , society For Management of Panchayat Raj training Institute, A.D Nagar and other Government Establishments shall summarily terminate the contract .

12. The service provider will be solely responsible for collecting payments directly from the guests towards food and beverages supplied to the guests in Panchayat Raj training Institute, A.D Nagar .He will be required to issue printed payment receipts to such guests .He shall also maintain a Register on the basis of such payment receipts on a regular basis .The register and other records pertaining to catering service in the Panchayat Raj training Institute, A.D Nagar kept by him shall be open for inspection by the Panchayat Raj training Institute, A.D Nagar authority.

13. The sale and supply of any form of liquor beverages and other intoxicants is strictly prohibited in Panchayat Raj training Institute, A.D Nagar.

14. Kitchen should be kept neat, tidy and clean and all working tables to be kept clean along with the kitchen floor.

15. The second party shall have to follow the Govt. Rules and rate in respect of state/Govt. Guest declared by the GA (political) Department.

16. The second party shall maintain dress code for all caterers.

### Dress code for Head Chef/ Cook & Caterer

<table>
<thead>
<tr>
<th>Position held</th>
<th>Black stripe pant</th>
<th>Chef Coat</th>
<th>Black shoe</th>
<th>White Shirt</th>
<th>Apron Blue</th>
<th>Black Tie</th>
<th>Chef Cap</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Chef/ Cook</td>
<td>√</td>
<td>-</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>-</td>
<td>√</td>
</tr>
<tr>
<td>Caterer</td>
<td>√</td>
<td>-</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>-</td>
</tr>
</tbody>
</table>

17. The Deputy Director shall have every right to terminate the agreement at any time without assigning any reason by giving 15 days notice thereof.

18. The service provider will be solely responsible for any payments of taxes and observance and compliance of relevant of laws, rules, regulations etc.
19. The period of this Agreement will be for 1(one) year, which may be extended by mutual agreement between the authority of the Panchayat Raj training Institute, A.D Nagar. The period may be extended to maximum of three years including the first year.

20. Either party, giving a notice of 15 days, may terminate this agreement. The first party reserves the right to terminate this agreement at a shorter notice under exceptional circumstances to be recorded in writing in its order served on the service provider.

21. In the event of termination of expiry of the agreement, the service provider shall give peaceful possession of the entire premises and equipments/properties etc. of the Panchayat Raj training Institute, A.D Nagar in its custody to the authority of the Panchayat Raj training Institute, A.D Nagar within 12 hours of termination or expiry of the agreement.

22. The first party will serve a notice to the service provider in the event of any lapse on part of the letter in the catering and Housekeeping services, which shall be rectified or remedied by the later forthwith failing which penalty not exceeding Rs.10,000/- (Rupees ten thousand) only may be imposed.

23. The second party will be responsible for depositing of all Taxes directly as per rules.

24. The Service provider will serve one meal (As preferred) free of cost to the Course Director/ Cook of PRTI for Quality testing.

25. In the event of any dispute, the parties shall try to amicably settle the dispute within 15 days of receipt of a notice in writing in this regard. Failing reconciliation the dispute shall be settled by arbitration as per the principles laid down in Arbitration & Reconciliation Act, 1996.

26. All disputes arising out of the agreement shall be subject to jurisdiction or appropriate courts at Agartala only & the parties by mutual consent hereby outs the jurisdiction of any other courts that may be have jurisdiction on any suit or proceeding arising out of the agreement.

Declaration: I do hereby declare that I agreed to fulfill the above Terms & Conditions. I would further declare that all particulars and documents as enclosed herewith are true to my best of knowledge.

Full Signature of the Quotationer with Seal

Address: