

GOVERNMENT OF TRIPURA
COLLEGE OF AGRICULTURE, TRIPURA
LEMBUCHERRA: WEST TRIPURA.

TENDER DOCUMENT

Selection of Food supplier

for

“Cooking and Catering Services for various Programmes under
LOC fund and Externally Funded -Projects/Schemes/ Trainings/
other activities”

at

College of Agriculture, Tripura
Lembucherra, West Tripura

GOVERNMENT OF TRIPURA
COLLEGE OF AGRICULTURE, TRIPURA
LEMBUCHERRA: WEST TRIPURA

No. F. 25(1)-CAT/TENDER/FCS/2026

Dated, E-signed/ 2026

**NOTICE FOR INVITING E-TENDER
(Two Envelop Bidding)**

**Notice Inviting Tender (NIT) for Operating Catering Services at CAT, Lembucherra, West Tripura.
Schedule of Events**

Tender No. & Date	No. F. 25(1)-CAT/TENDER/FCS/2026 Dated E-signed/ 2026
Tender Fee	Rs. 500/- (Rupees five hundred only). The Tender Fee (TF) that will be paid is Non-Refundable.
Tender Value	Tentatively Rs. 10,00,000/- (Rupees eight lakhs) only
EMD (Refundable)	Rs. 20,000/- (Rupees twenty thousand) only to be submitted online in the designated Bank Account available in the e-tender portal. Earnest Money deposit in any other form will not be accepted. Exemption: MSME (Attach Documents)
Brief Description of the Work	Selection of contractor for provision of "Cooking and Catering Services for various Programmes under LOC fund and Externally Funded -Projects/Schemes/ Trainings/ other activities" at College of Agriculture, Tripura, Lembucherra, West Tripura
Period for this e-tender at http://www.tripuratenders.gov.in	23.01.2026 - 05.02.2026
Date of Publication & downloading of NIT	23.01.2026 at 1700 Hrs
Seek clarification	24.01.2026 to 27.01.2026
Bid Submission Start Date & Time	28.01.2026 at 1000 Hrs
Bid Submission End Date & Time	05.02.2026 at 1700 Hrs
Technical Bid Opening Date & Time	05.02.2026 at 1730 Hrs
Financial Bid Opening Date & Time	To be notified after Technical Bid Evaluation
Place of Opening e-tender	College of Agriculture, Tripura, Lembucherra, West Tripura
Selection Process	The bidder offering lowest service charges on the ceiling rate (maximum) mentioned at SECTION - D , will be selected as L ₁ and so on. Service charges should be minimum of 3.85% and maximum 5%. Any party quoting less than 3.85% and more than 5% Service Charges, shall be summarily rejected. If the percentage with more than 2 decimal points, then up to two decimal points only be considered without rounding up.
Venue of Pre-bid meeting and Submission of Tender document	College of Agriculture, Tripura, Lembucherra, West Tripura
Details of Contact Person for clarifications	Dr. Utpal Giri, Asstt. Prof.
Cost of Tender Document	Nil
Officer Inviting Bids	Principal, College of Agriculture, Tripura, Lembucherra,
Bid Validity Period	At least for 1 year from the date of work order. It may extend subject to satisfaction and negotiation for both the party as per existing terms and conditions.
Mode of Tender Submission	Online (through e-procurement portal)
e-tendering	<ul style="list-style-type: none"> The bid document shall be available in the prescribed form through e-procurement application https://tripuratenders.gov.in. Bidders willing to take part in the process of e-tendering are required to login in the Tripura Government e-procurement web site at http://tripuratenders.gov.in.

2. The tender document can be downloaded from the Government e-procurement portal <https://tripuratenders.gov.in>.

3. Bids will be opened online through website <https://tripuratenders.gov.in>.

4. Tenders shall be uploaded in a two-bid system: - a) Technical bid.

b) Financial bid.

5. Only successful technical bidder can compete in financial bidding process.

6. The successful bidder cannot transfer the work to any other party subsequently.

7. Other details can be seen in the DNIT document.

**Principal,
College of Agriculture, Tripura**

**Govt. of Tripura
College of Agriculture, Tripura**

No. F. 25(1)-CAT/TENDER/FCS/2026

Dated E-signed/ 2026

NOTICE INVITING e-TENDER

College of Agriculture, Tripura invites electronic Bids through e-Procurement Portal of Government of Tripura (<https://tripuratenders.gov.in>) from reputed organizations for providing “Cooking and Catering Services for various Programmes under LOC fund and Externally Funded -Projects/Schemes/ Trainings/ other activities” at College of Agriculture, Tripura. Detailed tender notice, schedules and tender documents can be obtained from <https://tripuratenders.gov.in>. **Last Date of submission of the e-Tender: 05.02.2026, 05:00 PM.**

Sd/-
(Prof. Debashish Sen)
Principal
College of Agriculture, Tripura
Lembucherra, West Tripura

CONTENTS OF THE TENDER DOCUMENT

The Tender document comprises of the following:

SECTION - A: INTRODUCTION

SECTION - B: GENERAL TERMS & CONDITIONS FOR PROVIDING CATERING SERVICES IN TRAININGS/ SEMINARS/ WORKSHOPS.

SECTION - C: INSTRUCTION TO BIDDER

SECTION - D: ITEM DESCRIPTION

SECTION - E: ANNEXURES

SECTION - A: INTRODUCTION

Validity of Tender

1. The tender shall remain valid for a period not less than 120 days after the deadline specified for submission of bids.

Scope of Work

Supply of "Cooking and Catering Services for various Programmes under LOC fund and Externally Funded - Projects/Schemes/ Trainings/ other activities" to be organized at College of Agriculture, Tripura during the next one year from the date of contract. The service is truly as per enlisted items in SECTION D. College authority selects the day wise MENU as per SECTION D and the contractor is bound to follow that. The item wise mentioned price in SECTION D is the maximum inclusive of all taxes. **In no case, per person per day meal charge should exceed Rs. 650/-.** Contractor should prepare the bill including his service charge (finalized in the work order) on the daily menu and submits the same for settlement at college. On a given day the menu of any programmes like seminar/ symposium/ training/ workshop can be like the sample given below

To		Name of the firm with address			
The Principal					
College of Agriculture, Tripura					
Order:		Date			
Sl. No.	Date	Particulars	Rate (Rs)	No of plate	Amount (Rs)
1	8th, 10th - 14th, 16th, 18th - 22th, Nov 2021	Tea / coffee	7	30	210.00
		Hi-tea	25	30	750.00
		Lunch with egg meal/ fish meal/ chicken meal	180	30	5400.00
		Evening snacks	20	25	500.00
		Drinking water	20	30	600.00
		Dinner with veg meal	150	30	4500.00
		Per day Total			11960.00
		TOTAL (10 days)	(@ Rs. 11960 X 10)		119600.00
2	9th, 14th, 17th, 23rd Nov, 2021	Tea / coffee	7	30	210.00
		Hi-tea	25	30	750.00
		Lunch with veg meal	150	30	4500.00
		Evening snacks	20	25	500.00
		Drinking water	20	30	600.00
		Dinner with egg/fish/ meat meal	180	30	5400.00
		Per day Total			11960.00
		TOTAL (4 days)	(@ Rs. 11960 X 4)		47840.00
3	24.11.21	Tea / coffee	7	30	210.00
		Hi-tea	25	30	750.00
		Lunch with mutton meal	220	30	6600.00
		Evening snacks	20	25	500.00
		Drinking water	20	30	600.00
		Dinner with veg	150	30	4500.00
		Total			13160.00
		TOTAL (1 days)	(@ Rs. 13160 X 1)		13160.00
		15 days	TOTAL (15 days)		180600.00
			Service charge @ 5.0 %		9030.00
		9% CGST		17066.70	
		9% SGST		17066.70	
		Grand TOTAL		223763.40	
GST, PAN, Bank details with address of the firm					

GST, PAN, Bank details with address of the firm

Signature with seal

1-2 numbers of 15 days CCINM programmes with 30 participants, 5-6 numbers of 10 days programme with 30-45 no of participants will be conducted in a year/ contract period. In addition, some 1-5 days different activities like training/ awareness/ seminar/ field day etc, may also be conducted under LOC fund of College of Agriculture, Tripura and different projects/ schemes funded by - different Govt. organization in the College of Agriculture Tripura during the contract period. There will be a work order of maximum tentative number of **1380 meals** during the contract period. Therefore, the estimated value of the tender for the period will be approximately **Rs. 10.00 lakhs**.

Clarification regarding contents of the Bids

During evaluation and comparison of bids, the College may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-Bid clarification on the initiative of the bidder will be entertained.

Finalization of the bid

The bidders are requested to quote appropriate rate in the given cell of the BOQ. The BOQ contains list of items (tea/ coffee, hi-tea, lunch, snacks, dinner, water) on per day per person basis for a 15 days training programme. The bidder must offer the service charges (**Service charges should be minimum of 3.85% and maximum 5%. Any party quoting less than 3.85% and more than 5% Service Charges, shall be summarily rejected. If the percentage with more than 2 decimal points, then up to two decimal points only be considered without rounding up.**) on total value of the items placed at **SECTION-D**. Bidder offering lowest service charge will be selected as first successful bidder (L₁) and so on.

SECTION - B**GENERAL TERMS & CONDITIONS FOR PROVIDING COOKING AND CATERING SERVICES FOR VARIOUS PROGRAMMES UNDER LOC FUND AND EXTERNALLY FUNDED -PROJECTS/SCHEMES/ TRAININGS/ OTHER ACTIVITIES:**

1. The Contractors should have valid Trade License. Bidder should have a valid PAN Card, GST Registration (certificate need to be furnished). The bidder must have filed its Income Tax Returns for the last 3 (three) Financial Years. Copy of Income Tax Returns for the last 3 (three) Financial Years need to be furnished.
2. The participating bidders have to pay an amount of Rs. 500/ (Rupees five hundred only) as Tender Fee. The Tender Fee (TF) that will be paid is Non-Refundable.
3. The participating bidders have to pay a refundable amount of Rs. 20,000/- (Rupees Twenty thousand only) as Earnest Money Deposit (EMD).
4. Successful bidder has to furnish "Performance Bank Guarantee" as per Performance Security for an amount equal to 3% of the total contract value, issued by a Nationalized Bank having Branch at Agartala in the format provided in **Annexure VIII** in favour of Drawing & Disbursing Officer, College of Agriculture, Tripura. The successful bidder will be notified in writing to deposit said "Performance Bank Guarantee" within 15 working days of issue of the Award of Contract. Any request for time extension by a bidder will not be accepted. The validity of Performance Guarantee shall be of 14 (Fourteen) months from the date of issue of Award of Contract.
5. Tender Fee and EMD are to be paid electronically using the Online Payment Facility provided in the Portal. For online payment of Tender Fee and EMD, please follow the following process-
 - a) After initiating the Bid Submission Process from "My Tender" option, an "Online Payment" page will appear which will display the total TF & EMD amount.
 - b) On submission of TF & EMD payment option, System will redirect to the SBI Bank MOPS window.
 - c) SBI MOPS will have two option for Net Banking- "SBI" & "Other Banks". Bidder can choose any of the options as desired and can complete the Online Payment process.
6. The EMD amount shall be refunded online to all bidders including selected bidder (L₁) in their respective Bank Account, after the Award of Contract (AoC), is completed in the Tripura e-Procurement Portal on receipt of Demand Draft from the selected bidder (L₁).
7. No interest will be paid to the bidders on EMD submitted or Performance Security.
8. EMD or Performance Security of the bidder may be forfeited if any false Declaration/Claims made by the bidder.
9. Bidders exempted from submitting EMD under specific Government order/rules have to furnish Scan copy of the related Governments order/rules in English language, along with the tender in support of their claim of exemption.
10. Should not hold any **sanction/FIR / black-listing by any PSU/ State or Central Government** organization persisting on the last due date of receipt of tender. Self-declaration Certificate as per **Annexure-III**. Any wrong declaration in this regard which comes to notice at a later date will disqualify them and the bids so received will be rejected.
11. The Contractor should have at least 5 years' experience in running restaurants/hotels/canteens/mess and catering services in Govt. offices/PSUs/Private etc. in Tripura.
12. Bidders from Tripura with head of office within the Agartala Municipality Corporation (AMC) will be given preference.
13. (a) Space: Accommodation for food preparation and catering services will be provided on the requisite day at the campus of College of Agriculture, Tripura, Lembucherra. Bidder is also allowed to arrange fresh food from other areas too.
 (b) Electricity: Electricity will be provided free of cost for the use of power consumption at the accommodated space for the requisite day only.
 (c) Water, other than drinking water shall be supplied to the contractor free of cost from the water supply system of the College. During unforeseen situation, contractor should arrange water by his/ her own.
 (d) Normally, bidder can use furniture of college canteen with permission of the authority. Also the bidder may ask for furniture arrangement, if required.
14. The Contract is valid for a period of one (1) year from the date of work order, which can be extended further on mutual agreement as per the existing terms and conditions. The College also reserves the right

to terminate the contract, at any time during the contract period by giving 30 days' notice to the Contractor.

15. The contractor will take all necessary precautions against fire hazards. Any unwanted incident occurs at the accommodated area on the requisite day(s) during the contract period, the contractor will be responsible.
16. The Contractor shall employ his own staff for preparing, catering, cleaning the premises of catering services on the requisite day.
17. The quality of food shall be maintained in consultation with the college authority and the decision of the College in respect of quality of food shall be final.
18. The tentative list of items to be provided including their highest ceiling rates is given in **Section D**. However, the College may change list as per mutual discussion with the selected contractor at any time.
19. It will be obligatory on the part of the Contractor to sign the offer and other documents for all the components & parts. After the work is awarded, the Contractor has to enter into an agreement for work awarded on a non-judicial stamp paper of required value at his own cost within ten working days from the date of receipt of acceptance order or before the work is undertaken.
20. The contractor should verify the character and antecedents of all the persons employed at his own risk.
21. The liability/responsibility in case of any accidents causing injury/death to his worker or any of his staff or any theft of items shall be of the contractor. The College shall not be responsible in any means in such cases.

22. MODE OF SUBMISSION OF BIDS

- i) The interested bidders may submit their online copy of the bid at <https://tripuratenders.gov.in> on or before last date of submission of Bid documents. The bidder(s) may note that ONLINE BIDS will ONLY be accepted. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.
- ii) The Bidder shall follow 'Instruction to Bidders' for submission of on-line bid.
- iii) The Bidder shall examine all instructions, forms, terms and specifications in the Bid Documents. Failure to furnish all information required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect, will be at the bidder's risk and may result in rejection of the bid.

23. SCHEDULE OF SUBMISSION OF BID

- i) Online submission of bids will commence on **23.01.2026, 10:00 AM and remain open upto 05.02.2026, 05:00 PM**. Bids must be submitted within the Bid Submission start and end date and time specified in DNIT.
- ii) Bidders are allowed to bid 24x7 until the time of Bid Closing.
- iii) College of Agriculture, Tripura reserves the right to extend the date and time of receipt of Bids by issuing Corrigendum without any change in all the rights and obligation of College of Agriculture, Tripura and Bidders.
- iv) The e-Procurement application <https://tripuratenders.gov.in> will not allow any Bidder to attempt bidding, after the scheduled date and time prescribed in DNIT.

24. Re-submission/Re-uploading of bid is allowed before the date and time of closing of the bid.

25. **Payment:**

- i) On successful completion of a training/seminar/workshop, contractor should place the corrected GST bill (training wise mentioning date) within 7 days for settlement as per **Annexure - V**. Final settlement of bill(s) is subject to availability of fund in College account (usually within 45 days after submission of bills).
- ii) College will deduct IT as per applicable rules of government guidelines.
- iii) Contractor should deposit the claimed GST to the Government directly. College deducts 2% service GST from each bill and returns the same in GST portal.
- iv) No advance payment shall be made including payments of handling charges/ service charges/ GST charges etc. under any circumstances to the bidder.
- v) All remittance charges will be borne by the bidder.
- vi) In case the bidder fails to execute the contract, College of Agriculture, Tripura shall have liberty to get it done through any other agency with full cost recoverable from the bidder in addition to damages and penalty.
- vii) Amount payable to the Service Provider as stated in the Contract shall remain non-negotiable and fixed during the tenure of the Contract. The prices quoted shall not be conditional/ optional.

College of Agriculture, Tripura

Tender Document

26. The College authority or training/seminar/workshop wise designated committee will look after the quality of food and other requisites as per need.
27. The College of Agriculture, Tripura reserves right to get outside Caterers for specific occasions, if required.
28. **BID OPENING**
- i) The technical Bid(s) will be opened online in the portal on the date, time and venue mentioned in the table above.
- ii) In case of any un-scheduled holiday(s) or occurrence of some event beyond control of the bid inviting authority on the day of opening, the e-tenders will be opened on the next working day at the same time.
- iii) Due to any technical issue/unavailability of internet connectivity the date and time of opening of online Technical Bid(s) may be deferred until availability of connectivity/resolving the technical issue.
- iv) Summary of Technical Bid opening shall be uploaded in the Portal.
- v) Once the Technical Bid(s) accepted, the Financial Bids of the vendors (whose Technical Bids has been accepted) shall be opened online only, the date for which shall be communicated to the vendors through system generated Email/ SMS.
- vi) In case of any ambiguity, the decision taken by Bid Acceptance Authority on bids shall be final.
29. **EVALUATION OF TECHNICAL & FINANCIAL BID**
- i) Technical & Financial bids will be evaluated by the Tender Evaluation Committee (TEC) to be formed for the purpose by the College of Agriculture, Tripura.
- ii) Experience point will be given for the agency only for those having service experience in Tripura.
- iii) The TEC constituted by the College of Agriculture, Tripura, shall evaluate the technical bids to determine whether the bids received are complete, required securities/sureties has been furnished, the documents have been properly signed and the bids are generally in compliance with clauses of the DNIT. Evaluation of the Bids will be done by the Evaluation Committee on Quality Cum Cost Based System (QCBS) method. The results of Technical Evaluation will be uploaded online in the portal. Decision of the Committee will be final in this regard. Distribution of Weightage for Technical Evaluation to determine the Technical Score (TS) are tabulated below:

Sl. No.	Evaluation Criteria	Technical Score (TS) (Total Marks 100)
1	Experience in terms of year (s) and number of work other than College of Agriculture, Tripura in Govt. Institute only (with an annual contract value of at least Rs. 5.00 lakhs/work) in relevant field in Tripura. Max. 50 marks as per the score matrix given below* (Annexure - VI)	50
2	Average Annual Turnover (in Rs.) of the bidding firm for last three (3) years. 1 mark per Rs. 1.00 lakh, Max. 20 marks. (Annexure - VII)	20
3	Experience in providing relevant service at College of Agriculture Tripura. 5 marks per year, Max. 20 marks	20
4	Recognition of service in terms of certification (ISO, MSME, FASSAI or similar), awards etc. during last 5 years. 5 Marks for every recognition.	10
Total		100

* Score Matrix for work experience in Tripura

Year/ Work	1 year	2 year	3 year	4 year	5 year
1 Work	2	4	6	8	10
2 Work	4	8	12	16	20
3 Work	6	12	18	24	30
4 Work	8	16	24	32	40
5 Work	10	20	30	40	50

iv) The TEC shall evaluate the Technical Proposal as per the response to the DNIT and supporting documents/documentary evidence. Inability to submit requisite supporting documents/documentary evidence, the bid shall not be considered for evaluation and will be summarily rejected.

v) Incomplete and conditional tenders will not be entertained.

vi) The TEC may call upon any bidders for clarification on the statements and supporting documents/documentary evidence relating to the technical bid. The bidder has to furnish the clarification called for in writing within the stipulated time as fixed by the TEC. And in case of failure to do so the bidder may be considered disqualified.

vii) The Automatic generated computerized Comparative Statement (BOQ Comparative Chart) to be displayed in the Financial Bid Opening Summary page of the e-Tender portal will not be final. The Bid Evaluation Committee will prepare an 'Evaluation Statement' considering all parameters as per conditions

given in the bid document. This 'Evaluation Statement', will be uploaded along with the details of Evaluation Committee in the e-procurement portal subsequently for information to the bidders.

viii) The Bill of Quantity / Price Bid if found modified/ tampered by the bidder except for the permitted cells, then the bid will be rejected.

ix) Subject to technical evaluation and acceptance of the offers in the bids by e-TEC, financial score evaluation shall be done on amount of percentage (%) of total annual remuneration inclusive of out of pocket expenses, all applicable taxes and any other charges. Decision of the e-TEC will be final and binding on the part of the bidders. Also the result of Financial Evaluation would be uploaded online on the Portal.

x) Financial score (FS) of an eligible bidder will be determined as follows:

$$FS = (LF \times 100)/Fi$$

Where -

'LF' stands for Lowest Financial Bid amount

'Fi' stands for Financial Bid amount to be evaluated

The final evaluation will be done on Quality Cum Cost Based System (QCBS) in the ratio of 50% Technical and 50% Financial.

The Formula used to obtain final score (S) will be:

$$S = (TS \times 50\%) + (FS \times 50\%),$$

Where -

'S' stands for 'Final Score

'TS' stands for Technical score

'FS' stands for Financial score

xi) Even after opening of financial bid, till completion of the entire engagement process including period of agreement, if it is found that any information or certificates produced by the bidder is false or tampered, the e-Tender Inviting Authority shall without prejudice to any other right or remedy be at liberty to reject the bid and forfeiture of the EMD and invocation of the performance warranty.

xii) The TEC reserves the right to relax any terms and condition in the Govt. interest, with the approval of competent authority.

30. In the event of breach /violation or contravention of any terms and conditions contained herein by the agency i.e., if the Firm fails to execute the contract, the submitted D-call as security deposit, part/whole (as per decision of Principal, College of Agriculture, Tripura), will be forfeited from the guarantor.

31. The D-call will be released by the Drawing & Disbursing Officer, College of Agriculture, Tripura on completion of the successful execution of the task.

32. AWARD OF CONTRACT

i) Principal, College of Agriculture, Tripura will award the contract to the qualified bidder who has submitted D-call by publishing the Award of Contract in the Tripura Tender portal and the same will be sent by registered letter to the successful bidder.

ii) The written agreement between the bidder and the Principal, College of Agriculture, Tripura shall be the foundation of the rights and obligations to both the parties. The contract shall not be deemed to be complete until the agreement has first been signed by the bidder and then by the Principal, College of Agriculture, Tripura.

33. CORRUPT OR FRAUDULENT PRACTICES

The Government requires that the bidders/ service providers under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Government defines the terms set forth below as follows:

i) "Corrupt practices" means the offering, giving, receiving or soliciting of anything of value to influence the action of a Government official in procurement process or in contract execution and "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Government and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Government of the benefits of free and open competition.

ii) Government will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

iii) Government will blacklist / or debar an individual Service Provider/ firm/ organization, either indefinitely or for a stated period of time, if at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing a Government Contract.

34. ADDRESS FOR COMMUNICATION:

All the communications with respect to the tender shall be addressed to: The Principal, College of Agriculture, Tripura, Lembucherra, West Tripura, PIN-799210, Phone No. 0381 2865779, E-mail: catagartala@gmail.com.

35. RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

College of Agriculture, Tripura reserves the right to accept or reject any Bid or all Bids and to cancel the Bidding process, at any time prior to the award of Contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the reasons for such action.

36. ANNULMENT OF CONTRACT:

i) Failure of the successful bidder to comply with the requirement or for violation of any other Clause of the e-tender document shall constitute sufficient ground for the annulment of the award in part or full and forfeiture of the D-call in which event the College of Agriculture, Tripura may make the award to any other bidder at the discretion of e-Tender Inviting Authority (e-TIA) or call for new bids.

ii) The contract may be liable for termination due to following reasons.

a) Interruption of service by the contractor.

b) Subletting the work or the space to others.

c) Deficiency in services such as:-

- Misbehavior of the staff employed by the contractor.

- Complaints from any source regarding the services

- Poor service as noticed or reported by any official deputed and authorized by the Principal.

d) In the event of breach /violation or contravention of any terms and conditions contained herein by the agency, the agency will be blacklisted in addition to termination of contract.

e) The College of Agriculture, Tripura may at any time terminate the Contract by giving written notice to the Service Provider, if he/ she becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Service Provider, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue to the College of Agriculture, Tripura.

37. ARBITRATION:

The resultant contract will be interpreted under Indian Laws. Any legal disputes arising out of this are subject to jurisdiction of Agartala only.

SECTION - C: INSTRUCTION TO BIDDER

- i) Tender documents may be downloaded from Procurement Portal <https://tripuratenders.gov.in> . Bidders need to go through the tender document where instructions are given.
- ii) Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders/agencies on the e-procurement/e-tender portal (<https://tripuratenders.gov.in>) is a prerequisite for e-tendering. For detailed instruction for online registration and submissions of bid through e-procurement module, the bidders are requested to visit the website <https://tripuratenders.gov.in> [(i)<https://tripuratenders.gov.in/nicgep/app?page=HelpForContractors&service=pageand> (ii)<https://tripuratenders.gov.in/nicgep/app?page=BiddersManualKit&service=page>]
- iii) Bidder shall download and carefully read all terms conditions and other contents of the DNIT. Downloaded DNIT has to be uploaded back as a part of technical bid and as a proof of acceptance of all terms condition in the DNIT. Bidders to note that the very act of using DSC for uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the e-tender.
- iv) Bidder, in advance, should prepare the bid documents to be submitted as indicated in the e-tender document. If there is more than one document, they can be clubbed together and can be provided in the requested format. Each document to be uploaded through online for the e-tenders. Bid documents should be scanned with 100 dpi with black and white option.
- v) Do not quote any rate in the BOQ screenshot (**Annexure - II**) / anywhere in DNIT. Bidder has to download the BOQ excel sheet from Tripura tender website and quote the rate and upload the same in the Financial cover only.
- vi) The bidders are cautioned that uploading of financial bid elsewhere i.e. other than in the cover as specified will result in rejection of the tender.
- vii) No claim shall be entertained on account of disruption of internet service being used by bidders. Bidders are advised to upload their bids well in advance to avoid last minute technical snags.
- viii) The bidder shall bear all the costs associated with the preparation and submission of the bid. The e-TIA, in no case, be responsible or liable for these costs, regardless of the conduct or the outcome of the bidding process.
- ix) The time settings fixed in the server side & displayed at the top of the e-tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system.
- x) The bidders should follow time during bid submission.
- xi) Each bidder shall submit only one bid for the work. A bidder who submits more than one bid (may obtaining different user ID) will cause disqualification of all the bids submitted by the bidder.
- xii) Re-submission/Re-uploading of bid is allowed before the date and time of closing of the bid. If any of the certificates/documents furnished by the Bidder, found to be false / fabricated / bogus, the bidder will be liable to blacklisted and their EMD will be forfeited.

DOCUMENTS TO BE SUBMITTED ONLINE

E- Tenders are to be submitted in two folders, one in 'Technical Proposal (Cover-I)' & the other is 'Financial Proposal (Cover-II)' before the prescribed date & time. Both Technical Proposal and Financial Proposal will be submitted concurrently.

Following Documents should be self-attested by the authorized signatory of the bidder and then should be scanned and uploaded in the 'Technical Proposal (Cover-I)' folder [Legible scan copy in PDF format (to be scanned in 100 dpi resolution)]:

- i) Copy of Incorporation / Registration Certificate of the Firm/ Copy of the relevant ownership deeds e.g. Proprietorship/ Partnership Deed.
- ii) Duly signed DNIT as taken of acceptance of all the terms & condition of the entire tender document.

- iii) Scanned copy of PAN Card and GST registration certificate and attested copies of the latest paid GST challans.
- iii) Copies of Income Tax Return of last three years in a single file.
- iv) Recognition of service in terms of certification, if any
- v) Copy of the duly filled and signed **Annexure - I, III, IV, VI and VII** along with copy of all relevant documents, in a single pdf file. [Bidder shall take printout of all Annexures and shall fill the necessary information & put ink signature with stamp/seal, and then scan them into a single PDF file. Finally those documents should be uploaded]

Special Conditions of Service:

1. The interested bidders are requested to download and to go through the instructions/terms conditions/critical dates/eligibility criteria noted in the DNIT minutely. Downloaded DNIT has to be uploaded back of the document as a part of technical bid and as a proof of acceptance of all terms & conditions in the DNIT.
2. Each Bidder shall submit only one Bid for the work. A bidder who submits more than one bid will cause disqualification of all the bids submitted by the bidder.
3. Clarification on Bid documents / pre-bid meeting.
4. A prospective bidder requiring any clarification of the Bid Documents shall submit query to the College of Agriculture, Tripura online (email at catagartala@gmail.com) before Seek clarification end date as per following format:-

Name of the Firm:		
Address		
Phone No.		
Email:		
Sl. No.	Name and Page No.	Query/ Description of requested change

5. Before the last date for submission of Bids, the bid Inviting officer may modify any of the Contents of the Bid Notice, Bid documents by issuing amendment/ Addendum/ corrigendum.
6. Any addendum/ amendments/ corrigendum issued by the bid Inviting officer shall be part of the bid Document and it shall be published in the e-procurement portal <https://tripuratenders.gov.in>. However, College of Agriculture, Tripura, shall bear no responsibility or liability arising out of non-receipt of the same in time or otherwise. Bidders are requested to visit the website frequently to check whether there is any related Corrigendum(s) or not.
7. To give prospective Bidders reasonable time to take an addendum / amendments / corrigendum into account in preparing their bids, the Bid Inviting Officer may extend, if necessary, the last date for submission of the bid.
8. During the above-mentioned period, no plea by the bidder for any sort of modification of the bid based upon/arising out of any alleged misunderstanding/ misconceptions/ mistake for any reason will be entertained.
9. **CONTRACT PERIOD**
 - i) The contract with the approved firm/bidder and the rate shall be valid for a period of 1 (one) year without any enhancement of the rate. The period may be extended further under the same terms and conditions with the permission of the authority, if desired.
 - ii) The contract may be terminated by the Principal, College of Agriculture, Tripura for unsatisfactory performance. In such cases, a notice of 1 (one) month shall be given for termination. In the event of such termination, security deposit amount of the contractor will be forfeited to the Government. The decision of the Principal, College of Agriculture, Tripura shall be final in this regard.
 - iii) If the contractor prematurely withdraws the contract or his contract is terminated for deficiency of service, he will be debarred for three years from any future contract with College of Agriculture, Tripura.
 - iv) The contract may be terminated by the Government at any time without prior notice and without showing any reason, whatsoever.

10. The Service charge quoted by the bidder should be same for each item, shall remain firm and fixed during the entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation is to be treated as non-responsive and rejected.
11. The rates shall be quoted by the bidder entirely in Indian Rupees.
12. All duties, taxes, and other levies payable by the Bidder as per State/ Central Government rules shall be included in the rate quoted by the bidder.
13. Contractor should ensure that no tea cup/ carry bags/ water glass etc. made of plastic will be used.
14. In case of any seminar/meeting/workshop etc of College within the 25 km of road distance, orders of TEA and Lunch will be provided by the contractor at his own cost and same approved rate. Beyond that distance contractor will be paid for the transportation charges only as per Govt. of Tripura vehicle hiring norms.
15. Bribe/Donation etc. in any form is the responsibility of the contractor.
16. Bulk orders will be placed minimum 2 days in advance for necessary arrangements.
17. The Contractor will ensure that its servicing and cooking staff washes hands with soap after use of the rest rooms & before cooking/serving of food.
18. The Contractor should ensure that there is no re-use of leftover foods from the previous day and serve hot items as and when required.
19. Ensure all staffs of the canteen are free of any contagious diseases or ailments.
20. Ensure all employees are well mannered and display courteous behaviour.
21. The Contractor will not further sub-contract the contract to any other party. In case the contractor is found having sub-contracted this contract, the contract will be terminated without any notice and security deposit will be forfeited.
22. Any violation of the terms and conditions of the contract shall attract penalty on the contractor which shall be decided by the Department and the same shall be acceptable to the contractor.

SECTION - D
ITEM DESCRIPTION

Sl. No.	Description	Items*	Item wise maximum Ceiling Rate (Rs)
1	Tea per Cup without Milk / with Milk + Biscuits	100 ml	15.00+5.00 = 20.00
2	Coffee per Cup without Milk / with Milk + Biscuits	100 ml	20.00+5.00 = 25.00
3	Drinking Water (if ordered)	1 Liter bottle	20.00
4	High Tea/ Breakfast per head	i. 2 Biscuits (Nutri Choice or similar made)/ Bhujia/Sweet/ Banana (1pc). ii. Pattis/ Puri-sabji/ parota (plain or potato)/ Daal-puri iii. Black Tea/ coffee OR milk tea/ coffee. iv. Drinking water 500 ml	50.00
5	Lunch / Dinner (Veg) per head (The quantity of each item should be) (both or any one on demand)	i. Rice (200-250 gm broken basmati): ii. Mixed Veg Curry: iii. Fry (Potato/Brinjal) iv. Paneer: 25 gm (Curry with kabuli) v. Salad: vi. Mixed Dal: vii. Chatni: viii. Sweets- (Golap Jamun/Rosgolla)- 1no. ix. Drinking water 500 ml	200.00
6	Lunch/ Dinner (Non-veg) per head (The quantity of each item should be) (both or any one on demand)	i. Rice (200-250 gm broken basmati). ii. Mixed Veg Curry iii. Fry (Potato/Brinjal/ Pumpkin) iv. Salad. v. Mixed Dal. vi. Egg curry - 2 pc/ Fish - 70 gm/ Chicken - 100 gm (Curry) / Mutton - 80 gm (Curry). vii. Chatni. viii. Sweets- (Golap Jamun/Rosgolla)-1 no. ix. Drinking water 500 ml	250.00 (for egg/ fish/ chicken) AND 300.00 (for mutton)
7	Evening Snacks per head	i. Pattis/ Pokora / Cake: 1 nos. ii. 2 Biscuits (Nutri Choice or similar made)/ Bhujia/Sweet/ Banana (1pc). iii. Black Tea/ coffee OR milk tea/ coffee. iv. Drinking water 500 ml	50.00

*Bidder should keep same service charge on the above-mentioned list. No deviation in item wise service charge is allowed.

SECTION - E**ANNEXURE - I****SCHEDULE OF TECHNICAL BID
(Bidder's Information)**

A. The technical bid should be submitted as follows:

Sl. No.	Description	Name of Supporting details	Compliance (Yes/No) and Reference Page No of the Bid document
1	Name & Address of the Bidder		
2	Name & Designation of the person Signing the bid		
3	Mobile no.		
4	PAN No.(Attach copy)		
5	GST No.(Attach copy)		
6	Trade License (Attach copy)		
7	Details of Experience (Attach Documents if any)		
8.	Signed and sealed copy of this tender		
9.	Any other information		
10.	Legal Status of Bidder: Proprietary firm/ Ltd. company/ partnership firm/ Government Organization (Central/ State/ PSUs)		

B. Condition of prior turnover and prior experience has been relaxed for Startups and Micro & Small Enterprises subject to meeting of quality and technical specifications.

I do hereby certify that the above-mentioned particulars are true and correct.

(Signature of the bidder with date)

Name:

Seal:

Annexure: II

BOQ

ValidatePrintHelp

Item Wise BoQ

Tender Inviting Authority: Principal, College of Agriculture, Tripura

Name of Work: Cooking and Catering Services for various Programmes under LOC fund and Externally Funded Projects/Schemes/ Trainings/ other activities

Contract No:F.25(1)-CAT/TENDER/FCS/2026

Name of the Bidder/ Bidding Firm / Company :

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	NUMBER #	NUMBER #	NUMBER #	NUMBER #	NUMBER #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Item Code / Make	Quantity	Units	Estimated Rate in Rs. P	SERVICE CHARGE In Figures To be entered by the Bidder (3.85-7.00%)	Amount of service charge on Basic rate (Rs.)	Basic Rate + Service Charge (Column 6+8)	GST Amount (5%) on Basic Rate + Service Charge	Amount with GST	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT With Taxes in Rs. P	TOTAL AMOUNT In Words	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	
1	Catering Service													
1.01	Food Items as per the SECTION-D of DNIT	item1	1380.00	Nos	650.00		0	650.00	32.5	682.50	897000.00	941850.00	INR Nine Lakh Forty One Thousand Eight Hundred & Fifty Only	
Total in Figures											897000.00	941850.00	INR Nine Lakh Forty One Thousand Eight Hundred & Fifty Only	
Quoted Rate in Words											INR Nine Lakh Forty One Thousand Eight Hundred & Fifty Only			

----- SAMPLE BOQ -----

Annexure -III**DECLARATION AND UNDERTAKING BY THE BIDDER**

**To
The Principal
College of Agriculture, Tripura
Lembucherra, West Tripura
PIN-799210.**

Sub: Self-declaration in respect of submission of bid for “Cooking and Catering Services for various Programmes under Loc fund and Externally Funded -Projects/Schemes/ Trainings/ other activities”.

Dear Sir,

1. I / We hereby agree to abide by all terms and conditions laid down in tender document referenced above.
2. I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We confirm that we have not been levied financial penalty or any major penalty in the past by any of our client/principal employer and also declare that my/our firm/ agency/ company doesn't have any existing litigation, never blacklisted, and terminated by any client in India.
4. I/We confirm that we never filed any law suits or requested arbitration with regard to any contract within the last five years. No judgment, claim, arbitration proceeding or suit pending or outstanding against us or our officers. Bankruptcy was never filed by us, our subsidiaries or our parent companies. We were never cited by any regulatory agency for a safety violation in the last 5 (five) years.

(Signature of the bidder)

Name:

Seal:

Date:**Place:****Annexure IV**

Name of the firm					
To The Principal College of Agriculture, Tripura					
Order:					
Bill No.			Date		
Sl. No.	Date	Particulars	Rate (Rs)	No of plate	Amount (Rs)
1		Tea / coffee			0.00
		Hi-tea			0.00
		Lunch with egg meal/ fish meal/ chicken meal			0.00
		Evening snacks			0.00
		Drinking water 500 ml			0.00
		Dinner			0.00
		Per day Total (A)			0.00
		SUB-TOTAL (____ days)	(@ Rs. A X no of days)		0.00
2		Tea / coffee			0.00
		Hi-tea			0.00
		Lunch with veg meal			0.00
		Evening snacks			0.00
		Drinking water 500 ml			0.00
		Dinner			0.00
		Per day Total (B)			0.00
		SUB-TOTAL (____ days)	(@ Rs. B X no of days)		0.00
3		Tea / coffee			0.00
		Hi-tea			0.00
		Lunch with mutton meal			0.00
		Evening snacks			0.00
		Drinking water 500 ml			0.00
		Dinner			0.00
		Total (C)			0.00
		SUB-TOTAL (____ days)	(@ Rs. C X no of days)		0.00
		TOTAL (____ days)			0.00
		Service charge @ _____%			0.00

		____% CGST			0.00
		____% SGST			0.00
		Grand TOTAL			0.00
(Rupees _____) only					
GST No					
PAN No					
Bank details with address of the firm					
Signature with seal					

Annexure - V**BIDDER'S EXPERIENCE STATEMENT FORM**

Name of the Firm.....

Order placed by (full address of purchaser)	Order No. and date*	Description and quantity of ordered	Value of the order	Contact Person along with Tel. NO., Fax No. & e-mail address

***Copy of the purchase order (or) attach an Installation/satisfactory working certificate from the Purchaser/Consignee.**

Signature and Seal of the manufacturer/Bidder _____

Place :

Date :

Annexure - VI

TURNOVER CERTIFICATE

In reference to e-DNIT No. _____ dated _____ of Principal, College of Agriculture, Tripura, I/We hereby confirm and certify that during the financial years FY- 2022-23 (i.e. for the year ended 31st March, 2023), FY- 2023-24 (i.e. for the year ended 31st March, 2024) and FY- 2024-25 (i.e. for the year ended 31st March, 2025), the Turnover/Gross Receipt of my/our firm/company M/s _____

_____, Office _____ Address: _____ as per Income Tax Return (ITR) from outsourcing manpower services are as follows-

1. Turnover/ Gross receipts from outsourcing laboratory setup and/or laboratory instruments supply for the FY: 2022-23

Rs. _____ (Rupees _____) only.

2. Turnover/ Gross receipts from outsourcing laboratory setup and/or laboratory instruments supply for the FY: 2023-24

Rs. _____ (Rupees _____) only.

3. Turnover/ Gross receipts from outsourcing laboratory setup and/or laboratory instruments supply for the FY: 2024-25

Rs. _____ (Rupees _____) only.

I/We also confirm that turnover/Gross Receipt of the firm/company M/S _____, Address; _____

during FY: 2022-23, 2023-24 and 2024-25 is not less than average annual turnover of Rs. 5 lakh from outsourcing laboratory setup and /or laboratory instruments supply. Copy of ITR for last three financial years is enclosed with this certificate.

I/We hereby unconditionally undertake that if the information furnished above by me/us are found false or tampered the e-Tender Inviting Authority shall without prejudice to any other right or remedy be at liberty to reject this e-tender/bid including the forfeiture of the full Earnest Money Deposit (EMD).

College of Agriculture, Tripura

Tender Document

Place: _____

Yours Faithfully

Date: _____

(Signature of the Bidder with Official Seal)

Annexure - VII**PERFORMANCE SECURITY BOND FORM****(MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY)**

To
The Drawing & Disbursing Officer,
College of Agriculture, Tripura,
Government of Tripura

WHEREAS.....(name and address of the agency) (hereinafter called "the agency") has undertaken, in pursuance of contract no.....dated.....to provide services as Authorized Agent (description services)(herein after called "the contract")

AND WHEREAS it has been stipulated by you in the said contract that the Service Provider shall furnish you with a bank guarantee by a Nationalized Public Sector Scheduled Commercial Bank recognized by you for the sum specified there in as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the agency such a bank guarantee;

NOW THEREFORE, we hereby affirm that we are guarantors and responsible to you, on behalf of the agency, up to a total of(amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the agency to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the agency before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the agency shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the day of..... 2026

Name of Bank:**Branch :**

(Signature of the authorized officer of the Bank)

C Address :

Page:21**Phone No.:**

Name, Designation & Code No:

Date:

Seal: