

**GOVERNMENT OF ASSAM  
OFFICE OF THE DIRECTOR OF FISHERIES  
ASSAM :::: GUWAHATI**

**NOTICE INVITING TENDER**

Scaled tender affixing court fee stamp of Rs. 8.25/- (Rupees eight and paisa twenty five) only is hereby invited by the Directorate of Fisheries, Assam from the registered Firms/ Contractors/ suppliers for need based supply & catering of refreshment on Annual Rate Contract Basis as detailed below for various meeting, seminars, workshop etc. in the office of the undersigned or any other venue within Guwahati. Tenders will be received up to 12.00 pm on ~~3-01-24~~ and will be opened on the same day at 12.30 pm in presence of tenderers or their authorized representatives. The undersigned will reserve the right to accept or reject all tender without assigning any reason thereof.


SL	ITEM with specification	UNIT	RATE INCLUDING ALL TAXES		REMARK
			IN FIGURE	IN WORDS	
1	2	3	4	5	6
1	<b>LIGHT REFRESHMENT (shall include the following food items of good quality)</b>				
1	A	1. Red Tea with 4 Pcs Biscuits (salted/sweet).	plate		
1	B	1. Milk Tea 2. 4 pcs Biscuits (salted/sweet). 3. Banana one pcs. 4. Kasuri/Singra one pcs. 5. Egg (Boil)/ Kaju Barfi - one pcs/ roasted kaju-ten pcs	plate		
1	C	1. Milk Tea 2. Veg. sandwich/ roll 3. Sweet (Rasgolla or such other sweets)	plate		
1	D	1. Milk Tea 2. Non-veg. sandwich / roll 3. Sweet (Rasgolla or such other sweets)	plate		
2	<b>VEGETARIAN PACKET LUNCH</b>				
2	A	Vegetable Fried rice with Mattor-Paneer and Salad with good quality plastic spoon and Napkin.	plate		
3	<b>NON-VEGETARIAN PACKET LUNCH</b>				
3	A	Polao with Mutton/chicken curry, Rasgolla with good quality plastic spoon and Napkin	plate		
4	<b>MEAL (VEGETRAIN )</b>				
4	A	1. Plain rice 2. Dal 3. Mixed Vegetable sabji 4. Salad/ Papad Pickles 5. Brinjal/potato fry	plate		

5		<b>MEAL (NON-VEGETRAIN )</b>			
5	A	1. Plain rice, b. Dal, 2. Chicken curry 3. Brinjal/potato fry 4. Mixed vegetable sabji f. Salad/ papad	plate		
5	B	1. Plain rice, 2. Dal, 3. Mutton curry, 4. Brinjal/potato fry, 5. Mixed vegetable sabji 6. Salad/ papad	plate		
5	C	1. Plain rice, 2. Dal, 3. Fish curry, 4. Brinjal/potato fry 5. Mixed vegetable sabji 6. Salad/ papad	plate		
6		<b>Packaged drinking water bottle</b>			
6	A	1 liter bottle	No.		
6	B	1/2 liter bottle	No.		
6	C	20 liter Jar with dispenser (returnable)	No.		
7		<b>Miscellaneous</b>			
7	A	<i>Gamocha</i> for felicitation (Big size <i>gamocha</i> with flowers on both side)	No.		
7	B	Kit for Guests / Resource persons (Best quality bag made of jute/ bamboo; Gel Pen, Big size note pad)	No.		
7	C	Kit for participants (Plastic folder; Ball pen, Note pad)	No.		
7	D	Printing of Flex banner (Star quality, Size 8'x 4' including fixing in the venue)	No.		
7	E	Cost of organizing webinar (AV System, video conferencing with multicom)	job		

**Terms & Condition:**

- The tenderer has to submit copy of  
PAN,  
GST,  
Trade License (uptodate)  
IT Return for last three years  
Similar Work orders in any Govt. Deptt. for last three years  
Similar Work orders in Deptt. of Fisheries, Assam for last three years
- Tenderers having past experience in Deptt. of Fisheries will be given preference
- Amount should be quoted in Rupees including all Taxes as applicable.
- Director of Fisheries, Gopinath Nagar, Guwahati reserves the right in all circumstances to accept or reject any tender without assigning any reason thereof, besides the rights of accepting tender of more than one supplier (provided the rates are found justifiable).
- The supplier must have minimum 2 (two) years experience in dealing with supply of food items/ cooked food and have to be enclose a copy of experience certificate along with the tender.

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6. In the event of any emergency and also based on the demand of the situation or any other eventuality the Director of Fisheries, Gopinath Nagar, Guwahati, Assam reserves the right to procure food items from other sources.
  7. All the items must of best quality, free from any hazardous substances and food grade packaging materials.
  8. The nature/quantum of food items for supply will be at the discretion of Director of Fisheries, Gopinath Nagar, Guwahati. Further issuance of supply will be only in the event of essentiality as decided by this office and mere selection of catering firm/ hotel / restaurant through this short tender notice shall not entitle any right what so ever for placement of supply order.
  9. The supplier firms must have sufficient manpower and organizational ability to supply the food items against time to time on requisition.
  10. Order of supply for a particular event may be short time also. It may sometimes be before 12 hours from the time of supply.
  11. The supplier has to bear the responsibility of catering and distribution if called for.
  12. Place of supply may be at any spot of meeting at Khanapara, Dispur etc within Guwahati city.
  13. The ordered items to be delivered at the specified place before half an hour of exact stipulated time.
  14. Transportation cost will have to borne by the suppliers. No vehicle will be provided from Director of Fisheries.
  15. All bills to be submitted by the suppliers must be accompanied with supply orders issued by the authorized officials of this Directorate of Fisheries.
  16. The selected supplier will have to sign an agreement with the Director of Fisheries, Assam before works and have to deposit a sum of Rs 5000/- as security money for one year in the form of bank draft/FDR/TDR from any nationalized bank pledged in favour of Directorate of Fisheries, Assam which shall be refundable on satisfaction of the assigned job. If the job could not be executed properly as per satisfaction of the undersigned and within the stipulated period, the Director of Fisheries, Assam reserves the right of rejecting and no compensation will be paid for such rejection and the security money will also stand forfeited.
  17. Payment will be made only after accord of FOC/ approval of fund release by the competent government authority.

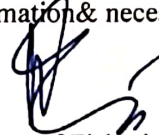
  
Director of Fisheries,  
Assam, Guwahati

Dated Guwahati the 14<sup>th</sup> Dec, 2023

Memo No.AF(S) 40/PMMSY/2021-22/10890-96

Copy:-(1) The Commissioner & Secretary to the Govt. of Assam, Fishery Deptt. for kind information.

- (2) The Jt. Director of Fisheries, Assam for kind information
- (3) The Executive Engineer, Fishery Deptt. for kind information.
- (4) The DDO, Directorate of Fisheries, Assam for kind information
- (5) The NO, SPPP, Directorate of Fisheries, Assam for information& necessary action.
- (6) The Web Information Manager, Directorate of Fisheries, Assam for information& necessary action.
- (7) Notice Board

  
Director of Fisheries  
Assam, Guwahati