

Composite Regional Centre (CRC) for Skill Development, Rehabilitation & Empowerment of Persons with Disabilities, Guwahati

(Under administrative control of SVNIRTAR, Cuttack, Odisha)

GMCH, Campus, Hostel Road, Bhangagarh, Guwahati-781032, Website: crcguwahati.nic.in

Department of Empowerment of Persons with disabilities (Divyangjan),

Ministry of Social Justice and Empowerment, Government of India. Govt. of India

Ref. No. : CRC/GHY/ADMN/116/69

Dated : 07/11/2024

Notice Inviting Tender

Sealed tenders in two bid form are invited from intending local supplier of the following in the 5th batch of training on implementation of revised disability assessment guidelines for Persons with Disabilities (PwDs) to be held at GMCH Auditorium, Guwahati, Assam from 13th November, 2024 to 14th November 2024, organized by the CRCSRE, Guwahati.

Sl. No	Particulars/ Heading in the Envelope	Format of Tender
01	Lunch arrangement for 250 persons	Format- B
02	Tea and Breakfast for 250 persons	Format- C
03	Training Kit	Format- D
04	Back drop , Sound System and Videography and Photography	Format- E
05	Decoration Banner and Standee	Format- F

Tenders fulfilling the terms and conditions at Annexure-I should reach the office of Composite Regional Centre Guwahati, GMCH campus Guwahati -32 Assam on 09.11.2024. The tenders will be opened on the same day at 3.00 pm. Interested bidder may visit official website of the CRC-Guwahati : www.crcguwahati.nic.in

Sd/-
Director

Copy to: 1. Notice Board
2. Website

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Annexure-I

Terms & Conditions

1. Each of the tenders with a covering letter in letter head plain paper with seal and sign of the supplier/firm should be submitted in 2 envelopes. The First Envelope should contain the- technical bid as per Format- A including the documents and the second cover should contain the financial bid (Format-B/C/D/E/F) in prescribed format duly filled in and signed mentioned in the Annexures. The envelopes containing technical bid and financial bid should be super scribed as "TECHNICAL BID FOR SUPPLY OF....." and "FINANCIAL BID FOR SUPPLY OF" respectively and name of the firm/ party should be distinctly written on the envelopes. Then both the envelopes, the 1st and the 2nd envelope should be put in a bigger envelope.
2. The Technical Bid will be opened first. The Financial bid will be opened of those tenderer only who are successful in the Technical Bid.
3. Rate should be quoted as per Format mentioned above in this tender including GST mentioned seperately and the same should be valid for a period of one year from the date of awarding the contract.
4. The tenderers must have valid PAN and GST registration. Self attested copies of the documents should be attached with the Technical Bid.
5. Except the rate of the items. the Technical Bid should contain all other documents.
6. The arrangement of Lunch items have to be made available on date 13th and 14th November 2024 from 1.00 Pm onwards in the specified location will be mentioned in the order copy.
7. TDS and all other taxes will be deducted at source from the bill amount as per latest laws and procedures of the government.
8. The Tendering committee has the sole discretion to take any decision regarding accepting the rate of the items of the L1 bidder after taking into consideration the prevailing market rate of any of the items in comparison to the quoted rate whichever finds genuine and most beneficial for the Committee.
9. For any disputes arising out of any clause of the Tender will be subject to the jurisdiction of the Court in Guwahati only.
10. Payment will be made after satisfactory delivery/arrangement of items within the specified period and availability of fund.
11. The quality of the items should be best. Supply of inferior quality of items will be rejected on the spot and it should be replaced immediately by the supplier at his/ her own cost.
12. The quoted rate should be reasonable with market rate.
13. The Tender should be addressed to The Director, Composite Regional Centre Guwahati GMCH campus on or before 1.00 pm 09.11.2024.

FORMAT –A

TECHNICAL BID

Sl. No	Name of Firm/Supplier	
01	Name of the Firm/Supplier	
02	Address	
03	Experience	
04	GST IN No	
05	Contact number, Email of the Authorised person	
06	Self Attested copies i. PAN CARd ii. GST Regn Certificate iii. Trade License.	
07	Turnover during last three financial year in lakhs	
08	FSSAI certificate details if applicable	

Date

Seal & Sign of the Supplier/Bidder

Place:

FORMAT B (Price Bid)

Name: of Firm/Supplier:

A. Arrangement of Lunch at GMCH Auditorium on 13th and 14th November 2024

Menu on 13.11.2024 (Person - 250)	Menu on 14.11.2024 (Person - 250)	Rate per day per head (Including all taxes and other charges) (Also mentioned Tax Charges.)
Dal Tadka	Veg. Manchurian	
Kadai Paneer	Kadi Pakoda	
Mix Veg	Basmati Rice	
Jeera Rice	Papad and Pickle	
Green Salad	Green Salad	
Pickle and Papad	Rajma	
Butter Naan	Shahi Paneer	
Tandoori Roti	Mix Veg	
Boondi Raita	Missi Roti	
	Tandoori Roti	
	Vegetable Raita	
Desert	Dessert	
Ras Malai	Gulab Jamun	
Moong Dal Halwa	Ice-Cream	

Lunch has to be arranged in buffet style and sitting provisions should be made available. The arrangement of Lunch items have to be made available on date 13th and 14th November 2024 from 1.00 Pm onwards in the specified location will be mentioned in the order copy.

Note* – Glass water container with hard paper glasses will be available on all the two days all the time during the programme.

Date

Seal & Sign of the Supplier/Bidder

Place:

FORMAT C (Price Bid)

Name: of Firm/Supplier:

Arrangement of Tea and Breakfast for 250 persons at GMCH Auditorium on 13th and 14th November 2024

Menu on 13.11.2024 (Person - 250)	Menu on 14.11.2024 (Person - 250)	Rate per day per head (Including all taxes and other charges) (Also mentioned Tax Charges.)
Breakfast	Breakfast	
Tea	Tea	
Coffee	Coffee	
Green Tea	Green Tea	
Lemon Tea	Lemon Tea	
Veg Sandwich	Poha	
Idli, Vada and Sambar	Veg Aloo Roll	
Evening Tea	Evening Tea	
Tea	Tea	
Coffee	Coffee	
Green Tea	Green Tea	
Lemon Tea	Lemon Tea	
Black Tea	Black Tea	
Cookies (two type)	Cookies (two type)	
Pakode	Aloo Paratha with Butter	
Paneer Cutlet		

Note: Breakfast has to be arranged in buffet style and sitting provisions should be made available.

Date

Seal & Sign of the Supplier/Bidder

Place:

FORMAT D (Price Bid)

Name: of Firm/Supplier:

Supply of Training Kit for 230 persons

Sl no.	Particulars of the Kit	Rate in Rs. (Including all taxes and other charges) (Also mentioned Tax Charges.)	Remarks
1.	File cover (Traditional) type (1 no)		
2.	Pen good quality (1 no)		
3.	Pad (100 pages) (1 no)		
4.	ID card with cover and strap for 230 persons (format will be provided along with work order)		

Date

Seal & Sign of the Supplier/Bidder

Place:

FORMAT-E (Price Bid)

Name: of Firm/Supplier:

Arrangement Back drop , Sound System, Videography and Photography

Sl no.	particulars	size	Days	Rate in Rs. (Including all taxes and other charges) (Also mentioned Tax Charges.)	Amount	Remarks
01	Indoor P3 LED (01 no)	16 X 8 sqft	2			
02	Switcher (01 no)		2			
03	Pointer and Presenter (01 no)		2			
04	LED TV (01 no)	50 inch	2			
05	LED RYZER(01 no)		2			
06	STANDY (01 no)	3 X 6	2			
07	Videography		2			
08	Still photo		2			
	Total					

Date

Seal & Sign of the Supplier/Bidder

Place:

FORMAT -F (Price Bid)

Name: of Firm/Supplier:

Decoration, Banner and Standee

Sl no.	Particluars	size	Rate in Rs. (Including all taxes and other charges) (Also mentioned Tax Charges.)	Amount	Remarks
1.	Podium banner	As per podium (01 no)			
2.	Banner	10x10 sqft (01 no)			
3.	Gate with details of the programme	As per GMCH auditorium gate (01 no)			
4.	Standee	Standard size (01 no)			
5.	Decoration of the stage and podium with flowers etc.	As per GMCH Auditorium stage size			

Date

Seal & Sign of the Supplier/Bidder

Place: