



REQUEST FOR PROPOSAL

- RFP No** : **ASDMA/75/2015/7**
- RFP on** : **Supply food packets during the Guwahati Emergency Management Exercise (GEMEx)-2015 scheduled to be held at Guwahati City w .e. f. 14th Dec,2015 to 18th Dec,2015.**
- ISSUED BY:** : **Assam State Disaster Management Authority.**
- ISSUE DATE:** : **16th November, 2015**
- Closing Time:** : **26th November, 2015 (3:00 pm)**
- Contact Person:** : **Chief Executive Officer
Assam State Disaster Management Authority
Ancillary Block, Opp. SBI, Secretariat Branch
Assam State Secretariat
Dispur, Guwahati**

Summary of Proposal:

This Request for Proposal is issued by the Assam State Disaster Management Authority to obtain proposals from Registered Firms/ Catering services /Agencies/Food Vendor for supply of food packets (Morning tea & snacks/ Lunch /evening tea & snacks) during the Guwahati Emergency Management Exercise (GEMEx)-2015 scheduled to be held at Guwahati City w .e. f. 14th Dec,2015 to 18th Dec,2015 at different venues to be decided by District Disaster Management Authority (DDMA), Guwahati.

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1. REQUEST FOR PROPOSAL TERMINOLOGY

Throughout this document, the following definitions apply:

- a) "Applicant" means a party that submits, or intends to submit, a Proposal;
- b) "Work Order" means the written order resulting from this RFP issued by the Authority ;
- c) "The Authority" means the Assam State Disaster Management Authority;
- d) "Must", or "mandatory" means a requirement that must be met in order for a Proposal to receive consideration;
- e) "Proposal" means a proposal submitted in response to this RFP;
- f) "RFP" means this Request for Proposal; and
- g) "Should" or "desirable" means a requirement having a significant degree of importance to the objectives of RFP.

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1. EXECUTIVE SUMMARY

(A) Background :

The Guwahati Emergency Management Exercise is a weeklong preparedness exercise, proposed to be held from 14th December, 2015 to 18th December, 2015. This exercise is designed to harness the strength and capabilities of the State emergency responders, educational institutions, hospitals, humanitarian agencies etc. as they prepare to meet the urban catastrophes of the City of Guwahati.

The weeklong exercise comprises of 11 training tracks, a table top and field drill. It will involve a large number of people and towards this end, Assam State Disaster Management Authority is inviting proposals from Registered Firms/ Catering services /Agencies/Food Vendor for supply of food packets (Morning tea & snacks/ Lunch /evening tea & snacks) during the Exercise (GEMEx)-2015 scheduled to be held at Guwahati City w .e. f. 14th Dec, 2015 to 18th Dec,2015 at different venues to be decided by District Disaster Management Authority (DDMA), Guwahati.

(B) Scope of work:

To Supply food packets as per tentative schedule given below:

Sl. No	Date & Time		Sample of specification for food packets/ items	Nos. to be Provided (Approx)
1	14/12/2015 at 11.30 AM	Inaugural Function: High Tea for Invitees	Veg Puff, Walnut brownie/ Pastry, Kaju, Cookies, One sweet item, Milk Tea and Coffee	50
2	14/12/2015 at 11.30 AM	Tea and snacks for participants	Sandwich or Veg-Patties or Kachori/ one egg boiled/ one sweet items/ one banana etc. and Milk Tea.	800
3	15 th to 18 th Dec,2015 at 11.00AM	Morning Tea (Breakfast)	Sandwich or Veg-Patties or Kachori/ one egg boiled/ one sweet items/ one banana etc. and Milk Tea.	700
4	14 th to 16 th Dec,2015 at 1.30 PM	Lunch (1.15 pm-1.30 pm)	Plain Rice, Dal, one Veg Item/ Paneer/ papad/salad and one sweet item.	700
5	14 th to 16 th Dec,2015 at 3.00 PM	Evening Tea (3.00 pm- 3.15 pm)	Milk Tea and Biscuits/ Singara or Kachori.	700

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6	17 th Dec 2015	Lunch (1.00)	Plain Rice, Dal, one Veg Item/ Paneer/ papad/salad and one sweet item.	800
7	18 th Dec 2015	Lunch (1.00 PM)	Plain Rice, Dal, one Veg Item/ Paneer/ papad/salad and one sweet item.	2000
8.	18 th Dec,2015 at 3.30 PM	Valedictory functions : High Tea for invitees	Veg Puff, Walnut brownie/ Pastry, Kaju, Cookies, One sweet item, Milk Tea and Coffee	50
9.	18 th Dec,2015 at 3.30 PM	Tea and snacks for participants	Sandwich or Veg-Patties or Kachori/ one egg boiled/ one sweet items/ one banana etc. and Milk Tea.	700

Note:

- i. The food packets must contain tissue paper/ spoon in sealed packet and food items should be clean hygienic and of good quality.
- ii. Items will be finalized after discussion.
- iii. The packets must be delivered at the different training venues well before the time specified.

2. RFP Process:

The Authority is the Work Order issuing authority as relates to this RFP.

- i. This RFP is illustrative in nature and all narrations are intended to be used by the applicant as a preliminary background explanation. This RFP does not necessarily contain all relevant information and the Authority reserves the right to amend its requirements or the information contained in this document at any time during the RFP process.
- ii. The Authority offer no warranties in regard to the information contained in this RFP and shall not be liable for any loss or damage as relates to this RFP for any applicant, potential applicant or any other third party arising as a result of reliance on this RFP's information or any subsequent communication.
- iii. If the Authority decides to select an applicant for the services, at that time a detailed Work Order will be issued to the applicant selected. This Work Order will not be made available until the selection of a successful applicant.
- iv. Neither the RFP document nor any other related document shall constitute a contract or agreement with Authority
- v. The Authority reserves the right to disqualify any applicant who provides information which later proves to be incorrect, or which does not supply the information required by this RFP.
- vi) The Authority will not be liable for any costs of any applicant participating in this RFP.

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vii) The submission of a response to this RFP by any applicant or potential applicant confirms the applicant or potential applicant's acceptance of all terms and conditions of this RFP.

viii) Respondents to this RFP or their agents may not make any contact with any party employed or directly associated with the Authority as relates to this RFP. *Any query/ requests for clarifications on the RFP by the Applicant should be sent via e-mail (only) to asdmaghy@gmail.com.*

4. INSTRUCTIONS TO APPLICANT

A. General Requirements

- a) The response to RFP is required to address all Eligibility criteria contained within this RFP.
- b) Only proposals submitted strictly in accordance with the RFP Documents or as may be required by the Authority will be considered as valid proposals by the Authority.
- c) The RFP is not a Work Order. A separate Work Order will be made available only after selection of the preferred applicant.
- d) All information supplied by the Authority in connection with this RFP shall be treated as confidential.

B. Timetable

The RFP timetable is given below. The Authority retains the right to vary or discontinue the process or any part thereof at its absolute discretion. The summary of various activities with regard to this invitation of bids are listed in the table below:

<i>Activity</i>	<i>Date</i>
Issue of RFP Document	16 th November,, 2015
Deadline for Proposal submission	26 th November, 2015 (3:00 pm)
Pre-bid Meeting and submission of queries/requests for clarification	20 th November, 2015 (3:00 pm)
Opening of Eligibility Criteria	Will be notified later

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C. SUBMISSION OF RFP Document:

1. Potential Applicant must complete and sign the Undertaking at **ANNEXURE - 1**
2. Only one original form of proposal signed by the authorised signatory in ink is required by the Authority. No typed or pencil signatures will be accepted.
3. Applicants are required to submit one printed original hard copy of the proposal document and one electronic copy in Microsoft Word/PDF format. The printed copy of the documents will be taken to be correct if there is any inconsistency between the versions.
4. The proposal submitted must be without any overwriting, corrections, double typing, etc.
5. Applicant will submit their proposal in two parts. The first part will contain documents relating to Technical bid and the second part will contain the documents relating to contain the **financial proposal**.
6. The documents containing the Technical bid and Financial bid should be submitted in two separate sealed envelope marked "**Eligibility Criteria**" & "**Financial Proposal**".
7. The two sealed envelopes should then be submitted in one sealed envelope super scribed with the wordings "**Confidential RFP Document - Do not open**" and this envelope should be clearly marked "Supply food packets (Morning tea & snacks/ Lunch /evening tea & snacks) during the Guwahati Emergency Management Exercise (GEMEx)-2015 scheduled to be held at Guwahati City w .e. f. 14th Dec,2015 to 18th Dec,2015.
8. The cover thus prepared should also indicate clearly the Name, Address, Email id and telephone number of the Bidder to enable the Bid to be returned unopened in case it is declared "Late".
9. The Eligible Criteria and Financial Bid should be a complete document and should be bound as a volume separately. The document should be page numbered and appropriately flagged and contain the list of contents with page numbers. The deficiency in documentation may result in the rejection of the Bid.
10. The sealed envelope containing the proposal must be received in the office of the Chief Executive Officer by **3.00 PM** on any working day up to 26-11 — **2015**. Envelopes /documents received after the stated time and date will be rejected.

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D) Preparation of RFP Document

1. For Technical Bid:

- i. Registration Certificate of the firms/ food vendor/catering agency.
- ii. The firm/ vendor should have an experience of providing the food packets for than 1000 people.
- iii. PAN card issued by Income Tax Department to be submitted
- iv. VAT registration certificate issued by the competent authority

The Financial bid of only those Agencies who qualifies the above technical criteria will be analyzed and evaluated.

Note: Agency must provide necessary supporting documents as proof in respect of the eligibility criteria mentioned above

2. Financial Bid :The rate must be quoted as per the following format:

Sl. No	Food Packets	Rate per packet (inclusive of all taxes)	Total (inclusive of all taxes)	Remarks, if any
1	Inaugural Function: High Tea			
2	Morning Tea			
3	Lunch			
4	Evening Tea			
5	Valedictory functions : High Tea			

E) Period of Validity

Proposals shall remain be valid for Guwahati Emergency Management Exercise (GEMEx)-2015 .

5. EVALUATION OF PROPOSAL

The evaluation would consist of following phases:

Phase I: Evaluation of Technical Bids.

Phase II: Evaluation of Financial Bids.

Phase I: Evaluation of Technical Bid:

In this part the Agency will be evaluated for the fulfillment of the conditions specified in the Technical Criteria under Clause 1(D).

Phase II: Evaluation of Financial Bids:

The rate must be quoted as per the following format:

Sl. No	Food Packets	Rate per packet (inclusive of all taxes)	Total (inclusive of all taxes)	Remarks, if any
1	Inaugural Function: High Tea			
2	Morning Tea			
3	Lunch			
4	Evening Tea			
5	Valedictory functions : High Tea			

Note:

- i. The L1 rate will become the ASDMA rate.
- ii. The Tender Evaluation Committee is not bound to accept the lowest rate. Any correction/alteration/modification must be initiated by the tenderer

6. Right to Vary Scope of work at the time of Award:

The Authority may at any time, by a written order given to the Bidder, make changes within the general scope of the Work. If any such change causes an increase or decrease in the cost of, or the time required for, the Bidder's performance of any part of the work, whether changed or not changed by the order, an equitable adjustment shall be made in the agreed Price or delivery schedule, or both, and the Work Order shall accordingly be amended. Any claims by the Bidder for adjustment under this Clause must be asserted within 15 days from the date of the Bidder's receipt of the Authority's changed order.

7. Right to accept any Bid and to reject any or all Bids:

The Authority reserves the right to accept any bid, and to annul the RFP process and reject any or all bids at any time prior to award of work, without thereby incurring any liability to

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the affected Bidder or Bidder or any obligation to inform the affected Bidder or Bidder of the grounds for the Authority's action.

8. Notification of Award:

Prior to the expiration of the period of bid validity, the Authority will notify the successful Bidder by e-mail or in writing, by registered letter that its bid has been accepted.

9. Issuing the Work Order:

At the same time as the Authority notifies the successful Bidder that its bid has been accepted, the Authority will send the Work Order, incorporating its requirements including the conditions laid down in the RFP. Within 7 days of receipt of the Work Order, the successful Bidder shall sign and date the Work Order and return a copy to the Authority as a token of acceptance of the requirements laid down.

10. Performance Guarantee:

The successful agency will execute a Performance Guarantee for **10 %** of the total value of the contract in the form of Account Payee Demand Draft or a Bank Guarantee from a Nationalized Commercial Bank in an acceptable form. The Performance Guarantee should remain valid for a period of 60 days beyond the date of completion of the project.

11. Confidentiality of the Document:

This RFP is confidential and anything contained in this RFP shall not be disclosed in any manner, whatsoever.

12. Rejection Criteria:

The undersigned reserves the right to accept or reject any quotation or rate , either in part or in whole, without assigning any reason thereof.

Besides other conditions and terms highlighted in the RFP document, bids may be rejected under following circumstances:

- Incomplete bids that do not quote for the complete Scope of Work as indicated in the bidding documents, addendum (if any) and any subsequent information given to the Bidder
- Bids providing information that are found to be incorrect/ misleading at any stage / time during the RFP Process
- Technical Bid containing financial details
- Bids that reveal prices in any form or by any reason before opening the Financial Bid
- Bids not submitted in Two Bid systems in separate envelopes.



- Bids in which the total lump sum price quoted by the Bidder is not inclusive of all taxes, duties, fees, levies, works contract tax and other charges
- Bids made through Telex /Telegraphic / Fax/E. Mail
- Bids which do not confirm unconditional validity of the bid for 90 days from the date of opening of bid
- Bids where prices are not firm during the entire duration of the contract and / or with any qualifications
- Bids that do not confirm unconditional acceptance of full responsibility of executing the 'Scope of Work' of this RFP
- Bids in which the Bidder seeks to influence the Authority's bid evaluation, bid comparison or contract award decisions.

13. General

i) Bidder shall not make any alteration / changes in the bid after the closing time and date. Unsolicited correspondences from Bidder will not be considered.

ii) If at any stage of RFP process or during the currency of the Work, any suppression / falsification of such information is brought to the knowledge of the Authority, the Authority shall have the right to reject the bid or cancel the Work Order, as the case may be, without any compensation to the Bidder.

iii) The Bidder shall deem to have complied with all clauses in the RFP under all the sections/chapters of the Bidding document, unless otherwise stated in the deviation statement. Evaluation will be carried out on the available information in the bid.

iv) Any other point, which may arise at the time of evaluation, will be decided by Authority for assessment of the bids.

v) Other important Information

- a) The Authority reserves the Right to place an order for the full or part quantities under any items of work under Scope of work
- b) After issue of the Work Order the Performance Guarantee will be forfeited in case of undue delays in performance by the agency.
- c) The Authority reserves the right to cancel the Work Order of any agency/ agencies in case of change in the procedures or unsatisfactory services.
- d) In the event of any dispute, the tribunals and courts in Guwahati will have the exclusive jurisdiction in respect of all matters pertaining to the agreement between the Consultant/Organization/Institute and the Authority.

Annexure - A

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UNDERTAKING

TO: The Chief Executive Officer
Assam State Disaster Management Authority
Assam State Secretariat
Dispur, Guwahati

I/We _____
Of (insert business address)

Hereby submit our proposal in response to the Request for Proposal (RFP) for Supply food packets (Morning tea & snacks/ Lunch /evening tea & snacks) during the Guwahati Emergency Management Exercise (GEMEx)-2015 scheduled to be held at Guwahati City w .e. f. 14th Dec,2015 to 18th Dec,2015and undertake to execute and complete the services as we will be reasonably required to be performed, in accordance with our proposal, the RFP requirements and the final work order to be issued by the Authority.

This RFP shall remain valid to be accepted by the Authority and shall not be withdrawn for a period of ____days from _____.

I/We understand that the Authority reserves the right to accept / reject any application and the selection is at their sole discretion.

Authorized Signature

Name in full:

Agency Name

Title

Date

