



**GOVERNMENT OF ASSAM**  
**ASSAM HEALTH INFRASTRUCTURE DEVELOPMENT AND MANAGEMENT SOCIETY**  
**4<sup>th</sup> Floor, Nayantara Supermarket, Sixmile, Guwahati-781022**

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**REQUEST FOR BID**  
for providing  
**"Accommodation, Food & Conference Facility"**

**RFB No. AHIDMS/JICA/AHSSP/Catering/106/2023/77 dated: 28/02/2025**

Sealed tenders are invited in two bid system i.e. (i) Technical Bid, and (ii) Price Bid by The **Assam Health Infrastructure Development and Management Society, 4<sup>th</sup> Floor, Nayantara Supermarket complex, Sixmile, Guwahati-781022** from experienced Hotels/Resorts located in the area spread around **5 Kms** from its office premise located at Sixmile, to empanel them for providing "**Accommodation, Food & Conference Facility**" during the various programmes organized by AHIDM Society from time to time.

1. Details of terms & conditions of the tender can be obtained from the address given below on all working days (except 2<sup>nd</sup> & 4<sup>th</sup> Saturday & Sunday) between 1000 hrs. to 1730 hrs from **01/03/2025**. The tender document may also be downloaded from AHIDM Society's website [www.ahidms.gov.in](http://www.ahidms.gov.in) and [www.sppp.assam.gov.in](http://www.sppp.assam.gov.in)
2. The sealed tender, super scribed at the top of envelopes as "**Offers for empanelment for Accommodation, Food & Conference Facility**", containing Technical Bid and EMD amount of INR 34,500.00 in a separate envelop, Price Bid in a separate envelop, should be submitted at the address given below or if sent by post or courier, it should reach at the address below latest by 1400 hrs. on **25/03/2025**.  
**The Project Director, Assam Health Infrastructure Development and Management Society,  
4<sup>th</sup> Floor, Nayantara Supermarket Complex, Guwahati-781022**
3. Tenders received after the above-mentioned date and time shall not be accepted.
4. Technical Bids shall be opened on **25/03/2025** at 1600 hrs in the presence of Bid evaluation committee and the representatives of bidders, who wish to be present during the technical opening.
5. Price Bid shall be opened for those bidders only who qualifies technically and suitable date and time will be communicated later to the technically qualified bidders.
6. Pre-bid meeting of the prospective bidders will be held on **07/ 03/2025** at 1400 hrs in the Conference Hall of AHIDMS. All interested tenderer are invited to attend the same.
7. AHIDMS reserves the right to accept or reject any offer or empanel more than one bidder without assigning any reasons thereof, and to amend the terms and conditions before award of the contract.

Sd/-  
**Project Director,  
AHIDMS**

## The terms and conditions for the contract

### **1.0 Definitions: -**

- 1.1 "AHIDMS" shall mean the Assam Health Infrastructure Development & Management Society, 4<sup>th</sup> Floor, Nayantara Supermarket Complex, Guwahati-781022 and shall include their legal representatives, successors and permitted assignees.
- 1.2 "Contract" means and includes the documents forming the tender and acceptance thereof together with the documents referred to therein including the conditions.
- 1.3 "bidder" shall mean provider of required **Accommodation, Food & Conference Facility** e.g. experienced Hotels/Resorts and shall include the legal representative of such individual or the persons or the permitted assignee of the same.
- 1.4 "Competent Authority" means Project Director of AHIDMS and his nominated representative.

### **2.0 Instructions To Bidders For Providing Accommodation, Food & Conference Facility:**

- 2.1 The bidder located in the area spread around **5 Kms** from AHIDM Society, Nayantara Supermarket Complex, Sixmile, Guwahati- 781022 only shall be eligible for submission of tender.
- 2.2 All bidders may submit their Technical Bid, Price Bid in prescribed proforma attached in the tender documents and the EMD in separate sealed envelopes inside the technical bid envelop and addressed to Project Director, 4<sup>th</sup> Floor, Nayantara supermarket Complex, Sixmile, Guwahati -781022 on or before 25/ 03 /2025 up to 1400 hrs.
- 2.3 The tenders shall be accompanied with a DD / Pay Order for Rs. 34,500.00 (Rupees Thirty four Thousand Five Hundred only) drawn in the favor of "**Assam Health Infrastructure Development & Management Society (AHIDMS)**" payable at "**Guwahati**" being the Earnest Money Deposit for the above-mentioned job. EMD of all tenderers will be refunded without interest after issue of the award letter for empanelment. AHIDMS reserves the right to forfeit the EMD amount in case the successful bidder withdraws their offer within the bid validity or subsequent to placement of order.
- 2.4 Price Bids shall be opened for those tenders only which qualify technically and on the basis of recommendation by the Bid Evaluation committee. Suitable date and time for opening price bids shall be communicated to the technically qualified tenders subsequently.
- 2.5 **AHIDMS shall be empanelling suitable bidders (Numbers not specified)** from Guwahati which are located in the area spread around 5 Kms from AHIDM Society at Sixmile for providing "**Accommodation, Food & Conference Facility** " for various Programmes of the office.
- 2.6 The bidder should have accommodation facility to accommodate 40-60 guests at a time with no less than 40 independent AC rooms having not less than 150 sq ft of floor area per room and with at least 25 no's of car parking available within the campus. **Under the same roof** it should have a well equipped Air conditioned conference hall of minimum 60 seater capacity including all the audio visual amenities like projector, screen, white board, podium, microphones, speakers, chairs to the capacity, etc. and having capacity to provide food in buffet serving basis for the participants.
- 2.7 **The accommodation facility must have proper in-house** arrangements to provide meals (Breakfast/Lunch/Dinner/snacks) as per the requirement.
- 2.8 **Date of issue of DD for EMD should not be before the date of publishing of tender notice.** Tenders received without relevant documents for meeting eligibility requirements shall not be considered for opening of price bid.

- 2.9 The tenders shall be valid for a period of 120 days from the date of the opening of Technical Bid.
- 2.10 Bidders are requested to quote their **most competitive rates** (as per the format specified in **Schedule 'B'**).
- 2.11 The Rates should be quoted separately for Conference facility with high tea, normal Tea, Lunch/Dinner and single/ double occupancy Room with breakfast & one major meal as per the standard menu as mentioned in the '**Schedule 'C'**'. **The rates quoted should be excluding the taxes (as applicable).**
- 2.12 The Minimum guaranteed no. of persons may be taken as **20** for each gathering.
- 2.13 Technical Bids shall have to be submitted with the documents as notified in **Schedule 'A'** and Price Bids as per format in **Schedule 'B'** respectively.
- 2.14 The successful bidder shall submit performance security deposit of Rs. 51,500/- by way of DD / Bank Guarantee in favour of "**Assam Health Infrastructure Development & Management Society**" from any Nationalized Bank which shall only be released after three months from the date of the completion of the contract. The security deposit shall be interest free.
- 2.15 The security amount shall be forfeited if the bidder refuses to supply the order without any genuine reason or without prior notice.
- 2.16 Conditional tenders shall be rejected out-rightly.
- 2.17 The Bidder shall not sub-contract the services in full or part without obtaining the consent from the authority in writing.
- 2.18 Either party shall be entitled to terminate the contract by giving 30 days' notice in writing to the other party without prejudice to other rights and remedies available to it.
- 2.19 AHIDMS reserves the right to modify and / or amend any of the above stipulated conditions / criteria depending upon its requirement. AHIDMS also reserves the right to cancel the tender without assigning any reason thereof.
- 2.20 The empaneled Bidder(s) shall be responsible to make arrangement of the service only on the written/mail request of the authorized officer of AHIDMS.
- 2.21 AHIDM Society shall place its requirement for accommodation, conference facility with food etc. at least three (03) days prior to the actual date of requirement/events. Empaneled Bidder must provide the service on said date or may suggest an alternative date which falls within three (03) subsequent days. If the empaneled Bidder fails to provide services on date of requirement as mentioned by AHIDMS or fails to provide alternative date which falls within three (03) subsequent days, the performance security shall be invoked.
- 2.22 Initially the period of empanelment of Bidder would be for one year from the date of receipt of award letter which shall be extendable on the basis of performance and mutual agreement.
- 2.23 The bidders should have the compliance of all the relevant Laws, Acts and regulations as applicable from time to time.
- 2.24 After opening the technical bid, the committee of AHIDMS shall visit the establishment of eligible Bidders, to check the facilities like rooms for accommodation, Pantry, cooking areas, conference hall and its facility provided by each bidder. In case the committee finds any of the facilities mentioned above unsuitable, the offer of the bidder shall be cancelled.
- 2.25 On the basis of the report of the committee, the offers shall be shortlisted to provide services on quoted/negotiated rates and other terms & conditions.
- 2.26 AHIDMS may terminate the contract by giving a notice of 30 days in case of breach of any of the terms in the contract or any one or more clauses or if the proprietor of the caterer becomes insolvent or fails / neglects to carry out instructions of AHIDMS.

### **3.0 INSTRUCTIONS RELATED TO ACCOMODATION AND FOOD ARRANGEMENTS:**

- 3.1 The bidder shall have to make the arrangement of providing food (as per annexure-c) while using conference facility and shall **not be paid separately** for the following items:

- i. Tea / Lunch / Dinner while using conference facility shall be served in buffet system generally. However, in special cases tea may be required to be served inside the conference hall on table service without any additional cost.
  - ii. Tables with tablecloth and other utensils for serving and crockery shall be provided by the bidder without any additional charges. Same shall be applicable for the conference hall facility also along with numbers of chairs to the capacity of the conference hall.
  - iii. The bidder shall provide enough waiters in proper uniform to serve the guests.
  - v. Drinking water (only mineral water) and tissue paper / napkins shall be provided by the caterer without any additional cost.
- 3.2 Rooms for accommodation having floor area of not less than 150 sq ft/room should be neat and clean with attached bathrooms consisting of all the basic amenities, such as good quality water, comfortable bed with quality mattress and pillows, Clean Towels, study table with chair, sufficient lighting, 24 x 7 power backup, wardrobes, Looking Mirror, shaving kit, Dental kit, hot & normal shower, hair dryer etc. and must have regular housekeeping service. Room for accommodation shall (irrespective of single occupancy or double occupancy) include breakfast and one major meal as per the menu mentioned in Annexure-C
- 3.3 The quality of the Rooms and meal shall be of influential level. It should not cause any health related issues to the guests. AHIDMS will make necessary recovery in case the quality of food creates health issues on consumption.

#### **4.0 TERMS OF PAYMENT: -**

The bills raised by the empanelled bidder shall clearly mention the billing components (standard menu/room rent plus additional items per person) plus taxes etc. The bill should be accompanied with the signatures of the officer in-charge of the programme and booking order duly issued by authorized signatory from the AHIDM Society. The empanelled bidder shall submit the bills to Project Director, AHIDMS.

#### **5.0 ELIGIBILITY CRITERIA FOR BIDDERS: -**

In order to become eligible, the caterers should have the following qualifications:-

- a.** Registration of ownership/lease agreement.
- b.** Registration for GST
- c.** Income Tax Registration
- d.** Registration with Safety & Food License by Dept. of Food and Safety Govt. of Assam and having valid FSSAI certificate.
- e.** Average Annual turnover of the bidder last three financial year (2021-22, 2022-23, 2023-24) should be at least INR 25 Lakh.
- f.** The Bidder should have an experience of at least organizing Five (5) events/conference/training etc. in which **Conference with Food services** were provided for the programmes organized by State/Central Govt. Departments/ Institutions / PSUs or any other organization in the last one year starting from 1<sup>st</sup> January 2024. Documentary evidence to that extent is to be provided as part of the Technical bid.

*(Note : In case hotel/resorts are operating by the bidder under a separate firm/company name using the GST registration of the firm/company, the requirement mentioned in b,c,e must be comply by the firm/company)*

## **6.0 DOCUMENTS TO BE ACCOMPANIED IN TECHNICAL BID:**

The Technical Bid shall comprise of the following documents:-

- a) D.D/ Pay order for Earnest Money Deposit (EMD) of Rs.34,500/-.
- b) Photocopy of the valid ownership/ lease certificate.
- c) Photocopy of valid GST Registration certificate in the name of registered owner.
- d) Photocopy of PAN and Income Tax Certificate in the name of registered owner.
- e) Audited Balance sheet for last three financial financial year or CA certificate showing turnover
- f) Photocopy of the valid license issued by Food safety and Standards Authority of India (FSSAI) / Deptt. of Food and Safety Govt. of Assam.
- g) Photocopy of Experience certificate of at least organizing Five (5) events/conference/training etc. in which **Conference with Food services** were provided for the programmes organized by State/Central Govt. Departments/ Institutions / PSUs or any other organization in the last one year starting from 1<sup>st</sup> January 2024.
- h) Photograph of Single / double occupancy Rooms, Pantry Area, Dish washing areas, Conference rooms/halls and photograph of previously performed program with State Govt. Department/ Central Govt. Department/institution/ PSU or any other organization(if any)
- i) A self-declaration mentioning total rooms, floor area of each room and total parking area in the hotel/resorts.

## **7.0 Evaluation Criteria :**

The Price bid of the technically qualified bidders shall be opened and the price bid of the technically unqualified bidders shall not be opened. For the evaluation purpose Total Amount (A) appeared in the Price Bid format shall be considered and the lowest quoted technically qualified bidder shall be emerged as successful bidder. AHIDMS may empanel more than one bidder subject to their overall quoted price is within 10% variance with the lowest quoted technically qualified bidder. However such empanelled bidder must agree to match the price with the lowest quoted bidder.

## **8.0 ARBITRATION: -**

If any disputes or differences relating to the interpretation, termination and meaning of the words, terms, scope, and instructions, mentioned in tender document/contract and as to the quality of work or performance of the bidder/tenderer, any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to tender document/contract, scope, instructions, orders or these conditions; or otherwise concerning the performance of the contract or the validity or the breach thereof, shall be referred by either party to the Project Director of the AHIDM Society who shall refer the matter for adjudication to the Sole Arbitrator. There shall be no objection to the said appointment of the Arbitrator. The award of the Sole Arbitrator shall be final and binding on the parties.

In case, the Arbitrator so appointed dies, neglect or refuses to act as an Arbitrator or is otherwise unable to act for any reason whatsoever, it shall be lawful for the Project director of AHIDM Society to appoint another Arbitrator in place of such Arbitrator in the manner as aforesaid, who shall be entitled to proceed with the reference from the stage where the earlier arbitrator left the proceeding.

The venue of the Arbitration shall be at Guwahati and shall be governed by provisions of the Arbitration & Conciliation Act 1996 as amended by the Arbitration & Conciliation (Amendment) Act 20 (3 of 2016) and amended from time to time.

Terms & Conditions accepted.

**(Signature of bidder)**  
**Authorized Signatory with seal**

**Project Director**

**TECHNICAL BID**

1. EMD of Rs. 34,500/- (Rupees thirty four Thousand five Hundred only).
2. Photocopy of the valid ownership/lease certificate of the facility.
3. Photocopy of valid GST Registration certificate in the name of registered owner.
4. Photocopy of PAN or Income Tax Registration Certificate in the name of registered owner.
5. Audited Balance sheet of the last financial year or CA certified Turn Over.
6. Photocopy of the valid certificate of registration from competent authority from FSSAI / Govt. of Assam
7. Experience certificate of at least organizing Five (5) events/conference/training etc. in which **Conference with Food services** were provided for the programmes organized by State/Central Govt. Departments/ Institutions / PSUs or any other organization in the last one year starting from 1<sup>st</sup> January 2024
8. Signed and stamped copy of the terms and conditions of the tender document.
9. Photograph of single/double occupancy rooms, Pantry Area, Dish washing areas, Conference rooms/halls and photograph of previously performed program with State Govt. Department/ Central Govt. Department/institution/ PSU or any other organization(if any)
10. A self-declaration mentioning total rooms, floor area of each room and total parking area in the hotel/resorts.

**Note: Tenderer must enclose self-attested copies of the aforesaid documents**

Date :

Place:

Signature

Authorized Signatory of the bidder (With name and Stamp)

**PRICE BID**

<b>Sl. No.</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Units</b>	<b>Rate (Rs.)</b>	<b>Amount (Rs)</b>
<b>I.</b>	<b>II.</b>	<b>III.</b>	<b>IV.</b>	<b>V.</b>	<b>VI.</b>
1	Conference facility including two time tea, and Lunch/Dinner on per day basis. Menu for tea, and Lunch/Dinner are mentioned in Annexure-C	1	Pax		
2	Room Rent (Single occupancy) with breakfast & One major meal. Menu for Breakfast, and Lunch/Dinner are mentioned in Annexure-C	1	Room		
3	Room Rent (Double occupancy) with breakfast & One major meal. Menu for Breakfast, and Lunch/Dinner are mentioned in Annexure-C	1	Room		
<b>Total Amount (TA):</b>					
<b>Total Amount in Figures:</b>					
<b>Total Amount in Words:</b>					

**N.B:**

1. The rates are to be quoted excluding GST.
2. No other taxes will be applicable except GST.
3. **The Minimum guaranteed no. of persons may be taken as 20 pax for each serving of Tea/ Lunch/ Dinner while using conference facility. However, in the financial bid format above, bidder has to quote for one (1) unit/pax only for determining the unit price and for evaluation purpose.**
4. For the evaluation purpose Total Amount (TA) shall be considered. Technically qualified bidder who quotes lowest Total Amount (TA) shall be emerged as successful bidder.
5. In case of arithmetical error by the bidder, the same shall be corrected during the financial evaluation.
6. In case, if any bidder, does not quote for any of the items, bid shall not be considered for further evaluation and shall be rejected.
7. Please note that bidder's who do not have in house conference hall and dining facility, accommodation facilities shall not be considered for evaluation.

**Date:****Place:****Signature:****Authorized Signatory of the bidder (With name and Stamp)**



**Details of items included in the menu**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Items included</b>
1.	Conference Tea menu ( 2 times per day)	<ul style="list-style-type: none"> <li>i. Tea, Coffee.</li> <li>ii. One pc. Veg. Sandwich/ Spring roll/ Cutlet.</li> <li>iii. Assamese Pitha (khola/ghila), laddoo (coconut)</li> <li>iv. Cookies (sweet &amp; salted)</li> </ul>
2.	Conference Lunch /Dinner menu	<ul style="list-style-type: none"> <li>i. Two Soup item (one Veg &amp; one Non veg.)</li> <li>ii. Two Starter item (one Veg &amp; one Non veg.)</li> <li>iii. Three Salad item</li> <li>iv. One seasonal Mix veg./kofta items</li> <li>v. One dal item</li> <li>vi. Two rice item/Noodles</li> <li>vii. Two Assorted Indian bread items</li> <li>viii. One Fish item</li> <li>ix. One Chicken item</li> <li>x. One paneer item</li> <li>xi. Two Dessert items.</li> <li>xii. Papad, chutney, achaar,etc.</li> <li>xiii. Regular Mineral water to be provided in conventional Water glass /Bio degradable glass.</li> </ul>
3.	One major meal menu for the guest who will stay in the Hotel/Resort	<ul style="list-style-type: none"> <li>i. One Soup item</li> <li>ii. Two Starter items (one Veg &amp; one Non veg.)</li> <li>iii. Two Salad items</li> <li>iv. Two rice item/ Noodles</li> <li>v. One Chicken/ Fish item</li> <li>vi. One Paneer item</li> <li>vii. One dal item</li> <li>viii. One Mix veg item</li> <li>ix. Papad, chutney, achaar,etc</li> <li>x. Two desert items</li> <li>xi. Regular mineral water to be provided in conventional water glass/ Bio degradable glass</li> </ul>
4	Breakfast Menu for the guest who will stay in the Hotel/Resort	<ul style="list-style-type: none"> <li>i. Tea and Coffee</li> <li>ii. Types of Dosa</li> <li>iii. Choice of Omelet</li> <li>iv. Two types of Cereals with Hot and Cold Milk</li> <li>v. Fresh cut fruits</li> <li>vi. White and Brown Breads with Butter/Jam</li> <li>vii. Muffins/ cup cakes/Tea bun</li> <li>viii. Idly with sambar and two types of Chutney</li> </ul>

		<ul style="list-style-type: none"> <li>ix. Aloo Paratha / Paneer Paratha/ Plain Paratha/Gobi Paratha with curd &amp; pickle</li> <li>x. Banana oats</li> <li>xi. Channa Bathura/Puri Bhaji</li> <li>xii. Sabudana vada/ Upuma/Aloo Bonda/Dal vada/Medhu vada</li> <li>xiii. Sauté English Vegetables/ Baked Beans/Herbs vegetables/Boiled Vegetables</li> <li>xiv. Potato Wedges/Veg Nuggets/Grilled Tomato/Cheesy popcorn/Bread pakora/French Tossed/Croissant</li> <li>xv. Masala Poha</li> <li>xvi. Pan Cake with Honey</li> <li>xvii. Milk shake/ Sweet Lassi/Butter Milk/Komboo Kooza Healthy drink</li> <li>xviii. Protein Salad</li> </ul>
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**In Tea / lunch / Dinner if any item is added other than the above, it shall be chargeable extra at actual (MRP or Rate Card basis).**