

North East Centre for Technology Application and Reach (NECTAR)

Invitation for Bidders to Supply of Food to BCDI c/o NECTAR (for training programs)

Request for Proposal (RFP)

25th August 2025

No-D-15011/1/2023-O/o Sr. Admin Officer

Dated: 25.08.2025

To

All interested and eligible candidates.

Subject: Request for proposal (RFP) from qualified interested vendor to supply Food for the Training Programs of BCDI c/o NECTAR, Agartala, Tripura, for two years-reg.

Dear Sir/Madam,

For and on behalf of BCDI c/o NECTAR, sealed requests for proposal (RFP) are invited as per the subject from the interested and eligible vendors as per the requirements given in the document.

1.	Tender No.	No-D-15011/1/2023-O/o Sr. Admin Officer
2.	Downloading of tender forms	From 11.00 hours on 25.08.2025 to 15.00 hours on 15.09.2025 from the portal www.nectar.org.in and CPPP
3.	Pre-Bid meeting	11.00 hours on 08.09.2025 through virtual mode (NECTAR will provide links on email request. The email ID for communication is satyaranjan@nectar.org.in)
4.	Last date and time for receipt of sealed Tenders	17.00 hours on 15.09.2025
5.	Time and date for opening of Technical bids & Financial bids	15:00 hours on 16.09.2025
6.	Address for communication	Project Coordinator, BCDI c/o NECTAR, Lichubagan, Agartala, West Tripura – 799010
7.	General Terms & Conditions.	As per the Tender Document.
8.	Contact Details	Project Coordinator satyaranjan@nectar.org.in
9.	Validity of offer	For a period of 90 days from the date of opening of the tender.

Note: The sealed envelop should be dispatched through courier/speedpost/registered post to the office of the **Project Coordinator, BCDI c/o NECTAR, Lichubagan, Agartala, West Tripura – 799010** super scribed as " **Application for Supply of Food** ". BCDI c/o NECTAR reserves the right to accept or reject any bids without assigning any reason thereof as its discretion. Entrusted vendors fulfilling the requirements in the RFQ documents are requested to quote the lowest price as per the requirements given in the document below.

Yours faithfully,

Simon Phukan
Sr. Administrative Officer

Section 1: Introduction

About BCDI:

Bamboo & Cane Development Institute (BCDI) was set up at Agartala in 1974 is provides skills to handicraft artisans. North East Centre for Technology Application and Reach (NECTAR), an autonomous institute under the Department of Science and Technology, the Government of India, has been entrusted with the responsibility of running and management of with an objective to provide multi-disciplinary services in the field of skill, design, technology, research, and education.

Request for Quotation:

BCDI C/o NECTAR proposes to participate in the bid for qualified interested vendors to supply food for training programs as per the following descriptions:

S.No.	Menu	Menu Details
1.	General Menu per day per person	Breakfast: Roti, Puri, Sabji, Poha, and Tea.
		Tea & biscuits -2 times
		Lunch/Dinner: Rice, Roti, Dal, Bhaji, Paneer/Sessional veg/Egg/Fish/Chicken, Salad, Papad.
2.	Special Menu per day per person	Breakfast: Roti Sabji / Puri Sabji / Aloo Paratha Dahi / Idli Wada Sambhar/ Upama/Poha/Bread Cutlets (including tea/coffee)
		Tea, coffee with cookies/biscuits -2 times
		Lunch/Dinner: Rice, Roti, Dal, Alu/begun Bhaja (fry), Vegetable, Fish/Chicken, Salad, Papad, & Sweet.
3.	Special Lunch Menu per person.	Rice, Roti, Dal, Alu/begun Bhaja (fry), Vegetable, Panner, Fish/Chicken, Salad, Papad, & Sweet.

Section 2: Invitation of Bids:

NECTAR invites bids for **empanelment (for two years)** to supply food for the training program as per the description mentioned above to BCDI, c/o NECTAR, Agartala.

The Bidders can be a professional individual or a Business entity having adequate experience and exposure to the supply of Food. Bidders must read the complete RFP before submitting the Bids. The bidders should submit their bids in a sealed envelope with technical and Financial proposals as Annexure A/B given at the end of this RFP document.

Section 3: How to Apply and Selection Criteria.

Interested firm / Individual may apply in the prescribed format (Annexure A & B) and submit documentary credentials related to similar work experience and other documents as per details given below (Relevant proof of documents shall be furnished in the bid):

1. Minimum 3 years of experience in the supply of Food and similar fields (perforable for the government sector), and a satisfactory report of the last three years from the concerned department/institute must be attached.
2. Food License from the relevant authority.
3. Must have GST No.
4. Address proof, ID proof, firm's details (if other than an individual).

“Preference will be given to Micro Small & Medium enterprise (MSME), Start-up entities and Class I local suppliers as per the procurement guidance note published by the Department of Expenditure, Ministry of Finance, Govt. of India”.

The application along with documents and a Demand Draft of Rs. 20,000/- (Nil for MSME) in favour of **BCDI c/o NECTAR** as Earnest Money Deposit (EMD) refundable in all respect should be forwarded in a sealed cover by **post/courier/hand** to **the Project Coordinator, BCDI c/o NECTAR, Lichubagan, Agartala, West Tripura – 799010** super scribed as "**Application for Supply of Food**" with proper address, mobile no, email id (if any) of the supplier/vendor. The application should reach by 21 days, i.e., 15.09.2024 (up to 5:00 PM) from the date of the advertisement /tender published in the CPP/website/Other media.

The Bids will be opened by a Committee of Members on a suitable date, which will be intimated. After evaluating the Technical Bid, the financial bid will be opened for qualified bidders, and the lowest bidder's cost will be selected as L-1. The empanelment will be processed after the signing of the standard empanelment agreement with NECTAR as per mutual terms and conditions. Offers of empanelment shall be given to L-2, L-3, etc., if they desire to supply the Food at the rates as revealed by L-1.

All communication and information should be provided in writing.

NECTAR reserve the right to reject the offer submitted in response to this RFP at any stage without assigning any reasons whatsoever.

Annexure-A: Technical Bid-

To be submitted in the sealed envelope super scribed as "Technical Bid" Annexure-A: Technical Bid-

To be submitted in the sealed envelope super scribed as "Technical Bid"

1) Name of the Applicant/Company:

2) Correspondence Address:

3) Contact Number:

4) Email id:

5) Work Experience in the relevant fields:

From [Year]: To [Year]:

6) License from the concerned authority/department (if any).

License No.

Date of Expiery:

7) GST No.

8) If applied as Company/Firm/start-up etc., please specify legal status with supporting documents

(9) Certification: I, the undersigned, certify that to the best of my knowledge and belief, I am ready to supply the Foods as prescribed/described in the tender document and I have full compliance with the quality and quantity to supply.

I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

[Signature of the Authorised person/applicant]

Date: Day/Month/Year

The applicant may attach the documentary evidence in support of experience in supplying the Food for the training purposes of BCDI or as per the requirement.

Annexure B: Financial Bids

Financial bid should be given in the following format in a separate envelope sealed and superscribed as "Financial Bid"

S. No.	Menu Type	Menu Details	Unit Cost (Rs.)
1	General Menu	Breakfast: Roti, Sabji / Puri, Sabji / Poha / Idli-Sambhar / Bread Omelette / Aloo Paratha with Curd / Bread Cutlets + Tea	
		Mid-Morning & Evening: Tea with Biscuits (2 times)	
		Lunch/Dinner (Veg): Rice, Roti, Dal / Rajma / Choley, Bhaji / Bhaja, Paneer or Seasonal Veg / Soybean, Salad, Papad, Pickle	
		Lunch/Dinner (Non-Veg): Option 1: Rice, Roti, Dal, Bhaji / Bhaja, Egg Curry, Salad, Papad, Pickle Option 2: Rice, Roti, Dal, Bhaji / Bhaja, Fish Curry, Salad, Papad, Pickle Option 3: Rice, Roti, Dal, Bhaji / Bhaja, Chicken Curry, Salad, Papad, Pickle	
2	Special Menu	Breakfast: Puri, Sabji / Poha / Idli-Sambhar / Bread Omelette / Aloo Paratha with Curd / Bread Cutlets + Seasonal Fruit + Tea or Coffee	
		Lunch/Dinner (Veg): Rice (Jeera / Fried), Roti, Dal, Alu / Begun Bhaja, Seasonal Veg, Paneer, Salad, Papad, Pickle, Sweet	
		Lunch/Dinner (Non-Veg): Rice (Jeera / Fried), Roti, Dal, Alu / Begun Bhaja, Seasonal Veg, Chicken / Fish, Salad, Papad, Pickle, Sweet	
3	High Tea	Sandwich, Sweet, Cookies, Veg Cutlets / Pakoda, Fried/salted Cashew, Tea / Coffee	

Payment Terms and Conditions, if any to be specified.

Signature:

Name and designation with company seal