



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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