भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान मोहाली

शिक्षा मंत्रालय, भारत सरकार द्वारा स्थापित

सैक्टर 81,नॉलेज सिटी,प. ओ. मनोली, एस. ए. एस. नगर, मोहाली, पंजाब 140306

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI

(Established by Ministry of Education, Govt. of India)

Sector-81, Knowledge city, PO-Manauli, SAS Nagar Mohali-140306, Punjab

PAN No. - AAAAI1781K GSTIN – 03AAAAI1781K2ZS

• **Phone : +91-172- 2240121** • **Extn.: 29, 30, 31** • **Fax : +91-172-2240124** • **http://www.iisermohali.ac.in** • **Email:** tenders@iisermohali.ac.in

CPPP/Institute Website

IISERM(1722)26/27-Pur Dated: 30th May 2026

लघु / सीमित निविदा सूचना
SHORT / LIMITED TENDER NOTICE

निदेशक, आईआईएसईआर मोहाली की ओर से एकल बोली प्रणाली में 16 जून 2026 को आईआईएसईआर मोहाली परिसर में आयोजित होने वाले 15वें दीक्षांत समारोह के लिए खानपान सेवाएं और अन्य व्यवस्थाएं प्रदान करने के लिए नीचे दिए गए विवरण के अनुसार ऑनलाइन निविदाएं आमंत्रित की जाती हैं। सीपीपीपी यानी https://eprocure.gov.in/eprocure/app पर सेवा प्रदाताओं से बीओक्यू सूची। निविदा दस्तावेज कृपया ई-प्रोक्योरमेंट पोर्टल वेबसाइट https://eprocure.gov.in/eprocure/app और संस्थान की वेबसाइट www.iisermohali.ac.in से डाउनलोड किए जा सकते हैं।

Online tenders are invited on behalf of the Director, IISER Mohali in **SINGLE BID SYSTEM** for **Providing Catering Services and other arrangements for 15th Convocation of IISER Mohali 2026 on 16th June 2026 at IISER Mohali Campus** as per terms and conditions & details given below and BOQ list from the service providers at CPPP i.e. **https://eprocure.gov.in/eprocure/app**. Tender documents may please be downloaded from the E-procurement portal website **https://eprocure.gov.in/eprocure/app** & Institute website **www.iisermohali.ac.in.**

Sd/-

सहायक कुलसचिव (क्रय तथा भंडार)

Assistant Registrar (Stores & Purchase)

भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान मोहाली

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CPPP/Institute Website

लघु / सीमित निविदा सूचना
SHORT / LIMITED TENDER NOTICE

Tender Ref.- IISERM(1722)26/27-Pur	Dated : 30th May 2026

Critical Date Sections

Sr.	Description	Date	Time
1.	Tender Publishing Date and time	30th May 2026	6:00pm
2.	Tender Document download start Date & Time	30th May 2026	6:00pm
3.	Bid Submission start Date &Time	30th May 2026	6:00pm
4.	Bid Submission End date and Time	08th June 2026	Upto 11:00am
5.	Tender opening Date and Time	09th June 2026	At 11:30am

Online tenders are invited on behalf of the Director, IISER Mohali in **SINGLE BID SYSTEM** for following item(s) from the service providers at CPPP i.e. **https://eprocure.gov.in/eprocure/app**. Tender documents may please be downloaded from the E-procurement portal website **https://eprocure.gov.in/eprocure/app** & Institute website **www.iisermohali.ac.in.** Online Tender fee of Rs. 590/- (Non-refundable) should be submitted by bidder in favor of IISER Mohali through Online mode in Institute Account (Canara Bank Saving Account Number 4790101001912 and IFSC Code CNRB0004790). However, scanned copy of the Tender fee paid and UTR copy should be uploaded on website along with technical bid. **Micro & MSME/NSIC and Firms registered and the firms registered with concerned Ministries/ Departments, the bidders are exempted from payment of Tender Fee as per GOI notifications/GFR (2017) and Ministry of Finance OM No. F.9/4/2020-PPD dated 12 November 2020.**

Bidders will also be required to execute bond/undertaking Bid Security Declaration Form attached as ANNEXURE-I in lieu of EMD.

ITEM WISE DETAILS

S. No.	Description	Qty. (in units)
1.	**Catering Services and other arrangements for 15th Convocation of IISER Mohali 2026 to be held on 16th June 2026 at IISER Mohali Campus** ***SCOPE OF WORK* (Dinner for Students): As per Annexure – II** **Terms & conditions and instructions for Bidders for compliance on the above:** 1) The number of guests mentioned is only tentative. The actual estimates may increase or decrease. In case of any change the number will be accordingly mentioned in the order. 2) Service stations for food counters, tables and chairs for sitting areas, tents (as per the requirement), crockeries and required manpower for cooking and serving the food will be provided by the caterer. We will only provide the venue. 3) Only neat and clean table cloths should be used at service counters and at eating tables. 4) The area near food counters and sitting areas should be kept clean by the caterer all the time. 5) For Dinner/ High Tea, clean and good quality ceramic plates, steel spoons and forks will be provided by the caterer. 6) Good quality paper napkins should be used during Dinner/High Tea. 7) Tea and Coffee should be served in small, at least 150 ml bone China cups. 8) Water Dispenser 8-10 should be placed for serving normal and cold water for guests. 9) We need 3 food counters during dinner (separate counters for Non-Veg items). 10) Food and drinks should be served by trained service staff and their number should be adequate. 11) Cooking and service staff should be well dressed, preferably uniforms, and they should maintain hygiene at all times. 12) There should not be any delay in serving any food items. 13) Required number of tables for convocation dinner: 50 big round tables (with sitting capacity of 8 people). Number of chairs required: 500. 14) Shamiana/Tent required to be arranged by vendor at the Lawn adjoining the Admin Building. The entrance with flowers decoration inside area of tent to be suitably decorated for soothing ambience to be provided for dinner Shamiana on 16th June, 2026. 15) Shamiana Size: 160 x 180 feet. 16) Number of Coolers & Fans: 20 coolers & 25 fans. 17) The trees coming in the venue area shall be covered with lightings. 18) 50 Waiter/Serving personnel to be deployed. 19) Tent arrangements should be high quality. 20) Garbage disposal is to be arranged by the service provider.	750

Eligibility Criteria for Bidders:

1) The bidder should quote per plate price of each i.e. convocation dinner at 1.1 including Serving personnel and tent arrangement at 1.2 including lighting (DG sets).
2) The bid should specify per plate charge for each meal.
3) **The bidder is required to submit a valid FSSAI certificate.**
4) Rates should FOR basis.
5) Penalty will be imposed of 5% of the cost for each meal where there are delays in service.
6) The right to reject all or any of the quotation and to split up the requirements for itemized L- 1 or relax any or all the above conditions without assigning any reason is reserved by the IISER Mohali**.**

Other terms and conditions:

1. The Caterer must arrange adequate number of serving queues for each meal so that meals can be finished on time. Adequate arrangement for a sufficient number of tandoors (if applicable) and other items must be done to ensure that there is no bottleneck in service.
2. **The expected number for any given meal may be taken as the minimum number for the meal. These numbers are an estimate at present. The numbers may increase and decrease.**
3. **The crockery should be bone china, cutlery should be stainless steel without scratches, and thoroughly cleaned. Sweets/snacks etc. to be served in high-quality plates.**
4. The IISER Mohali reserves the right to change the type of items indicated in the menu.
5. **Serving personnel must be in clean uniforms, with polished shoes, gloves, and heads covered. They should have proper sense of hygiene. Compliance of COVID protocol, as per GOI norms.**
6. There should be proper bins at the venue.
7. **Number of servers, and serving tables should be adequate. (At least 2-3 serving queues).**
8. **The linen should be of high quality (clean/properly ironed). There should be fancy decor in the layout.**
9. *Food must be served warm, as applicable*.
10. Spice levels in the food must be maintained to suit every one's palate.
11. All the foods must be prepared in branded cooking medium.
12. **Caterer must ensure proper hygiene in the serving areas, and thorough cleaning of the serving area must be done after each meal services.**
13. Separate utensils to be used for preparation of veg & non-veg items.

	14. Separate covering for veg & non-veg to be placed. 15. **In case of non-compliance/lapses, Institute reserves the right to impose penalty (upto the value of bill) as decided by the competent authority.**	

A) IMPORTANT NOTES:-

I. **The Price BOQ is in INR format. Bids are invited in INR only.**

II. **The bids should be submitted directly by the service provider.**

III. **All MSME/NSIC/Startup Units shall be considered as per provisions/rules prescribed by Govt. of India.**

B) SUBMISSION OF TENDER

I) All bid/tender documents are to be uploaded online at Central Public Procurement portal i.e. **https://eprocure.gov.in/eprocure/app** only and in the designated cover/ part on the website against tender ID. Tenders/ bids shall be accepted only through online mode and no manual submission of the same shall be entertained. Also upload **Annexure I** (Bid Securing Declaration Form) if registered as **Micro & MSME/NSIC and Firms registered and the firms registered with concerned Ministries/ Departments.** Late tenders will not be accepted.

II) The online bids shall be opened at the office of the Assistant Registrar (S&P), IISER Mohali, on above given date and time. If the tender opening date happens to be on a holiday or non-working day due to any other valid reason, the tender opening process will be attended on the next working day at same time and place. IISER Mohali will not be responsible for any error like missing of schedule data while downloading by the Bidder.

III) **The bidder shall upload the tender documents/NIT duly filled in and stamped by the authorized signatory on each and every page along with all Annexures as per NIT along with checklist and Annexures. Tender not submitted/uploaded in the prescribed form and as per the tender terms and conditions shall be liable for rejection.**

Check List of Documents (signed & stamped) to be provided and attached by the bidder:

S. No.	Particulars of Documents	Yes/No	Page No. (As per bid)
1.	**Tender Notice Document Copy of NIT (duly signed and stamp)**		
2.	**Tender Fee**, if applicable or Exemption Certificate (NSIC/MSME Certificate)		
3.	Undertaking Bid Security Declaration Form – **Annexure-I (on letter head duly signed and stamped)**		
4.	**Attached Copy of PAN**		
5.	**Attached Copy of GST**		
6.	A copy of valid **FSSAI certificate** to be furnished/attached.		

**** If checklist is not provided by the bidder along with ABOVE DOCUMENTS the bid shall be summarily rejected.***

IV) The bidder shall submit scanned copy of the PAN Card, GST number duly signed and stamped. **Also, bidders applying against "MSME/NSIC Certificate" issued by appropriate Authority, should ensure that the certificate attached is relevant to the area of service/supply. For example, If the tender is for "supply & installation of Desktop"** ***the certificate should be issued for activity/area of "Computer supply and services activities etc" otherwise bid will be REJECTED without notice.***

V) A copy of valid **FSSAI certificate** shall be submitted by the bidder.

C) <u>INSTRUCTIONS:</u>

1. The quantity mentioned in this inquiry is and shall be deemed to be only approximate and will not in any manner be binding on the Institute. Before the deadline for submission of the bid, IISER Mohali reserves the right to modify the tender document terms and conditions. Such amendment/modification will be notified on website against said tender ID.
2. The rates offered should be FOR Chandigarh/Mohali in case of firms situated outside Chandigarh/Mohali, and free delivery at the Institute premises in case of local firms. Conditional tenders will be summarily rejected.
3. **GST, applicable as per GOI Norms.**
4. Validity of offer: 45 days.
5. For any corrigendum and addendum please be checked the website https://eprocure.gov.in/eprocure/app and http:/www.iisermohali.ac.in
6. Disputes, if any, shall be subject to jurisdiction in the Court of Mohali only.
7. If any information furnished by the bidder is, at any stage found to be incorrect, false or fabricated, the Institute/purchaser shall have the absolute right to forfeit the security deposits, in addition to cancellation of contract, forfeiting the performance Guarantees/securities and other action in accordance with law, such as black-listing, risk & cost etc.
8. The right to reject all or any of the quotation and to split up the requirements for itemized L-1 (date wise) or relax any or all the above conditions without assigning any reason is reserved by the IISER Mohali. For any corrigendum and addendum please be checked the website https://eprocure.gov.in/eprocure/app and http:/www.iisermohali.ac.in
9. Disputes, if any, shall be subject to jurisdiction in the court of Mohali only.
10. This is a limited tender notice with following prospective caterers:
    a) M/s Concept Tent & Catering, Chandigarh
    b) M/s Savi Caterers and Wedding Planners, Chandigarh
    c) M/s Amayra International, Unit of Chef and Cuisine Caterers
    d) M/s Saini Tent Palace, Mohali
11. In case you want to register yourself to be included for any further limited tender you may submit your details by sending an email to stores@iisermohali.ac.in with details of the organization and experience.

12. Unsolicited bids will not be entertained.

Sd/-

सहायक कुलसचिव (क्रय तथा भंडार)

Assistant Registrar (Stores & Purchase)

ANNEXURE-I

Bid Securing Declaration Form

Date:_____E-Tender No._____E-Tender ID_____

To (insert complete name and address of the purchaser)
I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i)fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders. I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)
in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing he Bid Securing Declaration)
Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on_____day of_____(insert date of signing)
Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to theJoint Venture that submits the bid)

PS: *Furnish the above in original stationary/letter head with signed and sealed.*

ANNEXURE-II

Convocation Dinner: 16th June 2026 (From 8:00 PM)

DINNER MENU (750 people on 16th June 2026)

Menu		
Starters & Mocktails	**Main Dish**	**Desserts**
Fresh Lime, Virgin Mojito, Aam Panna, Jaljeera	Assorted Roti (Butter Naan, Lachha Parantha, Missi Roti, Tandoori Roti)	Ice-cream 2 flavors (Amul)
Chicken Tikka, Chilly Chicken (Non-Veg.)	Rice-Plain (Steam), Veg Pulao	Rabri Jalebi
Mushroom Duplex, Dahi Kabab, Spring Roll (Veg.)	Dal Makhani, Kadhai Paneer, Mix Veg., Chana Butter Masala	Moong Dal Halwa
	Kadhai Chicken	Saunf Packet
	Boondi Raita	
	3 types of Salad, Achaar, Papad	
	Mineral Water with Dispenser (8-10 Dispenser with cooling facility)	

Other Arrangements

High Quality Shamiana: 160 x 180 feet, Round Tables-50, Chairs- 500, Coolers- 20, DG Set, sufficient lighting in the tent etc., decoration at the entrance of tent and inside the tent.

- **Serving Queue – 03**
- **All wires to be properly covered to avoid any obstacles/hindrance for guests during movement inside tent.**
- **Carpeting from entrance to serving queues.**
- **Decoration creating elegant entrance at the tent gate.**