



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

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CPPP/Institute Website

IISERM (1585)22/23-Pur

Dated: 17th November 2022

ई-निविदा आमंत्रित करने की संक्षिप्त सूचना SHORT NOTICE INVITING E-TENDER

आईआईएसईआर मोहाली परिसर में 12 से 16 दिसंबर 2022 तक आयोजित होने वाले डीईई-एचईपी संगोष्ठी के लिए खानपान सेवाएं प्रदान करने के लिए दो बोली प्रणाली में निदेशक, आईआईएसईआर मोहाली की ओर से ऑनलाइन निविदाएं आमंत्रित की जाती हैं। तकनीकी विनिर्देश और नीचे दिए गए विवरण के अनुसार और सीपीपीपी पर मूल निर्माता/आपूर्तिकर्ता से बीओक्यू सूची अर्थात् <https://eprocure.gov.in/eprocure/app> निविदा दस्तावेज ई-प्रोक्योरमेंट पोर्टल की 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 **TWO BID SYSTEM** for **Providing of Catering Services for DAE-HEP Symposium to be held from 12th - 16th December 2022 at IISER Mohali Campus** as per technical specification and 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)



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ई-निविदा आमंत्रित करने की संक्षिप्त सूचना
SHORT NOTICE INVITING E-TENDER

Tender Ref.- IISERM(1585)22/23-Pur

Dated : 17th November 2022

Critical Date Sections

Sr.	Description	Date	Time
1.	Tender Publishing Date and time	17 th November 2022	6:00pm
2.	Tender Document download start Date & Time	17 th November 2022	6:00pm
3.	Bid Submission start Date & Time	17 th November 2022	6:00pm
4.	Pre-Bid Meeting (Venue: Meeting Room, Admin Building)	23rd November 2022	3:00pm
5.	Bid Submission End date and Time	30 th November 2022	Upto 11:00am
6.	Tender opening Date and Time	01 st December 2022	At 11:30am

Online tenders are invited on behalf of the Director, IISER Mohali in **TWO 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 favour 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.	<p><u>Providing of Catering Services for DAE-HEP Symposium to be held from 12th - 16th December 2022 at IISER Mohali Campus</u></p> <p><u>SCOPE OF WORK (Lunch, Dinner, Main Course and Daily Tea & Snacks etc. No. of Heads Day wise Event) : As per Annexure – II</u></p> <p><u>Terms & conditions and instructions for Bidders for compliance of above:</u></p> <ol style="list-style-type: none"> 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) Potential caterers should have prior experience of catering to at least two national/international conferences/convocations with at least 400+participants. 3) 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. 4) Only neat and clean tablecloths should be used at service counters and at eating tables. The tablecloths should be changed on a daily basis. 5) The area near food counters and sitting areas should be kept clean by the caterer all the time. 6) For Tea/Lunch/Dinner clean and good quality ceramic plates, steel spoons and forks will be provided by the caterer. 7) Good quality paper napkins should be used during Tea/Lunch/Dinner. 8) Tea and Coffee should be served in small, at least 150 ml cups, (leak proof) paper cups. 9) Water and cold drinks should be served in large, at least 200 ml cups, (leak proof) paper cups. 10) 6 Water (RO quality) dispensing counters and 4 movable wash basins should be provided during lunch and conference dinner. 11) We need 5 food counters during lunch (separate counters for Non-VEG items). We need 3 food counters for conference dinner (separate counter for Non-VEG items) 12) Food and drinks should be served by trained service staff and their number should be adequate. 13) Cooking and service staff should be well dressed, preferably uniforms, and they should maintain hygiene at all times. 14) There should not be any delay in serving any food items. 15) Required number of tables for lunch: 12 big round tables (with sitting capacity of 6-8 people) and 10 standing eatery platforms (with standing capacity minimum 4 people). Required number of chairs: 150 16) Required number of tables for conference dinner: 20 big round tables (with sitting capacity of 6-8 people) and 10 standing eatery platforms (with standing capacity of minimum 4 people). Number of chairs required: 200 17) Shamiana/Tent required to be arranged by vendor at Community Centre for conference dinner. 18) Arrangement of bonfire/fire pits in the open area during the banquet dinner is also required. 19) 2 Hot water dispensers should be available in the LH complex from 9am to 6:30 pm daily. 	As per List/ Menu

Eligibility Criteria for Bidders:

- 1) The caterer should provide 02 work orders copies; having executed an order of catering services on the occasion of Convocation/conference in academic Institutions of national importance such as IIT/IISERs/NITs serving 400 nos. and above guest and dignitaries in the last five years.
- 2) The bidder should quote per plate price of each i.e. conference lunch, dinner and Daily Tea & Snacks (including all tent arrangement, including serving personnel, lighting (DG sets), sufficient fan and cooler.
- 3) The bid should specify per plate charge for each meal.
- 4) The bidder is required to submit a valid FSSAI certificate.
- 5) Rates should FOR basis.
- 6) Penalty will be imposed of 5% of the cost for each meal where there are delays in service.
- 7) 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.
- 8) Pre-bid meeting: It is mandatory for the bidder to attend pre-bid meeting for understanding the tenting and other requirements. Site-visit to be done on day of pre-bid meeting.

Other terms and conditions:

1. The Institute will fix a consolidated minimum reasonable price for Dinner and Lunch, as a secret cut off. Any bid that is lower than a minimum reasonable price cut off will be rejected.
2. 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.
3. 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.
4. 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.
5. The IISER Mohali reserves the right to change the type of items indicated in the menu.
6. 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.
7. There should be 5-4 proper bins at the venue.
8. Number of servers, and serving tables should be adequate. (At least 2-3 serving queues).

9. The linen should be of high quality (clean/properly ironed). There should be fancy decor in the layout.
10. Food must be served warm, as applicable.
11. Spice levels in the food must be maintained to suit every one's palate.
12. All the foods must be prepared in branded cooking medium.
13. Caterer must ensure proper hygiene in the serving areas, and thorough cleaning of the serving area must be done after each meal services.
14. Separate utensils to be used for preparation of veg & non-veg items.
15. Separate covering for veg & non-veg to be placed.
16. **Proof of work order copies having executed two (02) catering service in Academic Institute of National Importance; Autonomous Bodies IITs/IISERs/NITs/ University executing/serving 400 Nos. and above guest/dignitaries in the last five years to be enclosed along with Technical/Price Bid.**

A) IMPORTANT NOTES:-

- I. The online updated Price BOO is in INR format. Bids are invited in INR only against domestic tender.**
- II. The Online 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.**
- IV. Auto-extension of last date for E-Tenders has been activated by CPP Portal which has participation 2 bids or less.**

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 except tender fee and Annexure I (Bid Securing Declaration Form). 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 necessary Annexures as per NIT. 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 technical bid)
1.	Tender Notice Document Copy of NIT		
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 sealed)		
4.	Attached Copy of PAN		
5.	Attached Copy of GST		
6.	A copy of valid FSSAI certificate attached.		
7.	Copy of two work orders for execution of catering services on the occasion of Convocation/conference in academic Institutions of national importance such as IIT/IISERs/NITs serving 400 nos. and above guest and dignitaries in the last five years.		

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

- IV) The bidder shall upload 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) E-procurement system ensures locking on the scheduled date and time. The system will not accept any bid after the scheduled date and time of submission of bid.
- VI) A copy of valid **FSSAI certificate** shall be submitted by the bidder.

C) INSTRUCTIONS:

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 warranty/performance Guarantees 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 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.

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 the 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 the Joint Venture that submits the bid)

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

ANNEXURE-II

DAE-HEP Symposium: 12 - 16 December 2022

Daily Lunch Menu (For 450 people)

Daily items: Boiled vegetables (30 people), Plain salad (Raddish, Carrot, Beetroot, Onion, Cucumber, Lemon, Green Chili), Basmati rice, Roasted papad, Plain naan and Tandoori roti. Makki roti to be prepared with saag.

	12 Dec 22	13 Dec 22	14 Dec 22	15 Dec 22	16 Dec 22
Dal	Dal Makhani	Kadhi Pakora	Rajma Raseela	Chana dal tadka	Punjabi Chole
Sabji-1	Sarson da saag	x	Mix-veg (seasonal vegetables)	Aloo-Matar ki rasedar sabji	Sarson da saag
Sabji-2	Kadai paneer	Palak paneer	Paneer bhurji	x	x
Non-veg	Saag meat	Karahi chicken	x	Chicken Tikka Butter	Methi Chicken
Sweet	Hot Gulab-Jamun (long one)	Vanilla Ice cream: Amul/Verka/Mother Dairy	Rasgulla	Dhoda/ malpua-rabri	Gajar halwa
Raita	Plain curd	Cucumber raita	Plain curd	Boondi raita	Tomato onion raita

Buffet for conference dinner on 14th December 2022 (For 600 people)

Soup:

Manchurian (veg), Corn soup / Sweet & Sour, Chicken Shorba

Drinks:

Cold Drink (Coke, Fanta, Limca, Thumbs up), Hot drink (Espresso Coffee)

Starter:

Veg: Paneer tikka, Dahi Kebab, Honey cauliflower, hara bhara Kebab.

Non-veg: Chicken Tandoori, Amritsari Fish tikka (to be served with mint chutney)

Shamiana/Tent, tables, decoration, lighting, DG set etc. to be arranged at

the venue i.e. Community Centre of the Institute for conference dinner.

Main course

Salad: Standard salad (Cucumber, Tomato, Radish, Green chili, lemon), Caesar salad, Plain papad, Boondi raita

Veg: Makki di roti + Sarson da saag, Dal Makhani, Chilly Paneer, Tawa fry vegetables

Non Veg: Mutton Rogan Josh, Chicken Biryani

Rice: Plain rice, Navratan Pulao (*to be prepared with Basmati rice*)

Bread basket: Butter naan, Tandoori roti, Lachha paratha, Amritsari Kulcha

Sweets: Moong dal halwa, Rabri & Jalebi, Vanilla ice-cream (Amul/Verka/Mother Dairy)

Tea & Snacks (Dec 12)

Morning: (High Tea for 500 people) Black Tea with milk, Green Tea (with hot water), Espresso Coffee, Veg Cutlet(1), Sweet(1), Brownie / Pastry(1), Chips & Cookies, Sugar cubes, Wooden stirrer

Afternoon: (For 450 people) Black Tea with milk, Green Tea, Coffee, Samosa / Kachori / Dhokla / Pakora / Aloo Tikki, Sugar cubes, Wooden stirrer

Daily Tea & Snacks (450 people, Dec 13, 14, 15, 16)

Morning: Black Tea with milk, Green Tea, Coffee, Cookies, Sugar cubes, Wooden stirrer

Afternoon: Black Tea with milk, Green Tea, Coffee, Samosa / Kachori / Dhokla / Pakora / Aloo Tikki, Sugar cubes, Wooden stirrer