



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: stores@iisermohali.ac.in

CPPP/Institute Website

IISERM(1657)23/24-Pur

Dated: 07th February 2024

लघु/सीमित निविदा सूचना
SHORT/LIMITED TENDER NOTICE

निदेशक, आईआईएसईआर मोहाली की ओर से एकल बोली प्रणाली में 26 फरवरी से 01 मार्च 2024 तक आयोजित होने वाली हेवी कैरोनियम पर 16वीं अंतर्राष्ट्रीय कार्यशाला के अवसर पर खानपान सेवाएं और अन्य व्यवस्थाएं प्रदान करने के लिए नीचे दिए गए नियमों और शर्तों और विवरण के अनुसार निविदाएं आमंत्रित की जाती हैं। सीपीपीपी यानी <https://eprocure.gov.in/epublish/app> पर सेवा प्रदाताओं से बीओक्यू सूची। निविदा दस्तावेज कृपया ई-प्रोक्योरमेंट पोर्टल वेबसाइट <https://eprocure.gov.in/epublish/app> और संस्थान की वेबसाइट www.iisermohali.ac.in से डाउनलोड किए जा सकते हैं।

Tenders are invited on behalf of the Director, IISER Mohali in **SINGLE BID SYSTEM** for **Providing Catering Services and other arrangements on the occasion of 16th International Workshop on Heavy Quarkonium to be held from 26th February to 01st March 2024 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/epublish/app>**. Tender documents may please be downloaded from the E-procurement portal website **<https://eprocure.gov.in/epublish/app>** & Institute website **www.iisermohali.ac.in**.

Sd/-

सहायक कुलसचिव (क्रय तथा भंडार)
Assistant Registrar (Stores & Purchase)



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: stores@iisermohali.ac.in

CPPP/Institute Website

लघु/सीमित निविदा सूचना
SHORT/LIMITED TENDER NOTICE

Tender Ref.- IISERM(1657)23/24-Pur

Dated : 07th February 2024

Critical Date Sections

Sr.	Description	Date	Time
1.	Tender Publishing Date and time	07 th February 2024	6:00pm
2.	Tender Document download start Date & Time	07 th February 2024	6:00pm
3.	Bid Submission start Date & Time	07 th February 2024	6:00pm
4.	Pre-Bid Meeting and site visit	12th February 2024	11:30am
5.	Bid Submission End date and Time	19 th February 2024	Upto 11:00am
6.	Tender opening Date and Time	20 th February 2024	At 11:30am

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/epublish/app>. Tender documents may please be downloaded from the E-procurement portal website <https://eprocure.gov.in/epublish/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 submitted along with 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/GER (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.

The hard copy of bid super-scribing the envelope with "Tender for Providing Catering Services and other arrangements on the occasion of 16th International Workshop on Heavy Quarkonium to be held from 26th February to 01st March 2024 at IISER Mohali Campus, and NIT Tender should be submitted in Tender Box (Store & Purchase Section) in favour of :-

The Assistant Registrar (S&P)
Indian Institute of Science Education and Research, Mohali
Sector 81, Knowledge City, S.A.S. Nagar, Mohali, Punjab – 140306.

ITEM WISE DETAILS

S. No.	Description	Qty. (in units)
1.	<p>Providing Catering Services and other arrangements on the occasion of 16th International Workshop on Heavy Quarkonium to be held from 26th February to 01st March 2024 at IISER Mohali Campus</p> <p><u>SCOPE OF WORK (Lunch, Daily Tea & High Tea Snacks</u> <u>(Location: (Lecture Hall Complex): 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) 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 tablecloths should be used at service counters and at eating tables. The tablecloths should be changed on a daily basis.4) The area near food counters and sitting areas should be kept clean by the caterer all the time.5) For Tea/Lunch 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 Tea/Lunch.7) Tea and Coffee should be served in small, at least 150 ml cups, (leak proof) paper cups.8) Water and cold drinks should be served in large, at least 200 ml cups, (leak proof) paper cups. Branded water bottles (250 ml) should be served. Cold drinks should be served in large, at least 200 ml cups, (leak proof) paper cups. Sufficient water bottles to be provided.9) Four RO quality water dispensing counters with movable wash basins should be provided during lunch.10) We need 3 food counters during lunch (separate counters for Non-VEG items).11) Food and drinks should be served by trained service staff and their number should be adequate.12) Cooking and service staff should be well dressed, preferably uniforms, and they should maintain hygiene at all times.13) There should not be any delay in serving any food items.14) Required number of tables for lunch: 6 big round tables (with sitting capacity of 6-8 people) and 4 standing eatery platforms (with standing capacity minimum 4 people). Required number of chairs: 8015) Two hot water dispensers should be available in the LH complex from 9 am to 6:30 pm daily. <p><u>Eligibility Criteria for Bidders:</u></p> <ol style="list-style-type: none">1) The bidder should quote per plate price of each i.e. conference lunch and Daily Tea & Snacks (including sitting arrangement, personnel and table & chairs.2) The bid should specify per plate charge for each meal.	As per List/Menu

- 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.
- 7) **Pre-bid meeting:** The bidder shall attend pre-bid meeting for understanding the 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 Tea and Lunch etc., 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 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. 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 BOO 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 downloaded from Institute Website / Central Public Procurement portal i.e. <https://eprocure.gov.in/epublish/app> only and in the designated cover/ part to be submitted in hard copy in Tender Box at Administrative Building, IISER Mohali. Also attach Annexure-I (Bid Security Declaration Form), **if registered as Micro and MSME/NSIC and firms registered with concerned Ministries/Departments and other documents/proofs as specified above. Late tenders will not be accepted.**
- II) The bids should be kept in a big envelope super-scribing **“Tender for Providing Catering Services and other arrangements on the occasion of 16th International Workshop on Heavy Quarkonium to be held from 26th February to 01st March 2024 at IISER Mohali Campus and NIT Tender should be submitted in Tender Box (Store & Purchase Section) in favour of The Assistant Registrar (S&P), Indian Institute of Science Education and Research, Mohali, Sector 81, Knowledge City, S.A.S. Nagar, Mohali, Punjab – 140306.**
- III) The bids shall be opened at the office of the Assistant Registrar (S&P), IISER Mohali, on above given date and time. IISER Mohali will not be responsible for any error like missing of schedule data while downloading by the Bidder.
- IV) The bidder shall be required to furnish the following documents along with the bid in hard copy at the Institute on or before last date and time of submission. 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 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 stamped)		
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.	Annexure-II (Duly signed and stamped)		
5.	Attached Copy of PAN		
6.	Attached Copy of GST		
7.	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.*

V) 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.**

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/epublish/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 or relax any or all the above conditions without assigning any reason is reserved by the IISERMohali. For any corrigendum and addendum please be checked the website <https://eprocure.gov.in/epublish/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 short/limited tender notice with following prospective caterers:
 - a) M/s Katani Caterers, Mohali
 - b) M/s Savi Caterers and Wedding Planners, Chandigarh
 - c) M/s Defence Catering
 - d) M/s Amayra International, Unit of Chef and Cuisine Caterers
 - e) M/s Saini Tent Palace
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 the Joint Venture that submits the bid)

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

ANNEXURE-II

16th International Workshop on Heavy Quarkonium 26 Feb – 1 March 2024

Daily Lunch Menu (For 150 people)

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

	26 Feb 2024	27 Feb 2024	28 Feb 2024	29 Feb 2024	1 March 2024
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	Methi Chicken	Chicken Tikka Butter
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	Plain curd

Tea & Snacks (Feb 26)

Morning: (High Tea for 150 people) Black Tea with milk, Green Tea (with hot water), Espresso Coffee, Veg Cutlet(1), Pastry(1), Chips & Cookies, Sugar cubes, Wooden stirrer

Afternoon: (For 150 people) Black Tea with milk, Green Tea, Coffee, Samosa / Kachori / Dhokla / Pakora / Aloo Tikki, Sugar cubes, Wooden stirrer

Daily Tea & Snacks (150 people, Feb 27, Feb 28, Feb 29, March 1)

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

OTHER ARRANGEMENTS

- Four RO quality water dispensing counters with movable wash basins should be provided during lunch.
- Six big round tables (with sitting capacity of 6-8 people) and 4 standing eatery platforms (with standing capacity minimum 4 people). Required number of chairs: 80
- Two hot water dispensers