



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. - AAAAII781K GSTIN - 03AAAAII781K2ZS

• 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(1665)24/25-Pur

Dated: 25th April 2024

लघु निविदा सूचना

SHORT TENDER NOTICE

निदेशक, आईआईएसईआर मोहाली की ओर से दो बोली प्रणाली में 3 से 5 जून 2024 को आईआईएसईआर मोहाली परिसर में आयोजित होने वाले दूसरे भारतीय चतुर्थ सम्मेलन (आईक्यूसी-2024) के अवसर पर खानपान सेवाएं प्रदान करने के लिए नीचे दिए गए नियमों और शर्तों और 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 **TWO BID SYSTEM** for **Providing of Catering Services on the occasion of 2nd Indian Quaternary Conference (IQC-2024) to be held on 3rd to 5th June 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/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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शिक्षा मंत्रालय, भारत सरकार द्वारा स्थापित
सैक्टर 81, नॉलेज सिटी, प. ओ. मनोली, एस. ए. एस. नगर, मोहाली, पंजाब 140306
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(Established by Ministry of Education, Govt. of India)
Sector-81, Knowledge city, PO-Manauli, SAS Nagar Mohali-140306, Punjab
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लघु निविदा सूचना
SHORT TENDER NOTICE

Tender Ref.- IISERM(1665)24/25-Pur

Dated : 25th April 2024

Critical Date Sections

Sr.	Description	Date	Time
1.	Tender Publishing Date and time	25 th April 2024	6:00pm
2.	Tender Document download start Date & Time	25 th April 2024	6:00pm
3.	Bid Submission start Date & Time	25 th April 2024	6:00pm
4.	Pre-Bid Meeting (Mandatory for participating in Tender) Venue: Meeting Room, Administrative Building, IISER Mohali Campus	30th April 2024	3.00pm
5.	Bid Submission End date and Time	08 th May 2024	Upto 2:30pm
6.	Tender opening Date and Time	09 th May 2024	At 3:30pm

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 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/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./Menu
1.	<p>Providing of Catering Services on the occasion of 2nd Indian Quaternary Conference (IQC-2024) to be held on 3rd to 5th June 2024 at IISER Mohali Campus</p> <p>SCOPE OF WORK (Morning Tea, Lunch, Dinner, Main Course and Daily Tea & Snacks etc. No. of Heads Day wise Event): As per Annexure- II</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 one national/international conferences/convocations with at least 110+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) disposable paper cups.9) We need 2 food counters during lunch and one (separate counters for Non-VEG items). We need 3 food counters for conference dinner (separate counter for Non-VEG items) in LHC.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. <p><u>Eligibility Criteria for Bidders:</u></p> <ol style="list-style-type: none">1) The caterer should provide 01 work order copy; 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 100 nos. and above guest and dignitaries in the last three 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.	As per Annexure-II

- 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 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. For cooking backyard of LHC/Library-informatics centre to be used covering the area with tent etc.
14. Caterer must ensure proper hygiene in the serving areas, and thorough cleaning of the serving area must be done after each meal services.
15. Separate utensils to be used for preparation of veg & non-veg items.
16. Separate covering for veg & non-veg to be placed.

	17. In case of non-compliance/lapses, Institute reserves the right to impose penalty (upto the value of bill) as decided by the competent authority.	
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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.**
- 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. 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 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.	Attached Copy of PAN		
5.	Attached Copy of GST		
6.	A copy of valid FSSAI certificate to be furnished/attached.		
7.	Copy of one work order for execution of catering services on the occasion of Convocation/conference in academic Institutions of national importance such at IITs/IISERs /NITs/University executing/serving 100 Nos. and above guest/dignitaries in the last three years.		

** 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.**

V) **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: 30 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 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. The requirement given is tentative in Annexure-II, the nos. may increase or decrease at the time of placing order or as per actual, (which is usually higher in quantity).
10. Disputes, if any, shall be subject to jurisdiction in the court of Mohali only.

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

(A) IQC-2024 Menu for Meeting on Dated 03/06/2024 (No. of persons: 110)

Morning Tea	Tea, Coffee, Biscuits (Salty and Sweet), Veg Sandwich, One Snacks.
Lunch	Yellow Dal Tadka, Boiled Veg, Aloo Gobhi Veg, Chicken Curry, Plain Rice, Sahi Paneer, Assorted Breads, Green Salad, Ice cream, Mix Veg Raita, Mineral water
Evening Tea	Tea, Coffee, Biscuits (Salty and Sweet), One Snacks
Dinner	Veg Soup, Snacks 02 Types (One Veg & One Non-Veg), Mix Dal, Boiled Veg, Mix Vegetables, Butter Chicken, Zeera Rice, Kadhi Paneer, Assorted Breads, Green Salad, One Sweet Dish.

(B) IQC-2024 Menu for Meeting on Dated 04/06/2024 (No. of persons: 110)

Morning Tea	Tea, Coffee, Biscuits (Salty and Sweet), Sandwich, One Snacks.
Lunch	Yellow Dal Tadka, Boiled Veg, Mix Veg, Kadhai Chicken Curry, Plain Rice, Paneer curry, Assorted Breads, Green Salad, Ice cream, Mix Veg Raita, Mineral water
Evening Tea	Tea, Coffee, Biscuits (Salty and Sweet), One Snacks
Dinner	Veg Soup, Snacks 02 Types (One Veg & One Non-Veg), Mix Dal, Boiled Veg, Mix Vegetables, Butter Chicken, Zeera Rice, Kadhi Paneer, Assorted Breads, Green Salad, One Sweet Dish.

(C) IQC-2024 Menu for Meeting on Dated 05/06/2024 (No. of persons: 110)

Morning Tea	Tea, Coffee, Biscuits (Salty and Sweet), Sandwich, One Snacks.
Lunch	Pindi chole, Boiled Veg, Zeera Aloo, Chicken Curry, Plain Rice, Palak Paneer, Assorted Breads, Green Salad, Ice cream, Veg Raita, Mineral Water.
