



# 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 • Fax : +91-172-2240124 • <http://www.iisermohali.ac.in> • Email: [stores@iisermohali.ac.in](mailto:stores@iisermohali.ac.in)

CPPP/Institute Website

IISERM (1558)22/23-Pur

Dated: 16<sup>th</sup> June 2022

## निविदा आमंत्रित करने के लिए सूचना NOTICE INVITING TENDER

Tenders are invited on behalf of the Director, IISER Mohali in **TWO BID SYSTEM** as per details given below for **Providing of Catering Services during 29th CRSI-NSC and CRSI-ACS Symposium Series in Chemistry at IISER Mohali Campus from 07<sup>th</sup> to 09<sup>th</sup> July, 2022** i.e. <https://eprocure.gov.in/eprocure/app>. Tender documents may please be downloaded from CPPP website <https://eprocure.gov.in/eprocure/app> & Institute website [www.iisermohali.ac.in](http://www.iisermohali.ac.in).

Sd/-

सहायक कुलसचिव (क्रय तथा भंडार)

Assistant Registrar (Stores & Purchase)



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CPPP/Institute Website

Tender Ref.- IISERM(1558)22/23-Pur

Dated : 16<sup>th</sup> June 2022

## Critical Date Sections

Sr.	Description	Date	Time
1.	Tender Publishing Date and time	16 <sup>th</sup> June 2022	6:00pm
2.	Tender Document download start Date & Time	16 <sup>th</sup> June 2022	6:00pm
3.	Bid Submission start Date & Time	16 <sup>th</sup> June 2022	6:00pm
4.	<b><u>Pre-Bid Meeting (Mandatory for participating in Tender)</u></b> Venue: Meeting Room, Administrative Building, IISER Mohali Campus	<b>20<sup>th</sup> June 2022</b>	<b>11.30 am</b>
5.	Bid Submission End date and Time	25 <sup>th</sup> June 2022	Upto 11:00am
6.	Tender opening Date and Time	27 <sup>nd</sup> June 2022	At 11:30am

Tenders are invited on behalf of the Director, IISER Mohali in **TWO BID SYSTEM**. 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/UTR copy should be attached 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 for availing exemption to submit Tender Fee.**

**The hard copy of bid superscribing the envelope with "Tender for Providing of Catering Services during 29th CRSI-NSC and CRSI-ACS Symposium Series in Chemistry at IISER Mohali Campus from 07<sup>th</sup> to 09<sup>th</sup> July, 2022 and NIT/tender No. should be submitted in Tender Box (Stores & Purchase Section) in favour of:**

**The Assistant Registrar (P&S)**

**Indian Institute of Science Education and Research Mohali Sector-81,  
Knowledge City, SAS Nagar, Mohali, Punjab, India-Pin: 140306**

**Non-receipt of original Tender Fee will lead to rejection of tender.**

**ITEM WISE DETAILS**

S. No.	Description	Qty. (in units)
1.	<p><b><u>Providing of Catering Services during 29th CRSI-NSC and CRSI-ACS Symposium Series in Chemistry at IISER Mohali Campus from 07<sup>th</sup> to 09<sup>th</sup> July, 2022</u></b></p> <p><b><u>SCOPE OF WORK:</u></b></p> <ol style="list-style-type: none"> <li><b>1) Buffet Lunch : 7-9<sup>th</sup> July 2022</b> Venue- Back space area of Library, (open area with concrete base) IISER Mohali Campus <b>No. of Heads (approx.) and List Menu-As per ANNEXURE-III (including Tent, decoration, Lighting, DG Sets, serving personnel, bottled mineral water, fans and coolers)</b></li> <li><b>2) Buffet Dinner - 7-8<sup>th</sup> July 2022</b> <b>Venue-Community Centre/Hall</b> (covered space) &amp; Open lawn Area, IISER Mohali Campus <b>No. of Heads (approx.) and List Menu-As per ANNEXURE-III (including Tent, decoration, Lighting, DG Sets, serving personnel, bottled mineral water, fans and coolers)</b></li> <li><b>3) Bottled mineral water should be provided by the caterer (Bisleri/Aquafina/Kinley).</b></li> <li><b>4) Crockery and cutlery, paper napkins, toothpicks, packed mouth-fresheners shall be provided by the caterer.</b></li> <li><b>5) All the serving arrangements (properly decorated Serving Tables with covers, satin frills etc.) should be provided by the caterer.</b></li> <li><b>6) Serving of Dinner shall be in the lawn area of Community Centre in IISER Mohali or as decided by IISER Mohali.</b></li> <li><b>7) The bidders will be required to provide Tent cover, table, chairs (with covers preferably white/light colour fabric) etc. The bidder is required to arrange/fixing of tent and keep the venue ready by the morning on the day of event.</b></li> </ol> <p><b>NOTE: (A) Proforma for providing Price Bid as per ANNEXURE-II. (B) Site visit to be done during pre-bid meeting for understanding tent's requirement. (C) Attending Pre-bid meeting is mandatory for participating in Tender.</b></p> <p><b><u>Eligibility Criteria for Bidders:</u></b></p> <ol style="list-style-type: none"> <li><b>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.</b></li> </ol>	As per List/Menu

- 2) The bidder should quote per plate price of both lunch and dinner (including all tent arrangement, including serving personnel, lighting (DG sets), sufficient fan and cooler.
- 3) The quotation 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.

**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 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 décor 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 to be enclosed along with Technical/Price Bid.	
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#### A) **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/eprocure/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 Securing Declaration Form) if registered as **Micro & MSME/NSIC and Firms registered and the firms registered with concerned Ministries/ Departments and other documents, proofs as specified above.** Late tenders will not be accepted.
- II. The technical and financial bids to be submitted in separate envelopes. The envelope of both technical and financial bid to be kept in a single big envelope superscribing the envelope with “Tender for Providing of Catering Services during 29th CRSI-NSC and CRSI-ACS Symposium Series in Chemistry at IISER Mohali Campus from 07<sup>th</sup> to 09<sup>th</sup> July, 2022 and NIT/tender No. should be submitted in Tender Box (Administrative Building) in favour of **The Assistant Registrar (P&S), Indian Institute of Science Education and Research Mohali Sector-81, Knowledge City, SAS Nagar, Mohali, Punjab, India-Pin: 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 the last date and time of submission:**
  - i) The tender documents (copy of NIT) duly filled in and stamped and copies of work order as stated by the authorized signatory on each and every page in two bid system (TECHNICAL (consisting of copy of NIT/ANNEXURE-1 & FINANCIAL ANNEXURE-II to be quoted separately (in separate envelop) both bids in one packet/envelop.
  - ii) Tender not submitted/ in the prescribed form along with ANNEXURE-I (**Micro & MSME/NSIC and Firms registered and the firms registered with concerned Ministries/ Departments), if exemption in payment of tender fee is availed,** and as per the tender terms and conditions shall be liable for rejection. 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 & services in area of .....” *the certificate should be issued for activity/area of “Computer supply and services activities etc” otherwise bid will be REJECTED without notice.*
  - iii) The bidder shall attach copy of the PAN Card, GST number duly signed and stamped.
  - iv) The bid will not accept any bid after the scheduled date and time of submission of bid.
  - 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. Tax: This Institute is not exempted from the payment of GST. The current rate (i.e. percentage of GST should be clearly indicated included or excluded) wherever chargeable. Please also provide/upload the copy of PAN card, GST number duly self-attested.
4. Bidder/s quoting in currency other than **Indian Rupee (INR)** should explicitly mention the currency in which tender quoted wherever applicable in Technical Bid along the tender documents.
5. Validity of offer: 90 days.
6. For any corrigendum and addendum please be checked the website  
<https://eprocure.gov.in/eprocure/app> and <http://www.iisermohali.ac.in>
7. Disputes, if any, shall be subject to jurisdiction in the court of Mohali only.

-Sd-

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**

**(TO BE SUBMITTED IN SEPARATE ENVELOPE)**

S.No.	Description of menu	Rate Per Plate (inclusive of all applicable taxes) (In Rupees)
1.	<b><u>Lunch on 07-07-2022, 08-07-2022 &amp; 09-07-2022</u></b> (Head count for each day is available in Annexure-III along with the Menu)	₹ _____
2.	<b><u>Dinner on 07-07-2022 &amp; 08-07-2022</u></b> (Head count for each day is available in Annexure-III along with the Menu)	₹ _____
<b>Grand Total</b> Item No. 1+2 (In Rupees) (Catering Service for 7, 8 & 9 <sup>th</sup> July, 2022 as per above )		₹ _____

In words Rupees \_\_\_\_\_

Date:

**Signature & Seal of Firm/Service Provider**  
Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PAN \_\_\_\_\_ GST \_\_\_\_\_

Tel: Mobile+91- \_\_\_\_\_

Landline -+91- \_\_\_\_\_

Email ID \_\_\_\_\_



### **ANNEXURE-III**

#### **Menu for Lunch and Dinner for CRSI Conference, IISER Mohali. 7-9<sup>th</sup> July 2022**

##### **Lunch on 07-07-2022 (~500 heads) (Buffet)**

1. Plain naan, tandoori roti and missi roti
2. Yellow dal fry
3. Kadhai pakora
4. Paneer butter masala
5. Kadhai chicken
6. Vegetable fried rice
7. Roasted papad
8. Green salad
9. Plain curd
10. Chocolate ice-cream

##### **Dinner on 07-07-2022 (~650 heads)**

###### **Starters (to be served by service personnel)**

1. Paneer tikka
2. Dahi kebab
3. Chicken tandoori
4. Fish Amritsari tikka
5. Fruit juice, cold drinks and fresh lime soda (sweet and salt) at drinks counter.

###### **Main course (Buffet)**

1. Sweet corn chicken soup and veg manchow soup
2. Butter naan, Tandoori roti, lachchha paratha and missi roti
3. Jeera rice with dry fruits
4. Mix dal tadka
5. Paneer lababdar
6. Aloo-gobhi masala
7. Chicken tikka butter masala
8. Mutton rarah
9. Roasted papad
10. Plain salad
11. Boondi raita
12. Hot gulab jamun
13. Vanilla ice-cream with chocolate sauce

##### **Lunch on 08-07-2022 (~500 heads)**

1. Plain naan, butter naan, tandoori roti and missi roti
2. Black dal with rajma
3. Veg munchurian with gravy
4. Kadhai paneer
5. Chilli Chicken with gravy

6. Vegetable noodles
7. Plain rice
8. Roasted papad
9. Green salad
10. Plain Curd
11. Butterscotch ice-cream

**Dinner on 08-07-2022 (~500 heads)**

1. Plain naan, tandoori roti and missi roti, lachchha paratha
2. Kashmiri pulao
3. Chana masala
4. Paneer munchurian
5. Mix-veg
6. Chicken methi malai
7. Roasted papad
8. Plain salad
9. Pain raita with cucumber and onion
10. Tutti frutti ice-cream

**Lunch on 09-07-2022 (350 heads)**

1. Garlic naan and plain kulcha
2. Black chana masala
3. Paneer burji
4. Kadai vegetables
5. Lemon and herb chicken
6. Mix vegetable fried rice
7. Roasted papad
8. Green salad
9. Plain Curd
10. Paan ice-cream