



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 (1630)23/24-Pur

Dated: 15th September 2023

लघु/सीमित निविदा सूचना
SHORT/LIMITED TENDER NOTICE

निदेशक, आईआईएसईआर मोहाली की ओर से एकल बोली प्रणाली में 25 और 27 सितंबर 2023 को आईआईएसईआर मोहाली परिसर में आयोजित होने वाले आईआईएसईआर मोहाली स्थापना दिवस 2023 के लिए 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 IISER Mohali Foundation Day 2023 to be held on 25th and 27th September 2023 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
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लघु/सीमित निविदा सूचना
SHORT/LIMITED TENDER NOTICE

Tender Ref.- IISERM(1630)23/24-Pur

Dated : 15th September 2023

Critical Date Sections

Sr.	Description	Date	Time
1.	Tender Publishing Date and time	15 th September 2023	5:00pm
2.	Tender Document download start Date & Time	15 th September 2023	5:00pm
3.	Bid Submission start Date & Time	15 th September 2023	5:00pm
4.	Bid Submission End date and Time	21 st September 2023	Upto 11:00am
5.	Tender opening Date and Time	21 st September 2023	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 of catering services on the occasion of IISER Mohali Foundation Day (25th & 27th September, 2023) at IISER Mohali, 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><u>Providing Catering Services and other arrangements on the occasion of IISER Mohali Foundation Day 2023 to be held on 25th and 27th September 2023 at IISER Mohali Campus</u></p> <p><u>SCOPE OF WORK (Lunch and High Tea for Students and VIPs): As per Annexure –II</u></p> <ul style="list-style-type: none"> ➤ Lunch on 25th September 2023 – 300 Nos. ➤ High Tea VIP on 27th September 2023 – 150 Nos. ➤ Packed Boxes as on 27th September 2023 – 1200 Nos. ➤ Packed Boxes as on 27th September 2023 – 1000 Nos. <p><u>Terms & conditions and instructions for Bidders for compliance on the 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 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 Lunch/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 Lunch/High Tea/Packed Food Boxes. 7) Tea and Coffee should be served in small, at least 150 ml bone China cups. 8) Branded water bottles (250 ml) should be served. 9) We need 2 food counters during lunch. 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 Foundation Day lunch: 15 big round tables (with sitting capacity of 8-10 people). Number of chairs required: 200 for round tables. 14) Shamiana/Tent along with roof cover required to be arranged by vendor at the Lawn/Community Centre for Foundation Day Lunch. 15) The venue for program on 27th September 2023 shall be the Lecture Hall Complex (LHC). 16) Shamiana Size: 120 x 90 feet. 17) Number of Fans: 15 (normal fans). 	01

- 18) High-Tea arrangement: No. of fans 10.
- 19) Red Carpet from Road in front of LHC to Entrance of LH6 and on the first floor of LH. (Approx 200 mtr) on 27th September 2023.
- 20) 5 Sofas for High-Tea for VIPs along with 10 side tables with

Eligibility Criteria for Bidders:

- 1) The bidder should quote per plate price of each i.e. Foundation Day Lunch, High Tea & Snacks and packed boxes (including all tent arrangement, including serving personnel, sufficient fan and cooler).
- 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.

	<p>12. Caterer must ensure proper hygiene in the serving areas, and thorough cleaning of the serving area must be done after each meal services.</p> <p>13. In case of non-compliance/lapses, Institute reserves the right to impose penalty (upto the value of bill) as decided by the competent authority.</p>	
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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.**

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 of catering services on the occasion of IISER Mohali Foundation Day (25th & 27th September, 2023) at IISER Mohali, 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		
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.***

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 IISER Mohali. 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 Dawat Caterers
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.

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

Foundation Day Lunch: 25th September 2023 (From 1:00 PM)

LUNCH MENU (300 people on 25th September 2023)

Menu		
Drinks	Main Dishes	Desserts
Cold Drinks	Assorted Roti (Butter Naan, Lachha Parantha, Missi Roti, Tandoori Roti)	Ice-cream with chocolate sauce – 2 flavors(Amul)
Jaljeera / Aam Panna	Zeera Rice (Basmati, long grain 1121 Rice)	Hot Gulab Jamun
Sweet Corn Soup	Dal Makhani	
	Kadhai Paneer	
	Mix Vegetable	
	Boondi Raita	
	Salad	
Other Arrangements		
Shamiana: 120 x 90 feet (to be quoted separately as optional in BOQ 1.5), Round Tables-15, Chairs- 200 for tables, Fans- 15 normal fans, sufficient lighting in the tent etc.		

High Tea arrangement for VIPs: 27th September 2023 (150 Persons)

Sr. No.	Menu
1.	Tea/ Coffee (Nescafe), Lemon Tea
2.	Mineral Water bottle 200 ml
3.	Sandwich (Grilled), Paneer Finger, Fruit Cake, Spinach Corn Roll, Dhokla, Kaju Katli, Dhodha Burfi

High Tea arrangement other than VIPs: 27th September 2023 (1200 Packed Boxes)

Menu
<u>Food Packets with following items:</u> Maaza, Kachori (Big), Chips, Brownie, Choco-pie, Sauce Sachet, Good quality Napkin

High Tea arrangement other than VIPs: 27th September 2023 (1000 Packed Boxes)

Menu
<u>Food Packets with following items:</u> Maaza, Chips, Brownie, Cocktail Samosa (2), Cookie Dark Fantasy, Sauce Sachet, Good quality Napkin

- The oil to be used should be Sunflower / Soybean of Fortune brand only.
- Water dispenser to be arranged at each food counter and 2000 water glass (paper) of 200ml each.