

IMPORTANT DATES:

Last date of submission of Tender : 18.09.2017 upto 12:30 P.M.
Date of opening of Tender : 18.09.2017 at 02:30 P.M.

IMPORTANT NOTE

1. Tenderer will have to fulfill the Qualifying Criteria as under:-
 - 1.1 The tenderer must be in a business of catering in reputed Organizations/Educational institutes for not less than three years.
 - 1.2 The tenderer should have all the necessary valid registrations of the agencies under government rules such as the Service Tax, GST etc.
 - 1.3 The tenderer should give full details of at least one establishment where the tenderer has catering/catered contract for such big or related Event.
2. The tenderer should invariably submit his tender in three sealed covers separately namely;
 - 1) EMD cover
 - 2) Technical Bid cover and
 - 3) Financial Bid cover

2.1 EMD COVER

EMD cover should contain EMD in form of /Demand Draft of Rs. 10,000/- drawn in favour of Chief Executive Officer, Zila Parishad, Panchkula of any nationalized bank. Offer without separate EMD cover, the technical bid will not be opened.

2.2 TECHNICAL BID COVER

- i) Technical Bid cover should contain attested copies of VAT ,PAN, CST Registration Certificate and nd other certified documents as applicable.

- ii) The tenderer should also furnish the details of nature of their firm, names and addresses of the Partners/Proprietors and also other details, if any, also specific details or documents requested in Tender.

In absence of these information/documents, tender is liable to be rejected. In such case EMD will be returned to the Tenderer.

2.3 FINANCIAL BID COVER

- i) Financial Bid cover should contain only rates/prices of items with or without taxes duly filled in and signed, otherwise the tender is liable to be rejected.
- ii) In case the tenderer fails to provide taxation details in financial bid, offers will be considered as inclusive of all taxes.
- iii) The agencies must quote workable rates & if the rates found less than the workable rates, bids will be rejected.
- iv) Quoting lowest rates is not the sole criteria for acceptance of bid, other factors, capacity etc. will also be considered.

3. No correspondence will be entertained after opening of tenders.

4. EMD of Rs. 10000/- (Ten thousand only) is required to be paid interest free as per terms and conditions of this tender enquiry. Tender without pre-payment of EMD will be outrightly rejected which may please be noted.

- 1. The rates should be quoted both in words as well as in figures also.
- 2. G.S.T. (if any) etc. should be clearly stated with their percentages.

5. Vague and conditional offer shall not be considered.
6. The tenderer will have to fill up the tender in two documents separately i.e. Technical Bid and the Financial Bid.
7. Tender should be submitted in the sealed cover and superscribed as **“Tender for Catering Services.**
8. For above exercise, the tender shall give details of existing contract mentioned in the Present/Existing list of clients.
9. The Catering tender will have to follow instructions of the CEO Zila Parishad related to Menu, Meal Frequency, Food quality, Cleanliness, Health & Hygiene service.
10. The tenderer has to supply food items as per the given list in the tender.
11. The garbage/sewage disposal has to be facilitated by caterer as per directions of administration.
12. The quality and quantity of food will be inspected item wise by CEO Zila Parishad or her authorized representative/officials of the administration and the tenderer shall not deny access to such inspections.

A GENERAL TERMS AND CONDITIONS:-

1. Any conditional offers made by the tenderer or any alternations/corrections made in the priced tender form shall not be considered. Similarly incomplete and unsigned tender documents are liable to be rejected.
2. The Chief Executive Officer, Zila Parishad, Panchkula reserves the right to accept/reject/cancel/postpone any tender without assigning any reason thereof.

3. The tender must be attached with self certified Xerox copies of (a) Registration of the Agency (b) List of clients of organizations of repute of the tender, etc. The tenderer shall have to produce the original papers of the above documents at the time of opening of the tender for verification and also whenever it is demanded by the representative of the University.
4. Individual signing the tender or other documents connected with the tender must specify whether he signed as:
 - i) A sole proprietor of the concern or constituted attorney or authority letter of such sole proprietor.
 - ii) A partner of the firm if it is a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firms on form of authority letter.
5. In case of (ii) a copy of the partnership agreement or general power of attorney on an affidavit on stamp paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney should be furnished. The attested copy of the certificate of registration of firm should be attached along with the tender papers. In case of partnership firm, where no authority to refer dispute concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by all the partners of the firm.
6. The catering tenderer shall ensure high standard of cleanliness, hygiene and sanitation while delivering/serving food items.

7. The tenderer shall ensure that the food is stored and handled properly and no stale food is served. In case of any food poisoning, the tenderer shall be held solely responsible and will be penalized besides legal action by the Competent Authority and/or law of the land.
8. The supplied food will be checked/sampled by authorized official of Health department at any time and if substandard/unauthorized material is found, the tenderer shall be penalized at the discretion of authorities and tenderer shall have to abide by it.
9. The Chief Executive Officer, Zila Parishad, Panchkula reserves the right to accept or reject any or all the offers either duly or party without assigning any reason thereof, and is not bound to accept the lowest bid.
10. The catering staff engaged by the Tenderer shall:
 - (a) Show professional courteous behavior,
 - (b) Staff must wear neat and clean head gears, work clothes, aprons, gloves etc.
 - (c) Catering staff will not smoke or take alcoholic drinks on the campus/venue and nor they are allowed to chew any tobacco items etc.
11. As regards quality of perishable & nonperishable materials and preparation, the tenderer shall ensure that food ingredients, additives and materials must be of best quality available in the market. (Following the generic guidelines attached herewith)
12. The Tenderer shall ensure that the staff engaged by him observes safety precautions and security regulations at the venue.
13. Any attempt of negotiation direct or indirect on the part of a tenderer with the authority to whom he has submitted the tender or the authority who is competent finally to accept it after he has submitted his tender or any endeavor to secure any interest for an actual or

prospective tenderer or to influence by any means the acceptance of a particular tender will render the tender liable to exclusion from consideration.

14. If selected, the organization cannot withdraw/refuse to execute, if so the selected organization has to pay for the expenses incurred to organize alternate arrangements.

C. Financial Terms & Conditions

1. Charges for the lunch provided on occasion as per the orders of the authorities shall be paid on submission of bills on agreed rates.
2. The payment of bills shall be released within 30 working days after scrutiny of authorization of supply and the prices claimed by tenderer. Any supply of food items without proper authorization by the designated authority shall not be paid for.
3. Income tax, G.S.T. etc. as per prevalent laws shall be deducted at source while making payment of Tenderer bills.

ARBITRATION:

Interpretation of any of the tender condition will be made by the Chief Executive Officer, Zila Parishad, Panchkula and in case of any dispute between the Chief Executive Officer, Zila Parishad, Panchkula and the tenderer, the decision of the Chief Executive Officer, Zila Parishad, Panchkula will be binding to the Tenderer.

JURISDICTION:

Notwithstanding, any other court or courts having jurisdiction to decide the questions(s) forming the subject matter of the reference, if the same had been the subject matter of suit, any and all actions and proceedings arising out of or relating to the contract (including any arbitration in terms thereof) shall lie only in the court of competent civil jurisdiction in this behalf at Hon'ble High

Court, Chandigarh and only the said courts shall have jurisdiction to entertain and try such action(s) and/or proceedings to the exclusion of all the other courts.

(To be submitted by the responder on the responder's letterhead)

UNDERTAKING

Date:

I/We _____ (Name of Tenderer)

Proprietor/Partner hereby undertakes to comply with all the terms and conditions as stated here above and abide all terms and conditions stated in the tender enquiry. I/we hereby undertake that the information forwarded above and elsewhere in the tender is true and the tender is liable to rejection, if the same is found to be false or the information is found to be suppressed by me.

Signature

Name

Designation & Stamp of the partner

PART – I : TECHNICAL BID

Enclose following documents/mentioned in the Technical Bid

1. P.T.F. : Purchase and duly signed
2. EMD paid : Mention yes/No (DD with details)
3. Name of Bank :Rs
4. Name of Proprietor/partner/with full residential address and telephone No/email id.

5. Have your submitted all documentary evidence duly attested.
6. List of similar/prestigious events done so far
7. Two reference:
8. Remarks, if any
9. Registration Details:

Sr.No.	Registration Under	Registration No.	Valid upto	Remarks
1	Firm/Company Registration & Date of registration			
2	GST			
3	FSSAI			

To tenderer having FSSAI number will be preferred.

Proof of the above from s.no. 1-2 must be attached to qualify, compulsorily.

Signature of the tenderer with Seal

Name:

Designation:

Note:1) Please read P.T.F. (Price Form) carefully and fill up the above information and furnish copy of the above positively.

2) Sealed Cover bearing TF/No. and Due date.

PART – II : FINANCIAL BID

Sealed Cover

1. Name of the Tenderer:
2. Dated:
3. Due on 18.09.2017 upto 12:30 P.M.
4. Rate schedule (with Serving Facility):
5. Taxes Please mention if any
6. Remarks, if any,

Note

1. The catering tenderer will provide food and beverage as per above details for 1 day on the specified time. There should be sufficient serving staff for public special service staff for the Chief Guest and VIPs to be arranged by tenderer.
2. Clearly mention the rates and taxes.
3. Rate includes all the food items with serving staff.
4. The serving staff must be in uniform so that they can be identified easily.
5. The water, dining chairs, tables, Shamiana shall be provided by the tenderer.
6. The arrangements of buffet dishes, serving of food, crockery, cutlery, disposable cloth napkins, tissue paper and other such related arrangements shall be on the part of caterer.
7. All food items shall be cooked in ISI marked, government approved refined oil.
8. The milk, curd and other milk products shall be of Amul/Vita/Mother Dairy only or of equivalent branded quality.
9. The crockery shall be of bone china and the disposables shall be earthenware fine quality.
10. Sealed dry ration should be used.
11. Vegetables used should be fresh.
12. Financial Bid sealed cover and EMD sealed cover should be separately and the same should be clearly mentioned on the cover.

Rates for Food items

- i) Rates to be given without applicable taxes.
- ii) The applicable taxes shall be mentioned separately.

H : - Tea QTY. 800	
Sr.No.	Name of Item
1	Water
2	Pakora Mix
3	Sandwich
4	Tea/Coffee
	Price Per Head.....
VIP Menu : QTY-800	
Sr.No.	Name of Item
1	Salad-Green (Seasonal)
2	Achar
3	Papd
4	Chatni – Green Garam & Coriander
5	Rice Pulao
6	Yellow Dal/Dal Makhni
7	Mushroom (One item)
8	Kadhai Paneer/Shahi Paneer/Cheese tomato (One)
9	Veg Manchurian
10	Mix Veg.

11	Chapatti a. Tandor Roti b. Tawa Roti c. Missi Roti d. Naan etc
12	Raita : - Dahi Bhalla
13	Hot Gulab Jamun
14	Crispy Jalebi
15	Ice Cream (Two flavours)

TENTAGE

1	Pandal for 800 persons (105'x150')
2	silent Fan
3	Sofa, Chairs/Sofas
4	Chairs 100 with 10 round tables

