

Notice Inviting e-Tender (NIT)

The Department of Botany is going to organize “**Prof. Panchanan Maheshwari Memorial Function**” on November 9, 2018.

The Department of Botany, University of Delhi, Delhi, invites electronic tender in **Two-Bid form** for providing the **Catering Services** during the function as per requirements given in **Annexure-A**.

Sr. No.	Item	Number
1.	Catering Services (Lunch)	For 250-350 Persons

The details of tender document are as below:

Issue of Tender Document	: 1-October, 2018
Receipt of Bids	: By 05:00 PM on 22-October, 2018
Technical Bid Opening	: At 10 AM on 23-October-2018
Tender Fee (Non Refundable)	: Rs. 250/- (Rupees One Thousand)

The tender document may be downloaded from the website, www.du.ac.in and <http://www.eprocure.gov.in/eprocure/app>

TENDER DOCUMENT

SECTION I: INVITATION FOR BIDS (IFB)

Subject: Tender for Catering Services during the Prof. Panchanan Maheshwari Memorial Function,
9th November 2018

(A) Scope of Work : **Catering Services for Prof. Panchanan Maheshwari Memorial Function**
as per Annexure A

(B) Eligibility Criteria :

The pre-qualifications of the bidders are as under:

- (i) The bidders should be from Delhi.
- (ii) The bidders should be registered under GST and copy of the same should be enclosed.
- (iii) The bidders should be an Income Tax Assessee for the last three years. Income Tax Certificate with copy of PAN should be enclosed.
- (iv) The bidders should have provided catering services to at least three reputed institutions in the last one year. The details of at least three such services provided by the bidders must be enclosed.
- (v) Bidder should enclose letters from these three institutions claiming the food quality to be satisfactory.
- (vi) Tender fee of Rs. 250/- in the form of Demand Draft in favor of “The Registrar, University of Delhi” payable at Delhi.

Before submission of the bid, the bidders must verify the eligibility criteria and ensure fulfillment of all the terms and conditions. In the absence of documents/ certificates under eligibility criteria above, the bid is liable to be rejected.

(C) Bid Submission:

Bid must be uploaded on the e-tender website of NIC <http://www.eprocure.gov.in/eprocure/app> along with signed and scanned copies of related documents. The bid must be uploaded in two parts as

Part-I (Technical Bid): Catering Services for Prof. Panchanan Maheshwari Memorial Function

Part-II (Price Bid): Catering Services for Prof. Panchanan Maheshwari Memorial Function

Part – I (Technical Bid) shall contain:

- (i) Scanned copies of all the supporting documents, as given in Para **(B) Eligibility Criteria**, duly signed by the bidder’s authorized representative.

- (ii) The Compliance Statement by the bidder **as per Annexure B. Bids without proper Compliance Statement will be rejected.**
- (iii) General particulars of bidder as per enclosed format in **Annexure C.**
- (iv) A copy of the tender acceptance letter (**Annexure D**) duly signed by the bidder's authorized representative in token acceptance of terms and condition laid down in the tender document is to be uploaded. Any deviation in acceptance of the general terms and condition may lead to the rejection of the bid.
- (v) Scanned copy of Demand Draft as tender fee of Rs. 250/- (Rupees two hundred fifty only).

Part –II (Price Bid)

- (i) Price should be inclusive of all taxes.
- (ii) Bidders are required to fill the Annexure-E/Financial BID and submit the same on e-tendering website www.eprocure.gov.in/eprocure/app on or before the date & time of bid submission. Tender submitted by any other form (fax/email/courier/post/hard copy) will not be accepted.
- (iii) **Price Bid Undertaking:** A copy of the Price Bid Undertaking as per the following format duly signed by the bidder's authorized representative is to be uploaded.

From: (Full name and address of the Bidder)

To,
The Head
Department of Botany
University of Delhi
Delhi 110007

Dear Sir,

“I/WE UNDERSTAND THAT THE QUANTITY PROVIDED ABOVE IS SUBJECT TO CHANGE. I/WE AGREE THAT IN CASE OF ANY CHANGE IN THE QUANTITIES REQUIRED, I/ WE WOULD BE SUPPLYING THE SAME AT THE RATES AS SPECIFIED IN THIS PRICE BID. I /WE AGREE TO ADHERE TO THE PRICES GIVEN ABOVE EVEN IF THE QUANTITIES UNDERGO A CHANGE”.

Seal of the Bidder

Signature:

(Authorized signatory of the Bidder)

(D) Opening of Technical & Price Bid

Only the technical bids will be opened on 23rd October, 2018 at 10:00 AM. Price bids of short-listed /technically qualified bids would be opened on a later date & time after intimation to all successful bidders.

(E) Evaluation of Technical & Price Bid

- (i) The Purchase Committee of the Department of Botany, University of Delhi will examine the bids to determine their completeness in all respect as per the requirements and shall evaluate the Technical Bids based on the documents submitted for this tender.
- (ii) If the bid is incomplete and/or not accompanied by all required documents it will be rejected during technical evaluation. The bidder may not be approached for clarifications during the technical evaluation.
- (iii) The bid will be rejected if it is not in conformity with the terms and conditions as stipulated in this document.
- (iv) **If any price details are found in the Technical Bid, the bid will be rejected.**
- (v) Price Bid of only those bidders, whose Bids are found responsive, shall be opened and evaluated.
- (vi) Evaluation shall be done based on the total price (inclusive of all the applicable taxes & duties) of all the items quoted.
- (vii) In case of tie the Purchase Committee of the Department reserves the right to decide the ranking of price bids.

(F) Award of Contract

- (i) On completion of evaluation process of Price bids, the lowest bidder will be considered for issuing Letter of Award (LoA). The acceptance of the LoA shall be submitted within 3 (Three) working days from issue of LoA, failing which the Purchase Committee of the Department reserves the right to cancel the LoA.
- (ii) No advance payment will be made against Letter of Award. The payment will be made after successful execution of the services during the function.

SECTION II: TERMS and CONDITIONS

- (A) **Offer Validity:** Offers should be valid for minimum **forty five** (45) Days from the date of opening the Technical Bid.
- (B) **Catering is to be provided** at the **Department of Botany, University of Delhi, Delhi 110007**, on November 9, 2018.
- (C) A non-refundable tender fee of Rs. 250/- (Two hundred fifty only) in the form of Demand Draft of any Scheduled/ Nationalized Bank in favour of “**The Registrar, University of Delhi**” payable at Delhi should reach

**The Head,
Department of Botany,
University of Delhi, Delhi 110007**

by **05:00 PM, 22nd October, 2018**. The covering envelope should be superscribed as “Tender Fee for Catering Services for **Prof. Panchanan Maheshwari Memorial Function** 2018”. Exemption of fees is permitted as per the **GFR**.

- (D) The Purchase Committee of the Department reserves the right to accept/ reject the offers or cancel the whole tender proceedings without assigning any reason whatsoever at any time.
- (E) To ascertain the quality of services a Feedback may be taken from the institutions served by the bidders.
- (F) The bidders will have its own catering staff including crockery, tent, tables, table covers, frills etc. for serving the food and will maintain complete hygienic environment and will clean the catering area.
- (G) The bidders should clear the site in the most befitting condition after completion of the conference.
- (H) **Disclaimer:** This Tender/ Request for Proposal (RFP) is not an offer by Department of Botany, University of Delhi, Delhi, but an invitation for bidder’s response. No contractual obligation whatsoever shall arise from the RFP process.

Annexure – A

Menu: Catering Services for “Prof. Panchanan Maheshwari Memorial Function 2018”

Date: 9th November 2018

Time: 1.00 pm

Venue: Department of Botany

Lunch for 250-350 person

Items:

- 1. Veg Pulao/Jeera Rice**
- 2. Tandoori Roti, Missi Roti, plain Naan and Butter Naan**
- 3. Shahi Paneer/Kadhai Paneer/Malai Kofta**
- 4. Navratan Korma/Bhindi Kurkue/Mix veg**
- 5. Dal Makhani/Dal tadka/Chole**
- 6. Dahi vada**
- 7. Gulab Jamun/Rasgulla/Moong Dal Halwa/Icecream (Amul or Mother dairy)**
- 8. Achar, Papad, Green salad**

Note: The caterer must provide branded packaged water in glasses and good quality Tissue Papers.

ANNEXURE – B

Compliance statement: Prof. Panchanan Maheshwari Memorial Function 2017

S. No.	Requirements as sought by Department of Botany, University of Delhi.	Specifications offered by Bidder	Compliance Yes/No
1	Lunch as per Annexure A		

NOTE: **Compliance Statement:** A Statement of Compliance shall be given against each item in the prescribed format given above. Each page of the bid and cuttings / corrections shall be duly signed and stamped by the authorized signatory.

Seal of the Bidder

Signature:

(Authorized signatory of the Bidder)

Annexure-C
General Particulars of Bidder and Check List of Documents

Sl. No.	Particulars	To be filled in by the Bidder
1	Name of the Bidding Agency	
2	Address of the Agency in Delhi with office telephone number, e-mail ID, Mobile number and the name of the contact person	
3	PAN Number	
	Whether copy of PAN enclosed?	Yes/ No
4	Details of GST	
	Whether copy of GST enclosed?	Yes/ No
5	Whether Technical Compliance Statement (Annexure B) has been included in the Technical Bid?	Yes/ No
6	Whether Tender Acceptance Letter (Annexure D) has been included in the Technical Bid?	Yes/ No
7	Whether the details of last three institutes catered by the bidder are attached?	Yes/ No
8	Tender Fee Details (Name of the Bank, Demand Draft Number, Date and Amount)	

Seal of the Bidder

Signature:

(Authorized signatory of the Bidder)

Annexure-D

TENDER ACCEPTANCE LETTER

To,
The Head
Department of Botany,
University of Delhi,
Delhi 110007

Subject: Acceptance of Terms & Conditions.

Tender Reference No DU/Botany/ Prof. Panchanan Maheshwari Memorial Function

Name of the Tender: Catering Services for Prof. Panchanan Maheshwari Memorial Function, 2018.

Dear Sir,

1. I/We hereby certify that I/We have read the entire terms and conditions of the tender document (including all documents like annexure(s), schedules (s), etc.), which form part of the contract agreement and I/We shall abide hereby by the terms/ conditions/ clauses contained therein.
2. The corrigendum(s) issued from time to time by your department/organization too has also been taken into consideration, while submitting this acceptance letter.
3. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/ corrigendum(s) in its totality/entirety.
4. I/We do hereby declare that our firm has not been blacklisted/debarred by any Govt. Department/Public sector undertaking.
5. I/We certify that all information furnished by our firm is true & correct and in the event that the information is found to be incorrect/untrue, then your department shall without giving any notice or reason thereof may reject the bid or terminate the contract, without prejudice to any other rights or remedy.

Yours faithfully,

(Seal of the Bidder)

Signature:

(Authorized signatory of the Bidder)

Email Id:

Financial Bid

Annexure-E

**Rate per person of catering services for Prof. Panchanan Maheshwari Memorial
Function
for Approx. 250-350 Persons**

Sl. No.	Requirement	Description of Items as per details given in Annexure-A	Average Unit Cost (Rate per person) (Inclusive of All Taxes)
1	Lunch	As per Annexure-A	

For University of Delhi, Delhi

Seal of the Bidder

Signature:

(Authorized signatory of the Bidder)