

**PUNJAB ENGINEERING COLLEGE  
(Deemed to be University)  
Chandigarh  
Sector 12, Chandigarh 160012**



**E-tender document**

**For**

**Tentage & Catering work for Global Annual Alumni Meet 2020**

**at**

**PUNJAB ENGINEERING COLLEGE (Deemed to be University)**

**Sector 12, Chandigarh 160012**

**PUNJAB ENGINEERING COLLEGE (DEEMED TO BE UNIVERSITY), CHANDIGARH**

<b>SECTION</b>	<b>DESCRIPTION</b>	<b>PAGE NO.</b>
<b>I</b>	INVITATION FOR E-TENDER	<b>3</b>
<b>II</b>	SCOPE OF WORK	<b>5</b>
<b>III</b>	GENERAL TERMS AND CONDITIONS	<b>8</b>
<b>IV</b>	SCHEDULE OF REQUIREMENTS (TECHNICAL BID)	<b>8</b>
<b>V</b>	PRICE SCHEDULE (FINANCIAL BID)	<b>10</b>

## SECTION I: INVITATION FOR E - TENDER

1. The PUNJAB ENGINEERING COLLEGE (Deemed to be University), Chandigarh invites e-bids from eligible bidders for providing **Tentage & Catering Services for Global Annual Alumni Meet 2020 schedule to be held on 15<sup>th</sup> Feb 2020 as per table 3 schedule of requirement under Section IV**
2. Interested eligible Bidders may obtain further information from Computer Centre, PUNJAB ENGINEERING COLLEGE (Deemed to be University), Sector 12, Chandigarh 160012, India.
3. The bidding document can be downloadable from institute website <http://www.pec.ac.in>.
4. All bids must be accompanied by an EMD as specified in the bid document and must be delivered to the office address mentioned below by the date and time indicated below.
5. Bids will be opened in the presence of Bidders' representatives who choose to attend on the specified date and time.

**TABLE – 1**

S. No.	Name of the Service	EMD INR
1	<b>Tentage &amp; Catering for Global Annual Alumni Meet 2020 schedule to be held on 15<sup>th</sup> Feb 2020 as per table 3 schedule of requirement under Section IV</b>	50,000/-

**TABLE - 2 Time Schedule**

I	Date of publication	30/01/2020
II	Downloading of e-tender document	Start date: 30/01/2020 End date: 04/02/2020 till 3:00 P.M.
III	Date of submission of e-tender	Start date: 30/01/2020 End date: 04/02/2020 till 3:00 P.M.
IV	Physical submission of EMD	Start date: 30/01/2020 End date: 04/02/2020 till 3:00 P.M.
V	Opening of Technical Bid (online) and meeting for scrutiny of technical bid and declaring eligible bidders.	Date: 04/02/2020 at 3:30 P.M.
VI	Opening of Financial Bid of only eligible technically qualified bidder as determined by the Committee.	To be informed after checking eligibility of Bidders
VII	Place of opening of bids	PUNJAB ENGINEERING COLLEGE (Deemed to be University), Sector 12, Chandigarh 160012
VIII	Address for communication	Dean Alumni, Corporate & International Relations PUNJAB ENGINEERING COLLEGE (Deemed to be University), Sector 12, Chandigarh 160012

**Important Notes:**

I.	Bidders shall have to submit their bids on-line in Electronic Format with Digital Signatures.
II.	All terms and conditions, instructions to bidder regarding e-tendering process etc. may kindly be seen from the Detailed Notice Inviting Tender (DNIT) available on Chandigarh Administration website ( <a href="http://etenders.chd.nic.in">http://etenders.chd.nic.in</a> ) or on the PUNJAB ENGINEERING COLLEGE (Deemed to be University), Chandigarh website ( <a href="http://www.pec.ac.in">www.pec.ac.in</a> ).
III.	The bidder has to submit the original EMD in physical form.
IV.	The undersigned reserves the rights to reject or accept any or all tenders without assigning any reasons.

Dean Alumni, Corporate & International Relations,  
PUNJAB ENGINEERING COLLEGE  
(Deemed to be University), Sector-12, Chandigarh

**PUNJAB ENGINEERING COLLEGE (DEEMED TO BE UNIVERSITY), CHANDIGARH  
SECTION II**

**SCOPE OF WORK**

There is a requirement to provide Tentage , Stage, PA/DJ Equipment and Breakfast/Lunch/Dinner (as per menu) during the programme “Global Annual Alumni Meet 2020” on 15 February 2020 at Punjab Engineering College (deemed to be University Sector 12 for the expected strength of 800 persons. The details Layout Plan for Tentage is attached as Annexure I.

- Location will be provided for preparation of Food in the Institute.
- There should be provision of four (04) separate water points of 20 Campers with adequate paper water glasses each in the Tentage. To be refilled regularly.
- Bottled water should be served during all meals.
- Entertainment with DJ for Night Dinner
- Provision for singing on stage
- DJ must play pre-approved list of songs with Bollywood Hits from 1970s, 1980s, 1990, 2000s and then latest songs
- Audio with Quality Sound for Breakfast, Lunch and Dinner (02 Chord-less Mics)
- Lighting

**Itinerary flow of the event**

Venue: I On Feb 15, 2020 8:00AM onward

**Cricket Ground:**

1. 10 Registration Desks (Two Tables plus three chairs)
2. 02 Coffee Machines
3. Tea Stall
4. 04 Water Dispensers
5. Stall for Dry Snacks
6. Samosa Stall

Venue – II I On Feb 15, 2020 8:00AM onward

**Football Ground (Part A)**

1. Main Tent with carpeting
2. Main Stage (24ft X 20ft X 4ft)
3. Backdrop (15ft X 10ft)
4. Tables on Stage: Seating for 8-10 persons
5. Chairs on Stage: 10
6. Chairs for seating for Audience: 500-800
7. Arena covered from all the three sides

**Football Ground (Part B)**

1. Food must be prepared in branded oil.
2. Food preparations and service should be under neat, clean and hygienic conditions.
3. There should be provision of 10% additional food to avoid shortage of food.
4. Good quality Crockery, Cutlery to be provided by the firm only.

5. Rates should be quoted in tender will be as per “Per Plate Wise” exclusive of all taxes and other charges.
6. Food Stalls should be neat and clean, Catering for Breakfast, lunch and Dinner with serving points as per:
  - 6x Starter Points (3Veg,3NVeg), 02 Soups (Veg,NVeg) 7x Main Course (5Veg, 2 NVeg),3X Live Chat, 2x Mocktail, 2 X Soft drink and 4 x Desert Points For Dinner
  - 2x Starter Points (Veg), 5x Main Course (Veg) and 2 x Desert Points For Lunch
  - 4x Dishes with Tea/Coffee/Juice
7. There is a separate provision for Veg and Non-Veg food in stalls.
8. There should be a provision of Two Centre Dining Tables in the middle of the Tent one for keeping Plates and Salads for dinner and second for serving as Live counter for the Snacks.
9. All tables and Chairs should be covered with neat and clean white cloth
10. The Tables should be decorated with white cloths and Chairs (cushioned) should be well covered, neat and clean.
11. There should be provision of Round Tables with 400 Chairs (each table with 10-14 chairs around) and serving Counter Tables.

### **Area / Points for Safety & Hygiene**

#### **Personal Hygiene**

12. Uniforms/Clothes are clean and well ironed?
13. Wearing of caps by all the employees
14. Hairs, nails are trimmed?
15. Washing of hand with soap and subsequent drying before – start of work ,after visiting toilets, after handling raw food, after any unsanitary prativces, after handling waste and any other time where hands are soiled.
16. No unsanitary practices (like tooth/ear/nose picking, coughing/sneezing in front of the food)
17. No smoking, chewing tobacco, bubble gums etc inside the kitchen
18. Wearing of hand gloves for direct food handling/serving
19. Bandage all types of wounds/cuts with water proof bandages

#### **Hygiene**

20. Keep all utensils, boxes, bottles closed after every use
21. Drying of meals plate/tumblers/utensils etc., after washing in a drier /wipe plates with disposable, clean and dry tissue papers.
22. Washing of all raw vegetables, fruits as per the procedure
23. Do not use wooden handle knives and other utensils
24. Do not buy Rotten / infested vegetable/fruit, pulses, rice, flours etc
25. Do not use dented spoons or spoons with design (chances of residues sticking over it).  
Always use plain spoons
26. Clean grinder, mixer and other equipments thoroughly after use and ensure no material residues are sticking on it.
27. Inspection of all food items thoroughly before use ( for rotten, infestation etc.)
28. Raw and cooked items should be stored speratly.

## **Safety**

- 29.** Gas burners should be properly closed after use. Any detection of gas leak to be immediately informed to Engineering for repairs.
- 30.** Gas cylinders to be stored in a well ventilated area (preferably outside the tentatge area)
- 31.** Kerosene, petrol or any flammable liquid (if used) should be kept under lock with all safety precautions
- 32.** Burner igniter, match boxes to be kept on a stand away from the burner
- 33.** Cooking oil, vanspati etc., should be kept away from the burner

## **Waste Disposal**

- 34.** Dust bin lids should be closed always (Foot operated dust bins are better choice to keep inside the canteen)
- 35.** No overfill of dustbins
- 36.** Separate dust bins for Bio degradable and non bio degradable items to be maintained.

**PUNJAB ENGINEERING COLLEGE (DEEMED TO BE UNIVERSITY), CHANDIGARH**  
**SECTION III**  
**GENERAL TERMS AND CONDITIONS**

1. Tenderers are advised to study all technical and commercial aspects, instructions, forms, terms and specifications carefully in the tender document. Failure to furnish all information required in the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the tenderers risk and may result in the rejection of the bid.
2. The tenderers should give their quote in Indian currency only keeping in mind that our institute (i.e. PUNJAB ENGINEERING COLLEGE (Deemed to be University)) is exempted from the payment of custom and excise duty. Only custom & excise duty exemption certificate will be issued.
3. The Bidders shall have to submit their Bids online in Electronic Format with Digital Signatures. For participation in the e-tendering process, the Bidders need to register themselves on <http://etenders.chd.nic.in/nicgep>. On registration, they will be provided with a user ID and a system generated password enabling them to submit their Bids online using Digital System Certificates (DSC).
4. Tenders without digital signatures will not be accepted by the Electronic Tendering System. No Tender will be accepted in physical form and in case, it has been submitted in the physical form only, it shall be rejected out rightly.
5. Bids will be opened online as per time schedule mentioned in e-tender notice (**SECTION I Table 2**).
6. Before submission of online bids, bidders must ensure that self-attested scanned copies of all the necessary documents as mentioned in SECTION III “Technical Bid” and SECTION IV “Financial Bid” of this tender document have been uploaded with the bid, failing which their bids may be out-rightly rejected and will not be considered.
7. It is mandatory for all the bidders to upload all the documents mentioned under tender document.
8. Bidder is required to upload scanned copy of EMD as specified in the tender documents and send original along with other hard copies of desired documents to be sent in technical bid envelope.
9. The details of EMD and tender cost specified in the tender documents should be the same as submitted online (scanned copies) otherwise tender will be rejected.
10. The conditional bids shall not be considered and may be rejected out rightly in very first instance.
11. The financial bids through e-tendering of only those bidders shall be opened who will qualify in the technical bid criteria.
12. An affidavit as per specimen enclosed as Annexure – 2.2 of SECTION II should accompany the tender. The tenderer who has been black-listed or his/her tenders have ever been cancelled



or any legal proceedings have ever been initiated/pending or any penalty has ever been levied on account of delay or non-completion of supply order by any State/UT/Central Government, his/her tender will be out rightly rejected.

13. Downloading and submission of Tender will be done by E-tendering process through the website of Chandigarh Administration <http://etenders.chd.nic.in/nicgep>.
14. **EARNEST MONEY DEPOSIT (EMD):** The Tender should be accompanied with Earnest Money as mentioned in the Table-1 of SECTION I to be paid in the shape of A/C payee demand draft/banker cheque/FDR/bank guarantee from any Commercial Bank in favor of Director, PUNJAB ENGINEERING COLLEGE (Deemed to be University) Chandigarh which shall be valid for 180 days. No firm/tenderer will be exempted from submission of EMD. The EMD deposited by the tenderer in respect of another similar tender will not be considered against this tender. Apart from submission of EMD in physical form, scanned copy of EMD duly attested and countersigned by the firms shall also be uploaded. The EMD of unsuccessful tenders will be refunded immediately after finalization/allotment of tender. No interest will be payable on the EMD. The EMD will be forfeited, if the tenderer withdraws his/her bid after submission of the Tender. Expression of Interest without the EMD shall be rejected.
15. EMD of successful bidder will be return only after the completion of the event.
16. **TECHNICAL BID:** The tenderer should submit scanned copy of documentary proof of his/her eligibility as mentioned in SECTION III "Technical Bid" of this tender document.
17. Financial Bid will be opened of only those bidders who qualify in the technical bid criteria through e-tendering process.
18. **FINANCIAL BID:** The financial bid (SECTION IV) shall be quoted by the bidder through e-tendering. The financial bid should contain rates only. The rates should be mentioned both in figures as well as in words. Any change in rate quoted by the tenderer afterwards will entail forfeiture of earnest money deposit, cancellation of tender and blacklisting of the firm.
19. The bid should not contain corrections or over writing.
20. Tender received through e-tendering shall be opened online by the committee duly constituted by the authorities of PUNJAB ENGINEERING COLLEGE (Deemed to be University), as per schedule given in Tender Notice in the office of the Head, Computer Centre, and PUNJAB ENGINEERING COLLEGE (Deemed to be University) Chandigarh. In the event of date of opening of Tender being declared a holiday, the due date of opening of the Tender will be the next working day at the same hours.
21. The primary bidder of the tender must be caterer with required certificates and experience however bidder can subcontract the tentage and decoration work. In that case sub-contractor should be the event management company/ reputed vendor with required experience. The copy of sub contract signed and experience of subcontractor must be uploaded with other technical bid requirement documents. Primary bidder shall be the single point of contact and sole responsible for event..
22. In case, any bidder after successful bid stepped back in any circumstances then his/her EMD will be forfeited and action may be taken against the bidder.
23. No conditional/optional bid shall be accepted and Bidders shall not be permitted to alter or modify their bids after expiry of last date for receipt of Bids.
24. The Director, PUNJAB ENGINEERING COLLEGE (Deemed to be University) Chandigarh reserves the right to accept or reject any or all tenders without assigning any reason.
25. The responsibility of the material supplied by the contract and the safety of persons deputed by him for the installation of materials etc. shall be solely of the bidder. Punjab Engineering College (Deemed to be University), Chandigarh shall not in any way be liable/ responsible for any loss/damage to the material/life on any account, if any, occurred during Convocation.

26. .In case of any default Punjab Engineering College (Deemed to be University), sector12, Chandigarh will have the right to arrange the material at the risk and cost of vendor from any other source and the cost shall be deducted from the final payment with 20% penalty.
- 27. The arrangement with stage, sound and lighting should be ready by 14.02.2020 by 5 PM**
28. .If during operation at any time, the Gen-sets stop working and cause hindrance in the normal running of the function, penalty of 5 times the Gen-sets cost will be applied and the amount will be charged on the selected vendor as fine.
29. If during function, any construct breaks down or causes hampering to normal function, 20 % of the Total tender amount will be charged as penalty to the selected vendor.
30. PEC reserves right to vary scope of work at the time of placement of Supply Order/Signing of Contract.
31. **No advance payment** will be made. Payment will be released upon satisfactory completion of the event.
32. Tender will be allotted to the lowest bidder considering the overall quoted rates for all items.
33. The bidders must ensure that the food is prepared sufficiently to avoid any shortage during service time. If it is observed that the food (even if it is single food item) is falling short and is not available on buffet counter for service to the guests, a penalty of **Rs. 5000.00 (Rs. Five Thousand only)**/ item (Dishes) will be imposed on the agency.
34. The responsibility of the material supplied by the contractor and the safety of persons deputed by him shall be solely of the bidder. Punjab Engineering College (Deemed to be University), Chandigarh shall not in any way be liable/ responsible for any loss/damage to the material/life on any account, if any, occurred during function.
- 35.** All disputes are subject to Chandigarh jurisdiction only.

**ANNEXURE - 2.2**

(To be furnished on non-judicial stamp paper duly attested by the 1st Class Magistrate or Notary Public)

**AFFIDAVIT**

I/We/ M/s \_\_\_\_\_ are registered Company/Ltd Company etc. as per Registration Certificate No. \_\_\_\_\_ issued by \_\_\_\_\_ having registered office at \_\_\_\_\_ and manufacturing/supply base at \_\_\_\_\_ do hereby declare and solemnly affirm that I/We have not been Black-listed, nor mine/our Tenders have ever been cancelled by any State/UT/Central Government or any partner or shareholder either directly or indirectly connected with or has any subsisting interest in the business of my/our firm nor any legal proceedings have ever been initiated/pending or any penalty has ever been levied due to delay of non-completion of work/service/supply order by any State/UT/Central Government or by any authority.

**Place:** \_\_\_\_\_

**DEPONENT**

**Dated :** \_\_\_\_\_

**Verification**

I/We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my knowledge and beliefs. No part of it is false and nothing has been concealed therein.

**Place :** \_\_\_\_\_

**DEPONENT**

**Dated :** \_\_\_\_\_

**SECTION IV**  
**“Technical Bid”**  
**SCHEDULE OF REQUIREMENTS**

**TABLE 3 SCHEDULE OF REQUIREMENT**

Sr.No	Particulars	Size	Qty	Date of Requirement
<b>Part A Tentage</b>				
1	Tent with Carpeting	100'X200'	1	15-Feb-2020
2	Banquet Chairs with Cover		450	15-Feb-2020
3	Stage	24'X20'X4'	1	15-Feb-2020
4	Gensets with fuel:- As per load requirement with 10% additional backup facility			15-Feb-2020
5	Tent Table with cover and frill		150	15-Feb-2020
6	Round Table with cover and frill		50	15-Feb-2020
7	Hand wash basin		4	15-Feb-2020
8	Water dispensers (with water Bottle ) including sufficient nos of paper glass		20 dispensers	15-Feb-2020
9	Dance Floor with lighting	32'X32'	1	15-Feb-2020
10	General Lighting and Electricity (Complete in all aspect of entire area)			15-Feb-2020
11	Kitchen Tent for catering	30 x 30	1	15-Feb-2020
12	Flower Decoration Stage & Tent Area (Stage and tent area includes Stage Decoration and Round Table decoration using natural flowers)			15-Feb-2020
13	Stage Backdrop with provision to fix Flex	15'x10'	1	15-Feb-2020
14	Stage Furniture ( Including Chairs Approximate 10 chairs and tables as per requirement)	As per requirement		15-Feb-2020
15	Good quality PA System for covering of entire main stage area with at least 02 Chord less Mic		1	15-Feb-2020
16	PA System with at least 2 chord less Mic for other venue		2	15-Feb-2020
17	DJ Sound System with LED Wall DJ Sound System with 8 line array		1	15-Feb-2020

	top,4 base, 4 Monitor (jbl ,rcf), trust 32 X 20 single side, 8 sharp, 20 led lights, laser light, 32X 12 LED wall			
18	Choupals Panjabi Theme with 10 Charpais and 02 Stools		1	15-Feb-2020
19	Octanorm counter (3Mtr X 3 Mtr) with carpeting		5	15-Feb-2020
<b>Part B Catering Services</b>				
20	<b>Breakfast</b> 4x Dishes with Tea/Coffee/Juic		Approx. 800	15-Feb-2020
21	<b>Lunch</b> 2x Starter Points (Veg), 5x Main Course (Veg) and 2 x Desert Points For Lunch		Approx. 800	15-Feb-2020
22	<b>Dinner</b> 6x Starter Points (3Veg,3NVeg), Live Chaat Counter, Live Pasta Counter, 02 Soups (Veg,NVeg) 7x Main Course (5Veg, 2 NVeg),Live Chat X 03, 2 Mocktail , 2 SoftDrink and 4 x Desert Points For Dinner		Approx. 800	15-Feb-2020

**Note:** The bids will be evaluated on the basis of all items mentioned in schedule of requirement however the PEC reserve the right to delete any item at the time of release of Purchase Order.

### PRE-QUALIFYING CRITERIA

FIRST COVER TITLED as "Technical Bid" should contain the Self-attested scanned copies of following with consecutive Sr. No. :-

1. Name of the firm/organization & address Contact person name and telephone/ Mob. No./Fax. No./ on letter pad of the company/firm.
2. Earnest money deposit as mentioned in Point 15 of SECTION II of this tender document.
3. Bidder should have a turnover of at least Rs. 25 lacs in the either of the last two financial years i.e. 2017-18 and 2018-19. Copies of audited financial statement shall be attached
4. Food License from Statutory Authority
5. Trade (Catering and Decoration) License from Local Administrative Authority or from authorised government agencies
6. Food Safety/ Hygiene License from authorised government agencies
7. Certificate of acceptance of terms & condition mentioned in Section II of Tender Document.

8. The bidder should have satisfactory completed at least one similar nature of event(as per stipulated scope of work) in the past three years and also should submit a proof for the same
9. Document pertaining to subcontract for Tentage if any and copy of experience of subcontractor.
10. The Firm should have their office at Chandigarh/Mohali/Panchkula.
11. PAN number, GST number
12. Affidavit of not being Black Listed (Affidavit as per **Annexure 2.2 of SECTION II**)

**NOTE: All the above mentioned documents should be duly in order and are essential to qualify at Technical Bid Stage.**

**PUNJAB ENGINEERING COLLEGE (DEEMED TO BE UNIVERSITY), CHANDIGARH**

**SECTION V**

**FINANCIAL BID**

**SECOND COVER TITLED AS “FINANCIAL BID” CONSISTING OF**

Financial (Price) Bid for providing **Tentage & Catering Services for Global Annual Alumni Meet 2020 schedule to be held on 15<sup>th</sup> Feb 2020 as per table 3 schedule of requirement under Section IV** of PUNJAB ENGINEERING COLLEGE (Deemed to be University), Sector 12, is to be submitted online in excel sheet provided.

**Notes:**

1. Rate should be quoted in Indian Rupees only excluding GST.
2. Quoted price of all items should be inclusive of transportation and handling charges.

