

Punjab Engineering College
49th Annual Convocation, 2019

Sealed Quotations are invited from experienced and reputed caterers to provide crockery, manpower including cook, tandoor, grill and all other necessary items to prepare and serve lunch and high tea as per menu during convocation with in premise of Punjab Engineering College, Chandigarh on 12.10.2019

Lunch (as per Menu (A) in **Annexure -I**): The tentative number of plates for lunch is about **200 (Approx.) on 12.10.2019** and High Tea (as per Menu (B) in Annexure-I) for a tentative **1600 (Approx.) on 12.10.2019 at 7:00 PM.**

Note: Raw material used to prepare items as per Menu (A) and (B) will be provided by the Institute. Selected contractor must be submitting the requirement of raw material in writing within two day of award of contract.

Quotations should be submitted in two parts (Technical and Price Bid), each individually sealed and put in a bigger sealed cover superscripted with “**Tender for Convocation Lunch & High Tea of Convocation - 2019**” to reach the Chairman, Convocation 2019, Office of the Dean Students Affair, Punjab Engineering College Chandigarh , 160012. **The last date of submission of the Quotations is 30.09.2019 up to 02.00 PM.** Technical bids will be opened **on 30.09.2019 at 03.00 PM** and price bids will be opened only for the technically qualified bidders later. **A quotation shall remain valid for acceptance at least for a period of 90 days from the date of opening.**

The commercial part (Price bid) has to be quoted in INR with component wise break up as per the prescribed format given in **(Annexure -II)** only and total amount must be inclusive of all charges GST/ Govt. Taxes. GST/ Govt.

Any deviation will not be accepted.

The Technical Bid should be in the form of a compliance statement to the points mentioned below.

1. Food License from Statutory Authority.
2. Trade (Catering) License from Local Administrative Authority or from authorized government agencies
3. Food Safety/ Hygiene License from authorized government agencies.
4. Copy of PAN Card,
5. GST registration certificate,
6. Copies of last three years Income tax return.
7. Copies of at least one work orders/ satisfactory work certificates of Catering for convocation/ conferences etc. of any IIT/NIT/IISER/IIM/ Academic organization/ University or Government Institutions for serving Lunch/ Dinner for a minimum number of 1500 in single occasions (in a single order) in a day during last three years as on the last date of submission of the tender.
8. Signed tender document as a token of acceptance of all the terms and conditions of the Tender document.
9. The bidders may prefer to take a visit/ survey of the venues selected for hosting the Convocation Lunch and High Tea to get prior information of the required services.

(A) Convocation Lunch Menu Service Type- Buffet	
Particulars	Expected Number of Pax and Dates of Buffet Services
<p>Appetizer</p> <ul style="list-style-type: none"> • Boiled Patato/Chana • Dahi Bhalla <p>SALAD:</p> <ul style="list-style-type: none"> • Fresh Green Salad (Tomato, Onion, Cucumber, Beetroot, Carrot, lemon wedges, green chilly) (Separately) <p>MAIN COURSE:</p> <ul style="list-style-type: none"> • Mix Vegitable • Paneer Butter Masala • Yellow Dal • Pakoda Kadi • Zeera Rice • Pickle • Papad <p>ROTI:</p> <ul style="list-style-type: none"> • Tandoori Roti/Naan/Missi/Lachhe Parantha <p>SWEET/DESSERTS:</p> <ul style="list-style-type: none"> • Gulab Jamun • Ice Cream 	<p>200 (Approx.) on 12.10.2019 (Tentatively) for Lunch</p>
(B) Convocation High-Tea Menu Service Type- Buffet	
Particulars	Expected Number of Pax and Dates of Counter Services
<ul style="list-style-type: none"> • Veg Cutlet • Chana White • Kulcha • Veg. sandwich • Veg Noodles • Veg Manchurian • Cheese Finger • Mix Pakora <p>SWEET/DESSERTS:</p> <ul style="list-style-type: none"> • Hot Gulab Jamun • Moong Dal Halwa • Ice Cream • Cake <p>HOT BEVRAGES:</p> <ul style="list-style-type: none"> • Tea • Coffee 	<p>Tentative 1600 heads on 12.10.2019 for High Tea</p>

Name of The Firm :

Address :

Requirements	Price	GST/Other Taxes	Total Amount
Provide crockery, manpower including cook, tandoor, grill and all other necessary items to prepare and serv lunch and high tea as per menu (A) & (B) and related decoration on food stall. Annexure-I during convocation with in premise of Punjab Engineering College, Chandigarh on 13.10.2019			

General Terms and Conditions:

1. No advance payment will be made; the payment will be made after completion of the work and submission of bill.
2. Earnest Money Deposit (EMD): An amount of **Rs. 10000.00/-** (Rupees ten thousand Only) in the form demand draft from any nationalized bank and in favour of "Director Punjab Engineering College Chandigarh", Payable at Chandigarh as EMD. This should be enclosed separately in an envelope and stapled with the Technical Bid document super scribing EMD. The validity of the EMD should be three months from the date of issue; any bid without EMD will be rejected. EMD will be returned to the unsuccessful bidders on finalization of the tender process without any interest. The EMD of the vendor awarded with the contract will be treated as a part of the security deposit towards performance guarantee, no interest is payable on security deposit.
3. Agency shall provide adequate approved good quality crockery and cutlery (Preferably bone china / opal ware) and clean table cloth of good quality on the buffet table.
4. Presentable Utensils for cooking and serving warm food shall also be provided by the agency.
5. The agency shall ensure that staffs deployed in catering services are free from any infection or communicable diseases.
6. The agency shall also ensure that staffs deployed for food preparations and services must wear proper and clean uniform, use disposable caps and gloves during cooking and food service respectively.
7. 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. 10000.00 (Rs. Ten Thousand only)/ item (Dishes) will be imposed on the agency.**
8. PEC reserves the right to reject any or all the tenders without assigning any reason also reserve the right to add, delete and modify the terms and conditions at any point of time.
9. Price Evaluation: Evaluation of price will be on turnkey basis.
10. 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 Convocation.
11. All disputes are subject to Chandigarh jurisdiction only.

The bidder has to quote in INR (Must be inclusive of all charges and as per the format given) for the menus of lunch and high tea venues as per details listed in **Annexure –I. Bidders must indicate the GST/Govt. Taxes in a separate column given in the format for price bid at Annexure-II.** Space, water, electricity and raw material as per requirement will be provided by PEC for cooking purpose only while rest all other arrangement for smooth operations will be the responsibility of the agency (Bidder).

**Chairman,
Convocation 2019
Punjab Engineering College
Chandigarh**