

Punjab Engineering College
Arrangement for Packed Food & High Tea during Convocation- 2020

Sealed Quotations are invited from experienced and reputed caterers to provide packed food and serve high tea as per menu on 15.03.2021 with in premise of Punjab Engineering College, Chandigarh.

Packed Food (as per “A” in **Annexure –I** and High Tea (as per Menu in “B” of **Annexure-I**) on **15.03.2021 at 4:00 PM.**

Quotations should be submitted in two parts (Technical and Price Bid), each individually sealed and put in a bigger sealed cover superscripted with “**Quotation for Arrangement of Packed Food & High Tea on 15.03.2020**” to reach the Chairman Convocation, Office of the Dean Students Affair, Punjab Engineering College Chandigarh , 160012. **The last date of submission of the Quotations is 01.3.2021 up to 03.00 PM. Quotations will be** will be opened **on 01.03.2021 at 03.30 PM. 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. Following document must be attached with Bid failing which the bid will be cancelled

1. Food License from Statutory Authority.
2. Food Safety/ Hygiene License from authorized government agencies.
3. Copy of PAN Card,
4. GST registration certificate,
5. Signed bid document as a token of acceptance of all the terms and conditions of the Tender document.

(A) Packed Food

Particulars	Expected Number of Pax and Dates of Counter Services
<ul style="list-style-type: none"> • Veg Sandwich • Cocktail Samosa 2 pcs • Paneer Pakoda 2 Pcs • Chocolate Muffin <p>SWEET/DESSERTS:</p> <ul style="list-style-type: none"> • Burfi 1 Pc <p>BEVRAGES:</p> <ul style="list-style-type: none"> • Juice (Real) Tetra Pack • Small Water Bottle 	Tentative 700 heads on 15.03.2021

(B) High-Tea Menu Service Type- Buffet

Particulars	Expected Number of Pax and Dates of Counter Services
<ul style="list-style-type: none"> • Veg Sandwich • Cocktail Samosa • Dhokla • Paneer Pakoda • Mix Pakora <p>SWEET/DESSERTS:</p> <ul style="list-style-type: none"> • Barfi • Hot Gulab Jamun <p>HOT BEVRAGES:</p> <ul style="list-style-type: none"> • Tea • Coffee <p>COLD BEVRAGES:</p> <ul style="list-style-type: none"> • Juice • Water 	Tentative 120 heads on 15.03.2021

Annexure-II

Name of The Firm:

Address:

Requirements	Approx. Quantity	Unit Price	GST/Other Taxes	Total Amount
Packed Food as per menu	700			
High Tea As per menu	120			
Small Water bottle	1500			

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. 5000.00/-** (Rupees Five 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 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. **Exemption of tender fee & EMD will only be given to MSME/NSIC registered bidders.**
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 for high tea.
4. The packed food will be packed in food grade packaging material.
5. Presentable Utensils for cooking and serving warm food shall also be provided by the agency.
6. The agency shall ensure that staffs deployed in catering services are free from any infection or communicable diseases.
7. 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.
8. 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.**
9. 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.
10. Price Evaluation: Evaluation of price will be on turnkey basis.
11. 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.
12. 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 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.**

**Chairman Convocation 2020,
Punjab Engineering College
Chandigarh**