

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



**E-tender document
For
Catering Services for Hydro 2022**

International Conference (22-24 December 2022)

at

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

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

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SECTION I: INVITATION FOR E - TENDER

1. The PUNJAB ENGINEERING COLLEGE (Deemed to be University), Chandigarh invites e-bids from eligible bidders for **Catering Services for HYDRO 2022 International Conference at PEC Campus planned to be held tentatively from 22 December 2022 to 24 December 2022 as per Table 3 schedule of requirement under Section III**
2. Interested eligible bidders may obtain further information from Head Civil Engineering College, 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	Catering Service for HYDRO 2022, INTERNATIONAL CONFERENCE AT PEC CAMPUS as per table 3 schedule of requirement under Section III	30,000

TABLE - 2 Time Schedule

I	Date of publication	09.12.2022
II	Downloading of e-tender document	Start date: 09.12.2022 at 5:00 p.m. End date: 15.12.2022 at 11:00 a.m.
III	Date of submission of e-tender	Start date: 09.12.2022 at 5:00 p.m. End date: 15.12.2022 at 11:30 a.m.
IV	Physical submission of EMD	Start date: 12.12.2022 at 10:00 a.m. End date: 15.12.2022 at 11:00 a.m.
V	Opening of Technical Bid (online) and meeting for scrutiny of technical bid and declaring eligible bidders.	Date: 15.12.2022 by 12:00 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	Department of Civil Engineering PUNJAB ENGINEERING COLLEGE (Deemed to be University), Sector 12, Chandigarh 160012
VIII	Address for communication	Department of Civil Engineering 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 (http://etenders.chd.nic.in) or on the PUNJAB ENGINEERING COLLEGE (Deemed to be University), Chandigarh website (www.pec.ac.in).
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.

Prof. & Head
Department of Civil Engineering
Punjab Engineering College
(Deemed to be University),
Sector 12, Chandigarh 160012

**PUNJAB ENGINEERING COLLEGE (DEEMED TO BE UNIVERSITY),
CHANDIGARH
SECTION II
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 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 returned 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 Chairman Estate & Works at 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. Tender is nontransferable.
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 quality and presentation of food provided by the contractor during the conference and the safety of persons deputed by him and of all attendees in regard to food and its preparation 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 Conference.
26. In case of any default, Punjab Engineering College (Deemed to be University), Sector12, Chandigarh will have the right to arrange the alternate catering service 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 for serving of food as specified in Table 3 should be ready one day before the actual event.
28. Punjab Engineering College reserves right to vary the scope of work at the time of placement of Supply Order/Signing of Contract.
29. **No advance payment** will be made. Payment will be released upon satisfactory completion of catering services of all the sessions as specified in Table 3 and on production of bill (in duplicate) in the name of Director, Punjab Engineering College (Deemed to be University), Chandigarh.
30. Tender will be allotted to the lowest bidder considering the overall quoted rates for all items.
31. 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 related service activity 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 III
“Technical Bid”
SCHEDULE OF REQUIREMENTS**

**TABLE 3
SCHEDULE OF REQUIREMENT FOR HYDRO 2022
(22-24 DECEMBER 2022) AT PEC CAMPUS
CHANDIGARH**

22 DECEMBER 2022				
S.No	Particulars	No. of person	Venue	Rate per person
HIGH TEA				
1.	Tea, Hot Coffee, Cheese Finger, Cocktail Samosi, Veg Cutlets, Veg Sandwich Green Chatni, Tomato Sauce, Dry Cake, Pastry Mineral Water Bottle (small)	400	PANDAL	
LUNCH				
2.	Karahi Paneer, Dal Makhni, Navratan Towa, Malai Kofta, Veg Pulao, Dahi Bhalla, Mithi Chatani Naan, Chapati, Missi Roti, Tandori Lacha Parantha Salad Green, Russian, Macroni, Papad, Achar, Moong Dal halwa, Hot Gulabjamun, Mineral Water Bottle (small)	300	PANDAL	
AFTER NOON TEA				
3.	Tea, Hot Coffee, Biscuit Sweet, Namkeen Biscuit Mineral Water Bottle (small)	300	L26, L27 & L28	
GALA DINNER				
4.	Cold Drink, Hot Coffee, Veg. Manchow Soup/ Chicken Soup, STARTER: Paneer Tikka Malai, Cheese finger, Mushroom Duplex, Manchurian Dry Sauce, Chicken Drum Stick, Chicken Malai Tikka, Chicken Chilly, Fish Amritsari, Tatre Sauce, Green Chatani, Tomato Sauce, MAIN COURSE: Paneer Pasanda, Mix Veg Korma, Palak Mushroom, Rajma Masala, Butter Chicken, Palak Chicken, Mutton Masala, Veg Pulao, Dahi Bhalla, Mithi Chatani, Nan Plain, Chapati, Tandori Lacha, Parantha, Missi Roti SALAD: Salad Green, Sirka Piyaj, Russian Salad, Fruit Salad, Macroni, Papad, Achar DESSERTS: Ice Cream Vanilla, Butter Scotch, Gajrella, Jalebi, Crispy+ Rabri, Hot Gulabjamun Water Bottle (small)	300	PANDAL	

23 DECEMBER 2022				
S.No	Particulars	No. of person	Venue	Rate per person
BREAKFAST				
1.	Amritsari kulcha, chana masala, dhokla, veg-sandwich, achar, dahi, tea (w/wo sugar), hot coffee (w/wo sugar), water bottles (small)	200	CENTENARY HALL/COMMUNITY CENTRE	
TEA BEFORE LUNCH				
2.	Tea (w/wo sugar), hot coffee (w/wo sugar), biscuit (sweet and salted) water bottles (small)	200	L26, L27 & L28	
LUNCH				
3.	Paneer butter masala, chana masala, gobhi matar, Kashmiri dum allu, peas pulao, dahi pineapple raita, Bread: Plain naan, tandoori lachha parantha, missi roti, chapati, Amritsari Kulcha Salad , Green Salad, Kachumbar Salad, Sirka Piyaj salad, Macroni salad, Kimchi salad, Papad and aachar Desert: Jafrani Halwa & Fruit cream Mineral water bottle (Small)	200	CENTENARY HALL/COMMUNITY CENTRE	
AFTERNOON TEA				
4.	Tea (w/wo sugar), hot coffee (w/wo sugar), cocktail samosi, dry cake (eggless), water bottles (small)	200	L26, L27 & L28	

24 DECEMBER 2022				
S.No	Particulars	No. of person	Venue	Rate per person
BREAKFAST				
1	Allu masala, paneer bhurji, plain bread, plain puri, achar, dahi, veg sandwich, tea (w/wo sugar), hot coffee (w/wo sugar), water bottles (small)	200	CENTENARY HALL/COMMUNITY CENTRE	
TEA BEFORE LUNCH				
2	Tea (w/wo sugar), hot coffee (w/wo sugar), Chips, sweet biscuit, water bottles (small)	200	L26, L27 & L28	
LUNCH				
3	Cheese Tomato, Dal Bhukhara, Mushroom laja, Aaloo Gobi, Veg. Palao, Veg. Dahi Ratia, Bread: Plain Nan, Chapati, Tandoori Lachha Paratha, Missi Roti Salad: Green Salad, Kachumbar Salad, Sirka Piyaj salad, Macroni salad, Kimchi salad, Papad and aachar Desert: Milky Halwa, Cold Kheer Mineral water bottle (Small)	200	CENTENARY HALL/COMMUNITY CENTRE	
HIGH TEA				
4	Veg. Bullet Roll, Veg Bread Sandwich, Spring roll, Dhokla, Swiss roll (eggless), Barfi, Rasguli (small), Tea (w/wo sugar), hot coffee (w/wo sugar), cold drink 3 type Mineral water bottle (Small)	250	AUDITORIUM	

Note:

- Any new item can be added or existing item can be deleted/ modified as per requirement and the bidder shall accordingly adjust the rates at lowest competitive market value.
- The material and ingredients used for the food preparation should be hygienic and be of approved grade quality.
- Items mentioned above are tentative. Quantity may increase/decrease upto 15% as per requirement or withdrawn at the time of placing purchase order.
- Contractor shall protect the area under their execution from fire and make adequate arrangements for fire protection & fire fighting and the sole responsibility to protect the venue lies upon the contractor.

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 the letter pad of the company/firm.
2. Earnest money deposit as mentioned in Point 14 of SECTION II of this tender document.
3. Bidder should have a turnover of at least Rs. 20 lacs in the either of the three financial years i.e. 2019-20,2020-21 and 2021-22. Copies of the audited financial statement shall be attached
4. Certificate of acceptance of terms & condition mentioned in Section II of the Tender Document.
5. The bidder should have satisfactorily completed at least three similar nature and magnitude of event in the past three years (2019-20,2020-21 and 2021-22) and also should submit a proof for the same.
6. PAN number, GST number
7. Affidavit of not being Black Listed

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 IV

FINANCIAL BID

SECOND COVER TITLED AS “FINANCIAL BID” CONSISTING OF

Financial (Price) Bid for Catering Service for **HYDRO 2022 at PEC Campus Chandigarh as per table 3 schedule of requirement under Section III** of PUNJAB ENGINEERING COLLEGE (Deemed to be University), Sector 12, is to be submitted online in excel sheet provided. Item wise price in pdf format also be uploaded.

Notes:

1. Rate should be quoted in Indian Rupees only inclusive of Taxes/Levies as per Indian law.
2. The bid will be evaluated by consolidated price of all the items mentioned in **table 3 schedule of requirement under Section III**
3. Individual price of each item (Breakfast, Lunch, Tea, Dinner) as mentioned in **table 3 schedule of requirement under Section III** is also to be upload