



No:- IISER(T)/Admn/132/16

Date: 02 May 2016

To,

M/s _____

Limited Tender Enquiry for Catering Services

1. Indian Institute of Science Education and Research (IISER) Thiruvananthapuram intends to engage reputed catering agency / hotel with considerable experience towards providing **Catering Services during the GRADUATION FUNCTION (CONVOCATION) 2016** tentatively scheduled on **27th May 2016 (Friday)** at **IISER Campus, Near Jersy Farm , Vithura, Thiruvananthapuram - 695551.**
2. You are hereby requested to submit your bid in the attached tender form duly filled in all respect along with connected documents in a sealed cover super scribing "**Tender for Catering Services – Convocation 2016**" addressed to **The Registrar, Indian Institute of Science Education and Research (IISER) Thiruvananthapuram, CET Campus , Engg. College P.O, Thiruvananthapuram-695016** on or before **14:30 Hrs on 17 May 2016. Tender can also be dropped in Tender Box kept at Administrative section at IISER Annex building. The tenders dropped / delivered at other sections of the Institute will not be considered.**
3. **Earnest Money Deposit of Rs. 10,000/-** (Rupees Ten thousand only) in the form of Demand Draft favouring Indian Institute of Science Education and Research(IISER) Thiruvananthapuram payable at Thiruvananthapuram is required to be submitted along with the tender. Tenders without EMD will be summarily rejected.
4. The tenders will be opened at **15.00 hrs on 17 May 2016** in the presence of the available tenderers or their authorised representative.
5. The tender form and other terms and conditions are placed at enclosure to this notice.
6. **Interested parties may inspect the site and work out the requirements between 10.00 AM to 01.00 PM on any working day from 09 May to 13 May 2016. The Institute will not be responsible for deviation if any occurred due to submission of quotes without inspecting the site. Further clarification if any can be had from Tel. No. 0471-2590498 / 2599408 /0472-2815005.**

(Hariharakrishnan.S)
Assistant Registrar (A&A)



TENDER FORM FOR EVENT MANAGEMENT

1. Indian Institute of Science Education and Research (IISER) Thiruvananthapuram hereby invite tenders for providing **Catering Services as per the provided menu** during forthcoming IISER TVM GRADUATION FUNCTION (CONVOCATION) 2016 scheduled on **27th May 2016 (Friday)** at **IISER Campus, Near Jersy Farm, Vithura, Thiruvananthapuram -695551.**
2. Tender shall be submitted in official tender form only. If submitted in any other form the same shall be rejected. Each and every page has to be numbered and no paper shall be detached from the tender.
3. The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled in and submitted in strict accordance with the instruction laid down herein: otherwise the tender is liable to be rejected.
4. The tender is liable to be rejected if complete information is not given therein, or if the particulars and data (if any) asked for in the schedules to the tender are not filled in.
5. The tender must be addressed to **the Registrar, Indian Institute of Science Education and Research (IISER) Thiruvananthapuram, CET Campus, Eng. College P.O, Thiruvananthapuram-695016** and should be submitted on or before **17 May 2016 by 14:30 hrs.** Tenders can also be dropped in the tender box kept in the Office of the Registrar at Annex Building of IISER TVM. The tender bids received after due date and time and without EMD will not be accepted and considered. The tenders will be opened by the Tender opening Committee on **17 May 2016 at 15:00 hrs** at the same office in the presence of tenderer who may wish to be present, either by themselves or through their authorized representatives.
6. Tender is to be submitted along with Earnest Money Deposit (EMD) of **Rs.10,000/-** in form of Demand Draft only in favour of Indian Institute Of Science Education and Research(IISER) Thiruvananthapuram payable at Thiruvananthapuram. Offers received without earnest money (EMD) or with earnest money less than the amount specified shall be summarily rejected.
07. Tenderer should have the experience of organising at least **FIVE** similar functions of National Level Institutes/Govt. Organizations/ / Corporate Commercial/ Non Commercial Events/ Celebrity Events/ Product Launch Shows/ Movie Promotion etc. **Proof of experience such as copy of work order / agreement etc. to be attached with the tender.**

08. The catering agency should be registered with **FSSAI** and should have other necessary tax registrations and to enclose the copies of the relevant certificate along with the bid.

09. The menu and the number of packs to be served is as per **Annexure 'B'** of this tender form and the evaluation of bid will be on the basis of total bid value. ***Institute reserves the right to change the quantity or cancel the order. The catering agency should be able to meet the increases, if any, form the ordered quantity in short notice.***

10. The rates quoted should be on **FIRM & FIXED** basis. The Prevailing duties/taxes must be clearly mentioned by the agencies/tenderers, wherever applicable. In case the same is not mentioned clearly, then the quoted rates will be considered as inclusive of all and no additional payment will be applicable towards taxes/duties etc.

11. *Indian Institute of Science Education and Research (IISER) Thiruvananthapuram reserves the right to accept or reject any or all the offer either fully or partly without assigning any reasons and is not bound to accept the lowest bid since due weightage shall be given to several factors besides the financial quote. **The selected firm has to sign an agreement with the Institute regarding compliance with the terms and conditions of the tender.***

12. The Work Order shall be issued to the finalised agency by Indian Institute of Science Education and Research (IISER) Thiruvananthapuram and services shall be arranged by the agency as per the time schedule and requirements projected by the institute.

13. The firm / contractor should deploy sufficient number of trained personnel towards serving, arranging, cooking etc. The staff thus provided should be in proper uniform. They have to depute technically qualified executive who can coordinate the events as per the directions of IISER TVM team and can take immediate decisions on behalf of the firm. The name, designation and contact number of the coordinator should also be provided in the tender. **The firm has to arrange for loading / unloading of the items by deploying their own staff / authorised labourers of the locality and Institute in no way will be responsible for the same.**

14. Food has to be prepared on the day of the event only and should be served hot and fresh. The lunch should be served from 11.30 AM to 03.00 PM on the day of event. The tea and snacks to be served at 04.00 PM. Only ceramic crockery and SS cutlery to be used for serving food. No plastic plate, cup, spoons etc to be used for serving the food. Paper cups to be used for serving water, tea etc and for the guests Tea/Coffee/Snacks to be served in ceramic cups / plates.

15. The lunch will be served as **Buffet**. Separate counters are to be arranged for **Non-Vegetarian and Vegetarian**. The table and other arrangements are to be brought by the catering agency and to be arranged at the venue. Provisions to be made for supply of drinking water (both hot and cold) by placing minimum **10 dispensers** at various places in the dining hall along with disposable paper glass. Hand washing arrangement with hand wash liquid and towels are to be arranged at four places. All arrangements for serving should be ready on or before 10:00 AM on **27th May 2016**. **The supervisor should satisfy the concerned official(s) of this Institute regarding the number of plates before commencement of lunch. *The food is to be served***

against production of coupon provided by the Institute and the number of packs issued will be considered based on the coupons provided. Table side serving has to be arranged for a selected group of about 50 personnel for which the sufficient utensils and staffs have to be exclusively deployed by the agency.

16. The firm / contractor must ensure that the materials used for preparation, storage and serving of food are of standard quality as per laid down food safety standards and deviations, if any, will be liable for penalty.

17. IISER TVM shall in no way be responsible for any default with regard to any statutory obligation from the side of vendor/Contractor and will indemnify IISER TVM in case of any damage or liability, which may arise on account of action of any reason.

18. **The contractor has to ensure that the premises are kept clean before and after the event. The food waste, garbage etc has to be removed from the Institute premises and to be disposed off at the agencies place and cost soon after the event. No waste will be allowed to dispose inside the campus premises. The contractor should ensure that at least 15 dustbins or more should be kept along with garbage bags. In case such violation, heavy penalty will be imposed & same will be adjusted in the payment.**

19. The full & final payment shall be made after providing the necessary services based on certification by the concerned authority with in **thirty** days from the date of submission of bill. The bank account number and other details are to be submitted along with the bills to facilitate the payment through bank transfer. The following are to be produced towards execution of payment:

- ***Submission of Proof of Entry of *Materials at Site (*Materials required for arrangement of Catering Service- Cooked Food/Utensils/Furniture etc..)***
- ***Certificate from the authorized official(s) that the required no. of qty. was made available as ordered and the services were found satisfactory – Catering arrangements (High Tea & Food)***

20. Dispute, if any shall be settled mutually or arbitration by sole Arbitrator to be appointed by the Director, IISER TVM at Thiruvananthapuram as per the provisions of the Indian arbitration and Conciliation Act, 1996 and the Rules framed there under.

21. **The institute will reserve the right to impose penalty and make deductions in case of the following:-**

- (i) Shortages in the ordered quantity.
- (ii) Deviation from quality and quantity of service/ items as promised
- (iii) Non disposal of garbage from the venue
- (iv) Other things which are not specified and may be deemed fit

SIGNATURE OF TENDERER

Annexure 'A'

PARTICULARS OF THE BIDDER

1	Name and Address of the Catering Agency / Hotel with Telephone Number/Fax No./Mobile No.	
2	FSSAI Registration Number (provide copy of certificate).	
3	Service Tax Registration No. (attach copy of certificate)	
4	Permanent Account Number (PAN) (attach copy of PAN card)	
5	Experience of organising at least FIVE similar functions of National Level Institutes/Govt. Organizations/ / Corporate Commercial/ Non Commercial Events/ Celebrity Events/ Product Launch Shows/ Movie Promotion etc (Attach proof such as workorder / agreement seperately)	
6	Details of EMD for Rs. 10000/- (DD No., date & bank details)	
7	Name, Designation and contact details of the coordinator	

Date:- _____

SIGNATURE _____

Place:- _____

(Name of the authorised signatory of Agency/firm with stamp)

Annexure-'A-1'

To
The Registrar
Indian Institute of Science Education and Research (IISER),
CET Campus, Engg. College P.O,
Thiruvananthapuram – 695 016

Ref.: Your Notice Inviting Tender No..... dated

Sub: Catering Services for IISER Convocation Ceremony -2016.

Sir/ Madam,

1. I / we have carefully gone through all the Terms and conditions and also the schedule of items as enlisted by you in your Notice Inviting Tender for the subject under reference.
2. I/We, hereby confirm that we have understood all the Terms and conditions and confirm my/our commitment to abide by them.
3. I/We also confirm my/our commitment to provide the services as enlisted in schedule of item with your Notice Inviting Tender under reference.

(Authorized Name & Signatory of Agency/firm with stamp)

Annexure-'B'

SI	Elements	Rate	Total
F	CATERING - FOR 900 PERSONS		
TEA & SNACKS			
1	Tea & Coffee / Black Tea / Lemon Tea (with Bone China Crockery for invitees (50 Nos) & paper glass for others)		
2	Slice Cake , Samosa(North India style) , Cookies (necessary crockery & cutlery, plates etc to be arranged)		
MENU- LUNCH BUFFET			
1	Welcome Drinks (Fresh Fruit Punch / Fresh Mango Juice) or Canned juice from Tropicana or Real only.		
2	Soup (Veg / Non Veg) (Hot and Sour Veg/ Chicken Soup)		
3	Phulka / Chappati		
4	Vegetable Pulao, Steamed White Rice & Kerala rice		
5	Chicken Makhni		
6	Grilled / Tawa Fish (South Indian style-(Neymeen)		
7	Panner Makhni		
8	Pancharatan Dal and Sambhar		
9	Aloo Gobi Dry		
10	Avial		
11	Pickle /Green Salad / Papad/Curd		
12	Rasmalai and Ice cream		
13	Drinking Water (Hot & Cold)		

Note 1 :- Other arrangements like drinking water (hot & cold), Buffet Counter settings at two places, Seating arrangements, Cutlery, Crockery, Tableware, Table Linen etc, Serving, and Cleaning and Waste disposal are to be arranged by the agency)

Note 2:- Table side serving to be arranged for a group of about 50 people. The quantity / timings are indicative only and may change which will be intimated later.

Note 3:- The agency should clean the area, remove all the wastes including food wastes and dispose the same at their risk.

Note 4: Only proper ceramic crockery & SS cutlery to be used for serving of food. Plastic cups / plates / spoons etc should not be used.300 no's of additional plates to be brought in addition to the confirmed pax order or Minimum order quantity.

PRICE BID

The tenderer shall quote the amount tendered / financial bids in the following format as considering the venue in **IISER Campus, Near Jersy Farm, Vithura Campus, Thiruvananthapuram -**

I / We _____ on behalf of M/s _____ hereby undertake to carryout Convocation ceremony – 2016 as specified in Annexure 'B" of IISER – TVM tender No: - IISER (T)/Admn/132/16 dated 02 May 2016 for an amount of Rs. _____ (Rupees _____ only). The above quoted amount is inclusive of all in accordance with statutory liability, service charges, administrative charges, service tax etc. as applicable.

(Authorized Name & Signatory of Agency/firm with stamp)

UNDERTAKING BY THE TENDERER

I / We have carefully gone through the various terms and conditions mentioned in the tender document for **Catering Services** during IISER TVM GRADUATION FUNCTION (CONVOCATION) 2016 SCHEDULED ON **27th May 2016 (Friday)**. I agree to all the conditions and offer to organize the event in **IISER Campus, Near Jersy Farm, Vithura Campus, Thiruvananthapuram – 695551**.

I am making this offer after carefully reading the conditions and understanding the same. I have acquainted with all the tasks required to be carried out, before making this offer. I hereby sign this undertaking as token of our acceptance of various conditions mentioned in tender document.

Place : _____

Dated : _____ (Authorized Name & Signatory of Agency/firm with stamp)

CHECK LIST FOR ATTACHMENTS

(Put a "tick" in the appropriate column)

<u>Sl</u>	<u>Attachment (keep the copies of relevant documents)</u>	<u>Yes</u>	<u>No</u>
(a)	Address Proof		
(b)	Copy of Registration Certificate		
(c)	Copy of Service Tax Registration Certificate		
(d)	Copy of Pan Card		
(e)	Proof of experience		
(f)	Bank Details with IFSC code		
(g)	EMD (for Rs. 10,000/- in the form of DD favouring IISER TVM)		
(h)	Signed copy of tender form		
(i)	Undertaking		

Date:- _____

Place:- _____

(Authorized Name & Signatory of Agency/firm with stamp)

