

Online Bids

are invited
for

Supply and Catering Services for 12th Convocation Lunch on 6th October, 2023 at

Swatantrata Bhawan, IIT(BHU), Varanasi

Tender No.: IIT(BHU)/ACD/2023-24/03 dated 04.09.2023

Bid Submission Start Date: 04.09.2023

Bid Submission End Date: 25.09.2023

Technical Bid Opening Date: 26.09.2023



**Indian Institute of
Technology(Banaras Hindu
University) Varanasi-221005**

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SECTION I

NOTICE INVITING E-TENDER

1. Bids under two bid systems (Technical and Financial) are invited Online at CPP Portal from eligible, experienced and financially sound Companies/Firms/Agencies for providing Supply and Catering Services for 12th Convocation Lunch on 06th October, 2023 at Swatantrata Bhawan, IIT(BHU), Varanasi. **Manual bids will not be accepted.**
2. Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app> or from IIT(BHU) website <https://www.iitbhu.ac.in/tenders>.
3. Bidders can access tender documents on the CPP Portal. They are required to select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <http://eprocure.gov.in/eprocure/app> as per the schedule given in this tender document. Aspiring Bidders who have not enrolled/registered in e-procurement should enroll/register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost.
4. Bidders are advised to go through instructions provided at “Instructions for online Bid Submission”. Bidders are requested to follow the instructions carefully as per the tender document and the instructions given in the above mentioned websites. The bidder should go through the tender documents/instructions carefully before submitting/uploading the bids.
5. No manual bids will be accepted. All bids (both Technical and Financial) should be submitted on the E- procurement portal on or before the last date as mentioned in critical data sheet. Further, all communications should be addressed to the Convener, Lunch Arrangement Committee.
6. The Institute shall not be responsible for any delay in submitting online Bids. The Institute reserves the right to accept or reject any bid, cancel the tender without assigning any reason thereof. No correspondence in this regard will be entertained. Suitable action will be taken, if it is found at any stage that information/particulars given by bidder are false.
7. The interested bidders can visit the office of Dean of Academic Affairs (DoAA) between 11:00 AM to 5:00PM from 05-09-2023 to 18-09-2023. The cost of such visit shall be borne by the Bidder. They may contact office of the DoAA during office hours on any working day for ascertaining the job requirements and any other additional information/clarification required by them.
8. Conditional bids shall not be considered and will be rejected summarily.
9. The Financial Bids of only those bidders who qualify in the technical bid stage and in presentation stage as per this tender document will be opened after evaluation by the Committee constituted for the purpose. No bidding firm will be allowed to withdraw its bids after technical bids have been opened. If any firm intends to withdraw after opening of technical bids, suitable action will be taken against the firm.
10. The Institute reserves the right to reject any or all the bids submitted by the bidders at any time or relax/withdraw/add any of the terms and conditions contained in the Tender Documents without assigning any reason thereof.
11. Any subsequent Updates, Addendums, Corrigendum etc., if any, will be published only on the website <http://eprocure.gov.in/eprocure/app> and www.iitbhu.ac.in. All bidders are required to regularly check the websites for any updates.
12. Since, the requirement of catering service is time specific, therefore, no time extension under any circumstances shall be given for bid submission.

CRITICAL DATE SHEET

Date of Issue/Publication of Tender	04.09.2023 (06:55 PM)
Bid Document Download Start Date	04.09.2023 (06:55 PM)
Bid Submission Start Date	04.09.2023 (06:55 PM)
Site Visit	05.09.2023 to 18.09.2023 (During 11:00 AM to 5:00 PM on all working days)
Last Date and Time for submitting e-mail queries regarding technical specifications and other conditions of tender document	18.09.2023 (5:00 PM) (Kindly note that all queries are to be sent on the e-mail address given at the bottom row of this sheet. No e-mail queries shall be entertained after the aforementioned date and time.)
Pre-Bid Meeting Date, Time & Venue (All E-Mail queries received shall be discussed in the Pre-Bid Meeting in the presence of Prospective Bidders)	19.09.2023 (12:00 Noon)
Bid Document Download End Date	25.09.2023 (04:00 PM)
Last Date and Time for Uploading of Bids	25.09.2023 (04:00 PM)
Technical Bid Opening Date	26.09.2023 (04:00 PM)
Tender Processing Fees (Non Refundable)	Rs. 590/- Rupees Five Hundred Ninety Only (For Tender Processing Fee) (To be paid through RTGS/NEFT) as per the following details: Name of Account - Registrar, IIT(BHU) Name of the Bank - State Bank of India Name of Branch - IT, BHU, Varanasi Account No. - 32778803937 IFSC Code - SBIN0011445 The proof of payment must be enclosed with Technical Bid
Address For Communication	Office of the Dean of Academic Affairs, Indian Institute of Technology (Banaras Hindu University), Varanasi – 221005, U.P. Email: academics@itbhu.ac.in
Contract Duration	For the day of Convocation i.e. 06 th October, 2023

SECTION II

INSTRUCTION FOR ONLINE BID SUBMISSION

As per the directives of the Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant only to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information for submission of online bids on the CPP Portal may be obtained at <http://eprocure.gov.in/eprocure/app>.

1. Registration

- 1.1 Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
- 1.2 As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 1.3 Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 1.4 Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 1.5 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 1.6 Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.

2. Searching for Tender Documents

- 2.1 There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2.2 Once the bidders have selected the tenders they are interested in; they may download the required documents / tender schedules. These tenders can be moved to the respective "My Tender" folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 2.3 The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

3. Preparation of Bids

- 3.1 Bidder should take into account any corrigendum published, if any in respect of the tender document before submitting their bids.
- 3.2 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule as PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 3.3 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Documents Comprising the Bid

It is a **Two Bid System**, i.e. “Techno – Commercial Bid” and “Price Bid” to be prepared by the Bidder shall comprise the following:

A) Techno – Commercial Bid (Un priced Bid): [Upload online scanned copies in PDF format]

- i) Scanned copy of proof of deposition of Tender Processing Fee.
- ii) Scanned copy of Technical Bid (proforma given in Section – IX and other documents.
- iii) Scanned copy of Pan Card, GST registration & National Electronic Fund Transfer Form (NEFT).
- iv) Scanned copy of documents mentioned in Eligibility Criteria as per Section-VIII & IX.
- v) Scanned copy of all other relevant documents.

B) Price Bid: Fill in BOQ .xls format [Upload BOQ online also in PDF format as per Bidding Document]

Price Bid in duly filled up BOQ with all the details as per Section-IX.

It is the responsibility of Bidder to go through the Bidding Document to ensure furnishing of all required documents.

All pages of the Bid should be page numbered and indexed.

The authorized signatory of the Bidder must sign the Bid duly stamped at appropriate places and initial all the remaining pages of the Bid.

A Bidder, who does not fulfil any of the above requirements and/or gives evasive information/reply against any such requirement, shall be liable to be ignored and rejected.

Note: All documents should be uploaded in PDF format

4. Submission of Bids

- 4.1 Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 4.2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 4.3 Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Once the details have been completed, the bidder should submit it online. If the format of financial bid is found to be modified by the bidder, the bid will be rejected.
- 4.4 The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

- 4.5 All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done.
- 4.6 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 4.7 Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. And the date & time of submission of the bid with all other relevant details.
- 4.8 Kindly submit scanned PDF of all relevant documents.

5. Assistance to Bidders

- 5.1 Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 5.2 Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 0120-4200462, 0120-4001002, 0120-4001005, 0120-6277787.

6 General Instructions to the Bidders

- 6.1 Tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>, in the Technical Bids, the bidders are required to upload all the documents in **pdf format only**.
- 6.2 Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
- 6.3 Bidders are advised to follow the instructions provided in the „Instructions to the Bidder for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.
- 6.4 Bidder who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> and www.iitbhu.ac.in. **shall not tamper/modify the tender form including downloaded price bid template in any manner**. In case if the same is found to be tempered/ modified in any manner, tender will be summarily rejected and suitable action will be taken.

SECTION III

INSTRUCTIONS TO BIDDERS

1. Scope of Work

Scope of work is provided in Section IV of this document.

2. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Institute will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

3. Tender Processing Fee

The tender processing fee (Rs. 590/-) (non-refundable) (Scanned copy of proof of deposition in .pdf format to be uploaded online) is to be paid through RTGS/NEFT failing which the bid will be rejected.

4. Content of Bidding Documents

4.1 The services required, bidding procedures and contract terms are prescribed in the bidding documents.

In addition to Invitation of Bids, the bidding documents shall include:

- (a)** Instructions for Online Bid Submission
- (b)** Instruction to Bidders (ITB);
- (c)** Scope of Work
- (d)** Definitions
- (e)** Minimum Qualifications required for bidding
- (f)** Proforma for Technical & Financial Bid
- (g)** Evaluation Scheme
- (h)** General Conditions of Contract (GCC);

4.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.

5. Amendment of Bidding Documents

5.1 At any time prior to the deadline for submission of bids, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.

5.2 In order to allow prospective bidders reasonable time within which to take the amendment into account in preparing their bids, if any, the Institute, at its discretion, may extend the deadline for the submission of bids.

6. Language of Bid

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid shall be written in English language.

7. Documents Comprising the Bid

7.1 Techno commercial un-priced bid and priced Bids:

The bids are to be uploaded in two parts i.e. Techno commercial un-priced bid and priced Bids.

- (a) Techno commercial un-priced bid shall be submitted through CPP Portal. If the proof of Tender Processing Fee & Bid Securing declaration form as per Annexure V are not uploaded along with the technical bid, such bid will not be considered.
- (b) Priced bid.

7.2 Techno commercial un-priced bid:

Proforma for techno commercial un-priced bid is given at Section VII.

7.3 Price Bid

The price bid shall comprise the techno commercial bid along with the price component indicating the prices for each and every item and a scanned copy of completely filled BoQ to be uploaded under cover 2.

- (a) The prices quoted must be as per prescribed format as given in the Section VIII.
- (b) The rate must be stated for each item separately both in words and figures. If there is a discrepancy between the price quoted in word and figures the higher price quoted will be treated as final.
- (c) The prices once accepted by the Institute shall remain valid till the successful execution of the contract and till supplies is fully effected and accepted or **12 months** from the date of acceptance of tender whichever is earlier. The Institute shall not entertain any increase in the rates during the period. However, in the event there is a reduction or increase in Government levy/duties/taxes during the period of execution of the order, the rates shall be suitably adjusted with effect from the date notifying the said reduction or increase in the Government levy/taxes/duty, if any.

8 Bid Currencies

Prices shall be quoted in Indian Rupees only.

9. Period of Validity of Bids

9.1 Bids shall remain valid for **30** days after the date of bid opening as prescribed by the Institute. A bid valid for a shorter period shall be rejected as non-responsive.

9.2 In exceptional circumstances, the Institute may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A Bidder May refuse the request. A Bidder granting the request will not be required nor permitted to modify the bid.

9.3 Financial Bid evaluation will be based on the bid prices without taking into consideration the above modifications.

10. The tender has to be submitted ONLINE before the due date. The offers received after the due date and time will not be considered. **No manual bids will be considered.**

11. Deadline for Submission of Bids

11.1 Bids must be received ONLINE not later than the time and date specified in the Invitation for Bids.

11.2 The Institute may, at its discretion, extend this deadline for submission of bids by amending the bid.

12. Late/Delayed Bids

The offers received after the due date and time will not be considered.

13. Modifications and Withdrawal of Bids

13.1The Bidder may modify or withdraw its bid after the ONLINE bid's submission, as per the provision of CPP Portal.

13.2No bid may be modified subsequent to the deadline for submission of bids. No documents will be accepted in support of essential pre-bid criteria after the last date of submission of bids.

13.3No bid may be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity specified by the Bidder on the bid form. Withdrawal of a bid during this interval may result in suitable action against the bidder concerned.

14. Opening of Techno commercial un-priced Bids

All techno commercial un-priced bids (Cover 1) will be opened in the first instance.

15. Clarification of Bids

15.1During evaluation of the bids, the Institute may, at its discretion, ask the Bidder for clarification of its bid. The request for clarification and the response shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted.

15.2No Bidder shall contact the Institute authority on any matter relating to its bid from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Institute, it should be done in writing.

15.3Any effort by a Bidder to influence the Institute's authority in its decisions on bid evaluation, bid comparison or contract award decisions may result in rejection of the Bidder's bid.

16. Evaluation of Techno commercial un-priced Bid

16.1 Prior to the detailed technical evaluation, the authority of the Institute will determine the substantial responsiveness of each bid. A substantially responsive bid is one, which conforms to all the terms and conditions of the Bidding Documents without material deviations and meets all the criteria. If any bidder does not meet the minimum criteria as laid down in this bid document, then its bid will be summarily rejected. No documents will be accepted in support of minimum criteria after the last date of submission of bids.

16.2 The bidders short-listed by the Institute based on meeting the essential criteria and detailed evaluation regarding satisfying the technical criteria laid down in this tender document will **be invited for presentation. The date and time of the presentation will be intimated through e-mail & phone to the bidders concerned. The bidders should be prepared to visit office of DoAA at short notice.** The Institute will evaluate the Technical Bids received to short-list the firms, who fulfill the eligibility criteria, on the basis of their "Technical Bids" submitted and the presentation.

Bidders may also be called for verification of the documents uploaded on CPPP from the original documents, as per the decision of the Committee, if required. The bidders will have to bear all the cost for this purpose. No payment shall be made by the Institute. Any deviation in the uploaded documents on CPPP from the original documents may lead to rejection, being unresponsive.

17. Opening of Price Bids

17.1 Price Bids of only those bidders who meet the essential criteria and whose techno commercial un-priced bids have been found to be substantially responsive and who qualified in presentation will be opened.

17.2 The price Bids of the technically qualified bidders shall be opened in the presence of the tender committee.

18. Evaluation and Comparison of priced Bids

18.1 Arithmetical errors will be rectified on the following basis: If there is a discrepancy between words and figures, whichever is the higher of the two shall be taken as bid price. If the Vendor does not accept the correction of errors, its bid will be rejected.

19. Institute's right to accept any bid and to reject any bid or all bids

The Institute reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Institute's action.

20. Award Criteria

The substantial responsive Bidder/Company/Firm/Caterer/ qualified in technical evaluation and presentation stage will be declared successful after financial evaluation and on Lowest Price basis.

21. Notification of Award

Prior to the expiration of the period validity, the authority of the Institute will notify the successful Bidder in writing by e-mail, to be confirmed in writing by e-mail/speed post or hand delivered letter, that its bid has been declared qualified.

22. Fall clause

22.1 The price quoted by the bidder should not be higher than the maximum retail price, if any, for the stores and the same shall not be higher than the price usually charged by the bidder for stores of the same nature, class or description to any other procuring entity.

22.2 The price charged for the stores/services supplied under the contract by the Company shall in no event exceed the lowest price at which the Company sells the stores of identical description to any other person during the period till performance of all contractual obligation placed during the currency of the contract is completed. If at any time during the period the Company reduces the sale price of such stores or sells such stores to any other person including his dealers at a price lower than the price chargeable under the contract, he shall forthwith notify such reduction or sale to the Institute and the price payable under the contract for these items of stores supplied after the date of coming into force of such reduction or sale shall stand correspondingly reduced.

22.3 If it is discovered that the Company has contravened the above conditions, then without prejudice to any other action which might be taken against him, it shall be lawful for the Institute to (a)revise the price at any stage so as to bring it in conformity with sub-clause (23.1) above, or (b)to terminate the contract with recovery of loss.

SECTION IV

SCOPE OF WORK

1. Indian Institute of Technology (BHU), an Autonomous Institute of National Importance under the Ministry of Education, Government of India requires the services of a reputed, well established and financially sound Caterer for providing of Supply and Catering Services for 12th Convocation Lunch on 06th October, 2023 at Swatantrata Bhawan, IIT(BHU), Varanasi. The Lunch is to be provided for approximately 2000-2500 persons. **The menu is given below:**

- i. Soup: Sweet Corn
- ii. Paneer Butter Masala
- iii. Mixed Veg Dry
- iv. Matar Mashroom Makhana
- v. Jeera Rice & Plain Steamed Rice
- vi. Dal Makhani
- vii. Dahi Bada
- viii. Achar, Chatni, Papad, Salad
- ix. Tandoor Roti
- x. Palin Poori & Kachaori
- xi. Sweet (Gulab Jamun & Rasogulla)
- xii. Dessert: Ice Cream – (Amul/ Mother Dairy/ Vadilal etc.) No Local Brand
- xiii. Mineral Water Bottle- 200 ml

Other Items and Service for Catering:

- i. House Mat (For covering the Ground)
- ii. House Tent for Kitchen 30' X 45' – 02
- iii. Fiber Chairs – At least 400 or as per the requirements
- iv. Buffet Tables (For Serving Food) – As per catering requirements
- v. Round Table Complete (for eating lunch) – As per catering requirements
- vi. Chowki –As per catering requirements
- vii. The successful bidder/caterer shall arrange the food in at least 10 or more identical buffet counters, so that all the guests can be catered in a short duration of approximately 1 hour.
- viii. Separate arrangement for serving the VIPs and Chief Guest has to be done by the successful bidder/caterer.
- ix. Sufficient manpower serving the food should be arranged so that there is no laxity in service during the lunch and the buffet tables do not run short of food items during peak lunch hour.
- x. The successful bidder/caterer should be ready to arrange the catering services as per the on the spot/standing instructions of the Catering committee.
- xi. Any other requirement necessary to properly organize the catering

Note:

a. The prices must be quoted as per the above minimum assured quantity of 2000 plates but final billing will be based on actual quantities used, which may be higher based on actual attendance but not less than 2000.

b. If the number of estimated attendees (2000-2500) at the convocation lunch is exceeded, the bidder has to cater to the same and additional confirmatory order shall be placed to bidder after mutually ascertaining the increased count on actual basis.

c. Quoted rates should be sufficient to meet out all the contractual obligations efficiently including statutory deductions.

2. The interested bidders can visit the office of Dean (Academic Affairs), IIT (BHU) on 05-09-2023 to 18-09-2023 between 11:00 AM to 5:00 PM. for any further clarification.

3. A pre-bid meeting with the prospective bidders will be held on 19-09-2023 at 12:00 Noon in the office of Dean (Academic Affairs), to appraise the bidders about the service quality

requirements, expectations of the Institute and to familiarize them with the scope of work. The prospective bidders must visit the office of Dean (Academic Affairs), and acquaint themselves with the ground level conditions on or before the date set for the pre-bid meeting.

4. The Institute shall handover the site in the evening of 05-10-2023 to the technically qualified lowest evaluated bidder for arranging of the catering services at the Swatantrata Bhawan Venue.

SECTION V

DEFINITIONS

1. "Bid" (including the term 'tender', 'offer', 'quotation' or 'proposal' in certain contexts) means an offer to supply goods, services or execution of works made in accordance with the terms and conditions set out in a document inviting such offers;
2. "Bidder" (including the term 'tenderer', 'consultant' or 'Caterer' in certain contexts) means any eligible person or firm or company, participating in a procurement process with a Procuring Entity;
3. "(Standard) Bid(ding) documents" (including the term 'tender (enquiry) documents' or means a document issued by the Procuring Entity, including any amendment thereto, that sets out the terms and conditions of the given procurement and includes the invitation to bid. A Standard (Model) Bidding Document is the standardized template to be used for preparing Bidding Documents after making suitable changes for specific procurement;
4. "Competent authority" means the officer(s) who finally approves the decision.
5. "e-Procurement" means the use of information and communication technology (specially the internet) by the Procuring Entity in conducting its procurement processes with bidders for the acquisition of goods (supplies), works and services with the aim of open, non-discriminatory and efficient procurement through transparent procedures;
6. "Notice inviting tenders" (including the term 'Invitation to bid' or 'request for proposals in certain contexts) means a document and any amendment thereto published or notified by the Procuring Entity, which informs the potential bidders that it intends to procure goods, services and/or works.;
7. "Procurement Contract" (including the terms 'Purchase Order' or 'Supply Order' or 'Withdrawal Order' or 'Work Order' or 'Contract for other services' under certain contexts), means a formal legal agreement in writing relating to the subject matter of procurement, entered into between the Procuring Entity and the supplier, Caterer or Company/Firm/Agency on mutually acceptable terms and conditions and which are in compliance with all the relevant provisions of the laws of the country.
8. "Service" is defined as any subject matter of procurement other than goods or works, except those incidental or consequential to the service and includes physical, maintenance, professional, intellectual, training, consultancy and advisory services or any other service classified or declared as such by a Procuring Entity but does not include appointment of an individual made under any law, rules, regulations or order issued in this behalf.

SECTION VI

MINIMUM QUALIFICATIONS REQUIRED FOR BIDDING

The bidders having following minimum qualification are eligible for bidding:

1. The bidder must have minimum 3 (Three) years of experience (during last 3 financial years) in providing/hosting catering services at official gatherings/ events in Central Educational Institutions/ Autonomous Bodies/ Public Sector Undertakings/Central/State Government Departments/Central Research Organizations/Private Corporate gatherings or events (Copies of relevant orders or satisfactory user certificates to be uploaded as proof along with technical bid)
2. The bidder must have at least 1(One) executed contract with satisfactory reports from the users for providing/hosting catering services at official gatherings/ events in Central Educational Institutions/ Autonomous Bodies/ Public Sector Undertakings/ Central/State Government Departments/Central Research Organizations/ Private Corporate Sector during last three years. (Copies of relevant orders and satisfactory user certificates to be uploaded as proof along with technical bid)
3. The bidder/Company/Firm/Agency must have an average annual turnover of Rs. 10 Lakhs or more for at least three (3) years (from catering services only) during any three of the last five (5) financial years. (CA certified copies of annual accounts P&L account, Income and expenditure account along with Balance Sheet for the preceding any three years starting from 2018-19 onwards to be uploaded as proof along with the technical bid.)
4. The bidder /Company / Firm / Agency should have valid PAN and GST Number (Copies to be uploaded with technical bid).
5. The registered office/ branch office of the bidder should be located in Varanasi.
6. The bidder /Company / Firm / Agency should have its own Bank Account.

Exemption to comply with any of the above criteria must be duly supported by the Government orders and/or OMs and other Government documents and copy(ies) of the same must be uploaded.

Non-compliance with any of the above conditions by the Caterer will amount to non-eligibility for the services for which tender has been floated and its tender will be rejected being non responsive.

Bidders must upload documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice the purpose. All documentary proofs including user satisfactory reports must be uploaded with the technical bid.

SECTION VII

Proforma for Technical Bid (Techno Commercial Un-Priced Bid)

(Supply and Catering Services for 12th Convocation Lunch on 6th October, 2023 at Swatantrata Bhawan, IIT(BHU), Varanasi)

1.	Name of Tendering Company/ Firm/ Agency (Upload Certificate of Registration)			
2.	Name of Director/Proprietor of Company/Firm/Agency			
3.	Full Address of Registered Office with (i) Telephone/Mobile No. (ii) Fax (iii) E-mail			
4.	Full Address of operating/ Branch office with (i) Telephone/Mobile No. (ii) Fax (iii) E-mail			
5.	Banker of Company/ Firm/Agency with full Address (Attach self-certified copy of Bank Passbook/Statement)			
6.	PAN (Attach self-attested copy)			
7.	GST No. (Attach self-attested copy)			
8.	Number of years of experience in providing catering services of similar magnitude at official gatherings/events in Central Educational Institutions/Autonomous Bodies/Public Sector Undertakings/Central/State Government Departments / Central Research Organizations/ Private Corporate Sector.			
9.	Details of successfully completed contracts in providing catering services of similar magnitude at official gatherings/ events in Central Educational Institutions/ Autonomous Bodies/ Public Sector Undertakings/ Central/State Government Departments/ Central Research Organizations/ Private Corporate Sector.	Sl. No.	Details of client along with address, telephone and e-mail Id	Amount of Contract (in Rs.)
				Duration of Contract (From To)
10.	Number of Satisfactory Performance Certificates			
11.	CA certified copies of annual accounts P&L account, Income and expenditure account along with Balance Sheet for the preceding five years starting from 2018-19 onwards			
12.	Total turnover financial year wise for at least any three years during the last five (5) financial years starting from 2018-19 onwards (as per proforma given below)			
13.	Details of Submission of Tender Processing Fees			

	(i) UTR No. (ii) Date (iii) Amount Proof of transaction to be uploaded with technical bid	
14.	FSSAI certification if any	
15.	Any other information	

**Proforma for annual turnover (from catering services only) duly certified by
theChartered Accountant**

Description	Financial Year		
Annual Turnover			
Profit before Tax			
Profit after Tax			
Assets			
Liabilities			

Declaration

I, Son/Daughter/Wife of Shri.....
Director/Partner/Proprietor/Authorised signatory of the Company/Firm/Agency.....
is competent to sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide to them;

3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/ We, am/are aware of the fact that furnishing of any wrong/false information/ fabricated document would lead to rejection of my/our tender at any stage besides any liabilities towards prosecution under the appropriate law.

Date: _____ Signature of the authorized person

Place: _____ Full Name

Seal

SECTION VIII

Performa for Financial Bid

(Supply and Catering Services for 12th Convocation Lunch on 06th October, 2023 at Swatantrata Bhawan, IIT(BHU), Varanasi)

Name of the Caterer:

Sl. No.	Description	Total price per plate (in Rs.)
1	<p>The Lunch is to be provided for approximately 2000-2500 persons where 2000 plates is the minimum assured number for final order placement</p> <p>MENU:</p> <ul style="list-style-type: none"> i. Soup: Sweet Corn ii. Paneer Butter Masala iii. Mixed Vegetables Dry iv. Matar Mushroom Makhana v. Jeera Rice & Plain steamed Rice vi. Dal Makhani vii. Dahi Bada viii. Achar, Chatni, Papad, Salad ix. Tandoori Roti x. Plain Poori & Kachori xi. Sweets (Gulab Jamun & Rasogulla) xii. Dessert: Ice Cream – (Amul/ Mother Dairy/ Vadilal etc.) No Local Brand xiii. Mineral Water Bottle- 200 ml <p>Other Items and Service for Catering:</p> <ul style="list-style-type: none"> i. House Mat (For covering the Ground) ii. House Tent for Kitchen 30' X 45' – 02 iii. Fiber Chairs – At least 400 or as per the requirements iv. Buffet Tables (For Serving Food) – As per catering requirements v. Round Table Complete (for eating lunch) – As per catering requirements vi. Chowki –As per catering requirements vii. The successful bidder/caterer shall arrange the food in at least 10 or more identical buffet counters, so that all the guests can be catered in a short duration of approximately 1 hour. viii. Separate arrangement for serving the VIPs and Chief Guest has to be done by the successful bidder/caterer. 	

	<ul style="list-style-type: none"> ix. Sufficient manpower serving the food should be arranged so that there is no laxity in service during the lunch and the buffet tables do not run short of food items during peak lunch hour. x. The successful bidder/caterer should be ready to arrange the catering services as per the on the spot/standing instructions of the Catering committee. xi. Any other requirement necessary to properly organize the catering 	
2.	Rate of GST as applicable __%	
3.	TOTAL COST PER PLATE INCLUSIVE OF GST	

Note: 1. The prices must be quoted as per the above minimum assured quantity of 2000 plates but final billing will be based on actual quantities used, which may be higher based on actual attendance but not less than 2000.

2. If the number of estimated attendees (2000-2500) at the convocation lunch is exceeded, the bidder has to cater to the same and additional confirmatory order shall be placed to bidder after mutually ascertaining the increased count on actual basis.

3. Quoted rates should be sufficient to meet out all the contractual obligations efficiently including statutory deductions.

SECTION IX
EVALUATION SCHEME

A. Technical Evaluation Scheme

Sl. No.	Description	Criteria for Marks	Minimum marks required for Qualifying in Technical Criteria	Maximum Marks
1.	Number of years of experience in providing catering services of similar nature at official gatherings/events in Central Educational Institutions/ Autonomous Bodies/Public Sector Undertakings/Central/State Government Departments/Central Research Organizations/ Private Corporate Sector	4 marks for 1 year of experience subject to maximum of 20 marks	12	20
2	Number of successfully completed contracts of similar magnitude for providing/hosting catering services at official gatherings/ events in Central Educational Institutions/ Autonomous Bodies/ Public Sector Undertakings/ Central/State Government Departments/ Central Research Organizations/ Private Corporate Sector.	4 marks for 1 contract each subject to maximum of 20 marks	4	20
3	Minimum average turn-over of Rs. 10 lakhs or more for at least three (3) years (from catering services only) during the last five (5) financial years starting from 2018-19 onwards.	6 marks for minimum turnover of at least Rs. 10 Lakhs for 3 years and 2 mark each for additional multiples of Rs. 10 Lakhs subject to a maximum of 10 marks	6	10
Total			22	50

The technical committee will evaluate the proposals on various parameters as detailed in this document. Bidders meeting the bidder's minimum eligibility criteria and scoring a minimum of 22 marks in aggregate (out of 50) will be qualified for presentation. The evaluation of the catering committee will be final and binding.

B. Presentation

All technically qualified bidders will have to present about their experience and previous performance in catering services before the Catering Committee, IIT(BHU) Varanasi. The presentation will be of 15 minutes. The presentation will be evaluated for maximum 20 marks and qualifying marks will be 10 marks.

C. Financial Evaluation Scheme

Financial Bids of only those bidders will be opened who are declared qualified in both stages i.e. in

technical evaluation (A) stage and in presentation stage (B) and who are having total of 32 marks or above out of maximum 70 marks as per marking scheme given in this tender document.

Financial bids will be evaluated based on lowest price.

However, the Institute reserves the right to reject any financial bid on the basis of abnormally low and/or high prices quoted in comparison to the prevailing market price (s) of any item and/or all items. The Institute's decision shall be final and binding in this regard.

The substantial responsive Bidder/Company/Firm/Caterer will be declared finally successful forward of contract after financial evaluation based on Lowest Price basis.

SECTION X

GENERAL CONDITION OF CONTRACTS

1. Application

These General Conditions shall apply to the extent that they are not superseded by provisions in other parts of the Contract.

2. Standards

The Goods/ catering services supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standard appropriate to such standards as shall be the latest issued by the concerned Institution.

3. Use of Contract Documents and Information

- 3.1 The Caterer shall not, without the Institute's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Institute in connection therewith, to any person other than a person employed by the Caterer in performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 3.2 The Caterer shall not, without the Institute's prior written consent, make use of any document or information except for purposes of performing the Contract.
- 3.3 Any document, other than the Contract itself, shall remain the property of the Institute and shall be returned (in all copies) to the Institute on completion of the Caterer's performance under the Contract if so required by the Institute.

4. Submission of the bids.

- 4.1 All bids complete in all respect must be submitted online on or before the Bid Closing date and time as mentioned on Critical Data Sheet. Tenders received without earnest money etc. shall be rejected.
- 4.2 Tender documents are available on IIT (BHU) website: [www.iitbhu.ac.in/iitnotifications/purchase_enquiries/and Central Public Procurement Portal \(CPPP\) https://eprocure.gov.in/eprocure/app](http://www.iitbhu.ac.in/iitnotifications/purchase_enquiries/and_Central_Public_Procurement_Portal(CPPP)_https://eprocure.gov.in/eprocure/app).
- 4.3 Interested bidders may submit their bid through Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app>.

5. Other Conditions for bid submission

- 5.1 Any conditional bid shall not be considered and will be out rightly rejected in the very first instance.
- 5.2 The bidder shall quote the Technical and Financial bids as per the format enclosed for the same.

6. Other General Conditions

- 6.1 All personnel/employees/workmen employed by the Caterer shall be in good health and sound mind. The personnel/employees/workmen of the Caterer shall be liable to security screening by the Security Staff deployed by IIT (BHU).
- 6.2 The Caterer shall appoint fully qualified and competent workers as per the requirement at their own cost, to ensure that the services rendered by them are the best.

- 6.3 The employees employed by the Caterer shall always be under the direct and exclusive control and supervision of the Caterer. Adequate and necessary numbers of workers are deployed by the caterer for fulfilment of their contractual obligations under this agreement. It shall be the sole responsibility of the Caterer to ensure that workers, deployed by him, fulfil the obligations undertaken by the Caterer under this agreement and the Caterer shall provide such employees/workers at his own cost, with such equipment as may be considered necessary.
- 6.4 Any theft or damage caused due to negligence of the caterer shall be borne by the Caterer. Appropriate amount of penalty after due consideration and hearing will be imposed by the Director, IIT (BHU) or an officer nominated by him on his behalf, and the same will be deducted from the bill of the caterer.
- 6.5 IIT (BHU) will not be responsible for any injury, accident, disability, or loss of life to the caterer or to any of its personal that may take place while on duty. Any compensation or expenditure towards treatment of such injury, accident or loss of life shall be the sole responsibility of the caterer.
- 6.6 The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of the Government as amended from time to time and a certificate to this effect shall be provided to the Caterer by IIT (BHU).
- 6.7 In case, the caterer fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof IIT (BHU) is put to any loss / obligation, monetary or otherwise, IIT (BHU) will be entitled to get itself reimbursed out of the outstanding bills due to the caterer, to the extent of the loss or obligation in monetary terms.
- 6.8 Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement or matter whatsoever, shall, before or after completion or abandonment of work or during extended period, hereafter arises between the parties, as to the meaning, operation or effect of the contract or out of or relating to the contract or breach therefore, shall be referred to a Sole Arbitrator to be appointed by the Director of the Institute at the time of the dispute.
- 6.9 It is a term of the contract that the party invoking arbitration shall specify all disputes to be referred to arbitrator at the time of invocation of arbitration under the clause. It is a terms of the contract that cost of an arbitration shall be borne by the parties them self. The venue of arbitration, if any, shall be at Varanasi. Subject as aforesaid the provision of the Arbitration and Conciliation Act 1996 and any statutory modification or re-enactment thereof rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.

7. Terms of Payment:

The Caterer/Firm/Agency will be paid as per approved rate (award of contract/work order) by IIT (BHU) for the services provided on receipt of pre-receipted bill (in triplicate, at accepted bill of quantities), after invoice entry and certification that the satisfactory services have been rendered.

8. Contract Amendments

No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

9. Force Majeure

In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under this agreement, the relative obligation of the affected party by such force majeure shall be suspended for the period during which such cause lasts. The term "force majeure" as employed herein shall mean, acts of god, war revolt, riots, fire, flood and act and regulations of the Government of India or any of its authorized agencies.

Upon the occurrence of such cause and upon its termination the party alleging that it has been rendered unable as aforesaid thereby shall notify the other party in writing within 7(seven) days of the alleged beginning and ending therefore giving full particulars and satisfactory proof. Time for performance or relative obligation suspended by the Force Majeure shall be extended by the period for which cause lasts or condoned by the Institute without any penalty. If the work is suspended by force majeure conditions lasting for more than 1 (one) month, the Institute Shall have the option to authorize the contract in whole or part therefore at its own discretion. Any Situation of force majeure shall not be payable by the Institute under any circumstances. For the period of force majeure, no amount shall be payable to the Caterer.

10. Penalty

If the Caterer fails to deliver any or all of the Goods or to perform the Services as agreed, within the period(s) specified in the Contract, the Institute shall, without prejudice to its other remedies under the Contract, deduct from the final bill, a penalty, as decided by the catering committee.

BID SUBMISSION

Online Bid Submission:

The Online bids (complete in all respect) must be uploaded online in **two** covers as explained below:

Cover1 (Following documents to be provided as .pdf file)			
Sl. No.	Document	Content	File Types
1.	Technical Bid	Completely filled in and duly signed Technical Bid Proforma as provided in Section VII of tender document, Technical Compliance Sheet, Bidder information form	.pdf
2.		Organization Declaration Sheet, Compliance sheets for Essential Criteria and Checklist given in tender document	.pdf
3.		Tender Acceptance Declaration	.pdf
4.		List of Organizations/clients where the services have been provided along with their contact number(s).	.pdf
5.		All other supporting documents as required in Technical Bid as per Section VII, Technical Compliance Sheet given in tender document	.pdf
6.		Tender fee submission proof	.pdf
7.		Other Documents, as required by the tender	.pdf
Cover2			
Sl. No.	Document	Content	File Types
1.	Price Bid	Duly filled and signed financial bid proforma Part A as well as Part B as per Section VIII (Price Bid)	.pdf

Technical Compliance Statement

Sl. No.	Description	Yes/No
1.	The bidder must have minimum 3 (Three) years of experience (during last 3 financial years) in providing/hosting catering services at official gatherings/ events in Central Educational Institutions/ Autonomous Bodies/ Public Sector Undertakings/Central/State Government Departments/Central Research Organizations/Private Corporate gatherings or events (Copies of relevant orders or satisfactory user certificates have been uploaded as proof along with technical bid)	
2.	FSSAI certification (Desirable only)	
3.	The bidder must have at least 1(One) executed contract with satisfactory reports from the users for providing/hosting catering services at official gatherings/ events in Central Educational Institutions/ Autonomous Bodies/ Public Sector Undertakings/ Central/State Government Departments/Central Research Organizations/ Private Corporate Sector during last three years. (Copies of relevant orders and satisfactory user certificates have been uploaded as proof along with technical bid)	
4.	The bidder/Company/Firm/Agency must have an average annual turnover of Rs. 10 Lakhs or more for at least three (3) years (from catering services only) during any three of the last five (5) financial years. (CA certified copies of annual accounts P&L account, Income and expenditure account along with Balance Sheet for the preceding any three years starting from 2018-19 onwards have been uploaded as proof along with the technical bid.)	
5.	Valid PAN and GST Number (Copies have been uploaded with technical bid)	
6.	Proof of either the Registered Office or one of the Branch Offices of the bidder should be located in Varanasi.	