

E-Tender Document

for

Catering Services
for organizing
International Conference on
Advancements in Polymeric Materials (APM) 2023
March 17– 19, 2023



CIPET: School for Advanced Research in Petrochemicals (SARP) - APDDRL
(Department of Chemicals & Petrochemicals,
Ministry of Chemicals & Fertilizer, Govt. of India)
7P, Hi-Tech Defence and Aerospace Park (IT Sector),
Jalahobli, Devanahalli, Bengaluru North, Karnataka - 562 149
Web: cipet.gov.in, e-mail : apddrlbengaluru@gmail.com

E-Tender No: CIPET: SARP/BLR/ APM 2023 / Catering /22-23/03 Dated: February 11, 2023

Last Date of Submission: February 22, 2023 up to 15.00 hrs.

Notice for Inviting E-Tender

CIPET: SARP-APDDRL, Bengaluru invites online Technical & Commercial Bids from reputed Caterers for providing food for the international conference. Firms who have provided similar Services for Central/State Government departments, PSUs or Corporate Sectors may only apply.

Bidders are requested to visit the web-site www.tenderwizard.com/CIPET or www.cipet.gov.in and submit their offers electronically. It may be noted that offers submitted on paper manually or the offers sent by post shall not be entertained. The last date for submission and evaluation of the bids is as mentioned below:

Important Information and Dates

Sl. No	Description	Details
1	Purchaser	CIPET: SARP-APDDRL, Bengaluru
2	Tender No	CIPET: SARP/BLR/ APM 2023 / Catering /22-23/03 Dated: February 11, 2023
3	Online Tender submission of bid	www.tenderwizard.com/CIPET
4	Online Tender information available at	www.cipet.gov.in /
5	E-Tender Fees (including GST)	Rs. 1180/- (Rupees One Thousand One Hundred Eighty only)
6	Earnest Money Deposit EMD (in Rs.)	NIL
7	Security Deposit (in Rs.)	3% of tender value
8	Service to be offered	Catering service as per Annexure C-II and C-III
9	Estimated cost of tender	Rs.2,00,000/- (Rupees Two Lakhs Only)
10	Date of E-Tender Publication	11.02.2023
11	Date and Time of Issue or download Tender	11.02.2023, 10.00 Hrs onwards
12	Last Date and Time for Submission of Tender	22.02.2023 up to 15.00 Hrs
13	Date, Time and place of opening of Technical bid	22.02.2023 up to 15.30 Hrs CIPET: SARP-APDDRL, Bengaluru
14	Date and Time of opening of Financial bid	Opening of financial bid date, time, and venue will be conveyed to the technically qualified tenderers by over phone.
15	Bank Details of CIPET: SARP-APDDRL, Bengaluru	Account No. : 38621600398 Bank Name : State Bank of India Bank Address : Bagalur, Main Road, Yelahanka ISFSC Code : SBIN0021733

Notice Inviting E- Tender

E-Tender No: CIPET: SARP/BLR/ APM 2023 / Catering /22-23/03 Dated: February 11, 2023

The prescribed Tender Form containing the details may be viewed/download website www.tenderwizard.com/CIPET, www.cipet.gov.in up to 22.02.2023,15.00 Hrs. The Tender Fee will be accepted through Online Transfer RTGS/NEFT to State Bank of India "CIPET: SARP-APDDRL, Bengaluru Current A/c.No. 38621600398, IFSC: SBIN0021733.

The online bidding documents (Technical bid, EMD and Financial bid) duly filled as per the instructions of the e-tender document online latest by 15.00hrs on 22.02.2023 and **offline tender document shall not be accepted and such tender may be treated as rejected.**

The Tender-bidders have to quote only online bid (Part 1 Technical and Part 2 Financial). Technical Bid shall be opened on 22.02.2023 at 15:30 hrs in the presence of Tender Committee Members in Admin Department. The Institute reserves right to reject any or all the tenders without assigning any reasons, thereof. The tender documents giving full details, terms and conditions can be downloaded from Web Site www.tenderwizard.com/CIPET, www.cipet.gov.in. The offers to submit online shall contain the following.

Content of Bidding Documents

List of Documents to be uploaded online

1. Tender fess transferred to **CIPET: SARP-APDDRL, Bengaluru Current A/c.No. 38621600398, IFSC: SBIN0021733.**
2. Profile of the bidder on the letter head.
3. Name of the owners/partners/director of the firm/company /corporation and their addresses.
4. License copy of registration of the firm /company.
5. Copy of registration.
6. Copy of GST, PAN, PF and ESIC registration.
7. Work order for similar work in the last 3 years.
9. Name and addresses of bankers with whom the account is maintained.
10. Balance sheet with Income Tax Returns for the last 3 years (2018-19, 2019-20 and 2020-2021).
11. Number of disputes arises with clients, reasons of disputes and present status of disputes of detail. (on company letter head)
12. Scope of the work

Financial Bid Details - As per online Schedule

Price bid of the tenderers, whose Tender cost and Technical bid found in order shall be opened. The financial bids of the tenderers, who have been found qualified by the tender conditions shall be opened. Senior Scientist & Head, CIPET: SARP-APDDRL, Bengaluru reserves all right regarding enhance or reduce the work and to cancel the entire tender or any tender without assigning any reason thereof. Conditional Tender will not be accepted.

Note: The Tenderers are requested to go through the instructions carefully and complete all formalities as required and submit along with bid.

**Senior Scientist & Head
CIPET: SARP-APDDRL, Bengaluru**

INSTRUCTIONS TO BIDDERS

(A) Introduction

Central Institute of Petrochemicals Engineering & Technology (CIPET) – under the Dept. of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, Govt. of India is an ISO 9001: 2008 Certified, BIS Recognized, ISO/IEC: 17025-2005 (NABL) and ISO/IEC: 17020-2012 (NABCB) accredited institution focusing on STAR (Skill Training, Technology Support Services, Academic and R & D activities) concept for the benefits of Govt. organizations & industries in the country. CIPET is operating around 42 centers across the nation.

Bengaluru is emerging as a hub in engineering design, R&D and product development for a number of global players from various segments including automotives, telecom, infrastructure, wind energy, etc. During the last few years extensive industrial activity has been witnessed in and around Bengaluru mainly due to conducive eco-system, enriched talent pool and growing number of original equipment manufacturers (OEMs). This in turn has necessitated the need to set-up polymer research laboratory with modern equipment at the hub to support the Researchers, Academia & Industries to conduct application oriented research in the niche areas of Advanced Polymer Design & Development. The newly developed laboratory, School for Advanced Research in Petrochemicals (SARP) (formerly known as APDDRL), can join hands with its trademark as R&D wing of CIPET to cater to the various research needs of industries and would provide a great opportunity to the industries and academia to use the advanced facilities.

The major objectives of the CIPET: SARP - APDDRL are to carryout Research & Development activities in the area of polymer testing and evaluation, product development & commercialization along with facilitating research scholars and Scientists to pursue Research programs. The R&D Centre shall be multifunctional "One-stop" facility consisting of full-fledged materials characterization facility with broad specialization in product development and simulation. The centre shall coordinate and provide centralized support and service to various academia and industries for their research requirements.

(B) The Bidding Documents

- **Content of Bidding Documents**

The Bidding Documents include;

- (a) Instruction to Bidders;
- (b) Terms and Conditions of Contract;
- (c) Schedule of Requirements;
- (d) Scope of the work with details;
- (e) Bid Form and Price Schedules;
- (f) Contract Form;
- (g) Performance Security Form;
- (h) Deviation Statement;

- The Bidder is expected to examine all instructions, forms, terms and the scope of the work in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result in rejection of the bid.

- **Amendment of Bidding Documents:**

- At any time prior to the deadline for submission of bids, the Purchaser may, for any reason, whether at their own initiative or in response to a clarification requested by a prospective bidder, modify the Bidding Documents by amendment.
- In order to afford prospective Bidders reasonable time in which to take the amendment into account in preparing their bid, the Purchaser may, at their discretion, extend the deadline for the submission of bids

(C) Eligible Criteria for Bidders:

- Audited Balance sheet for the last 3 years
- Up-to-date IT returns for the last 3 years, PAN Card, GST Registration Certificate.
- The Bidders must have satisfactorily conducted catering service to at-least 02 nos. in any Govt. Organisations/PSU/Corporate Sectors during the last 5 years. The Certificate in support / credentials of that from the user must be attached. The Customer Feed Back Certificate must be enclosed.
- Self-declaration on **NO PENDING LITIGATION.**
- The bidder shall have local service and application office and infrastructure to attend visit whenever required.
- The bidder should furnish details of customers in India.
- The bidders shall give a list of his relatives working with the CIPET along with their designations and addresses.

(D) Terms & Conditions:

- **Taxes:** All taxes, duties, packing, forwarding & installation have been included in the quoted rate.
- Application Fee Rs.1180/- **(Including GST)**
- **EMD:** Nil
- **Performance Security:** 3% of the Purchase Order value shall be submitted by the party towards performance security within 07 days of receipt of Purchase Order in the form of Demand Draft/NEFT/RTGS/Bank Guarantee. The Performance Security will be refunded after warranty period is over. DD shall be drawn in favour of **'APDDRL-Bengaluru'** payable at Bengaluru
- **Warranty / Guarantee:** Not applicable.
- Return of Security deposits by the bidder shall be returned without any interest.
- **Delivery Period:** Bidder should be delivered as per the requirement of Purchaser.
- **Payment:** 50% advance along with purchase order and remaining after successfully completion of event as per the tender requirement.

- **Place of the event:** CIPET : School for Advanced Research in Petrochemicals (SARP) - APDDRL – Bengaluru, 7P, Hi-Tech Defence and Aerospace Park (IT Sector), Jalahobli, Bengaluru North, Devanahalli, Bengaluru - 562 149
- The Bidder shall provide the Bank accounts details along with Scanned copy of cancelled cheque for onward transaction.
- **Bid document:** The vendor should read the e-Tender documents carefully before quoting. It shall be deemed that the vendor has gone through the documents carefully and has understood its implication.
- **Technical bid:** The Technical Bid should accompany with full technical details of the event as requested in the bid.
- **Declaration:** The bidder should attach a self-declaration statement that he is not debarred/ blacklisted or banned from any Central Government / PSU / State Govt. / any Corporate Sector.
- The e-Tender, submitted by the Bidder who have already been declared as Black Listed or whose contract was terminated for dissatisfactory supply or who was unable to supply any Institute/Organization run by the State / Central Government / PSU / Corporate Sectors will not be considered even his being the lowest rate.
- The Bidder should provide relevant documents regarding the Partnership Firm/Public/Pvt. Ltd. Company/Cooperative society.
- **Disputes:** In the event of any dispute or disagreement arising between the Caterer and CIPET:SARP-APDDRL, Bengaluru with regard to the interpretation of “Terms & Conditions” stipulated herein or in the contract done, the same shall be referred to the Convener – APM 2023, whose decision will be final and binding upon the Event Manager / Management Firm.

(E) Preparation of Bids

1. Bid Form

The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the Bidding Documents, indicating for the goods/service to be supplied, a brief description of the Good/service, quantity and prices

2. Documents establishing Bidder's Eligibility and Qualifications

- The Bidder shall furnish, as part of its bid, documents establishing the bidder's eligibility to bid and its qualifications to perform the Contract if its bid is accepted.
- The documentary evidence of the Bidder's qualifications to perform the Contract if its bid is accepted, shall establish to the Purchaser's satisfaction.

3. Period of Validity of Bids

- Bids shall remain valid for 60 days after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period may be rejected by the Purchaser as non-responsive.

4. Submission of Bids

The detailed technical specification of the requirement is enclosed in Bid document, Offer should be of two parts Viz., “**TECHNICAL BID**” and “**COMMERCIAL BID**” The content of the both bids should be asunder;

(a) TECHNICAL BID should include the following:-

- ✓ Scope of supply
- ✓ Deviation Statement
- ✓ Proforma for Performance Statement
- ✓ Qualification Criteria
- ✓ Bid Form

(b) COMMERCIAL BID should include the following:-

- ✓ Statement showing the price of each items which is mentioned in the Technical Bid
- ✓ Conditional bids will not be accepted. The condition laid down by CIPET:SARP, APDDRL-Bengaluru is final and binding on all bidders.
- ✓ The quote should be in Indian Currency (INR).
- ✓ CIPET:SARP,APDDRL-Bengaluru reserves the right to accept or reject any or all tenders either in part or in full without assigning any reasons thereof.

The bids, which are not containing the statements, mentioned in 4 (a) & (b) are liable to be rejected.

- The proforma of Annexures in the Bidding document, wherever necessary, should be typed on the bidder's letter-head and upload the same.
- Price Schedule should be submitted in the prescribed format given under the price schedule of the Bidding Document.
- The Deviation Statement enclosed should be duly filled in and submitted along with Bidding Document. If the bidder is offering more than one options a separate deviation statement for each of such quotes should be submitted along with the offer.
- Quotes received without price schedule and deviation statement as per our prescribed format, will summarily be rejected.
- Relaxation of Norms for Startup and Micro & Small Enterprises in Public Procurement on Prior Experience – Prior Turnover Criteria.

5. Deadline for Submission of Bids

The Purchaser may, at its discretion, extend this deadline for submission of bids by amending the Bid Documents, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the dead-line as extended.

6. Evaluation and Comparison of Bids

- The Purchaser will evaluate and compare the bids previously determined to be substantially responsive.

(F) Award of Contract

• **Post Qualification**

- The Purchaser will determine to its satisfaction whether the Bidder selected as having submitted the lowest evaluated responsive bid is qualified to satisfactorily perform the Contract.

- The determination will take into account the Bidder's financial, technical and performance capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder as well as such other information as the Purchaser deems necessary and appropriate.
- An Affirmative determination will be a prerequisite for award of the Contract to the Bidder. A negative determination will result in rejection of the Bidder's bid.

- **Purchaser's right to vary Quantities at Time of Award**
 - The Purchaser reserves the right at the time of award of Contract to increase or decrease of the quantity of goods and services specified in the Schedule of Requirements without any change in price or other terms and conditions.

- **Purchaser's Right to accept any Bid and to reject Any or All Bids**
 - The Purchaser 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 Bidders or Bidders of the grounds for the Purchaser's action.

Annexure – I

Sl. No.	Details	Remarks
01.	Name of the firm/ Society/ Company/ Proprietary Concern	
02.	Address of Registered Office	
03.	Address of the office	
04.	Telephone Nos./Fax/E-mail at Patna	
05.	Banker of Company/ Firm/agency with full Address and Telephone Number	
06.	PAN No. (Attach attested copy)	
07.	GST Registration Number (Attach attested copy)	
08.	Whether rates are quoted as per format mentioned in the Bidding Document or not.	
09.	Whether rates quoted are inclusive of all taxes or not.	
10.	Have you previously organized any such event for State/Central Government or PSUs or Corporate Sectors? If yes, attach relevant proof.	
11.	Acceptance of terms & conditions attached. Please sign each page of terms and conditions as token of acceptance and submit as part of tender document	
12.	Proof of financial status in form of Audit Report, Balance Sheet, Profit & Loss A/c along with all the schedules etc. for the last three financial years.	
13.	Copy of Acknowledgement for filing Income Tax Return for last three years.	
14.	Self-declaration on No-Pending Litigation	

(Signature & Seal of the authorized signatory of Tendering Firm)

Date:

Name:

Place:

Address:

Mobile No:

PERFORMANCE SECURITY FORM

To:

Central Institute Of Petrochemicals Engineering & Technology,
CIPET : School for Advanced Research in Petrochemicals (SARP) - APDDRL -
Bengaluru
7P, Hi-Tech Defence and Aerospace Park (IT Sector),
Jalahobli, Bengaluru North, Devanahalli, Bengaluru - 562 149.

WHEREAS.....(Name of Supplier)

Hereinafter called "the Supplier" has undertaken, in pursuance of Notification of Contract No..... dated, 20..... to supply

..... (Description of Goods and Services) hereinafter called "the Contract".

AND WHEREAS it has stipulated by you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the Contract. **AND WHEREAS** we have agreed to give the Supplier a Guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of (Amount of the Guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limit of (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the.....day of.....20.....

Signature and Seal of Guarantors



Date

Address:.....

PROFORMA FOR PERFORMANCE STATEMENT

(for a period of last three years)

Bid No.....Date of opening.....Time.....Hours

Name of the Firm.....

Order placed By	Order No and date	Description and quantity of ordered equipment	Value of order	Date of completion of delivery		Remarks indicating reasons for late delivery, if any	Has the equipment been satisfactorily functioning?
				As per Contract	Actual		
1	2	3	4	5	6	7	8

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Signature and seal of the Bidder

PROFORMA FOR DEVIATION STATEMENT

Bid Ref No.

Date of Opening

Time :

Name of the Firm

Name of the event:

Purchaser's Specification

Bidders Specification

Deviation, if any

Justification

Remarks

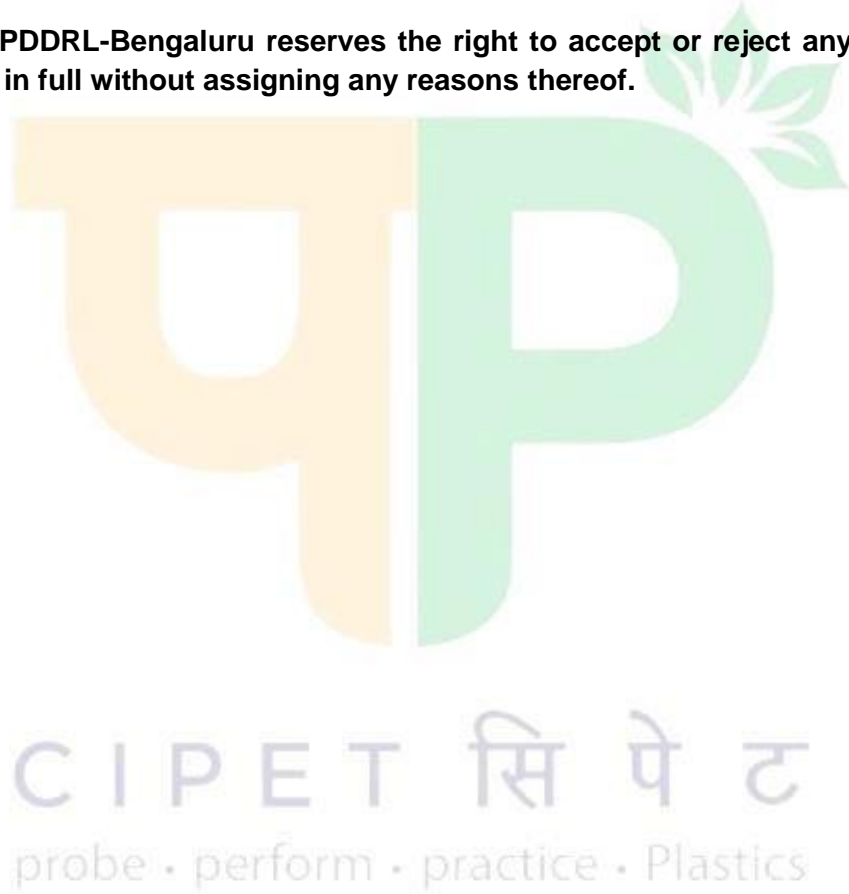
Purchaser's Specification	Bidders Specification	Deviation, if any	Justification	Remarks

Note : Separate Deviation statements should be submitted along with the bid for all models / alternative quotes.

Note :- Further if any e-Tender queries please contact the following CIPET officials:

Sl. No.	Name of the Official	Contact Number	E-mail ID
01.	Dr. R. Joseph Bensingh	9840376907	apddrlbengaluru@gmail.com
02.	Mr. Suman Sankaran	8867686766	apddrlbengaluru@gmail.com

CIPET:SARP, APDDRL-Bengaluru reserves the right to accept or reject any or all tenders either in part or in full without assigning any reasons thereof.



CATERING REQUIREMENTS

Sl. No.	Date & Time	Item	Anticipated Guests
1	17/03/2023 10.45-11.15 hours	Hi-Tea (Tea, Coffee & Cookies)	300
2	17/03/2023 13.00-14.00 hours	Lunch (As per menu enclosed in Annexure_Catering)	300
3	17/03/2023 15.45-16.15 hours	Hi-Tea (Tea, Coffee & Cookies)	300
4	18/03/2023 10.45-11.15 hours	Hi-Tea (Tea, Coffee & Cookies)	300
5	18/03/2023 13.00-14.00 hours	Lunch (As per menu enclosed in Annexure_Catering)	300
6	18/03/2023 15.45-16.15 hours	Hi-Tea (Tea, Coffee & Cookies)	300
7	19/03/2023 10.45-11.15 hours	Hi-Tea (Tea, Coffee & Cookies)	100
8	19/03/2023 13.00-14.00 hours	Lunch (As per menu enclosed in Annexure_Catering)	100

Important Note:

- i. Details of catering services provided for previous events/conference (for more than 300 delegates) should be attached along with the tender document.
- ii. While submitting your quote please mention rate per plate and minimum number of plates to be ordered.
- iii. 300 Number of participants are anticipated. However, actual No. of participants and requirement will be confirmed before 48 hours of commencement of the event.
- iv. Menu items not to be repeated for day 1, day 2 and day 3.
- v. Additional charges such as taxes, transportation etc., if any may be indicated separately.
- vi. 100% payment against delivery/ completion of the event.

Lunch Menu

Sl. No.	Description	Quantity(Nos.)
1	Soup (<i>continental / Indian / Chinese</i>)	01
2	Salads (<i>continental / Indian / Chinese</i>)	02
3	Chat (<i>continental / Indian / Chinese</i>)	01
4	Vegetables Dry	01
5	Vegetables Gravy	01
6	Dal	01
7	Non-Veg Dry (Fish/Chicken)	01
8	Non-Veg Gravy (Fish/Chicken)	01
9	Rice (Pulao/ Veg. Biryani)	01
10	Veg. Noodles/ Pasta	01
11	India bread (Roti /Puri/Naan)	02
12	White Rice with Sambar and Rasam	01
13	Curd rice, Pickle, Papad &Raitha	01
14	Desserts(<i>continental/Indian</i>)	01
15	Ice cream	01
16	Water Bottle(250ml)	01

Hi Tea Menu (Morning & Evening)

Sl. No.	Description
1	Tea (<i>Black, Sugar less & Milk</i>)
2	Coffee (<i>Black, Sugar less & Milk</i>)
3	Assorted Cookies

Note:

- (1) Menu items should not be repeated for day 1,2 & day 3
- (2) Each items choice may be given to select