

Catering Service

for

International Conference

APM 2024

on

Sustainable & Innovative Materials and Design for Global Needs

14th - 16th March, 2024

CIPET: Institute of Petrochemicals Technology, Ahmedabad (Department of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizer, Govt. of India) Plot no.630, Phase IV, GIDC Vatva, Ahmedabad-382445, Gujarat Web: cipet.gov.in, e-mail : <u>ahmedabad@cipet.gov.in</u> Phone no : +91- 96631 85230 / 99545 42542 / 98246 03112

Tender No: CIPET: IPT/ADMN /AHMD/APM/CAT/2 /23-24/02 Dated: 25.01.2024

NOTICE INVITING TENDER FOR HIRING OF <u>CATERING SERVICES</u> FOR APM 2024

CIPET: IPT Ahmedabad invites sealed Tenders from resourceful and reliable agencies, firm, vendor, Caterers etc. for providing food for the International conference APM (2024). The details are as under:

Sl. No	Description	Tender Fees in Rs. (Non- refundable)
1	Catering Services for APM 2024 <u>Brief Description</u> : Catering Services (High Tea, Lunch & Dinner)	Tender Fee Rs. 1000/- in favour of CIPET Ahmedabad Bank Name Canara Bank Account No: - 0282201001442 IFSC Code: -CNRB0000282

The sealed Tender should be of two parts viz. Technical Bid & Commercial Bid and sealed separately and send together in another cover super scribed as **"TENDER FOR CATERING SERVICE FOR APM 2024".** The Tender documents can be downloaded from <u>www.cipet.gov.in</u>.

Bid without Tender fee will not be accepted. The Last date for the submission of the Bid: 08.02.2024, 05.00 PM. Opening of Commercial bid after Evaluation of Technical Bid will be informed telephonically to the technically qualified bidders.

Bidders are advised to visit CIPET's Tender portal <u>www.cipet.gov.in</u> regularly for any Addenda / Corrigenda (if any) with regard to the Tender, for which no separate paper advertisement will not be published.

Last Date of Submission: 08.02.2024 up to 05.00 PM

The undersigned reserves the right to accept/reject any or all Tenders without assigning any reason thereof. No claims whatsoever shall be entertained for the loss/damage suffered by the parties/bidders on account of such rejection

Joint Director & Head, CIPET: IPT Ahmedabad

Important Information and Dates

SI. No	Description	Details	
1	Purchaser	CIPET: IPT, AHMEDABAD	
2	Tender No	CIPET: IPT/ADMN/AHMD/APM/CAT /2 /23-24/02 Dated: 25.01.2024	
3	Tender submission of bid	CIPET: IPT, AHMEDABAD	
4	Tender information available at	www.cipet.gov.in	
5	Tender Fees	Rs. 1000/- (Rupees One Thousand only)	
6	Earnest Money Deposit EMD (in Rs.)	Rs. 35000/- (Rupees Thirty Five thousand Only)	
7	Security Deposit (in Rs.)	10 % of tender value	
8	Service to be offered	Catering Services as per Annexure- I and II	
9	Estimated Value of Tender	Rs.700000/- (Rupees Seven Lakhs Only)	
11	Date and Time of download Tender	25.01.2024 from 11.00 am onwards	
12	Last Date and Time for Submission of Hard copy of Tender	08.02.2024 & 05.00 PM	
13	Date, Time and place of opening of Technical bid	Will be informed telephonically/email to all the bidders	
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 or mail.	
15	Bank Details of CIPET: IPT Ahmedabad	Bank Name: Canara Bank Account No: - 0282201001442 IFSC Code: - CNRB0000282 Branch : Maninagar	

CIPET: IPT Ahmedabad

Contents of Bidding Documents

List of Documents.

- 1. Tender fess transferred to **CIPET: IPT Ahmedabad Current A/c. No. 0282201001442**, **IFSC:** CNRB0000282, BANK-CANARA, Branch : Maninagar, Ahmedabad.
- 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 (2020-21, 2021-22, 2022-23).
- 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 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. Joint Director & Head, CIPET: IPT Ahmedabad 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.

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

Joint Director & Head, CIPET: IPT Ahmedabad

INSTRUCTIONS TO BIDDERS

(A) Introduction

Central Institute of Petrochemicals Engineering & Technology (CIPET) (formerly known as Central Institute of Plastics Engineering & Technology (CIPET)) was established in 1968 by Government of India with the assistance of United Nations Development Programme (UNDP) at Chennai. The main objective of setting up of this specialized institute was to develop manpower in different disciplines of Plastics Engineering & Technology as no similar institute was in existence in the country. International Labour Organization (ILO) served as the executing agency. During the initial project period between 1968 and 1973, the institute achieved the targets envisaged and was rated as one of the most successful UNDP projects implemented worldwide. Today CIPET is a premier Academic institution for higher & technical education under the Ministry of Chemicals & Fertilizers, Govt. of India fully devoted in all the domains of plastics viz:-Design, CAD/CAM/CAE, Tooling & Mould Manufacturing, Production Engineering, Testing and Quality Assurance. CIPET operates from various locations spread across the country to cater the needs of the Polymer and allied industries.

With a view of catering the need of plastic industries belonging to the Western parts of the country, CIPET Centre was established at Ahmedabad in the year 1984.

Located at "Vatva GIDC Industrial Area", the campus is spread over 9 acres and is surrounded by serene environment helps in making suitable ambience for academics.

CIPET : IPT - Ahmedabad Centre is ISO 9001:2015 certified for Training and Technical Services.Our Plastics Testing Centre is accredited by NABL for ISO 17025:2005 QMS and recognized byBureauofIndianStandards(BIS).

Further, Centre is accredited with ISO/IEC: 17020 (General Criteria for the operation of various types of bodies performing inspection) Type - A Inspection body in the field of plastics. Pre & Post delivery Inspection Services are offered to our elite customers.

(B) The Bidding Documents

Content of Bidding Documents

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

CIPET: IPT Ahmedabad

- 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 provided the catering service 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 (copy to be enclosed).
- Bidder must be holding a valid food FSSAI license.
- Bidders are not allowed to use single use plastics.
- Bidders should write mobile number & email id on main envelope

(D) Terms & Conditions:

- **Taxes:** All taxes, duties, packing, forwarding & installation have been included in the quoted rate.
- Tender Fees Rs.1000/-. (to be paid online only- copy of proof of transction to be enclosed)
- EMD: Rs.35000/-
- **Performance Security:** 10% of the Purchase Order value shall be submitted by the party towards performance security within 07 days of receipt of Work Order in the form of Demand Draft/NEFT/RTGS/Bank Guarantee in favour of <u>'CIPET Ahmedabad</u> payable at Ahmedabad. The Performance Security will be refunded after 30 days of completion of allotted assignments.

- Return of Security deposits by the bidder shall be returned without any interest.
- **Payment:** 30% advance along with wok order and remaining after successfully completion of event as per the tender requirement.
- Place of the event: CIPET: IPT Ahmedabad, Plot no.630, Phase IV, GIDC Vatva, Ahmedabad-382445, Gujarat, India
- 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 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 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 Event Manager / Catering Firm and CIPET:IPT,Ahmeabad with regard to the interpretation of "Terms & Conditions" stipulated herein or in the contract done, the same shall be referred to the Convener APM 2024, whose decision will be final and binding upon the Event Manager / Management Firm.

Bidders are advised to visit CIPET's Tender portal <u>www.cipet.gov.in</u> regularly for any Addenda / Corrigenda (if any) with regard to the Tender, for which no separate paper advertisement will be published.

(E) Preparation of Bids

 The bidder should submit the Technical / Qualification Bid and Commercial Bid in SEPARATE sealed envelopes super scribing "Technical / Qualification Bid and "Commercial Bid", respectively. These two envelopes should be then put in an envelope and sealed properly and super scribed "TENDER FOR CATERING SERVICE FOR APM 2024".

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 <u>valid for 90 days</u> 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

(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:IPT Ahmedabad is final and binding on all bidders.
- ✓ The quote should be in Indian Currency (INR).
- CIPET:IPT Ahmedabad 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.

CIPET: IPT Ahmedabad

• Further, bidders registered under Micro & Small Enterprise (MSEs) as defined in MSE procurement policy issued by department of MSME or register with central purchase organization will be considered for relaxation of EMD only

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.

Technical Bid

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.	Valid FSSAI License	
15.	Self-declaration on No-Pending Litigation	

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

Name:

Address:

Mobile No:

Date:

Place:

To:

PERFORMANCE SECURITY FORM

CIPET:IPT, Ahmedabad Plot no.630, Phase IV, GIDC Vatva Ahmedabad-382445, Gujarat

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.....day of.....

Signature and Seal of Guarantors

.....

.....

Date	
Addres	5:

PROFORMA FOR PERFORMANCE STATEMENT

DETAILS OF PREVIOUS CONTRACTS

Period of Contract From To	Name and Address of the Organization with reference letters	Name of the Contact person & Phone No.	Value of Contract and other Details	Remarks
		$\langle \cdot \rangle$	×	

Note : Enclose separate sheet if necessary

Place:

Date:

SIGNATURE OF THE TENDERER

PROFORMA FOR PERFORMANCE STATEMENT

Period of Contract From To	Name and Address of the Organization with reference letters	Name of the Contact person & Phone No.	Value of Contract and other Details	Remarks
			$\langle \rangle$	

Give details of current contracts, if any, of similar services being rendered by you and which will be available for inspection by our officials

Note : Enclose separate sheet if necessary

Place:

Date:

SIGNATURE OF THE TENDERER

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
Place:				
Date:			SIG	GNATURE OF THE TENDERER

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

Sr.No.	Description	Rates in	Rates in
51.110.		figures	Word
1	High Tea Rate per member (Morning) - for three days		
2	High Tea Rate per member (Evening) – for three days		
3	Lunch Rate per member per day (first day)		
4	Lunch Rate per member (Second day)		6
5	Lunch Rate per member (Third day)		
6	Dinner Rate per member per day (first day)		
	TOTAL		
	GST		
	GRAND TOTAL		

Commercial Bid (Price Schedule)

Please Quote as per Annexure- I & II

The price includes all kind of materials, crockery, utensils, transportation cost & profit margin of the contractor

Dinner will be only for ONE day

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- Payment will be made on actual consumption during the event
- All the service personal should be proper in uniform with hair mask, gloves etc.,
- Good Quality vegetables and branded raw materials should be used in preparing food
- Crockery & Utensils should be neat & clean.
- Sufficient manpower shall be deployed to provide the service.

Sl. No.	Name of the Official	Contact Number	E-mail ID
01.	Mr.Bappan Chandra Deb	9954542542	
02.	Mr. Amit G Shah	9824603112	ahmedabad.gem@cipet.gov.in
03.	Mr. C.Raj Shekar	8686077370	

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

CIPET: IPT Ahmedabad reserves the right to accept or reject any or all tenders either in part or in full without assigning any reasons thereof.

SCOPE OF WORK

Annexure I

CATERING REQUIREMENTS

Sl. No.	Date & Time	Item	Anticipated Guests
1	14/03/2024	Hi-Tea (As per annexure II)	400
L L	10.45-11.15 hours	In-Tea (As per annexure II)	400
2	14/03/2024	Lunch (As per annexure II)	400
2	13.00-14.00 hours	Lunch (As per annexure fr)	TUU
3	14/03/2023	Hi-Tea (As per annexure II)	300
5	15.45-16.15 hours	In-Tea (As per annexure II)	500
4	14/03/2024	Cultural program with Dinner	350
Ŧ	19.30-21.00 hours	(As per annexure II)	550
5	15/03/2024	Hi-Tea (Tea, Coffee & Cookies)-	300
5	10.45-11.15 hours	(As per annexure II)	500
6	15/03/2024	Lunch (As per annexure II)	300
0	13.00-14.00 hours	Lunch (As per annexure fr)	
7	15/03/2024	Hi-Tea (Tea, Coffee & Cookies)-	250
/	15.45-16.15 hours	(As per annexure II)	230
8	16/03/2024	Hi-Tea (Tea, Coffee & Cookies)-	250
0	10.45-11.15 hours	(As per annexure II)	250
9	16/03/2024	Lunch (As per annexure II)	250
	13.00-14.00 hours	numen (As per annexure II)	230
10	16/03/2024	Hi-Tea (Tea, Coffee & Cookies)-	250
10	16.15-16.30 hours	(As per annexure II)	230

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. 400 Number of participants are anticipated. However, actual No. of participates 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. 70% payment against delivery/ completion of the event.

<u>Hi Tea Menu (Morning)</u>

Sl. No.	Description
1	Masala Tea (150 ml)
2	Coffee with instant coffee (150 ml)
3	Assorted Cookies
4	Two types of Gujarati breakfast (each day different variety such as like
	Ghatiya, Fafda, methi gota etc.)
5	Sandwich

<u>Hi Tea Menu (Evening)</u>

Sl. No.	Description
1	Masala Tea (150 ml)
2	Coffee with instant coffee (150 ml)
3	Assorted Cookies
4	Two types of Gujarati breakfast (each day different variety such as like
	Kaman,Dhokla,mix bhajiya etc.)

Lunch Menu (First Day)

Sl. No.	Description	Quantity(Nos.)
1	Sweet (two types basundi/ Mohanthal)	01
2	Mix Salad	02
3	Farsan	
	(3 types: dhokla,chana dal pattis,surti samosa etc.)	
4	Chat (continental / Indian / Chinese)	01
5	Vegetable (4 type : Kadai Paneer/panner subji, Kathol,Aalu	01
	Matter subji,Sev tamter subji)	
6	Dal (Rajasthani) ,Dal (Gujarati),Kadi (Rajasthani),Kadi	01
	(Gujarati)	
7	India bread (Roti /Puri/Naan)	02
8	Fried Papad	01
9	Buttermilk	
10	Green Chatni ,Red Chatni ,Pickle	
11	Desserts(continental/Indian)	01
12	Ice cream (butterscotch, chocolate, custard etc)	01
13	Water Bottle(250ml)	01

Sl. No.	Description	Quantity(Nos.)
1	Soup (continental / Indian / Chinese)	01
2	Salads (continental / Indian / Chinese)	02
3	Chat (continental / Indian / Chinese)	01
4	Starters - Dry Manchurian	01
5	Veg. Noodles/ Pasta	01
6	India bread (Roti /Puri/Naan)	02
7	Kadai Paneer/Baby corn mushroom masala	01
8	Mix. Veg	01
9	Veg. Biryani/Paneer Biryani/Veg Pulao	01
10	Jeera Rice	01
11	Dal Fry	01
12	Curd rice, Pickle, Papad &Raitha	01
13	Desserts(continental/Indian)	01
14	Ice cream (butterscotch, chocolate, custard etc)	01
15	Water Bottle(250ml)	01

Lunch Menu (Day 2 & 3)

Dinner Menu (only on first day)

Sl. No.	Description	Quantity(Nos.)
1	Soup (continental / Indian / Chinese)	01
2	Salads (continental / Indian / Chinese)	02
3	Chat (continental / Indian / Chinese)	01
4	Starters – Corn Tikka,Gobi Manchurian	01
5	Pau Bhaji (2 oil fried pau + 150 gms bhaji)	01
6	Dosa (Masala & Plain) with chutney and sambhar	02
7	Veg Fried Rice/Pulav	01
8	Butter Milk	01
9	Stuffed Paratha with curd	01
10	Ice cream (butterscotch, chocolate, custard etc)	01
11	Water Bottle(250ml)	01

Note:

(1) Menu items should not be repeated for day 1,2 & day 3

(2) Each items choice may be given to select