

# **Two Bid Tender Document**

**Catering services**

**for**

**World Environment Day**



**Forest Research Institute**

**P.O. New Forest**

**Dehradun-248006**

**2016-17**

Notice Inviting Tenders  
(National Competitive Bidding)  
Forest Research Institute  
**(Indian Council of Forestry Research & Education)**

Post- New Forest, Dehra Dun – 248006, Uttarakhand, India

Phone: 0135-2224205; Fax: 0135-2756865

Website: <http://fri.icfre.gov.in> Email: [po\\_fri@icfre.org](mailto:po_fri@icfre.org)

**RE-TENDER NO: XI-05/17-18/Purchase**

**Online bids are invited on single stage two bid systems for Catering services for World Environment Day 2017 at FRI**

1. Tender documents may be downloaded from FRI web site <http://fri.icfre.gov.in> (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in tender critical date sheet as under :-

Events	Important date/time	Venue
Published Date	12.05.2017; 6PM	Newspaper/FRI and CPP portal
Bid document download date	12.05.2017; 6:30PM	Central Public Procurement Portal (CPPP)
Due date for pre-bid conference:	16.05.2017; 11AM	Purchase Section Main Building, FRI
Bid submission start date	17.05.2017; 10 AM	CPP portal
Bid submission end date	23.05.2017; 3 PM	CPP portal
Opening date of technical bids	24.05.2017; 3 PM	Purchase Section Main Building, FRI
Opening date for financial bids	It will be decided after technical evaluation.	Purchase Section Main Building, FRI

Purchase Officer

## Chapter-1

Notice Inviting Tenders  
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### TENDER No. XI-05/17-18/Purchase

#### BIDDING DOCUMENT Instructions to Bidders

Online Tenders are invited from the reputed caterers for the **Catering services for World Environment Day, 2017** at Forest Research Institute campus, Dehradun:-

Event	
1	Catering services (food, crockery, etc.) for High Tea etc., for <b>World Environment Day 2017</b> at Forest Research Institute campus, Dehradun

The details of the above items and other Terms and Conditions, etc. are available in the Tender Documents. The tender forms and specifications are available at web site <http://fri.icfre.gov.in> and CPPP site <https://eprocure.gov.in/eprocure/app>

## Chapter-2: Terms and Conditions

**Bids shall be submitted online only at CPPP website:** <https://eprocure.gov.in/eprocure/app>. Tenderer/Bidder are advised to follow the instructions provided in the “Instructions to the Tenderer/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>

Not more than one tender shall be submitted by one tenderer/bidder having business relationship. Under no circumstance will father and his sons(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

Tenderer/bidder who has downloaded the tender from the <http://fri.icfre.gov.in> and Central Public procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, **shall not temper/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 completely rejected and EMD would be forfeited and tenderer/bidder is liable to be banned from doing business with FRI.

Intending tenderers/bidders are advised to visit again FRI website <http://fri.icfre.gov.in> and CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum / amendment.

Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet.**

### **Submission of Tender**

**The tender shall be submitted in Two parts, viz., Technical Bid and Price Bid.**

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

**The offers submitted by Fax/email/offline shall not be considered. No correspondence will be entertained in this matter.**

### **Technical Bid**

The following documents are to be furnished by the Tenderer/Bidder along with **Technical Bid** as per the tender document:

#### **Cover 1. Qualifying documents:**

- i) Signed and scanned copy of valid registration certificate & experience certificate as per the tender notice, PAN No. and Tender Acceptance Letter.
- ii) Signed and scanned copy of VAT Clearance Certificate/ TIN No. Certificate.

- iii) Signed and scanned copy of audited Balance sheet of last three years and partnership deed as per the tender document.
- iv) Signed and scanned copy of the proof of the cumulative total turnover of the bidder should not be less than Rs 50,00,000/- for the last three years.
- v) The bidder should provide the proof of its capabilities to provide facilities at FRI campus Dehradun.
- vi) The bidder must provide documentary proof that it has prior experience of providing catering services during conferences/symposia/meeting/event to the Govt organization/PSU on at least three occasions during the last four years. Attach relevant past conferences/symposia/workshops/meeting/event experience to the Govt organization/PSU with size and value, duly authenticated with supporting documents.
- vii) The self certified copy from the bidder for not being banned by any of the Government as well as private organization.
- viii) The self certified copy from the bidder that no case is pending with the police against the firm, if any pending complaints, shall be intimated.
- ix) Earnest Money Deposit (EMD) should be submitted as **crossed Demand Draft (DD)** in favor of Director, Forest Research Institute, Dehradun by post to Purchase Officer, Forest Research Institute, Dehradun-248006, and the scanned copy of the same should be uploaded in the Portal.

The EMD for the event is given below:

Item No	Event	EMD INR
1	Catering services (food, crockery, etc.) for High Tea etc., for <b>World Environment Day 2017</b> at Forest Research Institute campus, Dehradun	10,000

- x) **Tender fee:-The tender form downloaded from above web sites must include Rs.575/- (including 13.5% Uttarakhand Trade Tax) by crossed Demand Draft in favour of Director, FRI** as tender fee along with the tenders submitted and the scanned copy of the same should be uploaded in the Portal.
- xi) **Technical Specifications:** Signed and scanned copy of detailed document mentioned in the technical bid along with complete technical details/specification of the quoted items should be provided and be uploaded as proof.

**Important:**

**The self certified hard copy of the qualifying and technical bid documents must also be submitted before the closing/end date and time of the tender in addition to uploading scanned copy of the documents. All the documents as scanned signed copy must be loaded in the portal.**

**Cover 2. Price Bid**

- (a) The financial proposal must be submitted in the Schedule of price bid in the form of BoQ\_1.xls separate for each item. Full details of business terms and conditions, e.g. packing and forwarding, delivery period, VAT/Sales Tax/Trade Tax (whether provincial or Central), other Taxes/Charges, if any, the validity period of quotation, discount, free delivery, packing or any other information relevant to the items may please be indicated clearly. Prices must be quoted F.O.R. Dehradun.
- (b) Price bid undertaking
- (c) Schedule of price bid in the form of BoQ\_1.xls

**Price Bid Undertaking**

From: (Full name and address of the Bidder)

Dear Sir/Madam,

I submit the price Bid for ----- and related activities as envisaged in the Bid document.

I have thoroughly examined and understood all the terms and conditions as conditions as contained in the Bid document, and agree to abide by them.

I offer to work supply the quoted item at the rates as indicated in the price Bid, Annexure IV inclusive of all applicable taxes.

Yours faithfully,

Signature of authorized Representative

### Schedule of price bid in the form of BoQ\_1.xls

The below mentioned Financial Proposal/Commercial bid format is provided as BoQ\_1.xls along with this tender document at <https://eprocure.gov.in/epublish/app>. Bidders are advised to download at this BoQ\_1.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. **Bidder shall not tamper/modify downloaded price bid template in any manner.** In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with Forest Research Institute.

Sl No.	Description	Price (To be filled in by Bidder)
I	Complete Scope of services as stipulated in the Technical Bid Document on price basis inclusive of all taxes and levies, direct and indirect expenses, and without any escalation. <b>The bidder should quote PER PLATE RATES for HIGH TEA etc (should be inclusive of FOOD, CROCKERY, SERVICES ETC).</b>	
ii	Taxes	To be paid by the bidder as per statutory liability applicable from time-to-time.

1. The rates will be inclusive of all taxes, fees, levies, etc. and any revision in the statutory taxes, fees, etc will be the responsibility of the Bidder.
2. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
3. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

Authorized Signatory  
(Signature of the Authorized Person)

**Pre-bid conference:** A pre-bid conference will be arranged with the users for finalization of technical specifications of catering including tent arrangements. Bidders are requested to take part in the pre-bid conference at scheduled date and time. The modified specifications, if any, after pre-bid conference will be available at the websites and also can be obtained from the office of Purchase Officer. After Pre-bid conference no changes will be accepted in the desired specifications. If no party attends the pre-bid conference then listed specifications will be considered as final.

**Technical Proposal:** During the preparation of technical proposal, in addition to technical details of the Catering and tent services / arrangements, the tender are must give particular attention to the following:

- i) Scanned and signed copy of users list.
- ii) Signed and Scanned copy of Organization chart as per tender documents.

**Important: The self certified hard copy of the qualifying and technical bid documents must also be submitted on or before the closing/end date and time of the tender in addition to uploading scanned copy of the documents.**

**Financial Proposal:** The financial proposal must be submitted in the format BoQ\_1.xls along with this tender document at <https://eprocure.gov.in/epublish/app>. separate for each item. Full details of business terms and conditions, e.g. packing and forwarding, delivery period, VAT/Sales Tax/Trade Tax (whether provincial or Central), other Taxes/Charges, if any, the validity period of quotation, discount, free delivery, packing or any other information relevant to the catering services etc may please be indicated clearly. Prices must be quoted F.O.R. Dehradun.

### **Proposal Evaluation**

A two-stage procedure will be adopted in evaluating the proposals.

- (i) Checking of technical proposal. First of all, the qualifying documents will be checked. If absence of any of qualifying documents, the bid will be rejected. A technical evaluation of the firms on the basis of the required documents for technical bid will be carried out prior to opening the financial proposal.
- (ii) Financial evaluation. Firms will be ranked based on rates quoted by them as per BOQ.



## General Terms & Conditions

The offer will be subject to the following terms and conditions:

1. Please note that FRI, Dehra Dun has Custom Duty Exemption and Excise Duty Exemption Certificate. This may be kept in consideration while quoting the rates.
2. The offer should be firm and open for acceptance till 40 days from the stipulated date of opening. Price escalation will not be allowed.
3. Full details of business terms and conditions, e.g. packing and forwarding, delivery period, VAT/Sales Tax/Trade Tax (whether provincial or Central), other Taxes/Charges, if any, the validity period of quotation, discount, free delivery, packing or any other information relevant to the items may please be indicated clearly.
4. The list of Govt organizations/PSUs for whom such events have been organized by the bidder should be enclosed. The offer would not be considered fit if these details are not provided.
5. Normal terms of payment will be 100% payment within 30 days after the completion of the work and receipt of the bill. Other terms of payment should be clearly spelt in the offer.
6. The tender should accompany a DEMAND DRAFT/FDR of **value as indicated in tender** as Earnest Money (**EMD**), payable to the **Director, Forest Research Institute, Dehradun**, which will be refunded, without interest, if the offer is not accepted. In case the offer is accepted but not honored by the tendered; the Earnest Money will be forfeited. The Earnest Money will also be forfeited, if wrong information is given in the tender to influence the tender cost.
7. Performance bank guarantee: the supplier will have to submit a PBG or Performance security in the form of bank guarantee or FDR @ 5% of the total order value from a commercial bank in an acceptable form with in 3 days of issue of supply order. Performance security should remain valid for a period of 12 months beyond the date of completion of all contractual obligations of the supplier including the warranty obligations. Failure to abide by the contractual obligations will be liable to forfeit of the performance bank guarantee.
8. During the event in case of any compromise in quality and quantity is observed in the catering or any other related arrangements, the deduction upto 25 % shall be imposed on the catering firm as penalty.
9. The stores are required to be delivered to the consignee concerned and the consignee will do inspection and verification of the goods.
10. The tenderer should quote on their printed letter-head paper, indicating thereon Sales Tax/Trade Tax No., Registration No., Fax No., Telex No., Telephone No., E-mail, etc.
11. Any or all tenders can be rejected by the Director, FRI without assigning any reason. It cannot be challenged in any court.
12. Disputes, if any, will be under the jurisdiction of Dehradun Court, Uttrakhand, India.

**CHAPTER III**  
**(Description of the items and specifications)**

**Specification before Pre Bid Conference**

**MENU, CROCKERY, SERVICES, ETC. FOR HIGH TEA, etc., DURING World Environment Day 2017**

**PER PLATE RATES** quoted by the participating caterers for HIGH TEA, etc., should be inclusive of all arrangements **INCLUDING FOOD, CROCKERY, SERVICES, ETC.**

**MENU**

<b>Date</b>	<b>5.00 AM</b>	<b>10.00 AM</b>	
<b>04/06/2017</b>	<p><b>Packed Refreshment for Nature Walk</b></p> <p>Packed Juice, Banana-2, mineral water in 500 ml bottle, 2 Paper Napkin (all packed in eco-friendly small carry bag printed with text – World Environment Day 5<sup>th</sup> June 2017, FRI Dehradun)</p> <p><b>150 persons (approx.)</b></p>	<p><b>Packed Refreshment for Painting Competition</b></p> <p>Packed Juice, Cream Biscuit small pack, Veg Sandwich small, mineral water* in 200 ml bottle, 2 Paper Napkin (all packed in eco-friendly small box printed with text – World Environment Day 5<sup>th</sup> June 2017, FRI Dehradun)</p> <p><b>200 persons (approx.)</b></p> <p>*In addition to above Mineral water in bottles of 200 ml to be placed at venue.</p>	
<b>Date</b>	<b>5.00 AM</b>	<b>10.30 am</b>	<b>4.30 PM</b>
<b>05/06/2017</b>	<p><b>Refreshment for Run for environment</b></p> <p>Tea, coffee, packed lassi, assorted multigrain cookies, banana, mineral water* in bottles of 200 ml.</p> <p><b>500 persons (approx.)</b></p> <p>*In addition to above Mineral water in bottles of 200 ml to be placed at 4 places over running trail for above gathering.</p>	<p><b>Morning High Tea</b></p> <p>Tea, coffee, cold drinks, assorted cookies, veg sandwich small, assorted pakoras, moongadal barfi, dhokla, pastry (small), mineral water in bottles of 200 ml.</p> <p><b>500 persons (approx.)</b></p>	<p><b>Evening High Tea</b></p> <p>Tea, coffee, cold drinks, assorted cookies, fruit cake, paneer pakora, small samosa, rasgulla, mineral water in bottles of 200 ml.</p> <p><b>400 persons (approx.)</b></p>

Above menu is indicative. Director FRI or the designated committee reserves all rights to request suitable modifications/ alterations in the proposed menu.

Rates are to be quoted inclusive of complete set of bone china crockery for Hi tea (morning and evening), serving plates, serving trays, cheffon dishes, insulated containers for tea and coffee and food warmers in sufficient numbers. One stall will feed only 60-75 participants to avoid congestion and maintain decorum. Therefore, these factors should be taken into consideration while quoting per plate rates.

**The number of pax/ participants, crockery etc. listed above are indicative and the caterer has to identify and provide all required items for providing proper catering facility for the delegates/ participants. The additional arrangements have to be made as per the actual number of participants at the time of events.**

**PER PLATE RATES quoted by the participating caterers for HIGH TEA, Packed or other food etc., should be inclusive of all arrangements INCLUDING FOOD, CROCKERY, PACKING, SERVING ETC.**

#### **OTHER DETAILS**

- The agency shall ensure that staff deployed in catering services is free from any infection or communicable disease. The staff should trim their nails and wear caps & gloves at the work place. Smoking, eating or chewing of tobacco/zarda/gutka etc. spiting is strictly prohibited while working.
- The waiters or staff shall be well dressed uniformed, presentable, well mannered and trained.
- Serving of portable drinking water from the source to the venue shall be responsibility of the agency.
- All the vegetables, fruits, juices, backed items or materials etc used shall be fresh, high quality and shall not be rotten or overripe. The bidder should be responsible for their hygiene and safely.
- The firm is expected to obtain necessary license, permit, consent, sanction etc as may be required or called for from / by local or any other authority for doing such work if any.
- It shall be the agency's liability to take protective measures to protect the property and persons and prevent accident during event period.
- The bidder should depute a senior person and sufficient event managers as his representatives during contract period who shall visit the working venue and review the service performance of its personnel. The agency's representatives will also meet the FRI officers dealing with services under the contract for mutual feedback regarding the work performed by his personnel and removal of deficiency, if any observed in their working.
- The number of plates / persons proposed in this document is tentative and may further increase or decrease. Hence, the payments would be made on the basis of exact number of

persons having Hi tea etc. The number of persons who will be having Hi tea, packed refreshments would be informed a day in advance.

- The rates should include charges for providing services of well dressed waiters for serving, cleaning etc.
- Quality is the essence of this work, hence, the food, etc. has to be cooked and served in a most hygienic manner, in case, at any stage, if it is noted that proper hygiene has not been maintained then the institute reserves the right to cancel the order even during the event and forfeit the security money deposit.
- Only quality items like best quality sunflower refined oil of standard make, best quality desi ghee are to be used. The inputs for the food, etc. will be checked by the representatives of the institute.
- Quality is the essence of this work; hence, the crockery, etc. have to be of very high quality. In case, at any stage, if it is noted that proper hygiene and cleanliness have not been maintained then the institute reserves the right to cancel the order even during the period of the event and forfeit the security money deposit.
- The selected firm will have to provide adequate number of waiters for event management and better services besides providing manpower for washing and picking services etc.
- During the event in case of any compromise in quality and quantity is observed in the catering or any other related arrangements, the deduction upto 25 % shall be imposed on the catering firm as penalty.
- Sufficient number of garbage bins will be provided by the bidder at all event sites. Pre and Post event cleanliness of venues is to be taken care by the bidder.
- After the completion of event, the bidder has to ensure that the site is cleaned and free from all garbage and foreign material.

## Check List

Item No.	Qualifying documents	Yes/No	Page No.
1.	Tender fee Exemption certificate		
2.	EMD in shape of FDR/Exemption Certificate		
3.	Signed and scanned copy of valid registration certificate		
4.	Signed and scanned copy of the proof of the cumulative total turnover of the bidder should not be less than Rs 50,00,000/- for the last three years.		
5.	The bidder should provide the proof of its capabilities to provide facilities at FRI campus Dehradun.		
6.	The bidder must provide documentary proof that it has prior experience of providing catering services during conferences/symposia/meeting/event to the Govt organization/PSU on at least three occasions during the last four years. Attach relevant past conferences/workshops/meeting/event experience to the Govt organization/PSU with size and value, duly authenticated with supporting documents.		
7.	Signed and scanned copy of PAN card		
8.	Signed and scanned copy of Tender Acceptance letter as per tender document		
9.	Signed and scanned copy of VAT clearance Certificate		
10.	Signed and scanned copy of TIN No./Service Tax clearance certificate		
11.	Signed and scanned copy of audited Balance sheet of last three years		
12.	The self certified copy from the bidder that no case is pending with the police against the firm, if any pending complaints shall be intimated		
13.	The self certified copy from the bidder for not being banned by any of the Government as well as private organization.		
14.	Signed and scanned copy of detailed document mentioned in the technical bid along with complete technical details/specification of the quoted items should be provided and be uploaded as proof		
15.	Signed and scanned copy of users list		
16.	Signed and Scanned copy of Organization chart as per tender documents.		
17.	Signed and scanned self certified copy that firm should not sublet the work in question to the local caterers		