

Two Bid Tender Document

**Welcome Dinner in a Hotel having Seating Hall Facility
on April 02nd, 2023 for Commemorating 50 years of
Project Tiger (1-3 April, 2023)**

Forest Research Institute, Dehradun



Forest Research Institute

P.O. New Forest

Dehradun-248006



क्रय अनुभाग
वन अनुसंधान संस्थान
(भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद)
देहरादून-२४८००६, उत्तराखण्ड
GSTIN 05AAAAI1708G226
PAN NO. AAAAI1708G

Purchase Section
Forest Research Institute,
(Indian Council of Forestry Research and Education)
Dehradun-248006, UTTARAKHAND
Phone: 0135-2224205
<http://fri.icfre.gov.in/tender/>
Email: po_fri@icfre.org



Short Notice Tender **Notice Inviting Tenders (E-Publishing mode)**

Tender No. XI-29/POFRI/WELCOME DINNER/2022-23
Tender ID. 2023_ICFRE_704497_1, dated 18.03.2023

1. Physical Bids (Offline mode) under two bid systems (Technical/Financial) for the 'Welcome Dinner in a Hotel having Seating Hall Facility on April 02nd, 2023' are invited from the reputed Hotels at Dehradun. The bids complete in all respect must reach by By-post/By-hand/By-Courier etc., to the Purchase Officer, Purchase Section, Forest Research Institute, P.O. New Forest, Dehradun-248006, Uttarakhand, India on or before 24.03.2023 at 3:00 PM.
2. Tender documents may be downloaded from FRI web site <http://fri.icfre.gov.in/tender> and CPPP site <https://eprocure.gov.in/epublish/app> as per the schedule as given in tender critical date sheet as under :-

Events	Important date/time	Venue
Publish Date	18.03.2023 at 1:00 P.M	FRI Website: http://fri.icfre.gov.in/tender/ and CPP portal: https://www.eprocure.gov.in/epublish/app
Bid document download start date	18.03.2023 at 2:00 P.M	FRI Website: http://fri.icfre.gov.in/tender/ and CPP portal: https://www.eprocure.gov.in/epublish/app
Bid submission start date	18.03.2023 at 03.00 P.M.	At Purchase Section, FRI Dehradun
Bid submission end date	24.03.2023 at 03.00 P.M.	At Purchase Section, FRI Dehradun
Opening date of technical bids	24.03.2023 at 03.30 P.M.	At Purchase Section, FRI Dehradun
Opening date for financial bids	It will be decided after technical evaluation.	At Purchase Section, FRI Dehradun

CONTENT OF TENDER PAPER

THIS PAPER INCLUDES THE FOLLOWING DOCUMENTS:-

1. Notice Inviting Tenders (Chapter I)
2. Terms & Conditions (Chapter -II)
3. Description of the Items, Specifications (Chapter III)
4. Schedule of Price (Chapter IV A)
5. Price Bid undertaking (Chapter IV B)
6. Tender acceptance letter (chapter v)

Purchase Officer
Forest Research Institute



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Chapter-1
Notice Inviting Tenders (E-Publishing mode)


Tender No. XI-29/POFRI/WELCOME DINNER/2022-23
Tender ID. 2023_ICFRE_704497_1, dated 18.03.2023

BIDDING DOCUMENT
Instructions to Bidders

Physical Bids (Offline mode) under two bid systems are invited from the reputed Hotels for the “Commemorating 50 years of Project Tiger (1-3 April, 2023)”, Forest Research Institute, Dehradun:-

Event	
1	Welcome Dinner in a Hotel having Seating Hall Facility with seating arrangement on April 02 nd , 2023 for Commemorating 50 years of Project Tiger.

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


Purchase Officer
Forest Research Institute

Check List

Qualifying/Technical Documents

S. No	Qualifying documents/Technical documents	Yes/No	Page No
1.	Tender fee:-The technical bid must include Rs.590/ (500+18% GST) as tender fee in form of Demand Draft in favour of Director, FRI or exemptionCertificate		
2.	Earnest Money Deposit (EMD) of Rs.15,000/- should be submitted as FDR in favour of the Director, Forest Research Institute, Dehradun or Exemption certificate		
3.	Signed copy of PAN card		
4.	Signed copy of GST certificate either in the name of proprietor or the firm. (Copy should be enclosed along with technical bid.)		
5.	The Self certified signed copy by the firm that it has never been black-listed/debarred/banned by any Govt. Department/Public sector/any other Department must be attached along with the Bid.		
6.	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.		
7.	Signed copy of audited Balance sheet of last two years and partnership deed (if applicable).		
8.	Signed copy of the proof of minimum annual turnover of Rs. 50,00,000/- for last 02 years.		
9.	The bidder must have prior experience of providing catering services during conferences/symposia/ meeting to the Govt organization/PSU on at least three occasions during the last four years. Attach relevant past conferences/symposia/meeting experience to the Govt organization/PSU with size and value, duly authenticated with supporting documents.		
10.	The Hotel location must be within 15 Km from Forest Research Institute, Dehradun Main Building, and should have dinner Hall Facility with seating capacity of >200 persons, and with lawn having proper decorative lightening, and stage facility having sound, mic and light for cultural program.		
11.	Tender Acceptance letter (Chapter V)		

Note 1: - Above documents (Item No. 1 to 11) are mandatory requirements, if a bidder fails to submit these documents, bid shall be summarily rejected & no further correspondence in this regard will be entertained.

Note 2: - Checklist as per above Annexure-I, must be filled along with page numbers of tender document. Above checklist (annexure-1) must be kept in the front part (first page) of technical bid document.

Chapter-2: Terms and Conditions

Bids shall be submitted in physical mode (offline mode) only at Purchase Section, Main Building, Forest Research Institute, Dehradun.

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/tender/> and Central Public procurement Portal (CPPP) website <https://eprocure.gov.in/epublish/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/tender> and CPPP website <https://eprocure.gov.in/epublish/app> at least 2 day 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 proposals must consist of two separate sealed envelopes i.e. **Technical Bid and Financial/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 submitted.

Technical Bid

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

- 1) Tender fee: The technical bid must include Rs.590/- (500+18% GST) as tender fee in form of Demand Draft in favour of the Director FRI or exemption certificate.
- 2) Earnest Money Deposit (EMD) of Rs.15,000/- should be submitted as FDR in favour of the Director, Forest Research Institute, Dehradun or Exemption certificate.
- 3) Signed copy of PAN card.
- 4) Signed copy of GST certificate either in the name of proprietor or the firm. (Copy should be enclosed along with technical bid).
- 5) The Self certified signed copy by the firm that it has never been black-listed/debarred/banned by any Govt. Department/Public sector/any other Department must be attached along with the Bid.
- 6) 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.
- 7) Signed copy of audited Balance sheet of last two years and partnership deed (if applicable).
- 8) Signed copy of the proof of minimum annual turnover of Rs. 50,00,000/- for last 02 years.
- 9) The bidder must have prior experience of providing catering services during

conferences/symposia/ meeting to the Govt organization/PSU on at least three occasions during the last four years. Attach relevant past conferences/symposia/meeting experience to the Govt organization/PSU with size and value, duly authenticated with supporting documents.

- 10) The Self certified signed copy that the Hotel location is within 15 Km from Forest Research Institute, Dehradun Main Building, and have dinner Hall Facility with seating capacity of >200 persons, and with lawn having proper decorative lightening, and stage facility having sound, mic and light for cultural program.
- 11) Tender Acceptance letter (Chapter V)

Note:- Exemption on submission of Tender Fee/EMD will be given against valid MSME/NSIC/KVIC certificate under valid category and within the validating period of the certificate.

The earnest money shall be refunded to all the unsuccessful firms, without any interest after finalization of the contract.

Note:- Bidders claiming exemption of EMD as above are however cautioned that if they withdraw or modify their Bids during the period of validity, or if after the award of the contract if they fail to execute the contract, they will be suspended for the period of 60 months from being eligible to submit Bids for tenders with FRI/ICFRE.

Financial bid

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

- i) Schedule of price bid as per tender document- Chapter IVA (The financial proposal must be submitted as per tender document. Full details of business terms and conditions, e.g. packing and forwarding, delivery period, GST/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).
- ii) Price bid undertaking (Chapter IV B)



INSTRUCTION TO BIDDERS

1. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents.
2. Checklist as per Annexure-I, must be filled along with page numbers of tender document failing which bid is liable to be rejected and no further correspondence in this regard will be entertained.
3. Duly filled Annexure-1 must be placed in the front part of tender document.
4. **Submission of Bids:**
 - (i) Name (in full) and complete address of the firm should be mentioned on left hand bottom corner of the covering envelop.
 - (ii) The bids should be printed on official pad preferably with GST Number of the firm.
 - (iii) The quotations should bear full details and where possible may be duly supported with catalogues, pamphlets, literature, samples of the item/items as the case may be for comparing the quality and rates of the item(s).
 - (iv) Quotation/Bids received after the closing date and time shall not be considered.
 - (v) The transportation cost, insurance charge etc., if any, Percentage/ rate of GST or all other taxes and duties should be clearly mentioned.
 - (vi) The bids / rates / tenders should remain valid for a minimum period of 180 days from the date of opening.
 - (vii) There should not be any over-writing or cutting on rates quoted. However, all cutting/corrections must be duly authenticated else the offer will be rejected.
 - (viii) The rates shall not be subject to escalation of any nature.
 - (ix) The rates quoted should be applicable to educational institutions and any cost advantage received in lieu thereof should be passed on the Institution.
 - (x) While quoting/ sending rates, the firm shall give an undertaking as per Annexure-IV B.
 - (xi) The quotations should be given for the items in the same order & specification as in the enquiry letter/tender document.
 - (xii) Duly filled checklist as per Annexure-I should be submitted along with tender.
 - (xiii) No advance payments are allowed under any circumstances.
 - (xiv) The final selection of the bidder for the award of the contract will be made on the basis of the evaluation of techno-commercial proposal submitted by the bidder.
5. **Criteria for bid rejection:**
 - (i) If not received on or before due date and time.
 - (ii) If the pages of Tender Document are not sequentially numbered and signed.
 - (iii) If all the documents as per Annexure-I are not attached.
 - (iv) If it is found at a later date that any information given in the bids is incorrect/false then the bid is liable to be disqualified/rejected.
 - (v) Canvassing in any form will result in disqualification.
 - (vi) If "extra, as actual" etc. are mentioned against any of the price components in the bid, then the bid will be rejected.
 - (vii) If the firm quotes 'NIL' charges/ consideration, the bid shall be treated as unresponsive and will not be considered.
 - (viii) Any other criteria as mentioned in the tender document
 - (ix) As per claims of the bidder physical facilities/venue will be inspected. Accordingly committee will ascertain the bidder eligibility. The decision taken in this regard will be final and no correspondence in this regard will be entertained.



Other Terms & Conditions

In addition to other criteria, the offer will be subject to the following terms and conditions:

1. The offer should be firm and open for acceptance till 180 days from the stipulated date of opening. Price escalation will not be allowed.
2. Full details of business terms and conditions, e.g. packing and forwarding, delivery period, GST/ 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.
3. The list of users should also be enclosed. The offer would not be considered fit if these details are not provided.
4. Normal terms of payment will be 100% payment within 60 days after the completion of the work. Other terms of payment should be clearly spelt in the offer.
5. 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 bidder; 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.
6. The stores(if any) are required to be delivered to the consignee concerned and the consignee will do inspection and verification of the goods(if applicable).
7. The tenderer should quote on their printed letter-head paper, indicating thereon GST/Sales Tax/Trade Tax No., Registration No., Fax No., Telex No., Telephone No., E-mail, etc.
8. Any or all tenders can be rejected by the Director, FRI without assigning any reason. It cannot be challenged in any court.
9. The competent authority does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason. All bids in which any of the prescribed condition is not fulfilled or any condition including that conditional rebate is put forth by the bidder shall be summarily rejected.
10. Director FRI reserves the right to cancel the tender at any given time without assigning any reason. This cannot be challenged before any court.
11. Disputes, if any, will be under the jurisdiction of Dehradun Court, Uttarakhand, India.
12. It may also be noted that the bids received after the stipulated date & time or found incomplete and tender bids containing false/incorrect information shall be summarily rejected. The Institute shall not entertain any communication in this regard, whatsoever.
13. The firm is required to give its Bank Account details with IFSC for the purpose of making e-payment.
14. The quantity shown against the item is approximate and may vary as per demand of the Institute.
15. Necessary administrative permissions for beverage etc., if required will be obtained by the caterer from competent authority.
16. The decision of the Institute in all matters relating to eligibility, acceptance, rejection of the bid will be final and binding on the applicants.
17. The quantity shown in the tender can be increased or decreased to any extent depending upon the actual requirement. Any corrigendum/addendum/errata in respect of the Tender Notice/ Enquiry letter shall be made available at our Institute website <http://fri.icfre.gov.in/tender/>. Hence prospective bidders are advised to visit the Institute website regularly.
18. Bidders shall be responsible for the correctness of the information provided in the enquiry letter/tender document. If it is found at a later date that any information given in the bid is incorrect/false then the bid is liable to be disqualified/rejected.
19. Institute will not be responsible for non-receipt of bid(s) within the stipulated date due to any postal delay or delay for any other reason in transit.
20. Before submission of bids, bidders should read the complete enquiry letter/tender document carefully and ensure that the bidders fulfill the eligibility criteria.
21. In case calculation mistakes are found in the financial bid, then calculation shall be made by the Institute on the basis of rate per unit quoted by the bidders and bids will be processed further accordingly.

22. The Institute reserves the right to rectify any discrepancy of this advertisement, if found later on. In case of any inadvertent mistake in the process which may be detected at any stage even after the issue of purchase order, the Institute reserves the right to modify/withdraw/cancel any communication made to the bid.



CHAPTER III (Description of the items and specifications)

Menu for Welcome Dinner with Dinner Hall Facility on April 02nd, 2023 for "Commemorating 50 years of Project Tiger (1-3 April, 2023)" to be organized at Forest Research Institute, Dehradun

MENU

Date	Item
02/04/2023	Welcome Dinner with Dinner Hall Facility Welcome Drink: Thandai, Mojito non alcoholic, fresh fruit juice Soup Lung fung soup, lemon coriander soup Snacks Veg Snacks: Soya chaap with chutney, Paneer tikka, stir fried/grilled vegetable, dahi kabab Non -Veg snacks: Fish finger with tartar sauce, chicken lollypop Main course: Veg: Malai kofta, paneer do pyaja, crispy bhindi, stuffed brinjal, pindi chhole, methi matar malai Non Veg: Mutton Rogan josh, Murg makhani Raita: Mix veg raita Continental: Hakka noodles, veg. manchurian Bread: Pudina prantha, missi roti, garlic naan, tandoori bread, kulcha Rice: Vegetable biryani, Steamed rice Sweets: Mud pudding, Bakhlawa, Hot gulab jamun with ice cream Salad: Bean sprout salad, alloo chana chatpati chaat, hummus, Caesar salad, onion salad, pasta salad For minimum 350 persons

Note:- PER PLATE RATES quoted by the participating Hotels should be inclusive of all arrangements Including Food, Dinner Hall Facility, Seating arrangement, Taxes, ETC.

Other Description/Terms and Conditions:-

- 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. spitting is strictly prohibited while working.
- The waiters or staff shall be well dressed uniformed, presentable, well mannered and trained.
- The Dinner Hall should be aesthetically appealing.
- The seating tables should have fresh flower vase.
- All the vegetables, fruits or materials etc used shall be fresh and shall not be rotten or overripe. The bidder should be responsible for their hygiene and safely.
- It shall be the agency's liability to take protective measures to protect the property and persons and prevent accident.
- The bidder should depute a senior person as a representative during contract period who shall visit the working venue and review the service performance of its personnel. The agency's representative 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 delegates, etc. may increase or decrease. Hence, the payments would be made on the basis of exact number of persons having dinner. The number of persons who will be having dinner would be informed a day in advance.

- The rates should include charges for providing services of well dressed waiters for serving.
- 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 basmati rice, 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 furniture, 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.



CHAPTER - IVA

Schedule of price bid.

The bidder should quote the Financial Proposal/Commercial bid in below given format only. 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.

Bidder may refer chapter III for detailed specifications.

S. No.	Description	Minimum Guaranteed person	Rate per plate (including Dinner Hall Facility etc and all taxes)
1.	Welcome Dinner in a Hotel with Dinner Hall and lawn facility and Seating arrangements for 02 nd April, 2023.	350 Persons	
Complete scope of services <ul style="list-style-type: none">• Per plate rates quoted by the participating Hotels for dinner should be inclusive of all arrangements including food, Dinner Hall Facility, seating arrangements, and all taxes, etc.• The number of the participants listed above are indicative and <u>the Hotel has to identify and provide all required items for providing proper catering facility</u> for the delegates/participants. The additional arrangements have to be made as per the actual number of participants at the time of events.			

Note: The numbers of persons stated above may increase and arrangements have to be made by the bidder accordingly, however the payment will be made on actual basis.

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.
4. Payment will be made on actual numbers of person.

Authorized Signatory
(Signature of the Authorized Person)



Chapter- IV B
Price Bid Undertaking

From: (Full name and address of the Bidder)

.....
.....
.....

To,
The Director
Forest Research Institute, Dehradun

Dear Sir/Madam,

I am submitting the price Bid for Tender No. XI-29/POFRI/WELCOME DINNER/2022-23, Tender ID. 2023_ICFRE_704497_1, for the Welcome Dinner with Dinner Hall Facility and seating arrangements on April 02nd, 2023 for "Commemorating 50 years of Project Tiger (1-3 April, 2023)" by Forest Research Institute, Dehradun as envisaged in the Bid document.

I have thoroughly examined and understood all the terms and 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, (Chapter- IV A) inclusive of all applicable taxes.

Yours Faithfully,
Signature of authorized Representative

Date:



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) A financial evaluation- Bids which score minimum marks as given below in technical evaluation, shall be Technically qualified. Technically qualified Bidder quoting lowest rate shall be awarded the tender.

Technical Proposal

The evaluation committee will carry out its evaluation applying the evaluation criteria and point system as specified below. Each responsive proposal will be attributed a technical score.
The points given to technical evaluation criteria are

i)	Firms relevant experience (including similar jobs in hand)	60
ii)	Technical specifications of the catering requirement	40
Total		100

The technical proposal should score at least 80 points out of 100 to be considered for financial evaluation.

Financial Proposal

Technically qualified Bidder quoting lowest rate shall be awarded the tender.



Chapter-V
TENDER ACCEPTANCE LETTER

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

To,

Director
Forest Research Institute
Dehradun-248006

Date:

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No:

Name of Tender / Work:

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) name www.fri.icfre.org as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/15organization too have also been taken into consideration, while submitting this acceptance letter
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred / banned by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,
(Signature of the Bidder, with Official Seal)

