

**TENDER DOCUMENT
FOR
PROVIDING DINNER TO STUDENTS, FACULTY, STAFF, AND GUESTS ETC.
AT
COLLEGE OF ENGINEERING, PUNE (COEP)
ON ANNUAL GYMKHANA DAY, 2018**

NOTICE INVITING TENDER

1. COEP invites sealed tenders from experienced, competent and reputed contractors for providing catering services at College of Engineering, Pune, Shivaji Nagar, Pune-411005 for supply and serve dinner to the guests (defined subsequently) on April 4, 2018
2. The tender documents can be downloaded from the website of COEP at www.coep.org.in. Each tender set comprises (i) Part A - Technical Bid and (ii) Part B - Commercial Bid.
3. Sealed tenders addressed to Director, College of Engineering, Pune may be submitted in the form of two bid system as per the procedure prescribed in the tender document by dropping in the tender box kept for the purpose in the “Inward-Outward section” of the COEP not later than 1500 hrs in afternoon on 27th March 2018. Tenders received after due date and time will be treated as disqualified not be opened.

PART – A – TECHNICAL BID

1. The tenders shall be submitted in the following manner and shall contain details / documents as listed below:
 - a. One sealed envelope super-scribed “Technical Bid (Part-A) - Tender for catering services at COEP” shall contain the following:
 - i. Forwarding letter (as per proforma given in Annexure-I) on the letter head of the bidder.
 - ii. Demand Draft towards the EMD in the name of COEP, payable at Pune.
 - iii. Demand Draft towards the Cost of Tender Document in the name of COEP, payable at Pune in case of Document downloaded from website.
 - iv. Profile of the bidder (as per Proforma given in Annexure-II) duly filled.
 - v. A complete set of tender document (Part A -Technical Bid) as issued, duly filled and signed by the bidder.
 - vi. Other related documents mentioned in Technical Bid (Part-A).
 - b. One sealed envelope super-scribed “Commercial Bid (Part-B) - Tender for catering services at COEP” shall contain the following:
 - i. A complete set of the tender document (Part B – Commercial Bid) as issued, duly filled and signed by the bidder.
 - c. Both the envelopes (technical bid as well as commercial bid) shall be submitted by the bidder in a single sealed envelope super-scribing **“Tender for catering services at COEP for Annual Gymkhana Day 18”**

- d. The full name and postal address of the bidder shall be written on the bottom left hand corner of the sealed covers.
- e. Bidder/authorized signatory shall sign on each page of the tender.
- f. If the space in the proforma (Annexure-II) is insufficient for furnishing full details, such information may be supplemented on the separate sheets of paper, stating therein the part of the proforma and serial number. Separate sheets shall be used for each part.
2. In the first stage of evaluation process, only Technical Bid (Part-A) of the bids will be opened on 27th March, 2018 at 4.00 pm in the office of Dean, Students' Affairs, COEP. The Technical Bids will be evaluated for credentials, experience, capability based on documents submitted in technical bid, and feedback on their past performance from their clients. Those bidders satisfying the technical requirements and achieving satisfactory feedback as determined by COEP and accepting the terms and conditions of this document shall be short-listed. The decision in this regard will be at the sole discretion of COEP.
6. Under the second stage of evaluation process, only the Commercial Bid (Part-B) of only those bidders, who have been short-listed earlier in first stage based on documents respective feedback will be opened on March 27th, 2018 at 6.00pm. The bidders who have been short listed will be intimated regarding date and time of the opening of the commercial bid if there is any change in date and time.
7. Before submitting the bid, the intending bidder shall visit the site and familiarize himself / herself thoroughly with the site conditions, scope of work, terms and conditions of the tender. Non-familiarity with the site conditions will not be considered a reason for not carrying out the work in strict conformity with specifications.
8. Tenders not submitted as per the guidelines stated above, are liable for rejection. COEP's decision in this regard will be final.
9. Corrections, if any, in the quotation should be duly authenticated with full signature. In case of any difference between the figures and the wordings, the wordings will be taken as the correct one.
10. No deviations / conditions will be stipulated by the contractor in both technical and commercial bids. Conditional tenders will not be accepted and will be summarily rejected.
11. Falsification/suppression of information shall lead to disqualification of the bidder / cancellation of contract even after award of work during the currency of the contract.
12. Bidder shall ensure submission of complete information / documents at the first instance itself. COEP reserves the right to complete the evaluation based on the details furnished by the bidders without seeking any subsequent additional information. Bids not in compliance with tender conditions or with incomplete information / documents are liable for rejection.
13. Exercising any form of influence during the entire process will lead to disqualification of the bidder.
14. COEP reserves the right to reject any or all of the tenders received without assigning any reason thereof.
15. For any clarifications please contact on 020-25507199

I. ELIGIBILITY CRITERIA

1. Bidder should be a professional with a minimum of 3 years experience in providing catering services in particular lunch/dinner to professional institutions, training institutions etc. having students in the age group of 16 years to 25 years. The time period of 3 years shall be considered as on 01/03/2018.
2. The bidder should submit documentary evidences in support of either of the following with an appreciation certificate from the client.
 - i. Three similar completed jobs/ services with minimum plates served 300(outdoor) in a day and order value costing not less than Rs. 75,000/- each and/or.
 - ii. One similar completed jobs/ services with minimum plates served 500(outdoor) in a day and order value costing not less than Rs. 1.3 lakh.
3. Bidder should have among its clients professional colleges, training institutes / centers for whom they have provided catering services of similar nature. Names and addresses of such clients along with details regarding nature, amount and period of the contracts should be furnished along with Technical Bid (Part-A). Certificates from the clients regarding the quality and duration of service rendered during the last three years shall also be furnished in the prescribed format given in Annexure-II.
4. Track record of bidder should be clean and should not have any involvement in illegal activities or financial frauds. There should not be any case with the Police/Court/Regulatory authorities against the bidder.
5. Bidder must not have been prosecuted or suffered any penalty for violation of any statutory laws by any Authority.
6. Bidder must not have been suspended / delisted / blacklisted/fined by any organization on any grounds.
7. The bidder should not have rescinded/abandoned any contract awarded by any of his clients before the expiry of prescribed period of contract. The bidder shall give details of all disputes he/she had with his/her clients and furnish the status of arbitration, if any.
8. If the performance of the bidder is / has been found to be unsatisfactory for any reasons, whatsoever, in any organization including COEP, then COEP reserves the right to reject the bids submitted by such bidders.
9. Bidder should have applicable registrations with statutory authorities such as Regional Labour Commissioner (Central), GST, PAN, TIN, FSSAI, etc
10. The bidders shall submit documentary evidence in support all of the above eligibility criteria.
11. Bidder should deposit Rs. 5,000/- (Rupees Five Thousand only) by means of a Demand Draft from scheduled bank drawn in favour of “Director, College of Engineering, Pune” payable at Pune as Earnest Money Deposit (EMD). Tenders without the EMD prescribed will not be considered.
12. Complete tender document is available on COEP's website, address www.coep.org.in. The documents downloadable by the parties from the website shall be valid for participation in the tender process. The bidder shall have to pay the fee of Rs. 500/- (Rupees Five Hundred only) for

the document, in the form of a demand draft in favour of “Director, College of Engineering, Pune” payable at Pune, in separate envelope along with the tender.

13. Tenders received without the requisite fee of Rs. 500/-(Rupees Five Hundred only) towards bid document shall be considered as invalid ab-initio.

II. TERMS AND CONDITIONS

1. The tenure of the Contract will be for 1 day only i.e. April 4, 2018.
2. The food (all items as mentioned in menu) to be served as unlimited for all served plates.
3. The vendor should undertake that raw material used is certified by FDA or / FSSAI.
4. EMD of the unsuccessful bidder will be returned after finalization of the tender. The EMD of successful bidder shall be retained and adjusted towards security deposit. The EMD shall not bear any interest.
4. The offer of contract issued to the successful bidder would need to be accepted within 2 days from the date of issue of the offer. Failure to accept the offer within this period will result in forfeiture of the EMD.
5. The successful bidder will be required to deposit a further sum of Rs.20,000/-within 3 days from the date of acceptance of offer towards security deposit for due performance of the contract. The total security deposit of Rs. 25,000/- shall be refundable after expiry/termination of the contract. The contract order shall automatically become null & void and EMD will stand forfeited on the contracting firm failing to deposit the amount as above. However, COEP reserves the right to revive the contract order, if circumstances warrant. The security deposit shall not bear any interest.
6. On payment of the security deposit, the contracting firm will be required to enter into an Agreement/Contract of appropriate value in the form to be approved by COEP containing inter-alia all the terms and conditions of the contract.
7. If the successful bidder fails, in course of the contract period, to comply with the terms and conditions of the Agreement/contract, the security deposit may be forfeited in full or in part as decided by the Competent Authority.
8. The contractor shall provide Catering services as specified in “Scope of work and specific conditions for catering”.
9. The Catering services for the guests shall be provided on April 4, 2018 during the contract period (Guests means whoever is allowed to enter the refreshment arena)
10. Failure to provide the service mentioned in work order shall attract penalty. The amount of penalty would be decided by COEP and will be mentioned in the work order and shall be binding on the bidder.
11. Failure to services means (i) not maintaining the food quality, (ii) shortage of food, (iii) changing the menu without due permission from the signing authority, (iv) not maintaining the hygienic conditions in preparation, storage and distribution and serving of food, (v) misbehavior with guests and COEP representatives
12. COEP shall pay the charges to the contractor for a minimum of 250 plates on April 4th 2018 for providing dinner to the guests. Extra plates if any will be paid extra as per the decided rate and to be claimed separately.

13. The contractor shall provide adequate number of competent and well-trained staff for cooking, serving cleaning etc.
14. Minimum number of staff shall be maintained at any point of time sufficient to manage the activities of the food supply at all times. The contractor should have full control of such employees and shall give necessary guidance and direction to carry out the jobs assigned to them by the contractor. The catering staff is to be identified separately and not allotted sundry duties elsewhere in the premises.
15. No escalation in rates on any account will be permitted during the contract period. Also, no subsidy will be given over the quoted rates.
16. No advance shall be paid. Bills for catering services may be raised by the contractor after the contract is over and the same shall be settled within one month from the date of submission of the bills, provided the same are in order.
17. Applicable taxes will be deducted at source at the time of settlement of bills.
18. The contractor shall comply with the municipal and other regulations relating to preparation and sale of food stuffs, beverages and refreshment and shall obtain the necessary licenses and permits at his/her own cost.
19. In case of any labour problems related to the workmen staff of the Contractor, the same will be settled at the contractor's end only.
20. It will be the contractor's responsibility to ensure that the obligations under the terms of this contract are duly performed and observed.
21. Residential accommodation shall not be provided by COEP to the workmen of the contractor.
22. The contractor or his staff shall not use the premises, properties, fixtures, fittings, etc., of COEP for any purpose other than those expressly provided in the contract. It shall be open to officials of COEP to inspect the kitchen and the arena.
23. In the event, any damage is caused to the movable or immovable property of the COEP or its client or to the property of the employees of COEP, the COEP reserves the right to compute the damage in terms of money and to deduct the money from the bill of the contractor or from the amount payable to the contractor by the institute and the remaining amount, if any, by way of civil damages or through the legal procedures.
24. The contractor should agree not to use the Trademark and or trade name of COEP or letterhead of COEP nor will the contractor hold himself as an agent of COEP, the relationship between the contractor and COEP being a principal-to-principal basis.
25. The contractor shall not use the COEP's address on his letterhead/stationery for purposes of Registration with any Government/Local Body or any other organization or person and no tenancy shall be created by the presence of his workmen/employee on COEP's premises.
26. To ensure effective implementation of this contract, the Director or an authorized official of COEP shall issue instructions, either orally or in writing to the contractor and such instructions shall be deemed to be a part and parcel of this contract and shall be binding on the contractor. In all matters relating to or incidental to this contract, if there

arises any doubt or dispute or disagreement the decision of the Director, COEP shall be final and binding on the contractor.

27. Contractor's Employees

- i) The employees engaged by the contractor shall be of trained and experienced people having good health, character, well behaved; obedient and skilful in their tasks. They should be conversant with Marathi/Hindi/English. The Contractor shall ensure that a child labour is not employed.
- ii) The Contractor shall ensure that they observe cleanliness and are properly dressed in clean uniform with identity cards during their hours of service.
- iii) The Contractor should take all precautionary measures to ensure the safety of the workmen employed by the contractor and COEP shall not be responsible in case of any eventuality.
- iv) The Contractor shall remove any employee who in the opinion of COEP is guilty of misconduct, or is in any manner unfit or unsuitable for service. The Contractor shall at all times indemnify COEP against all claims which may be made under the Workmen's Compensation Act, or rules there under or under any law or rules of compensation payable in consequence of any accident or injury sustained by any person in its employment for the purpose of this agreement. The Contractor shall be solely responsible for the remuneration and other dues of its employees as also for omissions / commissions done by them
- v) The workmen/employees engaged by the Contractor shall not have any right/claim over the facilities enjoyed by COEP staff, participant's, etc.
- vi) It is clearly understood that the contractor's employees shall not have any employee-employer or master-servant relationship with COEP.
- vii) The Contractor shall ensure that none of his personnel on duty is inebriated state or consume drugs, prohibited substances, smoke, etc., while on duty/COEP premises.

27. Failure to Exercise COEP's rights

Any omission on the part of COEP at any time to exercise any of its rights under the terms of the catering arrangements shall in no way impair or affect the validity of the terms and the rights of COEP to enforce its rights at any time subsequently.

28. Tenancy Rights

Nothing herein contained shall be construed to create any tenancy in Contractor's favour of the Canteen block and premises and COEP may of its mere motion effect the termination of this catering arrangement, re-enter and retake and absolutely retain possession of the cooking area. .

29. Licenses and Registrations

- i) The Contractor should obtain the requisite license under Contract Labour Act (Regulation and Abolition Act 1970) and amended from time to time issued by the concerned Labour Department for running the establishment. COEP shall not be responsible in any way for any breach by the Contractor of the rules and regulations governing the running of such establishments by the Contractor.

- ii) The Contractor shall register with the Registrar of concerned State Body and shall abide by State Labour/Government of India (ministry of Labour) rules and regulations and all other Statutory Acts/Regulations and rules relevant to this.
- iii) The Contractor shall indemnify the COEO authority against risks and damages arising out of the default on the part of Contractor due to negligence or non-compliance of any of the aforesaid rules, regulations etc. laid down by the Government and other statutory authorities from time to time. The contractor will be responsible for the safety of his work force.
- iv) The Contractor shall comply with all requirements of law with regard to the provision of labour and ensure that an appropriate license from concerned labour department is obtained. It shall be the responsibility of the Contractor for furnishing necessary Statutory information / documents in proof of the above whenever called for by COEP. In case of any labour problems related to the workmen staff of the Contractor, the same will be settled at the Contractor's end only.

30. Disputes Resolution

All questions, disputes and / or difference arising under or in connection with this agreement or in any way touching or relating to or concerning the construction, meaning or effect or the terms herein, shall be referred to the sole arbitration of COEP or to the sole arbitration of the Officer who for the time being is entrusted whether or not in addition to other functions, with the functions of COEP by whatever designation shall offer may be called hereinafter referred to as the said Officer and if COEP or the said Officer is unable or unwilling to act, the sole arbitration of some other person appointed by COEP or the said Officer and willing to act as such arbitrator. The Contractor has no objection to any such appointment to the effect that the arbitrator so appointed is COEP's own Officer or that he was a part to the contract or that he had to deal with matters which relate to this arrangement or that in the course of this duties as such Officer he had expressed views on all or any of the matters in dispute or difference. The award of the arbitrator so appointed shall be final and binding. Disputes if any will be resolved in Pune Jurisdiction only.

Undertaking

I/We have read the above terms and conditions and are acceptable to me/us.

Signature of the authorized person:.....

Name of the signatory (.....)

(in block capital letters) :

Status of the signatory i.e. proprietor/partner :

Date:

III. CATERING - SCOPE OF WORK AND SPECIFIC CONDITIONS

1. Scope of Work

During the contract period, the contractor shall be responsible for the following:

- i) Food to be provided unlimited (As per the Menu attached) on 4th April 2018.
- ii) Providing dinner to guests of COEP as per Annexure – A} On programme day as per the menu attached with this document or given to contractor
- iii) For the above purpose the Contractor will be permitted to use and occupy a space, reserved a cooking area adjacent to refreshment arena. This area can also be used as temporary stores
- iv) COEP may decide to have additional items or change in the predecided menu during the Programme days, the additional charges claimed by the Contractor for such special things will be agreed to by mutual discussions / agreed rates / quoted rates in the contract
- v) The bidder should not use disposable Plates and bowls. Table and Tea Spoons can be disposable. The bidder will be responsible for piling/collecting the disposable material used, waste food etc and dispose off outside the COEP campus at a proper dumping space permitted by local public authority. This material must be disposed off on the same day and the place must be cleaned before leaving the arena.

2. Gas

Kitchen equipment and gas supply should be managed by caterers. The service provider should provide fire safety equipment in Kitchen shed.

3. Deliverable by COEP:

COEP will provide (i) Single - phase Electric supply (ii) Water for washing and cooking .

4. Furniture and Fixtures

All the furniture, fixtures, equipment and articles as per inventory separately prepared and all other furniture, fixtures, equipment and articles bought or made available by COEP in or to the kitchen and dining arena shall remain to be the exclusive property of Institute and shall on termination/expiry of this contract be handed over by the Contractor to COEP in the same order and condition in which they are at the beginning of the contract, except reasonable wear and tear.

5. Damage to other articles in the premises

The Contractor shall be responsible for any damage to the canteen block of the building under the Contractor's occupation and to the fittings, fixtures, furniture, equipment entrusted to the contractor when such damage is in the opinion of COEP, caused due to negligence or carelessness or any fault on Contractor's part or that of its Manager or Workmen or Agent and the Contractor shall be liable to pay to COEP such amount in respect of such damage as may be assessed by COEP officials.

6. Crockery, Cutlery and Cooking utensils etc.

The Contractor should bring and use his utensils/crockery/cutlery/tables/ table linen & frills for cooking and serving the food to guests. The Contractor shall at all times keep and maintain all the articles in a clean, neat, hygienic and tidy order and condition.

7. Kitchen Equipment

The contractor should bring all kitchen equipment required for cooking/preparation of food.

8. Electricity

The charges for electricity consumed for lights, fans and other electrical appliances in the kitchen shed will be borne by COEP but proper steps shall be taken by Contractor to ensure that electrical appliances are used with due economy and are switched off when not required or are used only to minimum extent necessary so as to avoid wasteful consumption of electricity. COEP reserves the right/option to levy penalty on the contractor in case of wastage of electricity.

9. Water Supply

The water required for cooking/preparation of food, cleaning of utensils shall be supplied by COEP. The Contractor shall ensure utmost economy in the consumption of water and shall ensure that there is no wastage of water in the shed and cleaning area. In case of water shortage/ no supply from the water board, the Contractor shall co-operate with COEP for regulated supply by COEP. The Contractor shall abide by such instructions, as may be by officials of COEP or any other person authorized by COEP in consumption of water. COEP reserves the right/option to levy penalty on the contractor in case of wastage of water.

10. Maintenance of Kitchen and cleaning area

The Contractor shall keep the kitchen shed, cleaning area and the adjoining space around the arena in a clean and tidy condition and use branded detergent to clean the utensils and plates. The dining tables and the service tables have to be maintained in a clean and neat manner. It shall be open to any official of COEP authorized in this behalf to inspect the cooking shed or any portion thereof at any time.

11. Personal Supervision

It will be the Contractor's responsibility to ensure that the obligations under the terms of this agreement are duly performed and observed and a competent and qualified person shall be appointed as Manager whose name should be informed to COEP and who shall remain in person on the campus to manage and supervise the catering services properly. The Manager should be conversant with Marathi, Hindi and English.

12. Standard of Catering

(i) The quality of articles of food and provisions should be of good standard as specified. COEP's officials will have authority to inspect such articles of food and provisions and will have full powers to order discontinuance of use of such articles of food and provision, which are found to be of unsatisfactory standard and on grounds of hygiene.

(ii) A high standard of catering shall be maintained at all times with due regard to quantity, quality and purity of foodstuffs. High standard of cleanliness in preparation and handling of food items, cooked and cut food servings should be maintained. The workmen handling the cooking and cutting directly should maintain a high level of personal hygiene and cleanliness. Courtesy should be observed while servicing the guests, faculty, guest faculty, students, participants and staff members. Rating of the service should be maintained at very good and above at all times. The Contractor should note that in case 40% of the students/guests have rated as "poor" for the food served, the contractor will be blacklisted.

(iii) In case the food served by the contractor rated as “below average” by 50 % the students/guests, the contractor will be penalized by COEP at the rate of 10 % of the total food bill claimed by the contractor and shall be final and binding on the contractor.

(iv) The Contractor shall ensure that the food items supplied are as per the standards of fitness prescribed by the Government authorities and if at any time any fine is imposed by the Government authorities (for e.g. by the food inspectors/ food dept.) the same shall be borne by the contractor and COEP will not pay any fine or penalty that may arise/or that may be imposed on account of the fault of the Contractor. The Contractor shall be personally and solely responsible for any consequences due to food poisoning. Besides refusal of the entire payment for the order, during which such food poisoning has occurred, COEP may initiate further stringent action, as he may deem fit in purview of the law.

(v) The standard of cleanliness of kitchen utensils, crockery, glassware, cutlery; linen etc. shall be of very high order and any laxity in this regard will attract severe penalties of the amount to be determined by COEP. The Contractor shall be bound by the decision of COEP.

(vi) Utensils, cups, saucers, flasks, crockery, etc. should be scrubbed and cleaned thoroughly with soap water and hot water.

(vii) The caterer should ensure that the entire catering premises are kept hygienic and clean. A thorough master cleaning ought to take place every day for all equipments, fixtures, utensils by removing the grime, grease, stains, oil etc. wiped well by clean cloth and dried.

(viii) The Caterer should take away all the left outs and remove all wastages immediately after the programme.

13. Provisions, fruits and vegetables etc.

(i) The Contractor shall be solely and wholly responsible for the procurement of all articles of food and provisions at his own cost. The Contractor shall bear complete financial responsibility for all purchases and financial commitments he may enter into for fulfilling the contract.

(ii) It shall be the responsibility of the Contractor to store the materials purchased by him in a neat, tidy and hygienic manner in the space provided by COEP. The security of such material shall be the sole responsibility of the Contractor

(iii) The quality of food and provisions shall be of good standard as specified in Annexure-C. COEP shall have authority to inspect such articles of food and provisions and shall have full powers to order discontinuance of use of such articles of food and provision which are found to be not meeting the standard set out in the contract and on grounds of hygiene. Contractor should be required to take due care for storing of perishables. It shall be the responsibility of the Contractor to store the material in an appropriate and hygienic manner.

(iv) Raw food stuffs such as vegetable, milk, fruits etc. shall be fresh and of good quality as per COEP's approval and if found not to be fresh, it shall be rejected and the Contractor shall replace the same with fresh products from the approved source.

(v) The contractor should not re-use the leftover food of one meal. It or any part of it shall not be served at the next meal.

(vi) Reuse of burnt oil is strictly prohibited.

14. Complaints and improvements

The Contractor shall carry out such improvements as may be necessary for ensuring satisfactory service and shall take due notice of complaints made by the students, guest, faculty and staff either directly to him or through its Manager.

15. Service Timings

The timings for serving the students / Staff / Guest Faculty / guest shall be:

April 4, 2018: 8.00 pm to 11.00 pm

The above timings could be generally observed. However, there could be exceptional circumstances warranting catering service before or beyond the above timing to which the Contractor should provide. The Contractor shall supply and serve wholesome and hygienic dinner in accordance with the menu as stated in Annexure-A and at the rates as agreed in the contract. Normally the service is a buffet service, however at times on instructions services as per specifications are to be provided any other form. The service of all food items (as per the Menu) should be "UNLIMITED" as per the requirement of the participants/guests from the spread available.

18. Miscellaneous

(i) Food should be cooked only in the kitchen of the canteen or Contractor should bring or serve any food prepared or cooked outside. No outsider should be permitted inside cooking area. Food should not be served to any outsider, either on payment or free of cost.

(ii) The Contractor shall not be allowed to carry away any material/item out of the campus. Accommodation shall not be provided by COEP to the staff of the Contractor.

(iii) The Contractor shall co-operate with the other Contractors working in the campus.

(iv) The disposal of leftover foods and other garbage will have to be done by dumping the same in the main garbage bin earmarked by COEP for the purpose. Disposal/transportation of waste/garbage from main garbage bin to dumping area marked by local authority located anywhere outside COEP campus area will be the responsibility of the contractor. Leftover food should not be sold or sent out of the campus.

(v) The authorized representatives of COEP shall check the quality and quantity of the items supplied and served.

(vii) Contractor will be required to make provision for drinking water and hand wash facility with no spill away. In addition, the Contractor shall keep and make available workmen for providing water to the participants, faculty, guests and office staff at all times if so, required.

(Viii) Disposable paper napkins (of approved quality)/Cloth napkins shall be placed along with each plate for dinner for dining purpose as well as small ones while serving soup, chat, etc.

(ix) The contractor shall prepare and serve the dinner as per Menu, in a pleasing and presentable manner. White clothes and colored frill clothes required for covering the serving table and dining tables shall be provided by COEP.

IV. (A) SCHEDULE OF ITEM TO BE SERVED FOR THE DINNER ON APRIL 4, 2018

from 8.00 pm to 11.00 pm

Menu
Soup :- Veg Munchow Soup
Starter :- American Roll/ Corn Pattice
Main Course: Veg Kolhapuri/Veg Bhoona + Paneer Tikka Masala
Indian Assorted Bread: - Roti/Butter Roti (Wheat) + Phulka
Rice: Jeera Rice/Veg Pulav + Steam Rice
Dal : Dal Tadka
Sweet : Aamras (Alphanso Mango)
Salad, Pickel, Chutney, Papad .
Desserts: Vanilla with Chocolate Sauce/ Butter Scotch
Fruit Corner: Mix Fruit plate.

V. QUALITY OF THE MATERIALS TO BE USED

1. RICE - Basmati (Branded), Sona Mussorie (Kurnool)
2. DALS - Tur/Urad/Moong – Best Quality
3. PULSES - Masoor No.1, Kabuli Chana No.1, Fresh Green Peas, Frozen Green Peas
4. OIL - Refined Ground / Sunflower, Postman / Dhara / Godrej / Sundrop/Equivalent Brand
5. ATTA - Wheat fresh Atta, Pilsbury, Annapurna, Farm Fresh, Ashirvad
6. PICKLES - Priya / MTR
7. PAPAD - Lijjat / Ambika
8. BREAD - Modern / Britannia / Spencer
9. BUTTER - Amul / Vijaya / Britannia
10. JAM - Kissan / Sil
11. SAUCE - Kissan / Maggi
12. MILK - Pasteurised Dairy Whole Milk
13. FRUITS(*) - Banana, Papaya, Grapes, Mango, Chickoo, Orange, Apple, Water Melon, Pomegranate, Custard Apple
14. ICE-CREAM - Any branded Ice cream to be served in 100 ml cup size. “Frozen Deserts” are not permitted.
15. MASALA - Sona/Everest/Bedekar/Badshah/any other popular brand approved by the competent authority

(*) First quality as approved by concerned authority shall be provided.

Note : The Contractor should at all time ensure that he uses the specified brand only and having the latest validity i.e. expiry date at least six months latter

VI. Forwarding Letter

(To be submitted on bidder's letterhead)

No.:

Date:

To

The Director,
College of Engineering, Pune
Shivaji Nagar,
PUNE-411005

Dear Sir,

Sub: Tender for Catering Services

1. This has reference to your tender notice for catering services at COEP. We have examined the tender document and thoroughly understood its nature/scope of work and terms & conditions.
2. I/we undertake to offer my/our services in conformity with scope/nature of work and the terms and conditions set out in the tender document. I/We confirm that the tender submitted by me/us is confirming to all the terms and conditions mentioned in the tender document.
3. I/We are enclosing application along with required documents in the prescribed proforma as mentioned in tender document.
4. I/We are enclosing following Demand Draft for Rs.5,000/- in favour of "Director, College of Engineering, Pune" payable at Pune towards EMD.
5. I/We agree that our tender remain valid for acceptance by COEP for a period of 60 days from the date of opening of Part-A of the tender or till the date of finalization of tender, whichever is earlier.
6. I / We, do hereby declare that there is no case with the Police/Court/Regulatory authorities against me/us. Also I/We have not been suspended / delisted / blacklisted/fined by any organization for any reason. I/We also certify that either our firm or any of the partners are not involved in any scam or disciplinary proceedings settled or pending adjudication.
7. I/We certify that all the information furnished by me/us is true to the best of my/our knowledge. I have no objection to COEP verifying any or all the information furnished in this document with the concerned authorities, if necessary.
8. I/We understand that COEP reserves the right to accept or reject any or all the tenders in full or in part without assigning any reason there for.

Yours faithfully,

(Signature and Name of the authorized person
of the firm/bidder with office seal)

Name:_____

VII Profile of the bidder (Part-I) – Basic Information

Sr.No.	Particulars	To be filled by the bidder
1	Name of the bidder / firm / organization /company	
2	Type of firm/organization (Proprietorship/ Partnership/ Private Ltd etc.(Furnish copies of partnership / memorandum of articles of association etc.	
3	Name of the proprietor / partners / directors of the firm	
4	Year of Incorporation / registration	
5	Registered address of the firm	
6	Name, designation, telephone nos., email of the contact person / authorized signatory	
7	License for providing catering and housekeeping services (Registration under shops & Estt. Act) obtained (Yes / No)	
8	Trade License from local public/issuing authority (Yes / No)	
9	Whether the firm has been in business of catering and housekeeping for at least 5 years (Yes / No)	
10	Annual turnover of the firm for last 3 years (in Rs. lakh) (Furnish copies of audited balance sheets and profit & loss account statements	
11	Details of Registration (Firm, Company etc) a) Registering Authority b) Date c) Number	
12	Registration Nos. under various Statutory Acts viz. GST/PAN/FSSAI Labour License (copy of registration certificate to be enclosed)	
13	GST	
14	PAN (Copies of income-tax returns for last 3years to be enclosed)	
15	FSSAI	
16	Whether registered / empanelled with any of the Govt., Semi Govt., MES, Govt. Undertaking, Public Sectors etc. as approved vendors and if so, furnish details	
17	Whether involved in any litigation earlier with any organization? If so, please submit the details	
18	Any civil suits pending in any of the works executed? Yes or No. If Yes, furnish details.	
19	Any other information which the bidder feels relevant.	

(Signature and Name of the authorized person of the firm/bidder with office seal)

Name:

Profile of the bidder (Part-II) – Experience

A) List of similar works already executed/completed by the Bidder during the last 5 Years

Sr. No	Name & Address of the organization for whom the work was executed Along with contact persons and their telephone no	Nature / Type of the work (please specify whether catering, housekeeping or both)	If food cooked or pre coked food served	maximum no. of persons catered on single day and single time	Value of the work executed (Rs)	Duration of the Contract with commencement and date of completion

Note: Copies of the work orders should be enclosed

(Signature and Name of the authorized person of the firm/bidder with office seal)

Name:

PART – B - COMMERCIAL BID

(Use letter head of the firm with all contact details, GST, PAN etc)

I. PRICE BID FOR CATERING SERVICES

The contractor shall arrange for cooking & services of food for any number of participants depending upon the attendance/occasion as decided by COEP from time to time. Usually number of students, faculty, guests, staff etc. is 300. The charges for catering services shall be on actual plates served.

II. SCHEDULE OF RATES TO BE QUOTED FOR CATERING SERVICES

S. No.	Particulars	Rate in Figures, Rs. (Excluding Taxes)	Rate in Words, Rs. (Excluding Taxes)	Taxes if any
1	Menu			
	Soup :- Veg Munchow Soup Starter :- American Roll/ Corn Pattice Main Course: Veg Kolhapuri/Veg Bhoona + Paneer Tikka Masala Indian Assorted Bread: - Roti/Butter Roti (Wheat) + Phulka Rice: Jeera Rice/Veg Pulav + Steam Rice Dal : Dal Tadka Sweet : Aamras (Alphanso Mango) Salad, Pickel, Chutney, Papad . Desserts: Vanilla with Chocolate Sauce/ Butter Scotch Fruit Corner: Mix Fruit plate.			

Note: Applicable Taxes, if any for the above may please be indicated separately.

I/We accept to all the Terms & Conditions, Specifications, and Guidelines as indicated in the Tender Document including the penalty clause.

(Signature and Name of the authorized person of the firm/bidder with office seal)

Name:

III. RATES FOR ADDITIONAL ITEMS

The contractor should quote the rates for the additional items to be served during Dinner occasionally as extra in addition to regular lunch/dinner. The rates quoted shall be written both in words as well as in figures. COEP shall pay applicable Taxes to the contractor on the above rates.

Note: Rates quoted for additional items (Annexure-IV) shall not be considered for evaluation of Price Bid.

(Signature and Name of the authorized person of the firm/bidder with office seal)

Name: