



# राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान

(औषध निर्माणविभाग, रसायन एवं उर्वरकमंत्रालय, भारतसरकार, का एक स्वायत्तशासी संस्थान)

ट्रांजिट कैंपस – नाईपर, रायबरेली, बिजनौर - सिसेन्डी रोड, गांवकमलापुर उर्फ अहमदपुर -, पोस्ट माटी -, लखनऊ -226002

## National Institute of Pharmaceutical Education and Research

(An Autonomous Institute under the Department of Pharmaceuticals, Ministry of Chemicals and Fertilizers, Govt. of India)

Transit Campus of NIPER, Raebareli, Bijnor, Sisendi Road, Sarojini Nagar, Near C.R.P.F Base Camp, Lucknow - 226002

Lucknow - 226002, Phone No – 0522-2497903, Website – [www.niperraebareli.edu.in](http://www.niperraebareli.edu.in)

NIPER/RBL/S&P/2024-2025/Convocation

Dated:

Sep 2024

### **NOTICE INVITING TENDER FOR CATERING SERVICES FOR 9<sup>th</sup> CONVOCATION AT BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY CAMPUS, LUCKNOW, UTTAR PRADESH**

National Institute of Pharmaceutical Education and Research (NIPER), Raebareli, (India) invites in two bids system (Technical and Financial) for providing “Catering Services for 9<sup>th</sup> Convocation – 2024” from eligible, experienced and financially sound Companies/Firms/Agencies.

#### Notice Inviting Tender

Name of Work	<b>Tender for Catering Services for 9<sup>th</sup> Convocation High Tea and Lunch at Babasaheb Bhimrao Ambedkar University Campus, Lucknow.</b>
Date of downloading and submission of the tender (Tender document available at <a href="https://niperraebareli.edu.in/tender.html">https://niperraebareli.edu.in/tender.html</a> )	13 <sup>th</sup> Sep 2024
Technical Bid Submission End date (Last date and time) for receipt of bids	16 <sup>th</sup> Sep 2024 at 1700 Hrs (Tender to be deposited in the Tender Box kept on Gate of the Institute)
Date and time of bid opening of Technical Bids	17 <sup>th</sup> Sep 2024 at 1100 Hours
Address for communication & submission of tender documents	Director National Institute of Pharmaceutical Education and Research (NIPER-Raebareli), Bijnor-Sisendi Road, Sarojini Nagar, Near CRPF Base Camp, Lucknow (UP)- 226002
Clarification/Queries, if any, can be addressed to	<a href="mailto:store@niperrbl.ac.in">store@niperrbl.ac.in</a>

Note:- This tender document contains 06 Pages and bidders are requested to sign on all the pages. The duly filled-in bid should be sealed by the bidders and super scribed as “Tender for Catering Services for 9<sup>th</sup> Convocation High Tea and Lunch” on at **Babasaheb Bhimrao Ambedkar University Campus, Lucknow.**

**The Director, NIPER Raebareli reserves the right to accept/reject any or all bids/offers/tenders either in part or in full without assigning any reasons thereof.**

The interested agencies may submit their Technical Proposal along with the following documents, duly authenticated and stamped by the proprietor or authorized signatory.

If there is any addendum/corrigendum related to tender, it shall only be published on NIPER Raebareli website (<https://niperraebareli.edu.in/index.html>). The Bidders are advised to check the NIPER, Raebareli website regularly. No other mode of notice will be given.

Sd/-.

Registrar

NIPER, Raebareli

## SCOPE OF WORK

### ANNEXURE – I

Alumni High Tea (Approximately 80-120 Pax) at 6 PM on 30-09-2024.

Meal/ Category/Course	Items/ Description
High Tea	Tea/Coffee
	Paneer Tikka
	Pav Bhaji
	Dahi Hari Chutney and Tomato Sauce as required
	Gulab Jamun

### ANNEXURE – II

Lunch during Convocation (Approximately 350-450 Pax) at 1 PM on 01-10-2024.

Soup and Starter	Veg. Manchow Soup
	Crispy honey chilli potatoes
	Paneer Tikka
	Spring Rolls
Accompaniments	Hari Chutney and Tomato Sauce
Main Course	Paneer Tikka Butter Masala
	Malai Kofta
	Mix Veg.
	Dal Makhani
	Veg. Pulao
Breads	Tandoori Roti
	Butter Naan
	Tawa Roti
Raita	Pineapple Raita
Salad	Green Salad
Accompaniments	Roasted Papad
	Pickle
	Salt & Pepper
Dessert	Rasmalai
	Butterscotch ice cream (make: Mother Dairy / Amul / Vadilal and FASSI approved brands)
Water	200 ml mineral water bottles (as per the GOI guidelines)
	Mineral water with dispenser (Covered) & paper disposable glass with sufficient quantity

### **General Technical Term & Conditions:-**

1. Food should be served hygienically, and all food must be less spicy & oily. All the ingredients to be used must be of highest quality.
2. The Catering Service Provider must maintain sufficient number of staffs from their end for smooth operation at their own costs. Furthermore, the service provider must provide neat and clean uniform and gloves to their staff members at their own costs.
3. No utensils and other necessary items/equipment's will be provided from Institute and the same should be arrange by the Service Provider at their own cost i.e. vessels, plates, heating equipment's and other items if any.
4. Any damage to movable / immovable property while carrying out work shall be made good by the agency at its own cost and the site must be handed back neat and clean to the satisfaction of Institute.
5. Institute will provide the space and power supply (power point) only at event location mentioned in purchase order for work duration only. The arrangement of electric supply from the point has to be arranged by the bidder.
6. The bidder must ensure the quality of food before service. In case at any stage if it is found that the supply executed by the company was not satisfactory and/or up to the standard then Institute shall have the right to put penalty up to 10% accordingly on the bidder.
7. The bidder must follow the HACCP and FSSAI norms.
8. Although the food will be served in banquet setup but there is possibility to serve the Lunch/Dinner for VIPs only.
9. The interested service provider may visit the site before bidding and may contact on [store@niperrbl.ac.in](mailto:store@niperrbl.ac.in) e-mail id if having any query.
10. The agency shall nominate a person with a mobile number to receive the instructions. Another alternative telephone number of the owner or his representative of the firm shall also be conveyed with email ID to convey the instructions.
11. The successful bidder will be required to furnish a performance security in the shape of Demand Draft for an amount equivalent to 3% of the order value. The Demand Draft will be submitted within a period of 03 days after the placement of the order.
12. The work should be completed within the stipulated time given from the date of order as mentioned in purchase order.
13. No advance payment shall be made by the institute. However, the Institute intends to make all the final payments within 30 days after the supply or date of submission of final bill.
14. Taxes at the prescribed rates shall be deducted at source from the bills.
15. The offer should be legibly typed or handwritten in English with no cutting/overwriting and offers sent by e-mail/fax shall not be accepted.
16. Late tenders shall not be considered. The Institute shall not be responsible for any delay/loss or non-receipt of tenders by post/courier services.
17. Additional Terms & Conditions may be incorporated in the purchase order, if needed, to safeguards the interests of the institute.
18. Date of Lunch may change, and the revised date (if changed) will be informed to the service provider accordingly.
19. The bidder has to submit a non blacklisting certificate on their letter head along with bid.
20. Three service counters (table & service desk with other necessary items and manpower for service) have to setup at the locations by the bidder.
21. The bidders must provide the 12 number of round banquet tables along with table cover 6 chairs per table with cover. The crockery is to be provided is of Porcelain/Bone China and good quality of stain less steel cutlery.
22. The Institute has the right to accept or reject any tender without assigning any reason. The decision of the Institute in this regard will be final and no correspondence will be entertained.

## FINANCIAL BID

### ALUMNI HIGH TEA

Meal/ Category/Course	Items/ Description	Quantity	Rate (Rs.) Per pax
High Tea	Tea/Coffee	For 80 to 120 Pax (May be increase in final order. payment will be made on actual pax over the minimum)	
	Paneer Tikka		
	Pav Bhaji		
	Dahi Hari Chutney and Tomato Sauce as required		
	Gulab Jamun		

### LUNCH DURING CONVOCATION

Meal/Category/Course	Items/Description	Quantity	Rate (Rs.) Per pax
Soup and Starter	Veg. Manchow Soup	For 350 to 450 pax (May be increase in final order. payment will be made on actual pax over the minimum)	
	Crispy honey chilli potatoes		
	Paneer Tikka		
	Spring Rolls		
Accompaniments	Hari Chutney and Tomato Sauce		
Main Course	Paneer Tikka Butter Masala		
	Malai Kofta		
	Mix Veg.		
	Dal Makhani		
	Veg. Pulao		
Breads	Tandoori Roti		
	Butter Naan		
	Tawa Roti		
Raita	Pineapple Raita		
Salad	Green Salad		
Accompaniments	Roasted Papad		
	Pickle		
	Salt & Pepper		
Dessert	Rasmalai		
	Butterscotch ice cream		
Water	200 ml mineral water bottles (as per the GOI guidelines)		
	Mineral water with dispenser & paper disposable glass with sufficient quantity		

#### Note:-

1. Rates should be inclusive of all taxes (GST) including delivery/service with compliance of all terms and condition mentioned in the technical bid at site including loading, unloading, erection, testing if any, dismantling, transportation and cleaning of venue after ending of event, etc.
2. 12 numbers of round tables along with 6 chairs per table.
3. The crockery is to be provided is of porcelain/bone china.

## **GUIDELINES FOR SUBMISSION OF TENDER**

The Bids are to be submitted in two parts:-

1. Sealed Technical Bid, along with Technical documents in one sealed envelope super- scribed "TECHNICAL Bid" should be kept in Envelope-I.
2. Sealed Financial Bid, placed in a separate envelope super –scribed "FINANCIAL BID" should be kept in Envelope-II.
3. The above – mentioned two sealed envelopes should be the name and complete postal address of the bidder. Sealed envelope containing Technical Bid and Financial Bid should be placed in a bigger envelope super – scribed with the name of Catering Services for 9<sup>th</sup> convocation - 2024. This bigger envelope should be dropped in the Tender Box. Tender received after due date and time shall not be accepted.

### **PROFORMA FOR TECHNICAL BID**

1.	Name of Tendering Company /Firm/Agency (Submit Certificate of Registration)	
2.	Name of Director /Proprietor of Company /Firm/Agency	
3.	Full address of Registered office with (i) Telephone /Mobile no.(II) Fax (III) E-mail	
4.	Full Address of operating /Branch Office with (i) Telephone /Mobile no.(II) Fax (III) E-mail	
5.	Bankers of Company /Firm/Agency with full Address ( Attach self-Certified copy of Bank Passbook /Statement)	
6.	PAN ( Attach self-Attested copy)	
7.	GST No. ( Attach self-Attested copy)	
8.	FSSAI Certificate if any	
9.	Any other Information	

Certified that all the terms and conditions mentioned in the tender document are acceptable to me/us

Signature of the Tenderer with Stamp  
Dated:-

**Declaration by the bidder/tenderer**  
**(on the official letterhead of the firm)**

I/We hereby declare that all the term and conditions of the tender document has/have been read by me/us and I/We accept all the terms and conditions mentioned in the tender document and shall comply with them strictly.

Further, I/We hereby declare the following: -

1. I/We have never been blacklisted by any institutions /department due to any reason.
2. I/We have ready to get our capabilities inspected by the Officer/Committee of the University to Judge the level of competency for undertaking the work.

If our bid is accepted. We undertake to: -

1. Not to objected to our disqualification on the basis of the above declaration, if found wrong and misrepresented at any point during the contract.
2. The workers deployed will be more than 18 years and shall comply with all statutory requirements.

Signature of the Authorized Signatory with seal of the Agency/Firm