



NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH (NIPER)
Sector 67, S.A.S. Nagar (Mohali)
Telephone No. 2214682-87, Fax No. 0172-2214692

NOTICE INVITING e-TENDERS

INVITATION OF BIDS FOR CATERING SERVICES DURING AI-SPARK 2023 CONFERENCE

09-11 OCT, 2023

Tender ID : 2023 DPHAR 771800 1

The National Institute of Pharmaceutical Education & Research (NIPER), Sector-67, S.A.S. Nagar-160062 invites item rate online bids on behalf of the Director NIPER, S.A.S. Nagar from interested parties / caterers having sound financial credentials for CATERING SERVICES DURING AI-SPARK 2023 CONFERENCE 09-11 OCT, 2023 at NIPER, S.A.S. Nagar, Mohali campus as per requirement given in Annexure –A.

The tender document can be downloaded from the institute's website www.niper.gov.in and CPP Portal :<https://eprocure.gov.in>. The eligible and interested firms are requested to offer their most competitive & realistic rates as per the Price Bid.

1.	Name of work & Location	CATERING SERVICES DURING AI-SPARK 2023 CONFERENCE 09-11 OCT, 2023
2.	Estimated cost put to bid	Rs. 10.00 Lakhs
3.	Earnest Money	Rs. 30,000/-,

Critical Date Section

1	Date of submission of e-tender	Start Date 15.09.2023 at 02.00 PM
		End Date : 26.09.2023 at 03.00 P.M
2	Opening of Technical Bid (online)	27.09.2023 at 03.00 P.M

Director, NIPER reserves the right to reject any or all tenders without assigning any reasons. Corrigendum/Addendum or Cancellation of this advertisement, if any, shall be published on NIPER Website and <http://eprocure.gov.in/>.

The tender forms and other details can be obtained from the website: <http://eprocure.gov.in/> and official website of the NIPER, S.A.S. Nagar at <http://niper.gov.in>. The contractors are requested to get their firm registered on the website <http://eprocure.gov.in/>, for participating in e-tendering process.

Registrar

**CONTRACT FOR CATERING SERVICES DURING AI-SPARK 2023 CONFERENCE
09-11 OCT, 2023**

ABOUT NIPER, Mohali

National Institute of Pharmaceutical Education and Research (NIPER), Mohali, Punjab is an autonomous body set up under the aegis of Department of Pharmaceuticals, Ministry of Chemicals and Fertilizers, Government of India. The Government of India has declared NIPER, Mohali Punjab as an 'Institute of National Importance' by an act of parliament. National Institute of Pharmaceutical Education and Research (NIPER) is the first national level institute in pharmaceutical sciences with a proclaimed objective of becoming a Centre of excellence of advanced studies and research in pharmaceutical sciences.

ELIGIBILITY CRITERIA

All the Bidders /Caterers Agencies must fulfill the following eligibility criteria and submit the documents. Director NIPER reserves the right to modify or relax the eligibility criteria in case none of the Bidder is able to fulfill the required criteria.

- 1. The Tenderer/Bidder should have minimum five years of experience in providing catering service to Department/PSUs/State Government/Reputed organizations. Bidder should have satisfactorily completed one "Catering services" similar work costing not less than **Rs 4.00 Lakh** OR two similar jobs each costing not less than **Rs. 3.00 Lakh** in last Three years ending previous day of last date of submission of bids. (Copies of work orders of the last three years of clients should be enclosed).**
2. The Tenderer/Bidder may be proprietor firm, Partnership firm, Limited company, Corporate Body legally constituted engaged in catering services. (Attested copy to be attached)
3. ID and Residence-address Proof: Aadhaar Card, Passport or any other valid document
4. EMD of Rs. 30,000/-
5. Applicant must have PAN and GST (or its exemption as per rule).
6. Should not have been blacklisted any Depts./PSUs/State Govt Organizations.
7. Income Tax Statement of last three years.
8. Agency should have local office in the tricity (Mohali/Chandigarh/Panchkula).
9. The Bank Mandate form in the prescribed format must be submitted with the techno commercial bid for any kind of financial transaction.

Note:

- 1. All pages and documents must be signed with stamps.**
- 2. Compliance sheet (Technical bid) duly filled and signed by the bidders should be submitted.**

GENERAL TERMS AND CONDITIONS FOR SUBMISSION OF TENDER

1. The Bidders who are interested in participating in the tender must read and comply with the terms and conditions contained in the tender document.
2. The bids shall be filled in by the Bidder clearly, neatly and accurately. Any alteration, erases or over-writing would be liable to make the tender invalid unless the same is neatly carried out and attested over the full signature of Bidder. The decision of NIPER to interpret the information and rates filled in by Bidder shall be final and binding on the Bidder.

3. The Bidders are requested to make themselves fully conversant with the General Conditions of Contract, Special Conditions of Contract, Technical Specification, site conditions, safety and health aspects and norms to be observed, etc. at the time of submitting their bids. The Bidder is deemed to have examined and understood the tender document, obtained his own information in all matters whatsoever that might affect the carrying out the works expressly mentioned or works which may have to be carried out to fulfill his contractual obligation within the scheduled rates and to have satisfied himself to the sufficiency for his offer.
4. The Bidders are required to fill in complete and accurate details as required under the tender documents. Failure to furnish all the information as required under the bid documents or submission of a bid containing deviations from the contractual terms and conditions, specification or requirements shall be treated and rejected as being non-responsive.
5. The Bidders are expected to carefully read all forms, terms and specifications in the bid documents and to fully inform themselves as to all the conditions and matters which may affect the subject matter of the work/tender or the cost thereof. If any errors, discrepancies or omissions are found in the documents or any Bidder is in doubt as to the true meaning or interpretation of any part, he shall seek necessary clarifications. However, no claim of any nature on account of any errors found in the tender documents shall be entertained.
6. The bids shall be required to be submitted within the time frames set out in the Notice Inviting Tender (NIT) and bids submitted thereafter shall not be accepted and considered.
7. The tender documents shall not be transferable.
8. Conditional offers shall be rejected at the outset.
9. A particular Bidder shall be allowed to make and submit only one bid document. A Bidder shall not submit more than one bid, either in the same name or entity or through any partnership, LLP, joint Venture or the like
10. NIPER reserves the right to amend and modify the bidding documents at any time prior to the deadline for submission or bids, either at its own discretion or in response to a clarification requested by a prospective Bidder. In such cases, the NIPER may in its discretion extend the deadline for submission of bids in order to facilitate the prospective Bidders for incorporating the effect of the amendment in their bids
11. Bidders shall bear all costs and expenses associated with and incidental to the preparation and submission of their respective bids, to attend meetings or conferences, if any, including any pre award discussion with the successful Bidder, technical and other presentations, etc. and NIPER shall not be liable in any manner for the same
12. In the event that the successful Bidder is a joint venture formed of two or more companies, then each such company or entity shall be jointly and severally liable for all the obligations envisaged under the tender documents and this shall be primary condition of such joint venture arrangements
13. The Bidder shall be disqualified if any untrue statement or misrepresentation is made in the bid forms, attachments and other supporting documents submitted by the Bidder
14. NIPER reserves the right to qualify/disqualify any applicant without assigning any reason

EARNEST MONEY DEPOSIT (EMD)

1. The Bidder shall deposit an amount of Rs. 30,000/- as Earnest Money Deposit ('EMD'). The EMD shall be in the form of Demand Draft in favour of Director NIPER payable at Mohali/Chandigarh.
2. The earnest money deposited along with the bid documents for the present tender shall be in respect of the present tender only and the contract to be hereby awarded only. No Bidder shall be entitled to request or claim for transferring and appropriating any previously deposited amount or performance security amount or for adjusting any outstanding bill amount with the earnest money payable with the bid documents.
3. The EMD of the successful Bidder will be returned after successful completion of contract.
4. The EMD paid in the form of demand draft will be refunded same DD to the unsuccessful Bidder as soon as the tender process is completed
5. Any bid not accompanied with EMD or if the same is found to fall short, the bid will be rejected. EMD should be submitted in physical form directly to NIPER.

6. No interest shall be payable on EMD
7. The EMD will be forfeited if the BIDDER (i) withdraws his tender after acceptance or (ii) withdraws his tender before the validity date of the tender

RIGHT OF REJECTION OF TENDER

1. NIPER reserves the right to accept or reject any bid or to cancel the Bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform or afford reasons to the affected bidder or bidders regarding the same
2. Any Tender without EMD will be treated as non-responsive and shall be rejected at the outset itself
3. NIPER reserves the right to disqualify any bidder if such bidder quotes any abnormally high or low rates in the bid document/price bid and prohibit such Bidder from future participation in any bid with NIPER

AWARD OF CONTRACT

The successful Bidder shall be intimated of his selection through the Letter of Intent or Letter of Award/ Work Order which shall be sent to him through e-mail, courier, fax or registered mail. Such successful Bidder shall be required to tender his/its acceptance within seven days from the date of receipt of such Letter of Intent or Letter of Award/Work Order as the case may be, failing which the same shall stand cancelled and the EMD shall be forfeited

SPECIAL CONDITIONS OF CONTRACT

1. The Agency shall 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. The Agency shall comply at its own cost with all applicable laws, rules and regulations in force from time to time whether of Central or State or local Govt. as applicable to him or to this contract without any liability and responsibility to NIPER, whatsoever it may be.
2. The Agency shall bear all taxes, rates, charges, levies or claims, whatsoever, as may be imposed by the State, Central Government or any local body or authority. The Agency shall furnish such proof of payment of compliance or the obligations including registration certificates, receipts, licenses, clearance certificates etc. as may be required by NIPER
3. In case of any changes to the constituents of the agency, the commitment towards NIPER should not suffer
4. All personnel engaged under this contract by the Agency shall be employees of Agency. NIPER shall not have any liability/ responsibility to absorb the persons engaged by the Agency
5. **Agency should have local office in the tricity (Mohali/Chandigarh/Panchkula).** A local representative of Agency shall be In-charge of the entire contract and shall be responsible for the efficient rendering of the services under the contract. They shall work under directives and guidance of NIPER and will be answerable to NIPER. This will, however, not diminish in any way, the agency's responsibility under contract to the NIPER.
6. The Agency shall maintain good standard of food quality/services as indicated. In case the quality of food/services is not found up to the mark, a warning note shall be issued to the agency specifically indicating the discrepancy and a deduction to the extent of 20% of the billed amount for that particular instance (Tea/Meals) shall be levied on recommendation/approval of Director, NIPER.
7. In case any personnel of the Agency is implicated in any law suit or is injured by any person or group of persons agitating mob etc. during the course of performing his duty/their duties for NIPER it shall be the sole responsibility of the Agency to defend its personnel in the court of law or to extend all medical and financial help etc. without charging any cost to the NIPER.
8. The NIPER shall pay the agreed amount on production of bill. No other charges of any kind shall be payable except as under the contract
9. Before submission of the bill, the Agency shall ensure that the payment of persons deployed by the Agency have been made for the billed period.

10. Under no circumstances Agency is entitled to claim any charges over and above the charges prescribed in the terms of this contract.
11. The tax as applicable shall be deducted from the bill unless exempted by the Income-tax Department
12. In case of non-compliance/non-performance of the services according the terms of the contract, the NIPER shall be at liberty to make suitable deductions from the bill without prejudice to its right under other provisions of the contract.
13. **Conditions of Engagement of Personnel**
14. The Contractor shall not employ any person of age below 18 years and above the age of 60 years and the persons so engaged shall be sound in health capable of performing their work as per instructions and should not be suffering from any illness, infection and disease
15. All liabilities arising out of accident or death of any personnel while on duty shall be borne by the Contractor
16. The Contractor and its staff shall take proper and reasonable precautions to prevent loss, destruction, damage or misuse

FINANCIAL TERMS

Payment Terms

- (a) The agency shall be paid as mentioned under:
 - (i) Payment after completion of work and receipt of invoice.
- (b) Any invoice submitted without essential documents shall be deemed to be incomplete and NIPER shall not be liable to process and pay the amounts on the invoices so raised.
- (c) GST amount shall be shown separately on the invoice along with the applicable registration numbers.
- (d) All the payments to be made to the agency by NIPER shall be made through NEFT/RTGS/DD only with applicable TDS in accordance with the Govt. of India/RBI guidelines from time to time.

(D) Other Financial Terms

- a) The Contractor shall not be entitled to claim any amounts towards escalation cost, idle manpower etc.
- b) The Contractor shall be liable to bear and pay for any expenses or cost that may be required to be incurred on account of any accident caused to any of its personnel working during the Contract.

GENERAL CONDITIONS OF CONTRACT

(A) COMPLIANCE OF ALL STATUTORY OBLIGATIONS

1. All the personnel employed by the Contractor for executing the contract for work shall be the employees of the Contractor only. The Contractor alone shall be responsible at his own cost and risk for the due compliance of all the applicable labour laws and other statutory obligations with regard to this contract.
2. The Contractor shall be required to have been registered and having the necessary licenses and permissions under the various labour law enactments like the Contract Labour (Regulation and Abolition) Act, 1970, Employee Compensation Act, 1923 and Employees Provident Fund and Miscellaneous Provisions Act, 1952 from the date of commencement of the work.

(B) WORK CERTIFICATION

The work done and executed by the Contractor shall be approved and certified by the authorized personnel of NIPER in accordance with the terms and conditions of this contract and the rules and norms of NIPER.

(C) FORCE MAJEURE

The Parties hereto shall be relieved from the performance of the obligations as herein contemplated or from any penal consequences on account of non-performance which is attributable directly to force majeure conditions, which conditions are not in the power, domain or control of the Party affected. The Party seeking protection of

such force majeure condition shall be required to send a notice of the existence and continuation of such conditions to the other Party and only thereupon the suspension of obligations shall follow. For these purposes hereof, force majeure conditions shall mean event beyond the control of the Party and not foreseeable by the Party and shall include events of floods, explosions, riots, wars, hurricane, epidemics, any other Act of God, quarantine restrictions, terrorism, government actions and provided always that such acts result in the impossibility of the further performance of the contract.

(D) INTERPRETATION

In case of any dispute with regard to the interpretation of any of the provisions of this document or to the due performance in accordance with the contract terms, the decision of Director, NIPER will be final and binding

(E) INDEMNITY

The Contractor shall indemnify and keep harmless NIPER from and against all actions, proceedings, claims, demands, losses, costs, damages and expenses whatsoever which may be brought against or suffered by NIPER which it may sustain, pay or incur as a result of or in connection with the performance/ purported performance/ non-performance of the contract by the Contractor, including but not limited to, any liability or action occurring on account of any litigation, court or government orders

(F) AMENDMENT

No amendment or modification or waiver of any provision of these presents, nor consent to any departure from the performance of any obligations contained herein, by any of the Parties hereto, shall in any event be valid and effective unless the same is in writing and signed by the Parties or their duly authorized representative especially empowered in this behalf and the same shall be effective only in respect of the specific instance and for the specific purpose for which it is given.

(G) SETTLEMENT OF DISPUTES

Any disputes or difference between parties arising out of the contract to the extent possible shall be settled amicably between the parties.

If amicable settlement cannot be reached all the disputed issues shall be resolved by Director NIPER and his decision shall be final

(H) GOVERNING LAW & JURISDICTION

This contract shall be governed by the Laws of India and the Courts at Mohali, PUNJAB shall have exclusive jurisdiction over disputes arising thereof.

PERSONAL HYGIENE

1. The Agency shall ensure that staff deployed in catering services is not suffering from any infection or communicable diseases. The staff should trim their nails regularly and wear caps & gloves at the work place. Smoking, eating or chewing of tobacco/zarda/gutka etc, spitting is strictly prohibited
2. Potable Water shall be used for cooking, cleaning vessels etc

Quality Maintenance

1. The eatables served by the Agency to the Guests shall be completely hygienic, free from any sort of adulteration or foreign ingredients etc. Dishes containing any foreign ingredient shall not be served
2. All vegetables, fruits etc. used shall be fresh and shall not be rotten or overripe. The Agency shall be responsible for their hygiene and safety. Milk and milk products such as curd, yoghurt, cheese etc. shall be of good quality and should be prepared and served fresh. All the items being used shall be stored properly and used much before the expiry date. Maintain hygienic conditions in cooking/pantry area & dining/serving areas.

Authorized Signatory(ies)

Menu for AI-SPARK 2023

Annexure –A

Fixed items			
Breakfast	Lunch Veg	Snacks	Dinner
Tea/coffee	Soup	Tea/coffee with biscuits (two types)	Soup
Milk	Salad (Cucumber, onion, radish, carrot, tomato)		Salad (Cucumber, onion, radish, carrot, tomato)
Bread (simple/roasted)	Roti (missi, tawa)		Roti (missi, tawa)
Eggs (omelet)	Raita/Curd		Raita/Curd
Cornflakes/Daliya	Papad/ Fryums		Papad/ Fryums
Fresh prepared fruit juice	Rice (plain/fried veg/ jeera)		Rice (plain/fried veg/ jeera)

* Mineral water (bottles) should be available all the times

9th Oct., 2023

Breakfast	High Tea	Lunch Veg	Session TEA	Dinner Veg &Non-Veg
Fresh prepared fruit juice Cornflex/ musli with hot milk and sugar, banana Tandori parantha (mix/aloo/paneer) Veg sandwich Egg omelet & bread toast South Indian items- (vada/masala dosa/idli): any one with sambhar Tea & coffee	Mix Pakoda/ onion Pakoda/ dal pakoda (any one)	Soup- veg/moncho with dried chips Rice plain/fried veg rice/ Jeera rice	Tea/coffee with sweet and salty biscuits /normal or bakery (Two types minimum)	Soup- veg/tomato/ moncho with dried chips Rice plain/fried-veg/Jeera
	Paneer pakoda with pudina, dhania and tomado souce/chatni	Raita/curd- bundi/kheera/ pineapple	French fries/veg sandwich	Raita/curd- bundi/kheera/pineapple Tandoori roti/nan/missi/lachha paratha
	Dhokla/Spring roll	Roti- Tandoori/Tawa /nan/missi	mineral water	yellow fried dal
	Gulabjamun/ Besan barfi/ Coconut barfi and pastry (eggless)	Dal makhana/Rajma Paneer-kadhahi/sahi paneer		Paneer-kadhahi/sahi paneer/Palak Paneer
	Tea (all Types) and Espresso Coffee with and without sugar and salty biscuits (bakery or normal, two types)	Veg dish-mix seasonal/Matter mushroom/ veg kofta Sweet-hot gulabjamun Ice cream- vanilla + butter scotch		Veg dish-mix seasonal Muatter-mushroom/malai kofta Sweet-hot gulabjamun/ spongy white rasgulla/ Jalebi-rabri/moong dal halwa (Any one)
				Ice cream (butter scotch)

10th Oct., 2023

Breakfast	Session Tea	Lunch	Session Tea	Banquet Dinner (Veg &Non-Veg)
Fresh prepared fruit juice Cornflex/ musli with hot milk and sugar, banana Channa Bhutra	Tea/coffee with sweet and salty biscuits /normal or bakery (Two types minimum)	Soup- veg/tomato/ moncho with dried chips Rice/fried veg rice/ Jeera rice Raita- bundi/kheera/ pineapple	Tea/coffee with sweet and salty biscuits /normal or bakery (Two types minimum)	Snacks veg: spring roll, veg manchurian, mashroom item, paneer tikka non-veg afgangi chicken, chicken mali tikka, tandoori chicken (on a separate table)

<p>Tandori parantha (mix/aloo/paneer) Veg sandwich Egg omelet & bread toast South indian items (vada/masala dosa/idli): any one with sambhar Tea & coffee</p>		<p>Tandoori roti/nan/missi/lachha parata Dal makhani/yellow fried dal Paneer-kadhaisahi paneer Veg dish-mix seasonal Matter mushroom/veg kofta Rajma/Sweet corn-palak Sweet-hot gulab jamun Ice cream-butter scotch Pickle/papad Small mineral water bottle</p>	<p>mineral water</p>	<p>Soft drinks: cold drinks, colored soft drinks, jal jeera Dinner: soup veg/tomato/moncho with finger chips Rice- fried veg /boiled rice/Jeera Rice (any two) Raita-bundi/kheera/pineapple Tandoori roti/nan/missi/lachha paratha Dal makhani/yellow fried Paneer-kadhaisahi paneer/Palak paneer Veg dish-mix seasonal mutter-mushroom/veg kofta Rajma/Sweet Corn palak Butter chicken/kadahi chicken/masala chicken (any one) Sweet-hot gulab jamun/spongy white rasgulla/Jalebi-ravri/moong dal halwa Ice cream (butter scotch) Pickle/papad mineral water</p>
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11th Oct., 2023

Breakfast	Session Tea	Lunch	High Tea	
<p>Fresh prepared fruit juice Cornflex/ musli with hot milk and sugar, banana Poori-Sabji Veg sandwich (grilled/normal) Egg omelet & bread toast South indian items (vada/masala dosa/idli): any one with sambhar Tea & coffee</p>	<p>Tea/coffee with sweet and salty biscuits /normal or bakery (Two types minimum) with small mineral water Bottles</p>	<p>Soup-veg/tomato/moncho with dried chips Rice/fried veg rice/Jeera rice Raita-bundi/kheera/pineapple Tandoori roti/nan/missi/lachha parata Dal makhani/yellow fried dal Paneer-kadhaisahi paneer Veg dish-mix seasonal/ Matter mushroom/veg kofta Rajma/Sweet corn-palak Sweet-hot gulabjamun Ice cream-butter scotch Pickle/papad mineral water bottle</p>	<p>Veg Cocktail, Kabab, Paneer pakoda with Green and Tomato chatni/souse Gulabjamun/ Besan barfi/ Coconut barfi and pastry (eggless) Tea and Espresso Coffee with/ without sugar, salty biscuits (bakery or normal, two types)</p>	

Authorized Signatory(ies)

TECHNICAL BID (COMPLIANCE SHEET)

(Questionnaire)

Sr.No	Description	Compliance of Bidder
1	Name of the Firm / Agency/Bidder	
2.	The Tenderer/Bidder should have minimum five years of experience in providing catering service to Department/PSUs/State Government/Reputed organizations. Bidder should have satisfactorily completed one "Catering services" similar work costing not less than Rs 4.00 Lakh OR two similar jobs each costing not less than Rs. 3.00 Lakh in last three years ending previous day of last date of submission of bids. (Copies of work orders of the last three years of clients should be enclosed).	
3.	The Tenderer/Bidder may be proprietor firm, Partnership firm, Limited company, Corporate Body legally constituted engaged in catering services. (Attested copy to be attached)	
4.	ID and Residence-address Proof: Aadhaar Card, Passport or any other valid document	
5.	EMD of Rs. 30000/-	
6.	Applicant must have PAN and GST (or its exemption as per rule).	
7.	Should not have been blacklisted any Depts./PSUs/State Govt organization	
8.	Income Tax Statement of last three years	
9.	The Bank Mandate form in the prescribed format must be submitted with the techno commercial bid for any kind of financial transaction	

Note: The information required at serial no. 1 to 9 must be accompanied with the certified copies of documents & attached as per the serial number and must be submitted in the technical bid, failing which the tender is liable to be rejected. No other document needs to be attached with the tender form.

Date: _____

Place: _____

**Authorized Signatory(ies) of the Agency
Tenderer/Bidder**

- ❖ *The contractor has to attach the supporting documents with proper referencing.*
- ❖ *No extra documents need to be attached with the tender form.*
- ❖ *All pages of tender documents & supporting documents must be duly signed by the tenderer.*

BANK MANDATE FORM
ELECTRONIC CLEARING SERVICE (CREDIT CLEARING)/REAL TIME GROSS SETTLEMENT
(RTGS) FACILITY FOR RECEIVING PAYMENT

....

A. DETAIL OF ACCOUN HOLDER: -

NAME OF ACCOUNT HOLDER	
COMPLETE CONTRACT ADDRESS	
TELEPHONE NUMBER/FAX/EMAIL	

B. BANK ACCOUNT DETAILS: -

BANK NAME	
BRANCH NAME WITH COMPLETE ADDRESS, TELEPHONE NUMBER AND EMAIL	
WHETHER THE BRANCH IS COMPUTERISED?	
WHETHER THE BRACH IS RTGS ENABLED? IF YES, THEN WHAT IS THE BRACH'S IFSC CODE	
IS THE BRANCH ALSO NEFT ENABLED?	
TYPE OF BANK ACCOUNT (SB/CURRENT/CASH CREDIT)	
COMPLETE BANK ACCOUNT NUMBER (LATEST)	
MICRO CODE OF BANK	

DATE OF EFFECT: -

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user Institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the scheme.

(-----)
 Signature of Customer
 Authorized Signatory(ies) of the Agency
 Tenderer/Bidder

Date:

Certified that the particulars furnished above are correct as per our records.

(-----)
 Signature of Customer
 Authorized Signatory(ies) of the Agency
 Tenderer/Bidder

Date:

1. Please attach a photocopy of cheque along with the verification obtained from the bank.
2. In case your Bank Branch is presently not "RTGS enabled" then upon its up gradation to "RTGS Enabled" branch, please submitted the information again in the above proforma to the Department at earliest.

FINANCIAL BID**Catering requirements for the Menu listed in the Annexure -A**

S.No.	Details	Date	Tentative Time	Min ^m Person	Rate per person per plate	Amount
1	BREAKFAST	09.10.23	8.30 AM	150		
2	HIGH TEA	09.10.23	11.00AM	250		
3	LUNCH VEG	09.10.23	1.00 PM	200		
4	SESSION TEA	09.10.23	3.30 PM	150		
5	DINNER VEG/NON-VEG	09.10.23	8.00 PM	200		
6	BREAKFAST	10.10-23	8.30 AM	150		
7	SESSION TEA	10.10-23	11.15AM	150		
8	LUNCH VEG	10.10-23	1.00 PM	200		
9	SESSION TEA	10.10-23	4.30 PM	150		
10	BANQUET DINNER VEG/NON-VEG	10.10-23	8.00 PM	250		
11	BREAKFAST	11.10-23	8.30 AM	150		
12	SESSION TEA	11.10-23	11.00AM	150		
13	LUNCH VEG	11.10-23	1.00 PM	200		
14	HIGH TEA	11.10-23	4.00 PM	250		
	Total					
	Add Taxes @-----% (mentioned %age as applicable)					
	Grand Total					

Terms and Conditions

1. The party has to make tentage for above catering of approx. 300 Pax.
2. Food serving counter to be made @50:1
3. **The party has to arrange approx. 150 chairs & 15 Round Tables**
4. All Crockery are to be in Good Quality
5. All the waiters are to be in good uniform
6. Where multiple items under same category have given, which items has to be prepared will be informed in advance
7. Above Persons in tentative order exact (Person) number will be informed one day in advance
8. Exact timing of food serving will be informed 2-3 days prior to the event
9. **Commercial evaluation of bids shall be made on overall (Grand Total) L1 basis.**

Authorized Signatory(ies)

