

**MINUTES OF MEETING HELD ON 28-09-2023 10:00AM, REGARDING REVIEWING OF TERMS
AND CONDITIONS IN VIEW OF NO VENDORS PARTICIPATED IN BID AND SHORT TIME
REMAINING**

CONSIDERATIONS OF ORGANISING COMMITTEE AND FOOD COMMITTEE IS AS FOLLOWS:

NAME OF WORK & LOCATION/DATE	CATERING SERVICES DURING AI-SPARK 2023 CONFERENCE 09-11 OCT, 2023
DATE OF SUBMISSION OF QUOTATION	START DATE 28.09.2023
OPENING OF TECHNICAL BID	03.10.2023 5.00 PM

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. ID and Residence-address Proof: Aadhaar Card, Passport or any other valid document
2. Applicant must have PAN and GST (or its exemption as per rule).
3. Should not have been blacklisted any Depts./PSUs/State Govt Organizations.
4. Agency should have local office in the tricity (Mohali/Chandigarh/Panchkula).
5. 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. NIPER reserves the right to amend and modify the bidding documents at any time prior to the deadline for submission of 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
10. 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
11. NIPER reserves the right to qualify/disqualify any applicant without assigning any reason

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. 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. In case of any changes to the constituents of the agency, the commitment towards NIPER should not suffer
2. 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
3. **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.

4. 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 10% of the billed amount for that particular instance (Tea/Meals) shall be levied on recommendation/approval of Director, NIPER.
5. 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.
6. 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
7. Under no circumstances Agency is entitled to claim any charges over and above the charges prescribed in the terms of this contract.
8. The tax as applicable shall be deducted from the bill unless exempted by the Income-tax Department
9. 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.
10. **Conditions of Engagement of Personnel**
11. 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) GST amount shall be shown separately on the invoice along with the applicable registration numbers.
- (c) 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.

GENERAL CONDITIONS OF CONTRACT

(A) 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.

(B) 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	Mix Pakoda/ onion Pakoda/ dal pakoda (any one)	Soup- veg/moncho with dried chips	Tea/coffee with sweet and salty biscuits	Soup- veg/tomato/ moncho with dried chips
Cornflex/ musli with hot milk and sugar, banana	Paneer pakoda with pudina, dhania and tomado souce/chatni	Rice plain/fried veg rice/ Jeera rice	/normal or bakery (Two types minimum)	Rice plain/fried-veg/Jeera
Tandori parantha (mix/aloo/paneer)		Raita/curd-bundi/kheera/ pineapple	French fries/veg sandwich	Raita/curd-bundi/kheera/pineapple
Veg sandwich	Dhokla/Spring roll	Roti– Tandoori/Tawa /nan/missi		Tandoori roti/nan/missi/lachha paratha
Egg omelet & bread toast				yellow fried dal
South Indian items- (vada/masala dosa/idli): any one with sambhar	Gulabjamun/ Besan barfi/ Coconut barfi and pastry (eggless)	Dal makhana/Rajma	mineral water	Paneer-kadhahi/sahi paneer/Palak Paneer
Tea & coffee	Tea (all Types) and Espresso	Paneer-kadhahi/sahi paneer		Veg dish-mix seasonal Muatter-mushrum/malai kofta
	Coffee with and without sugar and salty biscuits (bakery or normal, two types)	Veg dish-mix seasonal/Matter mushrum/ veg kofta		Sweet-hot gulabjamun/ spongy white rasgulla/ Jalebi-rabri/moong dal halwa (Any one)
		Sweet-hot gulabjamun		Ice cream (butter scotch)
		Ice cream- vanilla + butter scotch		
10th Oct., 2023				
Breakfast	Session Tea	Lunch	Session Tea	Banquet Dinner (Veg & Non-Veg)
Fresh prepared	Tea/coffee with sweet and salty	Soup- veg/tomato/ moncho with dried	Tea/coffee with sweet	Snacks veg: spring roll, veg

fruit juice Cornflex/ musli with hot milk and sugar, banana Channa Bhutra Tandori parantha (mix/aloo/paneer) Veg sandwich Egg omelet & bread toast South indian items (vada/masala dosa/idli): any one with sambhar Tea & coffee	biscuits /normal or bakery (Two types minimum)	chips Rice/fried veg rice/ Jeera rice Raita- bundi/kheera/ pineapple Tandoori roti/nan/ missi/lachha parata Dal makhani/yellow fried dal Paneer-kadhahi/sahi paneer Veg dish-mix seasonal Matter mushrum/veg kofta Rajma/Sweet corn- palak Sweet-hot gulab jamun Ice cream-butter scotch Pickle/papad Small mineral water bottle	and salty biscuits /normal or bakery (Two types minimum) mineral water	manchurian, mashroom item, paneer tikka non-veg afgani chicken, chicken mali tikka, tandoori chicken (on a separate table) 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-kadhahi/sahi paneer/Palak paneer Veg dish-mix seasonal mutter-mushrum/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
11th Oct., 2023				
Breakfast	Session Tea	Lunch	High Tea	

Fresh prepared fruit juice	Tea/coffee with sweet and salty biscuits /normal or bakery (Two types minimum) with small mineral water Bottles	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-kadhahi/sahi paneer Veg dish-mix seasonal/ Matter mushrum/veg kofta Rajma/Sweet corn- palak Sweet-hot gulabjamun Ice cream-butter scotch Pickle/papad mineral water bottle	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)	
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				

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 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.	Applicant must have PAN and GST (or its exemption as per rule).	
5.	Should not have been blacklisted any Depts./PSUs/State Govt organization	
6.	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	Minimum Person	Rate per person per plate	Amount
1	BREAKFAST	09.10.23	8.30 AM	200		
2	HIGH TEA		11.00AM	350		
3	LUNCH VEG		1.00 PM	300		
4	SESSION TEA		3.30 PM	200		
5	DINNER VEG/NON-VEG		8.00 PM	300		
6	BREAKFAST	10.10.23	8.30 AM	200		
7	SESSION TEA		11.15AM	300		
8	LUNCH VEG		1.00 PM	250		
9	SESSION TEA		4.30 PM	250		
10	BANQUET DINNER VEG/NON-VEG		8.00 PM	300		
11	BREAKFAST	11.10.23	8.30 AM	200		
12	SESSION TEA		11.00AM	250		
13	LUNCH VEG		1.00 PM	250		
14	HIGH TEA		4.00 PM	300		
	Total					
	Add Taxes @-----% (mentioned %age as applicable)					
	Grand Total					

Note: Bidders are requested to put Financial Bid –II in separate envelope along with tender document

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 and along Tent arrangement
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.**

TECHNICAL COMPARTATIVE STATEMENT

Sr.No	Description	Compliance of Bidder	
1	Name of the Firm / Agency/Bidder		
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.	Applicant must have PAN and GST (or its exemption as per rule).		
5.	Should not have been blacklisted any Depts./PSUs/State Govt organization		
6.	The Bank Mandate form in the prescribed format must be submitted with the techno commercial bid for any kind of financial transaction		

The above Statement along with bids is forwarded to Committee for Scrutiny, Evaluation and recommendations with technical Compliance,



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

NO.NIPER/PUR/NIQ/2023-24/IND21981
M/s Global Events
Plot No.68,Ekta Vihar,Level1,
Near Paras Downtown Square
Zirakpur-140603

Dated: 28.09.2023

NOTICE INVITING QUOTATION

Quotations are invited for the items as detailed below:-

NIQ. No.	Description of Materials	Qty	Article Specification
21981	As per BOQ Attached bellow	As Per BOQ	As per BOQ Attached bellow

Note: While submitting quotations please take note of the instructions given below. Quotations are liable to be rejected if any of these conditions are not complied without any correspondence.

(i) Late/ Delayed tenders are liable to be rejected.

We are interested to purchase the items mentioned above, please send your quotation in double cover, the inner cover should be sealed and should indicate (I) Name of the material, (II) reference of this letter and (III) date of opening of Quotation. The outer cover should bear only address without any indication that there is a quotation within. Your quotation should reach Reception Counter in the Secretariat Building of NIPER on or before **03.10.2023** upto 3:00 p.m. to be opened on **03.10.2023** at 3:30 p.m. in the Conference Room on the first floor of Administrative Bhawan of NIPER in the presence of tenderers, whosoever may wish to be present.

Late/Delayed tenders are liable to be rejected.

For Director NIPER

AAR(S&P)

- 1.M/s Zaika -41
SCO-3, Sector-41
Chandigarh
2. M/s Chetan Food and Catering Services
Plot No.555, Industrial Area, Phase-9
Mohali
3. M/s Mint Leaves Infotech Pvt.Ltd.
F-381 Industrial Area
Phase 8-B, Mohali
4. M/s Monika Caterers
H.No.261, Sector-45-B
Chandigarh
5. M/s Om Sons caterer & Flower Decorators
SCO-63, Sector-40-C
Chandigarh
- 6.M/s Global Events
Plot No.68,Ekta Vihar,Level1,
Near Paras Downtown Square
Zirakpur-140603