

Dr. Ram Manohar Lohiya National Law University
Sector-D-1, LDA Colony, Aashiana, Lucknow

SHORT-TERM TENDER NOTICE

FOR

**Catering arrangements during University
Seminars/Conferences/Training Programmes etc.**



-: Important Dates:-

Date of Start of Sale of Tender Document	:	11 th April, 2017
Last Date of Sale of Tender Document	:	17 th April, 2017
Last Date of Submission of Tender Document	:	17 th April, 2017 up to 2:00 PM
Date of Technical Bid Opening	:	17 th April, 2017 at 5:00 PM
Cost of Tender document	:	Rs.1,000/-
Date of Financial Bid Opening	:	Technically qualified tendering firms shall be informed telephonically

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Dr. Ram Manohar Lohiya National Law University

Sector-D1, L.D.A., Kanpur Road Scheme, Lucknow-226012

A. Purpose of tender:

The University is from time to time is required to organize conferences/seminars/training programmes/meetings etc. where working lunches, dinners, breakfasts etc. are required to be provided to the participants. The University intends to select quality service provider for this purpose on turnkey basis. Selection of the service provider shall be made on open tender basis (two bid system). Annual expenditure on this head is approximately Rs. 15 lacs.

B. Eligibility of the tendering firm:

1. The firm should have its local office in Lucknow.
2. The firm should have a valid PAN number and registration under Service Tax and Trade Tax.
3. The firm should have minimum of three years experience in providing catering services during seminar/conferences in educational institutions/government departments.

C. Tender document cost/EMD/Security Deposit:

1. The tender document may be obtained from the office of the University on payment of the processing fee of Rs. 1,000/-. The tender document can also be downloaded from the university website www.rmlnl.u.ac.in. Bidders using downloaded tender document will be required to enclose a demand draft of Rs. 1,000/- towards processing fee.
2. Bidders are required to submit an EMD of Rs. 25,000/- (Rupees Twenty five thousand only) through Demand Draft/Bankers cheque drawn in favour of “Dr. Ram Manohar Lohiya National Law University Lucknow”. The EMD of unsuccessful bidders shall be returned after finalization of the contract. EMD of successful bidder will be converted to Security Deposit refundable only after the expiry of the contract period.

D. Other terms of the tender:

1. Last date of submission of tender document is 17th April, 2017 up to 2.00 PM.
2. The technical bid (Page No. 7 and 8) and financial bid (Page no. 9 to 12) should be kept separately in sealed envelopes and both of these envelopes should be kept in one bigger envelope superscripting as “**Tender for Catering arrangements during University Seminars /Conferences / Training Programmes etc.**” so as to reach the **Registrar Dr. Ram Manohar Lohiya National Law University, Lucknow Administrative Block, Dr. Ram Manohar Lohiya National Law University, Lucknow–226012 by 02:00 PM on 17.04.2017**. Late tenders shall not be accepted.
3. Cutting and overwriting in the tender document should not be accepted. Values in the financial bid must be written in numerical figures as well as in words. All the pages of the tender documents must be signed by the tendering firm and seal of the firm should be put on each page of the tender document. Conditional tenders will not be accepted.
4. Even though the bidder may satisfy the qualifying criteria, it is liable to disqualification if it has record of poor performance or not able to understand the scope of work etc.

5. The Caterer will make arrangements for storage, cooking and service of food and in the dining hall/designated area/places in hygienic way. He will ensure that the kitchen/dining hall/canteen are kept clean and tidy.
6. The caterer shall make its own arrangements for standard bon-china crockery and cutlery. No additional amount shall be paid for this. However, in case extra arrangements for tentage are required, extra payment shall be made for such tentage subject to prior approval of the University.
7. The Caterer shall ensure that all persons engaged by him to do any work for catering service are courteous, civil, sober, honest and free from any virulent or contagious disease(s). The University may ask the caterer to produce (a) medical fitness certificate from the Authorized Medical Attendant of the University; (b) character verification certificate from police for any person engaged by the caterer in performance of this contract.
8. The Caterer will ensure that all of his workers wear the proper uniform and identity card during the service in the University premises.
9. The selected catering firm shall be required to use only standard/branded items of foods i.e. breads, butter, oils, spices, pulses etc. In case of any of these items found to be of substandard, suitable deduction from the caterers' bill shall be made as punitive measure apart from any other action.
10. The Caterer shall not make any damage to the furniture, fittings, and other facilities of the University that are in use of the caterer during the performance of this contract. The amount of compensation payable for such damage shall be assessed by the University on replacement cost basis. This compensation will be deductible from the security money/service bills of the Caterer.
11. The Vice Chancellor of the University reserves right to award the work/cancel the award without assigning any reason. In case of any dispute, the matter will be referred to the sole arbitrator appointed by the Vice-Chancellor whose decision shall be final and binding on the parties.
12. The bidder shall indicate the prices/rates as specified in the financial bid format of the tender document. The rates quoted shall be exclusive of taxes. Taxes as applicable will be paid by the University separately.
13. Rates approved under the contract shall be valid for a period of 12 months from the date of award of the contract, provided that the contract may be extended by mutual consent for a further period of 12 months on the same terms and conditions.
14. The service provider shall be issued a separate work order for each work. The service provider shall submit a bill against each work order after due verification from the concerned officials. The payment shall be made by the University within 10 working days from the receipt of the bill. TDS shall be deducted as per rules.
15. The tenderers are required to quote for all the three different menus (namely Menu-1, Menu-2 & Menu-3). The University shall have the choice to order for any of the three menus as per the requirement of the event. Payment shall be made accordingly.

E. Evaluation Process:

Detailed technical evaluation shall be carried out by the Competent Committee to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility terms and condition of the tender without any material deviation.

Such committee may call the responsive bidders for discussion or presentation to facilitate and assess their understanding of the scope of work and its execution.

Each bid would be evaluated against the 60-40 criteria. This means 60% weightage will be given to Technical bid and 40% to financial bid respectively.

Broad Criteria

1	Credentials of Service provider
2	Managerial Skill
3	Operational Capability and similar work experience

Technical Bid will be assigned a Technical score (Ts) out of a maximum of 100 points. The Financial bid of those bidders, who qualify in the technical evaluation, will only be opened and evaluated. For that bidder shall have to secure 50 marks in technical bid evaluation criteria.

The commercial scores would be normalized on a scale of 100, with lowest score being normalized to 100 and the rest being awarded on a pro-rata basis. Such normalized scores would be considered for the purpose of QCBS based evaluation, explained in section below.

Quality and Cost based selection (QCBS):

The individual bidder’s commercial scores (CS) are normalized as per the formula below:

$F_n = F_{min}/F_b * 100$ (rounded off to 2 decimal places) Where:

F_n = Normalized commercial score for the bidder under consideration

F_b = Absolute financial quote for the each bidder under consideration

F_{min} = Minimum absolute financial quote

$T_s = (T_b/T_{max}) * 100$ Where :

T_s = Normalized technical score for the bidder under consideration

T_b = Absolute technical score for the each bidder under consideration

T_{max} =Highest absolute technical score

Composite Score (S) = $T_s * 0.6 + F_n * 0.4$

The Bidder with the highest Composite Score(S) would be awarded the contract.

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Dr. Ram Manohar Lohiya National Law University
Tender for catering arrangements during University Seminars/Conferences/Training Programmes etc.

Technical Bid

<u>Technical Bid Evaluation Criteria</u>		
S.N.	Criteria	Score
I.	Credentials of Service provider	
A.	Annual average turnover of the Firm/Individual /Company in last 3 Financial Years 2013-14, 2014-15 and 2015-16 (Enclose copy of audited Balance Sheet)	15
(i)	Turnover above Rs. 50 lacs	15
(ii)	Turnover between Rs. 25 - 50 lacs	10
(iii)	Turnover less than Rs. 25 lacs	5
B.	Registration in various authority: (Enclosed photo copy of Registration Certificate)	25
	1.Income Tax (PAN)	3
	2.Service Tax	3
	3.Trade Tax	3
	4.EPF	3
	5.ESI	3
	6.Certificate of Registration under Food safety and standard Act 2006	10
C.	Reputation/goodwill in the catering field.	10
	1. More than 06 appreciation letters from government institutions/Universities	10
	2. 03 - 06 appreciation letters from government institutions/Universities	5
	3. Less than 03 appreciation letters from government institutions/Universities	3
II.	Managerial Skill *	15
	1.Presentation skills	15
III.	Operational Capability and similar work experience	
A.	Experience of providing similar service in last one year (Since 1st Dec, 2013):	15
(i)	More than 500 persons	15
(ii)	300-500 persons	10
(iii)	Less than 300 persons	5
B.	Experience in years	20
(i)	>5 Year	20
(ii)	3-5 Year	15
(iii)	< 3 Year	10

Undertaking by the tendering firm

I have gone through all the terms & conditions and scope of work given in the tender document. I declare that the information given by me in the technical bid is true as per my knowledge and belief. I understand that my firm fulfills the eligibility conditions of the tender document. I also understand that in case any of the information provided by us in the technical bid is found to be false, we are liable to be debarred from the tendering process and the University may also take any other punitive action as per law. I agree to abide by all the term & conditions of the tender in case work is awarded to our firm.

SEAL & SIGNATURE OF THE TENDERING FIRM

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MENU-1
(Page 1 of 2)**1. BREAKFAST**

Items	Quoted composite price (in Rs.)
Tea / green Tea / Lemon Tea / Juices/Coffee/Butter Milk	
Poori Bhaji /Stuffed Paratha with Dahi+Pickels / Chholey Bhature / Chholey Kulchey /or similar/Khasta Jalebi	
Poha / Vada / Idli with Sambhar and Chutney/Pasta	
Bread Butter Jam / Sandwich / or any other similar item	
Milk cornflakes/Porridge/Oats	
Boiled Eggs/Omelet	
Seasonal Fruit / Sweet Dish	
Mineral Water	

2. LUNCH

Items	Quoted composite price (in Rs.)
Soup	
Paneer Vegetable in gravy	
Kofta Vegetable in gravy / Dum Aloo / Mix Vegetable / Stuffed Vegetable (Bharwan)/Dry Veg	
Dal / Chholey / Rajma	
Plain Rice / Jeera Rice / Vegetarian Biryani / Vegetarian Pullao	
Tawa Roti / Tandoori Roti / Naan / Missi / Paratha	
Plain Curd / Raita / Dahi Pakodi / Dahi Vada	
Papad	
Salad Green / Russian / Sprout Salad /	
Pickels / Green Chutney	
Sweet Dish	
Mineral Water	

3. HIGH TEA

Items	Quoted composite price (in Rs.)
Tea / green Tea / Lemon Tea	
Coffee	
Cutlets / Pakoras / Chilly Paneer dry / Samosa / Patties / Khasta Kachori	
Dhokla / Sandwich	
Sweet Dish / Pastry	
Cookies	
Nuts	
Mineral Water	

Contd... on page -10

MENU-1**(Page 2 of 2)****4. DINNER**

Items	Quoted composite price (in Rs.)
Soup	
Paneer Vegetable in gravy	
Kofta Vegetable in gravy / Dum Aloo / Mix Vegetable / Stuffed Vegetable (Bharwan)	
Chicken / Mutton / Fish dish	
Plain Rice / Jeera Rice / Vegetarian Biryani / Vegetarian Pullao	
Tawa Roti / Tandoori Roti / Naan / Missi / Paratha	
Plain Curd / Raita / Dahi Pakodi / Dahi Vada	
Papad	
Salad Green / Russian / Sprout Salad /	
Pickels / Green Chutney	
Sweet Dish	
Mineral Water	

5. Refreshments during break-times of seminars/conferences

Items	Quoted composite price (in Rs.)
Tea/Coffee	
Cookies/Cutlets/Pakodas/ or similar	
Mineral Water	

6. FULL FRUIT PLATTER

Items	Quoted composite price (in Rs.)
05 varieties of fresh seasonal fruits chopped and packed served with a spoon and fork.	
Total quoted composite price (from S. No. 1 to 6. above)	

Note: Rates quoted above should not include any tax. Taxes, as applicable, shall be paid by the University separately.

MENU-2**1. BREAKFAST**

Items	Quoted composite price (in Rs.)
Tea	
Poori Bhaji / Stuffed Paratha with Dahi & Pickels / Chholey Bhature / Chholey Kulchey /Bread Omelet/boiled egg.	
Poha / Vada / Idli with Sambhar and Chutney	
Bread Butter Jam / Sandwich / or any other similar item	
Sweet dish	
Mineral Water	

2. LUNCH

Items	Quoted composite price (in Rs.)
Paneer Vegetable in gravy	
Dum Aloo / Mix Vegetable / Stuffed Vegetable (Bharwan)	
Dal / Chholey / Rajma	
Plain Rice / Jeera Rice / Vegetarian Biryani / Vegetarian Pullao	
Tawa Roti	
Plain Curd / Raita	
Papad	
Salad Green	
Pickels / Green Chutney	
Sweet Dish / Ice cream	
Mineral Water	

3. DINNER

Items	Quoted composite price (in Rs.)
Paneer Vegetable in gravy	
Kofta Vegetable in gravy / Dum Aloo / Mix Vegetable / Stuffed Vegetable (Bharwan)/Dry Vegetable	
Dal / Chholey / Rajma	
Plain Rice / Jeera Rice / Vegetarian Biryani / Vegetarian Pullao	
Tawa Roti / Paratha	
Plain Curd / Raita / Dahi Pakodi / Dahi Vada	
Papad	
Salad Green / Russian / Sprout Salad /	
Pickels / Green Chutney	
Sweet Dish / Ice cream	

4. REFRESHMENT DURING BREAK-TIMES OF SEMINARS/CONFERENCES

Items	Quoted composite price (in Rs.)
Tea/Coffee	
Cookies/Cutlets/Pakodas/ or similar	
Mineral Water	
Total quoted composite price (from S. No. 1 to 4. above)	

Note: Rates quoted above should not include any tax. Taxes, as applicable, shall be paid by the University separately.

MENU-3

(On very special occasions and for high dignitaries)

1. LUNCH/ DINNER

Items	Quoted composite price (in Rs.)
Two Soups (one veg. and one non-veg.)	
Chicken	
Mutton/Mutton Kabab	
Fish	
Paneer Preparation	
Vegetable in gravy	
Two dry vegetables	
Dah-vada/curd item	
Biryani/Pulao	
Dal	
Seasonal stall (like kadi rice, makka roti with sarso saag etc.)	
Baked veg./steamed veg.	
Breads/Roties (Minimum three varieties)	
Salad, Achar and Papad	
Two varieties of sweets	
Ice cream	
Mouth freshener/Paan	

Note: Rates quoted above should not include any tax. Taxes, as applicable, shall be paid by the University separately.

Declaration

I have gone through all the terms & conditions and scope of work given in the tender document. The above rates quoted by our firm are in accordance with the requirement of the scope of work as mentioned in tender document. On acceptance of my bid I undertake to provide the services in accordance with the terms & conditions given in the tender document. I agree to abide by all the term & conditions of the tender in case work is awarded to our firm.

SIGNATURE & SEAL OF THE TENDERING FIRM