

UTTARAKHAND SKILL DEVELOPMENT MISSION

26 EC ROAD DEHRADUN

TENDER DOCUMENT FOR

PROVIDING CATERING SERVICES

**At the venue decided by the Society at DEHRADUN on
9.10.2023 afternoon**

NIT No. - uk SDM/yuva/2023/

Last date for Submission of offer: 05 / 10 / 2023 , 15:00 hrs ISD
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Uttarakhand Skill Development Mission

Government Girls ITI Campus

26, EC Road, ear Survey Chowk Dehradun 248001

Ref. No. 01/UKSDM/YM/2023

Date __.09.2023

SHORT TERM TENDER NOTICE

TENDER FOR FOOD (Lunch)FOR 10000 persons and 100 VIP lunch Packs on the afternoon of 9/10/2013 at the venue to be decided by the purchaser.

Sealed tenders/quotations are invited from firms for providing food (Lunch) to approximately 10,000 and 100 persons as per specifications and terms & conditions given on below mentioned website:

<https://www.uksdm.org>

Number of persons for whom hunch is to be prepared:

Nos.10000 plus 100

Name of Work:

Providing Lunch to 10000 youths and 100 VIP officials on the afternoon of 9/10/2013 at the venue to be decided by the purchaser

Earnest Money Deposit:

Rs. 20000/-

Tender Form Fee:

Rs.1000/-

Project Director
UKSDS

NOTICEFORINVITINGOPENTENDER

Sealed tenders are invited in two-part bid for the following Services in Dehradun.

S. No	Particulars	Details
1.	Tender Notice No.	Ref. No. 01/UKSDM/YM/2023
2.	Name of the Work	Providing Lunch to participating youths and lunch packs for officials on 9/10/2023 afternoon in Dehradun.
3.	Cost of Tender Document	1000/- by cash/dd/NEFT **
4.	Earnest Money Deposit	20,000/- in the form of DD/FDR/NEFT**
5.	Date & Time of Tender Form	Available from 26/09/2023 at official website uksgm.org and office address 26, EC road, ITI (W) Campus, Survey Chowk Dehradun till 04/10/2023
6.	Last Date for submission of Tender	05/10/2023 upto 3:00 PM Office of UKSDM, 26 EC Road, Survey Chowk, Dehradun
7.	Opening of Tenders	Tender will be opened on 05/10/2023 at 3:30 PM at the Office of UKSDM, 26 EC Road, Survey Chowk, Dehradun
8.	Financial Bid	As decided and duly informed by the purchaser via mail or phone after the technical bid evaluation
9.	Completion Date / Time	On 09/10/2023

The Tender Document may be obtained from the **Office of uksgm, 26, EC Road, Dehradun** at cost of Rs.1000/- or may be downloaded from UKSDM web site (<http://www.uksgm.org>) and submitted along with Tender Cost . These a led tender may be sent either by registered post/Speed Post/ Courier Services or by hand in the **Office of uksgm, 26, EC Road, Dehradun**, between **10.00 AM to 5.00 PM** on any working day latest by **05.10.2023 at 3:00 PM**. In case of any clarification the bidder can contact on at e-mail: info.uksgm@gmail.com

Tender fee can be paid by cash or by demand draft in favour of Member Secretary, UKSDS. NEFT/RTGS in the Account Number of 33105159978 and IFSC Code SBIN0010164 (Please ensure to provide UTR No. to UKSDS Office after remittance).

Security deposit can be paid by RTGS/NEFT on the account details as above or by a duly pledged FDR of the said amount in favor of Member Secretary, UKSDS. Any bid without fee and the security deposit will not be entertained.

Project Director
UKSDS

PART 'A' – TECHNO-COMMERCIAL BID

A. INSTRUCTIONS FOR THE BIDDERS:

1. The offer shall be submitted as per the instructions of tender document. Only one set of tender documents duly signed & stamped on each page shall be submitted. ***Price shall not be mentioned by them anywhere in the techno-commercial portion of offer, except in the relevant price bid and submitted in separate sealed envelope.*** In case of any clarification, bidder may contact this office.
2. Tender documents are also available on UKSDS web site (<http://www.uksdm.org>) which can be downloaded and used as tender document for submitting the bid.
3. No overwriting / correction in tender document by tenderer shall be allowed. However, if correction is unavoidable, the same must be signed.
4. Tender must be submitted in two parts, i.e.,
 - (i) Techno-Commercial Bid along with un-price bid (*Annexure-I*) and
 - (ii) Price Bid (Part-B).

The tenderer must submit their tenders in two separate sealed envelopes prominently super scribed as *Part – A 'Techno- commercial bid'* and *Part-B 'Price Bid'* along with NIT No. & due date written on each of the envelope. These two separate envelopes shall together be kept in third envelope super scribed with name of Services & NIT No.

5. Techno-commercial bid should contain all the documents in proof of Pre- qualifying criteria, signed tender document, Instructions for tenderer, General conditions, Special Conditions, tender fees and the security deposit in the prescribed format, all the annexure duly filled & signed by the tenderer.
6. The tenderer shall submit the Bank details along with a cancelled cheque for payment through NEFT/RTGS.
7. *Price Bid* should contain only the ***"Part-B, Price Bid Format"*** after quoting the rates as specified in the Price bid format.
8. Rate shall be quoted for each item inclusive of all applicable taxes, levies and charges. Rates must be quoted in figures as well as in words. If rates quoted in figures are differ from words, then word will be taken as final figure.
9. On the date of opening of tender, only Techno-Commercial Bid shall alone be opened.
10. Date of opening of Price Bid will be intimated by post, telephone or e-mail separately to the Tenderers who qualify in the Techno-Commercial bid.
11. UKSDM reserves the right to accept or reject any or all offers without assigning any reason thereof. Also, UKSDM shall not entertain any correspondence from bidders in this matter.
12. In case any typing error/other clerical errors is noticed by the tenderer, in the tender documents, the same must be pointed out and got clarified before submission of offer, or else, UKSDM's interpretation shall prevail & shall be binding on the tenderer.
13. The Tenderer should accept all terms & conditions of the tender unconditionally. Tenders with deviations from terms and conditions shall be rejected.
14. In case any document required as per Pre-Qualifying Criteria (PQC) is not submitted in techno-

commercial bid (part-A) the party shall be asked to submit the same within 24 hours by email, etc. If the document(s) is/are not received within 24 hours the offer may be rejected.

15. Tenderers are requested to go through the scope of services, visit the site/location etc. and get fully acquainted with the work place and prevailing working conditions to get all their doubts clarified regarding the above services before submitting the offer. Engineer-in-charge's decision will be full and final in the event of any. Any queries regarding this tender may be clarified from email: info.uksdm@gmail.com
16. The tenderers or their representative may attend the opening of techno-commercial bid (Part-A) and the technically qualified tenderers or their representative may attend the opening of Price bid (Part B), if they so desire. The tenders (both the parts) shall be opened on schedule date & time even if the bidders or their representative are not present.

B. PRE-QUALIFYING CRITERIA:

- a) The bidder shall submit the complete tender document in all respects duly signed & stamped on each page as a token of acceptance of all the terms and conditions of tender.
- b) The bidder should **have PAN No.** Self-attested copy of PAN Card is to be submitted.
- c) Bidder should have **Goods & Service Tax (GST) Registration No.** Self-attested copy of Goods & Service Tax (GST) Registration is to be submitted.
- d) The bidder's average annual financial turnover should be **Rs.25 Lakhs** or above for the last 03 financial Years(2020-21,2021-22&2022-23ending31stMar2023).Self-attestedcopiesof Balance Sheet, Profit & Loss Account Certified by CA along with copies of Income Tax return of last three financial years ending 31st Mar 2023 to be submitted. UDIN No. must be mentioned on all audit report.
- e) Self-attested copies of Work Orders/ Award letters/ Contract Agreement in support of proof of experience for the services executed by the bidders during last 5 years ending on 31/03/2023. The Work Order/ Award letters of successful completion of similar services (Similar services means providing catering services) shall only be acceptable. The value of work experience should be as follows:
 - i. Three similar completed jobs/services/works costing not less than **Rs.3.50 lakhs** each.

or
 - ii. Two similar completed jobs/services/works costing not less than **Rs.10.00 lakhs** each.

or
 - iii. One similar completed jobs/services/works costing not less than **Rs.20.00 lakhs**.
- f) The Bidder must submit a declaration (enclosed at *Annexure –II*), that no case is pending with the police/courtagainsttheproprietor/firm/partnerorthecompany(Agency). As well as the bidder has not been suspended / blacklisted by any organization.
- g) No deviation certificate as per *Annexure–III* (enclosed) must be signed and stamped.
- h) Bidder must submit the bidder's details in the enclosed format (*Annexure-IV*)

C. GENERAL TERMS & CONDITIONS: -

- 1) Tenders received late /in open condition/ not meeting the tender condition / incomplete in any respect are likely to be rejected.
- 2) UKSDM will not be responsible for the postal delay under any circumstances for non-receipt of Tenders by due date & time.
- 3) The offer of the bidders who are on the banned list and the offer of the bidders who engage the services of the banned firms, shall be rejected. The list of the banned firms is available on UKSDM website <http://www.uksdm.org>
- 4) The Tenderers are required to quote for the complete scope of services. Tenders for part of the services or incomplete in any respect are liable to be rejected.
- 5) Rates quoted by the firm will be final. No price variation and escalation due to increase in labour / material cost will be allowed.
- 6) The rates quoted by the bidder are deemed to be inclusive of all and any other incidental works required to complete the services and inclusive of all the taxes and duties.
- 7) The rates should be indicated both in words and figures. All entries in the Tender must be written in ink or typewritten. Over-writing should be avoided. Corrections, if any, should be attested with signature by the bidder.
- 8) **OFFER VALIDITY:** Validity of offer will be **10 days** from the date of opening of the techno-commercial bid.
- 9) **EVALUATION CRITERIA:** The criteria of evaluation of techno-commercial bids shall be on the basis of documents submitted by the tenderers. Evaluation of Price Bid will be done on overall L-1 rate inclusive all taxes and duties (on Sl.No.-4 of Price Format). In case of tie between the overall rates of two or more bidders, the Snap bidding system will be followed to arrive the L-1 bidder.
- 10) **CORRECTION OF ARITHMETIC ERRORS:** Provided that the bid is substantially responsive, UKSDM shall correct arithmetical errors on the following basis:
 - a) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless the opinion of the UKSDM there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected.
 - b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.
 - c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
 - d) **In case, gross total price does not match with the total of item wise breakup, the highest price so calculated shall be considered for evaluation but in case of order, the same shall be placed at the lowest price**
 - e) If any bidder does not accept the correction of errors, their bids are liable to be disqualified.
- 11) **COMPLETION PERIOD:** All the arrangement for catering and for proper setting of raw materials and workforce shall be completed and ready on site latest by **12:30 PM** on **08.10.2023**. Date & Time of Snacks/Catering shall be from **1:00 PM to 3:30 PM** on **dd/mm/2023**.

12) **QUANTITY VARIATION:** The quantity of any item mentioned in the Price Format may vary **±10%** during execution of work as per the direction of Official-in-charge.

13) **SUBLETING:** The Contractor shall not sublet, transfer or assign the full work or any part thereof to any other person/company/organization.

14) **PAYMENTTERMS:**

a) Payment shall be made for the actual executed quantity of items, i.e. actual no. of packets provided participants having being fed.

b) No advance payment or the payment for mobilization of work will be made to the contractor.

c) Bill raised by the Contractor shall be certified by the Official in-charge of UKSDM the **100% payment will be made within two weeks by NEFT/RTGS from the date of receipt of in discrepant bill.**

d) The contractor shall not be entitled to any interest with respect to any money which may be due to him from UKSDM.

e) All payment will be subject to deduction of taxes at source as per rules.

f) Any tax incurred on purchase of materials by the contractor in respect of this contract shall be treated as included in the charges and UKSDM will not entertain any additional claim whatsoever in this respect.

g) The Goods &Service Tax (GST) shall be paid as per the quoted rate of Goods &Service Tax (GST) (at Sl. No.- 3 of Price Format). No payment of Goods &Service Tax (GST) will be made if not quoted by the tenderer in the Price Format.

15) **SECURITY DEPOSIT:**

a) The security deposit shall be collected from the successful tenderer. The rate of Security Deposit will be as below:

- **10%ofworkordervalue.**

The security deposit should be collected before start of work by the contractor.

b) Security deposit may be furnished in any one of the following forms:

i) Pay order/demand draft in favour of Member Secretary, UKSDS,

ii) Bank Guarantee from Schedule Banks/Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of UKSDM.

iii) The Security Deposit shall not carry any interest.

c) The security deposit will be released after the actual completion of work.

d) Failure to pay the security deposit shall be treated as failure to discharge the duties under the contract and shall result in cancellation of the contract and the contractor shall be liable to compensate UKSDM for any losses incurred by UKSDS. UKSDM reserves the right to appropriate any part / whole of the amount of the security deposit without prejudice to other claims against the contractor for losses suffered by UKSDM due to failures on the part of the contractor, due to termination of contract or contractor becoming disqualified because of liquidation/insolvency. The decision of UKSDM in respect of such losses, damages, charges, expenses or costs, shall be final and binding to the contractor.

- 16) **L.D. FOR BAD QUALITY OF SERVICES & FOOD ITEMS:** In case the quality of services & food items offered are not found satisfactory an **L.D. of up to 20% of total value** will be deducted from the bill.
- 17) No excuses like hindrance because of extreme weather conditions, non-availability of labour and material etc. will be entertained for not providing services on time.
- 18) All necessary precautions with respect to safety at site and environmental aspects and their impacts shall have to be taken by the contractor for activities performed by his workers.
- 19) In case of any dispute, the decision taken by **Project Director. UKWDP** will be final and binding on the contractor.
- 20) No party shall be permitted to tender for work in UKSDM in which any of their near relatives is an employee connected with the award and execution of the contract. They shall also intimate the names of persons who are working with them in any capacity or subsequently employed by them and who are near relatives of any employee of the UKSDM. Any violation of this condition which comes to the Notice of the UKSDM after the work is awarded will entitle the UKSDM to treat the contractors as having committed a breach of contract and to exercise all the rights and remedies available to the UKSDM on account thereof.
- 21) The bidder along with its associate/ collaborators/ sub-contractors/ sub-vendors/ consultants/ Service providers shall strictly **adhere to Fraud Prevention Policy Govt. of Uttarakhand** and shall immediately bring to the notice of UKSDS about any fraud or suspected fraud as soon as it comes to their notice.
- 22) **RECOVERY FROM CONTRACTOR:** Whenever under the contract, any sum of money shall be recoverable from or payable by the contractor, the same may be deducted from any sum then due or which at any time thereafter may become due to the contractor under the contract or under any other contract with UKSDM or from his security deposit, or the contractor shall pay the claim on demand without any terms & conditions.
- 23) **POST TECHNICAL AUDIT OF WORK AND BILLS:** UKSDM reserves the right to carry out a post payment audit and technical examination of the work and final bill including all supporting vouchers, abstracts etc. and to enforce recovery of any sums becoming due as a result thereof in the manner provided in to the proceeding sub-paragraph provided however, that no such recovery shall be enforced after three years of passing the final bill.

- 24) **ARBITRATION / CONCILIATION**: In the event of any dispute arising between the parties hereafter referred as UKSDM and Contractor in respect of or connected with this contract, General & Special terms & conditions of tender, then the same shall be referred to Arbitration and Arbitrator will be nominated by the **Secretary, Department of Skill Development and Employment, Govt. of Uttarakhand** whose decision shall be final and binding on both the parties. However, any differences or doubt pertaining to meaning/interpretation of any phrase word used in terms or in the schedule of services, their nature and manner of rendering of such services shall be the excepted matter and be referred to the **Secretary, Department of Skill Development and Employment, Govt. of Uttarakhand**, whose decision shall be the final and binding. The provisions of Arbitration and Conciliation Act, 1996 or any statutory modification and re-enactment thereof will apply to such arbitration provided however, in all matters the venue of proceedings will be Dehradun and only Dehradun or appropriate Courts will have jurisdiction over the same.
- 25) **RISK CLAUSE**: In case the contract or do not accept the work awarded to him or do not turn up after the award of work, UKSDM shall have the right without any prejudice to get the work done through any other alternate agency at the risk and cost of Contractor. The additional cost including loss, if any incurred by BHEL will be recovered from the Contractor.

D. SPECIALTERMS&CONDITIONS:

- 1) All materials/ items including cleaned utensil & fuel for cooking of food etc. shall be arranged by the contractor.
- 2) Food items & provisions shall be kept stored in closed containers in a hygienic manner. officials will have the authority to inspect such articles of food and provisions at any time and will have full powers to order discontinuance of use of such articles of food and provision which are found to be of unsatisfactory standards and/or hygiene.
- 3) All the arrangement of snacks including eatables etc. must be ready at the venue by 12:30PM on 08/10/2023.
- 4) The packaged drinking water must of standard brand like Bisleri, Aquafina, Kinley or equivalent.
- 5) The full quantity of food package/& other necessary arrangement should be available to cater persons before the start of snacks.
- 6) It will be ensured by the caterer that all eatables are of best quality and hygienic.
- 7) The eatables/snack items shall be of standard size.
- 8) The Dongas/Paper plates/Napkins etc. Of good quality shall be arranged by the caterer.
- 9) The waiters deployed for serving the food & water shall be well dressed, in uniform, neat & clean. If any waiter is found not good in appearance, he will not be allowed to be deployed.
- 10) The contractor shall deploy a supervisor or for supervision of full arrangement. He will follow all the instruction of Official-in-charge.
- 11) Sufficient numbers of personals to be deployed at the site there for prompt service.
- 12) Two sets of serving counter would be operational at the same time.
- 13) After completion of function the contractor shall remove all the arrangement at the earliest.
- 14) High standards shall be maintained at all times with regard to quantity, quality and purity of food stuff. The catering staff shall maintain high standards of cleanliness in preparation and handling of food items;
- 15) A committee duly constituted by the competent authority shall be tasked with the examination and evaluation of the quantity, quality, and purity of food products. Payment disbursements shall be contingent upon adherence to the approval provided by the aforementioned committee.
- 16) The contractor should be in possession of a food safety license (FSSAI License) as per the food safety and standards (Licensing and Registration of Food Businesses) Regulations 2011 mandatory for canteens, hotels, caterers, restaurants, and food processors with an aim to reduce the problems associated with poor quality food being served to the customers and ensure health and safety. Contractor should adhere to all Govt. guidelines.

ANNEXURE- I**UN-PRICEBID**

Name of Services : Providing Catering services on the _____, Dehradun

NIT No. :

Date & Time of Snacks: **From 1:00 PM to 03:30 PM on 09/10/2023****Option - 1**

Sl. No	Description of Items	Qty.	Rate per packet in Words (Rs)	Rate per packet in Figure (Rs.)	Amount (Rs.)
1.	Arrangement of packed food items for the youth participating in the event containing following items: - 8 Puri's - Aloo sabji Dry - 1 Sweet - 1 200 ml water bottle	10000 Packets.			
	Arrangement of food for VIP Guests (100-120 Persons) - Soup: Sweet Corn/Tomato - Paneer Butter Masala - Mixed Vegetables Dry - Matar Mushroom Makhani - Jeera Rice & Plain steamed Rice - Dal Makhani - Dahi Bada - Achar, Chatni, Papad, Salad - Tandoori Roti - Plain Poori - Sweets (Gulab Jamun & Raso gulla) - Dessert: Ice Cream – (Amul/ Mother Dairy) No Local Brand - Mineral Water Bottle- 200 ml <i>Including Crockery Items</i>	100-120 Persons			
2	Total Amount (Rs)				
3	Goods & Service Tax(.....%)(Rs)				
4	Total amount inclusive of all taxes and duties				
Total Offer value in words: Rupees					

- Rates quoted shall be inclusive of crockery & packaging items.
- Rates shall be quoted for both Option 1 & 2 separately
- The determination of the applicable rates for either of the two options shall be made in accordance with the discretion of the competent authority.

(Signature & seal of the contractor)

UN-PRICEBID

Name of Services : Providing Catering services on the _____, Dehradun

NIT No. :

Date & Time of Snacks: From 1:00 PM to 03:30 PM on 09/10/2023

Option - 2

Sl. No	Description of Items	Qty.	Rate per person In Words(Rs)	Rate per person In Figure(Rs.)	Amount (Rs.)
1.	Arrangement of food items for the youth participating: - Rice - Dal Arhar - Aloo Matar with Gravy - Poori - Aloo Gobhi / Mix Veg - Salad/ Achar Papad - Gulab Jamun - Drinking Water Including Crockery Items	10000 Approx.			
	Arrangement of food for VIP Guests (100-120 Persons) - Soup: Sweet Corn/Tomato - Paneer Butter Masala - Mixed Vegetables Dry - Matar Mushroom Makhani - Jeera Rice & Plain steamed Rice - Dal Makhani - Dahi Bada - Achar, Chatni, Papaw, Salad - Tandoori Roti - Plain Poori - Sweets (Gulab Jamun & Raso gulla) - Dessert: Ice Cream – (Amul/ Mother Dairy) No Local Brand - Mineral Water Bottle- 200 ml Including Crockery Items	100-120 Persons			
2	Total Amount(Rs)				
3	Goods & Service Tax(.....%)(Rs)				
4	Total amount inclusive of all taxes and duties				
Total Offer value in words: Rupees					

- Rates quoted shall be inclusive of crockery & packaging items.
- Rates shall be quoted for both Option 1 & 2 separately
- The determination of the applicable rates for either of the two options shall be made in accordance with the discretion of the competent authority.

(Signature & seal of the contractor)

DECLARATION

I / We, do hereby declare that there is no case with the Police/Court/Regulatory authorities against the proprietor/firm/partner. Also I/We have not been suspended / delisted / blacklisted by any other Govt. Ministry/Department/Public Sector Undertaking/Autonomous Body/Financial institution/Court. 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

(Signature & seal of the contractor)

Place :

Date :

ANNEXURE-III

No Deviation Certificate

Notwithstanding anything mentioned in our bid, we here by accept all the terms and conditions of the above tender and there is no deviation in the terms & conditions of tender. We confirm that the offer submitted by is confirming to all the terms and conditions mentioned in the tender document. We hereby undertake and confirm that we have under stood the scope of services properly and shall carry out the job as mentioned in this tender.

(Signature & seal of the contractor)

ANNEXURE-IV

BIDDER'S DETAILS

Name of the Contractor/Party/ Firm	
Present status of Party, whether Individual/ HUF/ Partnership firm/ AOP/ Public Ltd. Company/Private Ltd. Company	
Name of Representative	
Postal Address	
Phone/Land line Nos.	
Mobile Nos.	
Fax No.	
E-Mail Address	
Web Site Address (If Any)	
Bank details for payment through NEFT/RTGS	Name of Bank: Branch: Account No.: IFSC No.: MICR No.:

Note: Submit a cancelled cheque for verification of above bank details.

(Signature & seal of the contractor)