

**INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES (IIPS),
MUMBAI**

**Govandi Station Road, Opposite Sanjona Chamber, Deonar,
Mumbai-400088, Maharashtra**

**Notice Inviting Limited Tender Enquiry For Providing Breakfast, Lunch, High – Tea with Snacks
and Dinner for International Conference at IIPS Mumbai – SALAM Project**

Tender NO : IIPS/Project Support Cell/01/2023

Name of the work	:	Providing Breakfast, Lunch, High – Tea with Snacks and Dinner for International Conference at IIPS Mumbai – SALAM Project
Earnest Money Deposit	:	Rs.10,000/- in form of Demand Draft in favour of Director, IIPS, payable at Mumbai
Date & Time of Closing of Tender	:	25 th May, 2023 at 11:00 a.m.
Date & Time for Opening of Tender – (Technical Bid)	:	25 th May, 2023 2:00 p.m.
Address for submission of Tender	:	International Institute for Population Sciences (IIPS), Govandi Station Road, Deonar, Mumbai – 88
Place of opening the Tender	:	International Institute for Population Sciences (IIPS), Govandi Station Road, Deonar, Mumbai – 88

PART – A – TECHNICAL BID

I. NOTICE INVITING TENDER

1. International Institute for Population Sciences (IIPS), invites sealed tenders from experienced, competent and reputed contractors for providing catering services IIPS Campus, Deonar, Govandi Station Road, Mumbai – 88 for an International Conference which will be hosted by SALAM Project.
2. The tender documents can be downloaded from the institute website at www.iipsdindia.ac.in. Each tender set comprises (i) **Part A** - Technical Bid and (ii) **Part B** - Commercial Bid.
3. Sealed tenders addressed to The Chief Administrative Officer Cum Registrar (CAO-Cum-Registrar, IIPS Campus, Deonar, Govandi Station Road, Mumbai – 88 may be submitted in the form of two bid system as per the procedure prescribed in the tender document by dropping in the tender box kept for the purpose in the Library Bldg, 3rd Floor, Office of CAO-Cum-Registration **not later than 1100 hrs in afternoon on 25th May, 2023**
4. The tenders shall be submitted in the following manner and shall contain details / documents as listed below:
 - a. One sealed envelope superscribed “**Technical Bid (Part-A) - Tender for catering services at IIPS**” shall contain the following:
 - i. Forwarding letter (as per proforma given in Annexure-I) on the letter head of the bidder.
 - ii. Demand Draft towards the EMD in the name of “**Director & Sr. Prof. IIPS**”, payable at Mumbai.
 - iii. Profile of the bidder (as per proforma given in Annexure-II) duly filled.
 - iv. A complete set of tender document (**Part A -Technical Bid**) as issued, duly filled and signed by the bidder.
 - v. Other related documents mentioned in **Technical Bid (Part-A)**.
 - b. One sealed envelope superscribed “**Commercial Bid (Part-B) - Tender for catering services at IIPS**” shall contain the following:
 - i. A complete set of the tender document (**Part B – Commercial Bid**) as issued, duly filled and signed by the bidder.
 - c. Both the envelopes (technical bid as well as commercial bid) shall be submitted by the bidder in a **single sealed envelope** superscribing “**Tender for catering services at IIPS – SALAM Project**”.
 - d. The full name and postal address of the bidder shall be written on the bottom left hand corner of the sealed covers.
 - e. Bidder/authorized signatory shall sign on each page of the tender.

- f. If the space in the proforma (Annexure-II) is insufficient for furnishing full details, such information may be supplemented on the separate sheets of paper, stating therein the part of the proforma and serial number. Separate sheets shall be used for each part.
5. In the first stage of evaluation process, only **Technical Bid (Part-A)** of the bids will be opened on the same day. The Technical Bids will be evaluated for credentials, experience, capability based on documents submitted in technical bid, physical inspection of their establishment, physical inspection of their clients' site, obtain feedback on their past performance from their clients. Those bidders satisfying the technical requirements as determined by IIPS and accepting the terms and conditions of these documents shall be short-listed. The decision in this regard will be at the sole discretion of the Director & Sr. Prof. IIPS.
6. Under the second stage of evaluation process, only the **Commercial Bid(Part-B)** of only those bidders, who have been short-listed earlier in first stage will be opened. **The bidders who have been short-listed the commercial bid** will also be opened on the same day.
7. Before submitting the bid, the intending bidder shall visit the site and familiarize himself /herself thoroughly with the site conditions, scope of work, terms and conditions of the tender. Non-familiarity with the site conditions will not be considered a reason for not carrying out the work in strict conformity with specifications.
8. Tenders not submitted as per the guidelines stated above, are liable for rejection. CIRE's decision in this regard will be final.
9. Corrections, if any, in the quotation should be duly authenticated with full signature. In case of any difference between the figures and the wordings, the wordings will be taken as the correct one.
10. Tenders received after the prescribed time and date will not be considered.
11. No deviations / conditions will be stipulated by the contractor in both technical and commercial bids. **Conditional tenders will not be accepted and will be summarily rejected.**
12. Tender would remain open for acceptance for 60 days from the date of

opening of Technical Bid (Part-A) of the tender or till the date of finalization of tender, whichever is earlier.

13. Falsification/suppression of information shall lead to disqualification of the bidder / cancellation of contract even after award of work during the currency of the contract.
14. Bidder shall ensure submission of complete information / documents at the first instance itself. IIPS reserves the right to complete the evaluation based on the details furnished by the bidders without seeking any subsequent additional information. Bids not in compliance with tender conditions or with incomplete information / documents are liable for rejection.
15. IIPS reserves the right to reject any or all of the tenders received without assigning any reason thereof.
16. For any clarifications please contact on Lt. Col. Prashant Borde CAO- Cum-Registrar on 022-42372905 and/or Ms. Kokila 9167471280

II. ELIGIBILITY CRITERIA

1. Bidder should be a professional with a minimum of 3 years experience in providing in-house catering (i.e., Veg, Non-Veg, South Indian, North Indian, Chinese, Continental, etc.) to training institutions, banks, corporate sector, etc.
2. Minimum annual turnover of bidder should be Rs. 25 lakhs during last three financial years (i.e. 2020-21, 2021-22 & 2022-23) supported by documentary proof/audited or CA certified statement of accounts.
3. Bidder should have successfully completed similar job/ services (in-house catering services) in training institutions, banks, financial institutions, corporate sector in public/private sector, guests houses, hotels during last 3 years ending on June 2022 and should be either of the following:-
 - i. Two similar completed jobs/ services costing not less than Rs.10 lakh each
 - or
 - ii. One similar completed jobs/ services costing not less than Rs. 15lakh each
4. Track record of bidder should be clean and should not have any involvement in illegal activities or financial frauds. There should not be any case with the Police/Court/Regulatory authorities against the bidder.
5. Bidder must not have been prosecuted or suffered any penalty for violation of any statutory laws by any Authority.
6. Bidder must not have been suspended / delisted / blacklisted by any organization on any grounds.
7. The bidder should not have rescinded/abandoned any contract awarded by any of his clients before the expiry of prescribed period of contract. The bidder shall give details of all disputes he/she had with his/her clients and furnish the status of arbitration, if any.

8. The bidders shall submit documentary evidence in support of the above eligibility criteria.
9. Bidder should deposit **Rs. 10,000/-** by means of a Demand Draft from any nationalised bank drawn in favour of **“Director & Sr. Prof. IIPS Mumbai”** payable at Hyderabad as Earnest Money Deposit (EMD). **Tenders without the EMD prescribed will not be considered.**
10. Complete tender document is also available on IIPS website, address given below:

<http://www.iipsindia.nic.in>

The documents downloadable by the parties from the website shall be valid for participation in the tender process.

TECHNICAL BID

(Please go through the terms and conditions before filling up the Technical Bid)

Sl	Particular	Details	Remarks if any
1	Name of the Vendor		
2	Full Address of the Registered Hotel/Food Chain (if any)		
3	Telephone No		
4	Name of the Director/Proprietor		
5	Designation		
6	Complete Address		
7	Phone No		
8	Mobile No		
9	Email :		
10	Annual Turnover (Amount in Lakhs	2020-2021	
		2021-2022	
		2022-2023	
11	Registration of hotel/food chain		
12	PAN Account no.		
13	GST No.		
14	Gumasta License no.		
15	FSSAI Registration		
16	Eating House License		

III. CATERING - SCOPE OF WORK AND SPECIFIC CONDITIONS

1. The catering service is required for 3 days from June 1 – 3, 2003
2. The food will be prepared using refined oil. The contractor has to maintain hygiene
3. The serving staff has to maintain proper cleanliness. They need to wear hand gloves and head cap.
4. The Veg and Non-Veg Counters will be separate
5. The contract will arrange for serving tables
6. Water will be provided by the contract during all the course meals.
7. Plates/Utensil cleaning will be carried out by the contractor
8. Sufficient number of plates/cups/utensils will be used by the contractor.
9. Total number of guests will be 100 nos.. However, the contractor should be prepared for additional food requirement. The payment will be made on actual plate consumption day wise/meal wise.
10. The contractor has to take care of all the safety measures.
11. No staff of the contractor will misbehave with any guests/staff/students of available in the campus
12. Proper uniform has to wore by all the staff of the contractor
13. Detailed menu is attached at annexure - I

Commercial Bid

The vendor has to quote price for one day meal per individual. The billing will be made for 3 days taking total price quoted by the contractor.

Particular	Price – (including taxes)
Breakfast	
Tea and Snacks	
Lunch	
Hi-Tea and Snacks	
Dinner	
Total	

Stamp and Signature of the contractor

Name : _____

Contact number : _____

<p align="center">International Conference on Labour Migration and Sustainable Development in Asia: Opportunities, Challenges and Way Forward</p> <p align="center">Conference Venue:</p> <p align="center">International Institute for Population Sciences (IIPS), Mumbai, India</p> <p align="center">June 1-3, 2023.</p>				
Breakfast	Snacks	Lunch	Snacks	Dinner
Puri Bhaji, (Egg, Bread, butter, Jam, Cornflakes and fruit SALAD) Milk/Coffee / Tea	Tea and Snacks	1 Veg starter and 1 Non-Veg Starter Butter roti, Chicken Kadai and Kadhahi Paneer, One green Vegetable, Daal tadka, Peas Pulav, Chaas (Tetrapack), Papad, Pickle, Veg -SALAD, Sweet Dish	Tea and Snacks	1 Veg starter and 1 Non-Veg Starter Butter roti, Shahi Paneer and Chicken Dish, Rice, Dal, SALAD, Sweet dish
Idli Sambhar and Medu Wada (Egg, Bread, butter, Jam, Cornflakes and one fruit) Milk/Coffee / Tea	Tea and Snacks	1 Veg starter and 1 Non-Veg Starter Butter roti, Butter Chicken, Mix Veg, One green Vegetable, Daal Makhani, Jeera rice, Dahi (Tetrapack), Papad, Pickle, Veg -SALAD, Sweet Dish	Tea and Snacks	1 Veg starter and 1 Non-Veg Starter Veg Biryani, Chicken Biryani and Raita, Papad, Veg -SALAD, Ice -Cream
Vegetable Upma (Egg, Bread, butter, Jam, Cornflakes and one fruit) Milk/Coffee / Tea	Tea and Snacks	Butter roti, Chicken Handi and Malai Paneer, One green Vegetable, Daal, Chaas (Tetrapack), Papad, Pickle, Veg -SALAD, Sweet Dish, Boiled Vegetables		
<ul style="list-style-type: none"> - Clean and hygienic - Serving people need to wear hand gloves and head cap - Veg and Non-Veg Counter will be separate <p>Number of Guests: 100</p>				

Annexure - I