



**VASANTDADA SUGAR INSTITUTE
MANJARI BK., HAVELI, PUNE- 412307
Phone: 020-26902316/26902286 Fax. 020-26902244
WEBSITE: www.vsisugar.com**

CORRINGENDUM

Submission Date Extension

The last date of submission of offers in respect of tender notice published on 22-04-2022 inviting offers for below Items/Works.

Catering contract

Submission date is **extended till 18/05/2022**. For further details please visit www.vsisugar.com

DIRECTOR GENERAL



संशोधनेन संवृद्धिः

वसंतदादा शुगर इन्स्टिट्यूट
मांजरी बुद्रुक, हवेली, पुणे ४१२३०७
फोन नं. ०२०-२६९०२१७१/२६९०२३१६

निविदा सूचना

संस्थेच्या खालील कामांसाठी अनुभवी कंत्राटदारांकडून विहित नमुन्यात निविदा मागवणेत येत आहेत.

अ. क्र.	तपशील	कोरे निविदा अर्ज किंमत (रुपये)	बयाणा रक्कम (रुपये)
१	प्रतिनिधींची दुपारच्या भोजनाची व्यवस्था करणे (खाद्य पदार्थ यादी नुसार)	१,१२० /- (करासहित)	१५,०००/-

कोरे निविदा अर्ज व कामांची सविस्तर माहिती संस्थेचे संकेत स्थळ www.vsisugar.com वर उपलब्ध आहेत. निविदा पूर्व मिटिंग शुक्रवार दिनांक २९ एप्रिल २०२२ रोजी दुपारी ३ वाजता संस्थेच्या मांजरी बु. येथील कार्यालयात आयोजित केली आहे. भरलेल्या निविदा सादर करण्याची अंतिम मुदत शनिवार दिनांक ०७/०५/२०२२ सायंकाळी ५ वाजेपर्यंत आहे. कोणतीही निविदा स्वीकारणे/नाकारणे/रद्द करणेचा अधिकार संस्थेने राखून ठेवलेला आहे.

महासंचालक



Vasantdada Sugar Institute

Manjari (Bk), Tal:-Haveli, Dist: - Pune: - 412307

Maharashtra

Phone : (020)26902100, Fax : (020)26902244

Tender Document For

Providing Catering Services for Lunch on 4th and 5th June 2022 of State Level Sugar Conference at Vasantdada Sugar Institute Manjari (Bk) , Tal. Haveli, Dist. Pune

Tender Submission
At

Vasantdada Sugar Institute
Manjari (Bk) Pune

Date:-

Time:-

**FORM OF TENDER
(TO BE COMPLETED BY TENDERER)**

To,

Date: -----

**The Director General,
Vasantdada Sugar Institute,
Manjari (BK),
Pune**

Sub.: _____

Dear Sir,

We have pleasure in submitting herewith our Tender for the above mentioned work duly completed in all respects.

1. We have read and studied the conditions, specifications, drawings (schedule of Quantities and rate), special conditions. We hereby agree to abide by them.
2. We also agree to complete the proposed work as per Work order..
3. We agree to execute and complete the said work at Rs. _____ .

Thanking you,

Yours truly,

(Signature of the Contractor)

From: _____.

GENERAL CONDITION OF TENDER

Name of work: Providing Catering Services for Lunch on 4th and 5th June 2022, State Level Sugar Conference 2022 at Vasantdada Sugar Institute Manjari (Bk) , Tal. Haveli , Dist. Pune

Sealed items rate tenders are invited from Caterers having experience of providing outdoor catering services for 2500 persons per day at Vasantdada Sugar Institute,

1) Eligibility of the bidder:

1. The bidder should be in the business of providing outdoor catering for a minimum 5 years as on date. The agency should be having working experience for minimum 2 events. Govt. / approved PSUs / Associations clients.

(a) Kindly provide the detailed company background along with the inventory detail of staff details / Company Owned Transportation Fleet, Branch Offices/ Warehouses/Godowns.
2. The bidder shall have an experience of outdoor catering at conferences at least two events in a year.
3. The bidder must be registered company or partnership firm and produce incorporation certificate.
4. Annual turn over during each last three years should be minimum of Rs.1 crore.

Schedule of Tender Notice

Estimated Cost of the work	Rs. 7,50,000/-
Date of Publication of Tender	22/04/2022
Cost of Tender blank tender form	Rs.1,120/- Including GST (non refundable)
Earnest Money Deposit	Rs. 15,000/-
Last Date and Time of Bid Submission,	07/05/2022 up to 5.00 PM
Prebid meeting at VSI premises, Manjari (bk.), Pune	29/04/2022 at 3.00 PM
Security Deposit	Rs. 40,000/-

Instructions to the Contractor

The following instructions may be read carefully and strictly complied with before submitting the tenders:

- A. The documents submitted by the Bidder must be self attested by authorized signatory .
- B. No documents/certificates will be accepted after the Closing the Date & Time for the tender.
- C. The successful bidder should submit security deposit of Rs. 40,000/- in the form of DD from nationalized scheduled bank. Earnest money deposit shall be converted into security deposit and same would be retained by VSI till finalization of contract without interest.
- D. VSI reserves its rights to reject or accept any part or whole tender without assigning any reason what so ever.
- E. Each page of the tender form should be signed. The tender shall be signed by person/persons on behalf of the organization having necessary authorization/Power of Attorney to do so. (Certified copies to be enclosed)
- F. Tender containing false, incomplete and/or inadequate information are liable to be rejected. Also mere fulfillment of the eligibility criteria does not guarantee selection.
- G. The tender which are received after the due date and time, shall liable to be rejected.
- H. The tender should reach VSI, Pune by 05.00 pm on or before 07/05/2022.
- I. Canvassing in any form is strictly prohibited and the application of such person/organization that resort to canvassing will be liable for rejection.
- J. That the court of Pune shall alone have jurisdiction to decide any dispute arising out of the contract.
- K. The decision of the Director General shall be final in respect of all disputes.
- L. Successful contractor should execute an agreement bond on non judicial stamp paper of appropriate value.
- M. The tender notice and proceedings of the pre-bid meeting shall form a part of the contract.
- N. Offer shall remain valid up to 120 days from the date of opening of offer.
- O. The caterer should arrange for his own staff for cooking, service and cleaning works. The caterer must employ skilled chefs for cooking all kinds of attempts. The caterer is required to provide packaged drinking mineral water
- P. The High standard of catering shall be maintained for all items with due regard to quality and purity of food stuff, Quality and quantity of dishes

cleanliness in preparation and handling of food items and utmost courtesy of services. All the materials used in preparation for food items should be of standard brand. All food item should be ISI certified and branded.

- Q. The caterer should ensure that the entire catering premises are kept hygienic and clean.
- R. The caterer should provide Identity Cards and Uniforms to all his staff at his own cost and ensure that all the catering staff wear clean uniforms.
- S. Cleaning of the plates and utensils should be done with hot water, soap water and all item should be cleaned and dried.
- T. Penalty as decided by VSI will be imposed on the caterer for the following.
If there is any dereliction / irregularity in service or delay in service
If the food supplied by the caterer is substandard / non-quality or insufficient quantity.
- U. Penalty will be recovered directly from the bill of the caterer and the VSI decision shall be final.
- V. The caterer shall be solely responsible for any consequences due to food poisoning. Besides refusal of the entire payment for the session, during which such a food poisoning has occurred . The VSI may initiate further stringent action as it may deem fit.
- W. In case any of the caterers staff suffer any injury or damage or meet with an accident while discharging their duty the entire cost of compensation should be born by the caterer.
- X. Earnest money deposit shall be forfeited in case if successful bidder does not pay the Security deposit or sign agreement within schedule time.

Manner of submission

Envelope No. 1 (Technical Envelope)

In the technical bid following documents should be submitted

1. Information in Annexure –I
2. Earnest Money Deposit (EMD)/ Bid Security: - Every bidder shall have to deposit the earnest money in the Form of Bank Draft of Rs. 15,000/- (Rupees Fifteen Thousand only) from any nationalized / scheduled bank in favour of “Vasantdada Sugar Institute, Pune”. The EMD money of the successful bidder will be converted into security deposit and will be kept with VSI till finalization of work for the period of validity of the tender. No Post dated EMD shall be acceptable.

3. The cost of blank tender form of Rs. 1,120/- Including GST in the form of D.D. from Nationalized/Scheduled bank
4. Income tax return for financial year 2019-2020, 2020-2021 and 2021-2022 along with self attested copy of valid Permanent Account Number (PAN).
5. GST :- Submit self attested copy of Service Tax registration certificate
6. Name(s) of the existing customer(s) if any, the list may please be Provided. Certificate of works done of similar type.
7. Company profile and photo copies of work carried out.
8. Shop act license of 1948 act., Professional tax, Company Pan Card.
9. G.S.T. registration copies.
10. Licenses of FSSAI from Government of Maharashtra.

Envelope No. 2: Commercial Offer / Financial bid

II. FINANCIAL BID :

1. The Bidder must submit their financial bids in Indian Currency only (INR), on percentage basis as per prescribed Performa in Annexure- II/ Schedule B, both in words and figures separately in the given format. All quoted rates to be exclusive of GST but inclusive of any other applicable Tax.
2. The rates should be inclusive of labour, transport, delivery charges and dismantling and removing the material after successful completion of event.
3. Commercial bid in the prescribe tender form, which should be placed in a sealed cover, super-scribed with the name of work.
4. Both the covers should be kept in bigger envelope dully sealed and super-scribed with the name of work.

Terms and conditions of the contractor:-

1. No advance shall be paid and entire payment shall be made only after successful completion of event after statutory deductions.

2. **PENALTY / LIQUIDED DAMAGES:**

Time is essence of contract and therefore the penalty shall be Rs. 500/- per day for delay in completion of work shall be levied and recovered. For this purpose contractor should submit time schedule for completion of each item of work.

3. **LABOUR LAWS ETC. :**

The Contractor shall abide by the provisions of State / Central Govt./ Local Labour Laws and discharge his obligations towards any liability arising out of such Laws in respect of his workers/ Sub-Contractor's Workers. In case, the Contractor fails to comply with the Law requirements, the Owners will have to intervene and settle the demands / disputes of the Contractor or his Sub-Contractor's Labour and debit the cost to the Contractors account. The Contractor shall maintain all such records for the presence of his labour / other people as may be required. In no case, the same would be mixed up with records of the Owner / his other Contractors.

4. **WORKMANSHIP :**

Good Workmanship and neat appearance are pre-requisites of the Contract. Work shall be carried out in accordance with statutory rules and regulations in force.

5. **SCOPE OF WORK :**

1. Setting of the venue a day prior (main food service area / buffet counters / food production area / tea coffee stations)
2. The VIP buffet lunch has to be served for Two days (4th & 5th June 2022)
3. The minimum guaranteed number of pax is as under :

Sr.No.	Dates	No. of Pax
1	4 th June 2022	2500
2	5 th June 2022	2500

4) Part – I Pre-qualification document :
Annexure – 1 - (Scheduled A)

Sr. No.	Description	Information
1	Name of the caterer	
	Complete address	
	Phone / Mobile No. / Email	
2	Contact Person / Representative of firm Name Designation	
3	License No. (copy to be enclosed)	
4	PAN / TAN No. (Copy to be enclosed)	
5	Proof of payment of income tax and service tax for the last three years (copy to be enclosed)	

I certify that all the information furnished above is true to my knowledge. I have no objection to VSI verifying any or all the information furnished in this document with the concerned authorities. If necessary. I also certify that I have understood all the terms and conditions indicated in the Tender document and in agreeing for the same, I am signing this document as an authorized signatory in the capacity of

Date

Signature :

Place :

Name :

Seal of the Caterer :

Address :

**Part II – Price-bid for catering contract
Annexure – 2 - (Scheduled – B)**

Sr. No.	On 4 th & 5 th June. 2022 – 2500 pax every day.	Price quoted in Rs. (Inclusive of all taxes) per plate
	VIP Buffet lunch <ul style="list-style-type: none">• Puri / Phulka• 2 Veg. Main Course• 1 Dal Preparation• 1 Rice Preparation• Farsan• 1 Type of Desert• 4th June Tea/Biscuits – 3 times in a day.• 5th June Tea/Biscuits – 2 times in a day.	

Signature of Bidder with Seal

Name & Address