



COEP Technological University-411 005

ENQUIRY OF QUOTATION

For

PROVIDING DINNER TO STUDENTS, FACULTY, STAFF, AND GUESTS IN
"ANNUAL SOCIAL GATHERING 2025" AT COEP TECHNOLOGICAL
UNIVERSITY On 4th, 5th, 6th January 2025

Reference No: COEP / GATH / REFRESHMENT / 2024-25 /

DATE: /12/2024

(Mr. Abhijeet Waghchaure
Refreshment
Incharge)

(Mr. Yadnesh Shetye
Gathering Secretary)

H.B.TC ✓
(Dr. B. Reju)
F.A.

Ensure that the undertaking is signed on required pages with due stamp before submitting.



COEP TECHNOLOGICAL UNIVERSITY
SHIVAJINAGAR, PUNE-411005

Ph:020-25507000/7779

Fax: 020-25507299

Reference No: :COEP / GATH / REFRESHMENT / 2024-25 /

DATE: /12/2024

ENQUIRY OF QUOTATION

Name of the Work:

COEP Technological University invites Quotation for **providing dinner for Students, Faculty Staff and Guest** in "Annual Social Gathering 2025" at COEP Technological University as per the **Part 1: Technical Bid** and **Part 2: Commercial Bid** in the prescribed Bid forms.

Scaled bids are invited for **Providing dinner for Students, Faculty Staff and Guest** in "Annual Social Gathering 2025" at COEP Technological University from reputed/experienced organizations who have successfully carried out similar work in the past as mentioned in **Part 1: Technical Bid: Annexure-I**.

To view the detailed quotation notice, detailed time schedule, pre-qualification criteria for this quotation & subsequently to download the pre-qualification document kindly visit web site <https://www.coeptech.ac.in/> under **TENDER TAB**.

| Sr. No. | Quotation No & Date | Reference No: |
|---------|---------------------------------------|--|
| | | COEP / GATH / REFRESHMENT / 2024-25 / |
| 1. | Issue of Quotation Forms | From 26/12/2024 to 02/01/2025 |
| 2. | Last Date of submission of Quotations | 02/01/2025 |
| 3. | Opening of Quotations | 02/01/2025 |
| 4. | Quotation Fees | Tender fees for this quotation is Rs. 3100/- |
| | Account No | 11099464977 |
| | Account Holder Name | COEP Technological University. |
| | Account Type | Saving Account |
| | IFS Code | SBIN0010431 |
| | MICR Code | 411002060 |
| | Beneficiary Bank | State Bank of India, |
| | Branch Name | College of Engineering Shivajinagar, Pune 411005 |
| | GST NUMBER | 27AAAJC1237B1ZY |
| 5. | Correspondence Address | COEP TECH UNIVERSITY Gymkhana, College of Engineering Pune Technological University, Shivajinagar, Pune 411005 |

Eligibility Criteria:

The bidder must have minimum three years of experience in similar kind of work i.e., **Providing dinner for Students, Faculty, Staff and Guests in Students' Activities/ Annual Social Gathering.**

The bidder must have executed at least one service order of not less than **Rs.7.00 Lakhs(Single order)** during any of the last Five years in an engineering/senior college.

1.1The bidder's **annual turnover must be minimum 15 Lakhs** in any of the last five financial years.

Pre-Qualification / Eligibility Criteria details:

| Sr. No. | Pre-Qualification Criteria | Supporting Documents to be enclosed with the Bid |
|---------|---|---|
| 1. | Bidder should be registered in India under Appropriate Authority | Certificate |
| 2. | The bidder must be a renowned Indian/Multinational Company with primary business in Outdoor Catering. | GST/CST Registration Certificate. Certificates showing previous experience of similar work. |
| 3. | Bidder must have experience of at least 03 years in the relevant field of Providing dinner for Outdoor Catering | Copies/ Certificates of relevant work-order(s) |
| 4. | Bidder should have duly filed Income Tax Returns, Service Tax and other applicable Govt./Statutory body Taxes for the past three years. | Relevant Documents |
| 5. | Prime bidder including the consortium members shall not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government agencies. | Self-Certification |
| 6. | Bidder must have experience of at least 02 years in the relevant field of Providing dinner for Students, Faculty, Staff and Guest in any educational institute festival. | Work order /Certificate for the same. |

I. ELIGIBILITY CRITERIA

1. Bidder should be a professional with a minimum of 3 years' experience in providing catering services lunch/dinner to professional institutions, training institutions etc. having students in the age group of 16 years to 25 years. The time of 3 years shall be considered as on 31/12/2024.
2. The bidder should submit documentary evidence in support of either of the following with an appreciation certificate from the client.
 - i. Three similar completed jobs/ services with minimum plates served 1500(outdoor) in a day and order value costing not less than Rs. 3,80,000/- each and/or.
 - ii. One similar completed jobs/ services with minimum plates served 2500(outdoor) in a day and order value costing not less than Rs. 7lakh.
3. Bidder should have among its client's professional colleges, training institutes / centers for whom they have provided catering services of similar nature. Names and addresses of such clients along with details regarding nature, amount and period of the contracts should be furnished along with Technical Bid (Part-A). Certificates from the clients regarding the quality and duration of service rendered during the last three years shall also be furnished in the prescribed format given in Annexure-II.
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/ fined 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. If the performance of the bidder is / has been found to be unsatisfactory for any reasons, whatsoever, in any organization including COEP TECH UNIVERSITY, then COEP TECH UNIVERSITY reserves the right to reject the bids submitted by such bidders.
 9. Bidder should have applicable registrations with statutory authorities such as Regional Labour Commissioner (Central), GST, PAN, TIN, FSSAI, etc.
 10. The bidders shall submit documentary evidence in support all the above eligibility criteria.

II. TERMS AND CONDITIONS

1. The tenure of the Contract will be for **3 days only i.e. 4th, 5th, 6th January 2025.**
2. The food (all items as mentioned in menu except dessert) to be served as unlimited for all served plates.
3. The vendor should undertake that raw material used is certified by FDA or /FSSAI.
4. If the successful bidder fails, in course of the contract period, to comply with the terms and conditions of the Agreement/contract, the security deposit may be forfeited in full or in part as decided by the Competent Authority.
5. The contractor shall provide Catering services as specified in "Scope of work and specific conditions for catering".
6. The Catering services for the guests shall be provided on **4th, 5th, 6th January 2025** during the contract period (Guests means whoever is allowed to enter the refreshment arena after verification of validity and identity and carrying valid food coupon).
7. Failure to provide the service mentioned in work order shall attract penalty. The amount of penalty would be decided by COEP TECH UNIVERSITY and will be mentioned in the work order and shall be binding on the bidder.
8. Failure to services means (i) not maintaining the food quality, (ii) shortage of food, (iii) changing the menu without due permission from the signing authority, (iv) not maintaining the hygienic conditions in preparation, storage and distribution and serving of food, (v) misbehavior with guests and COEP TECH UNIVERSITY representatives. COEP TECH UNIVERSITY shall pay the charges to the contractor for a minimum of
 - a) ***3400 plates** on the tenure of contract for providing dinner to the guests.
 - b) ***The distributed details of the same are mentioned below.** Extra plates if any will be paid extra as per the decided rate and to be claimed separately.
13. The contractor shall provide adequate number of competent and well-trained staff for cooking, serving cleaning etc.
14. Minimum number of staff shall be maintained at any point of time sufficient to manage the activities of the food supply at all times. The contractor should have full control of such employees and shall give necessary guidance and direction to carry out the jobs assigned to them by the contractor. The catering staff is to be identified separately and not allotted sundry duties elsewhere in the premises.
15. No escalation in rates on any account will be permitted during the contract period. Also, no subsidy will be given over the quoted rates.
16. No advance shall be paid. Bills for catering services may be raised by the contractor after the contract

is over and the same shall be settled within one month from the date of submission of the bills, provided the same are in order.

17. Applicable taxes will be deducted at source at the time of settlement of bills.
18. The contractor shall comply with the municipal and other regulations relating to preparation and sale of food stuffs, beverages and refreshment and shall obtain the necessary licenses and permits at his/her own cost.
19. In case of any labour problems related to the workmen staff of the Contractor, the same will be settled at the contractor's end only.
20. It will be the contractor's responsibility to ensure that the obligations under the terms of this contract are duly performed and observed.
21. Residential accommodation shall not be provided by COEP TECH UNIVERSITY to the workmen of the contractor.
22. The contractor or his staff shall not use the premises, properties, fixtures, fittings, etc., of COEP TECH UNIVERSITY for any purpose other than those expressly provided in the contract. It shall be open to officials of COEP TECH UNIVERSITY to inspect the kitchen and the arena.
23. In the event, any damage is caused to the movable or immovable property of the COEP TECH UNIVERSITY or its client or to the property of the employees of COEP TECH UNIVERSITY, the COEP TECH UNIVERSITY reserves the right to compute the damage in terms of money and to deduct the money from the bill of the contractor from the amount payable to the contractor by the institute and the remaining amount, if any, by way of civil damages or through the legal procedures.
24. The contractor should agree not to use the Trademark and or trade name of COEP TECH UNIVERSITY or letterhead of COEP TECH UNIVERSITY nor will the contractor hold himself as an agent of COEP TECH UNIVERSITY, the relationship between the contractor and COEP TECH UNIVERSITY being a principal-to-principal basis.
25. The contractor shall not use the COEP TECH UNIVERSITY's address on his letterhead/stationery for purposes of Registration with any Government/Local Body or any other organization or person and no tenancy shall be created by the presence of his workmen/employee on COEP TECH UNIVERSITY's premises.
26. To ensure effective implementation of this contract, the Vice-Chancellor or an authorized official of COEP TECH UNIVERSITY shall issue instructions, either orally or in writing to the contractor and such instructions shall be deemed to be a part and parcel of this contract and shall be binding on the contractor. In all matters relating to or incidental to this contract, if there arises any doubt or dispute or disagreement the decision of the Director, COEP TECH UNIVERSITY shall be final and binding on the contractor.
27. Contractor's Employees
 - i. The employees engaged by the contractor shall be of trained and experienced people having good health, character, well behaved, obedient and skillful in their tasks. They should be conversant with Marathi/Hindi/English. The Contractor shall ensure that a child labour is not employed.
 - i. The Contractor shall ensure that they observe cleanliness and are properly dressed in clean uniform with identity cards during their hours of service.
 - ii. The Contractor should take all precautionary measures to ensure the safety of the workmen employed by the contractor and COEP TECH UNIVERSITY shall not be responsible in case of any eventuality.
 - iv. The Contractor shall remove any employee who in the opinion of COEP TECH UNIVERSITY is

guilty of misconduct or is in any manner unfit or unsuitable for service. The Contractor shall at all times indemnify COEP TECH UNIVERSITY against all claims which may be made under the Workmen's Compensation Act, or rules there under or under any law or rules of compensation payable in consequence of any accident or injury sustained by any person in its employment for the purpose of this agreement. The Contractor shall be solely responsible for the remuneration and other dues of its employees as also for omissions / commissions done by them

- v. The workmen/employees engaged by the Contractor shall not have any right/claim over the facilities enjoyed by COEP TECH UNIVERSITY staff, participants, etc.
- vi. It is clearly understood that the contractor's employees shall not have any employee- employer or master-servant relationship with COEP TECH UNIVERSITY.
- vi. The Contractor shall ensure that none of his personnel on duty is inebriated state or consume drugs, prohibited substances, smoke, etc., while on duty/COEP TECH UNIVERSITY premises.
- vi. The vendor must ensure that all his employees should have been insured.

28. Failure to Exercise COEP TECH UNIVERSITY's rights.

Any omission on the part of COEP TECH UNIVERSITY at any time to exercise any of its rights under the terms of the catering arrangements shall in no way impair or affect the validity of the terms and the rights of COEP TECH UNIVERSITY to enforce its rights at any time subsequently.

29. Tenancy Rights

Nothing herein contained shall be construed to create any tenancy in Contractor's favor of the Canteen block and premises and COEP TECH UNIVERSITY may of its mere motion effect the termination of this catering arrangement, re-enter and retake and absolutely retain possession of the cooking area..

30. Licenses and Registrations

- I. The Contractor should obtain the requisite license under Contract Labour Act (Regulation and Abolition Act 1970) and amended from time to time issued by the concerned Labour Department for running the establishment. COEP TECH UNIVERSITY shall not be responsible in any way for any breach by the Contractor of the rules and regulations governing the running of such establishments by the Contractor.
- II. The Contractor shall register with the Registrar of concerned State Body and shall abide by State Labour / Government of India (ministry of Labour) rules and regulations and all other Statutory Acts/Regulations and rules relevant to this.
- III. The Contractor shall indemnify the COEP TECH UNIVERSITY authority against risks and damages arising out of the default on the part of Contractor due to negligence or non-compliance of any of the aforesaid rules, regulations etc. laid down by the Government and other statutory authorities from time to time. The contractor will be responsible for the safety of his workforce.
- IV. The Contractor shall comply with all requirements of law with regard to the provision of labour and ensure that an appropriate license from concerned labour department is obtained. It shall be the responsibility of the Contractor for furnishing necessary Statutory information / documents in proof of the above whenever called for by COEP TECH UNIVERSITY. In case of any labour problems related to the workmen staff of the Contractor, the same will be settled at the Contractor's end only.

31. Disputes Resolution

All questions, disputes and / or difference arising under or in connection with this agreement or in any way touching or relating to or concerning the construction, meaning or effect or the terms herein, shall be referred to the sole arbitration of COEP TECH UNIVERSITY or to the sole arbitration of the Officer who for the time being is entrusted whether or not in addition to other functions, with the functions of COEP TECH UNIVERSITY by whatever designation shall offer may be called hereinafter referred to as the said Officer and if COEP TECH UNIVERSITY or the said Officer is unable or unwilling to act, the sole arbitration of some other person appointed by COEP TECH UNIVERSITY or the said Officer and willing to act as such arbitrator. The Contractor has no objection to any such appointment to the effect that the arbitrator so appointed is COEP TECH UNIVERSITY's own Officer or that he was a part to the contract or that he had to deal with matters which relate to this arrangement or that in the course of his duties as such Officer he had expressed views on all or any of the matters in dispute or difference. The award of the arbitrator so appointed shall be final and binding. Disputes if any will be resolved in Pune Jurisdiction only.

Undertaking

I/We have read the above terms and conditions and are acceptable to me/us.

Signature of the authorized person.....

Name of the signatory (.....)

(in block capital letters):

Status of the signatory i.e. proprietor/partner:

Date:

III. **CATERING - SCOPE OF WORK AND SPECIFIC CONDITIONS**

1. Scope of Work

During the contract period, the contractor shall be responsible for the following:

2. Food to be provided unlimited (As per the Menus attached) on 4th, 5th, 6th January 2025.

- (i) Providing dinner to guests of COEP TECH UNIVERSITY as per Annexure - A} On programmed day as per the menu attached with this document or given to contractor.
- (ii) For the above purpose the Contractor will be permitted to use and occupy a space, reserved cooking area adjacent to refreshment arena. This area can also be used as temporary stores
- (iii) COEP TECH UNIVERSITY may decide to have additional items or change in the pre decided menu during the Programme days, the additional charges claimed by the Contractor for such special things will be agreed to by mutual discussions / agreed rates / quoted rates in the contract
- (iv) The bidder should not use disposable Plates and bowls. Table and Teaspoons can be disposable. The bidder will be responsible for piling/collecting the disposable material used, waste food etc and dispose off outside the COEP TECH UNIVERSITY campus at a proper dumping space permitted by local public authority. This material must be disposed off on the same day and the place must be **cleaned before leaving the arena.**
- (v) Service provider should remove his material within three days from the finishing date of the order from the campus.

3. Gas

Kitchen equipment and gas supply should be managed by caterers. The service provider should provide fire safety equipment in Kitchen shed.

4. Deliverable by COEP TECH UNIVERSITY:

COEP TECH UNIVERSITY will provide (i) Single - phase Electric supply (ii) Water for washing and cooking.

5. Furniture and Fixtures

All the furniture, fixtures, equipment and articles as per inventory separately prepared and all other furniture, fixtures, equipment and articles bought or made available by COEP TECH UNIVERSITY in or to the kitchen and dining arena shall remain to be the exclusive property of Institute and shall on termination/expiry of this contract be handed over by the Contractor to COEP TECH UNIVERSITY in the same order and condition in which they are at the beginning of the contract, except reasonable wear and tear.

6. Damage to other articles in the premises

The Contractor shall be responsible for any damage to the canteen block of the building under the Contractor's occupation and to the fittings, fixtures, furniture, equipment entrusted to the contractor when such damage is in the opinion of COEP TECH UNIVERSITY, caused due to negligence or carelessness or any fault on Contractor's part or that of its Manager or Workmen or Agent and the Contractor shall be liable to pay to COEP TECH UNIVERSITY such amount in respect of such damage as may be assessed by COEP TECH UNIVERSITY officials.

7. Crockery, Cutlery and Cooking utensils, etc.

The Contractor should bring and use his utensils/crockery/cutlery/tables/ table linen & frills for cooking and serving the food to guests. The Contractor shall at all times keep and maintain all the articles in a clean, neat, hygienic and tidy order and condition.

8. Kitchen Equipment

The contractor should bring all kitchen equipment required for cooking/preparation of food.

9. Electricity

The charges for electricity consumed for lights, fans and other electrical appliances in the kitchen shed will be borne by COEP TECH UNIVERSITY but proper steps shall be taken by Contractor to ensure that electrical appliances are used with due economy and are switched off when not required or are used only to minimum extent necessary so as to avoid wasteful consumption of electricity. COEP TECH UNIVERSITY reserves the right/option to levy penalty on the contractor in case of wastage of electricity.

10. Water Supply

The water required for cooking/preparation of food; cleaning of utensils shall be supplied by COEP TECH UNIVERSITY. The Contractor shall ensure utmost economy in the consumption of water and shall ensure that there is no wastage of water in the shed and cleaning area. In case of water shortage/ no supply from the water board, the Contractor shall co-operate with COEP TECH UNIVERSITY for regulated supply by COEP TECH UNIVERSITY. The Contractor shall abide by such instructions, as may be by officials of COEP TECH UNIVERSITY or any other person authorized by COEP TECH UNIVERSITY in consumption of water. COEP TECH UNIVERSITY reserves the right/option to levy penalty on the contractor in case of wastage of water.

11. Maintenance of Kitchen and cleaning area

The Contractor shall keep the kitchen shed, cleaning area and the adjoining space around the arena in a clean and tidy condition and use branded detergent to clean the utensils and plates. The dining tables and the service tables have to be maintained in a clean and neat manner. It shall be open to any official of COEP TECH UNIVERSITY authorized in this behalf to inspect the cooking shed or any portion thereof at anytime.

12. Personal Supervision

It will be the Contractor's responsibility to ensure that the obligations under the terms of this agreement are duly performed and observed and a competent and qualified person shall be appointed as Manager whose name should be informed to COEP TECH UNIVERSITY and who shall remain in person on the campus to manage and supervise the catering services properly. The Manager should be

conversant with Marathi, Hindi and English.

13. Standard of Catering

- I. The quality of articles of food and provisions should be of good standard as specified. COEP TECH UNIVERSITY's officials will have authority to inspect such articles of food and provisions and will have full powers to order discontinuance of use of such articles of food and provision, which are found to be of unsatisfactory standard and on grounds of hygiene.
- II. A high standard of catering shall be maintained at all times with due regard to quantity, quality and purity of foodstuffs. High standard of cleanliness in preparation and handling of food items, cooked and cut food servings should be maintained. The workmen handling the cooking and cutting directly should maintain a high level of personal hygiene and cleanliness. Courtesy should be observed while servicing the guests, faculty, guest faculty, students, participants and staff members. Rating of the service should be maintained at very good and above at all times. The Contractor should note that in case 40% of the students/guests have rated as "poor" for the food served, the contractor will be blacklisted.
- III. **In case the food served by the contractor rated as "below average" by 50 % of the students/guests, the contractor will be penalized by COEP TECH UNIVERSITY at the rate of 10 % of the total food bill claimed by the contractor and shall be final and binding on the contractor.**
- IV. The Contractor shall ensure that the food items supplied are as per the standards of fitness prescribed by the Government authorities and if at any time any fine is imposed by the Government authorities (for e.g. by the food inspectors/ food dept.) the same shall be borne by the contractor and COEP TECH UNIVERSITY will not pay any fine or penalty that may arise/or that may be imposed on account of the fault of the Contractor. The Contractor shall be personally and solely responsible for any consequences due to food poisoning. Besides refusal of the entire payment for the order, during which such food poisoning has occurred, COEP TECH UNIVERSITY may initiate further stringent action, as he may deem fit in purview of the law.
- V. The standard of cleanliness of kitchen utensils, crockery, glassware, cutlery; linen etc. shall be of very high order and any laxity in this regard will attract severe penalties of the amount to be determined by COEP TECH UNIVERSITY. The Contractor shall be bound by the decision of COEP TECH UNIVERSITY.
- VI. Utensils, cups, saucers, flasks, crockery, etc. should be scrubbed and cleaned thoroughly with soap water and hot water.
- VII. The caterer should ensure that the entire catering premises are kept hygienic and clean. A thorough master cleaning ought to take place every day for all equipment, fixtures, utensils by removing the grime, grease, stains, oil etc. wiped well by clean cloth and dried.

VIII. Caterer should take away all the left outs and remove all wastage in 3 days after the programme.

14. Provisions, fruits and vegetables etc.

- (i) The Contractor shall be solely and wholly responsible for the procurement of all articles of food and provisions at his own cost. The Contractor shall bear complete financial responsibility for all purchases and financial commitments he may enter into for fulfilling the contract.
- (i) It shall be the responsibility of the Contractor to store the materials purchased by him in a neat, tidy and hygienic manner in the space provided by COEP TECH UNIVERSITY. The security of such material shall be the sole responsibility of the Contractor
- (i) The quality of food and provisions shall be of good standard as specified in Annexure-C. COEP TECH UNIVERSITY shall have authority to inspect such articles of food and provisions and shall have full powers to order discontinuance of use of such articles of food and provision which are found to be not meeting the standard set out in the contract and on grounds of hygiene. Contractor should be required to take due care for storing of perishables. It shall be the responsibility

- of the Contractor to store the material in an appropriate and hygienic manner.
- (iv) Raw food stuffs such as vegetable, milk, fruits etc. shall be fresh and of good quality as per COEP TECH UNIVERSITY's approval and if found not to be fresh, it shall be rejected and the Contractor shall replace the same with fresh products from the approved source.
 - (v) The contractor should not re-use the leftover food of one meal. It or any part of it shall not be served at the next meal.
 - (vi) Reuse of burnt oil is strictly prohibited.

15. Complaints and improvements

The Contractor shall carry out such improvements as may be necessary for ensuring satisfactory service and shall take due notice of complaints made by the students, guest, faculty, and staff either directly to him or through its Manager.

16. Service Timings

The timings for serving the students / Staff / Guest Faculty / guest shall be:

- **4th, 5th January 2025 (Gathering Dinner):** 06:30 pm to 11.30pm
- **6th January 2025 (Faculty Lunch) :** 12:00pm to 02:00 pm

The above timings could be generally observed. However, there could be exceptional circumstances warranting catering service before or beyond the above timing to which the Contractor should provide. The Contractor shall supply and serve wholesome and hygienic dinner in accordance with the menus stated in Annexure-A and at the rates as agreed in the contract. Normally the service is a buffet service, however at times on instructions services as per specifications are to be provided any other form. The service of all food items (as per the Menu) should be "UNLIMITED" as per the requirement of the participants/guests from the spread available.

17. Miscellaneous

- (i) Food should be cooked only in the kitchen of the canteen or Contractor should bring or serve any food prepared or cooked outside. No outsider should be permitted inside cooking area. Food should not be served to any outsider, either on payment or free of cost.
- (ii) The Contractor shall not be allowed to carry any material/item out of the campus.
- (iii) Accommodation shall not be provided by COEP TECH UNIVERSITY to the staff of the Contractor.
- (iv) Proper care of hygiene should be taken, if failed to do so COEP TECH UNIVERSITY has rights to impose fine on the respective catering service.
- (v) The Contractor shall co-operate with the other Contractors working in the campus.
- (vi) The disposal of leftover foods and other garbage will have to be done by dumping the same in the main garbage bin marked by COEP TECH UNIVERSITY for the purpose. Disposal/transportation of waste/garbage from main garbage bin to dumping area marked by local authority located anywhere outside COEP TECH UNIVERSITY campus area will be the responsibility of the contractor. Leftover food should not be sold or sent out of the campus.
- (vii) The authorized representatives of COEP TECH UNIVERSITY shall check the quality and quantity of the items supplied and served.
- (viii) The contractor is not permitted to use institutes' cleaning services.
- (ix) Contractor will be required to make provision for drinking water and hand wash facility with no spill away. In addition, the Contractor shall keep and make available workmen for providing water to the participants, faculty, guests and office staff at all times if so, required.
- (x) Disposable paper napkins (of approved quality)/Cloth napkins shall be placed along with each plate for dinner for dining purpose as well as small ones while serving soup, chat, etc.
- (xi) The contractor shall prepare and serve the dinner as per Menu, in a pleasing and presentable manner. White clothes and colored frill clothes required for covering the serving table and dining

tables shall be provided by COEP TECH UNIVERSITY.

- (xii) Leftover food is not meant for any type of SALE purpose.
- (xiii) Caterers should ensure that all surfaces, utensils, and equipment are clean and sanitized before and after use.
- (xiv) All food items should be kept covered at all times

(A) SCHEDULE OF ITEM TO BE SERVED FOR THE DINNER ON 4th, 5th January 2025 from 06.30 pm to 11.30 pm and LUNCH ON 6th January 2025 from 12:00pm to 02:00pm

MENU

| Sr. No. | ITEM | Quantity |
|---------|--|---|
| 1 | Starter (Two): Veg Tomato Soup | <p>*(Total No. of Plates for 3 Days are 3400 Nos. The details are as follows)</p> <p>-FACULTY LUNCH- 250 Nos. on 06/01/2025</p> <p>-DINNER - 1400 Nos. on 04/01/2025, 1400 Nos. on 05/01/2025 and</p> <p>In total - minimum count of plates sold will be 3050, and above that, extra plates, if any, will be paid extra as per the decided rate and to be claimed separately.</p> |
| 2 | Main Course Sabzi : 1. Paneer Tikka Masala (for Dinner) 2. Paneer Lababdar (for Faculty Lunch) | |
| 3 | Main Course Sabzi : Veg Maratha | |
| 4 | Main Course (Indian Bread): Tandoor Roti, Fulka Roti. | |
| 5 | Veg Pulao | |
| 7 | Sweets: 1. Rasmalai 2. Gulab Jamun | |
| 8 | Snack: Pani Puri | |
| 9 | Side Course: 1 Pickle, Pudina Chutney 2 Green Salad/ Tangy Salad | |
| 10 | Dessert: Ice Cream (Vanilla) | |
| 11 | Mineral Water | |

1. QUALITY OF THE MATERIALS TO BEUSED

1. RICE - Basmati (Branded), Daawat, Heera 1121
2. DALS - Tur/Urad/Moong – Best Quality
3. PULSES - Masoor No.1, Kabuli Chana No.1, Fresh Green Peas, Frozen GreenPeas
4. OIL - Refined Ground / Sunflower, Fortune/Godrej /Gemini / Sundrop/Equivalent Brand
5. ATTA - Wheat fresh Atta, Pilsbury, Annapurna, Farm Fresh, Ashirvad
6. PICKLES - Priya /Ram Bandhu / Pravin's
7. PAPAD - Lijjat /Ambika
8. BREAD - Modern / Britannia / (standard FSSAI approved brand)
9. BUTTER - Amul / Vijaya /Britannia
10. JAM - Kissan
11. SAUCE - Kissan /Maggi
12. MILK - Pasteurized Dairy Whole Milk
13. FRUITS (*) - Banana, Papaya, Grapes, Mango, Chickoo, Orange, Apple, Watermelon, Pomegranate, Custard Apple, Pineapple.
14. ICE-CREAM-Any branded Ice cream to be served in 100 ml cup size. "Frozen Desserts" are not permitted
15. MASALA – Sona /Everest/ Bedekar/ Badshah/any other popular brand approved by the competent authority.

(*) First quality as approved by concerned authority shall be provided.

Note:

- i. The Contractor should at all time ensure that he uses the specified brand only and having the latest validity i.e. expiry date at least six months later.
- i. Food Colors: Only certified food colors can be used.
- ii. Mouth Fresheners are to be distributed in paper sachets.

Seal and signature of Manager / Representative of the firm On behalf of the firm submitting Quotation

Telephone:.....

Mobile:.....

Fax:.....

Mail

Contact Person Name and Designation:

2. Bidding Process:

The Bid / Quotation document will be in two-cover system - Technical Bid (Part 1) and Commercial Bid (Part 2).

Part 1: Technical Bid - detailed profile of the agency/organization, eligibility for selection, quotation terms & conditions, etc. - to be submitted in a separate sealed cover. This should include Annexure-I and documents in support of turnover, experience, list of similar project, client list, Pre-Qualification / Eligibility Criteria, Appendix -A etc.

Part 2: Commercial Bid - As per the Quotation, commercial bid should be indicated in Indian Rupees in figures as well as words. The final offer given by the bidder shall be with respect to the complete cost of the project.

3. Submission of Quotation Documents:

3.1 Format & signing of Bid Document:

Bids must be accompanied with the relevant documents as mentioned in the QUOTATION Document

The date & time of submission shall strictly apply in all cases.

Instruction for submitting bids are given below:

Part 1: Technical Bid - in prescribed format sealed and duly signed

Part 1 shall contain the following:

1. A covering letter in the format enclosed and Annexure-I.
2. Details of bidders experience and capabilities in the format (Appendix -A) Balance sheets / audited accounts for the past three years.

Part 2: Commercial Bid - Bidder shall submit their prices for Commercial Bid in Prescribed format in a separate envelope. Price quoted elsewhere shall be liable to rejection.

4. Acceptance of Quotation conditions:

Both cover of Part 1 & 2 are must be submitted on or before the last date for submission of quotation.

The last date for submission of quotation document is 02/01/2025 before 04:00 pm.

The Part 1 (Technical Bid) will be opened on 02/01/2025 at 05:00 pm at college in presence of the bidders' representatives who wish to attend. In the event of any change in the date of opening, corrigendum the same will be intimated.

Part 2 (Commercial Bid) will be opened only after the technical evaluation of quotations and only eligible and technically qualified bidders will be invited for commercial bid opening procedure at the same venue in presence of the bidders' representatives who wish to attend. The date of opening of commercial bid will be intimated to only eligible and technically qualified bidders. In the event of any change in the date of opening, the same will be intimated to all.

5. The Institute reserves the right to accept or reject any or all bids.
6. The Institute reserves the right to accept or reject any bids and to annul 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 the affected bidder.

7. Incomplete Quotations will be rejected without consideration.

8. **Payment Terms & Conditions:**

Payment: 100% payment shall be made at the earliest after successfully completion of the work. No advance payment will be given. The work will be evaluated by the college Authorities.

9. **Performance Security Deposit / Bank Guarantee:** Performance Security Deposit / Bank Guarantee (Nationalized Bank only) for an amount @ 5% value of the contract (if order is placed) is to be submitted immediately after accepting the work order. The performance security must be valid during the period i.e. for **Six Months**. The same will be returned without any interest after completion of the work and support period.

10. **Verification of Bank Guarantees:** Bank Guarantee submitted by the Bidder as EMD/Performance Security is subject to verification from the issuing bank by purchaser before its acceptance.

11. The vendors shall have to quote for all the items of the Quotation. Part Quotations/incomplete Quotations shall be summarily rejected.

12. Offers in bid should be written in English and price should be written in both figures and words.

13. The relevant supporting document(s) should be enclosed along with the offer.

14. Bid(s) received after last date of bid submission will be rejected.

15. No bid will be entertained by E-mail /FAX.

16. The Institute reserves the rights to cancel the Quotation without any reason thereof and quotation fee will not be refunded.

17. The Institute reserves the rights to split the purchase order.

18. The Institute reserves the rights to cancel any of the items of quotation without any reason thereof.

19. The Institute reserves the rights to decide the quantity of any of the items of quotation for finalizing the purchase order without any reason.

20. The Institute reserves the right to cancel purchase order, before or after the delivery of material, before making payments without giving any reasons thereof.

**Appendix -A (To be filled up by the bidder)
Following details required for all bidders**

Profile of the bidder (Part-I) – Basic Information

| Sr. No. | Particulars | To be filled by the bidder |
|---------|---|----------------------------|
| 1 | Name of the bidder firm/organization/company | |
| 2 | Type of firm/organization (proprietorship/ partnership Pvt Ltd etc) Furnish copies of partnership/ memorandum of articles of association etc) | |
| 3 | Name of proprietor / partners/ directors of the firm | |
| 4 | Year of incorporation / registration | |
| 5 | Registered address of the firm | |
| 6 | Name, designations, telephone nos, email of the contact person/ authorized signatory | |
| 7 | License for providing housekeeping and catering services (Registration under shops & Estt. Act) obtained (Yes/No) | |
| 8 | Trade license from local public /issuing authority (Yes/No) | |
| 9 | Whether the firm has been in business of catering and housekeeping for at least 5 years (Yes/No) | |
| 10 | Annual turnover of the firm for last three years (in Rs Lakhs) Furnish copies of audited balance sheets and profit and loss account statement. | |
| 11 | Details of registration (Firm, Company etc) a) Registering Authority b) Date c) Number | |
| 12 | Registrations Nos. Under various statutory acts viz. GST/PAN/FSSAI Labor license (copy of registration certificate to be enclosed) Particulars | |
| 13 | GST | |
| 14 | PAN (Copies of income tax returns for last three years to be enclosed) | |

| Sr. No. | Particulars | To be filled by the bidder |
|---------|---|----------------------------|
| 15 | FSSAI | |
| 16 | Whether registered /empanelled with any of the Govt., Semi Govt., MES, Govt. Undertaking, Public Sectors etc as approved vendors and if so, furnish details | |
| 17 | Whether involved in any litigation earlier with any organization? If so, please submit the details | |
| 18 | Any civil suits pending in any of the works executed? Yes or No. If Yes, furnish details. | |
| 19 | Any other information which the bidder feels relevant. | |

(Signature and Name of the authorized person of the firm/bidder with office seal)

Name:

Profile of the bidder (Part-II) – Experience

A) List of similar works already executed/completed by the Bidder during the last 5Years

| Sr. No | Name &Address of the organization for whom the work was executed. Along with contact persons and their telephone no. | Nature/Type of work (Please specify catering or housekeeping or both) | If food cooked or precooked food served | Maximum no of person catered on a single day and single time | Value of the work executed (Rs.) | Duration of the contract with commencement and date of completion. |
|--------|--|---|---|--|----------------------------------|--|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Note: Copies of the work orders should be enclosed

(Signature and Name of the authorized person of the firm/bidder with office seal)

Name:

Seal and signature of Manager
/Representative of the firm On behalf of
the firm submitting Quotation

Telephone:.....

Mobile:.....

Fax:.....

Mail:.....

Contact Person Name:.....

Contact Person Designation:.....

| Sr. No. |
|---------|
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| 6. |
| 7. |
| 8. |
| 9. |
| 10. |

| Sr. No. | Name & Full Address of the firm: | Necessary Documents Submitted (Yes/No) |
|---------|--|--|
| 1. | Registered Office with Address (Copy of registration certificate of firm may be enclosed) | |
| 2. | Pan No. | |
| 3. | Previous work order details | |
| 4. | Whether limited company or Pvt. Ltd. or Partnership | |
| 5. | Name & Addresses of the person who will represent the firm while dealing with the Institute. | |
| 6. | Turnover for the any last Four financial years. | |
| 7. | 2019-20 2020-21 2022-23 2023-24 | |
| 8. | Do you have Outdoor Catering as a primary business? | |
| 9. | Do you have experience of at least 02 years in the relevant field of Providing dinner for Students, Faculty Staff and Guest . | |
| 10. | Have you duly filed Income Tax Returns, Service Tax and other applicable taxes for the past three years? | |
| | Have you been blacklisted by any government authority in India? If so, then you will not be eligible. Submit Self-Certification stating you are not blacklisted in the past. | |

Seal and signature of Manager /Representative of the firm On behalf of the firm submitting Quotation

Telephone:.....
 Mobile:.....
 Fax:.....
 Mail:.....
 Contact Person Name:.....
 Contact Person Designation:.....

Part 1: Technical Bid:

Providing dinner for Students, Faculty Staff and Guest in College "Annual Social Gathering 2025" at College of Engineering Pune Technological University

FORMAT & REQUIREMENTS

1. Quotation Ref. No:.....
2. Name of Quotationer :.....
3. Complete office address of Quotationer.....
4. Contact details of authorized person of Quotationer who have signed the Quotation.
 - a. Name.....
 - b. Designation.....
 - c. Phone(Office).....
 - d. Phone(Mobile).....
 - e. E-mail.....
5. Due date & Time of submission of bid:.....
6. Submission of technical confirmation to the requirement.
7. Documents to be enclosed with the Technical bid are as under:
 - a. Duly signed & stamped Quotation documents (All pages) as a mark of your acceptance.
 - b. Details of latest at two (at least One) customer/clients to whom similar works were made should be submitted in the following format: -

| Sr. No. | Name of Client along with contact details |
|---------|---|
| 1. | |
| 2. | |
| 3. | |

- c. Copies of PAN, GST duly Signed & Stamped.

Signature of the Vendor with stamp

| Sr. No. |
|---------|
| 1 |
| 2 |
| 3 |
| 4 |
| 5 |
| 7 |
| 8 |
| 9 |
| 10 |
| 11 |

Annexure-I
Format of Providing dinner for Students, Faculty Staff and Guest in "Annual Social Gathering 2025" at College of Engineering Pune Technological University

| GATHERING (4th,5th, 6th January 2025) | | |
|---|---|--|
| Sr. No. | ITEM | Quantity |
| 1 | Starter (Two): Veg Tomato Soup | <p>*(Total No. of Plates for 3 Days are 3400 Nos. The details are as follows)</p> <p>-FACULTY LUNCH- 250 Nos. on 06/01/2025</p> <p>-DINNER - 1400 Nos. on 04/01/2025, 1400 Nos. on 05/01/2025 and</p> <p>In total - minimum count of plates sold will be 3050, and above that, extra plates, if any, will be paid extra as per the decided rate and to be claimed separately.</p> |
| 2 | Main Course Sabzi : 1. Paneer Tikka Masala (for Dinner) 2. Paneer Lababdar (for Faculty Lunch) | |
| 3 | Main Course Sabzi : Veg Maratha | |
| 4 | Main Course (Indian Bread): Tandoor Roti, Fulka Roti. | |
| 5 | Veg Pulao | |
| 7 | Sweets: 3. Rasmalai 4. Gulab Jamun | |
| 8 | Snack: Pani Puri | |
| 9 | Side Course: 3 Pickle, Pudina Chutney 4 Green Salad/ Tangy Salad | |
| 10 | Dessert: Ice Cream (Vanilla) | |
| 11 | Mineral Water | |

Annexure-I

Part 2: Commercial Bid

Providing dinner for Students, Faculty Staff and Guest in "Annual Social Gathering 2025" at College of Engineering Pune Technological University

1) Part 2: Commercial Bid

FORMAT & REQUIREMENTS

Quotation Ref. No.:

Name of the Bidder/ Vendor:

The offer with rates for the schedule of requirements of items, as elaborated under, to be submitted. Adhering to the format given below is a pre-requisite for considering your quotations: However, quantity may increase/ decrease. The format of commercial offer is as below.

MENU (GATHERING)

| Sr. No | |
|--------|--|
| 1 | Starte |
| 2 | Main 1] Par Dinne 2] Par Lunch |
| 3 | Main 1] Veg |
| 4 | Main 1. Tan |
| 5 | Veg P |
| 6 | Sweet 1]Ras 2] Gul |
| 7 | Snack Pani |
| 8 | Side C |
| 9 | Desse |
| 10 | Miner |

MENU (GATHERING (4th, 5th, 6th January 2025))

| Sr. No | DISCRIPTION / SPECIFICATION | Qty. | Rate per Plate in Rs. (exclusive of all taxes) | Total Amount in Rs. (exclusive of all taxes) |
|------------------------------------|--|---|--|--|
| 1 | Starters: Veg Tomato Soup | | | |
| 2 | Main Course Sabzi : 1] Paneer TikkaMasala (for Dinner) 2] Paneer Lababdar (for Faculty Lunch) | *(Total No. of Plates for 3 Days . are 3400 Nos. The details are as follows) -FACULTY LUNCH- 250 Nos. on 06/01/2025 -DINNER - 1400 Nos. on 04/01/2025, 1400 Nos. on 05/01/2025 and In total - minimum count of plates sold will be 3050 , and above that, extra plates, if any, will be paid extra as per the decided rate and to be claimed separately. | | |
| 3 | Main Course Sabzi : 1] Veg Maratha | | | |
| 4 | Main Course (Indian Bread): 1. Tandoori Roti, Fulka Roti. | | | |
| 5 | Veg Pulao | | | |
| 6 | Sweets: 1]Rasmalai 2] Gulab Jamun | | | |
| 7 | Snack- Pani Puri | | | |
| 8 | Side Course: 1. Pickle, Pudina Chutney 2. Green Salad/ Tangy Salad | | | |
| 9 | Dessert: Ice Cream (Vanilla flavour) | | | |
| 10 | Mineral Water | | | |
| (As Applicable by Govt. Rules) GST | | | | |

I. PRICE BID FOR CATERING SERVICES

On 4th, 5th, 6th January 2025 for Gathering, the contractor shall arrange depending upon the attendance/occasion as decided by COEP TECH UNIVERSITY from time to time. Usually number of students, faculty, guests, staff etc. on total three days is approximately 3400. The number of plates are expected to be served on contract duration.

Note: Applicable Taxes if any for the above may please be indicated separately.

I/We accept to all the Terms & Conditions, Specifications, and Guidelines as indicated in the Quotation Document including the penalty clause.

(Signature and Name of the authorized person of the firm/bidder with office seal)

Name:

The rate quoted shall be in accounting units (A/U) and should be quoted as basic price. All other costs if to be, quoted separately.

Sd/-

Vice-Chancellor
College of Engineering
Pune Technological University-05

III. RATES FOR ADDITIONAL ITEMS

The contractor should quote the rates for the additional items to be served during Dinner occasionally as extra in addition to regular lunch/dinner. The rates quoted shall be written both in words as well as in figures. COEP TECH UNIVERSITY shall pay applicable Taxes to the contractor on the above rates.

Note: Rates quoted for additional items shall not be considered for evaluation of Price Bid.

(Signature and Name of the authorized person of the firm/bidder with office seal)

Name:

To,
The Vice
COEP T
Univer
Shivajin
411005.

Sub: Qu

Sir,

I have carefu
vendors fir
Social Gather

I shall be

1. All the
the proposi

2. All the
the terms a

3. I declar
any Gov

4. I certifi
of propos
to make th

[Covering letter to submitted by the bidder]

To,
The Vice Chancellor,
COEP Technological
University,
Shivajinagar, Pune -
411005,

Sub: Quotation for service work of "Providing dinner for Students, Faculty Staff and Guest in
"Annual Social Gathering 2025" at COEP Technological University.

Sir,

I have carefully gone through the Quotation document regarding the prequalification of agencies/
vendors for service work of "Providing dinner for Students, Faculty Staff and Guest in "Annual
Social Gathering 2025" at COEP Technological University.

I shall be bidding in this quotation as the sole representative of my company. I hereby declare that

1. All the information related to my company, customer base, projects, financial details, data sheet of the products offered etc., provided in my offer is true and without any alteration/modification.
2. All the provisions of the Quotation documents are acceptable to my company. No violation of the terms and conditions as mentioned in the Quotation document has been made.
3. I declare that my company or any member of the company has not been debarred / blacklisted by any Government / Semi - Government organizations in India.
4. I certify that the period of validity of bid is 60 (Sixty Days) days from the last date of submission of proposal I further certify that I am authorized signatory of my company and I am, therefore competent to make this declaration.

Yours faithfully,

(Signature of the bidder)

Seal and signature of Manager
/Representative of the company/ firm On
behalf of the company/
Firm submitting quotation
Telephone:
Mobile:
Fax:
Mail:
Contact Person Name:
Contact Person Designation:
.....