

**93rd ANNUAL CONFERENCE OF THE INDIAN ECONOMIC ASSOCIATION
PANJAB UNIVERSITY CHANDIGARH
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TENDER DOCUMENTS FOR THE WORK OF PROVIDING CATERING SERVICES FOR THE PARTICIPANTS OF 93rd ANNUAL CONFERENCE OF THE INDIAN ECONOMIC ASSOCIATION - 2010 TO BE HELD W.E.F. 27.12.2010 TILL 29.12.2010

No. 3278/IEA/Chandigarh

Dated 19.11.2010

Panjab University Chandigarh is going to organize catering services for the participants of 93rd Annual Conference of the Indian Economic Association to be held from 27.12.2010 to 29.12.2010 at Chandigarh. Offers are invited from reputed food caterers/Hoteliers having experience and expertise to cater food services required as indicated below in accordance with the designed menu, terms & conditions prescribed by Panjab University, Chandigarh. The offer should be submitted in two bids –“Technical Bid” with required documents and “Price Bid” in the prescribed format. The offers should reach in the office of the Local Organising Secretary, 93rd Annual Conference of the Indian Economic Association, Department of Economics, Panjab University through either by hand or registered post or speed post by **26-11-2010** upto 4.00 P.M. The process of bid is as following:

1. **Pre-bid** meeting to dispel any doubt would be held in the office of Chairperson, Department of Economics, Panjab University, Chandigarh on **23-11-2010** at **3.30 PM**.
2. **Technical bids** will be opened on **29-11-2010** at **3.00 P.M.** in the office of Chairperson, Department of Economics, Panjab University, Chandigarh.
3. **Price Bids** of only those who fulfill the Eligibility criteria and who have submitted all documents required for Technical bid will be opened on **29-11-2010** at **4.00 PM** in the office of Chairperson, Department of Economics, Panjab University, Chandigarh. The tenderers or their authorized representatives may remain present during opening of the bids. The covers should be sealed and superscribed in bold letters “Technical Bid” or “Price Bid” for catering services and supply of food for 93rd IEA Conference, 2010. The prescribed formats are given below.

PERFORMA FOR TECHNICAL BID

| Eligibility Criteria | Documents required for Pre-qualification |
|--|---|
| | EMD of Rupees Two lakh in shape of demand draft drawn on any nationalized bank in favour of the Local Organising Secretary, 93rd IEA Conference payable at Chandigarh |
| 1. The firm should have minimum experience in this catering service for at least 5 years. | Necessary support documents. |
| 2. The firm should have an average annual turn over of at least 50 lacs for the last three financial years for catering services. | Financial statements of the firm for the last 3 years duly certified by Chartered Accountant. |
| 3. The firm should have necessary experience for handling such large events with at least 2000 persons for consecutive three days. | Necessary support documents |
| 4. The infrastructure of the firm should provide decent tent services and must have adequate good quality crockery, cutlery, and staff uniform | Necessary support documents. |
| 5. The firm will deposit money towards the cost of Tender Paper | Cost of Tender Paper: Rs. 5,000/- (non-refundable) In shape of DD drawn on any nationalized bank in favour of Local Organising Secretary, 93rd IEA Conference , payable at Chandigarh . |
| 7. The firm should use quality raw materials for preparation of food. | Supporting Document and declaration. |
| 8. The firm should mention the type of crockery and cutlery to be provided. | Supporting Document and declaration |
| 9. The firm should use the service materials and equipments of ISO-9001 in providing food services. | Supporting Document and declaration |
| 10. The firm should use only the professional service staffs to serve the foods. | Supporting Document and declaration. |
| 11. Proof of having registration with appropriate authority of State Govt/Govt. of India. | Supporting Document and declaration. |

TERMS & CONDITIONS:-

1. All documents should be submitted separately for Technical Bid and Price-bid. Other wise tender will be rejected.
2. Poor Service or sub-standard food would warrant imposition of penalty as will be decided by the Hospitality Committee. Hospitality Committee reserves the right for minor

changes in the menu. Food must be prepared in absolutely hygienic condition. This would be monitored by Hospitality Committee.

3. Food coupons for each food service will be printed and distributed to the participants by the Conference Secretariat, Panjab University, Chandigarh.
4. The participants will hand over the coupons at the time of food service.
5. The tentative number of participants will be around 3000($\pm 10\%$) from 27th to 29th December, 2010. Since the number of the participant on the first and last days tend to vary, the exact number of the participants, thus, will be intimated to the bidder one day prior to the commencement of the conference.
6. The firm shall have to quote the prices separately for Breakfast, Morning Session Tea, Lunch, Afternoon session Tea & Snacks and Dinner. However, the bid will be decided on the basis of total price quoted per head per day.
Only packed and sealed spices/sauces/condiments/pickles etc with Agmark/food quality certified to be used viz.
 - Rice-Basmati
 - Spices-MDH/Everest/ Ashok/sunrise
 - Butter-Amul/Verka/ Britania
 - Flour (Atta)- Whole Wheat atta- Kissan, Pilusbury/Annapurna/ShaktiBhog
 - Biscuits- Parle/Britania or equivalent
 - Milk- Verka/Vita
 - Panner-Verka/Amul/Vita
 - Cooking oil-Saffola/Fortune or equivalent
 - Bread- Britania/Kitty or equivalent
 - Sauces/pickles- Kissan/maggi/mother's choice or equivalent
 - Ice Cream- Amul/Quality Walls
7. There will be minimum **30 counters** with the full menu and **10 counters** for desserts & water at the designated venues for ordinary members and for VVIPs 3 separate counters in a separate cabin will be required. Each counter must be managed by minimum of 4 waiters/ service provider. The waiters must wear the proper dress and disposable gloves during the service and food catering.
8. Sufficient & adequate Clean Dust-Bins are to be put inside the dinning area with disposable linings. The cleaning staff must assure the regular cleaning of the dustbins.
9. Adequate cleaning staff should be deployed to clean the dustbins and the ground in the dinning and surrounding area of the venue and area used by the contractor. The contractor must assure cleanliness of the area and fillingup of any ground used for the purpose of the catering and tent installation after the completion of the event.
10. The disposable materials used for service such as napkins, cups, glasses, sweet bowls and the handling packets etc should be of high standard and hygienic.
11. The Caterer should provide sufficient packaged Drinking water in sealed 200 ml bottles of reputed brand with ISO certification.

12. The mid sessions tea/ coffee and biscuits will be provided at the respective session venues (~9 Venues). The required arrangements, should be made at the respective venue the location and the number of participants at each venue will be intimated to the bidderers a week before the commencement of the event.
13. Wheather proof decent tentage will be provided by the contractor, with proper ambience. Contractor must assure an arrangement of ~100 round tables with ~ 1000 chairs along with 50 sofas and 20 center tables at the venue.
14. For further clarification please contact the Local Organising Secretary, 93rd Annual Conference of the Indian Economic Association, Department of Economics, Panjab University, Chandigarh.
15. The Local Organising Secretary, 93rd Annual Conference of the Indian Economic Association, Department of Economics, Panjab University, Chandigarh will be the arbitrator for any dispute and the jurisdiction for the purpose of any dispute shall be Chandigarh.
16. The caterer shall be fully responsible for complying with the all statutory guidelines w.r.t safety and protection measures.
17. The Hospitality Committee reserves the right to reject any or all offers without assigning any reason thereof.

Tentative Menu for the Different days

26th December 2010

Lunch:

Time: 12:30-2:00 pm

1. Dal makhani
2. Shahi paneer
3. Bhindi Do piaza/kurkari
4. Rice
5. Pineapple Raita
6. Chapati/ Prantha
7. Pickle and papad
8. Salad
9. Ice Cream/ Puding

Dinner :

Time : 0730- 0930 Hrs

1. Gobhi masala
2. Channa Dal
3. Paneer butter masala
4. Rice
5. Raita
6. Chapati/ Prantha
7. Pickle and papad
8. Salad
9. Sevian kheer/ Ice cream
10. Karahi Chicken (With Bone)

27th December 2010

Morning Breakfast

Time – 0800-0900 hrs

1. Stuffed Prantha with butter, pickle and curd
2. poha
3. Cereals
4. Bread Omelet
5. Cheese Sandwich / Veg. Sandwich
6. Tea, Coffee. Milk
7. Fruits

Hi Tea

Time – 1130 -12 00 hrs

1. Paneer Pakora, Vegetable Pakora,
2. Sandwiches
3. Spring roll with cheese mushroom filling
4. Bengali sweet
5. Gulab Jamun,
6. Tea, Coffee

Lunch

Time – 1330-1430 hrs

1. Almond soup
2. Salads Green,Russian,/ caulslaw/ bean
3. Mushroom item
4. Channa
5. Mixed Vegetables
6. Rice
7. Roti, Laccha prantha, Missy roti etc.
8. Vada Sambar
9. Raita
10. Pickle and papad
11. **Sweet dish** gajrela and kulfi falooda

Session Tea

Time – 1600 -1620 hrs

1. Cookies/
2. Tea, Coffee

Dinner

1. Sweet corn Soup
2. Salads Green,Russian,/ caulslaw/ bean
3. Spinach kofta
4. Dal panchratni
5. Paneer pasanda
6. Butter Chicken (With Bone)
7. Rice
8. Roti, Laccha prantha, Missy roti etc.
9. Noodles with veg Manchurian
10. Papad and pickle
11. Raita
12. **Sweet dish** Jalebi Rabri and Ice Cream Assorted flavors

28th December 2010

Morning Breakfast

Time – 0800-0900 hrs

1. Chana Bhatura /Poori
2. Idli with sambar and coconut chutney
3. Cereals
4. Bread Omelet
5. Tea, Coffee. Milk
6. Fruits

Session Tea

Time – 1100 -1115 hrs

1. Cookies
2. Tea, Coffee

Lunch

Time – 1300-1400 hrs

1. Talumein Soup
2. Salads Green,Russian,/ caulslaw/ bean
3. stuffed Shimla Mirch
4. Rajmash
5. Rice
6. Roti, Laccha prantha, Missy roti etc.
7. Maki Di roti Sarson Saag, Desi ghee & Shakkar
8. Raita
9. **Sweet dish** Moong Dal Halwa and Ice Cream Assorted flavors

Session Tea

Time – 1600 -1620 hrs

1. Cookies
2. Tea, Coffee

Dinner

Time – 1930 -2100 hrs

1. minchow soup
2. Salads Green,Russian,/ caulslaw/ bean
3. Mehi malai matar
4. Dal sabat moong
5. Stuffed tomato tomato
6. Methi Chicken (With Bone)
7. Rice
8. Roti, Laccha prantha, Missy roti etc.
9. Fried rice with veg (broccoli, carrots, mushroom , baby corn etc. in schezwn sauce
10. Papad and pickle
11. Raita
12. **Sweet dish** walnut brownies and gulab jamun

29th December 2010

Morning Breakfast

Time – 0800-0900 hrs

1. Amritsari kulcha with channa and butter, curd and pickle
2. Upma
3. Cereals
4. Bread bhurji Sandwich
5. Tea, Coffee. Milk
6. Fruits

Session Tea

Time – 1100 -1115 hrs

1. Cookies
2. Tea, Coffee

Lunch

Time – 1300-1400 hrs

1. Tomato Soup
2. Salads Green,Russian,/ caulslaw/ bean
3. Tawa Vegetables
4. Dal Makhani
5. Paneer Kofta
6. Rice
7. Roti, Laccha prantha, Missy roti etc.
8. Kadhi with pakora
9. Raita
10. Papad and pickle
11. **Sweet dish** Kheer.Fruit cream and Ice Cream Assorted flavors

Dinner

Time – 2000-2100 hrs

1. Cream of vegetable Soup
2. Salads Green,Russian,/ caulslaw/ bean
3. Nutri masala
4. Dal Mah chilka + channa
5. Gobhi matar
6. Rice
7. Roti, Laccha prantha, Missy roti etc.
8. Kadhi with pakora
9. Raita
10. Papad and pickle
11. **Sweet dish** gajrela and Ice Cream Assorted flavors
12. Chicken Rogon Josh

30th December 2010

Morning Breakfast

Time – 0800-0900 hrs

1. Stuffed parantha with butter, curd and pickle
2. Uttapam with sambar and coconut chutney
3. Cereals
4. Bread bhurji Sandwich
5. Tea, Coffee. Milk
6. Fruits

Annexure I

PRICE BID FORMAT

| Sr. No | Date | Description (as per tentative menu) | Price Quoted per head/plate |
|---------------|-------------------|--|--|
| 1 | 26-12-2010 | Lunch | |
| 2 | 26-12-2010 | Dinner | |
| | | | |
| 3 | 27-12-2010 | Breakfast | |
| 4 | 27-12-2010 | High Tea | |
| 5 | 27-12-2010 | Lunch | |
| 6 | 27-12-2010 | Afternoon session Tea | |
| 7 | 27-12-2010 | Dinner | |
| | | | |
| 8 | 28-12-2010 | Breakfast | |
| 9 | 28-12-2010 | Morning session Tea | |
| 10 | 28-12-2010 | Lunch | |
| 11 | 28-12-2010 | Afternoon session Tea | |
| 12 | 28-12-2010 | Dinner | |
| | | | |
| 13 | 29-12-2010 | Breakfast | |
| 14 | 29-12-2010 | Morning session Tea | |
| 15 | 29-12-2010 | Lunch | |
| 16 | 29-12-2010 | Afternoon session Tea | |
| 17 | 29-12-2010 | Dinner | |
| | | | |
| 18 | 30-12-2010 | Breakfast | |

Undertaking:

I hereby certify that all the information furnished above is true to my knowledge. I have no objection to Panjab University, Chandigarh 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 hereby accept the same completely.

Date:

Place:

Signature of the authorized signatory of the
agency with Official seal/stamp.