

52nd Annual Conference of Association of microbiologist of India (AMI)
Panjab university, Chandigarh
Phone 0172-2541770 Email:pumicrobiology@yahoo.co.in

**TENDER DOCUMENTS FOR CATERING SERVICES FOR THE PARTICIPANTS OF
52nd ANNUAL CONFERENCE OF ASSOCIATION OF MICROBIOLOGIST OF INDIA
To be held from November 3rd to 6th, 2011 at Panjab university, Chandigarh**

No.749/ micro/Chandigarh

Dated 30.8.2011

Panjab University Chandigarh is going to engage hire catering services for the participants of **52nd Annual conference of association of microbiologist of India** to be held from 03.11.2011 to 06.11.2011 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 Organising Secretary, **52nd Annual conference of association of microbiologist of India (AMI) 2011**, Department of Microbiology, Panjab University Chandigarh 160014 through by hand, by registered post or by speed post by 12th Sept, 2011 by 4.00 P.M. The process of bid is as follow:

1. **Pre-bid** meeting to dispel any doubt would be held in the office of Chairperson, Department of Microbiology, Panjab University, Chandigarh, on **06.09.2011** at **3.30 PM**.
2. **Technical bids** will be opened on **13.09.2011** at **3.00 P.M.** in the office of Chairperson, Department of Microbiology, 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 **13.09.2011** at **4.00 PM** in the office of Chairperson, Department of Microbiology, Panjab University, Chandigarh. The tenderers or their authorized representatives may remain present during opening of the bids. The covers should be sealed and super scribed in bold letters “Technical Bid” or “Price Bid” for catering services and supply of food for 52nd AMI Conference, 2011. The prescribed formats are given below.

PERFORMA FOR TECHNICAL BID

| Eligibility Criteria | Documents required for Pre-qualification |
|--|--|
| | EMD of Rupees Two lakh in the shape of demand draft drawn on any nationalized bank in favor of the Local Organising Secretary, 52nd AMI Conference payable at Chandigarh |
| 1. The firm should have minimum 5 years .experience in catering services. | Necessary support documents ie certificate of incorporation, sales tax registration, services law regulation etc. |
| 2. The firm should have an average annual turn over of at least 50 lacs or more for the last three financial years of catering services. | Financial statements of the firm for last three years duly certified by Chartered Accountant. |
| 3. The firm should have necessary experience of catering to 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 favor of Organising Secretary, 52nd AMI Conference , payable at Chandigarh . |
| 7. The firm should affirm to use quality raw materials for preparation of food. | Supporting Document and declaration. |
| 8. The firm should specify the quality type of crockery and cutlery to be provided. | Supporting Document and declaration |
| 9. The firm should use the service materials and equipments as per ISO-9001 specification for providing food services. | Supporting Document and declaration |
| 10. The firm should engage only the trained 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 to be decided by the Hospitality Committee and the decision of Hospitality Committee will be final. Hospitality Committee reserves the right for minor changes in the menu. Food must be prepared in absolutely hygienic condition. This would be monitored time to time 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 1500 ($\pm 10-20\%$) from 3rd Nov to 6th November, 2011. Since the number of the participant on the first and last days is likely 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 must 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 cumulative price quoted per head per day. The approximate number of participant for each day of conference will be intimated during pre bid meeting.

Only packed and sealed spices/sauces/condiments/pickles etc with Agmark/food quality certified to be used viz.

- Basmati Rice Branded viz; Markfed; Hafed; Dawat etc;
 - Spices Branded -MDH/Everest/ Ashok/Sunrise
 - Butter Branded -Amul/ Verka/ Vita /Britania
 - Flour (Atta) branded- Whole Wheat atta- Kissan, Pilusbury/Annapurna/ShaktiBhog
 - Biscuits Branded - Parle/Britania or equivalent
 - Milk- Verka/Vita
 - Panner-Verka/ Amul/ Vita
 - Cooking oil Branded –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 **20 counters** with the full menu and **10 counters** for desserts & water at the designated venues for ordinary members and 2 separate counters in a separate cabin for VVIPs 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 filling up 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 bidders a week before the commencement of the event.

13. Weather 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, 52nd Annual Conference of microbiologist of India, Department of Microbiology, Panjab University, Chandigarh.
15. The Local Organising Secretaries, 52nd Annual Conference of microbiologist of India, 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 to complying with the all statutory guidelines pertaining to safety and protection measures.
17. The Hospitality Committee reserves the right to reject any or all offers without assigning any reason thereof.
18. The tenderer/ caterer shall be responsible to comply with all labour laws and regulations wef labour is engaged by him during the event.

Tentative Menu for the Different days

| Date | Activity/ Time | Menu |
|---------------------------------|---------------------------------------|---|
| 3rd Nov. 2011 | High tea 1800-1830 hrs | <ol style="list-style-type: none"> 1. Paneer Pakora, Vegetable Pakora with sauce 2. Cheese fingers 3. Spring roll with cheese mushroom filling 4. Cake fruits and nuts 5. Sandesh 6. Swiss roll 7. Tea and coffee |
| 3rd Nov. 2011 | Dinner 20.00- 21.30 hrs | <ol style="list-style-type: none"> 1. Sweet corn Soup 2. Bhindi Do piaza/kurkari 3. Boiled vegetable; broccoli, cauliflower; carrots, beans; mushroom, 4. Dal makhani 5. Paneer butter masala 6. Rice 7. Raita kachumer 8. Chapati/ Laccha prantha 9. Pickle and papad 10. Salad seasonal 11. Ice cream; Mango and Strawberry flavor |
| 4th Nov. 2011 | Breakfast 0800-0900 hrs | <ol style="list-style-type: none"> 1. Stuffed prantha with butter, pickle and curd 2. Bread and jam 3. Poha Cereals 4. Cheese Sandwich / Veg. Sandwich 5. Tea, Coffee. Milk 6. Seasonal Fruits |
| 4th Nov. 2011 | Tea 1130 -12 00 hrs | <ol style="list-style-type: none"> 1. Vegetable pakora 2. Sandwiches 3. Gulab Jamun, 4. Tea and Coffee |
| 4th Nov. 2011 | Lunch 1330-1430 hrs | <ol style="list-style-type: none"> 1. Almond soup 2. Salads Green,Russian,/ caulslaw/ bean 3. Mushroom mattar 4. Channa masala 5. Mixed Vegetables 6. Rice 7. Roti, prantha, Missy roti etc. 8. Dahi bhalla 9. Pickle and papad 10. Sweet dish ; Verka kulfi and moong halwa |
| 4th Nov. 2011 | Session Tea 1600 -1620 hrs | <ol style="list-style-type: none"> 1. Cookies 2. Tea, Coffee |
| 4th Nov. 2011 | Dinner | <ol style="list-style-type: none"> 1. Vegetable soup (hot and sour) 2. Gobhi masala 3. Spinach kofta 4. Dal panchratni 5. Paneer pasanda 6. Basmati Rice 7. Roti, Laccha prantha, Missy roti etc. 8. Salads Green, Russian,/ caulslaw/ bean |

| | | |
|---------------------------|---------------------------------------|---|
| | | <ul style="list-style-type: none"> 9. Noodles with vegetable Manchurian 10. Papad and pickle 11. Raita ghia kadoo 12. Sweet dish Jalebi Rabri and Ice Cream Assorted flavors |
| 5 th Nov. 2011 | Breakfast | <ul style="list-style-type: none"> 1. Dalia 2. Chana Bhatura /Poori 3. Idli with sambar and coconut chutney 4. Cornflake and milk 5. Bread Omelet/ jam 6. Tea, Coffee. Milk 7. Fruits |
| 5 th Nov. 2011 | Session Tea 1100 -1115 hrs | <ul style="list-style-type: none"> 1. Cookies 2. Tea, Coffee |
| 5 th Nov. 2011 | Lunch 1300-1400 hrs | <ul style="list-style-type: none"> 1. Talumein Soup 2. Salads Green,Russian,/ caulslaw/ bean 3. Stuffed Shimla Mirch 4. Methi paneer 5. Rajmash 6. Rice 7. Roti, Laccha prantha, Missy roti etc. 8. Maki Di roti Sarson Saag, Desi ghee & Shakkar 9. Raita pine apple and plain curd 10. Sweet dish ; Gajrela |
| 5 th Nov. 2011 | Session Tea 1600 -1620 hrs | <ul style="list-style-type: none"> 1. Cookies 2. Tea, Coffee |
| 5 th Nov. 2011 | Dinner 1930 -2100 hrs | <ul style="list-style-type: none"> 1. Minchow soup 2. Methi malai mattar 3. Dal sabat moong 4. Stuffed Potatoes 5. Rice 6. Roti, Laccha prantha, Missy roti etc. 7. Fried rice with veg (broccoli, carrots, mushroom , baby corn etc. in schewzn sauce 8. Papad and pickle 9. Raita Boondi 10. Salads Green,Russian,/ caulslaw/ bean 11. Sweet dish; Imarti ; gulab jamun and ice cream |
| 6 th Nov. 2011 | Breakfast 0800-0900 hrs | <ul style="list-style-type: none"> 1. Amritsari kulcha with channa and butter, curd and pickle 2. corn flakes/ bread and jam 3. Upma 4. Tea, Coffee. Milk 5. Seasonal Fruits |
| 6 th Nov. 2011 | Session Tea 1100 -1115 hrs | <ul style="list-style-type: none"> 1. Cookies 2. Tea, Coffee |
| 6 th Nov. 2011 | Lunch 1300-1400 hrs | <ul style="list-style-type: none"> 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. |

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| | | 8. Kadhi with pakora 9. Raita 10. Papad and pickle 11. Sweet dish; Kheer; Fruit cream |
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Annexure I

PRICE BID FORMAT

| Sr. No | Date | Description (as per tentative menu) | Price Quoted per head/plate |
|--------|-----------|--|--------------------------------|
| 1 | 3.11.2011 | High tea | |
| 2 | 3.11.2011 | Dinner | |
| | | | |
| 3 | 4.11.2011 | Breakfast | |
| 4 | 4.11.2011 | High Tea | |
| 5 | 4.11.2011 | Lunch | |
| 6 | 4.11.2011 | Afternoon session Tea | |
| 7 | 4.11.2011 | Dinner | |
| | | | |
| 8 | 5.11.2011 | Breakfast | |
| 9 | 5.11.2011 | Morning session Tea | |
| 10 | 5.11.2011 | Lunch | |
| 11 | 5.11.2011 | Afternoon session Tea | |
| 12 | 5.11.2011 | Dinner | |
| | | | |
| 13 | 6.11.2011 | Breakfast | |
| 14 | 6.11.2011 | Morning session Tea | |
| 15 | 6.11.2011 | Lunch | |

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.