



**King George's Medical University U.P,**  
Lucknow- 226003

**Short Term Tender Notice**

**Notice No. 239 /G.A**

**Dated: 20/10/2023**

Sealed tender (technical and financial) bids are hereby invited from reputed firms/agencies for Printing of Degrees with Degree Tube Folder, Certificates and Medals & Lunch for the 19<sup>th</sup> Convocation of KGMU, Lucknow. The details of the tender are available on University website: [www.kgmu.org](http://www.kgmu.org)

**Registrar**

### **Tender for Event Arrangement (High Tea/Lunch)-Convocation 11/12/2023**

Tender are invited from reputed and experienced contractors fulfilling the technical qualifications for providing the arrangement as per specifications mentioned in Annexure A-1 for Convocation 2023 scheduled in December at KGMU UP.

The work specifications terms and conditions, along with the formats of technical and financial bid respectively Tender document set can be downloaded from or [www.kgmup.org](http://www.kgmup.org) in displayed as Annexure A-1, A-2 and 1-3 A-4 respectively along with this notice.

The technical and financial bid sealed in one envelope addressed to the Registrar KGMU are required to be submitted in GA section Office, KGMU Before tender end date.

### **Scope of Work**

1. High Tea OR Lunch for 1000 Person-extendable upto 1100 person
2. Crockery for 150 VIPs would be brand new and approved by institute.
3. Food as per menu
4. Proper bottled Drinking water
5. Except power point, nothing will be provided by institute
6. Dress of waiters and other staff should be neat and clean as shown in picture below.
7. The staff for serving food should wear hand gloves & cap and proper hygiene should be maintained.
8. Presentation should be good
9. Display of name of dishes will be there.
10. Hygiene and cleanliness should be maintained while preparing and serving Lunch.
11. There should be enough counters to avoid crowding at one particular place.
12. All food items should be less spicy & less oily.
13. The Catering service Provider has to maintain minimum number of well trained staff from their end for smooth operation at their own costs. Furthermore, the service provider must provide the neat and clean uniform, netted hat and gloves to their staff members at their own costs.
14. **ON utensils and other necessary items/equipment will be provided from KGMU and it should be arranged by the Service Provider at their own cost i.e. vessels, plates, spoons, forks, big bins, heating equipment good quality napkins and items if any. All utensils should be very clean and will be checked by our members before the lunch and should be brought enough numbers in order to serve everyone hassle free.**
15. Washing and cleaning of utensils should be managed by the vendor. Dishes are expected to be arranged in the designated area (except tandoor preparation) thirty 30 Minutes prior to the commencement of specified Lunch time.
16. Any damage to movable/immovable property while carrying out work shall be made good by the agency at its own cost and the site must be handed back neat and clean to the satisfaction of KGMU UP.
17. The service provider/agency shall nominate a person with mobile/ telephone to receive the instruction. Another alternative telephone number of the owner or his representative of the firm shall also be conveyed with email ID to convey the instructions.
18. The bins to collect waste food and used plates should be arranged by the caterers.



19. In respect to packaged products like ice cream etc. The caterer has to ensure the availability of sufficient stocks from approved vendor.
20. The quality of the available brand is as suggested by convocation committee The contractor shall be responsible and liable for all the claims of his employees if any emergency occurs.
21. The contractor shall be responsible for adequate insurance policy in respect of his workmen engaged by it towards meeting the liability of compensation arising out of injury/disablement at work.
22. Polythene bags/ plastic cups shall not be used during Convocation. Plastic containers/ polythene pouches in which any milk products or eatables are generally soiled should be disposed of quickly as possible.
23. Food wastage should be segregated from regular wastes and should be disposed properly as per extant laws.

#### **Service Deliverables-**

1. Buffet stall with necessary arrangements like lightning, top cover, three side cloth covering etc to serve the food. Counter quantities are tentative. May vary as per requirement to serve approximately 1050 guests.
2. Mobile wash basins with water facilities (Inlet & outlet each containing 5 taps) including necessary hose pipe.
3. Dust Bins (200 lit. capacity) including removal of garbage to outside the campus.
4. Vendor to provide minimum 6-8 counters for leaving the used plates.

#### **Requirements for Serving Convocation High Tea or Lunch**


1. The Convocation Lunch will be conducted for a day in December. Final date will be communicated at least one week in advance.
2. The convocation Lunch should be served for approximately 1000 members.
3. The menu for the lunch is provided in Annexure III.
4. The Tenderer are required to provide per plate pricing for serving the menu to 1000 members.
5. The prices quoted by the Tenderers will be deemed inclusive of transportation charges, GST and any other levies.
6. The Tenderer should have the capability to prepare certain food items in the venue and serve it hot/fresh to the members.
7. The food serving stalls have to be arranged by the tenderers as per the instructions provided by Institute. The serving stalls should be equipped to serve food hot. The containers used for serving should have continuous heating facility.
8. The cutlery necessary for serving and eating have to be provided by the Tenderer in sufficient quantities. The cutlery should be of good quality. A sample of cutlery to be provided during the convocation lunch should be provided for the inspection of the Tender evaluation committee/completing the event in case of selected vendor. The serving cutlery not as per the sample shown by the vendor, penalty to be levied.
9. All utensils, fuel, and any other items required for cooking should be brought by the vendor. Institute will only provide the necessary space for cooking and electricity.
10. If the Tenderer require any specific arrangements to be made in the cooking area, the specifications of such arrangements can be attached along with the duly-filled Tender document.

11. The servers involved in serving the lunch should be well-groomed. Good quality photographs/videos from previous events organized by vendor, showing properly dressed servers have to be produced during technical evaluation.
12. The Tenderer have to provision for display boards for the food items served during the lunch. In the display boards, vegetarian and non vegetarian items should be clearly marked with green and brown coloured circles as per prevailing norms.
13. The Tenderer are responsible for the disposal of waste materials at a safe site outside KGMU campus.
14. Any shortfall in the quantity of food served, any lacuna in the service provided, serving food of an unacceptable quality or non- compliance of any terms of this Tender document will unarguably invite a penalty of up to 30% the value of the contract. The final value of the penalty will decided by Institute.



### Terms and conditions

1. The Tenderer firm shall possess experience of similar work and attach proof in support.
2. The annual turnover of the Tenderer in each of the last three years should be minimum 25.00 lacs and documentary proof in the form of audited financial statement (CA certified document) must be provided as evidence.
3. The Tenderer will have to make all necessary changes as may be required by the KGMU UP? District Authorities in the interest of work and security requirements for holding programmes with VVIP as guests and as guests and in attendance.
4. Only those Tender shall be accepted which give the offer for entire work Tender for part work will not be accepted).
5. The Tenderer shall be required to Keep sufficient work force.
6. All security measures/back up to avoid chances of disruption in power supply shall be made by the contractor
7. The rates quoted should be inclusive of all taxes i.e. GST, Income Tax,EPF ESI contribution etc. and nothing shall be paid on account of any tax whatsoever may be.
8. No payment shall be paid for the cartage. (Rate should be F.O.R. Site).
9. The work should be completed within the stipulated time given from the date of order as mentioned in work order
10. The party shall be responsible for security of all its items.
11. Approximate Quantities are given in BOQ which may vary as per site requirement
12. Deviation in BOQ quantity is allowed up to 100% after approval from Competent authority.
13. An Earnest Money of Rs50,000 (Rs. Fifty thousand) in the form of Bank Draft issued by a Nationalized/Scheduled Bank in favour of "The Finance Officer KGMU" Payable at Lucknow should accompany the bid form. The same shall be refunded/ returned to parties whose Bids are not accepted.
14. EMD will be converted into security money for the Tenderer whose bid is accepted.
15. KGMU UP shall not be responsible for any kind of loss and insurance coverage.
16. ESI, PAN,GST, TIN number and Labour Department's latest registration /Certificate is essential Attested copies of same are to be attached.
17. In case of change of date of the Convocation due to any unforeseen reason, the successful Tenderer has to make the arrangement for the event for the revised date at the original quoted amount and shall bear insurance costs associated if any with the event on his own.
18. The Vice Chancellor KGMU will have absolute right to reject the Tender without assigning reason.
19. All disputes are subject to Lucknow legal Jurisdiction.
20. If any point of terms and conditions is not carried out as per satisfaction of Institute that item shall be rejected out rightly and no payment of such item shall be made. In the event of inferior quality, a penalty at double rate of that particular item may be imposed as decided by competent authority.
21. It is mandatory for all Tenderer to visit the site before quoting rates.
22. PAYMENT:-





The bottom of the page features several handwritten signatures and initials in blue ink. On the left, there is a stylized signature. In the center, there are initials 'AD' and a large, sweeping signature. To the right, there is another signature that appears to be 'Raj'. Below these, there are some additional marks and a small signature.

- a. Payments shall be made based on the actual satisfactory services rendered. No advances shall be paid.
  - b. The payment shall be paid within six weeks of convocation subject to satisfactory performance clearing of all material and making good any damaged surface and against a bill prepared and submitted by the Vendor.
23. Violation of any of the above clauses will be entitled in financial penalty decided by the institute.
24. Penalties would be levied for:
- a. Partially cooked food
  - b. Foreign particles found in food
  - c. Using sub-standard raw materials
  - d. Unhygienic cooking & serving conditions (Kitchen/cook/server)
25. Penalties would include Monetary penalty up to 30% of total invoice and/or blacklisting from future work as decided by Vice Chancellor KGMU. KGMU reserves the right to impose the penalty at its own discretion for unsatisfactory services.

I/We have read and understand the above conditions and agree to abide by them.

Tenderer/Proprietor

Date

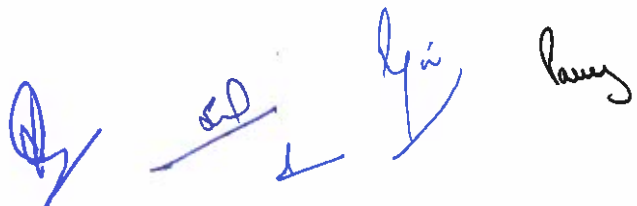
   



**Technical Tender Evaluation:**

Based on the information supplied by the vendor, marks will be provided for the technical capabilities of each Tenderer as per the weightages given below.

S.No	Evaluation Criteria	Maks
1.	Outdoor catering Experience (The total minimum order capacity is 750-1000) a) Single work means the order value not less than 8 lakhs and above (10 marks) b) Two works means each order value not less than 6laksh to 8lakhs (8 marks) c) Three works means each order value not less than 4 lakhs to 6 lakhs (6 marks) d) Three works means each order value not less than 2 lakhs to 4 lakhs (4 marks) e) Work order less than 2 Lakhs (0 marks)	10
2.	Financial soundness/Turn over (Average turnover in the last three years, as reported in the audited financial statements will be considered) Less than Rs. 1.99 lakh= 0 marks; Rs.2 to 5 lakh= 4 marks; Rs. 5.01 to 10 lakh = 6 marks; Rs. 10.01 to 15 lakh = 8 marks; Rs. 15.01 to 25 lakh =9 marks; <sup>1</sup> Above Rs. 25.01 lakh = 10 marks,	10
3.	Sample Cutlery (A sample of cutlery that will be sued during the convocation lunch should be provided for the inspection of the tender evaluation committee during technical evaluation. There items will be returned after the technical evaluation/after completion of the event n case of selected vendor.	10
4.	Quality of testimonials provided by previous clients (com[y of testimonials should be enclosed) Testimonials should be in a letter head with verifiable contact details)	10
5.	Evaluation of the presentation (The presentation will be evaluated by Institute panel members. The presentation will be evaluated based on the following parameters: Tenderer's understanding of the convocation ceremony and its requirements; Technical capabilities of the Tenderer to execute the contract; Photos of arrangements made by the vendor for previous clients	10
	Total Marks	50



## Annexure - 1

### Technical Bid (Envelope 1)

1. Experience in Lunch/ High Tea (750-1000 Pax. minimum) for at least three years. Attach appropriate documentary proof. Attach copies of work orders Minimum three years of experience in catering in a large reputed educational institution such as AIIMS or AIIMS like institutions, IITs, IIMS, CDRI or IITR, Central/State Universities, or state/central government organizations/reputed industrial houses (with 03 purchase orders of last 03 years, indicating such a service in the past)
2. Financial Documents:
  - a) Copies of IT Returns in last three years
  - b) CA Certified Turnover and profit/loss certificates of FY 18-19, 19-20 and 20-21.
3. Performance Certificates from past clients of equivalent order size (Issued in last three years)
4. All necessary cutleries for serving and eating to be provided. The cutlery should be of good quality. Sample/photographs of cutlery (spoon, fork, service containers, plates etc.,) should be provided for inspection for technical evaluation. A sample of cutlery that will be used during the convocation lunch should be provided for the inspection of the tender evaluation committee during technical evaluation. These items will be returned after the technical evaluation/after completion of the event in case of selected vendor.
5. Servers should be well groomed. Good quality Photographs of servers fully dressed should be provided for technical evaluation.
6. Price Bids of the vendor, who obtained 50% and above marks in the Technical Bid evaluation will only be opened and processed further. L1 tenderer after the financial bid comparison will be awarded the work.

*[Handwritten signature and initials in blue ink]*



**Annexure 2-On Rs 10 notarised stamp paper**

1. I.....Son / Daughter / Wife of Shri ..... Proprietor / Director, authorized signatory of the firm/company ..... mentioned above, is competent to sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

3. I have never been penalised/blacklisted for providing inferior quality food items in last 10 years.

4. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law Signature of authorized person

Date:

Place:

Full Name:


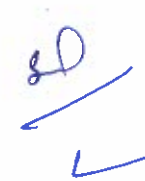


Seal of the firm/company

The block contains four handwritten signatures in blue ink. From left to right: a stylized signature, a signature that appears to be 'S.L.', a signature that appears to be 'H.S.', and a signature that appears to be 'Raj'. There is also a small horizontal line below the 'S.L.' signature.

### **Annexure 3**

Format/check list of technical bid –label each document CORRECTLY and pls attach in sequence-

1. Name of Firm, Address and Contact no.
2. Attach: Firm Registration/ partnership Registration Company certification
3. TIN No. Attach Proof
4. GST Registration No. Attach Proof
5. PAN No. Attach Proof
6. Attach ESI/ labour Department Registration certificate
7. Attach IT returns of last three years 2018-19, 2019-20 and 2020-21
8. Turnover in each of the last three years 2018-19, 2019-20 and 2020-21. Attach audited GA Certified Financial statements in support.
9. Attach Valid licence (A category)
10. Attach testimonials of undertaking similar work in Govt during last three years
11. Furnish FDR of Rs. 50000/- in favour of the Finance Officer KGMU towards EMD FDR. No Issuing Bank Date of issue

## Proposed Menu

### **Lunch** **(11th December, 2023)**

#### **Soup:**

- Veg. Sweet Corn
- Cream of Tomato
- Almond broccoli

#### **Starters:**

- Hara Bhara Kabab
- Panner Tikka
- Honey Chilli Potato

#### **Main Course:**

- Salad- Sprouts, Veg Salad, Macaroni, Fruits
- Dal- Yellow Dal Tadka or Dal Fry
- Rice- Jeera Rice
- Curry Veg - Kadhai Paneer/Kadhai Lababdar, Palak Corn
- Dry Veg.- Saute mixed veg., Tava Veg.
- Misc.- Pineapple Raita
- Papad- Roasted
- Breads- Missi, Non Tandoori Roti, Lachchha Paratha
- Sweets – Any 4
  - Imarti with Rabdi,
  - Gajar Halwa,
  - Ice-cream with brownie,
  - Makkhan Malai,
  - Keshariya Milk,
- Water Bottles-200 ml.

Pamg-

✓

SD

Hei ✓