



VIGYAN PRASAR

**(An autonomous organization under the Department of Science and Technology,
Govt. of India)
A-50, Institutional Area, NCMRWF Campus, Sector-62, Noida (UP)**

Tender Notice. No. VP-IISF/2019-20/Catering-Science_City

Dated:05-10-2019

TENDER NOTICE

On behalf of Department of Science and Technology, Government of India, Vigyan Prasar invites bids for Providing Catering Services for the India International Science Festival,2019 at Science City Kolkata to be held from 05th November 2019 to 08th November, 2019". For further details, please visit the website www.vigyanprasar.gov.in.

**Sd/-
REGISTRAR**

Important Dates

Downloading of the Tender document	05.10.2019 to 15.10.2019 up to 11.00 AM
Last date of seeking clarifications	10.10.2019 on 02.00 PM
Last date of submission of the Bid	14.10.2019 up to 11.00 AM
Opening of Technical bid	14.10.2019 11.30 AM
Opening of Financial Bid	14.10.2019 4.30 PM

1.0 Introduction

India International Science Festival (IISF) launched in 2015 is a celebration to promote India's Science and Technology. The aim is to engage the public with science and celebrate the joy of science and show the ways how science, technology, engineering and mathematics (STEM) provide us with the solutions to improve our lives. IISF is a unique platform which intends to inspire curiosity and make learning more rewarding. IISF 2019 is being organized by Department of Science and Technology, Government of India through Vigyan Prasar, Noida as the nodal institute. IISF-2019 is expected to have more than 12,000 visitors/delegates/Participants.

2.0 Scope of Work:

- (a) In consideration of the charges required to be quoted the agency shall perform the services in connection with the said work which includes but not be limited to the Catering services for different categories of delegates including VIPs and other dignitaries, forming part of IISF-2019 scheduled from 5th – 8th November, 2019 at Science City, J.B.S. Haldane Avenue, Kolkata-700 046, India
- (b) The Catering agency has to prepare the Food (Morning Tea, Lunch, Evening tea and dinner during 5th -8th November 2019) as per the actual requirement to be intimated at the approved rates finalized by VP. No dinner is to be provided at Science City. The Catering agency shall be responsible for management of catering Service by themselves including preparing and arranging catering on time including the grocery, personnel, etc. at proper place, as per other terms & conditions of the tender.
- (c) VP required the Catering Services of various suggestive items as per details given at Appendix –VI.
- (d) The Catering agency shall comply with all the legal requirements for obtaining license issued relating to the supply of food, Soft/Hot drinks other items such as listed in Appendix –VI.
- (e) The total number of delegated for whom the catering service is required at above cited venues will be between 3000-4500 These figures are indicative only and may change. The Number of delegates will however, varies from venue to Venue and will be intimated by Vigyan Prasar at the time of issuance of work order which may vary by +/- 20%.

Vigyan Prasar reserves right to curtail/increase the quantum of work involved including change in Venues with in the municipal limits of Kolkata.

3.0 ELIGIBILITY CRITERIA

- 3.1 The bidding agency should be empanelled with Science City for providing such catering services.
- 3.2 The agency should have a minimum two years of existence as on 31st March 2019 as a catering management agency.
- 3.3 The agency should have an average annual turnover of INR 1 crores during the last three financial years (i.e 2016-17,2017-18 and 2018-19). **In case of entity with less than three years existence average turnover will be computed by dividing total turnover of years of existence by Number of years of existence.**
- 3.4 The agency must not be disqualified/Black listed/Terminated/debarred by any state or central government or their agencies.
- 3.5 The firm must have provided such catering services for central/state government, PSUs, Autonomous bodies, Conferences or Convention, Corporate or Embassies having more than 4000 delegates. Value of such catering services should not be less than Rs. 33 Lakh.
- 3.6 The firm must have provided such catering services for at least 3 similar events in last 5 years.
- 3.7 The agency that fulfils the above eligibility criteria will be considered as eligible Bidder. Failure to comply with eligibility criteria shall render the Bidder ineligible. The ineligible Bidder shall not be considered for technical presentations and opening of Financial bids.
- 3.8 Only those agencies/companies/partnership firms/proprietorships which fulfil above criterion are eligible to participate in this tendering process. Bids submitted by any other Bidders will be treated as non-responsive and will not be considered against this bid.

4.0 Criteria for Evaluation of Bids:

- 4.1 The evaluation process of the bid proposed to be adopted by Vigyan Prasar will be as indicated hereafter in the tender document. The purpose of these clauses is only to provide the Bidder an idea of the evaluation process that Vigyan Prasar may adopt. The Vigyan Prasar reserves the right to modify the evaluation process at any time during the tender process, without assigning any reason, whatsoever, and without any requirement of intimating the Bidder of any such change. At any time during the process of evaluation

Vigyan Prasar may seek specific clarifications as may be necessary from any or all the Bidders.

4.2 Quality and Cost-Based Selection (QCBS) will be adopted in evaluating the proposals. 70:30 criteria, where 70% weightage will be accorded to technical evaluation and 30% weightage will be accorded to the financial bid.

4.3 It is mandatory for the Bidder to qualify in the technical qualification criteria in Phase I and obtain minimum qualifying Marks to be technically qualified for being considered for Phase II of Financial Bid evaluation.

4.4 Phase I: Evaluation of Technical Bid

4.4.1 Vigyan Prasar will first open the technical bids, in the presence of the representatives of the Bidder who choose to attend, at the time and date, as mentioned in the tender notice.

4.4.2 The technical bids will be evaluated on the basis of information furnished in the technical bid. The bids of Bidders, who do not qualify at this stage, shall not be taken up for further evaluation.

4.4.3 Bidder must enclose documentary evidence in support of eligibility criteria. In the absence of such supporting documents as required by the tender document, the bid will be summarily rejected.

4.4.4 The following will be the list of documents to be provided in support of eligibility

S.No.	Criteria	Documentary Evidence
1	The agency should have minimum 2 years of existence as on 31 st March 2019 as a catering management agency	1. Certificate of Incorporation /Registration/ under Companies act 1956/2013, and other applicable acts if Applicable. 2.PAN Card 3.GST registration
2	The agency should have an average annual turnover of INR 1 crores during the last three financial years (i.e 2016-17,2017-18 and 2018-19). In case of entity with less than three years existence average turnover will be computed by diving total turnover of years of existence by Number of years of existence.	1.CA certificate (in original) or 2.Audited balance sheets for last three financial years (i.e 2016-17,2017-18 and 2018-19) In an absence of the audited financial statement for FY 2018-19, An original CA certificate for the same to be provided.

3.	The firm must have provided such catering services for central/state government, PSUs, Autonomous bodies, Conferences or Convention, Corporates and/or Embassies having more than 3000 delegates. Value of such catering services should not be less than Rs. 33 Lakh	1. Copy of the work orders. 2 Letter of award/agreement contract/work order/completion certificate, duly certified by authorized signatory of the bidding company. 3 .Event pictures & other supporting literature.
4.	The agency must not be disqualified/Black listed/Terminated/debarred by any state or central government or their agencies.	An undertaking to this effect should be provided by the agency in Annexure- IV

4.5 All shortlisted Bidders will qualify for further evaluations of the technical bid. The eligible Bidders (or their representatives) shall have to make a presentation as per the date stipulated in this tender document or decided later by Vigyan Prasar.

4.6 The technical bid will be analyzed and evaluated based on methodology as contained in their proposal and as brought out during the presentation as per the following matrix and technical bid marks shall be assigned to each Bidder.

4.7 Agencies will be invited for technical presentation and discussions on the proposal. Agencies are expected to depute only those officials for technical presentations who will be responsible for providing the leadership to the proposed work. Evaluators of technical proposals shall have no access to the financial proposals until the technical evaluation is concluded.

S.NO.	Evaluation Criteria	Score
1	Average Annual Turnover INR 1.0 Crore or more each year during the last Three Financial Years (i.e. 2016-17 2017-18,and 2018-19). Scoring criteria: -Average annual turnover of 1.0 CR and less than or equal to – 2 CR in the last three years – 10 Marks Average annual turnover of above 2 CR and less than or equal to 3CR- 14 Marks Average turnover of Above 3 CR– 18 Marks	18
2	Prior experience of the Bidder in the field of Catering Management in large- Scale National/International Level events with Central /State Government, PSUs, Autonomous bodies, conferences or	30

	<p>conventions, corporate and/or Embassies with Minimum three orders of catering for at least 3000 delegates per event during past five years.</p> <p>For three orders of 3000 delegates (cumulative 9000 delegates): 24 marks</p> <p>In case of orders for delegates above 3000, marks will be calculated by multiplying the number of delegates with 0.00267 case of orders for delegates above 3000 suitable weightage will be given as indicated in the following example: Details of the Orders submitted by Bidder X</p> <table border="1" data-bbox="316 558 880 747"> <thead> <tr> <th></th> <th>Scenario-I</th> <th>Scenario-II</th> </tr> </thead> <tbody> <tr> <td>Order-1</td> <td>3000</td> <td>5000</td> </tr> <tr> <td>Order-2</td> <td>3000</td> <td>3500</td> </tr> <tr> <td>Order-3</td> <td>3000</td> <td>3500</td> </tr> <tr> <td>Total</td> <td>9000</td> <td>12000</td> </tr> </tbody> </table> <p>Formula for award of marks: Total number of delegates multiply 0.0032 Marks in case scenario-I: $9000 * 0.00267 = 24$ Marks in case scenario-II : $12000 * 0.00267 = 32$. The marks will however be restricted to 30 as total marks awarded under this category will in no case exceed 30. Note: Only three event with maximum number of delegates to be stated in the bid.</p>		Scenario-I	Scenario-II	Order-1	3000	5000	Order-2	3000	3500	Order-3	3000	3500	Total	9000	12000	
	Scenario-I	Scenario-II															
Order-1	3000	5000															
Order-2	3000	3500															
Order-3	3000	3500															
Total	9000	12000															
3	<p>Experience in handling, during last 3 Financial Years (i.e., 2016-17; 2017-18 and 2018-19), catering contract of events :</p> <p>(i) graced by VVIPs such as Hon’ble President/Vice President/ Hon’ble Prime-Minster/ Hon’ble Governor of state/Chief Minister etc or</p> <p>(ii) conventions/ events organised by International Bodies</p> <p><i>Marking: Two marks per event will be awarded subject to a maximum of five marks</i></p>	5															
4	<p>Detailed Presentation and Interview on the catering concept for IISF-2019, Kolkata. It must include, but not limited to :</p> <ol style="list-style-type: none"> 1) Creating a theme for the catering event services for lunch, dinner , high tea, snacks, and beverages, 2) Local footprint and experience of providing catering services by Bidder and nearby IISF venue. 3) Overall presentation about performing the services at professional level which may include but not limited to raw material of standard quality, cleanliness, freshness, Packaging, service and waste management. Professional manpower including but not limited to qualified chefs, supervisors, supporting cooking, serving staff and waste disposal staff. <p>Bidder should explain quality and number of the professionals/qualified staff for taking up the assignment at the IISF venue with good conduct and behaviour in a presentable</p>	47															

	<p>way.</p> <p>4) Bidder needs to present the serving to VVIPs/VIPs, delegates in particular delegates in general.</p> <p>5) Bidder will suggest different Indian regional cuisines to be served at the IISF venue.</p> <p>6) Bidder needs to present how potable water throughout the day at all the events within Science City and at food court , Registration desks, media lounge and exhibition area etc would be served/made available at the different venues. Considering without the usage of polythene, plastic and thermocol.</p> <p>7) Blending of the catering services with the main event.</p> <p>8) Any other area of catering services that Bidder contemplates to demonstrate.</p>	
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Technical Bids receiving overall marks greater than or equal to 65 will be eligible for consideration in the subsequent round of evaluation

4.8 **Phase II: Evaluation of Financial Bids**

The opening of financial proposal shall be done in presence of representative of applicants who choose to remain present. The lowest Bid (L1) will be based on the lowest combined score (CS) after considering the Price quoted in Format given in Annexure V to this NIT and the Technical scores referred above. All shortlisted applicants would be assigned financial score. For financial evaluation, the total cost indicated in the Financial Proposal, excluding GST, will be considered. Each Financial Proposal will be assigned a financial score as detailed below:

The lowest financial proposal (L1) will be awarded 100 % score. The financial scores of other proposals will be computed as follows: Financial Score of a Bidder = {(Financial Bid of L1/Financial bid of the Bidder) X 100}% (adjusted to 2 decimals)

Proposals will finally be ranked according to their combined technical and financial scores (CS) as follows:

$$CS = \text{Technical Score} \times 0.7 + \text{Financial Score} \times 0.3$$

Weight assigned to technical and financial Proposals that shall be 0.7 and 0.3 respectively.

Generally, the successful applicant will be the applicant having the highest combined Score. The second highest Applicant will be kept in reserve and may be invited for negotiations in case the first-ranked applicant withdraws or is not selected for any reason.

In case there are two or more Bidders with the same combined score, the Director, VP may in such case call all such Bidders for negotiations and select the preferred Bidder on the outcome of the negotiations. The selection in such cases shall be at the sole discretion of the Director, VP.

Example of scoring and evaluation of Tender:

The marks scored by Bidders in the technical evaluation will be given a weightage of 70. Similarly, the financial bids of the Bidders will be given a weightage of 30. The lowest financial proposal (L1) will be awarded 100 % score. Illustration of scoring criteria:

Assume 3 participating Bidders have total technical scores as per column (3) in table below and in case of rates, the total rates quotes is as under:

Sl no.	Description	Total Technical Scores	Rate quotes (say in Rs.) Financial scores	Financial Score of a Bidder = (Financial Bid of L1/Financial bid of the Bidder)X100}%
1	Bidder 1	80	60	(50/60)X100= 83.33
2	Bidder 2	75	55	(50/55)X100= 90.90
3	Bidder 3	70	50	(50/50)X100= 100

The Bidder scoring minimum rates in the financial scores i.e. 50 scoring point will be awarded 100 % score and the other Bidders will be worked out on proportionate basis and thereafter weightage. Their combined technical and financial scores (CS) as follows:

$$(CS \text{ obtained by firm} = \text{Technical Score} \times 0.7 + \text{Financial Score} \times 0.3)$$

$$CS \text{ obtained by Bidder 1} = 80 \times 0.7 + 83.33 \times 0.3 = 56 + 24.999 = 80.999 \text{ (CS1)}$$

$$CS \text{ obtained by Bidder 2} = 75 \times 0.7 + 90.90 \times 0.3 = 52.5 + 27.27 = 79.77 \text{ (CS2)}$$

$$CS \text{ obtained by Bidder 3} = 70 \times 0.7 + 100 \times 0.3 = 49 + 30 = 79.00 \text{ (CS3)}$$

For financial evaluation, the total cost indicated in the financial proposal, excluding GST, will be considered.

- i) The Technical Bid evaluation would be done by Vigyan Prasar through their internal Evaluation Committee on the basis of bidders their past experience in organizing similar events
- ii) Vigyan Prasar reserves the right not to disclose any evaluation results as it is an internal process and no communication will be entertained in this regard.

- iii)* Vigyan Prasar also reserves the right to negotiate on the scope of the project, terms and conditions, pricing and other aspects that is important for the project with finalized Applicant(s).
- iv)* The Authority's decision shall be final and binding and shall not be required to give any reasons in writing or otherwise at any time for the selection of successful Applicant.

5.0 How to Apply:

- 5.1 The Bidder should furnish its bid in response to this tender document alongwith the requisite supporting documents as stated in this tender document elsewhere. Technical and the financial bids are to be kept in two separate sealed envelopes. The envelopes containing financial and technical bids are to be finally placed in a single envelope. Both the envelopes should be properly sealed before the same are kept in the third envelope. The envelopes containing Technical proposal along with the envelope containing tender fee and EMD should have clearly marked the "Technical Proposal for Catering Services-IISF-2019,Kolkata " and the other envelope (sealed) containing Financial Bid should have clearly marked on it "Financial Proposal for Catering Services-IISF-2019,Kolkata". These two afore-referred envelopes shall be placed into an outer envelope clearly marked "PROPOSAL FOR CATERING SERVICES-IISF-2019 at Science City,Kolkata".
- 5.2 The proposals should be submitted in the prescribed format. Proposals not received in the prescribed format(s) will be rejected.
- 5.3 The technical proposal must be accompanied with:-
 - 5.3.1 Proof of being an entity with two years or more years of working experience in similar fields. Documentary proof in support of business done in the field of catering services. Enclose copy of the work orders. (DO NOT enclose the originals). This information needs to be submitted as per **Annexure-II**.
 - 5.3.2 Enclose entity's registration certificate, memorandum & articles of association, if applicable, and work orders as evidence.
 - 5.3.3 Statement as per **Annexure-III** certified by Chartered Accountant indicating turnover of the entity for the last three years or the years of existence whichever is less may be filled and submitted.

- 5.3.4 Entity should have GST, Pan Number etc. Enclose copies of Income Tax returns last three years or the years of existence whichever is less, PAN and GST.
- 5.4 The application must be submitted with a non refundable fee of Rs.10,000/- through Demand draft/ online transfer. Demand draft should be in favour of “**Vigyan Prasar IISF 2019**”.
- 5.5 EMD of **Rs. 4,00,000/-(Rupees Four lakh)** should be submitted along with the application by the proposer by way of DD/ NEFT in favor of “Vigyan Prasar IISF 2019”. The EMD will be subsequently adjusted against performance guarantee to be submitted by the successful applicant and in the remaining cases the amount will be returned within 30 days of the finalization of the selection and award of the work. The account details of Vigyan Prasar IISF 2019 are as under:

ACCOUNT NAME: VIGYAN PRASAR IISF 2019
ADDRESS: A- 50, INSTITUTIONAL AREA, SECTOR- 62, NOIDA.
NEFT/RTGS DETAIL BANK NAME- Corporation Bank.
BANK ACCOUNT NUMBER-520141001680875.
IFSC CODE- FOR RTGS/NEFT- CORP0000453.
BANK ADDRESS: B Block, Noida Main Branch, Sector-62,
Uttar Pradesh-201301

- 5.6 Entity will submit the company profile including details of available infrastructure.
- 5.7 Proposals may be submitted by post or by hand with in the stipulated due date. Postal delays will not be accepted.

6.0 PERMISSIONS/NOCs/CLEARANCES

- 6.1 Obtaining all necessary permissions and clearness including statutory permissions for catering services listed in this document and / or related activities shall be the responsibility of the Bidder entrusted with task of execution. These include permission from Civic Authorities. Fire Authorities, Security Authorities etc. and any other authorities/agencies as required. These shall be obtained by agency well in time before the event. Bidder entrusted with the task of execution shall ensure that the requirements of the authorities are duly complied with in all respects. Submission of the bid is taken as an acceptance by the Bidder to the same.
- 6.2 Bidder will ensure the presence of their various teams and coordinator throughout the duration of the actual event and the subsequent dismantling of the logistics for the

catering services. Provision of all protective accessories/equipment to the manpower deployed for catering services for the entire event area/venue is the sole responsibility of the Bidder. Vigyan Prasar or its officials shall not be held responsible for any untoward incident etc, whatsoever.

- 6.3 Bidder shall use environment friendly chemical/detergents/reagents, for purpose of catering services.
- 6.4 The Bidder shall be responsible for ensuring the fitness and safety of all persons employed at work. In this regard a responsible representative of Bidder must be present on site at all times of work to carryout safety audit checks to ensure that safety requirements are properly adhered to. Smoking & Consumption of Liquor in any form is not allowed on site.
- 6.5 The Bidder is responsible to ensure that necessary and adequate personal protective equipment's are available all the time for the service of personnel working. The carrying and consumption of intoxicating liquor, drugs or other substances that may affect the proper performance is strictly prohibited at the IISF venue.
- 6.6 The Bidder's supervisor is responsible for ensuring that the workers comply with the Safety Rules at IISF venue.
- 6.7 It shall be the sole responsibility of the Bidder to adopt all the safety measures & deploy personnel who are adequately trained in safety.
- 6.8 If any accident occurs due to operations or due to negligence on the part of the Bidder's personnel, it shall be the full responsibility of the Bidder.
- 6.9 If any damage occurs to the structures/ material & equipment as well as rolling stock due to catering operations, the cost of damage will be recovered from the Bidder's bill.
- 6.10 The Bidder will get due diligence of staff and labour employed at event venue and adherence to security and safety norms are to be followed strictly.
- 6.11 Cleanliness in totality with stress on ' Swachh Bharat Abhiyan' with adequate covered dustbins & other cleanliness arrangements to maintain the venue clean and hygienic at all times from 4th November to 8th November, 2019 or the extended period, if any.

6.12 The scope of work will also cover regular cleaning / maintenance of the area before, during and after the entire course of execution of main catering function and dismantling of catering equipments; Standard operating procedure to be adopted by the agency to upkeep and provide utmost hygienic environment during the entire duration of event in and around the IISF venue.

7. OTHER TERMS AND CONDITIONS

7.1 The Catering agency shall supply and maintain at his own cost all the cooking equipment, crockery, kitchen utensils of high quality and the like which are necessary for serving lunch dinner, hi-tea, packed lunch/ dinner etc. **Use of polythene, plastic of any kind and thermocol items are strictly prohibited (not even for water).**

7.2 It is responsibility of the Catering agency that adequate number of medically fit waiters, properly dress, having name plate to be arranged for providing good services. The Catering Agency shall furnish the list of the personnel to be deployed at IISF-2019, Kolkata before the commencement of work to VP.

7.3 The Catering Agency shall be responsible for engaging staff and making payment of their dues, etc. and VP will not have any liability for them.

7.4 The Catering agency shall work under overall direction of Vigyan Prasar. Vigyan Prasar shall have the right to ask for the removal of any person of the agency who is not found suitable and competent in dealing with other customer (staff). The Catering agency shall not engage any sub-contractor or transfer the contract to any other person in any manner. The contractor will not engage any child labour.

7.5 All the material provided shall be of prime quality, befitting the status and reach of the event an International Event. If it is found that sub-standard food/raw material is used, payment for the same shall not be released.

7.6 No compromise on safety standards shall be accepted. Prime material shall be used with adequate and requisite provisions for covering exigencies etc. The material use should be safe and hygienic in all respects to avoid any untoward incident. All necessary steps to ensure freshness and quality standards of the food items and beverages are the sole responsibility of the Bidder. It is also the responsibility of the Bidder that all factors

related catering services have been properly considered while submitting the bid. The necessary permissions from local authorities will also be obtained by the successful Bidder.

- 7.7 Cleaning of the cooking and serving area will be carried out by the Catering agency as appropriate to ensure proper hygiene. Cleaning of crockery, utensils, chairs and tables, etc. in the dining hall is to be carried out the agency every day.
- 7.8 In case of any loss/ theft of any IISF property provided by the Institute, the contractor will be responsible for the same and the cost will be recovered from the Catering agency from his bill/ security deposit.
- 7.9 The Catering agency shall ensure that all raw material/ ingredients to be used for cooking should be either branded or meeting the required relevant food standards. VP has right to check the products used by the agency at any time.
- 7.10 Every day's waste will be collected and disposed of by the Catering agency on daily basis at their cost.
- 7.11 The space for the store shall be provided by VP in IISF itself
- 7.12 The Catering agency shall provide identity cards to the personnel so deployed in IISF, Kolkata carrying the photograph of the person and such personal information as name, date of birth, designation and identification mark etc.
- 7.13 The Catering agency shall depute a Coordinator who would be responsible for immediate interaction with VP.
- 7.14 The contract may be curtailed/ terminated in case of deficiency in service including Non timely servicing of the food/tea or substandard quality of Food/Tea by the Caterer/Firm/Company.
- 7.15 The Proposal shall be valid for a period of not less than 180 days from the Proposal Due Date (the 'PDD').
- 7.16 The agency should not be blacklisted by the Union Government /State Government(s) or organizations created by/under the Union or State Govt. An undertaking to this effect should be provided by the agency in Annexure- IV

- 7.17 If information/facts submitted by the tenderer are found at any stage (even after approval) to be misleading/incorrect/false etc., Vigyan Prasar reserves the right to reject/disapprove an item(s) for the current/future rate contract or may impose penalties as it deems fit. Non-compliance of any of the terms of tender and future instructions by Vigyan Prasar will also attract penalties and the Bidder may be debarred from future tenders.
- 7.18 The EMD of all unsuccessful tenderers will be returned within 30 days after finalisation of tender and the successful tenderer will have to deposit the security money equivalent to 10 % of the total value of supply order within a week for which no interest will be paid by Vigyan Prasar.
- 7.19 Selected entity should also ensure adherence to the quality parameters defined in the order.
- 7.20 Bidding agency should have requisite FSSAI license or any other licenses as required under the law to undertake this assignment.
- 7.21 A proposed Plan regarding storage of raw material, preparation of food and serving the same to be included in the bid document/technical presentation by all Bidders.
- 7.22 The event venue/kitchen etc should be essentially ready by 10 AM of 4th November 2019.
- 7.23 The event venue should be handed back in original state to the respective authority/agency to the complete satisfaction of the said authority/agency by 9th November 2019 failing which any cost incurred due to non vacation of the premises to the satisfactory acceptance by Science City be borne by the selected bidder.
- 7.24 The requirement/scope of work may increase/decrease as per actual requirements. In case the event is extended; the payments shall be released on pro-rate basis.
- 7.25 All the catering related services and preparations at the designated venue are to be ready and in place before the event dates and needs to take into account security restrictions.
- 7.26 Availability of the Science City premises shall be at least 4 days prior to inauguration of the event.
- 7.27 The Contractor shall indemnify and keep harmless Vigyan Prasar from and against all

actions, proceedings, claims, demands, losses, costs, damages and expenses whatsoever which may be brought against or suffered by Vigyan Prasar which it may sustain, pay or incur as a result of or in connection with the performance/ purported performance/ non-performance of the contract by the Contractor, including but not limited to, any liability or action occurring on account of any litigation, court or government orders.

- 7.28 **All the pages of tender document are to be duly signed and stamped accepting all the terms & condition of tender.**
- 7.29 Director, Vigyan Prasar reserves the right to accept or reject any or all tender(s) without assigning any reason thereof.
- 7.30 Each Bidder shall submit a maximum of one (1) proposal for the assignment, in response to this tender document. Any Bidder who submits more than one proposal for the assignment shall be disqualified.
- 7.31 Vigyan Prasar will provide bare shell Structure for the purpose of Kitchen and Food court in the form of Pandal or Hangar as the case may be. Catering Management Service Provider will be under obligation to make own arrangements for the fixtures or the Appliances required for the establishing kitchen. Table Cloths/Frills, Centre table, Flower vase etc will be the responsibility of the Catering Management Service provider so far as the food Court(s) or the kitchen is concerned. 20 centre tables with seating capacity of eight persons are to be placed in the food court for VIPs and the Divyangjans.

8 Payment :

Payment will be made to the successful Bidder on the basis of the deliverables as specified in the following table:

S.No.	Deliverable	Amount
1	Within 15 days from the issue of the work order	30% of the agreement value
2	On & before 4 th November 2019	20% of the agreement value
3	Within 30 days from the submission of the final Invoice, upon successful delivery of the event and all its elements as defined in the scope of	50% of the agreement value

	work of the tender document.	
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Payment of amounts at stages (1) and (2) above will be released by Vigyan Prasar only against a 100% irrevocable Bank Guarantee. The Bank Guarantee will be for cumulative amounts. The maximum validity period of Bank Guarantee will be six months beyond the period specified in the Agreement for submission of the complete programme to the full satisfaction of Vigyan Prasar. In case the service is satisfactorily rendered and event successfully completed, the Bank Guarantee will be released within one month. VP may, at its discretion and in addition to taking any other action, encash the Bank Guarantee without notice to the Bidder in case any deficiency in the service noticed and contractual obligations found to be not fulfilled.

System for computation of PAX for payment

All the delegates/Participants/Speakers authorized with access to food court will be issued with an ID card having QR/Barcode. The Catering Management Service provider has to ensure a system in place to scan the Barcode/QR code of any persons accessing the food court for availing Food. Besides, counting of plates will also be resorted too. The plate issuance statement in support of plates issued by the caterer will be countersigned by the representative of Vigyan Prasar. Billing will be done on the basis of plate count or the number of PAX scanned as per QR/Barcode at the time of entry to Food court, whichever is lower.

9.0 Penalty:

Vigyan Prasar reserves the right to impose penalty (to be decided by the Committee formed by Director Vigyan Prasar for this purpose) on the contractor for any serious lapse in maintaining the quality of food or of the services, deviation in the menu items or otherwise by the contractor or for any kind of adulteration in the food.

If Vigyan Prasar is not satisfied with the quality of eatables served, service provided or the behaviour of the contractor/Staff, the contractor has to promptly address the issue raised by the time of next meal failing which Vigyan Prasar will be at liberty to take appropriate action as deemed fit at that point of time at the risk and cost of the Service provider.

10 ARBITRATION

If any dispute, difference, question or dis-agreement shall at any time, hereafter arise, between the parties hereto or the respective representatives or assigns in connection with or arising out of the contract or duties of the said parties hereunder or any matter whatsoever incidental to his

contract or otherwise concerning the works of execution or failure to execute the same whether during the progress of work or stipulated/ extended periods or before or after the compilation or abandonment thereof, it shall be referred to the sole arbitrator appointed by Director Vigyan Prasar. It will be no objection to any, such appointment that the arbitrator so appointed is an employee of this organization or that he had to deal with the matters to which contract relates and that in the course of his duties as this Organization employees he had expressed views on all or any of the matters in dispute of difference.

11 The application may be submitted in a **sealed cover** addressed to '**Registrar, Vigyan Prasar, NCMRWF Campus, A-50, Institutional area, Sector 62, NOIDA 201309** with the envelope marked 'PROPOSAL FOR CATERING SERVICES IISF-2019 at Science City-Kolkata ' Unsealed and unmarked covers would be rejected.

12 **The checklist provided at Annexure- VII may be referred before submission of bids.**

**(Registrar)
Vigyan Prasar**



VIGYAN PRASAR

Annexure - I

To

The Registrar
Vigyan Prasar
A-50, Institutional Area
Sector, 62, Noida (UP)

SUBJECT: Tender for Catering services for IISF-2019- Science City, Kolkata

Reference Tender notice Tender No. -----dated /10/2019, I had downloaded tender from website www.vigyanprasar.gov.in and have deposited cost of the tender along with EMD.

I am sending herewith my tender documents as under: -

a) TECHNICAL BID: The tender documents signed on each page and all other documents to be submitted alongwith the tender b) FINANCIAL BID in (Annexure-V): The financial bid for providing Catering Services at IISF-2019- **Science City, Kolkata**. The following details and supporting documents accordingly are available in Technical bid for evaluating eligibility etc.

1. Entity Profile
2. PAN number, GST Registration, Company Certificates, Annual Turn Over (last three-year annual return or as applicable)
3. Tender Fee, EMD
4. Details of similar work orders.
5. Duly signed tender documents (signed at all the pages).

That I/we will be responsible for all the contractual obligations including supply and serving of food as defined in the tender document and the subsequent work issued in response to this tender document etc.

This is to certify that I /We have studied the terms and conditions and understood all clause of the tender. In case of award of contract /supply order, I /We undertake to abide by all the terms and conditions mentioned in the same.

AUTHORISED SIGNATORY
NAME IN BLOCK LETTERS
SEAL OF THE TENDERER

Annexure – II

Certification about the work carried out by the agency in last 5 years or as applicable.

Name of the event	Name of the client	Address/contact details of clients	No of delegates	Duration of the project

I hereby certify that above information about the project undertaken and the copies of work orders enclosed with this document are true.

Authorized signatory: _____

Annexure-III

Financial Capacity (For Agency/company) (Ref: Clause 3.2)

Sl. No	Financial Years (as applicable)	Annual Turnover (Rs.)
1	2016-17	
2	2017-18	
3	2018-19	
	Average Turnover	

Certificate from the statutory Auditor/Chartered Accountant

This is to certify that _____ (name of the Applicant) has annual Turnover as shown above the respective years is correct and verified by me from records.

Date:

(Signature, name and designation of the authorized signatory)
Name and seal of the audit firm

**Self-Declaration about not blacklisted from Govt or its agencies
(On the letterhead of the Applicant)**

*I / WE have gone through carefully all the Tender conditions and solemnly declare that I / we will abide by any penal action such as disqualification or black listing or determination of contract or any other action deemed fit, taken by, the Department against us, if it is found that the statements, documents, certificates produced by us are false / fabricated.
I / WE hereby declare that, I / WE have not been blacklisted / debarred / Suspended / demoted in any department in Government of India or in any State due to any reasons.*

Name and Signature of the Applicant

Financial Bid

Annexure- V

Catering services at Science City, Kolkata from 5-8 November 2019 for India International Science Festival-2019

Catering Services- Vegetarian

A

S. No	Items (as per details given in indicative menu)	Rate per head (In INR)
1	Morning Tea/ Coffee with light snacks	
2	Lunch for VIPs	
3	Lunch for delegates	
4	Evening Tea / Coffee with light snacks	
5.	Arrangement for potable water dispensing unit	
Total		

B: Snack Box

1	Snacks Box (options to be given) (Ref: Annexure-VI)	
	(i) Within price range of Rs. 50	
	(ii) Within price range of Rs. 60	
	(iii) Within price range of Rs. 80	

C: Other costs if any need to be spelt out clearly

Rates quoted should be exclusive of all applicable taxes and rate of taxes should be mentioned.

Signature of authorized signatory

Name:

Date

Place:

Note: For the purpose of determining L1, Price quoted for A Only will be considered.

Name of the Work: Catering Services

Type of Food: Vegetarian

- Date-wise food requirement:
 - **November 5th, 2019:**
Tea/Coffee with cookies + one vegetarian snack;
Lunch; Tea/Coffee with cookies + one vegetarian snack;
Drinking Water
 - **November 6th, 2019:**
Tea/Coffee with cookies + one vegetarian snack;
Lunch; Tea/Coffee with cookies + one vegetarian snack;
Drinking Water
 - **November 7th, 2019:**
Tea/Coffee with cookies + one vegetarian snack;
Lunch; Tea/Coffee with cookies + one vegetarian snack;
Drinking Water
 - **November 8th, 2019:**
Tea/Coffee with cookies + one vegetarian snack;
Lunch; Tea/Coffee with cookies + one vegetarian snack
Drinking Water
 - **November 5th – 8th, 2019:**
3000 snacks boxes per day to be delivered at various sites on the dates and places to be intimated by Vigyan Prasar.
- Types of Counters/Enclosures:
 - VIP/Invited Speakers: 500
 - Delegates: 3000 ++

- Suggested Menu for VIP
 - **Lunch:**
Main Course – Variant of:
 Soup (two types) + Starter (two types) + Salad (three types) + Achaar (three types) + Papad/Crisps + Dal + Paneer Curry + Dry Vegetable + Bengali Dry Vegetable + Bengali Veg Curry + Assorted Rotis + Steamed Rice + Pulao + Raita
Sweets – Variant of:
 Dry Bengali Sweet + Mishti Doi + Pastry (eggless)/Cake piece + Ice Cream
Hot Beverage – Tea/Coffee
 Drinking Water
 - **Tea/Coffee with Cookies (two types) + variant of snacks (two types)**
 Drinking Water
- Suggested Menu for Delegates
 - **Lunch:**
Main Course – Variant of:
 Soup (one types) + Starter (one types) + Salad (two types) + Achaar (three types) + Papad/Crisps + Dal + Paneer Curry + Dry Vegetable + Bengali Dry Vegetable + Assorted Rotis + Steamed Rice + Raita + curd rice
Sweets – Variant of:
 Dry Bengali Sweet + Mishti Doi + Ice Cream
Hot Beverage – Tea/Coffee
 Drinking Water
 - **Tea/Coffee with Cookies (two types) + variant of snacks (one type)**
 Drinking Water

CHECK-LIST FOR TECHNICAL BID

1. Vendors must ensure that they meet the eligibility criteria.
2. Both the bids, Technical & Price bids as per Annexure prescribed are to be kept in separate sealed envelope. Price bid will be opened only for qualified vendors.
3. EMD of Rs: 4,00,000 and tender fee of Rs: 10,000.00 in the form of DD/NEFT/RTGS in favour of "Vigyan Prasar IISF 2019" or in the following bank account:

Account Name: VIGYAN PRASAR IISF 2019
ADDRESS: A- 50, INSTITUTIONAL AREA, SECTOR- 62, NOIDA.
NEFT/RTGS DETAIL BANK NAME- Corporation Bank.
BANK ACCOUNT NUMBER-520141001680875.
IFSC CODE- FOR RTGS/NEFT- CORP0000453.
BANK ADDRESS: B Block, Noida Main Branch, Sector-62,
Uttar Pradesh-201301"
4. PAN and GST registration certificate.
5. Work Order as a Proof of similar work are attached.
6. All the pages of tender document duly signed and stamped accepting all the terms & condition of tender.
7. Certificate stating that firm has good reputation and not blacklisted by any Govt. organisation, must be enclosed along with technical bid. If tenderer, does not submit any one among all these documents, his bid will be rejected.