

QUOTATION FOR

OUTDOOR CATERING SERVICE FOR GUJARAT GYAN GURU QUIZ- 2022 AT SCIENCE CITY, AHMEDABAD

KNOWLEDGE CONSORTIUM OF GUJARAT
“Pragna Puram”, Opposite Physical Research Laboratory,
Navrangpura, Ahmedabad-380006
Phone-079-26302067/26302077
Email:
osd-kcg@gujgov.edu.in



Introduction

Knowledge Consortium of Gujarat is a society established by the Department of Education, Government of Gujarat. The Organisation has its own premise at Prajna Puram campus, opp. PRL, Navrangpura, Ahmedabad 380009. The Director of Higher Education is the Chief Executive Officer (CEO) of the Organisation.

Knowledge Consortium of Gujarat invites financial bids (quotations) from experienced and eligible Agency/Contractors/individuals/authorised dealers to provide various maintenance Services at Knowledge Consortium of Gujarat and other Sister Organisations.

Gyan Guru Quiz Competition is going to be organized for 20 weeks in co-ordination with the Ministry of Education, Government of Gujarat under the empanelled agencies for Event Management endeavours to provide a platform to students around the Districts of Gujarat State.

Annexure -1

The Agency need to submit the quotation in Four different sealed covers which shall be titled as instructed below:

Cover 1:

“EMD COVER FOR OUTDOOR CATERING SERVICE”

This cover shall comprise of deposit Rs.75,000/- in the form of DD as an EMD in favour of ‘Knowledge Consortium of Gujarat’ payable at Ahmedabad which shall be issued from any Nationalized bank.

[NOTE:- The agency who has not submitted EMD will not be eligible to participate for the further process, hence the other two covers will not be opened]

Cover 2:

“DOCUMENTS COVER FOR OUTDOOR CATERING SERVICE”

This cover shall comprise of Annexure 1, Annexure 2 and Annexure 3 duly signed and stamped on each page to be submitted with the self-attested/ signed and stamped supporting documents.

[NOTE:- Agency not fulfilling the criteria will not be held eligible to participate in the further process of Price/Financial Bid]

Cover 3:

“PRICE BID COVER FOR OUTDOOR CATERING SERVICE, PARCEL PACKED FOOD”

This cover shall comprise of Annexure 4 duly signed and stamped on each page of the Annexure.

Cover 4:

“PRICE BID COVER FOR OUTDOOR CATERING SERVICE,HIGH TEA”

This cover shall comprise of Annexure 5 duly signed and stamped on each page of the Annexure.

Cover 5:

“PRICE BID COVER FOR OUTDOOR CATERING SERVICE,Starter”

This cover shall comprise of Annexure 6 duly signed and stamped on each page of the Annexure.

Cover 6:

“PRICE BID COVER FOR OUTDOOR CATERING SERVICE, Starter”

This cover shall comprise of Annexure 7 duly signed and stamped on each page of the Annexure.

All the above Six covers shall be super scribing it To "The CEO, Knowledge Consortium of Gujarat, at 'Pragna Puram Campus', Near L D College of Engineering, Opp. P.R.L., Ahmedabad - 380 006 through courier/R.P.A.D./Speed Post/in Personal on or before 05-07-2022 till 17.00 hrs.

This outer envelope shall bear the submission address, and the title as instructed above, and be clearly marked “Do Not Open, Except In Presence of the Official Appointed”. KCG shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for rejection of proposal. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

Any proposal received by the Client after the deadline for submission shall be returned unopened.

Annexure 1 & Annexure 2 submitted by the agencies meeting the selection criteria will be evaluated. In case of non-acceptance of the assignment by the highest scored firm, selection of the Agency will be made on next higher combined score.

At any stage of the process, the decision of the KCG official will be held final. KCG official is authorized to make changes in the process or cancel the process at any point of time during the entire process.

Subject to Ahmedabad Jurisdiction only.

For, Knowledge Consortium of Gujarat,
Ahmedabad

ANNEXURE-1

Term of Reference

1. **Scope of Work:**

- A. To provide necessary catering services as per the indicative menu attached in this document for about(4000)pax (tentative) Parcel food pack, (1300)pax High tea (Sheet Attached) at Science city, Ahmedabad and/or at any other place in Ahmedabad and Gandhinagar during the period 7th July 2022 or any other dates as decided by the committee.
- B. Necessary transportation of pre-cooked and /or prepared food (as decided and indicated by the committee) to take up necessary catering.
- C. Arranging for the necessary staff (in consultation with the committee whose decision shall be final and binding) including but not limited to chefs, waiters, cooks, cleaners, janitors, supervisors, coordinators, etc. Hotel Staff will have to come and Serve the Food.
- D. Arrangement for necessary crockery, utensils, fuel, packing material, equipment, gadgets and allied items. It is expected that the cutlery, crockery, utensils, table cloths & napkins (paper & cloth) and other related items shall be of the highest standards as mandated by the committee.
- E. Arrangements for cooking would be in temporary pandals or designated locations, at the venue/nearby locations. Arrangements for fuel would have to be done by bidder firm at their cost.
- F. Buying, procuring, storing, and utilizing the fresh and best quality of food products which includes but not limited to flours, vegetables, fruits, spices, dairy products, frozen foods, durables such as tinned food and beverages and to make the same available at required times. The shelf life of the food items must be strictly adhered to.
- G. Supervision of operations at venue and Kitchen area and proper maintenance by arranging, engaging and deploying a competent qualified and well experienced staff along with manager. The staff in charge must have experience of operating in catering of repute functions.
- H. Use of non-faulty appliances, so as not to hinder the other electric circuits and services during the function. Taking up of the necessary liaison with the competent authorities and staff for the electric connections, fuels, etc.

2. Eligibility Criteria

- a Bidder must be from only 4 star or 5 star category of hotel situated in ahmedabad or Gandhinagar.

3. Evaluation Criteria Quotation:

Evaluation of the quotation will be based on L1 price. So Bidder has to fill annexure 4 and annexure 5 based on that the Bidder will be Selected. Two bidder would be selected differently for both the above annexure as per L1 rate . If more then one bidder have same L1 price then next selection crieteria will be based on Experience which will be counted from the date of registration of the company and if experience crieteria also remains the same for 2 bidders then next selection procedure will have based on Annual turn over (Year 2021-2022).

Moreover bidder has to note that if the quantity of food served/ provided is not sufficient and not in proper hygiene quality then in that case no payment would be made for the bill issued.

General Conditions for Work: (to be signed and attached with technical bid)

1. Adherence to the policies by the bidder at the Venue:
 - a. The bidder will have to maintain any and all property/equipment/material provided by Client, if any and same should be returned in original working condition.
 - b. Constant Co-ordination and consultation with committee members to provide high standards of services.
 - c. Will adhere to the prevalent policies, rules and regulations as applicable at the venue.
2. Transportation
 - a. Bidder shall bear transport and other related expenses for services under scope, Transfer & transport at its own staff, raw material, conveyance, repairs and maintenance. Thus the indicated price per pax is including of all costs.
3. Staff
 - a. An experienced, competent and qualified staff for preparing and serving food is a must.
 - b. Supervisor must have sound knowledge of English, Gujarati /Hindi.
 - c. Any lapses in the services, damage and mishaps by the bidder staff would be sole responsibility of the bidder firm.
 - d. Staff should be well dressed, clean, adhering to hygienic practices and well-mannered and courteous.
 - e. Transportation and onsite stay for the staff will be taken by the bidderfirm at their cost.
4. Equipment
 - a. Bidder may have to prepare all meals in his/her own Central kitchen at times when no cooking will be allowed on premises.

- b. Equipment/gadgets required for production and service of food and beverages at the agreed premises shall be organized by bidder only and will be responsible for the maintenance and replacement of the equipment. Equipment/gadgets includes but not limited to Microwave, OTGs. Mixers, Blenders, induction stoves, etc. are the responsibility of the bidder.
5. Administration and Management Services
 - a. For providing smooth and systematic services, bidder will be responsible for the management of operations such as the cost of wages, benefits, uniforms, insurance etc.and any other administrative costs linked with the event.
6. Disposal of Garbage
 - a. It is the sole responsibility of the bidder to dispose of any/all garbage generated during the event and discard the food products during its routine operations at appropriate locations or as directed by the Committee.
 - b. Provision of required number of dustbins and make the space garbage free and hygienic will be bidder's responsibility at their cost.
 - c. The premise (Kitchen, Cooking Area, Preparation Area, Wash Area, etc.) should be handed over back after the completion of the event that includes but not limited to removal of all the garbage, leftover food, oils, greasy substances, stains, etc. In case of anyshortfalls or negligence in above services an amount as decided by the committee would be deducted from the bill/EMD/security deposit.A certificate from Science city/ Committee member would be required to be submitted by the bidder while submitting bill to the committee for the recommendation of payment.
7. Quality of food items:
 - a. To use only the fresh and high quality eatables.
 - b. To ensure only good quality fresh potable water is used for cooking.
 - c. The bidder has to produce and serve wholesome food of good quality as per standards.
 - d. All items must be vegetarian and must not contain Fish and /or fat/oil,egg,meat etc.
8. Rights of Inspection and Supervision:
 - a. CEO, Knowledge Consortium of Gujarat will have all the right to carry out inspection of bidder's work and kitchen premises to check for food quality, hygiene, housekeeping and general cleanliness of all cooking or preparation areas from time to time during the course of empanelment and ask for suitable replacement if necessary.
9. Catering service charges as and when provided would be inclusive of manpower, consumables, utensil/equipment requirements for kitchen as required for the performance of catering services as per scope of work unless otherwise specifically asked for.
10. In case of any dispute arising in relation to interpretation of any of the terms and conditions mentioned in this document in part/full, the decision of CEO, Knowledge Consortium of Gujarat shall be final and binding to all. In case of any legal disputes jurisdiction would be Ahmedabad.

11. Conditional acceptance would not be considered. Change(s) in any of the terms and conditions by bidder stipulated as above shall not be acceptable to Committee.
12. Payment Terms: Knowledge Consortium of Gujarat shall pay only after the services that may be rendered by the Bidder on performing the services to its fullest satisfaction. Payment for the services rendered shall be made after receipt of invoices and supporting documentary evidences complete in all respect. The bidder will keep record of tea, coffee, snacks, Lunch, Dinner etc. provided every day in the form of Coupons/ Passes distributed by Refreshment committee. These Coupons/ Passes entry shall be submitted to the member of refreshment committee after Tea/ coffee, lunch, Dinner and get certificate from committee member. This certificate must be attached with invoice.
13. The CEO, Knowledge Consortium of Gujarat reserves the right to terminate the bidder at any point of time during the currency of the engagement/empanelment, without assigning any reason.
14. Necessary labour licence, food licence or any required permission from government regulatory authority shall be responsibility of bidder.
15. Bidder should have to observe the minimum labour wages act as per the prevailing rule.
16. It is made clear that the criterion for awarding of work to the bidder will not be solely the lowest bidder, but will be based on previous experience in catering services, performance, brand name, resource availability, reputation and ranking by the CEO, Knowledge Consortium of Gujarat. The decision of the CEO, Knowledge Consortium of Gujarat will be final in this respect and same would be binding to all the bidders.
17. CEO, Knowledge Consortium of Gujarat may ask bidder, individually for clarification of their rates for evaluation and comparison of services.
18. The bidder will have to submit EMD of Rs. 10,000/- (Ten Thousands only) as decided by the Knowledge Consortium of Gujarat in the form of Demand Draft in a separate sealed covers which shall be titled "EMD COVER FOR OUTDOOR CATERING SERVICE", at the time of submitting a bid and same would be refunded to unsuccessful bidders. EMD of a successful bidder will be kept as security deposit.
19. Penalty Clause: If the bidder fails to adhere to the conditions of this document then Knowledge Consortium of Gujarat may forfeit the EMD amount partially/fully. If the bidder fails to execute the contract or fails to render service as per the provisions of the tender/contract, then the Knowledge Consortium of Gujarat has all right to deduct or forfeit EMD/security deposit, as the case may be take the following actions, without prejudice to any of its rights, including the right to claim damages.
 - a. A monetary penalty of as decided by CEO, Knowledge Consortium of Gujarat will be imposed for each occurrence to be deducted from the bill or forfeiting of security deposit.
20. A certified copy of all the necessary approvals/licenses/certifications should be enclosed at time of bid submission, without which the bid may out rightly be rejected.(A separate sheet index mentioning above details should be attached without fail)

Note: In case of queries, please contact Dr. P. R. Patel, Officer on Special Duty, KCG, osd-kcg@gujgov.edu.in , 9978441481 & Prof. A. U. Patel, Advisor, KCG, advisor-kcg@gujgov.edu.in , 9723819621 on or before 27/12/2021, 15:00 hrs.

21. All the staff who would be deployed at the venue should follow the Covid - 19 Protocol. Reporting staff should have been fully vaccinated and should also carry vaccination certificates with him/her.
22. KCG reserved right to cancel order at any point of time without prior notice.
23. Under the conditions of force Majeure which also include war, strike, lockout, lockdown, COVID restriction and guideline closure, riot, storm, cyclone, earthquake or any other natural calamities and other events & decisions beyond the control of the Organizer, the Organizer reserve the right to alter or to cancel the entire contract.
24. Committee has complete discretion to alter qualifying criteria, minimum passing marks, evaluation criteria and other credentials to award/ reject the agency/ vendor based on the credentials, merit and evaluation made by the committee. Decision of the committee would be considered as final and same would be binding to bidders without conditions.
25. Committee reserves the right to accept at their sole and unfettered discretion any bid for whole or part quantities or reject any or all bids without assigning any reason there of. No claims for compensation or otherwise whatsoever will be considered by committee from the bidders
26. If a bidder resorts to any frivolous, malicious or baseless complaints/ allegations with intent to hamper or delay the bidding process or resorts to canvassing/ rigging/ influencing the tendering process, Committee reserves the right to debar such bidder/s from participation in the present/ future bid up to a certain period as deemed fit by the committee.

ANNEXURE-2

Details of Hotel

1. Name of Hotel: _____
2. Registered Address: _____

3. Address of the another Branch if any:
 - A.

 - B.
4. Name of authorized Person: _____
5. Contact No. of authorized person:

6. Email Id:

7. GST Registration No.: _____
8. PAN number: _____
9. Service tax no.: _____
10. Date of Registration. : _____
11. Total Experience in Years: _____

Certificate

I/ We undersigned hereby certify that all the information mentioned above is true and correct.

Date

Signature

Seal of office/partner

Name & Designation

ANNEXURE: 3

CERTIFICATE OF GUARANTEE

I/ We undersigned hereby certify that I/We agree to below mentioned terms and conditions of the service:

1. I/We agree to all the terms and conditions mentioned in the above Annexures- 1, 2.
2. We are aware that if a work order is canceled due to COVID or any other reason, the given work order will be canceled with original effect.
3. We are committed to comply with all guidelines issued by state and central government time to time regarding COVID 19.
4. We will abide by all statutory obligations.

Date

Signature

Seal of office/partner

Name & Designation

ANNEXURE: 4

PRICE BID FOR OUTDOOR CATERING – Fixed Packed Parcel

CEO

Knowledge Consortium of Gujarat,
Opp. PRL, Between Govt. Girls Polytechnic and L.D College of
Engineering, Navrangpura, Ahmedabad- 380015

Note:

1. Estimated pax (tentative) – on 7th July 2022 (4000 to 5000)pax (tentative)
- 2 .Final numbers of pax will be provided one day prior to the event date to the selected bidder.

INDICATIVE MENU –Fixed Packed Lunch and should be approved by committee)

Table: Overall List of Per Parcel cost with menu

Sn	Person 4000 to 5000 Pax (Parcel)		
	Menu	No of Parcel	Rates per Parcel(Excluding Tax)
1	Parcel Fixed Pack	Sandwich (Vegetable Sandwich), Juice (tetra pack 200ml Mix fruit), Weffers (40gm) Muffins (Chocolate nos-1) Water- 200 ml Bottle Water	4000-5000

Grand Total:

Rs. _____ (Rupees _____) Only) including all charges, excluding taxes

Note

1. All item must be vegetarian and must not contain fish and/or animal fat/oil, egg, meat etc.
2. GST shall be paid extra
3. Food & Beverages Committee has the discretionary power to allot the work to one agency or multiple agencies for Lunch, Dinner & Lounge Service. Same would be binding to bidders without any condition.

ANNEXURE: 5

PRICE BID FOR OUTDOOR CATERING –High Tea

CEO

Knowledge Consortium of Gujarat,
Opp. PRL, Between Govt. Girls Polytechnic and L.D College of
Engineering, Navrangpura, Ahmedabad- 380015

Note:

1. Estimated pax (tentative) – on 7th July 2022 (1300-1800)pax (tentative)
- 2 .Final numbers of pax will be provided one day prior to the event date to the selected bidder.

INDICATIVE MENU –Fixed Packed Lunch and should be approved by committee)

Table: Overall List of Per plate cost with menu

Sn	Person 1300-1800 Pax(Counter)		
	Menu	No of plates	Rates per plate(Excluding Tax)
1	High Tea Sandwich(Vegatable Sandwich), Pastry(Pineapple/Black forest) Tea/Coffee, Cookies(Regular) Water- 200 ml Bottle Water	1300-1800	

Grand Total:

Rs. _____ (Rupees _____) Only) including all charges, excluding taxes

Note

- 1.All item must be vegetarian and must not contain fish and/or animal fat/oil, egg, meat etc.
- 2.GST shall be paid extra
3. Food & Beverages Committee has the discretionary power to allot the work to one agency or multiple agencies for Lunch, Dinner & Lounge Service. Same would be binding to bidders without any condition.

ANNEXURE: 6 (If Required)

PRICE BID FOR OUTDOOR CATERING –Starter

CEO

Knowledge Consortium of Gujarat,
Opp. PRL, Between Govt. Girls Polytechnic and L.D College of
Engineering, Navrangpura, Ahmedabad- 380015

Note:

1. Estimated pax (tentative) – on 7th July 2022 (1500)pax (tentative)
- 2 .Final numbers of pax will be provided one day prior to the event date to the selected bidder.

INDICATIVE MENU –Fixed Packed Lunch and should be approved by committee)

Table: Overall List of Per plate cost with menu

Sn	Person 1500 Pax (Counter)			
	Menu	No of plates	Rates per plate	Total Rate (Exclusive of Taxes)
1	High Tea	Tea/Coffee, Poha/Dhokla Water- 200 ml Bottle Water	1500	

Grand Total:

Rs. _____ (Rupees _____ Only) including all charges, excluding taxes

Note

- 1.All item must be vegetarian and must not contain fish and/or animal fat/oil, egg, meat etc.
- 2.GST shall be paid extra
3. Food & Beverages Committee has the discretionary power to allot the work to one agency or multiple agencies for Lunch, Dinner & Lounge Service. Same would be binding to bidders without any condition.

ANNEXURE: 7 ((If Required))

PRICE BID FOR OUTDOOR CATERING –Starter

CEO
Knowledge Consortium of Gujarat,
Opp. PRL, Between Govt. Girls Polytechnic and L.D College of
Engineering, Navrangpura, Ahmedabad- 380015

Note:

1. Estimated pax (tentative) – on 7th July 2022 (4000)pax (tentative)
- 2 .Final numbers of pax will be provided one day prior to the event date to the selected bidder.

INDICATIVE MENU –Fixed Packed Lunch and should be approved by committee)

Table: Overall List of Per plate cost with menu

Sn	Person 4000 Pax (Counter)			
	Menu	No of plates	Rates per plate	Total Rate (Exclusive of Taxes)
1	High Tea Tea/Coffee, Poha/Dhokla Water- 200 ml Bottle Water	4000		

Grand Total:

Rs. _____ (Rupees _____ Only) including all charges, excluding taxes

Note

- 1.All item must be vegetarian and must not contain fish and/or animal fat/oil, egg, meat etc.
- 2.GST shall be paid extra
3. Food & Beverages Committee has the discretionary power to allot the work to one agency or multiple agencies for Lunch, Dinner & Lounge Service. Same would be binding to bidders without any condition.