



कार्यालय:-भण्डार क्रय अधिकारी,  
उ० प्र० पं० दीन दयाल उपाध्याय पशु चिकित्सा विज्ञान विश्वविद्यालय  
एवं गौ अनुसंधान संस्थान मथुरा-281001

पत्रांक संख्या- 450 / भं०क्र०अधि० / 2022-23

दिनांक: 09-12-2022

सेवा में

**यूनिक एडवरटाईजिंग**

कृष्णा नगर मथुरा।

महोदय,

कृपया संलग्न सूचना दिनांक 10-12-2022 को दैनिक जागरण (आगरा संस्करण) एवं यूनिक समय में न्यूनतम स्पेस में प्रकाशित कराकर बीजक दो प्रतियों में (पेपर कटिंग सहित) अधोहस्ताक्षरी कार्यालय में प्रस्तुत करने का कष्ट करें।

संलग्नक: उपरोक्तानुसार।

भवदीय,

**SD**

भण्डार क्रय अधिकारी



**Office of the Store Purchase officer  
UP Pt. Deen Dayal Upadhaya Pashu Chikitsa Vigyan  
Vishwavidyalaya Evam Go–Anusandhan Sansthan, (DUVASU),  
Mathura -281001**

Tender No. 106 / SPO / 22-23

Date: 09-12-2022

**Short term Offline Tender Notice**

University invites tenders in two bid system (Part-I: Technical Bid and Part II: Financial Bid) for providing food services during 46<sup>th</sup> Annual Convention of Vice Chancellors of Agricultural Universities, IAUA, due to be held during 26-27 December 2022. The last date of receipt of bids is 14-12-2022 up to 12.00 noon. The technical bid will be opened on dated 14-12-2022 at 03.00 pm. Duly filled tender form along with requisite documents and Tender fees Rs. 1000.00 (Non Refundable) in form of DD and earnest money Rs. 15000.00 (Refundable) in form of FDR favoring of Finance Officer, DUVASU, Mathura must be submitted before due date of the tender. The tender document along with detailed terms and conditions can be download from the University website ([www.upvetuniv.edu.in](http://www.upvetuniv.edu.in))

**Store Purchase Officer**

**Scope of Work and General Instructions for Bidders**

1. UP Pandit Deen Dayal Upadhyaya Pashu Chikitsa Vigyan Vishwavidyalaya Evam Go Anusandhan Sansthan (DUVASU), Mathura invites bids from well-established and financially sound service providers (caterers) for booking of Food arrangements of Vice Chancellors and dignitaries in connection with 46<sup>th</sup> Annual Convention of Vice Chancellors of Agricultural Universities, Indian Agricultural Universities Association due to be held from 26.12.2022 to 27.12.2022 as per the menu.
2. The tenders are invited under two-bid system to be decided by least cost method. The interested qualified Firms are advised to submit their bids.
3. The interested Firms are required to deposit an Earnest Money Deposit (EMD) of Rs...15000/- (Rupees fifteen thousand only) in the form of FDR from any of the Commercial Bank in favour of Finance Officer, UP Pandit Deen Dayal Upadhyaya Pashu Chikitsa Vigyan Vishwavidyalaya Evam Go Anusandhan Sansthan (DUVASU), Mathura valid for a period of 13 months. Offer not accompanied by earnest money of the requisite amount or without proper validity will summarily be rejected.
4. The tenders received without the prescribed EMD will not be entertained and cancelled. The earnest money will be refunded to the unsuccessful bidders on finalization of the contract.
5. The EMD of successful firm(s) shall be returned only after successful completion of contract. Otherwise, the same will be forfeited.
6. The Firms are required to provide copies of the following documents along with the Technical Bid, failing which their Bids shall be summarily/out rightly rejected and will not be further considered:
  - i) Tender Fees (Non- refundable)
  - ii) Earnest Money Deposit (EMD) (Refundable).
  - iii) Scanned copy of PAN Card in the name of firm
  - iv) Scanned copy of IT return filed for the last year in the name of firm.
  - v) Scanned copy of GST registration certificate in the name of firm.
  - vi) Work experience of similar work during last year (requisite proof thereof).
  - vii) Annual turnover certificate for the last year duly authenticated/ signed by the chartered accountant of the firm.
  - viii) Proof of FSSAI Registration in the name of firm.
7. Rates shall be quoted per meal per head as provided in Form Fin1.
8. Form Tech1, Tech2 and Tech3 should be placed in one envelope, sealed and superscribed with 'Technical bid for food arrangement of Vice Chancellors and dignitaries during 46<sup>th</sup> convention of IAUA'
9. Form Fin 1 should be placed in separate envelope, sealed and superscribed with 'Financial bid for food arrangement of Vice Chancellors and dignitaries during 46<sup>th</sup> convention of IAUA'.
10. Both the envelopes be placed in another envelope, sealed and superscribed with 'Bid for food arrangement of Vice Chancellors and dignitaries during 46<sup>th</sup> convention of IAUA'.
11. The competent authority of UP Pandit Deen Dayal Upadhyaya Pashu Chikitsa Vigyan Vishwavidyalaya Evam Go Anusandhan Sansthan (DUVASU), Mathura reserves the right to annul any or all bids without assigning any reason.

**Store Purchase Officer  
DUVASU**

## Eligibility Criteria/Technical Requirements for Tendering Firms

### TECHNICAL

1. The tendering Firms should fulfill the following technical specifications:
  - (a.) It should be registered with the appropriate registration authority
  - (b.) It should be registered with the Income Tax and GST authorities of the Government. The caterers are required to provide copies of the following documents along with the Technical Bid, failing which their Bids shall be summarily rejected.
    - i) FDR of Earnest Money of Rs. 15000/- (Rs. Fifteen thousand only) with the tender Documents.
    - ii) DD of tender form cost Rs. 1000/- (Rupees One thousand only) with the tender form.
    - iii) Scanned copy of PAN Card.
    - iv) Scanned copy of IT return filed for the last year.
    - v) Scanned copy of GST registration certificate.
    - vi) Work experience of similar work during last year (requisite proof thereof)
    - vii) Annual turnover certificate for the last year, duly authenticated/ signed by the chartered accountant of the firm.
    - viii) Proof of FSSAI Registration
    - ix) Additional Information, if any (Attach separate sheet, if required).
2. All terms & conditions stipulated in the tender document shall be considered for selection of firm(s). However, L-1 firm will be decided on the least cost method for the bids from well-established and financially sound service providers (caterers) for booking of Food arrangements of Vice Chancellors and dignitaries in connection with 46<sup>th</sup> Annual Convention of Vice Chancellors of Agricultural Universities, Indian Agricultural Universities Association due to be held from 26.12.2022 to 27.12.2022 as per the menu.

### B. TERMS AND CONDITIONS

#### 1. General

- i) All meals including, lunch, evening tea and dinner will be served in a designated place which would be informed to the caterer and guests.
- ii) The caterer should also intimate the name of official along with his mobile number, who will be the nodal officer for interaction with the officials of University.
- iii) The caterer should provide at least the following items (Menu):  
**Daily Requirement for all the days**  
 Water (Bisleri) in different sizes – 200 ml/ 500 ml/ 1 L; Paper Napkin, Crockery etc.; Waiters, Dustbins, Heaters and wood fire during dinner

Date	Event	Menu
25.12.2022	Dinner	Veg soup, Salad, Matar Panner, Arhar Tadka Dal, Methi Aloo, Jeera Rice, Tawa Roti & Missi Roti, Boondi Raita, Achar, Papad, Chutney, Dessert (Gulab Jamun)
26.12.2022	Hi Tea	Pakoda, Samosa, Tea, Ballusahi/ Chandrkala
	Hi Tea	Pakoda, Samosa, Tea, Ballusahi/ Chandrkala + Cookies (In buffet system with crockery)
	Lunch	Sweet Corn Soup, Salad, Shahi Paneer, Mixed Dal (Panchmadi), Mix Veg (Gobhi, Matar, Aloo), Pullao, Roti Tawa, Messi, Methi Roti, Bathua Raita, Achar, Papad, Desert item ( Mewa wali Chawal Kheer), Fresh fruit Salad
	Intersession Tea	Tea, Coffee & Biscuits (In buffet system with crockery)
	Evening Tea	Tea, Coffee & Biscuits (In buffet system with crockery)
	Dinner	Starter (Spring rolls, cheese balls, harabhara kabab, chicken pakoda, peanut masala, wafers), Green Salad, tawa aaloo chat, Kadhahi Paneer, Butter Chicken, Dal tadka, chole, Mixed veg, sarson ka saag, dahi vada, Veg pulao, Makka Roti, Baby naan, missi roti, tawa roti, stuffed naan, gudd, gajar halwa, paan
27.12.2022	Intersession Tea	Tea, Coffee & Biscuits (In buffet system with crockery)
	Lunch	Veg soup, Salad, Paneer Butter Masala, Gobhi Aloo, Kari, Pullao/Jeera Rice, Tawa roti, Missi roti, Achar, Papad, Desert item (Dudh Pakodi), Fresh fruit Salad
	Dinner	Tomato Soup, Salad, Palak Paneer, Arhar Dal, Rice/Pullao, Tawa roti, Missi roti, Boondi Raita, Achar, Papad, Dessert item (Spong Rasgulla)

**Store Purchase Officer**  
**DUVASU**

## **BID EVALUATION CRITERIA**

1. All the participating firms should quote their rates (inclusive of all taxes) for making arrangement for food arrangement for Vice Chancellors.  
All terms & conditions stipulated in the tender document shall be considered for selection of firm(s). However, L-1 firm will be decided on the *least cost method* for the booking food arrangements of Vice Chancellors from in connection with 46<sup>th</sup> Annual Convention of Vice Chancellors of Agricultural Universities, Indian Agricultural Universities Association due to be held from 26.12.2022 to 27.12.2022 as per the menu. The rates quoted shall be inclusive of all applicable taxes.
2. Caterer should be based in Mathura-Vrindavan area.
3. The tender will be decided purely on *least cost method*. There will be no weightage given to Technical bid and it is purely qualifying in nature.

**Store Purchase Officer  
DUVASU**

Place: Mathura

Date:

**LETTER OF BID SUBMISSION**

Dated:

To  
Store Purchase Officer  
DUVASU  
Dear Sirs,

We, the undersigned, offer to provide the services of food arrangement of Vice Chancellors and dignitaries from 25.12.2022 (Dinner) to 27.12.2022 (Dinner) in connection with 46<sup>th</sup> Annual Convention of Vice Chancellors of Agricultural Universities, Indian Agricultural Universities Association due to be held from 26.12.2022 to 27.12.2022 in response to your Tender Notice No.....dated..... We are hereby submitting our proposal which includes Technical Bid, Financial Bid and requisite EMDs.

1. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents including all documents like annexure(s), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained thereon.
2. The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration, while submitting the bid.
3. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.
4. In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.
5. We hereby declare that all the information and statements made in this Proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.

Yours sincerely,

Signature  
Name (In full)  
Authorized title of Signatory  
Name of Firm  
Address

**BIDDER'S ORGANIZATION**

- A: Bidder's Organization:  
Name of Agency/Organization
1. Name of Director of Company/:  
Active Partner of Firm/Authorized Agent/Proprietor
  2. Full Address with Telephone, Fax & E-mail etc.
    - (a) Registered Office
  
    - (b) Head Office
  3. Details of Registration (Please indicate all details including incorporation)
  4. The Firms are required to submit following documents along with Technical Bid, failing which their Bids shall be summarily/out rightly rejected and will not be further considered :
    - i) FDR of Earnest Money of Rs. 15000/- (Rs. Fifteen thousand only) with the tender Documents.
    - ii) DD of tender form cost Rs. 1000/- (Rupees One thousand only) with the tender form.
    - iii) Scanned copy of PAN Card.
    - iv) Scanned copy of IT return filed for the last year.
    - v) Scanned copy of GST registration certificate.
    - vi) Work experience of similar work during last year (requisite proof thereof)
    - vii) Annual turnover certificate for the last year, duly authenticated/ signed by the chartered accountant of the firm.
    - viii) Proof of FSSAI Registration
  5. Rates quoted shall be inclusive of all taxes for food arrangements in connection with 46<sup>th</sup> Annual Convention of Vice Chancellors of Agricultural Universities, Indian Agricultural Universities Association due to be held from 26.12.2022 to 27.12.2022 as per the menu. The bidders are required to offer the rates as per the given menu before posting the bid.

Signature of authorized  
person Full Name &  
Designation.:  
Seal:

Date:  
Place :

**FORM TECH-3**

<b>Bidder Name:</b>			
<b>SUMMARY OF TECHNICAL PROPOSAL</b>			
<b>S. No.</b>	<b>Criteria</b>	<b>Reference in the technical bid (Page No.)</b>	<b>Yes/No</b>
1	DD of tender form cost Rs. 1000/- (Rupees One thousand only) with the tender form.		
2	FDR of Earnest Money of Rs. 15000/- (Rs. Fifteen thousand only) with the tender Documents.		
3	Scanned copy of PAN Card.		
4	Scanned copy of ITR of the last assessment year (2021-22)		
5	Scanned copy of GST registration certificate		
6	Work experience of similar work during last year (requisite proof thereof)		
7	Annual turnover certificate for the last year, duly authenticated/ signed by the chartered accountant of the firm.		
8	Proof of FSSAI Registration		

Signature of authorized  
person Full Name &  
Designation.:  
Seal:

Date:  
Place:



## FINANCIAL BID SUBMISSION FORM

Dated:

To

Store Purchase Officer  
DUVASU

Dear Sir,

We, the undersigned, offer to provide food arrangement for Vice Chancellors and dignitaries from 25.12.2022 (Dinner) to 27.12.2022 (Dinner) in connection with 46<sup>th</sup> Annual Convention of Vice Chancellors of Agricultural Universities, Indian Agricultural Universities Association due to be held from 26.12.2022 to 27.12.2022 in response to Tender Notice No. .... dated ..... and our technical Bid. Our financial bid, as per TOR is as below:-

Date	Event	Menu	Rate inclusive of all applicable taxes per person (in Rs.)
25.12.2022	Dinner	Veg soup, Salad, Matar Panner, Arhar Tadka Dal, Methi Aloo, Jeera Rice, Tawa Roti & Missi Roti, Boondi Raita, Achar, Papad, Chutney, Dessert (Gulab Jamun)	
26.12.2022	Hi Tea	Pakoda, Samosa, Tea, Ballusahi/ Chandrkala	
	Hi Tea	Pakoda, Samosa, Tea, Ballusahi/ Chandrkala + Cookies (In buffet system with crockery)	
	Lunch	Sweet Corn Soup, Salad, Shahi Paneer, Mixed Dal (Panchmadi), Mix Veg (Gobhi, Matar, Aloo), Pullao, Roti Tawa, Messi, Methi Roti, Bathua Raita, Achar, Papad, Desert item (Mewa wali Chawal Kheer), Fresh fruit Salad	
	Intersession Tea	Tea, Coffee & Biscuits (In buffet system with crockery)	
	Evening Tea	Tea, Coffee & Biscuits (In buffet system with crockery)	
	Dinner	Starter (Spring rolls, cheese balls, harabhara kabab, chicken pakoda, peanut masala, wafers), Green Salad, tawa aaloo chat, Kadhai Paneer, Butter Chicken, Dal tadka, chole, Mixed veg, sarson ka saag, dahi vada, Veg pulao, Makka Roti, Baby naan, missi roti, tawa roti, stuffed naan, gudd, gajar halwa, paan	
27.12.2022	Intersession Tea	Tea, Coffee & Biscuits (In buffet system with crockery)	
	Lunch	Veg soup, Salad, Paneer Butter Masala, Gobhi Aloo, Kari, Pullao/Jeera Rice, Tawa roti, Missi roti, Achar, Papad, Desert item (Dudh Pakodi), Fresh fruit Salad	
	Dinner	Tomato Soup, Salad, Palak Paneer, Arhar Dal, Rice/Pullao, Tawa roti, Missi roti, Boondi Raita, Achar, Papad, Dessert item (Spong Rasgulla)	

We hereby confirm the financial bid.

1. We understand you are not bound to accept any bid you receive.

We remain,

Yours sincerely,

Signature  
Name (In full)  
Authorized title of Signatory  
Name of Firm  
Address