

## **TENDER NOTIFICATION**

### **Tender Notification No. KUDSIT/025/CONVOCATION/2024-25**

On behalf of Kerala University of Digital Sciences, Innovation and Technology (KUDSIT) the Registrar invites offers for “**Catering Services for the 2<sup>nd</sup> Convocation Ceremony to be held on 31<sup>st</sup> July, 2024 at Travancore International Convention Centre, Green Field Stadium, Thiruvananthapuram, Kerala**” from experienced and qualified vendors.

<b>Tender Due Dates</b>		
1	Date for Availability of Tender Document on the website	02.07.2024
2	Last Date for Bid Submission	09.07.2024 03:00 P.M
3	The date and time for opening of Bid	09.07.2024 03:30 P.M
<b>Tender Fee &amp; EMD</b>		
4	Tender fee (Inclusive of GST)	Rs. 710/-
5	EMD	Rs. 3000/-

### **General Terms & Conditions**

- Tender Documents shall be available only on DUK Website and not for sales elsewhere.
- ***Cost of tender document, Rs.710/- (Inclusive of GST) and EMD, Rs. 3000/- as applicable to be submitted along with the tender as demand draft favoring “The Registrar, Kerala University of Digital Sciences, Innovation and Technology payable at Thiruvananthapuram” failing which the tender will be summarily rejected. EMD of unsuccessful bidders will be returned without any interest, upon finalization of contract or on expiry of validity of offer. EMD of the successful tenderer will be returned without any interest, after receipt of security and agreement in prescribed format.***
- Start-up & MSME relaxations- Govt directions/ circulars will be followed.
- Bidders prior to submission of their bids may visit the venue for better understanding of the site.
- The **tentative date** of the 2nd Convocation Ceremony is 31.07.2024 (However, the bidders are to be aware that due to unavoidable circumstances there may be a change in date and the bidders shall have to comply the same.
- The number of participants is provisional and if there is any increase in the number, the bidder shall have to make necessary arrangements for food and the same shall be paid extra as per the per person.

- All the items as mentioned in the menu attached as **Annexure – I** should be available for all the participants of the convocation.
- No advance payment will be made for the Work. 100% payment shall be made after providing the necessary services based on certification by the concerned authority within 30 days from the date of submission of bill.
- The firm has to arrange for loading / unloading of the items by deploying their own staff / authorized labourers. The University in no way will be responsible for the same.
- The University will reserve the right to impose penalty and make deductions in case of the following;-
  - Shortage in the ordered quantity
  - Deviation from quality and quantity of service / items as promised
  - Non disposal of garbage from the venue
  - Other things which are not specified and may be deemed fit.
  - Participants are served within reasonable time
- The bidders must ensure that the food is prepared sufficiently to avoid any shortage during service time. If it is observed that the food (even if it is a single food item) is falling short and is not available on the buffet counter for service to the guests, a penalty per item/per buffet or container will be imposed on the agency.
- All dishes should be made from fresh and good quality raw materials. If found using stale or non-fresh items the vendors will be penalised of 100% of their actual bill amount and they will be debarred/ blacklisted from serving in DUK in the future. The agency must ensure to hygienically clean all items such as vegetables/fruits/ other raw food items (Veg. & Non. Veg) before food preparation. No artificial colours, taste makers, preservatives should be used.
- The quoted rates shall be inclusive of all duties / taxes and service charges. No compensation will be paid in case of any upward revision in the statutory taxes and levies or introduction of new taxes and levies. Sufficient counters and serving staff to be deployed based on the number of Guests and site conditions.
- A firm should submit only one proposal. If a firm submits more than one proposal, all such proposals shall be disqualified.
- Price quoted should be valid for 90 days from the due date of the tender.
- DUK reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders.

- DUK reserves the right to get items from another source without any prejudice to bidders.
- DUK being the Purchaser, reserves the right to add, delete and modify the quantity of items and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions at the time of award of Contract.
- The courts at Thiruvananthapuram shall have jurisdiction over any dispute regarding this tender.
- Interested bidders to submit their duly signed and sealed quotation along with all requisite documents as per prequalification in separate sealed envelope super scribing "**Tender reference No. and due date**" on or before due date **09.07.2024, 03:00 PM**.
- Late bids will not be considered.

Bid should be addressed to

**The Purchase section  
Digital University Kerala, Technopark Phase IV,  
Thonnakkal P O, Thiruvananthapuram – 695317, Kerala**

Place: Technopark Phase IV

Date: 02.07.2024

**Registrar**

### **Pre-Qualification Requirements**

1. Bidder must have Trade License from Local Administrative Authority or from authorized government agencies. (enclose copies of the relevant certificate along with bid)
2. The bidder should have current GST certificate and PAN card. (enclose copies of the relevant certificate along with bid).
3. The bidder should have valid **FSSAI** license. (enclose copies of the relevant certificate along with bid)
4. A declaration undertaking on the Letterhead of the Bidder/Agency that all the terms and conditions as given in the tender document are acceptable and the Agency has not been blacklisted by any of the organization at any point of time and no criminal case is pending against the said firm/agency (as per the template in **Annexure- II**) should be given.
5. Each page of the tender document along with all other submitted documents must be duly signed by **authorized signatory** with Bidder's company seal and initial, otherwise, the document will be invalid. (power of attorney, if any, to be submitted)
6. The contracting agency should have successfully organized at least one event of not less than 500 people in any Central/State Govt/PSU/Autonomous Bodies in the past three years and copies of work order & satisfactory completion certificate should be provided.
7. The tenders of the contracting agency with inadequate/irrelevant experience as mentioned above are liable to rejection. It is mandatory for the bidders to attach a documentary proof of requisite experience, with the technical bid.

[To be submitted in letter head of the supplier]

**Financial Bid**

**Tender Enq. No.** \_\_\_\_\_

Total amount for providing of "Catering Services for the 2<sup>nd</sup> Convocation Ceremony to be held on 31<sup>st</sup> July, 2024 at Travancore International Convention Centre, Green Field Stadium, Thiruvananthapuram, Kerala" as per the terms and conditions contained in the Tender document shall be Rs. \_\_\_\_\_ (Rupees. \_\_\_\_\_) including all taxes and charges.

**Convocation Catering**

<b>Sl. No.</b>	<b>Elements</b>	<b>Rate</b>	<b>Total</b>
<b>Tea &amp; Snacks (300 pax)</b>			
1	Tea, Coffee and Variety Cookies		
<b>HI-Tea (for VIP Guests with service (30 pax))</b>			
2	Finger Sandwich, Banana Bread, Cookies, Assorted Nuts & Dry Fruits, Tea & Coffee, Water Bottle – 500 ml., Tissue Boxes, Glass & Coaster		
<b>Lunch (Buffet Setting) (600 pax)</b>			
3	Chappathi Dal Thadka Veg. Pulao Butter Chicken Kadai Paneer Gulab Jamun Ice-Cream Raitha Pickle Pappad Salad Counter Drinking Water (Hot & Cold)		
<b>Total Amount (inclusive of all taxes and charges)</b>			

- Only proper ceramic crockery and SS cutlery to be used for serving of food. Plastic cups / plates / spoons etc. should not be used. Additional plates to be brought in addition to the confirmed pax order or minimum order quantity.
- The agency should clean the area, remove all the wastes including food wastes and dispose the same at their risk.

(Authorized Name & Signatory of Agency / firm with stamp)

**DECLARATION**

(To be provided on the letterhead of the Bidder and submit along with Technical bid)

To

The Registrar  
Digital University Kerala  
Mangalapuram, Thonnakkal P O  
Thiruvananthapuram

**Bid Ref. No.:**

I/We, the undersigned, declare that:

1. I / We do hereby certify that our firm is not blacklisted and no enquiries / cases are pending against us by Govt. of India / Govt. of Kerala or by any State/Central Board Universities, since inception of the firm / company.
  - a. All the terms and conditions given in the tender document with reference to above, are acceptable to us.
  
1. I/We also certify that the information mentioned in the submitted documents is true and complete in any every respect and explicitly agree that in the case at a later date it is found out by DUK that any details provided herein by us are incomplete/incorrect, any contract given to us may be summarily terminated forthwith, our firm may be blacklisted, and that the University may also initiate any other legal/penal proceedings, as deemed fit by it.

Date:

Place:

Signature:

Authorized Signatory Name:

Designation:

Company :

Contact No:

Company Seal

[To be submitted in letter head of the supplier]

**DECLARATION SHEET**

I, ..... hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification. We further certified that our organization meets all the conditions of eligibility criteria laid down in this tender document.

We, further specifically certify that our organization has not been Blacklisted/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/Public Sector Undertaking in the last three years.	NAME & ADDRESS OF THE Vendor/ Manufacturer / Bidder
1. Phone	
2. Fax	
3. E-mail	
4. Contact Person Name	
5. Mobile Number	
6. TIN Number	
7. PAN Number	
8. Kindly provide bank details of the bidder in the following format:  a) Name of the Bank:  b) Account Number:  c) Kindly attach scanned copy of one Cheque book page to enable us to return the EMD to unsuccessful bidder	

(Authorized Signature with Stamp)

**CHECK LIST FOR ATTACHMENTS**

**(Put a "tick" in the appropriate column)**

<b>Sl. No.</b>	<b>Attachment</b>	<b>Yes</b>	<b>No</b>
1	Address Proof		
2	Copy of Registration Certificate / License		
3	Copy of PAN Card		
4	Copy of GST Registration Certificate		
5	Proof of Experience		
6	EMD		
7	Tender fee		
8	Signed copy of Tender form		
9	Declaration Forms		