

Tender for Hospitality & various functions.

GENERAL INSTRUCTIONS

- Attach a copy of the tender notice.
- Attach Affidavit as per Performa given and self attested (Annexure I).
- Attach a signed copy of Terms and Conditions.
- The Vice-Chancellor reserves all the rights to accept or reject any tender without any reason and also to impose/relax any term and condition.

SEE Next Pages for

- 1) General terms and conditions (Page No. 3,5,7).
- 2) Format of Affidavit (Page No. 8)
- 3) Technical Bid (Page No. 9)
- 4) Financial Bid (Page No. 11)



Baba Farid University of Health Sciences

Sadiq Road, Faridkot- 151203 (Pb.)

Phone: 01639-256232, 256236

Fax: 01639-256234

Website: www.bfuhs.ac.ine-mail: upfdbfuhs@gmail.com

Tender Form

(Tender enquiry no. Hospitality)

Name of the Firm	
Address	

Earnest Money	: Rs.10,000/- in the form of Demand Draft in Favour of "Registrar, Baba Farid University of Health Sciences, Faridkot" payable at "Faridkot".
Tender Fee (Not Refundable)	: Rs.1180/- (Inclusive 18% GST) should be enclosed with the tender in shape of Demand Draft in favour of Registrar, Baba Farid University of Health Sciences, Faridkot or can be deposited in the University cash counter.

* Errors and omissions, if any, shall subject to rectification by the University.

Please quote rates for Hospitality:-

Sr. No.	Name and items	Price per person In (Rs.) (Incl. all taxes)
1.	Hospitality (Lunch) <ul style="list-style-type: none"> ➤ Daal Makhni ➤ Mix Veg. ➤ Cheese ➤ Rice ➤ Salad ➤ Sweet Dish ➤ Water 	Rs...../- per person

	<ul style="list-style-type: none"> ➤ Roti 	
2.	Hospitality(Dinner) <ul style="list-style-type: none"> ➤ Daal Makhni ➤ Chicken curry/Butter Chicken/Kadai Chicken ➤ Cheese ➤ Rice ➤ Salad ➤ Sweet Dish ➤ Water ➤ Roti 	Rs...../- per person
3.	Tea(Normal) <ul style="list-style-type: none"> ➤ Sweet ➤ Samosa ➤ Tea ➤ Water 	Rs...../- per person
4.	High Tea <ul style="list-style-type: none"> ➤ Cheese Snacks ➤ Max Snacks ➤ Cold Sandwich ➤ Coffee/Tea ➤ Sweet ➤ Water 	Rs...../- per person
5.	Refreshment <ul style="list-style-type: none"> ➤ Samosa ➤ Tea 	Rs...../- per person

Terms and Conditions are as follows:-

1. The Tender form *along with copy of Tender Notice, Terms & Conditions and requisite certificate(s) indicated in the Terms & Conditions may be downloaded from University website (www.bfuhs.ac.in), & should reach in the office of **The Registrar, Baba Farid University of Health Sciences, Faridkot in a sealed envelope as per clause 8** on or before **upto by and to be opened** after approval of Competent authority.*

2. Tenders should be sealed with cello tape/sealing wax. Unsealed tenders will not be accepted and such tenders will be ignored straightway.

3. The tender form must be accompanied with Tender fee of Rs...../- per tender in the shape of demand draft in favour of “**The Registrar, Baba Farid University of Health Sciences, Faridkot**” payable at Faridkot or can be deposited in the university cash counter.

4. The tender(s) should be accompanied by earnest money (Rs...../-) in the shape of Demand Draft of any scheduled bank in favour of Registrar, Baba Farid University of Health Sciences, Faridkot payable at Faridkot.

5. Tender without the earnest money will not be accepted.

6. Tenders forms shall be type written.

7. **SUBMISSION OF TENDERS** : The Technical and Financial bids should be sealed in separate sealed envelopes with Tender Enquiry No., Type of bid, Due date and Bidder name clearly marked on them as under:

A. ENVELOPE NO. I (TECHNICAL BID)

This envelope should contain Tender form along with a copy of Tender notice,

Tender fee, draft, EMD amount draft and Technical bid (as per **Annexure –II**) along with certificates regarding proprietorship /ownership of the firm.

B. ENVELOPE NO. II (FINANCIAL BID)

This envelope should contain only Financial bid(**Annexure-III**).

C. ENVELOPE NO. III addressed to “**The Registrar, Baba Farid University of Health Sciences, Faridkot**”

This envelope should contain sealed Envelope-I, II. The words "**Tender for Hospitality**" should be written on the top of sealed envelope

8. **The rates quoted should be F.O.R. destination (Baba Farid University of Health Sciences, Faridkot) and should also include packing and forwarding charges, taxes, installation charges and other levies (as applicable), if any, be mentioned separately in the quote. But rates should be consolidated after including various taxes etc., if any, should be mentioned in the financial bid.**

9. In-complete or conditional offers incorporating price variation will not be acknowledged.

10. Tenderer should indicate their sale-tax, Pan no., GST No. registration No. in their offers.

11. Any tender, which is not in the proper form or received late will not be acknowledged.

12. The office shall not bear any responsibility for any postal delay.

13. Tender should not quote their own mode of payment otherwise their offer is liable to be ignored.

14. The University reserves the right to cancel the tender without assigning any reason.

15. **The tenderer(s) shall give a certificate, certifying that his/their concern has not been blacklisted.**

16. The tendered(s) should properly append initials on the all corrections "if any" in his/their tender.
17. The tendered must sign on all the pages of the tender.
18. The rates so quoted should have validity of at least for 1 year.
19. Quantity may be increase and decrease.
20. The (EMD) deposited by successful bidder shall be adjusted towards security money deposit. This security money shall be released after completion of rate contract.
21. On genuine reasons, the University reserves the right to extend the period for Hospitality Arrangements on the request of supplier. If the material is not supplied even after the grant of extended period, the order placed may be cancelled and the EMD amount shall be forfeited.
22. If the Successful bidder refuses or does not respond to the Hospitality Arrangements in stipulated period, the EMD shall be forfeited and order may stand cancelled.
23. If the firm refused to execute the order fully or partially, the security amount shall be forfeited and supply order may stand cancelled.
24. Payment by RTGS/NEFT/Cheque after proper installation/verification/inspection of the material.
25. The **Earnest Money** of unsuccessful bidders will be returned after the final approval of tenders by the competent authority *without any type of interest or other charges*.
26. All the disputes arising out of agreement/contract regarding this tender shall subject to Faridkot jurisdiction only. It is specifically agreed that no court outside and other than Faridkot shall have jurisdiction in the matter.

However, for any query of clarification or to check and other information , you may contact to University Procurement & Facility Department, BFUHS, Faridkot on any working day

Signature of Tenderer

Accepts all the terms & conditions of the tender

DATE ::

PLACE :

CHECKLIST OF ENCLOSURE

1.	Tender Fee : Rs...../-	<input type="checkbox"/>
2.	Earnest Money: Rs...../- in the shape of Demand Draft.	<input type="checkbox"/>
3.	Certificate certifying that firm has not been blacklisted (Annexure I).	<input type="checkbox"/>
4.	Technical bid (Annexure-II)	<input type="checkbox"/>
5.	Financial bid (Annexure-III)	<input type="checkbox"/>
6.	Other requisite certificate	<input type="checkbox"/>

AFFIDAVIT

I _____, s/d/w of _____ resident of _____ District _____ proprietor of the firm M/s _____, do hereby declare and solemnly affirm as under:-

• That I have not been debarred or black listed by any department of Union/ State Government or any autonomous institute.

• That the terms & conditions for supplying the quoted **Tender for Hospitality** are acceptable to me. I will abide by terms in letter and spirit.

• Date of Existence of the firm _____ (Attached Certificate)

• Annual Turn Over Rs. _____

(Signature of the Tenderer)

Full Name: _____

Address: _____

Place : _____

Date: _____

TECHNICAL BID

- 1 Name of the applicant (tenderer/ bidder). _____
- 2 Constitutional status of the tenderer/ bidder. _____
i.e. Proprietor/ Partnership firm/
Pvt. Limited Company/ Public
Limited Company/ Co-op Society
etc.
- 3 Address of the tenderer/ bidder _____

- 4 Name of the Dealing Person :- _____
- 6 Position of the dealing person in the tenderer firm/ company/ society :- _____
- 7 E mail id:- _____
- 8 Fax No:- _____
- 9 Mobile No:- _____
- 10 Details of the Earnest Money Deposit (EMD):- _____

(A) *In case EMD is deposited in the shape of a demand draft:-*

Demand Draft No.

Date of demand draft

Amount of the demand draft

Bank with branch name

10 PAN Number

11 GST No.

FINANCIAL BID

Name and Address of the applicant with Telephone / Fax No. _____

Permanent Address/ Head Office _____

We hereby quote for Hospitality as under:

Sr. No.	Name and items	Price per person In (Rs.) (Incl. all taxes)
1.	Hospitality (Lunch) ➤ Daal Makhni ➤ Mix Veg. ➤ Cheese ➤ Rice ➤ Salad ➤ Sweet Dish ➤ Water ➤ Roti	Rs...../- per person
2.	Hospitality (Dinner) ➤ Daal Makhni ➤ Chicken Curry/Butter Chicken/ Kadai Chicken ➤ Cheese ➤ Rice ➤ Salad ➤ Sweet Dish ➤ Water ➤ Roti	Rs...../- per person
3.	High tea(Normal) ➤ Sweet ➤ Samosa ➤ Tea ➤ Water	Rs...../- per person
4.	High Tea ➤ Cheese Snacks ➤ Max Snacks ➤ Cold Sandwich ➤ Coffee/Tea ➤ Sweet ➤ Water	Rs...../- per person
5.	Refreshment ➤ Samosa ➤ Tea	Rs...../- per person

Signature _____

(Name & Address) _____

Date & Place: _____