



International Centre for Information Systems & Audit

International Training Centre of Comptroller & Auditor General Of India

www.cag.gov.in/icisa/en

Tender Notice for hiring of catering services for Welcome / Farewell dinner on contract basis for use of iCISA, A-52, Sector – 62, Institutional Area, Phase – II, Noida – 201309, U.P.

Ref. No. ²³⁷ /Trg-ITP0DDD/2/2018-ITP (Comp. No. 1205)

Dated: 13.11.2024

Name of the Work	Issue of Blank Tender Document	Last Date of Tender Submission
Hiring of catering services for welcome /farewell dinner on contract basis for use of iCISA, NOIDA	From 13.11.2024 to 16.11.2024 upto 03:00 PM	17.11.2023 upto 05:00 PM

- Blank tender documents (Non-transferable) for above work shall be issued from 13.11.2024 to 16.11.2024 up to 03:00 PM on working days from office of the Director General, iCISA, A-52, Sector-62, Institutional Area, Phase - II, Noida – 201 309, Uttar Pradesh. The intending tenderer can also download the complete tender document available on the Web Site: www.icisa.cag.gov.in and submit the same along with the supporting documents on or before the due date and time of submission.
- Intending tenders should have valid registration with appropriate authorities for statutory taxes as applicable.
- The tender documents duly completed may be submitted at the office of the Director General, iCISA, A-52, Sector – 62, Institutional Area, Phase – II, Noida – 201 309, Uttar Pradesh till 17.11.2024 at 05:00 PM. Technical bid of the parties shall be opened on 18.11.2024 at 11:00 AM. Finalization of financial bids shall also be completed on the same day i.e. 18.11.2024.
- Two bid system would be followed. Sealed bid containing two separate envelopes for Technical and Financial bid may be submitted. The envelope may be superscribed as Technical bid and Financial bid.
- Canvassing, whether directly or indirectly in connection with tender is strictly prohibited and the tender submitted by the contractors who resort canvassing will be liable to be summarily rejected.
- iCISA reserves the right to reject any or all the tenders without assigning any reason thereof and is also not bound to accept lowest tender. Tenders in which any of the prescribed conditions are not fulfilled or found incomplete in any respect are liable to be rejected.

Yours sincerely,

Sr. Administrative Officer (Hostel)
iCISA, A – 52, Sector – 62, Institutional Areal,
Phase - II, Noida - 201 309

Ref. No. /Trg-ITP0DDD/2/2018-ITP (Comp. No. 1205)

Dated: .11.2024

M/s.
.....
.....
.....

Subject: Hiring of catering services for Welcome / Farewell dinner on contract basis for use of iCISA, A-52, sector 62, Institutional Phase-II, Noida201309, UP.

Sir,

Tender document in respect of the above mentioned works are being forwarded herewith

Please note that tender is to be delivered in the office of the Director General, iCISA, A-52, Sector-62, Institutional Area, Phase-II, Noida-201309, Uttar Pradesh on or before 17/11/2024 up to 05:00 P.M.

The Tender should be signed on each page, dated and witnessed in all places provided for in the documents with all papers bearing initial of the authorized person.

The person, signing the tender on behalf of company/firm or on behalf of another person shall attach with tender a certified copy of proper authority/power of attorney on a non-judicial stamp paper of requisite value duly executed in his favour by such person, company/firm and must state specifically that he has authority to sign such tenders for and on behalf of such person or company/firm as the case may be, and in all matters pertaining to the contract.

This letter shall form part of the "CONTRACT" and must be signed and returned along with the tender documents.

Enclosed: Tender Notice along with T&C for Hiring of catering services.

Signature of the bidder

Terms & Conditions for Hiring of catering services

INTRODUCTION

iCISA, the buyer, intends to hire catering services as per defined scope of work in this document. The services can be hired for following durations:

- **Period from 20th November 2024 to 31st March 2025. (8 Welcome / Farewell Dinners would be expected during the period)**

SCOPE

Service provider shall render the services under the scope defined in this section. Accordingly, catering services on hiring of catering services are required on the following basis:

**iCISA, A-52, Sector – 62, Noida - 201309 For
iCISA in-house dinner party catering services.**

All-inclusive rates for: -

Sl. No.	Description	Quantity / Measurement
1	Carpet	4000 Sq ft.
2	Bar Counter Setup 12" x 12" (Approx)	1
3	Banquet Chair with Covers	120
4	Round Table with underlay & overlay	15
5	Bistro Table with underlay & overlay	4
6	Food Stall setup 26" x 12" (Approx)	NA
7	Sweet Stall Setup small	NA
8	Photo Booth Selfie point	1
9	Entry Setup with Welcome Board	1
10	Rice light Canopy work at entry	NA
11	Flower work at Entrance, Stalls & Tables	NA
12	Buffet Table with covers	20
13	Rice light	50
14	LED Par light	25
15	White Flashlights	10
16	DJ / Sound Systems	01 Set
17	Cooling Fans/Heater	8

iCISA's OBLIGATIONS

1. iCISA, the Buyer, shall notify service provider of any change in schedule of hired catering services. The notification shall be provided 3 days prior to change.
2. iCISA shall either accept or reject or modify the bill within a maximum of 7 days after submission by service provider.

SERVICE PROVIDER OBLIGATIONS

1. Service provider agrees to provide quality services as mentioned in this document.
2. **Service provider shall ensure that their assigned representative shall be present during the time of event /party as per schedule provided by iCISA. In an event of delay in arrangement of above tabulated items, iCISA shall have right to hire**

other catering services (which may or may not be of similar hired services category).

3. Service provider agrees to terms and conditions of the contract and shall ensure full compliance to them.
4. Service provider to ensure that items / materials provided shall arrive at designated location on time with staffs for the purpose of arrangements / installation of catering items.
5. Service provider should obtain all mandatory permission regulating the entry into city or cities, as the case may be.
6. In the event of any issue to supply, installation and uplifting of (above tabulated material after the next day of party), the service provider at his own cost shall make alternate arrangement for which agreement is entered into. Failure to do so will evoke penalty or possible termination of contract.
7. The Service Provider shall not be allowed to sub-let the Contract. The Service Provider can act as an aggregator of catering services items. However, it is the duty of Service Provider who shall be responsible to the Buyer for the Contract being signed.
8. The Service Provider shall only provide the best quality of items as tabulated above and no ruptured / broken / rusted items would be provided.
9. All kind of items provided by the service provider should be of good quality and in working condition.
10. All attempts shall be made to provide quality services.

SERVICE SPECIFIC TERMS AND CONDITIONS:

Hiring of Catering Services on the occasion of Welcome / Farewell Dinner

1. Service provider selected as L1 by iCISA shall accept the order within 24 hours of the request for providing catering services.
2. **All items shall be provided by the service provider to the designated points. No payment shall be made for journey from the place of service provider to reporting point.**
3. **The bidder is required to quote the rental amount, which will be inclusive of GST.**
4. **Any other Tax liability, if any, shall be borne by the service provider itself.**
5. Cancellation at a day's notice will not invite any charges payable to the service provider.
6. **Service provider understands that rates quoted by them are all inclusive rates encompassing all consumables, installation and any other charges required to render services.**
7. The catering service (s) provided by the service provider shall have valid Registration Certificate and any other relevant permits/licenses essentially required by the Government and any other statutory bodies for commercial operations, and must be **revalidated** before the expiry of the due date during the tenure of the contract period.

STAFF DEPLOYED:

The service provider shall be responsible for the acts and deeds of staffs for installation of catering services including following:

1. The staff in no case shall report to duty in an inebriated state or consume alcohol while on duty. Such instances will be informed to law enforcement agencies and the agreement is liable to be terminated.

2. The staff deployed for user department duties maintain polite & courteous behaviour towards department users as well as to other departmental staff.
3. Designated Staff must be provided a working mobile phone and contact number be provided to user department.
4. In an event that for any reasons the staff changes his contact number during the tenure of the contract then service provider will immediately notify the user department of the above change.
5. Any complaint from the users/staff of the user department with respect to their behaviour will be viewed seriously and it will be brought to the notice of the service provider, who shall take suitable action.
6. Deployed Staffs must have a valid photo identity proof like Aadhaar Card, Voter ID, Driving Licence etc.

STATUTORY LAW & REGULATIONS:

1. The service provider shall take care of the catering items detailed for the user department requirement with their own staff during the duty time. User shall not be liable for any damages whatsoever to public property and /or any third person due to any accident arising out of and in the course of deployment of service provider's items.
2. The service provider shall be solely responsible for any claims by any third party and/or employees of user department or otherwise.
3. The user department will in no way be responsible for violation of rules and /or infringement of any other law for the time being in force, either by the staff or by the service provider. The staff as well as service provider shall comply with relevant rules and regulations of catering services at present or in future during the tenure of the contract and as may be enforced from time to time for which user departments would not be held liable/responsible in any manner what-so-ever. Onus of compliance of all the applicable Laws/ Acts/Rules including those under Rules shall rest with the service provider only and user/user departments will not be liable in any manner.
4. The service provider shall be responsible for ensuring compliance with the provisions related to Labour Law (Central/State) and specially Minimum Wages Act, Payment of Wages Act, PF, ESI Act, Payment of Bonus Act, Contract Labour (R&A) Act, Workmen Compensation Act etc., as applicable from time to time. The employees of the service provider shall not be deemed to be employees of the user department hence the compliance of the applicable acts/laws will be the sole responsibility of the service provider.
5. The service provider shall be personally responsible for any theft, misconduct and/or disobedience on the part of staffs so provided by him.
6. During the contract period, if the catering items is seized or detained or requisitioned by Police/Motor Vehicle Authority or any other authorities for whatsoever reasons, it will be at the service provider's risk. Also, alternate catering items of similar or higher category will be provided by Service provider without any extra charges.
7. The goods deployed for duty for the user department shall at no point of time carry any person other than personnel authorized by user department.
8. Separate duty slip will be maintained for every catering services, which will be signed by the authorized signatory of the user department. Based on each catering services duty slip, the service provider shall prepare bills enclosing therewith a consolidated statement of each duty and original copies of duty slip.
9. At the option of the Govt. user Service provider shall provide and will submit the record.

10. The service provider shall submit his bills in triplicate towards the service rendered on the previous party to the user. Payment shall be affected by credit into the bank account of the service provider through ECS/RTGS within 3 weeks from the date of receipt of bills with supporting documents, complete in all respect. The service provider will have to intimate the bank account number, and other details of the bank to enable the user department to credit the payments directly into the account. User department shall pay the vendor all amounts on an invoice that are not the subject of a bona fide dispute within 3 weeks after department's receipt of a valid invoice that complies in all material respects in terms of this Agreement, the payment shall be subject to any deductions such as penalties, statutory deduction etc

TERMINATION OF SERVICES FOR CONVENIENCE:

1. Either parties, Buyer or Service Provider, may with their mutual consent can end this contract after providing 2 months prior notice to other party.
2. Termination of services for convenience of either parties will not attract any penalties or shall not be liable for any extra payments other than payment of invoices raised till the time of termination including notice period.

PAYMENTS TERMS:

1. The payment shall be generally made to vendor 3 weeks of receipt of the bill.
2. **The service provider understands that the rate quoted by him/her are inclusive of**
 - a. **Transportation costs**
 - b. **Installation Costs**
 - c. **Item rental charges etc., if any.**
 - d. **Night charges, in case of night services**
 - e. **GST / Any other taxes**

Further, the following incidents will be considered as breach of contract and will result in immediate termination of services

- a. Invalid registration papers of services deployed.
- b. Invalid Government Certificate of Catering services.
- c. Any attempt to forge service-related documentation.

FORM-1
TECHNICAL BID

Bidder profile for providing Catering services

Sl. No.	Detail of Catering Services Agency
1.	Name of Service Provider Agency
2.	Registration Number
3.	PAN Number
4.	GST Registration Number:
5.	Address of the Agency at Noida/NCR (along with phone/mobile number/email)
6.	List of Clients (present and previous) i.e. experience of the services in years

Note- Hard copy of Sl. no.1 to 6 should be enclosed.

Declaration:

This is to certify that I/We before signing this letter have read and fully understood the terms and conditions contained herein and undertake myself/ourselves to abide by them

Date:

Place:

Signature of the Bidder
Name and Address
(with seal)

FORM-2
FINANCIAL BID

Hiring of Catering Services for Office of the Director General, iCISA, Noida, U.P.

(In Rs.)

Quoted price	Other Taxes, if Applicable	Total Quoted price inclusive of taxes (1+2)
1	2	3

Date:

Place

Signature of the Bidder
Name and Address (with seal)