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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

1. 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.
2. Intending tenders should have valid registration with appropriate authorities for statutory taxes as applicable.
3. 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.
4. 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.
5. 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.
6. 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)

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M/s.
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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**