

## TENDER NOTICE

Ref: PUB/AAI-2015/19/CSP/HO

28/01/2015

### TENDER FOR CATERING SERVICES INCLUDING SERVING FOOD

Sealed bids are invited from reputed firms for catering services including serving food for the participants of Aqua **Aquaria India 2015** organized by The Marine Products Export Development Authority (Ministry of Commerce & Industry, Government of India) scheduled to be held at Andhra Loyola College Campus, Vijayawada, Andhra Pradesh from 20<sup>th</sup> - 22<sup>nd</sup> February 2015 as per the requirements indicated in the tender document, which will be available on the web site [www.mpeda.com](http://www.mpeda.com)

The bid must be submitted to Secretary MPEDA on or before 05.02.2015 at 1 pm in the following address super-scribing '**Bid for catering services for the Aqua Aquaria India 2015**'

The Secretary

The Marine Products Export Development Authority

(Ministry of Commerce and Industry, Govt. of India)

P.B.No.4272, Panampilly Avenue, Cochin – 682 036.

Tel: 0484 2321722 Fax: 0484 2312812

E-mail: [sreekumar@mpeda.gov.in](mailto:sreekumar@mpeda.gov.in)

**AQUA AQUARIA INDIA 2015**

**20 - 22<sup>nd</sup> FEBRUARY 2015**

**ANDHRA LOYOLA COLLEGE CAMPUS, VIJAYAWADA, ANDHRA PRADESH**

**TENDER FORM**



**THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY**

(Ministry of Commerce & Industry, Government of India)

**P. B. No. 4272, MPEDA House, Panampilly Nagar, Kochi – 682 036.**

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**THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY**  
(Ministry of Commerce & Industry, Government of India)  
**P. B. No. 4272, MPEDA House, Panampilly Nagar, Kochi – 682 036.**

Name of the work	<ol style="list-style-type: none"> <li>1. Providing Catering services including serving of food as per the menu &amp; schedule shown in the appendix -1 of this tender document and serving food for the participants of Aqua Aquaria India 2015 organized by The Marine Products Export Development Authority (Ministry of Commerce &amp; Industry, Government of India) scheduled to be held at Andhra Loyola College Campus, Vijayawada, Andhra Pradesh from 20<sup>th</sup> - 22<sup>nd</sup> February 2015</li> <li>2. Providing Pandal for 20,000 sq.ft area</li> <li>3. Providing required Tables, chairs, wash bins, water tanks, waste collecting bins</li> </ol>
Bid Security (Earnest Money Deposit)	Rs. 50,000 (Rs. Fifty thousand only) in the form of Account payee DD from any of the nationalized banks, in favour of “ <b>Aqua Aquaria India</b> ”, payable at Ernakulam
Last Date and Time for receipt of Bids	<b>05.02.2015      1 PM</b>
Time and Date of Opening of Bid	<b>05.02.2015      5 PM</b>
Place of Opening Bid	Office of the Secretary, Marine Products Export Development Authority, MPEDA House, Panampilly Avenue, Kochi – 682 036 KERALA

**TENDER DOCUMENT**  
**THE MARINE PRODUCTS EXPORT DEVELOPEMNT AUTHORITY**  
**HEAD OFFICE, KOCHI -36**

**TENDER DOCUMENT FOR CATERING SERVICES INCLUDING SERVING FOOD FOR THE  
'AQUA AQUARIA INDIA 2015' ORGANISED AT ANDHRA LOYOLA COLLEGE CAMPUS  
VIJAYAWADA.**

**A. Introduction**

The Marine Products Exports Development Authority (MPEDA) (hereinafter referred as "Authority") is a statutory body under the Ministry of Commerce and Industry, Government of India. MPEDA with its Head office at Panampilly Nagar, Kochi is entrusted with the primary task of promotion of export of marine products from India.

**B. Job Description**

Sealed Tenders in prescribed format are invited from reputed caterers for catering services including serving food for '**Aqua Aquaria India 2015**' (hereinafter referred as 'Event'), an International event that showcases the activities and business in the aquaculture and ornamental fisheries sector of the country and abroad, scheduled to be held at Andhra Loyola College Campus, Vijayawada, Andhra Pradesh from 20<sup>th</sup> to 22<sup>nd</sup> February 2015. The Event will have an exhibition having 350 stalls and expects about 6,000 delegates to participate.

Tender document can only be down loaded from our website **www.mpeda.com**. The last date for submission of tenders is 05.02.2015 at 13.00 hours. The bids shall be opened on 05.02.2015 at 17.00 hrs hours in the presence of the bidder's representative who choose to be present at the office of the undersigned during the evaluation process. **The Technical bid and financial bid should be given in separate sealed envelopes and the bidder will be disqualified if the technical bid and financial bid were not provided in separate sealed envelopes.** The financial bid shall be opened only for those bidders who satisfy the eligibility criteria mentioned in the tender document and scores minimum mark mentioned in the technical bid evaluation.

Those who are meeting the eligibility criteria and are interested to provide caterer's service subject to the terms and conditions may furnish their quotes in the prescribed form enclosed herewith and with copies of other required documents indicated in the tender document.

**C. Eligibility Criteria**

**(i) Essential**

1. The bidder shall be reputed firm / organization (herein after referred as "Vendor") with a minimum of three years experience in providing Catering Services for exhibitions and conferences and should have experience in preparing and serving all types of dishes, i.e. Vegetarian, Non - Vegetarian, South Indian, North Indian, Chinese, Continental, etc

2. Vendor should have a minimum financial turnover of **Rs. 50 lakh** and above in a single year, during the last three years commencing from 2011-12.
3. The vendor should have provided catering services for at least three programs of more than 10,000 participants in last 3 years.
4. The vendor should have audited balance sheet for last 3 years.
5. Experience with proof of catering to the programs of Union/State government/ PSUs/Private Enterprises etc. on various social / service and business meet, having participation of more than 10,000 participants.

**(ii) Desirable**

1. Awards / certificates of excellence received, if any.

**D. Terms and conditions**

1. The vendors will have to submit an interest free, refundable earnest money deposit (E.M.D) of Rs. 50,000 (Rupees Fifty thousand only) in the form of a Bank Draft / Pay Order of Scheduled Commercial Bank drawn in favour of **Aqua Aquaria India** payable at **Ernakulam**. The DD should be kept along with Technical bid envelop.
2. The vendor shall not sublet whole or part of the work to any other agency, in case of award of contract.
3. The vendor shall provide the catering services, in accordance with the contract to the complete satisfaction of the Authority.
4. Vendors are advised to understand the magnitude of the job involved before submitting the bids.
5. In case of default on the part of the agency in carrying out any order, apart from the legal remedy, the Authority shall be entitled to get the work done by any other persons and all expenses consequent thereon or incidental thereto shall be borne by the Authority and will be deducted by the Authority from any money due or it may become due to the agency.
6. The decision of the Authority in the matter arising out of this contract shall be final and binding in regard to all matters relating to the contract.
7. Canvassing in any form by the agency directly or by any other agency / person on their behalf may lead to disqualification of their bid.
8. Please note that falsification/suppression of information shall lead to the disqualification of the vendor.
9. All cases/proceedings relating to any dispute or claim arising out of or any case of performance of this contract shall be falling in appropriate court having jurisdiction in Ernakulam, Kerala.
10. In the event of the vendor committing breach of any of the above terms and conditions or the services of the vendor being found to be unsatisfactory, the contract can be terminated by the Authority even before the expiry of the period of agreement by giving 5 day's notice to the

vendor. Even otherwise, the Authority will have the right to terminate the engagement of vendor by giving 10 days notice.

11. Bidder is requested to arrange for tasting of food as per menu in the tender document by Authority Officials (4 to 5), at a place mutually convenient for bidder and the officials. The quality of food for tasting will be evaluated and forms part of the Technical Bid evaluation.
12. Successful bidder will be responsible for obtaining necessary approval from fire service department, municipality and all other concerned departments about safety of the pandal structure in food serving area.
13. Although the tender is for 7,500 nos, MPEDA reserves the right to place further orders in multiplies of 500 numbers, up to maximum of total 10,000 nos (inclusive of 7,500 nos). The additional orders will be placed at least one week before the event date of 20<sup>th</sup> Feb 15.
14. If there is a requirement of Advance Payment, the schedule of advance payment may please be mentioned explicitly in the Financial bid.
15. Maximum advance payment is limited to 50%. Remaining 50% would be settled, after one month of submission of bills and other required documents.
16. Food/beverages need to be served upon production of specific food coupons only, being supplied by the Authority.
17. Final settlement would be based on submission of all the collected food coupons.
18. The successful bidder shall obtain all the necessary permissions to do catering service to a group of 10,000 participants from the respective Government departments.
19. The successful bidder will indemnify the MPEDA and its officials, AAI 2015 Organising Committee from any toward instance, not limited to food poisoning, uneasiness, health issues and any medical emergencies arising due to consuming the food etc. Any financial expenditure on account of any of the hazard/food borne illness due to serving of food at AAI will be the sole responsibility of the successful bidder.
20. The Authority shall have right to issue addendum to tendered documents to clarify, amend, modify supplement or delete any of the condition, clause or items stated therein. Each addendum shall form a part of the original invitation to tender.
21. The successful vendor will have to sign a contract agreement with the authorized official of the Authority on Rs. 300/- non-judicial stamp paper. All the terms and conditions, scope of work etc. contained in the tender documents shall form part of and shall be taken as if they were included in contract agreement to be executed with the vendor. The vendor shall bear all costs and expenses in respect of all charges, stamp duty etc., in respect of the agreement to be entered into.
22. The Authority reserves the right to accept or reject tender without assigning any reason thereof. No claim or complaint in this regard will be entertained by the Authority.
23. The Authority is under no obligation to accept the lowest or any tender received in response to this tender notice.

24. Tender document should be signed on all the pages by the Authorised signatory along with seal of the Agency.
25. Resolution of the Company (if the vendor is a Company) authorizing the person signing the Tender, to sign the Tender on behalf of the Company is to be provided.
26. In the event of the vendor committing a breach of the contract the Authority is entitled to receive from the vendor compensation to the extent of loss incurred as determined by the Authority for any loss or damage caused to the Authority.
27. Scoring pattern

	Criteria	Score
1	Quality of food by tasting by Authority Officials	10
2	Turnover	10
3	Work with Govt/MPEDA	5
4	Events with more than 10,000 participants (5 mark for each event maximum marks 25)	25
	<b>Total</b>	<b>50</b>

**Financial bids of those vendors who scores 35 marks and above in the Technical bid evaluation only will be opened**

**How to apply**

Application of agencies/ bidder that fulfill the above criteria only would be considered by the Authority. Mere accepting the application by the Authority would not guarantee the award of contract.

The application in sealed envelope superscribed “**Bid for catering services for the Aqua Aquaria India 2015**” along with the copies of the relevant certificates and other specified documents may please be forwarded to:

THE SECRETARY  
THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY  
P. B. No. 4272, MPEDA House,  
Panampilly Avenue, Kochi – 682 036.



### **TECHNICAL SPECIFICATIONS:**

1. The pandal, chairs, tables, waste bins, hand washing arrangement, etc need to meet the requirement of participants, without interruption of smooth service.
2. A maximum of 150 participants per table and are only to be served lunch at any given time.
3. Cleaning of premises of food serving area has to be very prompt and timely and should have enough number of resources.
4. Food should be tastier, sumptuous, prepared with best quality and fresh ingredients. Presentation of food should be aesthetic including the serving and the serving personnel.
5. All ingredients not limited to cereals, vegetables, meat/fish, oil, spices etc should be of branded and reputed companies.
6. Hygienic preparation of food is of utmost importance. Serving of food in hygienic utensils, plates need to be arranged.

**Technical Bid**  
**Last date for receipt of application is upto 01:00 PM on 05.02.2015**

**From**

.....  
.....  
.....

**To**

THE SECRETARY  
The Marine Products Export Development Authority  
P. B. No. 4272, MPEDA House,  
Panampilly Avenue, Kochi – 682 036.

No.	Particulars	Details to be filled in by the Agency
1.	NAME	
2.	REGISTERED OFFICE	
3.	NEAREST OFFICE BRANCH IF ANY IN VIJAYAWADA	
4.	CONTACT PERSON	
5.	ADDRESS	
6.	PHONE	
7.	MOBILE	
8.	EMAIL	
9.	YEAR OF INCORPORATION	
10.	PAN CARD (Copy to be attached)	Yes / No
11.	INCOME TAX RETURNS (Copies to be attached)	Yes / No
12.	SERVICE TAX REGN (Copies to be attached)	Yes / No
13.	TIN REGISTRATION (Copy to be attached)	Yes / No
14.	TURN OVER 2011-12	
15.	TURN OVER 2012-13	
16.	TURN OVER 2013-14	

17.	AUDITED BALANCE SHEET LAST 3 YEARS (Copies to be attached)	Yes / No
18.	COMPANY REGISTRATION CERTIFICATE (Copy to be attached)	Yes / No
19.	PROGRAMS MORE THAN 10,000 PARTICIPANTS (NOS) (Work order copies to be attached)	Yes / No
20.	EXPERIENCE WITH GOVT/ PSU/ MPEDA PRIVATE (Work order copies to be attached)	
21.	NO OF BRANCHES IN INDIA	
22.	AWARDS/ QC CERTIFICATIONS (Copies to be attached)	Yes / No
23.	CLIENTELLE (give the list)	Yes / No
24.	Any other relevant information	
25.	<b>Verification</b> - The application for engagement should be signed by the authorized signatory verifying that all the details furnished in the application are true and correct to the best of his/her knowledge and that in case of furnishing any false information or suppression of any material information would lead to rejection of application besides initiation of penal proceedings by the Authority.	

Date:

Name & Signature of authorized signatory  
Name & Seal of Agency

**Financial Bid**  
**Last date for receipt of application is upto 01.00 PM on 05.02.2015**

**From**

.....  
.....  
.....

**To**

THE SECRETARY  
The Marine Products Export Development Authority  
P. B. No. 4272, MPEDA House,  
Panampilly Avenue, Kochi – 682 036.

I/We have read and examined the documents relating to the catering services including serving food for Aqua Aquaria India 2015 scheduled to be held at Andhra Loyola College Campus, Vijayawada, Andhra Pradesh from 20<sup>th</sup> to 22<sup>nd</sup> February 2015.

	Details	Estimate Qty	Unit Rate	Total
1.	Catering services as per Appendix 1 & as per schedule in the appendix - 2	Total 7,500 for 3 days		

1. Price need to be quoted in Indian Rupees only.
2. Taxes (if any) has to be mentioned
3. All inclusive prices have to be quoted. The applicable TDS shall be deducted from the payments made by Authority.
4. In case of a mis-match in the amount mentioned in Figures and Words, the amount mentioned in words shall be considered as final.
5. The vendor agree that the above price have been quoted after reading and understanding the complete tender documents

SUB TOTAL : Rs. \_\_\_\_\_ (In words) \_\_\_\_\_  
\_\_\_\_\_

6. Taxes if any. \_\_\_\_\_

GRAND TOTAL : Rs. \_\_\_\_\_ (In words) \_\_\_\_\_  
\_\_\_\_\_

If the Tender is accepted, I/We agree to keep the Tender valid till the completion of the event. I/We shall not withdraw the Tender during the validity period and the Organisers shall be at liberty to forfeit the EMD and make alternate arrangements at my/our risk and cost in case of withdrawal of Tender during the validity period.

Signatures of authorized signatory:

SIGNATURE OF  
THE VENDOR: .....

NAME AND.....

ADDRESS.... ..

STATUS OF THE  
SIGNATORY.....

Place:

Date:

(SEAL)

## MENU FOR AQUA AQUARIA 2015

## VEGETARIAN BUFFET MENU (20% of the Participants)

SOUTH INDIAN KOORMA & PULUSU (Choose Any two)		
Bangaladumpa Koorma Dondakaya Koorma Sorakai korma Vankai Pulusu Kanda Pulusu Aratikaya Pulusu	Bendakaya Koorma Aratikaaya Koorma Bendakai Pulusu Sorakaipulusu Bangaladumpa Pulusu	
SOUTH INDIAN FRY (Choose any two)		
Bangaladumpa Fry, Dondakai Fry	Kaliflower Fry, Bendakai Fry	Cabegi Fry Vankai Fry
Sweet (Choose any one) Ravva Kesari, Semiya Kesar, Bread Halwa		
CHOICE OF DAL (Choose Any one)		
Tamato Pappu Chukkakoora Pappu, Gongoora Pappu	Palakoora Pappu, Mentukoora Pappu Bachhalikoora Pappu	Thotakoora Pappu Dosakai Pappu, Sorakai Pappu
Plain Rice, Sambar, Rasam, Papad, Curd, Chutney, with 500 ml water bottle. Plain rice (unlimited serving)		

## NON-VEGETARIAN BUFFET MENU (80% of the participants).

Non-Vegetarian Buffet for one day lunch as given below

SOUTH INDIAN KOORMA & PULUSU (Choose any two)		
Bangaladumpa Koorma, Aratikaaya Koorma, Vankai Pulusu, Sorakaipulusu Kanda Pulusu Aratikaya Pulusu	Bendakaya Koorma Dondakaya Koorma Sorakai Korma Bendakai Pulusu Bangaladumpa Pulusu	
SOUTH INDIAN FRY (Choose Any two)		
Bangaladumpa Fry, Dondakai Fry	Kaliflower Fry, Bendakai Fry	Cabegi Fry Vankai Fry
Sweet (Choose any one) Ravva Kesari, Semiya Kesar, Bread Halwa		
CHOICE OF DAL (Choose any one)		
Tamato Pappu Chukkakoora Pappu, Gongoora Pappu	Palakoora Pappu, Mentukoora Pappu Bachhalikoora Pappu	Thotakoora Pappu Dosakai Pappu, Sorakai Pappu
Plain Rice, Sambar, Rasam, Papad, Curd, Chutney, with 500 ml water bottle. Plain rice (unlimited serving)		
First day Prawn curry, Second day - fish curry, third day -Chicken Curry (unlimited servings)		

## FOOD SERVING SCHEDULE

Date	Time	Participants	Item
20.02.2015	12:30 pm to 3:30 pm	4,000	Lunch as per menu
20.02.2015	3:30 pm to 4:30 pm	1,000	Coffee/Tea + Good day biscuits (2 nos per participant)
21.02.2015	11:30 am to 12:00 pm	750	Coffee/Tea + Good day biscuits (2 nos per participant)
21.02.2015	12:30 pm to 3:30 pm	2,500	Lunch as per menu
21.02.2015	3:30 pm to 4:30 pm	750	Coffee/Tea + Good day biscuits (2 nos per participant)
22.02.2015	11:30 am to 12:00 pm	500	Coffee/Tea + Good day biscuits (2 nos per participant)
22.02.2015	12:30 pm to 3:30 pm	1,000	Lunch as per menu