

MSME-TECHNOLOGY DEVELOPMENT CENTRE

(Process Cum Product Development Centre)

Meerut

An Autonomous Organisation

Under

Ministry of Micro Small and Medium Enterprises

Govt. of India

NOTICE INVITING e-TENDER (NIT)

MSME - Technology Development Centre (PPDC), Meerut, Ministry of MSME, Government of India, invites online bids under two bid systems (i.e. Technical e-Bid and Financial e-Bid) for supply of Catering Service per packet base. The e-Bid shall be submitted online on **Government e Marketplace (i.e. GeM Portal - <https://gem.gov.in>)**. The Tender is also available on www.ppdcm Meerut.com (for reference only). No hard copy of Bids shall be accepted in the office. All prospective Bidders may visit **Government e Marketplace (i.e. GeM Portal - <https://gem.gov.in>)** (Bidder's manual kit) before online submission of e-Bid. May contact help desk no 0121-3500091 for technical queries.

1. DETAILS OF e-BID

Sl. No	Particulars	Details
a.	Bid Reference	Tender No: PPDCM/7(1)/2024-25/ dt. 26-07-2024
b.	Last date and Time of submitting of e-Bid	09 th August, 2024 by 11: 00 hrs on Government e Marketplace (i.e. GeM Portal - https://gem.gov.in)
c.	Date and Time for Opening of Technical e-Bid	09 th August, 2024 by 11:30 hrs
d.	Place of receiving the bid/communication	MSME-Technology Development Centre (PPDC), Sports Goods Complex, Delhi Road, Meerut- 250002, Uttar Pradesh.
e.	EMD	Nil
f.	Date of Financial e- Bid Opening	Will be decided after finalization of technical bid and will be communicated to eligible bidders.
g.	Tender Fee	Nil
h.	Pre-Bid meeting date	02 nd August 2024 by 11: 00 hrs
i.	Estimated Period of Supply	19-08-2024 to 31-03-2025
j.	Estimated Bid Value	Rs. 1000000/-
k.	Estimated Quantity	4000 packets

i) Details of GST Registration of PPDC Meerut:

GSTIN of PPDC Meerut	09AAAJP1090M1ZT
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ii) For Site visit of location of work, the prospective bidder(s) may contact Sri V.P. Singh, Assistant Manager (Trg.), MSME-TDC (PPDC), Meerut.

Tender Inviting Authority	Contact Person(s) /Tender Dealing Officer(s)
Principal Director (I/c), PPDC Meerut. (e-Mail ID: pd@ppdcmeerut.com)	Mr. V.P. Singh, Assistant Manager (Trg.), MSME-TDC (PPDC), Meerut 9720870202

2. Pre-bid Meeting:

The pre-bid meeting if applicable shall be held in the office of Tender Inviting Authority, on the scheduled date & time, if specified in the NIT. The purpose of the pre-bid meeting is to clarify the issues and to answer the questions on any matter that may be raised at that stage. Non-attendance at the pre-bid meeting will not be a cause for disqualification of bidder and it shall be presumed that the bidder does not require any clarification. The management shall circulate proceedings of the pre-bid meeting, if held.

3. Clarification of Bid:

The bidder may seek clarification on-line within the specified period. However, the management will clarify as far as possible to the relevant queries.

4. User Portal Agreement: Bidder is required to accept portal user agreement of GeM.

5. Eligible Bidders:

The invitation for bid is open to all registered bidders (Sellers/Service Providers) of GeM Portal having eligibility to participate as per eligibility criteria stipulated in clause No.6 of NIT.

6. Eligibility Criteria:

A. Turnover/Work Experience:

The Bidder must have Annual Turnover of Rs. 400000/- in the supply of same category Catering Service in last financial year.

B. Working Capital: Not Applicable

C. License issued by Food Safety & Standard Authority of India (FSSAI), State Govt./ Central Govt.

The Bidder must possess a valid license issued by Food Safety & Standard Authority of India (FSSAI), State Govt./ Central Govt.

D. Permanent Account Number (PAN):

The bidder should possess Permanent Account Number (PAN) issued by Income Tax Department, Govt. of India.

In respect of the above eligibility criteria, the bidder is required to upload the scanned copy of valid Permanent Account Number (PAN) card.

Scanned copy of documents to be uploaded by bidders (As Per CHECK LIST)

E. Goods and Services Tax (Not Applicable for Exempted Services)

The bidder should be either GST Registered Bidder under regular scheme

OR

GST Registered Bidder under composition scheme

OR

GST unregistered Bidder

In respect of the above eligibility criteria, the bidder is required to upload the scanned copy of supporting document in respect of GST.

The following documents depending upon the status w.r.t GST is required to be submitted by bidder:

- a) Status: GST Registered Bidder under regular scheme
Document: GST Registration Certificate (i.e. GST identification Number) issued by appropriate authority of India.
- b) Status: GST Registered Bidder under composition scheme.
Document: GST Registration Certificate (i.e. GST identification Number) issued by appropriate authority of India.
- c) Status: GST unregistered bidder:
Document: A Certificate from a practicing Chartered Accountant having membership number with institute of Chartered Accountants of India certifying that the bidder is GST unregistered bidder/dealer in compliance with the relevant GST rules of India.

Note: If turnover of bidder exceeds exemption/threshold limit, the bidder must have GST registration as per GST Act and rules.

Scanned copy of documents to be uploaded by bidders (As Per CHECK LIST)

7. Submission of Bid:

- a **(i).** In order to submit the Bid, the sellers (i.e. bidders) have to get themselves registered online on the website of Government e Marketplace (GeM Portal) i.e. at <https://gem.gov.in> (*Refer Training Module section available at GeM Portal for guidance*). The registration should be in the name of Seller/bidder.

ii). The bidders have to accept unconditionally all the Terms and Conditions of NIT including General and Special Terms & Conditions, Integrity Pact and other conditions, if any, along with on-line undertaking in support of the authenticity of the declarations regarding the facts, figures, information and documents furnished by the Bidder on-line in order to become an eligible bidder. No conditional bid shall be allowed/accepted.

b. General Technical Evaluation (GTE) and Other Important Documents:

i) GENERAL TECHNICAL EVALUATION (GTE) DOCUMENT: The bidders have to accept unconditionally in GTE (General Technical Evaluation) (**as mentioned in Annexure- I**).

The acceptance of above GTE document as detailed in Annexure-I is required to be uploaded.

ii) Other Important Documents

The bidders have to accept unconditionally Other Important Documents (**as mentioned in Annexure- II and Annexure- III**).

The acceptance of above Other Important document as detailed in Annexure-II and Annexure-III is required to be uploaded.

- c. **PRICE BID:** The bidder is required to quote their RATE including Goods & Services Tax (GST) and other applicable taxes, charges, etc, as applicable on LUMPSUM Basis as per the Scope of Work and considering the other provisions of Tender Document.

NOTE 1: Bidder is also required to upload the **PRICE BREAKUP** as per the format provided as **Annexure-IV** at the time of submission of bid against “**Financial Document Indicating Price Breakup required**” section.

8. Bid Submission:

All bids are to be submitted on-line on the website <https://gem.gov.in>. No bid shall be accepted off-line unless otherwise specified.

9. System Requirement:

It is the bidder's responsibility to comply with the system requirement i.e. hardware, software and internet connectivity at bidder's premises to access the GeM Portal. Under any circumstances, PPDC Meerut shall not be liable to the bidders for any direct/indirect loss or damages incurred by them arising out of incorrect use of the e-tender system or internet connectivity failures.

- 10. OPENING OF TECHNICAL & FINANCIAL BID:** The Technical & Financial bid(s) shall be opened on pre-scheduled date and time on GeM Portal.

- 11. Extension of Critical Date:** Buyer may extend the critical dates, manually if required.

- 12. Period of Contract:** The Contract period shall be start from 19-08-2024 to 31-03-2024 as per the terms & conditions of bid. However, Items are to be supplied from 19-08-2024, but it may be varied due to unavoidable circumstances. The contract can be terminated at any time at the discretion of Competent Authority, PPDC Meerut by serving a prior notice of 15 days. Moreover, the contract may be extended further up to a period of one year or part thereof on mutual consent at the same terms and conditions at the discretion of buyer.

13. One Bid per Bidder:

Each Bidder shall submit only one Bid, either individually, or as a proprietor, or as a partner in a partnership firm or as a partner in a joint venture or as a Company registered under Companies Act. A Bidder who submits or participates in more than one Bid (other than as a sub-contractor or in cases of alternatives that have been permitted or requested) will cause all the proposals with the Bidder's participation to be disqualified.

Conflict of Interest-

A Bidder may be considered to have a Conflict of Interest with one or more parties in this bidding process, if:

- a) they have controlling partner(s) in common; or

- b) they receive or have received any direct or indirect subsidy/financial stake from any of them; or
- c) they have the same legal representative/agent for purposes of this bid; or
- d) they have relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder; or
- e) a Bidder or any of its affiliate participated as a consultant in the preparation of the design or technical specification of the contract that is the subject of the bid; or
- f) in case of a holding company having more than one Subsidiary/Sister Concern having common business ownership/management only one of them can bid. Bidders must proactively declare such sister/common business/management in same/similar line of Business;

All such Bidders having a Conflict of Interest, shall be disqualified

14. Site Visit:

The bidder, at the Bidder's own responsibilities, cost and risk, is encouraged to visit and examine the Site of Works and its surrounding, approach road, soil condition, investigation report, existing works, if any, connected to the tendered work, drawings connected to the work, if / as available and obtain all information that may be necessary for preparing the Bid and entering into a contract for execution of the works. The cost of visiting the Site shall be at the Bidder's own expense.

It shall be deemed that the Bidder has visited the Site/Area and got fully acquainted with the working conditions and other prevalent conditions and fluctuation thereto whether he/she/they actually visits the Site /Area or not and has taken all the factors into account while quoting his/her/their rates.

The Bidder is expected, before quoting his rate, to go through the requirement of materials/workmanship, specification, requirements and conditions of contract.

The Bidder, in preparing the bid, shall rely on the site investigation report referred to in the bid document (if available), supplemented by any information available to the Bidder.

15. Taxes and Duties:

All duties, taxes (including Goods and Services Tax (GST) & GST Compensation Cess (if applicable) only) and other levies, payable by the bidder/Contractor under the Contract, or for any other cause as applicable on the last date of submission of Bid, shall be included in the rates, prices and the total Bid Price submitted by the Bidder. Applicable GST, if any, either payable by bidder or by company under reverse charge mechanism shall be as per the provisions of GeM.

16. Cost of Bidding:

The bidder shall bear all costs associated with the preparation and submission of his bid and the Employer will in no case be responsible or liable for those costs.

17. Technical Specifications:

The tenderer shall closely study all specifications in detail, which govern the rates for which he is tendering.

18. Currencies of Bid and Payment:

The unit rates and prices shall be quoted by the Bidder entirely in Indian Rupees only.

19. Handing Over of Site:

On completion of the work all rubbish, debris, brick bats etc. shall be removed by the contractor(s) at his/their own expense and the site cleaned and handed over to the company and he/they shall intimate officially of having completed the work as per contract.

20. Deployment of Manpower and Machineries:

The tenderer(s) will deploy sufficient number and size of equipments/machineries /vehicles and the technical/ supervisory personnel required for execution of the work.

21. Change in Constitution of the Contracting Agency:

Prior approval in writing of the company shall be obtained before any change is made in the constitution of the contracting agency, otherwise it will be treated as a breach of Contract.

22. Canvassing in Tender:

Canvassing in connection with the tenders in any shape or form is strictly prohibited and tenders submitted by such tenderers who resort to canvassing shall be liable for rejection.

23. Letter of Acceptance (LOA)/Work Order/Agreement:

The Bidder, whose Bid has been accepted, will be notified /communicated by the Employer electronically online on the website of GeM prior to expiration of the Bid validity period. The L-1 bidder will get the information regarding award of work on their personalized dash-board on-line. On receipt of Letter of Acceptance (LOA)/Work Order of the tender issued by the Company, the successful tenderer shall execute contract agreement in the company's prescribed form for the due fulfillment of the contract. Failure to enter into the required contract within the specified period in the work order shall entail cancellation of LOA/work order.

24. Bid Validity:

The validity period of the tenders shall be **180 (One Hundred Eighty) days** from the end date of bid submission. The validity period of tender shall be decided based on the final end date of submission of bids.

In exceptional circumstances, prior to expiry of the original time limit, the Employer may request the bidders to extend the period of validity for a specified additional period. The employer's request and the bidder's responses shall be made in writing. A bidder may refuse the request without forfeiting his bid security. A bidder agreeing to the request will not be required or permitted to modify his bid.

25. Modification and Withdrawal of Bid: As per prevalent General Terms and Conditions of GeM.

26. Standard Operating Procedure for Withdrawal of Bid: As per prevalent General Terms and Conditions of GeM.

27. Postponement of scheduled date(s):

The Company reserves the right to postpone the date of receipt and opening of tenders or to cancel the tenders without assigning any reason whatsoever.

28. Public Enterprises preference:

PPDC Meerut reserves its right to allow Public Enterprises purchase preference facility as admissible under prevailing policy.

29. Contract Agreement Document(s):

This Tender Notice shall be deemed to be part of the Contract Agreement. The "General Terms & Conditions", Additional Terms & Conditions, Special Terms & Conditions (if any), Technical Specifications, drawings (if any) and any other document uploaded on portal as NIT document forms an integral part of this NIT and shall also form a part of the contract agreement.

30. Sub-letting of Work:

No subletting of work as a whole by the contractor is permissible. Subletting of work in piece rated jobs is permissible with the prior approval of the department.

The Contract Agreement will specify major items of supply or services for which the contractor proposes to engage sub-contractor/sub-vendor. The contractor may from time to time propose any addition or deletion from any such list and will submit proposals in this regard to the Engineer-in-Charge/Designated Officer-in-charge for approval well in advance so as not to impede the progress of work. Such approval of the Engineer-in-Charge/Designated Officer-in-Charge will not relieve the contractor from any of his obligations, duties and responsibilities under the contract.

31. Prohibition of Child Labour engagement:

The contractor/contractual Agencies must not engage any Child Labour during the course of execution of the contract work within the meaning and scope of the Child Labour Prohibition & Regulation Act-1986 and its relevant Act and Rules amended from time to time by the Govt. of India.

32. Implementation of CMPF/EPF:

The tenderer shall have to ensure implementation of CMPF/EPF, if applicable, in respect of the workers deployed by him as detailed in the tender document.

33. Splitting up of the work:

PPDC Meerut does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders without assigning any reasons whatsoever and to split up the work between two or more tenderer(s) or accept the tender in part and not in its entirety.

34. Legal Jurisdiction

All the disputes arising out of the contract shall be subject to Meerut, (U.P. India) jurisdiction only.

35. Corrigendum:

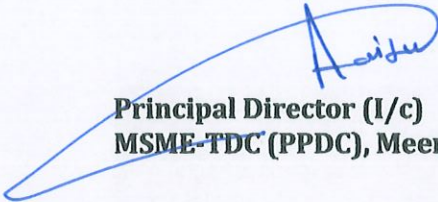
Any addendum/corrigendum/date extension etc. in respect of this tender shall be issued on website of GeM (<https://gem.gov.in>) only. No separate notification shall be issued in the press. Bidders are therefore requested to visit our website regularly to keep themselves updated.

36. Settlement of Disputes:

Matters relating to any dispute or difference arising out of this tender and subsequent contract Awarded based on this tender, shall be dealt as per Clause No. 16.2 of GeM GTC titled as "ARBITRATION.

37. Letter of Acceptance (LOA)/Work Order/Agreement:

The Bidder, whose Bid has been accepted, will be notified /communicated by the Employer electronically online on the GeM Portal prior to expiration of the Bid validity period. The L-1 bidder will get the information regarding award of work on their personalized dashboard online.



Principal Director (I/c)
MSME-TDC (PPDC), Meerut

GENERAL TECHNICAL EVALUATION SHEET

(To Be Uploaded by bidder (on their letter head) as enrolled online on GeM Portal along with against "Certificate (Requested in ATC)" section).

i. Name of work: "Supply of Catering Service on per packet base

ii. Bid Notice No.:

iii) GeM Bid Number:

iv) Period of supply: One year from the date of order initially and may be extended further on the basis of performance.

Sl. No.	Particulars	Whether minimum Eligibility criteria fulfilled (Yes/No)	Mandatory (Details of Supporting documents Uploaded by Bidder)
1	Must have CA Audited Annual Turnover of Rs. 400000/- in last F.Y. of the supply of same category Catering Service		
2	Does the Bidder possess a valid license issued by Food Safety & Standard Authority of India (FSSAI), State Govt./ Central Govt.		
3	Does the Bidder possess document for Legal Status i.e. Affidavit/Undertaking (Individual/Proprietorship), Partnership Deed (Partnership Firm), MoA and Article of Association with Certificate of Incorporation (Company) as per NIT?		
4	Does the Bidder possess required document(s) as enlisted in NIT with? respect to Goods and Services Tax (GST) status of bidder.		
5	Does the Bidder possess supporting document(s) as enlisted in NIT with? respect to Permanent Account Number(PAN).		

Note: The Uploaded certificates and documents should be self-attested by the Bidder.

Date.....

Signature of the Bidder with seal.

Other Important Documents

TECHNICAL SPECIFICATIONS OF ITEMS of e-BID

MSME- Technology Development Centre (PPDC), Meerut, required following Technical Specifications of Supply of Catering Service per packet base

Description

The service includes the provision of staff for serving and setting up the dining venue, packaging, crockery and utensils used in each type of requirement, dispensers, hot/ cold buffet chafers, tablecloth, mats, and all other equipment required for serving the desired quality of food. This service also includes afterward services like cleaning, disposal of garbage, provisioning of potable drinking water or other materials/ consumables, etc.

A. Technical Specifications of Supply of Catering Service on per packet base:

i. Name of work: "Supply of Catering Service per packet base

ii. Bid Notice No.:

iii) GeM Bid Number:

1. Veg Snacks/ High Tea

Sl No.	Description	Packing Type	Qty	UOM
i.	Veg snack item (samosa/ Bread Pakora/Veg Cutlet/ Dhokla/ Fruit Cake/Patties) (Any one)	Packet	50 - 60	gms
ii.	Sweet item (Fruit custard/Gulab Jamun/ Pastry/ Gulab Burfi /Laddu) (Any one)		40 - 50	gms
iii.	Chips (Bingo, Uncle Chipps, Haldiram's, Lay's Maxx) (Any one)		30	gms
iv.	Biscuits (Patanjali, Parle, Britannia, Unibik, Sunfeast) (Any one)		30-40	gms
v.	Tea/ Coffee/ Tetra Pack Juice (Any one)		150	ml

2. Veg Lunch/ Dinner

Sl No.	Description	Packing Type	Qty	UOM
i.	Chapati (Tawa/Tandoori Roti/ Butter Naan/ Lachha Paratha) (Any one)	Packed Thali	4	Pcs
ii.	Rice Simple/Jeera Rice/ Pulao (Any one)		150	gms
iii.	Dal (Arhar/Chana/Soya/Rajma/Mix/ Dal Makhani etc.) (Any one)		120	gms
iv.	Seasonal vegetable dishes		80-100	gms
v.	Mixed Veg (Seasonal Veg)		80-100	gms
vi.	Paneer/Mushroom dish/ Malai Kofta (Any one)		80-100	gms
vii.	Green Salad & Pickle		30-40	gms
viii.	Papad		1	Pcs
ix.	Curd/Raita (Bundi/Vegetable) (Any one)		50-60	gms
x.	Sweet Dish: (Fruit custard/ Jalebi/ Baaloo Shahi/ Gulab Jamun) (Any one)		40-50	gms
xi.	Water Bottle	-	250	ml

Note: Qty. of the items along with place of supply will be ordered as and when required.

Signature of the Bidder with seal.

Date.....

OTHER IMPORTANT DOCUMENTS

(To Be Uploaded by bidder (on their letter head) as enrolled online on GeM Portal)

SERVICE PROVIDER'S OBLIGATION

Service Provider's obligations will include the following-

1. The service provider shall be responsible for ensuring compliance with the provisions related to of all Applicable laws including 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, Food Safety and Standards Act, 2006, etc. as applicable from time to time.
2. Service Provider shall ensure the timely delivery with the agreed standards and quantity of required services to the Buyer.
3. The Service Provider shall provide catering services in the dining area and/ or administrative building premises and/ or any other local premise designated by the Buyer as per the service request and for the number of people mentioned by the Buyer.
4. The Service Provider shall be well equipped to undertake Hygiene audit and reports shall be submitted to the Buyer bi-annually.
5. All the staff deployed by Service Provider at Buyer's premise/ designated premise shall adhere to the Buyer's policies for office timings/ other guidelines.
6. Service Provider shall provide uniforms, identity card, name badges and safety items/ kits, shoes etc. to its staff working in the Buyer's premise. Staff should also ensure wearing gloves and hair covers while cooking and serving food.
7. Service Provider shall inform about the non-availability/ shortage of any item/ dish in advance in appropriate time along with the alternate options for non-available items.
8. The Service Provider shall follow the service delivery instructions from the Buyer's Catering Committee/ SPOC, Service Provider shall get all the details of service i.e. packet/ catering arrangement, quality, quantity of the eatables, other arrangements etc. in advance from Catering Committee / SPOC to avoid last minute issues. The Service Provider shall also provide varieties in Menu/Cuisine in consultation with Buyer Department within the selected meal package.
9. Taking protective measures to protect the property and persons and prevent accidents shall be the Service Provider's responsibility during the contract period.
10. The Service Provider shall not deploy or shall discontinue deploying the person(s), if desired by the Buyer and must ensure prompt replacement of the personnel without any additional cost to the Buyer. The personnel being deployed shall ordinarily be continued and should not be changed without written intimation and consultation with Buyer.
11. The Service Provider shall arrange for any special type of equipment and machines if required for during catering service at his own cost.
12. The Service Provider shall maintain its gadgets and equipment etc. in good working conditions with all safety measures at its own cost and expenses.
13. The Service Provider shall be responsible for maintaining hygiene and safety of cooking/ serving area and the catering staff deployed at the premise where food is being prepared/ served.

Signature of the Bidder with seal.

Date.....

MSME-TECHNOLOGY DEVELOPMENT CENTRE
(Process Cum Product Development Centre)
Meerut

ANNEXURE-IV

FINANCIAL e-BID

I. Name of work: "Supply of Catering Service per packet base"

II. Bid Notice No.:

III. GeM Bid Number:

1. Veg Snacks/ High Tea

Sl No.	Description	Packing Type	Qty	UOM	Rate per Packet (In INR)
i.	Veg snack item (samosa/ Bread Pakora/Veg Cutlet/ Dhokla/ Fruit Cake/Patties) (Any one)	Packet	50 - 60	gms	
ii.	Sweet item (Fruit custard/Gulab Jamun/ Pastry/ Gulab Burfi /Laddu) (Any one)		40 - 50	gms	
iii.	Chips (Bingo, Uncle Chipps, Haldiram's, Lay's Maxx) (Any one)		30	gms	
iv.	Biscuits (Patanjali, Parle, Britannia, Unibik, Sunfeast) (Any one)		30-40	gms	
v.	Tea/ Coffee/ Tetra Pack Juice (Any one)		150	ml	
	GST@ _____ %				
	Rate per Packet inclusive GST on FOR basis				

2. Veg Lunch/ Dinner

Sl No.	Description	Packing Type	Qty	UOM	Rate per Packed Thali (In INR)
i.	Chapati (Tawa/Tandoori Roti/ Butter Naan/ Lachha Paratha) (Any one)	Packed Thali	4	Pcs	
ii.	Rice Simple/Jeera Rice/ Pulao (Any one)		150	gms	
iii.	Dal (Arhar/Chana/Soya/Rajma/Mix/ Dal Makhani etc.) (Any one)		120	gms	
iv.	Seasonal vegetable dishes		80-100	gms	
v.	Mixed Veg (Seasonal Veg)		80-100	gms	
vi.	Paneer/Mushroom dish/ Malai Kofta (Any one)		80-100	gms	
vii.	Green Salad & Pickle		30-40	gms	
viii.	Papad		1	Pcs	
ix.	Curd/Raita (Bundi/Vegetable) (Any one)		50-60	gms	
x.	Sweet Dish: (Fruit custard/ Jalebi/ Baaloo Shahi/ Gulab Jamun) (Any one)		40-50	gms	
xi.	Water Bottle	-	250	ml	
	GST@ _____ %				
	Rate per Packed Thali inclusive GST on FOR basis				

Note: Qty. of the items along with place of supply will be ordered as and when required.

Signature of the Bidder with Seal.

Date.....