

Punjab Engineering College
Requirement of Tentage and arrangement for High Tea

Sealed Quotations are invited from experienced and reputed caterers to provide tentage, crockery, manpower including cook and all other necessary items to prepare and serve high tea as per menu on 11.11.2019 with in premise of Punjab Engineering College, Chandigarh.

Tentage (as per “A” in Annexure –I on 11.11.2019 and High Tea (as per Menu in “B” of Annexure-I) for a tentative **250 (Approx.) on 11.11.2019.**

Note: Raw material used to prepare items as per Menu (B) of Annexure I will be provided by the Institute. Selected contractor must be submit the requirement of raw material in writing with in two day of award of contract.

Quotations should be submitted sealed cover superscripted with “**Quotation for Tentage & Arrangement of High Tea on 11.11.2019**” to reach the Dean Students Affair, Punjab Engineering College Chandigarh, 160012. The last date of submission of the Quotations is 07.11.2019 up to 11.00 AM. Quotations will be opened on 07.11.2019 up to 11.30 PM. A quotation shall remain valid for acceptance at least for a period of 90 days from the date of opening.

The quotation should contain the commercial part (Price bid) as per the prescribed format given in (**Annexure - II**) only. The following documents must also be attached with quotation failing which the bid will be rejected.

1. Copy of PAN Card,
2. GST registration certificate,
3. Signed bid document as a token of acceptance of all the terms and conditions of the Tender document.

Annexure-I

(A) Tentage				
Sr.No	Particulars	Size	Qty	Date of Requirement
1	Tentage (Covered) including carpeting	45' X 60'	1	11-Nov-19
2	Tent for refreshment (Open Tent) Including carpeting	45' X 60'	1	11-Nov-19
3	Banquet Chairs with Cover		150	11-Nov-19
4	Stage	16''x20'	1	11-Nov-19
5	General Lighting (Complete in all aspect of entire area)	As per requirement	1	11-Nov-19
06	Kitchen Tent for catering	15' x 30'	1	11-Nov-19
7	TENT FOR VIP including carpeting (06 SOFA+ TABLE 03)	15X60	1	11-Nov-19
8	Tent Table (with Frill & Cover)		40	11-Nov-19
9	Podium		1	11-Nov-19
10	Noiseless Fan		08	11-Nov-19
11	Sound System with at least 02 Mic on stands and speaker to cover the area		01	11-Nov-19

(B) High-Tea Menu Service Type- Buffet	
Particulars	Expected Number of Pax and Dates of Counter Services
<ul style="list-style-type: none"> Cocktail Samosa Dhokla Paneer Pakoda Mix Pakora Biscuits SWEET/DESSERTS: <ul style="list-style-type: none"> Barfi HOT BEVRAGES: <ul style="list-style-type: none"> Tea Coffee 	Tentative 250 heads on 11.11.2019

Annexure-II

Name of The Firm:

Address:

Requirements	Price	GST/Other Taxes	Total Amount
Provide Tentage as per "A" of Annexure I, crockery, manpower including cook, and all other necessary items to prepare and serv high tea as per menu (B) of Annexure-I on 11.11.2019			

Authorized Signature and Seal of the Firm

General Terms and Conditions:

1. No advance payment will be made; the payment will be made after completion of the work and submission of bill.
2. Agency shall provide adequate approved good quality crockery and cutlery (Preferably bone china / opal ware) and clean table cloth of good quality on the buffet table.
3. Presentable Utensils for cooking and serving warm food shall also be provided by the agency.
4. The agency shall ensure that staffs deployed in catering services are free from any infection or communicable diseases.
5. The agency shall also ensure that staffs deployed for food preparations and services must wear proper and clean uniform, use disposable caps and gloves during cooking and food service respectively.
6. The bidders must ensure that the food is prepared sufficiently to avoid any shortage during service time. If it is observed that the food (even if it is single food item) is falling short and is not available on buffet counter for service to the guests, **a penalty of Rs. 5000.00 (Rs. Five Thousand only)/ item (Dishes) will be imposed on the agency.**
7. PEC reserves the right to reject any or all the tenders without assigning any reason also reserve the right to add, delete and modify the terms and conditions at any point of time.
8. Price Evaluation: Evaluation of price will be on turnkey basis.
9. The responsibility of the material supplied by the contractor and the safety of persons deputed by him shall be solely of the bidder. Punjab Engineering College (Deemed to be University), Chandigarh shall not in any way be liable/responsible for any loss/damage to the material/life on any account, if any, occurred during Convocation.
10. All disputes are subject to Chandigarh jurisdiction only.

Space, water, electricity and raw material as per requirement will be provided by PEC for cooking purpose only while rest all other arrangement for smooth operations will be the responsibility of the agency (Bidder).

**Dean Student Affairs,
Punjab Engineering College
Chandigarh**