



HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA

(Established under the Himachal Pradesh Act No. 16 of 2016)

**TENDER FOR CATERING SERVICES ARRANGEMENTS FOR 2ND CONVOCATION
FOR 30TH MARCH 2025
AT HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA**

TENDER FOR CATERING SERVICES ARRANGEMENTS FOR 2ND CONVOCATION CEREMONY

- 1) Bids in sealed cover are invited for Catering services arrangement as per the specifications/conditions mentioned in the preceding paragraphs of the tender document at Himachal Pradesh National Law University Shimla. Please super scribe the above-mentioned Title, Ref. number and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid.
- 2) The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below -
 - a) Bids/queries to be addressed to: **The Registrar, HPNLU, Shimla.**
 - b) Postal address for sending the Bids: **Near 16 Mile, Ghandal, Shimla 171014**
 - c) Telephone numbers of the contact Officer: **0177-2779803, 8054930793**
 - d) E-mail ids of contact personnel/Mob No.:- **registrar@hpnlu.ac.in, storesection@hpnlu.ac.in**
- 3) This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.
- 4) Total Catering services arrangements job as mentioned in the tender for the 2nd convocation ceremony of Himachal Pradesh National Law University, Shimla to be held on 30 March 2025 at University campus.

General Information to Bidders

- 1) **Last date and time for depositing the Bids.** The sealed Bids should reach this office by 1300 hrs on 03.03.2025. The responsibility to ensure this lies with the Bidder.
- 2) **Manner of depositing the Bids.** The Technical and Commercial bids are to be submitted in two separate sealed envelopes, duly marked as "Technical Bid", and "Commercial Bid" as the bid may be. Sealed Bids then shall be put into third envelop for super scribed "Bids for Providing the Catering services for Convocation held on 30.03.2025" and should also bear the tender ref. no. HPNLU/Accounts/2024-25/Tender/20 dated 17.02.2025. The quotes are to be with your firm's name, address, and official seal and ink-signed by an authorized representative of the Bidder. The same should be addressed to the, **The Registrar, Himachal Pradesh National Law University, Shimla** should be either be submitted by hand or may be send by registered post at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delays or non-delivery/ non- receipt of Bid documents.
- 3) **Time and Date for opening of Bids.** Technical Bids will be opened on 04.03.2025 at 1200 hrs. Commercial Bid opening will be intimated subsequently after approval of TEC.(If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer).
- 4) **Pre-Bid Queries.** The representatives of the firms may visit the University or can contact the official as mentioned above for any queries. The queries will only be addressed up to 28.02.2025.
- 5) **Two-Bid System.** Only the Technical Bid would be opened on the time and date mentioned above. Date of opening of the Commercial Bid will be intimated after acceptance of the Technical Bids. Commercial Bids of only those firms will be opened whose technical Bids are found complete/ suitable after technical evaluation is done by the buyer.
- 6) **Technical Bid.** The technical evaluation will be done by checking the requisite documents as per **Appendix 'A'**. The specifications of the items are placed at '**Appendix B'**. The decision of Technical Evaluation Committee regarding the selection of items/models with any given specification will be final and no correspondence regarding the same will be entertained thereof. Commercial Bid of firm technically qualifying will only be considered for commercial bid opening.

- 7) **Clarification regarding contents of the RFP.** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than the dates specified above.
- 8) **Modification and Withdrawal of Bids.** A bidder may modify or withdraw its bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.
- 9) HPNLU, Shimla has ascertain a Minimum Reasonable Cost (MRC) of providing catering service on per head per day basis after evaluating the factor costs (i.e. costs on logistics, raw materials, menu, documentation, statutory payments, payments on other contractual obligations, waste management etc.) involved in providing the services required using its own means. The arrived minimum reasonable cost set by the University will be communicated to the participated vendors on the day of opening of financial bid. Further, it is mentioned that quantity as mentioned in the tender may be increase or decrease as per the requirement of the university.
- 10) **Clarification regarding contents of the Bids.** During evaluation and Comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post - bid clarification on the initiative of the bidder will be entertained.
- 11) **Rejection of Bids.** Canvassing by the Bidder in any form, unsolicited letter and post - tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.
- 12) **Validity of Bids.** The Bids should remain valid till 180 days from the last date of submission of the Bids.

Evaluation Criteria & Price Bid issues of RFP

- (a). Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP, both technically and commercially.
- (b) In respect of Two-Bid system, the Technical Bids forwarded by the Bidders will be evaluated by the Buyer with reference to the technical characteristics of the material/equipment as mentioned in the RFP. The compliance of Technical Bids would be determined on the basis of the parameters specified in the RFP. The Price Bids of only those Bidders will be opened whose Technical Bids would clear the technical evaluation.
- (c) The Lowest Bid will be decided upon the lowest price quoted by the Particular Bidder as per the Price Format given. The consideration of taxes and duties in evaluation process will be as follows:
- (i) In cases where only indigenous Bidders are competing, all taxes and duties (including those for which exemption certificates are issued) quoted by the Bidders will be considered. The ultimate cost to the Buyer would be the deciding factor for ranking of Bids.
- (d) The Lowest Acceptable Bid will be considered further for a Supply Order after complete clarification and price negotiations as decided by the Buyer. The Buyer will have the right to award tender to L1 firm as a whole.

Sd/-
Registrar
HPNLU, Shimla

Schedule of Requirement of Technical Bid

Guidelines for Preparation of Technical Bid: The Technical Bid should contain following information and details so as to enable the board of officers assess the firms financially, technically and infrastructure/ resources wise to undertake the said job:-

- (a) Tender Cost Rs 1000/- in the form of DD in favour of "The Registrar, HPNLU, Shimla (Mandatory)
- (b) EMD of Rs. 15000/- (Rupees Fifteen thousand only) in the form of DD in favour of "The Registrar, HPNLU, Shimla. The MSME firms are exempted for deposit the EMD provided the MSME Reg. Certificate is provided with the bid. (Mandatory)
- (c) GST Registration Certificate (Mandatory)
- (d) Copy of FSSAI License (Mandatory) .
- (e) PAN copy (Mandatory)
- (f) Income Tax returns of previous three financial year. (Mandatory).
- (g) Details of Average Gross Turnover of Rs 5 Lakhs last three financial years with of the firm as evident from the audit statement duly authenticated by Chartered Accountant. (Mandatory).
- (h) Experience certificate related to successful execution of Two program in government / Private institution in Himachal Pradesh in the financial year 2021-22, 2022-23 and 2023-24 of Rs 1,00,000 or more (each). Further Experience of year 2024 also be considered for this event. Note: Catering services arrangements for a minimum 200 persons.

I hereby undertake that I have gone through the tender document and I accept all the clauses in the RFP.

Name of the Agency:- _____

Name of the Bidder:- _____

Signature & Stamp of Agency:- _____

Technical Bid

**TENDER FOR PROVIDING THE CATERING SERVICES ARRANGEMENTS
FOR 2nd CONVOCATION CEREMONY
FOR 30TH March 2025**

S.NO	Details to be Furnished by the Tender	Details provided by the Tenderer
1	Name and address of the contractor with phone no. and e-mail ID, if any.	
2	Registration number and date of registration of the company/ cooperative/ agency/ SHG/ Society, if any. (Certificate to this effect should be enclosed)	
3	Year of Establishment	
4	PAN Number(photocopy to be enclosed)	
5	GST Number (photocopy to be enclosed)	
6	FSSAI License (photocopy to be enclosed)	
7	Any other Information i.e Experience certificate	

I hereby undertake that I have gone through the tender document and I accept all the clauses in the RFP.

Name of the Agency:- _____

Name of the Bidder:- _____

Signature & Stamp of Agency:- _____

Scope of Work (Appendix-B)

Tender for Catering service for the 2nd convocation at Himachal Pradesh National law University, Shimla Campus

S.N O	Particulars	Details of arrangements		
01	Details of Events	Breakfast, Lunch, Dinner during the 2 nd convocation on 30 March 2025 for students, parents ,staff and VVIP's at Himachal Pradesh National Law University, Shimla		
02	No of person attending the event (estimated)	500-600 including VVIP's approximately for Lunch, Dinner quantity for 80-100 and 300-400 for Breakfast and High-Tea.		
03	Menu	Particulars	VVIP	Normal (other than VVIP)
		Breakfast	<ul style="list-style-type: none"> • Stuffed Tandori Prantha (butter and Dahi) • Bread Slice (Butter and Jam) • Fresh Fruits • Conflakes with Milk • Idli Sambhar (Coocunut Chutney) • Tea and Coffee • Water bottles 	<ul style="list-style-type: none"> • Stuffed Tandori Prantha (butter and Dahi) • Poha veg • Tea/ Coffee • Water bottles
		HI- Tea	<ul style="list-style-type: none"> • Tea/ Coffee/ green tea • Water or cookies • Matthi or sandwich • Panner pakora or assorted pakora • Cocktail kabab or Hara-bara kabab • Water bottles 	<ul style="list-style-type: none"> • Vegetable pakora • Tea/ coffee • Water bottles
		Lunch	<ul style="list-style-type: none"> • Peas pulao or kashmiri pulao • Dal makhni or dal Amritsari tadka • Kadhai panner or panner butter masala • Mix veg or vegetable 	<ul style="list-style-type: none"> • Peas pulao or kashmiri pulao • Dal makhni or dal Amritsari tadka • Kadhai panner or panner butter masala • Mix veg or vegetable

			<p>Zaalfreezi</p> <ul style="list-style-type: none"> • Mutter malai Methi or Malai kofta • Dahi Vada or Raita Boondi • Salad/ Achar/ Pappad • Tandoori roti full or Rumali Roti • Desert- Ice cream or Mung Dal halwa or Zalebi rabri • Water bottles <p>Note : One sabji served extra i.e Karela/ Gheya/ Kali- tori/ Peshawari Dal</p>	<p>Zaalfreezi</p> <ul style="list-style-type: none"> • Mutter malai Methi or Malai kofta • Dahi Vada or Raita Boondi • Salad/ Achar/ Pappad • Tandoori roti full or Rumali Roti • Desert- Ice cream or Mung Dal halwa or Zalebi rabri • Water bottles
		Dhaam (served on patal)	<ul style="list-style-type: none"> • Dhoti dal • Ghandyali madra • Rajmah • Maa dal • Amla • Kadi pakora • Baidana • Rice • Water bottles <p>Note : One sabji served extra i.e Karela/ Gheya/ Kali- tori/ Peshawari Dal</p>	<ul style="list-style-type: none"> • Dhoti dal • Ghandyali madra • Rajmah • Maa dal • Amla • Kadi pakora • Baidana • Rice • Water bottles
		Dinner	<ul style="list-style-type: none"> • Plain Rice or Zeera Rice • Dal Tadka or Dal Makhni • Palak Panner or panner Tikka • Sepu badi madra or mix veg • Aloo Shimla Mirch or Aloo Been or Mushroom masala • Raita Mix • Salad/Achaar/ Pappad • Gulab jamun or malpuha with kheer or Rasgulla • Water bottles <p>Note : One sabji served extra i.e Karela/ Gheya/</p>	<ul style="list-style-type: none"> • Plain Rice or Zeera Rice • Dal Tadka or Dal Makhni • Palak Panner or panner Tikka • Sepu badi madra or mix veg • Aloo Shimla Mirch or Aloo Been or Mushroom masala • Raita Mix • Salad/Achaar/ Pappad • Gulab jamun or malpuha with kheer or Rasgulla • Water bottles

			Kali- tori/ Peshawari Dal	
04	Crockery	Bone China Crockery		
05	Counter Arrangements	Minimum 2-3 (as per the requirement)		
06	Waiter Service	05 serving staff or more (mandatory with gloves, mask, hair caps) on each counter along with 01 manager level staff for supervision.		
Note: <ol style="list-style-type: none"> 1. Plastic container/plates/utensils etc. shall not be used 2. Adequate number of service staff , waiters, helpers will be deployed 3. The food waste shall be disposed by the service provider outside of the university premises 4. Arrangement of water for drinking and washing of utensils will be made by the vendor 5. Prices will be quoted inclusive of the services and applicable GST noting extra will be considered. 6. Mentioned Menu may be served for extra days also on i.e 28-29 march 2025 as per the university requirement. University in advance provided the requirement of the menu to be served on these days also. 7. Quantity may be increase or decrease as mentioned above in Final order. 8. Payment will be made on actual pax over the minimum as given in the supply order. 9. HPNLU, Shimla reserves the right to accept or reject any or all of the bids either in part or in full without assigning the reason thereof. 				

Financial Bid (Appendix-C)

Tender for Catering service for the 2nd convocation at Himachal Pradesh National law Universty, Shimla Campus

Meal	Category	Items Description	Rate per Pax (Including GST)
High Tea	VVIP	<ul style="list-style-type: none"> • Tea/ Coffee/ green tea • Water or cookies • Matthi or sandwich • Panner pakora or assorted pakora • Cocktail kabab or Hara-bara kabab <p>Water bottles</p>	
	Normal	<ul style="list-style-type: none"> • Vegetable pakora • Tea/ coffee <p>Water bottles</p>	
Lunch	VVIP	<ul style="list-style-type: none"> • Peas pulao or kashmiri pulao • Dal makhni or dal Amritsari tadka • Kadhai panner or panner butter masala • Mix veg or vegetable Zaalfreezi • Mutter malai Methi or Malai kofta • Dahi Vada or Raita Boondi • Salad/ Achar/ Pappad • Tandoori roti full or Rumali Roti • Desert- Ice cream or Mung Dal halwa or Zalebi rabri • Water bottles <p>Note : One sabji served extra i.e Karela/ Gheya/ Kali- tori/ Peshawari Dal</p>	
	Normal	<ul style="list-style-type: none"> • Peas pulao or kashmiri pulao • Dal makhni or dal Amritsari tadka • Kadhai panner or panner butter masala 	

		<ul style="list-style-type: none"> • Mix veg or vegetable Zaalfreezi • Mutter malai Methi or Malai kofta • Dahi Vada or Raita Boondi • Salad/ Achar/ Pappad • Tandoori roti full or Rumali Roti • Desert- Ice cream or Mung Dal halwa or Zalebi rabri • Water bottles 	
Dhaam	VVIP	<ul style="list-style-type: none"> • Dhoti dal • Ghandyali madra • Rajmah • Maa dal • Amla • Kadi pakora • Baidana • Rice • Water bottles <p>Note : One sabji served extra i.e Karela/ Gheya/ Kali- tori/ Peshawari Dal</p>	
	Normal	<ul style="list-style-type: none"> • Dhoti dal • Ghandyali madra • Rajmah • Maa dal • Amla • Kadi pakora • Baidana • Rice • Water bottles 	
Breakfast	VVIP	<ul style="list-style-type: none"> • Stuffed Tandori Prantha (butter and Dahi • Bread Slice (Butter and Jam) • Fresh Fruits • Conflakes with Milk • Idli Sambhar (Coocunut Chutney) • Tea and Coffee <p>Water bottles</p>	

	Normal	<p style="text-align: center;"><i>stuffed Tandoori Prantha</i></p> <ul style="list-style-type: none"> • Puri Channa or Aloo bhaji-puri (chutney and achar) • Poha-veg • Tea/ Coffee <p>Water bottles</p>	
Dinner	VVIP	<ul style="list-style-type: none"> • Plain Rice or Zeera Rice • Dal Tadka or Dal Makhni • Palak Panner or panner Tikka • Sepu badi madra or mix veg • Aloo Shimla Mirch or Aloo Been or Mushroom masala • Raita Mix • Salad/Achaar/ Pappad • Gulab jamun or malpuha with kheer or Rasgulla • Water bottles <p>Note : One sabji served extra i.e Karela/ Gheya/ Kali- tori/ Peshawari Dal</p>	
	Normal	<ul style="list-style-type: none"> • Plain Rice or Zeera Rice • Dal Tadka or Dal Makhni • Palak Panner or panner Tikka • Sepu badi madra or mix veg • Aloo Shimla Mirch or Aloo Been or Mushroom masala • Raita Mix • Salad/Achaar/ Pappad • Gulab jamun or malpuha with kheer or Rasgulla • Water bottles 	

Note: 1.Rates should be inclusive of all taxes (GST) including delivery service with compliance of all terms and condition mentioned in the technical bid including loading, unloading if any dismantling , and clearing of venue after ending of event.

2. The crokery should be provided is of BONE CHINA .

THE
MUSEUM

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