



# BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

(Established by Govt. of Punjab vide Punjab Act No 18 of 1998)

University Procurement & Facility Department

**e-TENDER FOR HOSPITALITY SERVICES**

## E-TENDER FORM

Tender Notification No:	To be generated by the e- procurement portal of the Govt. of Punjab automatically.
Nature of work:	e- Tender notice for Hospitality for the period of <b>Two Years</b> with a review in working by the University after one year and further extendable subject to then satisfactory services and mutual consent of both the parties.
Cost of the tender document:	<b>Rs. 1,180/- only (1000 + 18% GST).</b> {Non refundable, under any circumstances}. <u>Through Online Mode</u>
Tender Processing fee:	To be charged by Govt. of Punjab as per its norms. (Non-refundable).
EMD Amount:	<b><u>Rs. 30000/-</u></b> <u>Through Online Mode</u> {Refundable to the Non-successful bidders, without any type of interest or other charges}. <u>It should be clearly noted that no bidder will be allowed any type of exemption from the deposit of the EMD under any circumstances.</u>
Performance Security:	The EMD deposited by the successful bidder will be converted against the performance security and will be refund to the bidder after successful completion of the work, without any type of interest.
Date of start of downloading of tender documents:	Immediate from the website of the Punjab Government i.e. <a href="https://eproc.punjab.gov.in">https://eproc.punjab.gov.in</a>
Website for downloading of the tender document:	Tender document can be downloaded from <a href="https://eproc.punjab.gov.in">https://eproc.punjab.gov.in</a> or <a href="http://www.bfuhs.ac.in">www.bfuhs.ac.in</a>
Last date for downloading of the tender document:	<b><u>30.09.2022 upto 12.30 pm</u></b>
Last date & Time for submission of the tender documents:	<b><u>30.09.2022 up to 1.30 pm</u></b> <b><u>(Through Online Mode Only)</u></b>
Date and time for opening of the Tender documents (Technical Bids)	<b>By the next day from the last date of submission of tenders (by 5:00 p.m.)</b> on the e- procurement portal of the Govt. of Punjab. However the bidder or their authorized agent's representative may attend the tender opening process at the University Procurement & Facility



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	Department, Baba Farid University of Health Sciences, Faridkot on the prescribed time and date.								
Date and time for opening of the Tender documents (Financial Bids)	<b>The financial bids of the technically qualified bidders will be opened on the e-procurement portal of the Government of Punjab.</b>  However the bidder or their authorized agent's representative may attend the tender opening process at the University Procurement and Facility Department, Baba Farid University of Healthy Sciences, Faridkot on the prescribed time and date.  The University authorities will have right to decide any other date and time for the opening of the Financial bids.								
Address for the submission :	The Registrar, Baba Farid University of Health Sciences, Sadiq Road, Faridkot (Punjab) PIN-151203.								
Who can be contacted for obtaining more information about the tender:	<table><tr><th><u>Sr. No.</u></th><th><u>Nature of Information</u></th><th><u>Name of the concerned official with contact no.</u></th></tr><tr><td>1.</td><td>About the tenders and allied information</td><td>In-charge, UPFD, BFUHS, Faridkot  Phone-01639-256232, 256236 e-Mail:- <a href="mailto:upfdbfuhs@gmail.com">upfdbfuhs@gmail.com</a> (on all working days from 9.00 a.m. to 5.00 p.m. only)</td></tr></table>			<u>Sr. No.</u>	<u>Nature of Information</u>	<u>Name of the concerned official with contact no.</u>	1.	About the tenders and allied information	In-charge, UPFD, BFUHS, Faridkot  Phone-01639-256232, 256236 e-Mail:- <a href="mailto:upfdbfuhs@gmail.com">upfdbfuhs@gmail.com</a> (on all working days from 9.00 a.m. to 5.00 p.m. only)
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## **INSTRUCTIONS/ GUIDELINES TO THE TENDERERS**

1. Please download the Tender document from the website of the e-procurement of the Govt. of Punjab. Please sign on all the pages of the tender document along with a stamp/ seal. Then a scanned copy of the same be uploaded on the E-Procurement portal at the time of submission of the tender document.
2. Upload the scanned copy of the tender notice (Annexure-I)
3. An affidavit regarding Non-Black listing as per Performa given at (Annexure-II) on Non-Judicial Papers of appropriate value, duly attested by an Executive Magistrate or a Notary Public be uploaded on the website. The Original Affidavit will be sent through speed post



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to the Prof. In-charge, University Procurement & Facility Department on or before the last date for submission of the tender.

4. Upload Technical Bid Performa (Annexure-III).
5. Upload a signed copy of the terms and conditions (Annexure-IV).
6. Detail of Bank Account for refund of EMD/ Performance Security. (Annexure – V).
7. In addition to this, following documents are to be uploaded with Technical Bid:-
  - i) Tender Fee: The tender document fee of **Rs. 1,180/- (Rupees One Thousand One Hundred Eighty Only) (1,000 + 18% GST)** may be submitted through **Online Mode** only. The Tender document fee will not be accepted through any other mode. It is pertinent to mention here that the Tender document fee once deposited will not be refunded under any circumstances.
  - ii) Earnest Money Deposit (EMD) **Rs. 30000/- (Through Online Mode Only):-**  
*{Refundable to the Non-successful bidders, without any type of interest or other charges}.*  
 The Earnest Money Deposit must be submitted **through online mode only** and must be submitted upto 1.30 p.m. of the last date fixed for the submission of the tenders through e-tender mode.
  - iii) Details of registration as Company / Shop / Establishment. The supporting document must be uploaded on the e-procurement website of the Govt. of Punjab along with the tender document.
  - iv) Copy of Certificate of Registration for service Tax/TIN/TAN/PAN/VAT/GST No. (as applicable). The supporting document must be uploaded on the e-procurement website of the Govt. of Punjab along with the tender document.
8. Upload a signed copy of the Acceptance of Tender/ Conditions Forms (Annexure-VI) on the e-procurement website of the Government of Punjab along with the tender documents. The said copy must be signed and duly stamped.
9. Prior to applying for tender the tenderer have nothing due towards the University for any type of work. If tenderer has any outstanding towards the University the tender will not be considered and rejected straight forwardly.
10. It should be clearly noted that this tender will be accepted though e-tender mode only. The tenders submitted through offline mode will not be accepted under any circumstances.
11. In case the vender is unable to continue the contract before completion of contract. He has to serves the prior notice.

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**Annexure-I**

Terms & conditions for E-tender invited for Hospitality Services.

**TERMS & CONDITIONS:-**

1. Earnest Money Deposit (EMD) of **Rs.30,000/-** (**Thirty thousand only**). The Earnest Money Deposit must be deposited through online mode via payment portal available at E-procurement site.
2. The tender will be opened by the next working day from the last date of submission of tender by 5:00 PM, on the e-procurement portal of the Punjab Government in the presence of tenderer(s), who wish to be present in the said tender opening process. However, the individuals keen to attend the tender opening process should have an authorization certificate from the company.
3. The Price bid (Financial Bids) of the technical qualified bidders will be opened by the University.
4. The Registrar reserves all rights to accept or reject any or all the tenders without assigning any reason.

Registrar



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## **Annexure-II**

(To be furnished on non-judicial stamp papers  
worth Rs.30/- duly attested by Executive Magistrate or Notary Public).

### **AFFIDAVIT**

I/We \_\_\_\_\_ partner/sole  
proprietor (Strike out which is not applicable) of (Name & Address of Firm) do hereby  
declare and solemnly affirm:-

- a) That the individual/firm is not debarred or black- listed by any department of Union Government/ State Government or any autonomous body.
- b) That no partner or shareholder, directly or indirectly connected with the applicant has been debarred or blacklisted by any department of Union Government/State Government/Autonomous body.
- c) That all the terms and conditions for **Hospitality Services** are acceptable to me/us. I/We will abide by them in letter and spirit.
- d) That I will provide the required service within the stipulated date and time which would be mentioned in orders .

Date: \_\_\_\_\_

Place: \_\_\_\_\_

DEPONENT

### **VERIFICATION**

I/We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been concealed therein.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

DEPONENT



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## Annexure-III

### TECHNICAL BID

- 1 Name of the applicant (tenderer/ bidder). \_\_\_\_\_
- 2 Constitutional status of the tenderer/ bidder. \_\_\_\_\_  
i.e. Proprietor/ Partnership firm/ Pvt. Limited Company/ Public Limited Company/ Co-op Society etc.
- 3 Address of the tenderer/ bidder \_\_\_\_\_  
\_\_\_\_\_
- 4 Name of the Dealing Person :- \_\_\_\_\_
- 5 Position of the dealing person in the tenderer firm/ company/ society :- \_\_\_\_\_
- 6 Food Safety License No. \_\_\_\_\_
- 7 E mail id:- \_\_\_\_\_
- 8 Fax No:- \_\_\_\_\_
- 9 Mobile No:- \_\_\_\_\_
10. PAN Number \_\_\_\_\_
11. G.S.T. No. \_\_\_\_\_



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## CHECK LIST DULY FILLED IN AND SCANNED COPY TO BE UPLOADED WITH THE TENDER

Sr. No.	Particulars	Remarks
1.	Is copy of Tender Notice – Annexure – I uploaded?	Yes/No
2.	Is copy of an affidavit on the non-judicial stamp paper, duly attested by the Executive Magistrate/Notary, regarding non-black listing/ non- prosecution of firm has been Annexure-II uploaded?	Yes/No
3.	Is original affidavit has been sent through speed post?	Yes/No
4.	Is duly signed scanned copy of Technical Bid Performa – Annexure – III uploaded?	Yes/No
5.	Is copy of certificate of food safety license uploaded?	Yes/No
6.	Is signed copy of terms & conditions Annexure – IV uploaded?	Yes/No
7.	Is Bank Details (Annexure – V) for refund of EMD/Performance Security uploaded?	Yes/No
8.	Is signed copy of an acceptance of tender/ conditions (Annexure – VI) uploaded?	Yes/No
9.	Whether the fee of <b>Rs. 1,180/- Only (1,000 + 18%)</b> on account of Tender Fee has been submitted through online mode or not?	Yes/No
10.	Whether an Earnest Money Deposit of the appropriate value i.e. <b>Rs.30,000/- (Thirty Thousands only)</b> has been deposited through online mode only in the favour of <b>“The Registrar, Baba Farid University of Health Sciences, Faridkot”</b> .	Yes/No
11.	Whether each page of the tender document and other enclosures as well as cutting(s)/ overwriting(s) have been signed/ initialed by the tenderer and also the forwarding letter duly signed by the authorized signatory, has been uploaded?	Yes/No
12.	Is copy of Certificate of Registration for service Tax/VAT/ TIN/TAN/PAN/GST No. uploaded?	Yes/No
14.	Is certificate in regard to that nothing due towards the University for any type of work uploaded?-Annexure-VII	Yes/ No



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Note: Non compliance to any of the above conditions will render the offer/ tender to be rejected out-rightly and Price bid of the firm will not be opened.

Dated:-\_\_\_\_\_.

Place:-\_\_\_\_\_.

Signature\_\_\_\_\_

Name:-\_\_\_\_\_

Address:-\_\_\_\_\_

Contract No:-\_\_\_\_\_

E-mail id:-\_\_\_\_\_

With Seal





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## Annexure-IV

### 1. MODE OF FINANCIAL EVALUATION :-

E-Tender are invited for Hospitality Services at University and other related institute.  
Please quote the rates of items for Hospitality services as follows:-

Sr. No.	Name and items	Sr. No.	Name and items
1.	<b>Hospitality (Normal Lunch) per plate</b> <ul style="list-style-type: none"> <li>➤ Daal Makhni</li> <li>➤ Mix Veg.</li> <li>➤ Cheese</li> <li>➤ Rice</li> <li>➤ Salad</li> <li>➤ Sweet Dish</li> <li>➤ Water</li> <li>➤ Roti (simple)</li> <li>➤ Achar</li> </ul>	5.	<b>High Tea</b> <ul style="list-style-type: none"> <li>➤ Cheese Snacks</li> <li>➤ Max Snacks</li> <li>➤ Cold Sandwich</li> <li>➤ Coffee/Tea</li> <li>➤ Sweet</li> <li>➤ Water</li> </ul>
2.	<b>Hospitality (VIP Lunch) per plate</b> <ul style="list-style-type: none"> <li>➤ Sweet corn soup</li> <li>➤ Chicken cream Soap</li> <li>➤ Lassi(Salt/Sweet)</li> <li>➤ Cheese tikka</li> <li>➤ Soya Chap</li> <li>➤ Dal Makhni</li> <li>➤ Shahi Paneer</li> <li>➤ Mashroom Do Pizza</li> <li>➤ Rice Basmati</li> <li>➤ Salad</li> <li>➤ Papad</li> <li>➤ Achhar</li> <li>➤ Roti(Missi, Nan, Simple)</li> <li>➤ Water Bottle(small)</li> <li>➤ Fruit Cream/Ice cream</li> <li>➤ Gulab Jaman</li> </ul>	6.	<b>Tea( Normal)</b> <ul style="list-style-type: none"> <li>➤ Sweet</li> <li>➤ Samosa</li> <li>➤ Tea</li> <li>➤ Water</li> </ul>
3.	<b>Hospitality (VIP Dinner) per plate</b> <ul style="list-style-type: none"> <li>➤ Fish Amritsari Tikka/ Guldasta</li> <li>➤ Fish Guldasta</li> <li>➤ Veg Seek Kabab</li> <li>➤ Chicken Malai Tikka</li> <li>➤ Keema Kabab</li> <li>➤ Mashroom Roasted</li> <li>➤ Dal Fry</li> <li>➤ Kadai Paneer</li> <li>➤ Mutton Malai</li> <li>➤ Kashmiri Dum aloo</li> </ul>	7.	<b>Refreshment</b> <ul style="list-style-type: none"> <li>➤ Samosa</li> <li>➤ Tea</li> </ul>



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	<ul style="list-style-type: none"> <li>➤ Finger Do Piazza</li> <li>➤ Masala Chicken</li> <li>➤ Mutton Do Piazza</li> <li>➤ Zeera Rice</li> <li>➤ Boondi Riata</li> <li>➤ Cream Salad</li> <li>➤ Papad</li> <li>➤ Achhar</li> <li>➤ Ice Cream</li> <li>➤ Moong Dal Halwa/Kesar Kheer</li> <li>➤ Lassi Salt/Sweet</li> <li>➤ Juice/Diet Coke/Lahori Zeera</li> </ul>		
4.	<b>Hospitality( Normal Dinner) per plate</b> <ul style="list-style-type: none"> <li>➤ Daal Makhni</li> <li>➤ Chicken curry/Butter Chicken/Kadai Chicken</li> <li>➤ Cheese</li> <li>➤ Rice</li> <li>➤ Salad</li> <li>➤ Sweet Dish</li> <li>➤ Water</li> <li>➤ Roti</li> </ul>		

Note:-

- a) Negotiation will be done if necessary and will be fixed by competent authority.
- b) The bidders are requested to quote their rates in the BOQ Performa only. The rates should be quoted including all charges however, **the GST will be paid by the University extra upon the quoted rates, as per the norms of the Government.**

## 2. **PERIOD OF CONTRACT:-**

The agreement shall be initially for Two Year with a review in working by the University after one year and further extendable subject to the satisfactory services and mutual consent of both the parties.

## 3. **ARBITRATION:-**

- i) In the event of any dispute or differences arising between the parties with regard to the terms and conditions of the agreement/contract and/or with regard to the breach or interpretation thereof including all rights and liabilities there under on any matter whatsoever touching upon the terms and conditions of the agreement/contract whether in course or on after its termination the parties will settle the same at the first instance by mutual discussions/conciliation which would be conducted by the In-charge, University Procurement & Facility Department, Baba Farid University of Health Sciences, Faridkot.
- ii) In the event the said mutual discussions/conciliation fails, the aggrieved party shall initiate arbitration proceedings for resolution of differences/disputes etc., mentioned above by appointing a sole arbitrator, who shall be the Registrar, BFUHS, Faridkot in which event the said proceeding shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act enforce.



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- iii) The venue of such arbitration proceeding shall be at Faridkot and the court in Faridkot alone will have jurisdiction in respect of all proceedings connected there with.

4. **JURIDICITION:** All disputes are subject to the jurisdiction of courts at **Faridkot** only.

Dated:-\_\_\_\_\_.

Place:-\_\_\_\_\_.

Signature\_\_\_\_\_

Name:-\_\_\_\_\_

Address:- \_\_\_\_\_

Contract No:-\_\_\_\_\_

E-mail id:-\_\_\_\_\_

With Seal

*Accepts all the terms & conditions of the Tender Under hand and seal of the authorized person*

## Accepted

Dated:-\_\_\_\_\_.

Place:-\_\_\_\_\_.

Signature\_\_\_\_\_

Name:-\_\_\_\_\_

Address:- \_\_\_\_\_

Contract No:-\_\_\_\_\_

E-mail id:-\_\_\_\_\_

With Seal



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## **Annexure- V**

### **Detail about Bank Account**

Name of the firm: M/s \_\_\_\_\_

Sr. No.	Particulars	Detail
1.	Account No.	_____
2.	Name of Bank	_____
3.	Branch Name	_____
4.	IFSC Code of Bank	_____
5.	Name of Operator/Vendor	_____

Dated:-\_\_\_\_\_.

Place:-\_\_\_\_\_.

Signature\_\_\_\_\_

Name:-\_\_\_\_\_

Address:- \_\_\_\_\_

\_\_\_\_\_

Contract No:-\_\_\_\_\_

E-mail id:-\_\_\_\_\_

With Seal



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## **Annexure-VI**

### **TENDER/CONDITIONS ACCEPTANCE LETTER**

DATE:- \_\_\_\_\_

To

The Registrar  
Baba Farid University of Health Sciences,  
Sadiq Road, Faridkot

Subject:- Acceptance of Terms & Conditions of Tender.

Dear Sir,

1. I/ We have downloaded the tender document(s) for the above mentioned 'Tender/Work' from the designated website.
2. I / We hereby certify that I / we have read entire terms and conditions of the tender documents. (Including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.
3. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) .
4. In case any provisions of this tender are found violated, your organization shall be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely and we shall not have any claim/right against organization in satisfaction of this condition.

Yours Faithfully, Signatures: - \_\_\_\_\_

Name: - \_\_\_\_\_

Address: - \_\_\_\_\_

Contact No:- \_\_\_\_\_



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## **Annexure-VII**

### **CERTIFICATE**

It is certify that I/we \_\_\_\_\_, s/d/w of \_\_\_\_\_

resident of \_\_\_\_\_ District \_\_\_\_\_ proprietor of

the firm M/s \_\_\_\_\_,

nothing has due towards the University for any type of work . .

(Signature of the Tenderer)

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Place : \_\_\_\_\_

Date: \_\_\_\_\_