



**JIWAJI UNIVERSITY, GWALIOR – M.P. 474011**  
**(Accredited 'A' grade by NAAC)**

No. JU/SSB/2018/214

Dated: 05/10/2018

**LIMITED TENDER DOCUMENT**


**For**

**EVENT MANAGEMENT OF XLI ALL INDIA BOTANICAL CONFERENCE OF THE  
INDIAN BOTANICAL SOCIETY AND  
NATIONAL SYMPOSIUM ON "ECOLOGICAL RESTORATION, CARBON  
SEQUESTRATION AND BIOTECHNOLOGICAL APPROACHES FOR BIODIVERSITY  
CONSERVATION" (OCTOBER 25-27, 2018)**

**OF**

**SCHOOL OF STUDIES IN BOTANY  
JIWAJI UNIVERSITY, GWALIOR**

1. ई.एम.डी. शपथ पत्र अर्नेस्टमनी की डी.डी. तथा आवश्यक दस्तावेज स्पीड पोस्ट/ पंजीयन डाक से जमा करने की अंतिम तिथि दिनांक: 15.10.2018 तक 3:00 pm.
2. निविदा खोलने का समय एवं दिनांक: 16.10.2018 को 4:00 pm.
3. निविदा की शेष तिथियों सम्पूर्ण जानकारी शर्तें एवं समस्त संशोधन उपरोक्त दर्शाई गई वेबसाइट पर देखी जा सकती है।
4. कार्य की निविदा स्वीकृति/ अस्वीकृति/ निरस्तीकरण या संशोधन के अधिकार कुलसचिव, जीवाजी विश्वविद्यालय, ग्वालियर को है।

  
कुलसचिव  
जीवाजी विश्वविद्यालय, ग्वालियर  
Jiwaji University  
Gwalior (M.P.)

05/10/18



JIWAJI UNIVERSITY, GWALIOR – M.P. 474011  
(Accredited 'A' grade by NAAC)

No. JU/SSB/2018/214

Dated: 05/10/2018

**“SHORT NOTICE INVITING TENDER FOR EVENT MANAGEMENT”**

Jiwaji University is going to host Conference Entitled **XLI All India Botanical Conference of the Indian Botanical Society and National Symposium on “Ecological Restoration, Carbon Sequestration And Biotechnological Approaches For Biodiversity Conservation”** from 25 – 27 October 2018. About 350 participants will be a part of the conference. Offers are invited from reputed firms/agencies/companies etc for performing catering services in the premises of Jiwaji University, Gwalior on the occasion of **XLI All India Botanical Conference of the Indian Botanical Society and National Symposium on “Ecological Restoration, Carbon Sequestration And Biotechnological Approaches For Biodiversity Conservation” (25 – 27 October 2018.)**

2. The interested Companies/Firms/Agencies may send their offer complete in all respect along with Earnest Money Deposit (EMD) of Rs. 9,800/- (Rupees Nine thousand Eight hundred only) in the form of Demand Draft issued in favour of Registrar, Jiwaji University, payable at Gwalior and other requisite documents to the undersigned duly superscripted “Tender No **JU/SSB/2018/214** before 1500 hrs on 15/10/2018. The tender received after this deadline shall not be entertained under any circumstances whatsoever.

**Please Note- Tender sent by COURIER will not be entertained.**

3. Tenders will be opened on 16.10.2018 at 16.00 hrs in the presence of firms or their authorized representatives who wish to participate in the bidding process with authorization letter. If the opening date happens to be a closed day/holiday, the tender will be opened on the next working day at same time.

4. Any future clarification(s) and / or corrigendum(s) shall be communicated by the Registrar, Jiwaji University, Gwalior through website [www.jiwaji.edu](http://www.jiwaji.edu).

5. Registrar, Jiwaji University, Gwalior reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Registrar, Jiwaji University, Gwalior in this regard shall be final.

Registrar  
Jiwaji University, Gwalior  
Jiwaji University  
Gwalior (M.P.)

5/10/18


### Eligibility Criteria for Qualifying in Technical Bid

The agency should meet the minimum eligibility criteria:

1. Work order and experience certificate documents in support must be attached.
3. Agency should have valid GST registration.
3. Copy of PAN Card.
4. Income tax return acknowledgement of 3 years is required.
5. Agency should have Annual turnover of not less than Rs. 5, 00,000/-.
6. The offer must be supported by EMD of Rs. 9,800/- in the form of demand draft in favour of Registrar, Jiwaji University, Gwalior drawn on any scheduled bank payable at Gwalior.

### Issue & Receipt of Offer

The offer with relevant supported documents is to be submitted in sealed cover to The Registrar, Jiwaji University, Gwalior on or before 1700 hrs on 15.10.2018

  
Registrar  
Jiwaji University, Gwalior  
Jiwaji University  
Gwalior (M.P.)  
15/10/18

### General Instructions to Tenderer

1. The limited tender should contain all the relevant information and desired enclosures in the prescribed format along with Earnest Money Deposit (EMD). For financial tender, a limited tender has to be submitted. In case, any tenderer encloses the financial bid within technical bid, the same shall be rejected summarily.
2. The Tenders should be typewritten or handwritten but there should not be any overwriting or cutting. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting. **The name and signature of tenderer's authorized person should appear on each page of the tender. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on agency's letter head.**
3. Tenders received without EMD amount by way of demand draft in favour of Registrar, Jiwaji University, Gwalior will not be considered at all.
4. Refund of Earnest Money Deposit: The EMD submitted by unsuccessful tenderers shall be returned to them without any interest. The EMD submitted by successful tenderers shall be returned to them after the successful tenderer deposits the performance security according to conditions stipulated in the bid document.
5. Tenderers may note that if the date of tender opening given in this Tender Document is declared to be a gazetted holiday, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in Jiwaji University, Gwalior will stand automatically extended up to 15.00 hours of the next working day.
6. Late/delayed tenders received in Jiwaji University, Gwalior due to any reason whatsoever will not be accepted under any circumstances.
7. At any time prior to date of submission of tender, Tender Inviting Authority may, for any reason, or decision, modify the terms & conditions of the tender document by a corrigendum displayed on the website of Jiwaji University, Gwalior ([www.jiwaji.edu](http://www.jiwaji.edu)). In order to provide reasonable time to take the amendment into account in preparing their bid, Tender Inviting Authority may or may not, at his discretion, extend the date and time for submission of tenders.
8. Tendering firms are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the Schedule. Representatives of firms who have not submitted the tender or representatives not possessing authority letter from the tenderers or outsiders shall not be allowed to attend the tenderer opening process.

  
Registrar  
Jiwaji University  
Gwalior (M.P.)

  
5/10/19

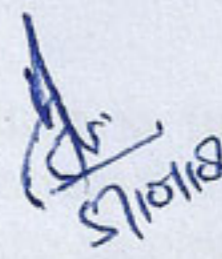
9. **TENDER PRICES:**


- a) The tenderer shall give the price inclusive of all levies and taxes (inclusive of GST) as per price schedule.
- b) The prices quoted by the tenderer shall remain fixed during the entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation is likely to be treated as non-responsive and rejected.

10. **SEALING AND MARKING OF TENDER:** The tenderer shall seal the limited tender and keep it in a envelope. The limited tender shall bear the name LIMITED TENDER No." **JU/SSB/2018/214** on the envelope and send to the following address:-

**Registrar,  
Jiwaji University, Gwalior  
M.P. 474011**

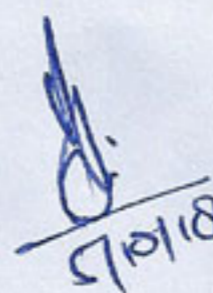
- (b) The envelope shall bear the Tender name, the tender number and the words 'DO NOT OPEN BEFORE' (due date & time).
- (c) The envelopes shall indicate the name and address of the tenderers to enable the bid to be returned unopened in case it is declared 'late' or rejected.
- (d) Tender should be sent by Registered/Speed Post. **Tender sent by COURIER will not be entertained.** The Purchaser shall not be responsible if the tender are delivered elsewhere.
- (e) **Venue of Tender Opening:** Tender will be opened in Jiwaji University, Gwalior at specified time on the due date. If due to administrative reason, the venue/ time of bid opening is changed, it will be displayed prominently on the notice board of the University as well as in the office of the Registrar, Jiwaji University, Gwalior.


  
8/10/18

  
**Registrar  
Jiwaji University  
Gwalior (M.P.)**

### Terms & Conditions of Tender


- 1) Late/delayed tenders received in Jiwaji University due to any reason whatsoever will not be accepted under any circumstances.
- 2) **Documents to Accompany Tender:** The tenderer shall submit the Documents mentioned in the Eligibility Criteria of the Tender.
- 3) **Return of Earnest Money:-** After finalization of the Tender, the deposited Earnest Money will be returned back to the unsuccessful tenderers, without interest.
- 4) **Deposition of Security Money:-** The Selected tenderers must deposit the requisite amount of Security Money (5% of the approximate value of accepted items) within the stipulated date specified in the acceptance letter. The approved firm shall deposit the Security Money in the form of Demand Draft payable at Gwalior duly pledged in favour of Registrar, Jiwaji University, Gwalior.
- 5) **Forfeiture of Security Money:-**
  - a. In the event of failure to supply or maintain the goods/articles/performance services as per Work Order within the stipulated period, the security deposit may be forfeited.
  - b. In that event, supply of the said equipment may be taken from the next lowest tenderer vide the same Work Order at contractor's risk and cost without any further reference, so that the loss incurred would be recoverable from the Security Deposit of the said contractor or from any sum due of which may become due to the contractor.
  - c. If any equipment/ instrument is damaged or any damage of property occurs by the approved firm, cost of the same will be deducted from the deposited Security money of the contractor.
- 6) **Refund of Security Deposit -** After successful completion of entire supply and period of service Security Deposit will be refunded within the three months if not extended for further period.
- 7) Limited tender is on approximate basis for which institute is inviting offer. However, number of participants may slightly increase or decrease at the time of conference; it is the responsibility of the tenderer to arrange all the requirements as per tender for the entire participant present at the time of conference.
- 8) On Consumption of extra quantity payment will be made on verification of actual quantity supplied by the representative appointed by the institute for this purpose.
- 9) **Payment:** 100% Payment will be made by accounts department after performance of job as against work order on submission of invoices in triplicate along with copy of work order/supply order and receipt vouchers.

  
5/10/18

  
**Registrar**  
**Jiwaji University**  
**Gwalior (M.P.)**

- 10) **Disputes:-** In the event of any dispute or disagreement arising between the contractors and any other department of Jiwaji University, Gwalior with regards to the interpretation of "Terms & Conditions" stipulated herein or in the contract done, the same shall be referred to the Registrar, Jiwaji University, Gwalior whose decision will be final and binding upon the contractor.
- 11) Rate must be valid for a period of 120 days, which, if the Institute authority desires, may be extended for further period issuing proper notification.
- 12) Canvassing in any form is strictly prohibited and the tenderers who are found canvassing are liable to have their tenders rejected out rightly.
- 13) Registrar, Jiwaji University, Gwalior reserves all rights to accept or reject any Tender without showing any reason.
- 14) The Tender, submitted by the firm who have already been declared as Black Listed or whose contract was terminated for dissatisfactory supply will not be considered even if his quote rate is lowest.
- 15) Any future clarification(s) and / or corrigendum(s) shall be communicated by the Registrar, Jiwaji University, Gwalior through the website [www.jiwaji.edu](http://www.jiwaji.edu).
- 16) Registrar, Jiwaji University, Gwalior reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Registrar, Jiwaji University, Gwalior in this regard shall be final.
- 17) The University will not pay any advance for the work order

I/We submit this tender after reading the tender notice, instruction of terms and conditions contained herein and accepted by me/us.

  
Registrar  
Jiwaji University, Gwalior  
Jiwaji University  
Gwalior (M.P.)

Dated:

Address:

Mobile Number:

**Signature of the tenderer**

(with seal)

LIMITED TENDER FORMAT:

S.No.	Details	
1.	Name of the firm/ Society/ Company/ Proprietary Concern	
2.	Address of registered office	
3.	Telephone Nos./Fax/E-mail at Gwalior	
4.	Earnest Deposits money (EMD) Yes/No	
5.	<b>EMD Details:</b> Demand Draft No. : Dated: Drawn on Bank: Amount (In Figures): Amount (In Words):	
6.	PAN No. (Attach attested copy)	
7.	GST Reg. No. (Attach attested copy)	
8.	Whether rates are quoted as per format mentioned in the Bidding Document or not.	
9.	Whether rates quoted are inclusive of all taxes or not.	
10.	Have you previously supplied these items to any government/ private/ semi government organization? If yes, attach the relevant proof.	
11.	Acceptance of terms & conditions attached (Yes/ No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document.	
12.	Copy of Income Tax Return filed Acknowledgement for last the last three years.	

(Signatures of the authorized signatory with seal of tendering firm)

Date:

Place:

Name:-

Address:-

Mob. No. –



## SPECIFICATION & CONDITIONS

**C. Conference Food** :- Breakfast , Lunch, Dinner – All vegetarian, 02 time tea, cookies during 2 conference intervals.

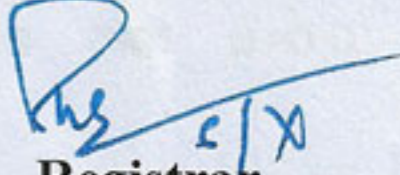
- 350 people on 25<sup>th</sup>, 26<sup>th</sup>, 27<sup>th</sup> October 2018.

**Breakfast** :- Bread/ Toast/ Butter/ Jam/ Tea/ Coffee each day, 02 different Regional items, 01 sweet.

**Lunch** :- 01 Paneer dish, 02 seasonal vegetables, Dal, Rice, Curd preparation, Indian Breads (Roti, Chapati, Tandoori, Nan, Paratha), Sweet dish, salad, papad, pickle, R.O. Mineral water.

**Dinner** :- 01 Soup, 01 Paneer dish , 02 seasonal vegetables, Dal, Rice, Curd preparation, Indian Bread (Roti, Chapati, Tandoori, Nan, Paratha), Sweet dish, salad, papad, pickle, R.O. Mineral water.

- Breakfast, Lunch & Dinner must be ready at least 30 minutes before time given in schedule.
- Food to be served by waiters in Uniform.
- At least 04 Buffet counters to avoid overcrowding.
- Food to be served in Bonechina crockery.
- All crockery & cutlery to be properly washed & dried.
- Good amount of dustbins to be placed in food area, and trash to be cleaned even during food hours.
- It will be the responsibility of the vender to keep the food area clean.
- Drinking water – R.O./ mineral – dispensable camper of 20 liters can be used.
- Heavy tissue papers to be used during all food servings.
- Each serving plate to be covered before meals.
- Payment of food bill will be made only after the counting of food coupons.

  
Registrar  
Jiwaji University, Gwalior  
Registrar  
Jiwaji University  
Gwalior (M.P.)  
5/10/18