

Request for Quotation (RFQ)

RFQ for Selection of Lunch Catering at NAFED House, Ashram Chowk



Centre for WTO Studies, Centre for Research on
International Trade, Indian Institute of Foreign
Trade, New Delhi

(Under Ministry of Commerce and Industry, Govt of India)

5-8th floor, NAFED House, Ashram Chowk, New Delhi -110014

Tender ID: 2023 IIFT 727608

Bids under two bid systems (Technical and Financial) are invited online at CPP Portal
(<https://eprocure.gov.in/epublish/app>)

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1. Background

Centre for WTO Studies (CWS), Indian Institute of Foreign Trade Invites Quotation from reputed 5-star categories of Companies in South Delhi for selection for providing lunch, AMT, PMT and other catering arrangements for groups of participants training programmes, conferences and other programmes being organised at NAFED House, Ashram Chowk, New Delhi scheduled October 2023 to March 2024.

Duration: The training programme are scheduled as follows:

1. **9-18 October, 2023 in New Delhi**(Check-in on 8th October and Check-out on 19th October).
2. **13-22 November, 2023 in New Delhi**(Check-in on 12th November and Check-out on 23th November).
3. **15-24 January, 2023 in New Delhi**(Check-in on 14th January and Check-out on 25th January).
4. **5-9 February, 2023 in New Delhi**(Check-in on 4th February and Check-out on 10th February).
5. **4-13 March, 2023 in New Delhi**(Check-in on 3th March and Check-out on 14th March).

Attendees: The total approximate participants will be 25+-2 for these programmes. The attendees will be international participants and would be representing their respective governments/ institutions.

CWS Standard Lunch Package Requirements

The following should be included in the quoted rates:

1. Waterproof, clean and hygienic tenting arrangements for makeshift heating area and utensils washing area next to NAFED House.
2. Buffet table and decoration arrangement for dining hall on 6th floor NAFED House.
3. Condiments and tissues for all dining tables in the dining hall.
4. Daily change in Menu for 8 days of catering (weekend would be non-working).
5. Standard Menu setting as served in previous training programmes for International participants at NAFED House is as follows:
 - a. AMT with cookies, snacks
 - b. Lunch: 2 non-veg, 4 veg, 2 salad, soup, curd dish, rice, breads, desserts
 - c. PMT with cookies
6. Controlled oil and spices to suit the appetite of participants from all parts of the world.

7. Standard Menu as described in 5. should be a mix of Indian and Continental.
8. Small water bottles as per requirement.
9. Disposable paper glasses for water dispensers in dining hall.

CWS Payment Terms and Conditions:

Centre for WTO Studies will give an undertaking towards catering expenses in connection with the above mentioned programmes for the below mentioned terms and conditions:

- a) Billing will be on actual consumption basis**
- b) No advance payment would be made by CWS.**
- c) No Retention Charges/ Surcharges shall be payable by CWS**
- d) Billing for the program to be done on “Bill to Company” basis and 100% payment will be released only after completion of the program and 30 days after submission of GST Bill.**
- e) The GST bills raised by the caterer shall clearly mention the billing components as per actual consumption on per plate/head basis.
- f) Billing to be done to : CENTRE FOR WTO STUDIES, IIFT, NEW DELHI

2. General Terms and Conditions:

CWS will pay only for the actual daily consumption on per plate/head basis for all the above mentioned inclusions.

Regular updates of increase / decrease in per plate/head on daily basis will be provided to the caterer by the CWS in advance.

CWS will not be able to provide any assistance with furniture, water supply or washing area in the premises of NAFED House.

The quoted rates submitted by the caterer will also be used for other requirements of CWS as per need from September 2023- March 2024.

3. Instructions to Catering companies

Bids under two bid systems (Technical and Financial) are invited online at CPP Portal (<https://eprocure.gov.in/epublish/app>)

The caterer shall provide necessary information/details as per the format provided in the Profile & Bank details (Form I), Technical Proposal (Form II) & Financial Proposal (Form III) separately.

The caterer shall submit its technical and financial bids in a sealed envelope addressed to :

Head, Centre for WTO Studies,

8th Floor, NAFED House,

Ashram Chowk,

New Delhi 110014

The eligibility of caterers for considering the financial quotations will be decided after evaluation of the technical proposal. Only those companies that are found eligible as per technical evaluation will be considered for financial evaluation.

The caterer shall provide signed and scanned copy of valid registration certificate for PAN,TAN & GST. The applicable GST rates must be mentioned against each service provided clearly.

CWS has the right to cancel the quotations at any time, extend or postpone the last date for submission of the quotation, information for which will be sent to all concerned in advance. CWS has right to reject any offers that are found to be incomplete and not having enough details for the technical evaluation.

CWS reserves the right to further negotiate the financial terms / other facilities with the caterer as per the specific requirement of the group.

CRITICAL DATE SHEET

Published Date	18.09.2023
Submission Start Date & Time	18.09.2023 from 3.00 pm
Submission End Date & Time	25.09.2023 till 5.30 pm
Technical Bid Opening Date & Time	26.09.2023 at 10.30 am
Financial Bid Opening Date & Time	27.09.2023 at 10.30 am

Contact Details:

A) Addressee & Address:

A.1. Head Admin,
Centre for WTO Studies, IIFT
8th floor NAFED House, Ashram Chowk
Email: headadmin_crit@iift.edu
New Delhi, 110014

A.2. Administrative Officer CWS,
Centre for WTO Studies, IIFT
8th floor NAFED House, Ashram Chowk
Email: ao_cws@iift.edu
New Delhi, 110014

A.2. Head CWS,
Centre for WTO Studies, IIFT
8th floor NAFED House, Ashram Chowk
Email: headwto@iift.edu
New Delhi, 110014

B) Name of the Contact Person for any clarification:

Sahil Sharma
Centre for WTO Studies, IIFT
7th floor NAFED House, Ashram Chowk
New Delhi, 110014
Email: sahilsharma@iift.edu
Ph:- 011-38325625

4. Evaluation and Selection Criteria

The quotes shall be evaluated on the following parameters of the caterer/bidder:

Sl. No.	Description	Score calculation	Max. Marks
1.	Experience in providing catering services to Govt. /Central Govt. / PSU's/ Public Sector Bank/ National Institute of repute during preceding 7 years	<ul style="list-style-type: none">➤ 7 years or above: 100 marks➤ Less than 7 years and more than or equal to 5years: 75marks➤ Less than 5 years and more than or equal to 3years: 50marks➤ Less than 3 years and more than or equal to 1 year: 25marks➤ Below 1 year: No marks	100

Notes (Technical evaluation):

- ❖ *Preference will be given to catering companies who also have experience of catering to International participants in addition to experience catering to government bodies.*

5. FORM – I: Profile

COMPANY PROFILE

Company Name	
Company Address	
Company Contact Person (Single Point of Contact for all purpose)	
Company Phone No.	
Company Fax No.	

BANK DETAILS

Name of the Beneficiary	
GSTIN	
PAN Card Number	
Name of the Bank & Branch Address	
NEFT/RTGS IFS Code	
Account Type	
Account Number	

We agree to abide by all the terms and conditions of the RFQ document. We understand you are not bound to accept any proposal you receive.

Authorized Signature [*In full and initials*]

Name and Title of Signatory:

Name of Firm:

Address:

Location:

Date :

6. FORM – II: Format for Technical Proposal

Kindly **select only one appropriate option** against each Technical Qualifying Criteria below:-

1. Experience in providing catering services to Govt. /Central Govt. / PSU's/ Public Sector Bank/ National Institute of repute during preceding 7 years.

7 years or above	<input type="checkbox"/>
Less than 7 years and more than or equal to 5years	<input type="checkbox"/>
Less than 5 years and more than or equal to 3years	<input type="checkbox"/>
Less than 3 years and more than or equal to1 year	<input type="checkbox"/>
Below 1 year	<input type="checkbox"/>

2. Experience in catering to International Participants

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

Date:_____

(Signature of Authorized Signatory)

3. Form – III: Format for Financial Proposal

FORMAT FOR FINANCIAL PROPOSAL		
NO.	PARTICULARS ON PER PLATE/HEAD BASIS	RATE (IN RS) *Inclusive of taxes – indicate rate of taxation
1.	Rates per plate/head including all the requirements as mentioned in CWS Standard Package Requirements for catering (ref. page 3)	
2.	Acceptance to CWS Standard Package requirements, general and payment terms and Conditions mentioned in the RFQ document	Yes/No

Note **the quoted rates should be in Rupees value both in numeric figures and in words.
(Rates to be quoted inclusive of inclusive of all Taxes)*

We hereby accept and abide by the scope of services & payment terms and conditions of RFQ document unconditionally and the rates quoted in the financial proposal are inclusive of GST and are valid for One Year, duties and levies.

Date: _____

(Signature of Authorized Signatory)