
 Government eProcurement System		eProcurement System Government of India		
Tender Details				
			Date : 02-Dec-2022 01:29 PM	
 Print				
Basic Details				
Organisation Chain	The Marine Products Export Development Authority MPEDA Head Office - Kochi Publicity - MPEDA			
Tender Reference Number	PMP-IISS/TEN/2/2022-PMP			
Tender ID	2022_MPEDA_726955_1			
Tender Type	Open Tender	Form of contract	Works	
Tender Category	Services	No. of Covers	2	
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No	
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No	
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No	
Payment Instruments		Cover Details, No. Of Covers - 2		
Offline	S.No	Instrument Type	Cover No	
	1	Demand Draft		
			Cover	
			Document Type	
			Description	
	1	Fee/PreQual/Technical	.pdf	Technical Bid CATERING SERVICES INCLUDING SERVING FOOD FOR IISS 2023
	2	Finance	.xls	FINANCIAL BID BOQ CATERING SERVICES INCLUDING SERVING FOOD FOR IISS 2023
Tender Fee Details, [Total Fee in ₹ * - 0.00]		EMD Fee Details		
Tender Fee in ₹	0.00	EMD Amount in ₹	50,000	
Fee Payable To	Nil	EMD through BG/ST or EMD Exemption Allowed	Yes	
Tender Fee Exemption Allowed	No	EMD Fee Type	fixed	
		EMD Payable To	INDIA INTERNATIONAL SEAFOOD SHOW	
		EMD Payable At	ERNAKULAM	
Click to view modification history				
Work /Item(s)				
Title	CATERING SERVICES INCLUDING SERVING FOOD FOR IISS 2023			
Work Description	CATERING SERVICES INCLUDING SERVING FOOD FOR IISS 2023			
Pre Qualification Details	Please refer Tender documents.			
	NA			

Independent External Monitor/Remarks					
Show Tender Value in Public Domain	No				
Tender Value in ₹	0.00	Product Category	Hotel/ Catering	Sub category	CATERING SERVICES INCLUDING SERVING FOOD
Contract Type	Tender	Bid Validity(Days)	90	Period Of Work (Days)	7
Location	BISWA BENGLA PRANGAN KOLKATA WESTBENGAL	Pincode	700105	Pre Bid Meeting Place	VIRTUAL MPEDA HEADOFFICE KOCHI
Pre Bid Meeting Address	VIRTUAL MEETING HOSTED FROM MPEDA HEAD OFFICE KOCHI 682036	Pre Bid Meeting Date	06-Dec-2022 11:30 AM	Bid Opening Place	MPEDA HEADOFFICE AND RD KOLKATA
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	02-Dec-2022 02:00 PM	Bid Opening Date	26-Dec-2022 10:00 AM
Document Download / Sale Start Date	02-Dec-2022 02:30 PM	Document Download / Sale End Date	24-Dec-2022 06:00 PM
Clarification Start Date	02-Dec-2022 03:00 PM	Clarification End Date	23-Dec-2022 05:00 PM
Bid Submission Start Date	06-Dec-2022 02:00 PM	Bid Submission End Date	24-Dec-2022 06:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	TENDER DOCUMENT CATERING SERVICES INCLUDING SERVING FOOD FOR IISS 2023	649.57

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	BOQ	BOQ_764538.xls	BOQ FINANCIAL BID CATERING SERVICES INCLUDING SERVING FOOD FOR IISS 2023	283.00

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	mahesh@mpeda.gov.in	Mahesh G	MAHESH GIRIYAPPA
2.	shassi@mpeda.gov.in	SHASSI S	SHASSI SANTHAMMA
3.	gibin@mpeda.gov.in	GIBIN KUMAR	GIBINKUMAR T R

GeMARPTS Details

Reason for non availability of GeMARPTS ID	Urgent nature of Procurement
Remarks	UNABLE TO FIND GeMARPTS ID UPLOADING FLIE NOTE
Document Name	FILENOTECATERINGIISS.pdf
Document Size (in KB)	618.04

Tender Properties

	No	Show Technical bid status	Yes
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Auto Tendering Process allowed			
Show Finance bid status	Yes	Show Bids Details	Yes
BoQ Comparative Chart model	Normal	BoQ Compative chart decimal places	2
BoQ Comparative Chart Rank Type	L	Form Based BoQ	No
<u>Tender Inviting Authority</u>			
Name	DEPUTY DIRECTOR MP AND STAT		
Address	DEPUTY DIRECTOR MP AND STAT MPEDA HEADOFFICE PANAMPILLY NAGAR KOCHI 682036		
<u>Tender Creator Details</u>			
Created By	GIBIN KUMAR		
Designation	DEPUTY DIRECTOR		
Created Date	02-Dec-2022 01:09 PM		

**E-TENDER
FOR
CATERINGSERVICES INCLUDING SERVING FOOD
FOR INDIA INTERNATIONAL SEAFOOD SHOW 2023**

TENDER NOTICE

Ref: PMP-IISS/TEN/2/2022-PMP

02.12.2022

E-TENDER FOR CATERING SERVICES INCLUDING SERVING FOOD FOR INDIA INTERNATIONAL SEAFOOD SHOW 2023

Bids are invited from reputed firms for CATERING SERVICES for INDIA INTERNATIONAL SEAFOOD SHOW 2023 (IISS 2023) jointly organized by The Marine Products Export Development Authority (Ministry of Commerce & Industry, Government of India) and Seafood Exporters Association of India (SEAI) to be held at Biswa Bangla Mela Prangan, Kolkata, West Bengal from 15th – 17th February 2023 as per the requirements in the tender document, available on the web site www.mpeda.gov.in / www.indianseafoodexpo.com

The bid can be submitted in sealed cover in the following address, superscribing **"Tender for catering services for the India International Seafood Show 2023"**

The Deputy Director
The Marine Products Export Development Authority
(Ministry of Commerce and Industry, Govt. of India)
Regional Division KOLKATA
5th Floor, Tea Board Building,
14 BTM Sarani (Brabourne Road)
KOLKATA-700001, WEST BENGAL
Tel: +91 033 22345908
E-mail: ro.kol@mpeda.gov.in

The bid can also be submitted/Uploaded through the **e-procurement system of Government of India on Central Public Procurement Portal website <https://eprocure.gov.in/eprocure/app>** on or before 18.00 hrs on 24th Dec 2022
Tender for catering services for the India International Seafood Show 2023.

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THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY

(Ministry of Commerce & Industry, Government of India)

P. B. No. 4272, MPEDA House, Panampilly Nagar, Kochi – 682 036.

2. BID DATA SHEET

Name of organization	MPEDA
Name of the work	<p>1. Providing Catering services including serving of food as per the menu & schedule shown in the appendix -1 of this tender document and serving food for the participants and delegates of INDIA INTERNATIONAL SEAFOOD SHOW 2023, jointly organized by MPEDA & SEAI scheduled to be held at Biswa Bangla Mela Prangan, Kolkata, West Bengal from 15th – 17th February 2023</p> <p>2. Food needs to be served in the food court in the Biswa Bangla Mela Prangan, Kolkata</p> <p>3. Providing required Tables, chairs, utensils, dishes, cutlery, wash basins, soap solution, tissue paper, water tanks, waste collecting bins.</p>
Reference No	File No: PMP-IISS/TEN/2/2022-PMP
Bid Security (Earnest Money Deposit)	Rs. 50,000 (Rs. Fifty thousand only) in the form of Account payee DD from any of the nationalized banks, in favour of " INDIA INTERNATIONAL SEAFOOD SHOW ", payable at Ernakulam
Last Date and Time for receipt of Bids	24 th Dec 2022 18.00 hrs

Time and Date of Opening of Technical Bid	10 am on 26 th Dec 2022 10.00 hrs
Time and Date of Opening Financial Bid	10 am 27 th Dec 2022
Place of Opening Bid	The Deputy Director The Marine Products Export Development Authority (Ministry of Commerce and Industry, Govt. of India) Regional Division KOLKATA 5 th Floor, Tea Board Building, 14 BTM Sarani (Brabourne Road) KOLKATA-700001, WEST BENGAL Tel: +91 033 22345908 E-mail: ro.kol@mpeda.gov.in
Form of EMD	Demand draft from any of the nationalized banks, in favour of Indian International Seafood show , payable at Ernakulam
Amount of EMD	RS 50,000
Performance Security Deposit	3% of the contract value to be paid to 'India International Seafood Show' account as interest free deposit.
Bid Validity	90 Days.
Declaration of Technically Qualified Bidders	To be notified online in CPP Portal https://eprocure.gov.in
Contact Person	Name: Archiman Lahiri Designation: Deputy Director, MPEDA Kolkat
Bid Submission (online)	06/12/2022 on wards.
Method of Selection	Quality and Cost Based Selection (QCBS)

Weightage Criteria for QCBS	Technical Score : 80 %, Financial Score : 20 %
Type of Financial Bidding	Based on the scope of work
Language of Bid	English
Currency of the Bid	Indian Rupees (INR)

3. TENDER DOCUMENT
THE MARINE PRODUCTS EXPORT DEVELOPEMNT AUTHORITY
HEAD OFFICE, KOCHI -36

TENDER DOCUMENT FOR CATERING SERVICES INCLUDING SERVING FOOD FOR THE 'INDIA INTERNATIONAL SEAFOOD SHOW 2023' ORGANISED AT BISWA BANGALA MELA PRANGAN, KOLKATA, WEST BENGAL.

1. Introduction

The Marine Products Exports Development Authority (MPEDA) (hereinafter referred as "Authority") is a statutory body under the Ministry of Commerce and Industry, Government of India. MPEDA with its Head office at Panampilly Nagar, Kochi is entrusted with the primary task of promotion of export of marine products from India.

MPEDA in association with Seafood Exporters Association of India (SEAI) is organising the 23rd edition of IISS (India International Seafood Show) from 15-17 February at Biswa Bangla Mela Prangan at Kolkata, West Bengal. The biennial exhibition will showcase the entire gambit of the seafood industry having seafood exporters with a range of high quality seafood, manufacturers of processing/packaging/ equipment and other vendor suppliers to this industry. The theme for the 23rd edition of IISS is "The World's Seafood Basket".

The event comprises of following components;

1. An exhibition with around 200 exhibitors in 364 stalls with about 2500 delegates and more than 5000 visitors for three days.
2. Technical sessions on first two days by renowned speakers from the industry, regulatory authorities from major importing countries and other experts.
3. International Buyer Seller Meet (IBSM)

Lunch & Tea/coffee with snacks (2 times) need to be provided to the organisers, invitees, exhibitors and delegates during the all three days of the show.

2. Process Description

Tenders in prescribed format are invited from reputed caterers for catering services including serving food for 'INDIA INTERNATIONAL SEAFOOD SHOW 2023' (hereinafter referred as 'IISS 2023'), an international event that showcases the activities

and business in the aquaculture and ornamental fisheries sector of the country and abroad, scheduled to be held at Biswa Bangla Mela Prangan, Kolkata, West Bengal from 15th – 17th February 2023. The Event will have an exhibition with 364 stalls and about 2,500 delegates are expected to participate.

Tender document can be downloaded from our website **www.mpeda.gov.in**. The last date for submission of tenders is 24th Dec 2022 at 18.00 hrs. The bids shall be opened on 26th Dec 2022 at 10.00am in the presence of the bidder's representative who choose to be present at the MPEDA Regional Division Kolkata during the evaluation process. The Technical bid and financial bid should be uploaded through the e-procurement **<https://eprocure.gov.in>** as per the prescribed format. The financial bid shall be opened only for those bidders who satisfy the eligibility criteria mentioned in the tender document and scores minimum mark mentioned in the technical bid evaluation.

Those who are meeting the eligibility criteria and are interested to provide caterer's service subject to the terms and conditions may furnish their quotes in the prescribed form enclosed herewith and with copies of other required documents indicated in the tender document.

3. Eligibility Criteria

(i) Essential

1. The bidder shall be reputed firm / organization (herein after referred as "Vendor") with a minimum of FIVE years' experience in providing Catering Services for exhibitions and conferences and should have experience in preparing and serving all types of dishes, i.e. Vegetarian, Non - Vegetarian, South Indian, North Indian, Chinese, Continental, etc
2. Vendor should have a minimum experience of 7 years in catering services
3. Vendor should have an average financial turnover of **Rs. 1 (one) crore** and above during the last three years commencing from 2019-20.
4. Vendor should have approval from FSSAI
5. Vendor should have GST registration
6. The vendor should have provided catering services for at least 3 programs of more than 3,000 participants for last 5 years.
7. The vendor should have audited financial statements (Balance Sheet & P&L Account) for previous 3 years'.

8. Experience with proof of catering to the programs of Union/State government/ PSUs/Private Enterprises etc. on various social / service and business meet, having participation of more than 3,000 participants.

Essential Documents For Eligibility.

Bidders intending to respond should submit the following essential documents to be eligible to submit bid. Technical bids of those bidders who do not submit these necessary documents shall not be evaluated

1. Power of Attorney
2. Company Registration Certificate with year of incorporation
3. ESI Registration Certificate
4. EPF Registration Certificate
5. GST registration Certificate
6. Copy of PAN Card
7. Solvency certificate from Bank.
8. Undertaking of not been black listed by any Government Department / PSU during last 3 Years.
9. Income Tax Returns (ITR) acknowledgement of last 3 financial years
10. Audited Financial Statements (Balance Sheets, Profit & Loss and Cash flow) of last 3 financial years
11. Micro and Small Scale Enterprises (MSME) Registration Certificate, if applicable.

Supporting documents in respect of all above mentioned Eligibility Criteria should be provided.

(ii) Desirable

1. Awards / certificates of excellence received, if any.
2. HACCP / ISO certification for Central Kitchen
3. Vendor having stand-alone fine dining restaurants, with a minimum of 50 seats in the city of Kolkata.

iii) DUE DILIGENCE BY THE APPLICANT

Bidders are required to familiarize themselves with the local conditions, venue of the event (Biswa Bangla Mela Prangan, Kolkata, West Bengal) and take this aspect into account while preparing the bid.

The Employer shall provide at no cost to the selected bidder the inputs and facilities specified in the Bid Data Sheet.

Bidders shall bear all costs associated with the preparation and submission of their bids and contract negotiation.

4. Terms and conditions

1. The vendors will have to submit an interest free, refundable earnest money deposit (E.M.D) of Rs. 50,000 (Rupees Fifty thousand only) in the form of a Bank Draft / Pay Order of Scheduled Commercial Bank drawn in favor of **INDIA INTERNATIONAL SEAFOOD SHOW** payable at **Ernakulum**. The DD should reach the below mentioned address on or before the closing date & time for online tender submission super scribed as "EMD for Event Management of India International Seafood Show-2023".

The Deputy Director
The Marine Products Export Development Authority
(Ministry of Commerce and Industry, Govt. of India)
Regional Division KOLKATA
5th Floor, Tea Board Building,
14 BTM Sarani (Brabourne Road)
KOLKATA-700001, WEST BENGAL
Tel: +91 033 22345908
E-mail: ro.kol@mpeda.gov.in

2. The vendor shall not sublet whole or part of the work to any other agency, in case of award of contract.
3. The vendor shall provide the catering services, in accordance with the contract to the complete satisfaction of the Organizers.
4. Vendors are advised to fully understand the magnitude of the job involved before submitting the bids.
5. In case of default on the part of the agency in carrying out any order, apart from the legal remedy, the Organizers shall be entitled to get the work done by any other persons and all expenses consequent thereon or incidental thereto shall be

borne by the Organizers and will be deducted by the Organizers from any money due or it may become due to the agency.

6. The decision of the Organizers in the matter arising out of this contract shall be final and binding in regard to all matters relating to the contract.
7. Canvassing in any form by the agency directly or by any other agency / person on their behalf may lead to disqualification of their bid.
8. Please note that falsification/suppression of information shall lead to the disqualification of the vendor.
9. All cases/proceedings relating to any dispute or claim arising out of or any case of performance of this contract shall be falling in appropriate court having jurisdiction in Ernakulum, Kerala.
10. In the event of the vendor committing breach of any of the above terms and conditions or the services of the vendor being found to be unsatisfactory, the contract can be terminated by the Organizers even before the expiry of the period of agreement by giving 5 days' notice to the vendor. Even otherwise, the Organizers will have the right to terminate the engagement of vendor by giving 10 days' notice.
11. Bidder is requested to arrange for tasting of food as per menu in the tender document by Organizers Officials (4 to 5), at a place mutually convenient for bidder and the officials. The quality of food for tasting will be evaluated and forms part of the Technical Bid evaluation.
12. Successful bidder shall avail necessary approvals from the fire service department, municipality and all other concerned departments about safety of the food preparation and catering area.
13. **Although the tender is for arranging 6,000 nos of lunch/ 2500 nos Hi tea/ 8000 nos of Tea/coffer with cookies spanning over three days of the exhibition, MPEDA/Organisers reserves the right to increase or decrease the numbers to a maximum of 20% based on the actual number of delegates participating in the event. The addition/ reduction in order will be placed at least one week before the event date of 15.02.2023.**
14. An advance payment of 30% of the bid amount will be paid to the successful bidder along with the work order after submission of Bank Guarantee for the equivalent amount of advance and Performance Security Deposit of 3% of the total tender value. The balance 70% payment would be settled within 1 (One)

month of the date of submission of bills and other required documents after the show.

15. Food/beverages need to be served upon production of specific food coupons only, being supplied by the Organizers.
16. Final settlement would be based on submission of all the collected food coupons.
17. The successful bidder will indemnify the MPEDA and its officials, Organising Committee of IISS 2023 from any untoward incident, not limited to food poisoning, uneasiness, health issues and any medical emergencies arising due to consuming the food etc. Any financial expenditure on account of any of the hazard/food borne illness due to serving of food at IISS 2023 will be the sole responsibility of the successful bidder and in no way MPEDA officials or organizers of IISS 2023 will be held responsible for any untoward incidences in the food preparation and serving area.
18. The Organizers shall have right to issue addendum to tendered documents to clarify, amend, modify supplement or delete any of the condition, clause or items stated therein. Each addendum shall form a part of the original invitation to tender.
19. The successful bidder/ contractor/ agency will have to sign a contract agreement with the authorized official of the Authority on a Rs. 300/- non-judicial stamp paper. All the terms and conditions, scope of work etc. contained in the tender documents shall form part of and shall be taken as if they were included in contract agreement to be executed with the agency.
20. The Organizers reserves the right to accept or reject tender without assigning any reason thereof. No claim or complaint in this regard will be entertained by the Organizers.
21. The Organizers is under no obligation to accept the lowest or any tender received in response to this tender notice.
22. Tender document should be signed on all the pages by the Authorized signatory along with seal of the Agency.
23. Resolution of the Company (if the vendor is a Company) authorizing the person signing the Tender, to sign the Tender on behalf of the Company is to be provided.
24. In the event of the vendor committing a breach of the contract the Organizers is entitled to receive from the vendor compensation to the extent of loss

incurred as determined by the Organizers for any loss or damage caused to the Organizers besides forfeiting the EMD.

25. Details of personnel involved in the project shall be intimated in the Technical Bid and the same personnel shall be retained till the completion of the project. In case of change in personnel, the substitute shall have equivalent profile.

26. The successful bidder will have to source the FSSAI registration and valid health certificates from the local authority.

27. It is desirable to have centralized cooking facility/ kitchen with HACCP implementation.

PERFORMANCE SECURITY DEPOSIT (PSD)

Within fourteen (14) working days of the date of notice of award of the contract, the successful bidder shall deposit with "India International Seafood Show" (IISS) an unconditional and irrevocable Performance Security Deposit (PSD) of 3% of the total contract value from a nationalized or scheduled bank acceptable to MPEDA, payable on demand, for the due performance and fulfilment of the contract by the bidder. The EMD of the successful bidder shall be adjusted against the PSD and the EMD of all other bidders shall be returned on finalisation of the tender [proceedings].

All charges and expenses whatsoever such as premium; commission etc. with respect to the performance security deposit shall be borne by the successful bidder. The performance security deposit shall be kept valid till completion of the submission of Proceedings Report of India International Seafood Show plus 60 days, that is till April 17, 2023, whichever is later. The performance security deposit may be discharged/ returned by MPEDA upon being satisfied that there has been due performance of the obligations of the bidder under the contract. However, no interest shall be payable on the performance security deposit.

In the event of the bidder being unable to service the contract for whatever reason, MPEDA shall revoke the PSD. Notwithstanding and without prejudice to any rights whatsoever of MPEDA under the contract in the matter, the proceeds of the PSD shall be payable to IISS as compensation for the pre-estimated, pre-determined and pre-agreed loss resulting from the bidder's failure to perform/comply its obligations under the contract. IISS shall notify the bidder in writing of the exercise of its right to receive such compensation within a reasonable time. IISS shall also be entitled to make deductions from the bidder's bills, performance security deposit, or from any other

amount due to it, an equivalent value of any payment made to it due to inadvertence, error, collusion, misconstruction or misstatement.

5. INSTRUCTIONS TO BIDDERS

Bidders are advised to study the Bid document carefully. Online submission of bids shall be done after careful study and examination of the bid document with full understanding of its implications.

Bidders are requested to submit their bids as per the terms and conditions specified herein. Only application of those agencies that fulfill the criteria would be considered by the Authority.

TAXES

The Bidder shall fully familiarize themselves about the applicable domestic duties and taxes on amounts payable by the Employer under the contract. All such duties and taxes must be included by the Bidder in the financial bid indicated as a distinct item.

5.1 How to apply

The bidders must upload their bids in two bid system through the **e-procurement system of Government of India on Central Public Procurement Portal (eprocure.gov.in)**.

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document

5.2 SUBMISSION/ UPLOADING OF BID

The bidders are required to submit soft copies of their bids electronically on the CPP portal **<https://eprocure.gov.in>** in Two Bid System not later than the time and date indicated in the Bid Data Sheet, or any extension to this date in accordance with the corrigendum, if issued. Any bid received by the Employer other than through CPP portal or any incomplete Bid document received within the stipulated deadline as per Bid Data Sheet in CPP Portal shall be rejected

Bid shall be prepared as per the prescribed formats provided as attachments.

All the files mentioned should be in PDF format except for the BOQ which should be in .xls format.

The details of Form/s to be uploaded online using CPP Portal under Two Bid System are described as below:

1: Technical Bid

- i. Scanned copies of EMD shall be uploaded on CPP portal.
- ii. Technical Bid including all the desired documents, forms and formats should be scanned and uploaded.

2: Financial Bid

- i. Lump-sum cost as per forms and formats prescribed in this document.

5.3 BRIEF DESCRIPTION OF THE SELECTION PROCESS

Two Bid selection process based on Quality and Cost Based Selection (QCBS) for evaluating the Bids has been adopted for selection of catering services comprising:

a). Pre Bid meeting: An online pre bid meeting will be conducted on 06/12/2022 at 11:30 am for the prospective bidders. Link will be shared on the website of MPEDA & IISS.

b) The Technical Bid and

(c) The Financial Bid. Bids are required to be uploaded as follows: -1: Technical Bid: -
2: Financial Bid

In the first stage, "-1: "Technical Bid will be opened and evaluated by the committee as per the evaluation criteria,

In the second stage, "-2: Financial Bid will be opened at a time and date to be informed later **only of those bidders** who are found to be technically qualified as per the mentioned technical qualification criteria.

TECHNICAL SPECIFICATIONS:

1. The chairs, tables, utensils, dishes, cutlery, waste bins, wash basins, soap, tissue paper etc need to meet the requirement of participants, without interruption of smooth service.

2. Cleaning of premises of food serving area and garbage disposal has to be very prompt and timely and should have enough number of resources.
3. Food should be tasty, sumptuous, prepared with best quality and fresh ingredients.
4. Presentation of food should be aesthetic including the serving and the serving personnel.
5. All ingredients not limited to cereals, vegetables, meat/fish, oil, spices etc should be of branded and reputed companies/ suppliers.
6. Hygienic preparation and serving of food is of utmost important and to be done in hygienic utensils, plates etc.

5.4 EVALUATION OF TECHNICAL BID

Technical Bid of the eligible bidders shall be evaluated as per following criteria.

5.4.1 Evaluation of Technical Bid

The Technical Bid of the eligible bidders shall be evaluated based on their past experience, understanding of the proposed methodology, work plan for execution, BOQ prepared by the bidder in commensurate with magnitude of the event and methodology proposed by them and qualification and experience of proposed key experts of the bidder.

The Evaluation committee shall evaluate each Technical Bid by awarding marks as per the following criteria.

Evaluation Criteria of Technical Bid for calculation of Technical Score (TS)

No.	CRITERIA FOR EVALUATION	Max Marks(TS)
1	EXPERIENCE IN CATERING SERVICES	20 MARKS
a.	5 Years	10
b.	More than 5 years up to 8 Years	15

c.	Above 8 years	20
2	EXPERIENCE IN CATERING FOR EXHIBITIONS	20 MARKS
a.	5 years	10
b.	More than 5 years up to 8 Years	15
c.	Above 8 years	20
3	TURNOVER	20 MARKS
a.	Upto ₹ 1 (one) crore	5
b.	Above ₹ one crore and up to ₹ 2 crore	10
c.	Above ₹ 2 crore	20
4	PROGRAMMES WITH MORE THAN 3000 PARTICIPANTS	20 MARKS
a.	3 programmes in last 5 years	10
b.	6 programmes in last 5 years	15
c.	More than 9 programmes in last 5 years	20
5	QUALIFIED PERSONNEL IN THE COMPANY	10 MARKS
a.	Chef(s) registered with Indian Federation of Culinary Associations (IFCA).	5
b.	Senior manager with 5 years' experience in marketing and managing catering activities for exhibitions	5
6	FACILITIES AVAILABLE	10 MARKS
a.	Having central kitchen with HACCP/ISO implemented	5

b	Having stand-alone fine dining restaurants, with a minimum of 50 seats in the city of Kolkata	5
	TOTAL	100

5.4.2 Qualifying Technical Marks:

A bidder must get minimum technical marks of 75 to get qualified for opening of financial bid. If any bidder gets marks less than 75, then that particular bidder will not be eligible for further selection process and its financial bid will not be opened.

5.5 OPENING OF FINANCIAL BID

Financial bid of only technically qualified bidders shall be opened on the day and time to be informed to the bidders through Electronic media. The financial bid will be opened in the presence of the authorized representatives of such successful bidders, who choose to attend the bid opening

5.6 COMPUTATION OF COMPOSITE SCORE (CS) as per QCBS

Composite Score (CS) of the technically qualified bidders will be calculated as the sum of weightage assigned to 80% of Technical Score (TS) and 20% of Financial Score (FS), which is as follows,

$$\mathbf{CS} = (80\% * \mathbf{TS}) + (20\% * \mathbf{FS})$$

Where,

CS= Composite Score of Bidder,

TS = Technical Score of Bidder;

FS = Financial Score of Bidder

5.7 TS and **FS** shall be calculated as follows:

TS = $100 \times (\text{Technical marks of Bidder} / \text{Highest Technical mark})$ and,

FS = $100 \times (\text{Lowest Financial Bid value} / \text{Financial Bid value of the Bidder})$

5.8 RANKING OF BIDDERS, FINALISATION AND AWARD OF CONTRACT

5.8.1 The Bidders will be ranked according to the composite score obtained by them. Bidder obtaining the highest **Composite Score (CS)** will be selected as the **Successful Bidder**. In case of a tie, bidder with higher Technical Score (**TS**) shall be declared the **Successful Bidder**.

5.8.2 The bid of **Successful Bidder** shall be recommended for award of contract.

The successful bidder/contractor/agency will have to sign a contract agreement with the authorized official of the Authority on a Rs. 300/- non-judicial stamp paper. All the terms and conditions, scope of work etc. contained in the tender documents shall form part of and shall be taken as if they were included in contract agreement to be executed with the agency.

6. SCHEDULE OF TENDERING PROCESS

The Schedule for the process for selection of event manager is as follows:

Sl. No.	Milestone	Date
1	Issuance of Tender notice	02/12/2022
2	Pre Bid meeting	06/12/2022
3	Last Date for Online Submission of Bid	24/12/ 2022
4	Date for Opening of Technical Bid (-1)	26/12/ 2022
5	Opening of Financial Bid (-2)	27/12/2022

Technical Bid

Last date for receipt of application is upto 24/12/2022 at 18.00 hrs

From

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.....
.....

To

The Deputy Director
The Marine Products Export Development Authority
(Ministry of Commerce and Industry, Govt. of India)
Regional Division KOLKATA
5th Floor, Tea Board Building,
14 BTM Sarani (Brabourne Road)
KOLKATA-700001, WEST BENGAL
Tel: +91 033 22345908
E-mail: ro.kol@mpeda.gov.in

No.	Particulars	Details to be filled in by the Agency
1.	NAME	
2.	REGISTERED OFFICE/BUSINESS ADDRESS OF THE AGENCY WITH TELEPHONE, CELL, WEBSITE, E-MAIL AND FAX NUMBER	
3.	NEAREST OFFICE BRANCH IF ANY IN	

	KOLKATA	
4.	CONTACT PERSON	
5.	ADDRESS	
6.	PHONE	
7.	MOBILE	
8.	EMAIL	
9.	YEAR OF INCORPORATION	
10.	PAN CARD (Copy to be attached)	Yes / No
11.	INCOME TAX RETURNS (Copies to be attached)	Yes / No
12.	SERVICE TAX REGN (Copies to be attached)	Yes / No
13.	FSSAI Certificate for central kitchen	Yes / No
14.	GST REGISTRATION (Copy to be attached)	Yes / No

15.	TURN OVER 2018-19	
16.	TURN OVER 2019-20	
17.	TURN OVER 2020-21	
18.	TURN OVER 2021-22	
19.	AUDITED BALANCE SHEET LAST 3 YEARS (Copies to be attached)	Yes / No
20.	COMPANY REGISTRATION CERTIFICATE (Copy to be attached)	Yes / No
21.	PROGRAMS MORE THAN 5,000 PARTICIPANTS (NOS) (Work order copies to be attached)	Yes / No
22.	EXPERIENCE WITH GOVT/ PSU/ MPEDA PRIVATE (Work order copies to be attached)	
23.	<u>Infrastructure details</u> 1) Details of network/branches of	

	<p>agency in Kerala and other states in India.</p> <p>2) Whether the agency have adequate professionally trained manpower.</p> <p>3) Whether the agency is providing services to Union Govt. / Public sector undertakings, Financial institutions, banks/private sector companies, etc. in past three years.</p>	
24.	Details of Previous experience as per format below.(Copies of experience certificates, work orders, Work completion certificate and proof of Work order value to be attached)	
25.	NO OF BRANCHES IN INDIA	
26.	AWARDS/ QC CERTIFICATIONS (Copies to be attached)	Yes / No
27.	CLIENTELE (give the list)	Yes / No
	HACCP / ISO certification for central kitchen	
28.	WHETHER THE AGENCY IS AN INCOME TAX ASSESSEE WITH VALID PAN NUMBER AND HAVING FILED ITS INCOME TAX RETURN FOR THE LAST THREE ASSESSMENT YEARS I.E. 2017, 2018 AND 2019. (ATTACH COPY OF INCOME TAX RETURNS FOR ALL THE ABOVE MENTIONED YEARS).	
29.	DETAILS OF EMD/EMD EXCEPTION ATTACHED	
30.	ANY OTHER RELEVANT INFORMATION	

31.	<p>VERIFICATION - THE APPLICATION FOR ENGAGEMENT SHOULD BE SIGNED BY THE AUTHORIZED SIGNATORY VERIFYING THAT ALL THE DETAILS FURNISHED IN THE APPLICATION ARE TRUE AND CORRECT TO THE BEST OF HIS/HER KNOWLEDGE AND THAT IN CASE OF FURNISHING ANY FALSE INFORMATION OR SUPPRESSION OF ANY MATERIAL INFORMATION WOULD LEAD TO REJECTION OF APPLICATION BESIDES INITIATION OF PENAL PROCEEDINGS BY THE AUTHORITY.</p>
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FORMAT FOR GIVING DETAILS OF KEY PERSONNEL OF THE AGENCY

Sl. No.	Name of key personnel	Designation	Years with the Agency	Contact number	Any other information

Name & Signature of authorized signatory

Date:

Name & Seal of Agency

PAST EXPERIENCE OF THE BIDDER

Experience of successfully organizing Workshop/ Conference/ Congress/ Convention/ Symposia within last 5 years:

(Give best 5 Events)

Sl. No.	Name of Events	Period of Events (From- To)	Name of Client	Value of Work	Venue of Event	Year of Completion	Number of Registered Participants (National and International separately)
1							
2							
3							
4							
5							

Financial Bid

Last date for receipt of application is up to 24/12/2022 at 18.00hrs

From

.....
.....
.....

To

The Deputy Director
The Marine Products Export Development Authority
(Ministry of Commerce and Industry, Govt. of India)
Regional Division KOLKATA
5th Floor, Tea Board Building,
14 BTM Sarani (Brabourne Road)
KOLKATA-700001, WEST BENGAL
Tel: +91 033 22345908
E-mail: ro.kol@mpeda.gov.in

I/We have read and examined the documents relating to the catering services including serving food for INDIA INTERNATIONAL SEAFOOD SHOW 2023 scheduled to be held at Biswa Bangla Mela Prangan, Kolkata, West Bengal from 15th – 17th February 2023.

	Details	Estimate Qty	Unit Rate	Total
1.	Catering services as per Appendix 1 & as per schedule in the Appendix - 2	Lunch : Total 6,000 for all 3 days of exhibition		
		Hi-tea 2500 on the first day		
		Tea/Coffee & snacks 8000 for all 3 days of exhibition		
	Total			

1. Price need to be quoted in Indian Rupees only.
2. Taxes (if any) has to be mentioned
3. All-inclusive prices have to be quoted. The applicable TDS shall be deducted from the payments made by Authority.
4. In case of a mis-match in the amount mentioned in Figures and Words, the amount mentioned in words shall be considered as final.
5. The vendor agree that the above price have been quoted after reading and understanding the complete tender documents

SUB TOTAL:Rs. _____ (In words) _____

6. Taxes if any. _____

GRAND TOTAL: Rs. _____(In words) _____

If the Tender is accepted, I/We agree to keep the Tender valid till the completion of the event. I/We shall not withdraw the Tender during the validity period and the Organisers shall be at liberty to forfeit the EMD and make alternate arrangements at my/our risk and cost in case of withdrawal of Tender during the validity period.

Signatures of authorized signatory:

SIGNATURE OF THE VENDOR:

NAME AND ADDRESS

.....

STATUS OF THE

SIGNATORY.....

Place:

Date:

(SEAL)

APPENDIX - 1

MENU FOR INDIA INTERNATIONAL SEAFOOD SHOW 2023

VEGETARIAN BUFFET (20% of the Participants) & NON-VEGETARIAN BUFFET (80% of the participants).

1. LUNCH MENU

<p>Welcome Drinks: 2 nos</p>	<p>Mocktail: Ocean Blue / Mojito / Blue Lagoon / Spicy Raspberry Lemon Cooler / Mango Mock-o-lada / Virgin Hibiscus Cosmopolitan / Creamsicle Punch / Sparkling Sunshine Punch</p> <p>Assorted Soft Drinks: Coke / Pepsi / Mirinda / Thumsup / Sprite / Maaza)</p>
<p>Starter: 2 items</p>	<p>(1 veg / 1 non-veg)</p> <p>Veg: Corn nuggets / Crispy vegetables salt & pepper / Paneer aachari tikka / Honey babycorn / Panner Manchuria / Salt & pepper mushroom / Veg palak roll</p> <p>Non-Veg: Masala fried fish finger / Lasoonimurgh tikka / Grill Chicken / Chicken Lolly pop / Chilli Flakes Chicken / Fish Fry / Chicken Cutlet / Fish n Chilli in Pecking Sause</p>
<p>Soups: 2 items (1 veg / 1 non-veg)</p>	<p>Veg- (Tomato Dhania Shorba veg/ rosted tomato basil soup/Sweet corn soup/crispy noodles by side /veg manchow soup/ veg hot & sour soup/Rosted Corn Chowder/Veg lemon coriander soup/ 8 treasure soup/ Veg Clear Soup)</p> <p>Non-Veg- (Shrimp And Fish Soup/Thai Prawns Hot And Sour Soup/Chicken Badami Shorba / Chicken Soup 2 ways/ Chicken sweet corn soup/ Chicken hot & sour soup/Chicken Mulligatawny/Tom Yum Soup/Tibetan Chicken Broth/Chicken Thukpa/ Chicken Clear Soup)</p> <p>Along with bread rools/ Sticks/butter</p>
<p>Salads: 3 nos</p>	<p>Traditional Indian green salad / Kosambari salad / Boiled Aloo&crispy papdi chat on top sev / Fresh green in mint yogurt / Sprouted</p>

	moong Chat / Kimchi salad / Pasta salad with lime / Russian Salad / Tossed green salad / Pickled cucumber / Aloo Chana Chat / Mix Sprout salad / Salad dakshini / Vinegar onion / Lemon/Chilli /Lachcha Onion
Accompaniments & Condiments:	Plain Curd / Roasted papad / Cutni (Sour) Pickles -3 Curd Rice
Main Course (Veg.): 2 dishes	Dum Aloo Bengali / Kashmiri / Gobi Matar / Vegetable jhalfarezi / Corn Palak / Aloo korma / Mix veg korma / DhokarDalna / Alu posto / Begun basanti / Paneer Makhni palak / Panneer pasanda / Paneer butter masala / Panner methimalai / Spl chilli panner (wet) Shahi paneer / Malai kofta curry
Main Course (Non-Veg) 2 dishes in following combination for 3 days Combination 1- Shrimp and Chicken Combination 2- Fish and Mutton Combination 3- Mutton Fish and Chicken	Fish: Bhapa Mach (Elish) / VetkiPaturi / Fish curry/korma / Katla Kaliya / Hyd fish korma/ Doi Mach Shrimp/ Prawn: Prawn Masala/ Prawn Malai Curry/ Shrimp Korma/ JhingaMakhani/ Shrimp Caldinho/ Doi Chingri/ Malabar Shrimp Curry/ Gongura Shrimp Chicken: Chicken Kosha / Chicken Curry / Chicken Korma / Chicken Tikka Masala / Chicken Butter Masala Mutton Mutton Rogan josh / Mutton Korma / Mutton Kosha Mangsho / Mutton Pasanda / Mutton Duo Peyaja
Dal – 1	Yellow Dal Thadka / Dal Makhni / Dal Lahsooni / Dal Sigree / Dal Panchmel / Aam aada moong dal / Baby onion sambar/ chholardal with coconut / Dal arhar fry
Flavoured Rice - 1	Jeera Rice / Jeera paloa / Peas Polao / Basanti Polao/ KajuKismis Polao

Plain Rice – 1	Basmati Rice
Bread – 2 types	Naan / Butter naan / Tandoori roti / Kulcha / Hing kachori / Phulka / Luchi
Extra	Plain rice / Sambar / Raita / Rasam
Desserts-2	Rosogolla / Channer payes / Rosso Malai / Misti Doi / Gulab jamun / Hot chocolate mud pie / Mixed fruit gateaux
Ice cream- 2	Vanilla/ Twin in one / Nalengur / Butter scotch / Belgium chocolate / strawberry / Mango/ Fruit and Nut
Water	200 ml per bottle

- Lunch to be served in 2 Food courts in white plates of standard size along with steel cutleries along with good quality thick tissue papers
- Enough space and means need to be provided for disposal of used plates from the Lunch halls/ rooms.

2. TEA/ COFFEE & ASSORTED COOKIES

Tea (4 Varieties)	Darjeeling Tea, Lemon Tea, Masala Chai, Green Tea
Coffee (3 Varieties)	Filter coffee, American Coffee, Cappuccino
Cookies (2 Varieties)	Fresh baked Cookies- One salted and One Sweet

- Tea/ Coffee to be served in white cup and saucer with tissue paper. Cookies to be in trays to be served with spatula.
- Tea Coffee and Cookies to be served in 2 Food courts and also in 4 stations to be erected temporarily at different pre determined locations.
- Darjeeling tea and Green tea to be made with tea bags.
- Enough space and means need to be provided for disposal of used cups from serving areas/ locations.

3. HI TEA Menu

Tea (4 Varieties)	Darjeeling Tea, Lemon Tea, Masala Chai, Green Tea
Coffee (3 Varieties)	Filter coffee, American Coffee, Cappuccino
Veg. Sandwich (2) One in white and one in brown breads	Finger Vegetable Cheese sandwich/Paneer Sandwich/ Cucumber fresh cheese sandwich/ Punjabi Samosa with Tamarind Chutney/ Veg. Puff/ Croissant
Non Veg. Sandwich(1) In white bread	Finger Chicken cheese Sandwich/Chicken Puff/ Fish Puff/ Fish Finger/Graded egg cheese sandwich
Pastries (1)	French Macaroon/ Traditional Plum cake/ Fresh Fruit Cake/ Black Forest Cake/ Red Velvet cake/ Cinnamon Bun

- Hi Tea to be served in white quarter plats with good quality tissue papers.
- Tea/ Coffee to be served in white cup and saucer.
- Enough space and means need to be provided for disposal of used plates from the halls/ rooms.

APPENDIX - 2
FOOD SERVING SCHEDULE

Date	Time	Participants	Item
15.02.2023	11:00-12:00	2500	High Tea
	12:30 pm to 2:30 pm	2,500	Lunch as per menu
	3:30 pm to 4:30 pm	2,500	Coffee/Tea + Fresh Baked Cookies (2 nos per participant)
16.02.2023	10:30 am to 11:30 am	2,000	Coffee/Tea + Fresh Baked Cookies (2 nos per participant)
	12:30 pm to 2:30 pm	2,000	Lunch as per menu
	3:30 pm to 4:30 pm	2,000	Coffee/Tea + Fresh Baked Cookies (2 nos per participant)
17.02.2023	10:30 am to 11:30 am	1500	Coffee/Tea + Fresh Baked Cookies (2 nos per participant)
	12:30 pm to 2:30 pm	1500	Lunch as per menu

LUNCH: 6000 NOS

HI TEA- 2500 NOS

TEA/ COFFEE & COOKIES: 8000 NOS

- **A VIP/ OFFICIAL AREA NEED TO BE SEPARATELY ARRANGED FOR ALL SERVINGS FOR 100 GUESTS APART FROM THE SERVINGS IN FOOD COURTS.**
- **TEA/ COFFEE & COOKIES NEED TO BE SERVED AT THE TECHNICAL SESSION AREA ALSO APART FROM FOOD COURTS AND 4 STATIONS.**
- **HI TEA ARRANGEMENTS NEEDS TO BE SERVED IN FOOD COURTS AND ALSO TO BE SERVED ON DIAS AND VIP/ OFFICIAL AREA MANAGED BY PROFESSIONAL BUTLERS AND SERVING PERSONELS.**