



Department of Horticulture

Office of the Senior Assistant Director of Horticulture (Co-ordinator),
Biocentre, Hulimavu, Bannerghatta Road, Bengaluru-560076
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NOTIFICATION NO: DH: JDH(BT): SADH(CO):CW1:08:2023-24

Date: 10.08.2023

ANNEXURE -1

Providing Catering Service
Tender Notification

Senior Assistant Director of Horticulture (Co-ordinator), Bio centre, Hulimavu, Bengaluru invites bids for supply of food for trainings/ meetings/national festivals/workshops etc. from experienced caterers

Qualifying criteria

1. Bidders should have at least about 2 (two) years' experience in providing catering service.
2. Bidders should have paid the prescribed tender document fees and EMD.
3. **Documents to Be Submitted**
 - i) Valid GST registration certificate.
 - ii) Income tax clearance certificate for the years 2020-21 to 2022-23.
 - iii) Service satisfactory letter from at least three Government/semi Government/private institutions.
 - iv) An undertaking by the bidder on a stamp paper of Rs.100 of having accepted all the terms and conditions of the tender process and to provide professional service as per requirements and also to declare about being non-elected member and non-black listed by any institution.
 - v) Bidders should submit self attested declaration on a firm letter-head having the details like, Firm Address, working contact number, official e-mail address, person in charge for emergency contact, etc.

Terms and conditions:

1. The prescribed EMD is Rs. 7,500/- for providing catering service at Biocentre, Hulimavu, Bengaluru should be paid in the form of a cheque or demand draft from any nationalized bank in favour of KSHDA (A/c No. 64037414538), Bengaluru,
2. The Director of Horticulture has the power to accept or reject the tenders without assigning any reasons.
3. The firm/agency should employ skilled and experienced people in providing catering services.
4. Catering agency shall be strictly punctual while providing catering service
5. The quoted rates should include GST, transport, service etc. charges as well, there should be no additional payment.
6. Food should be of accepted quality grade and safety
7. Approved tender will be valid for one year from the date of tender approval. Discretionary power of extending or withdrawing the tender period vests with the Directorate of Horticulture.

Mode of participation in the tender

1. Tender documents can be taken from 10.08.2023 to 11.09.2023. **Tenders will be accepted till 11.09.2023 11.00 am. Pre bid meeting will be held on 23.08.2023 at 11.00 a.m. Technical bids will be opened on 12.09.2023 at 11.00 am and financial bids of the successful tenders will be opened on 13.09.2023 at 11.00 a.m.** The venue of pre bid meeting, technical and financial bid opening

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3. Prescribed tender documents fees and EMD should be paid
4. The bidders can pay the EMD in the form of Demand Draft of any Nationalised Bank drawn in favour of KSHDA
5. Bidder should quote for all the components completely. Incomplete participation will be rejected.

Bid evaluation criteria

a. Technical bid

1. Only technically qualified bids (as narrated above) shall be eligible for financial bid opening. Technical bids which are incomplete, not in proper format and not meeting the terms and conditions prescribed shall be rejected.

b. Financial bid

1. Lowest price for providing catering services for the programmes conducted at Biocentre, Hulimavu, Banneraghatta Road, Bengaluru must be quoted. The prices quoted should be inclusive of all types of service/ transportation/GST charges.
2. The successful bidder should deposit 5% of the estimated work amount as security, with the Senior Assistant Director of Horticulture (Co-ordinator), Biocentre, Hulimavu which shall be in the form of bank guarantee from a Nationalized Bank. The same would be returned after completion of the work satisfactorily, which shall carry no interest.
3. All the taxes as per Government rules shall be deducted at source and the bidder shall be responsible for paying all the taxes as and when applicable.
4. Financial bids which are incomplete, not in proper format and not meeting the terms and conditions prescribed shall be rejected.


Senior Assistant Director of Horticulture
(Co-ordinator)