



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद Indian Institute of Information Technology, Allahabad

An Institute of National Importance by Act of Parliament
Deoghat, Jhalwa, Allahabad-211015 (U.P.) INDIA

Ph.: 0532-2922025, 2922067, Fax : 0532-2430006, Web : www.iiita.ac.in, E-mail : contact@iiita.ac.in

Ref. No.: IIIT-A/Purchase/Conv./374/346/2018
Dated: 21/08/2018

Tender Notice

To,
M/s.....
.....
.....
Ph.No.:

Sub: Tender for provision of Food & Catering services along with Labour, Material and Crockery at the IIIT-A, Jhalwa Campus for VIPs & Students for Dinner on 08th September 2018.

Dear Sir,

1. Indian Institute of Information Technology, Allahabad is organizing its "13th Convocation" on 08th September 2018. It is a prestigious event in which distinguished VIP guests & students will participate. Being a prestigious event, Institute is inviting limited tender from reputed firms and Hotels involved in Fooding and Catering services with the highest level of hygiene and quality of food services etc. The Participating firms and hotels will have to provide adequate fooding and catering services with sufficient qualified Manpower, Materials and Crockery etc. for Dinner to invited guests. An indicative menu is attached herewith (Annexure-I).
2. The selected contractors will be expected to follow the menus strictly, until revised by the Institute, with mutual discussion. Other terms and conditions of the work and specifications are attached herewith for ready reference.
3. Tenderers are requested to submit the quotation by courier/speed post in **two bid system** with complete details of specifications, terms & conditions, warranty/guarantee etc. Quotation should be in **two separate sealed envelopes "Technical Bid" and "Commercial Bid"** and placed in a single envelope with name of the tender, ref. number and closing date superscripted on the top of the envelope addressed to the Faculty In-charge Purchase, IIIT-Allahabad upto-30/08/2018, 12:00 Noon. Quotations duly sealed may also be dropped in the tender box placed in the office of the Faculty In-charge, Purchase, IIIT-Allahabad. Basic rate, taxes and other charges if applicable etc. must be quoted separately, F.O.R. destination at IIIT-A, Jhalwa, Allahabad. Please note that tender document will not be accepted after the expiry of stipulated date and time for the purpose.
4. **Pre-bid meeting with vendors will be held on 27/08/2018 at 12:00 Noon at Board Room at Board Room regarding discussion about menu, quality of services and site visit.**
5. All Tenders should be addressed to "Faculty In charge Purchase, Indian Institute of Information Technology, Deoghat, Jhalwa, Allahabad-211015 (U.P.) India".
6. **Financial bid of technically qualified bidders will be opened on 31/08/2018 at 3:30 PM.** The Technically qualified vendors shall be communicated telephonically or by email about the financial bid opening. Qualified vendors are desired to submit their authorization letter along with a photocopy of their photo identity card at the time of opening of Technical and Financial Bid. Please carry the same original proof of identity for verification purpose at the time of opening of tender/enquiry. The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, the time remaining unaltered. For any queries regarding the tender, please send a mail to info.purchase@iiita.ac.in.
7. Details of Bank account of Firm for returned of EMD and/or Performance Security
Bank's Account Holder Name:.....
Type of Account Name:.....
Address of Branch:.....
Account No:.....
IFSC Code:.....
8. **E.M.D.:** EMD amount Rs.15,000/- should be directly transferred into the bank account (IIITA General AC) of Indian Institute of Information Technology Allahabad through RTGS/NEFT and the tender document should be accompanied with the transaction receipt of RTGS/NEFT (Any bid without EMD fee receipt will not be considered).
The detail of institute's Bank account is as below;
Account Name: IIIT-A General AC
Bank Name: Indian Overseas Bank
Address: 61, M.G. Marg, Civil Lines, Allahabad
Account No.: 035001000060976
IFSC Code: IOBA0000350

Assistant Registrar (Purchase)

Copy to:

- PS to Hon'ble Director- for kind information to Hon'ble director please.

TECHNICAL BID

(On letter head of the Firm & in a separately sealed envelope)

Date & Time of opening Tender :

1. Name of the firm (As registered):-.....

2. Address of the firm:-.....

.....

.....

3. Phone Number: -

4. Proprietor's name:-.....

5. Address of Proprietor:-.....

6. Proprietor's Phone No.:-.....

7. Details of the firm:-

(a). Date from which the firm is operating:-.....

(b). Turnover of the firm during: - FY 2015-2016 (Rs.).....

FY 2016-2017 (Rs.).....

(Please attach documentary evidences)

(c) PAN No.:-.....

(e) GST No.:-.....

(f) Service Tax Registration No.:-.....

.....
**Seal and signature of the Proprietor/
Authorized Representative**



FINANCIAL BID

(To be given in a separately sealed envelope on letter head of the Firm)

Date & Time of opening: To be communicated separately to technically qualified vendors only

Bill of Quantity and Tender Rate Form 2018

1. Dinner for VIPs (Invited Guests, Faculty, Officers and Staff members)

(As per Indicative Menu Attached)

Sl. No.	Items	Quantity (approx.)	Rate (Rs.)	Tax %	Total Amount
1.	Dinner	80			

Note:

1. Rates quoted shall be inclusive of all Taxes etc but showed separately.
2. The no. of participants (Quantity) is indicative only. It may increase or decrease by 15% as per requirements.
3. Menu is subject to adjustment by mutual discussion.
4. Venue will be separate for both types of Dinner arrangements

2. Dinner for Grandaunts, Guardians & Staff Member

(As per Indicative Menu Attached)

Sl. No.	Items	Quantity (approx.)	Rate (Rs.)	Tax %	Total Amount
1.	Dinner	550			

Note:

1. Rates quoted shall be inclusive of all Taxes etc but showed separately.
2. The no. of participants (Quantity) is indicative only. It may increase or decrease by 20% as per requirements.
3. Menu is subject to adjustment by mutual discussion.
4. Venue will be separate for both types of Dinner arrangements.

3. Packed Dinner for other supporting Staff

(As per Indicative Menu Attached)

Sl. No.	Items	Quantity (approx.)	Rate (Rs.)	Tax %	Total Amount
1.	Packed Dinner	450			

Note:

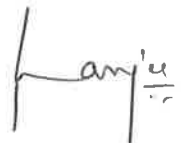
1. Rates quoted shall be inclusive of all Taxes etc but showed separately.
2. The no. of participants (Quantity) is indicative only. It may increase or decrease by 20% as per requirements.
3. Menu is subject to adjustment by mutual discussion.
4. Venue will be separate for both types of Dinner arrangements.


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.....
(Seal & Signature of the Proprietor/
Authorized Representative

Terms and Conditions

1. Quantity may increase or decrease up to 20% at the discretion of Institute.
2. Quoted rate should be valid at least of 30 days.
3. Tender rates must be quoted in prescribed format.
4. The Annual Turnover of the tenderer should not be less than Rs.15 Lakhs p.a. during the F.Y. 2015-2016 & 2016-2017.
5. A Recognized brand/franchisee of a Hotel/Restaurant/Caterer who have served reputed organization or institute for more than once (attach documentary evidence).
6. A Hotel/Restaurant Chain having more than one outlet. Outlet can be international or national.
7. Establishment year of the Hotel/Restaurant/Caterer
8. May feel free to contact on E-mail info.purchase@iiita.ac.in & Ph. No. 0532-292-2051.
9. The contractor shall personally be responsible for the quality of material used and food served in a most hygienic, efficient manner & timely manner for upto 80 full plates for VIPs Dinner, 550 full plates for Students, Participants & staff members Dinner on 08th September 2018 (7:30 PM onwards) along with 450 Packed Dinner. The given menu indicates the services to be provided which is to be adhered strictly.
10. The contractor shall be able to provide a good vegetarian food as per indicative menu. No items except the indicative menu shall be provided by the Caterer during the function. Any additional items required to be served, will be served only with the prior approval of the Institute. Rates for such additional items will be decided by mutual consultation.
11. Rates shall be inclusive of all material (perishable as well as non perishable), labour and catering with good quality of crockery to be provided by the caterer.
12. The services in the Kitchen/Pantry premises shall be subject to inspection without prior notice by the authorized representatives of Institute. If during inspection any food stuffs/beverages/any item of brand other than specified in the agreement is served, or found below specifications or service being found unsatisfactory, then the Caterer shall be liable to a penalty of Rs.10,000/- or as decided by the Director IIIT-A.
13. The space for cooking along with electricity and water for the same shall be provided by the Institute. The pantry premises, furniture, fittings and fixtures and supply of water and electricity shall be used only for the purpose of serving beverages & eatables to Institute employees/students/Guests.
14. The contractor has to make preparations in the IIIT-A, Jhalwa campus itself except for the branded food materials.
15. The Caterer shall provide proper containers for throwing or refuse waste material and will arrange to remove waste material from office and pantry premises. In case caterer fails to remove it, the arrangements will be made by the Institute and actual amount with Rs.10,000/- penalty will be deducted from the bill.
16. The contractor has to employ sufficient nos. of healthy, smart, mannered and well-dressed waiters for servicing.
17. No child labourers shall be employed for cooking, servicing or catering as per law.



18. All the rules and regulations of food safety, labourers etc. shall be complied by the contractor. The Caterer shall have necessary licenses from the local or Govt. authorities for running the catering business, and it shall pay all charges, taxes, GST, levies and statutory dues assessments payable to any public or local authorities in respect of the pantry and shall also be liable to all fines and penalties which may be levied by the local or Govt. authorities as a result of non-observance of any of the Statues or rules framed there under by such authorities and keep the Institute indemnified against all actions, demands, expenses and charges incurred or suffered in that behalf.
19. **SPECIFICATIONS OF RAW MATERIALS:** All materials should be from reputed brand with AGMARK certificate, wherever applicable. Rice should be of Basmati variety only.
20. The contracting agencies must have worked in reputed organizations and have to provide details of such organization with the certificate of it.
21. The tendering of lowest rate cannot be claimed as a right to be awarded the work/contract.
22. The Caterer shall not appoint sub contractor for catering to carry out any obligations under the Contract.
23. Agencies interested may visit the campus to have first hand information, if they so desire.
24. If performance is not found satisfactory. The firm/agency may be black listed by the Institute.
25. Deficiency in not supplying full information shall result in primarily rejection of tender.
26. The Caterer shall be responsible for:
- i.) All injury due to any accident to persons, engaged by him/her and;
 - ii.) For any damage arising due to negligence on the part of the Caterer or his employees to the furniture and fittings provided by Institute. Further maintenance in the form of day-to-day cleaning of the pantry premises and other facilities provided would be carried out by the Caterer at their cost and;
 - iii) All the disputes shall be subject to the Allahabad Jurisdiction. The Director IIIT-A as arbitrator have the full rights to settle all the disputes and that shall be binding on both the parties.
27. The person or persons whose tender is accepted (hereinafter called the contractor) shall deposit security deposit equivalent to **10% within three days** after his or their tender has been accepted, in Institute account which has to be electronically transferred through the **RTGS/NEFT** into the bank account of Institute as mentioned below:
- Account Name:** IIITA General AC
Bank Name: Indian Overseas Bank
Address: 61, M.G. Marg, Civil Lines, Allahabad
Account No.: 035001000060976
IFSC Code: IOBA0000350
28. Security Deposit should remain valid for thirty days. No interest shall be paid on Security Deposit. The Security Deposit will be forfeited by order of the Competent Authority in the event of any breach or negligence or non-observance of any terms & conditions of the contract or for unsatisfactory performance or for non- acceptance of the supply order. EMD will be released after receiving of transaction receipt of RTGS/NEFT of security amount.



29. The workers should be qualified and proper uniform and name badge, which is provided by the caterer/agency, and the agency, shall be responsible for the discipline of his workers.
30. (i) The contractor shall submit all bills on the printed form and all items in such bill shall be charged at the rates specified in the tender or in the case of an extra work ordered in pursuance of these conditions and not mentioned or provided for in the tender, at the rate here in after provided in such order mutually agreed upon clearly mentioning as extra items.
- (ii) Payment shall be made within 7 days on completion of the work after due verification by the site in-charge as per tendered rates.
20. The Institute reserves the right to cancel the tender without assigning any reason and also have right to divide the work into several caterers in the interest of work.
21. The indenting tenderer must furnish the following certificate in their quotation: **"It is certified that I agree to the terms and conditions as specified above and bind myself to follow and comply with the same. I have gone through all the conditions and understood the same."**
22. Kindly quote your Income Tax PAN No, TIN No., etc. mandatorily on the quotation.
23. All disputes are subject to Jurisdiction of Allahabad High Court.
24. Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any tender.
25. Director, Indian Institute of Information Technology, Allahabad reserves the right to alter / modify any or all conditions of this tender.

Assistant Registrar (Purchase)

Enclosures: Indicative Menu

Copy to:-

- **PS to Hon'ble Director- for kind information to Hon'ble director please.**



Thirteenth Convocation of IIIT-A
Dinner Arrangement

Invitees: For Students and Staff Members

Date: 08th September 2018

Venue: First Floor Auditorium, Jhalwa Campus

Time: 07:30 pm onwards

Guaranteed Pax: 550

Menu

Vegetables: Kadhai Paneer (curry), Capsicum, Baby Corn, Tomato, Carrot (dry), Palak Corn (curry) etc.

Daal- Daal Tadka

Curd- Papri Chaat & Plain Curd & Dahi Bada

Breads- Tandoori Roti & Naan

Rice - Jeera Rice

Side Items- Green Salad, Vinegar Onions, Papad, Mixed Pickles

Sweet Dish- Kheer & Ice Cream, Hot Gulab Jamun, Packed Glass Water

Invitees: for VVIP

Date: 08th September, 2018

Venue: Visitor Hostel 1, Jhalwa Campus

Time : 07.30 pm onwards

Guaranteed Pax: 80

Menu

Vegetables- Kadhai Paneer (curry), Capsicum, Baby Corn, Tomato, Carrot etc (dry) ,Palak Corn (curry)

Daal- Daal Tadka

Curd- Papri Chaat & Plain Curd & Dahi Bada

Breads-Tandoori Roti & Naan

Rice - Jeera Rice

Side Items- Green Salad, Vinegar Onions, Papad, Mixed Pickles

Sweet Dish- Kheer & Ice Cream, Hot Gulab Jamun, Packed Glass Water

Packed Dinner : for others

Guaranteed Pax: 450

Menu – 4pc Puri, Aloo Matar(100gms), Jeera Rice(100gms), Salad , Gulab Jamun (1 pc each), Spoons and Napkins

