



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

An Institute of National Importance by Act of Parliament  
Deoghat, Jhalwa, Allahabad-211012 (U.P.) INDIA

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Ref. No.: IIIT-A/DR(S&P)/Conv./ 29 /2017  
Dated: 21/07/2017

## 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 01 day Lunch on 09<sup>th</sup> September 2017**

Dear Sir,

Indian Institute of Information Technology, Allahabad is organizing its "12<sup>th</sup> Convocation" on 09<sup>th</sup> September 2017. It is a prestigious event in which distinguished VIP guests & students 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 01 day Lunch to invited guests. An indicative menu is attached herewith.

The selected contractors will be expected to follow the menus strictly, if not revised by the Institute with mutual discussion. Other terms and conditions of the work and specifications are attached herewith for ready reference.

Tenders are invited by courier/speed post in two Bid system separate envelopes of Technical Bid & Financial Bid enclosed in a single envelope, format attached along with on the enclosed proforma and signed terms and conditions are also annexed. Last date of receiving the quotation is 09/08/2017 at 12:00 Noon & opening of technical bid on- 4:00 PM. The successful vendors shall be communicated telephonically about the financial bid opening details. Vendors should be quote separately. All Tenders should be addressed to "Deputy Registrar (S&P), (12<sup>th</sup> Convocation), IIIT-Allahabad".

### Terms and conditions:

1. The quotations must be submitted along with a F.D.R. / DD of nationalized bank of Rs.15,000/- as Earnest money duly pledged in favour of "IIIT-Allahabad". Enquiry without proper earnest money shall not be considered. Earnest money deposited earlier, if any, shall not be considered. The FDR should be drawn from the account of tendering firm otherwise the same shall be rejected. FDR/TDR issued in personal name shall not be accepted.
2. Quoted rate should be valid at least of 90 days.
3. Applicable GST/Tax must be quoted separately.
4. Tender rates must be quoted in prescribed format.
5. The Annual Turnover of the tenderer should not be less than Rs.15 Lakhs p.a. for past at least 02 years.
6. Quantity may increase or decrease up to 20% at the discretion of Institute.
7. Payment will be made within seven days after satisfactory report from users end.
8. May feel free to contact on E-mail [info.purchase@iiita.ac.in](mailto:info.purchase@iiita.ac.in) & Ph. No. 0532-292-2051,2217 (9:00A.M) to (06:00PM).
9. Fax / E-mail address / contact no. / name of the person to be contacted is also to be mentioned.
10. Kindly quote your Income Tax PAN No, TIN No., etc. mandatory on the quotation.
11. All disputes are subject to Jurisdiction of Allahabad High Court.
12. Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any tender.
13. Director, Indian Institute of Information Technology, Allahabad reserves the right to alter / modify any or all conditions of this tender.

  
(Dr. Seema Shah)  
Deputy Registrar (S&P)

Enclosures: Indicative Menu

Copy to:-

- Hon'ble Director for kind information pls.

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**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 2014-2015 (Rs.).....**

**FY 2015-2016 (Rs.).....**

**(Please attach documentary evidences profit loss account)**

**i.e Income Tax return copy/ any other Document**

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

**(d) TAN No.:- .....**

**(e) CST No/UPTT No/GST no:-.....**

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

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

SA /

**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 screened vendors only

**Bill of Quantity and Tender Rate Form**

**1. Lunch 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.	Lunch	75			

**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 lunch arrangements

**2. Lunch for Granddaunts, Guardians & Staff Member**

Sl. No.	Items	Quantity (approx.)	Rate (Rs.)	Tax %	Total Amount
1.	Lunch	700			

**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 lunch arrangements.

**3. Packed Lunch for other supporting Staff**

(As per Indicative Menu Attached)

Sl. No.	Items	Quantity (approx.)	Rate (Rs.)	Tax %	Total Amount
1.	Packed Lunch	400			

**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 lunch arrangements.

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



## Terms and Conditions

1. The contactor shall personally be responsible for the quality of material used and food served in a most hygienic, efficient manner & timely way for upto 75 full plates for VIPs lunch, 700 full plates for Students, Participants & staff members lunch on 09th September 2017 along with 400 Packed Lunch. The given menu indicates the services to be provided which is to be adhered strictly.
2. 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 and same shall be displayed in the pantry premises.
3. Rates shall be inclusive of all material (perishable as well as non perishable), labour and catering with good quality of crockery etc.
4. 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.10,000.00 or as Director IIIT-A decide at his own discretion on each occasion without any valid reason or prior intimation.
5. 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.
6. The contractor has to make preparations in the IIIT-A, Jhalwa campus itself except for the branded food materials.
7. The Caterer shall provide proper containers for throwing or refuse waste material and will arrange to remove or refuse from office and pantry premises. In case he 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.
8. The contractor has to employ sufficient nos. of healthy, smart and well mannered waiters for servicing.
9. No child labours shall be employed for cooking, servicing or catering as per law.
10. All the rules and regulations of food safety, labours 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
11. 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.

- SA
12. **SPECIFICATIONS OF RAW MATERIALS:** All materials should be from reputed brand with AGMARK certificate, wherever applicable. Rice should be of Basmati variety only.
  13. The contracting agencies must have worked in reputed organizations and have to provide details of such organization with the certificate of it.
  14. The tendering of lowest rate cannot be claimed as a right to be awarded the work/contract.
  15. The Caterer shall not appoint sub contractor for catering to carry out any obligations under the Contract.
  16. Agencies interested may visit the campus to have first hand information, if they so desire.
  17. Deficiency in not supplying full information shall result primarily rejection of tender.
  18. 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.
  19. **The person or persons whose tender is accepted (hereinafter called the contractor) shall deposit earnest money within one week after his or their tender has been accepted where any security so deposited is not payable to bearer, the contractor shall endorse or transfer it to the said Government in such a manner that the sum represented by it can be realized without the consent or assistance of the contractor. The contractor shall permit Government at the time of making any payment to him for work done under the contract to deduct 10% (ten percent) of all moneys so payable on account of security deposit until such deduction along with the sum already deposited as earnest money is adjusted in the last deduction, bill amount.**
  20. (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 rights 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."**

  
(Dr. Seema Shah)  
Deputy Registrar (S&P)



**Invites:** Grandaunts, Guardians and Staff Members of the Institute

**Date:** 09<sup>th</sup> September 2017

**Venue:** First Floor Auditorum, Jhalwa Campus

**Time:** 11.30 am onwards

**Guaranteed Pax:** 700

### Menu

Shahi Paneer

Mixed Veg

Dal Makhani

Dahi Bara

Tandoori Roti & Naan

Plain Rice with Peas

Green Salad, Vinegar Onions, Papad, Mixed Pickles

Hot Gulab Jamun

Packed Glass Water

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**Invitees :** Hon. Chairman , IITA Society Members, BOG Members,  
Finance Committee Members, Senate Members, Invited Guests, Faculty, Officers of the Institute

**Date:** 09<sup>th</sup> September, 2017

**Venue:** Visitor Hostel 1, Jhalwa Campus

**Time :** 11.30 am onwards

**Guaranteed Pax:** 75

### Menu

#### Soup

Lemon Coriander

#### Vegetables

Kadhai Paneer

Capsicum, Baby Corn, Tomato, Carrot

Palak Corn

#### Dal

Arhar Dal

#### Curd

Papri Chaat & Plain Curd

#### Breads

Tandoori Roti & Naan

#### Rice

Plain Rice with Peas

#### Side Items

Green Salad, Vinegar Onions, Papad, Mixed Pickles

#### Sweet Dish

Kheer & Ice Cream

Packed Glass Water

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**Packed Lunch : Press/Media Persons — (40) Nos.**

Peons , Guards , Sweepers , Electricians & others , Horticulture Staff = 400

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