



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद
Indian Institute of Information Technology, Allahabad
(A University Established under sec. 3 of UGC Act, 1956 vide Notification No. F. 9-4/99-U.3 Dated 4/08/2000 of Govt. of India)
(A Centre of Excellence in IT, Established by Govt. of India)
Deoghat, Jhalwa, ALLAHABAD- 211012 (U.P.) INDIA

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Enquiry

Ref. No. : IIIT-A/DR(E)/1378/2014

Dated: 18/11/2014

To,

M/s.
.....
.....
Ph. No.:

Sub: Quotation for Fooding & Catering services alongwith Fooding, Labour, Material and crockery at the IIIT-A, Jhalwa Campus for VVIP and VIPs for 05 days at a stretch (Bed Tea, Breakfast, Lunch & Dinner during 08 Dec'2014-12 Dec'2014).

Dear Sir,

Indian Institute of Information Technology, Allahabad is organizing its "7th Science Conclave" from 8th December to 12th December'14. It is a prestigious event in which Eminent Scientists, Noble Laureates and other distinguished VVIPs and VIP guests participate. Being a prestigious event, Institute is inviting Quotations 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 05 days at a stretch to invited guests. A reference menu is attached along with.

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

The quotations are invited by courier/speed/ by hand, on the Proforma as per Signed Terms and conditions annexed along with in two formats attached. Last date of receiving the quotations is 24-11-2014 at 6:00 P.M. & opening of technical details on 25.11.2014 at 4:00 p.m. The successful vendors shall be communicated telephonically about the financial details opening.

Note:

1. The quotations must be submitted along with a F.D.R. /DD of nationalized bank of Rs. 8,000/- 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. The Turnover of the tenderar should not be less than Rs. 50 Lakhs p.a. for past atleast 3 years.
3. Quantity may increase or decrease at the discretion of Institute.
4. Payment will be made within fifteen days after satisfactory report from users end.
5. May feel free to contact on E-mail info.purchase@iiita.ac.in ph.No:0532-2922051(9:00AM to 6:00PM).
6. Fax/E-mail address/contact no. /Name of person to be contacted.
7. Kindly quote your Income Tax PAN No., TIN No., etc. mandatory on the quotation.


(Dr. Seema Shah)
Deputy Registrar (E)

Encl: As above

Copy to:

❖ Hon'ble Director for kind information please.

TECHNICAL DETAILS OF THE FIRM

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

Quotation opening date : 25.11.2014 (4.00 P.M.)

PROFORMA FOR APPLICATION

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 2012-2013 (Rs.).....
FY 2013-2014(Rs.).....
(Please attach documentary evidence)
i.e Income Tax return copy/ any other Document
 - (c) PAN No.:-.....
 - (d). TAN No.:-
 - (e) CST No./UPTT No.:-.....
 - (f) Service Tax Registration No.:-.....

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



(g). Details of Experience with documentary evidence:-

Sl. No.	Name of office/place where services rendered:	Contract, Phone no. & Addresses of such place where services were rendered	Period from and to of services rendered	Value of the Work Executed (in Rs.)
1				
2				
3				
4				
5				

Imp: Please attach details of satisfactory work completed as for the above.

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



Bill of Quantity

(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

1. Tea

Readymade Morning Tea in good quality in thermocol glasses.

2. Breakfast (As per Indicative Menu attached)

3. Lunch/ Dinner (As per Indicative Menu Attached)

Sl. No.	Items	Quantity (approx.)	Rate (Rs.)	Tax %	Total Amount
1	Morning Tea	70			
2	Breakfast	70			
3	Lunch	70			
4	Dinner	70			

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 on different days.
3. Menu is subject to adjustment by mutual discussion but to remain common at all venues at a time.

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(Seal & Signature of the Proprietor/
Authorized Representative



7th Science Conclave-2014
VIP MENU

Aug 1

Date	Morning Tea	Breakfast (35 Persons)	Lunch (70 Persons)	Dinner (70 Persons)
07.12.2014 Sunday		Bread, Butter/Omlette, Jam, Juice, Milk & Cornflakes, Sambhar, Wada, Upma, Coconut Chutney etc.	Soup, Sprouted Moong, Green Salad, Baked Papad (BP), Plain Rice (PR), Rajmah, Mutter Paneer, Gobhi Aloo, Curd/Raita, Tandoori Roti, Rasmalai,	Soup, Sprouted Moong, Baked Papad, Plain Rice, Fish Curry, Kadhi, Veg. Saute, Pasta, Curd/Raita, Tandoori Roti, 1 Dry Veg., Gajar Halwa
08.12.2014 Monday				
09.12.2014 Tuesday		Bread, Butter/Omlette, Jam, Juice, Milk & Cornflakes, Poha, Gobhi Pakora, Curd, Jalebi	Soup, Sprouted Moong, Green Salad, Baked Papad (BP), Plain Rice (PR), Arhar Dal, Veg. Korma, Aloo Parwal, Curd/Raita, Tandoori Roti, Pineapple Souffle,	Soup, Macaroni & Green Salad, Baked Papad, Plain dish, Dal Makhni, Palak Corn, Stuffed Capsicum, Veg. Chowmin, 1 Dry Veg., Curd/Raita, Tandoori Roti, Hot Gulab Jammun
10.12.2014 Wednesday	To be Served in Rooms of VH-1	Bread, Butter/Omlette, Jam, Juice, Milk & Cornflakes, Dalia, Veg./Chicken Cutlet	Soup, Sprouted Moong, Baked Papad, Rice dish, Black Masoor, Malai Kofta, Baigan Kalounji, Curd/Raita, Tandoori Roti Sewai	Soup, Russian Salad, Baked Papad, Plain Rice, Chana Dal, Chicken Malaiwala, Sahi Paneer, Gajar-methi, One Continental, 1 Dry Veg., Curd/Raita, Tandoori Roti, Moong Halwa
11.12.2014 Thursday		Bread, Butter/Omlette, Jam, Juice, Milk & Cornflakes, Chola Bhatura, Mutter Ghugri	Soup, Sprouted Moong, Green Salad, Baked Papad, Plain Rice, Mixed Dal, Palak Paneer, Mixed Veg., Curd/Raita, Tandoori Roti, Ice Cream	Soup, Baby Corn, Green Salad, Baked Papad, Plain dish, Arhar Dal, Vegetable Kofta, Gobhi Rogan Josh, Chicken Pasta, 1 Dry Veg., Curd/Raita, Tandoori Roti, Rabri with Hot Imarti
12.12.2014 Friday		Bread, Butter/Omlette, Jam, Juice, Milk & Cornflakes, Gobhi Parantha/Paneer Parantha/(Assorted Parantha)	Soup, Sprouted Moong, Green Salad, Baked Papad, Plain Rice, Kadhi, Stuffed Tomato, Bhindi Pyaza, Curd/Raita, Tandoori Roti, White Rasgulla	Soup, Green Salad, Baked Papad, Fruit Salad, Rice dish, Black Masoor Dal, Mushroom dish curry, Aloo Gobhi, Roasted Veggie Pasta, 1 Dry Veg., Curd/Raita, Tandoori Roti, Kulfi
13.12.2014 Saturday		Bread, Butter/Omlette, Jam, Juice, Milk & Cornflakes, Veg./Chicken Cutlets, Veg./Chicken Cutlet Sandwich		

Note:

- 1) With Meethi Chatni + Green Chatni + Tomato Sauce + Papad + Achar + Pickles + Green Salad and Mouth Freshener, etc. to be served everyday with Lunch and Dinner.
- 2) SALT & Pepper Sprinkler facility MUST be maintained on Table, at all Meal times and Sugar during Breakfast and Meals (When Plain Curd is there in the menu)
- 3) All food to be Cooked in EXTREMELY HIGH HYGINIC ENVIRONMENT. All responsibility of cleanliness in and around the cooking area shall be the responsibility of the Vendor.
- 4) Good number of USED DISHES BASKETS Collection Points shall be maintained by the Vendor in the Dining Area.
- 5) All service waiters shall be cleanly and uniformly dressed.
- 6) In case of NON – abidance to the detailed MENU above, Vendor shall be liable for PENALTY, as per the decision of the Director, IIT-A.

08/11/14

CONDITIONS OF CONTRACT

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 70 peoples at a time and 5 days at a stretch (Tea, Breakfast, Lunch & Dinner during 08 Dec-2014 to 12 Dec-2014). The given menu 'Annexure-1' indicates the services to be provided which is to be adhered strictly.
2. The contractor shall be able to provide a good vegetarian/non 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. Rates for use of crockery i.e. Bone-china/Stainless steel shall be quoted separately.
5. The services in the Kitchen/Pantry premises shall be subjected 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.1000.00 or as Director IIIT-A decide at his own discretion on each occasion without any valid reason or prior intimation. If cold drinks, snacks items and lunch are not provided on demand, a penalty of Rs.2000.00-on each first occasion will be imposed.
6. 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.
7. The contractor has to make preparations in the IIIT-A, Jhalwa campus itself except for the branded food materials.
8. The Caterer shall provide proper containers for throwing refuse and will arrange to remove the refuse from office and pantry premises twice every day or more often, if necessary.
9. The contractor has to employ sufficient nos. of healthy, smart and well mannered waiters for servicing.
10. No child labours shall be employed for cooking, servicing or catering as per law.
11. 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, 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.
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 in a prescribed proforma (g).
14. The tendering of lowest arte 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 within one week after his or their tender has been accepted deposit earnest money where any security so deposited is not payable to bearer, the contractor shall endorse of 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 money so payable on account of security deposit until such deduction along with the sum already deposited as earnest money to be 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 5 days on completion of the work after due verification by the site in-charge as per tendered rates.
- (iii) Advance payment shall be made on request of the tenderer/contractor in the interest of work, if, however, the Director-IIIT-A is satisfied that advance is essential for execution of work and with sufficient proof that the sufficient material is brought at site. The Advances shall be adjusted against the bill. If the bill is not submitted in time 2% interest p.m. shall be charged from the contractor.
21. The Institute reserves the rights to cancel the tender without assigning only reason and also have right to divide the work into several caterers in the interest of work.

Special Conditions

1. Timings of all meals to be served would be fixed and communicated to successful vendor(s) at all sites well in advance, by the institute.
2. Timings of meals availability shall be checked and ensured by Institute Officials at their / designated premises, due to limited time available for breakfast, lunch & dinner.
3. Infrastructure preparedness and work force positioning of food service providers well in advance of the start of the meals arrangement, shall be ensured by the vendor & liable for checking any time by Institute Authorized Officials.
4. Assistance of CMO, IIIT-A and his team shall be taken in getting the quality of milk checked daily through a lactometer.
5. Analysis of Input to the mess must be done in time.
6. Manpower at all levels (cook, server, sweeper etc.) shall be predeclared by the vendor undertaking the work.
7. Details and quality of food items , cereals including vegetable and milk (daily supplied) shall be liable for checking by authorized persons of the Institute.
8. Re - Processing of Leftovers shall be prohibited and closely monitored.



9. Cleanliness at each level must be ensured. This shall be the work of the vendors on site, but monitored by respective wardens.
10. In case of pre-arrival or post departure of guests in connection with the Science Conclave, successful vendor (s) may be asked to provide additional fooding at the tendered rates, which shall be mandatorily acceptable to the vendor.

“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.”

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



RELATIONSHIP CERTIFICATE

This is to certify that none of my relative is an employee of Indian Institute of Information Technology, Allahabad.

Signature of Contractor

**Authorized Signatory
of IIIT-Allahabad**

