TENDER DOCUMENT
(Tender Notice no. OAA/2022-23/695 dated: 20.03.2023)

FOR

Food and Arena Decoration Services of Alvida Event-2023

OF

Office of Alumni Affairs
IIT Kharagpur

INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR
KHARAGPUR - 721302
WEST BENGAL
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NOTICE INVITING TENDER

Indian Institute of Technology Kharagpur, an Institute of Eminence, invites sealed bids from all Indian Service providers or their authorized vendors, having registered office in India who fulfil the criteria mentioned in the Tender document and have adequate credential, for the Food services for the Alvida Event -2023 at the Office of Alumni Affairs, IIT Kharagpur.

Interested parties may submit their sealed bids under Two-Bid system as per Technical Specifications given at Annexure I and General Terms & Conditions and other formats given at Annexure II to XIII. Two covers (Technical Bid and Price Bid) are to be sealed in two separate envelopes and placed in one large Cover super scribed with tender reference number (Tender No. OAA/2022-23/695 DT: 20.03.2023) and submitted to “Chairman, Purchase Committee, Office of Alumni Affairs, Indian Institute of Technology, Kharagpur, P.O. Kharagpur Technology, PIN : 721302 on or before 10/04/2023 at 3.00 PM. Technical Bids will be opened on 10/04/2023 at 4.00PM.

The technical bid will be evaluated first and price bids will be opened in respect of those OEMs/Vendors, who are found technically qualified after evaluation of Technical bids. Date for opening price bids will be intimated through e-mail or website, only to the technically qualified bidders.

Kindly refer to the Institute website www.iitkgp.ac.in [link: Tenders] for complete tender details. The same is also available in the CPP Portal [https://eprocure.gov.in/epublish/appl]. If there is any corrigendum/addendum, it shall only be published on Institute’s Website and Central Public Procurement Portal.

Signature of The Chairman
Purchase Committee
Office of Alumni Affairs
IIT Kharagpur-721302

To
1. Institute Website
2. CPP Portal
3. Department Notice Board

Signature and seal of Bidder
## TIME EVENTS OF VARIOUS TENDER RELATED ACTIVITIES

<table>
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<tr>
<th>Tender No. &amp; Date</th>
<th>OAA/2022-23/695 &amp; 20.03.2023</th>
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<tr>
<td>Brief Description of Tender</td>
<td>Food Services for the Alvida Event</td>
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<tr>
<td>Estimated Cost</td>
<td>Rs. 5 Lakhs 2 thousand only</td>
</tr>
<tr>
<td>Tender fee (Non refundable)</td>
<td>Rs. 500.00-(By way of Demand draft from any Nationalized Bank/Commercial Bank and paid in favour of &quot;IIT KGP AAIR EVENT FUND&quot;, payable at Kharagpur)</td>
</tr>
<tr>
<td>EMD</td>
<td>Bidders should deposit 2% of Estimated Cost as EMD</td>
</tr>
<tr>
<td>Pre-bid Meeting, if any</td>
<td>Date: 27th March, 2023, 5PM at Office of Alumni Affairs, IIT Kharagpur</td>
</tr>
<tr>
<td>Last date &amp; time for submission of sealed tenders/quotations</td>
<td>10th April, 2023 at 03.00 PM</td>
</tr>
<tr>
<td>Pre-qualification &amp; Technical Bid opening date &amp; time</td>
<td>10th April, 2023 at 4.00 PM</td>
</tr>
<tr>
<td>Two Bid System</td>
<td>Two bids – (i) Technical and (ii) Price bid, in two separate sealed envelopes - placed &amp; sealed in one envelope</td>
</tr>
<tr>
<td>Bid validity</td>
<td>120 Days from the opening of Price Bid</td>
</tr>
<tr>
<td>Submission of bids (by speed post) (Addressed to)</td>
<td>Chairman Purchase Committee Office of Alumni Affairs, IIT Kharagpur, Kharagpur-721302, West Bengal (State)</td>
</tr>
<tr>
<td>Bid opening place</td>
<td>Office of Alumni Affairs, IIT Kharagpur, Kharagpur - 721302, West Bengal (State)</td>
</tr>
<tr>
<td>Any clarification</td>
<td>Telephone No: 03222-281858 E Mail ID: <a href="mailto:anirban.biswas@adm.iitkgp.ac.in">anirban.biswas@adm.iitkgp.ac.in</a></td>
</tr>
</tbody>
</table>

### Note:

1. If the day falls on any Holiday, the date of any of the events mentioned above shall be on the next working day.
2. It is the responsibility of the Bidder to ensure that their bids whether sent by post or by courier or dropped by person should reach within the stipulated date & time.
3. The quotation received after the last date and prescribed time would summarily be rejected. Quotations having incomplete information are also liable to be rejected.
4. The Director, IIT Kharagpur reserves the right to reject any or all the quotations in full or part without assigning any reason thereof and without giving any compensation. The decision of the Director in this regard shall be final and binding to all.
5. The addendum/ corrigendum if any shall only be published on Institute’s website and CPP Portal.
Briefing of the Event

Alvida is the annual farewell dinner organized in the month of April for the passing out batches. It is followed by the Batch awards for the graduating batch. The dinner is generally hosted at the Vikramshila Complex.

For this event, the details of Food requirement are attached in Annexure - I.

Note: In case the event get cancelled due to some unforeseen circumstances the corresponding service for that particular event will also stand cancelled. The Authority may decide to cancel the above mentioned tender in case any abnormal situation arises during the said tender period with a 7 days prior notice.
TECHNICAL SPECIFICATIONS

Food Supply Services
(Tender No: OAA/2022-23/695 dated: 20.03.2023)
Event - 1 : Avida

Table for Dinner of Avida

<table>
<thead>
<tr>
<th>Meal</th>
<th>Date</th>
<th>Item Detail</th>
<th>No. of Heads</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dinner</td>
<td>14th April, 2023</td>
<td>Starter&lt;br&gt;Cheese Balls&lt;br&gt;Chilli Potato&lt;br&gt;<strong>Veg. Main Course:</strong>&lt;br&gt;Paneer Butter Masala&lt;br&gt;Dal Butter Fry&lt;br&gt;Veg Kholapuri&lt;br&gt;<strong>Common Items:</strong>&lt;br&gt;Tandoori Butter Naan&lt;br&gt;Veg Fried Rice&lt;br&gt;Masala Papad, Raita, Chutney, and Green Salad&lt;br&gt;Soft Drinks&lt;br&gt;Dessert Counter&lt;br&gt;Rasmalai&lt;br&gt;Ice Cream</td>
<td>Min - 1800&lt;br&gt;Max - 2200</td>
</tr>
</tbody>
</table>

Requirement of the arrangements must be made

1. 600 Chairs with Good Cover
2. 20 Round Tables with good quality full length cover
3. 30 Rectangular Tables with good quality full length cover
4. Runner on each Table
5. 8 (Serving Counter)

Ingredients quality have to be provided as per Annexure – XII
1. **Tender Fee:** Tender fee(s) of Rs. 500.00 (Rupees five hundred only) By way of demand draft from any Nationalized Bank /Commercial Bank and paid in favour of "IIT KGP AAIR EVENT FUND", payable at Kharagpur.
   
   Office of Alumni Affairs, IIT Kharagpur will give exemption for submission of tender fee who are registered with MSME, NSIC or start-ups as recognised by DIPP. However proper and valid document in this regard must be submitted by the bidders in support of their claim.
   
   Tender fee should be kept in separate covers and place in technical bid cover.

2. **EMD:** EMD shall be deposited of Rs 10,040 (2% of estimated contract value i.e. 5,02,000/-) of the LI Bidder and which will be refunded without any interest after the successful completion of the tender period. **Office of Alumni Affairs, IIT Kharagpur** will give exemption for submission of **Tender Fee & EMD** who are registered as Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro and Small Enterprises (MSME) or are registered with the Central Purchase Organisation or the Concern Ministry or Department or Startups as recognised by Department of Industrial Policy & Promotion (DIPP). However proper and valid document in this regard must be submitted by the bidders in support of their claim.

3. If a successful bidder fails to act on the offer made by the Institute and/or the bidder withdraws/amends his bids after opening of the tender, the bidder shall be suspended from being eligible for bidding in any contract with IIT Kharagpur for a period equal to the duration of the contract for tender related to ‘Services’ from the date of notification of the Tender document.

4. **Payment Terms & Performance Bank Guarantee (PBG):** 100% of the payment shall be made after successful completion of supply within 30 days from the date of receipt of bill in good order and condition. Payment However be made electronically by e-transfer, for which the supplier must provide the account number, bank address/branch details/branch code and IFSC code. No advance payment will be made; the payment will be made after completion of the work and submission of bill.
   
   The bidders to provide Performance Bank Guarantee of the amount equivalent to the 3% of the cost of contract value from any Nationalized Bank as a token of acceptance of order within 15 days of purchase order. The Performance Bank Guarantee is required for the entire period of Tender. Performance Bank Guarantee must remain valid for a period 60 (sixty) days beyond the expiry of the Tender Period.

   \[PBG = (3\% \text{ of the contract value} \cdot \text{EMD amount paid by the vendor if any})\]

5. **Price:**
   
   a. The Price should be quoted in INR only.
   
   b. The price should be quoted as per the specification and the desired quality. The price should be all inclusive.
   
   c. Discount, if any, should be indicated separately/prominently.
   
   d. Offers should be on fixed and firm price basis. Any clause making price variation will not be acceptable.

6. **Bid:** Technical Bid and Price Bid should be submitted in two separate sealed envelopes quoting reference number on the top of the envelope. **Tender Fee should be enclosed with the Technical Bid documents, in separate sealed envelopes, stapled with the packet**

Signature and seal of Bidder
7. **Award of the Contract:** The order shall be placed to successful L1 bidder upon approval of the competent authority. L1 bidder is selected based on the tender evaluation sheet of price bid format (Annexure-XI).

8. **Tender Evaluation Criteria:** The committee of IIT KGP will prepare a list of firms based on compliance of terms and conditions of the tender. The tenders, which do not conform to the conditions stated in the tender, shall be rejected. Price bids of only technically qualified bidders will be opened on a later date to be notified on the Institute website or informed through mail.

9. **Acceptance of Tender:** The Authority of IIT Kharagpur does not bind itself to accept the lowest priced bid and reserves the right to reject any or the entire tender bids received without assigning any reason thereof.

10. The addendum/corrugendum if any shall be published on Institute's Website i.e. www.iitkgp.ac.in and on CPP Portal.

11. **Compliance List:** The proposal should be properly indexed and a compliance list against the technical specifications should be provided.

12. **Service Quality:** The Contractor shall ensure procurement of top quality provisions, vegetables, perishable and non-perishable items (As mentioned in the Annexure - XII). The contractor shall have to use only branded top quality, FSSAI approved raw materials, a few of which are as follows. Use of any other brand requires prior approval of IIT KGP authority.

   a) Agency shall provide adequate approved hygienic good quality crockery and cutlery (Preferably bone china / opal ware)

   b) Presentable hygienic utensils for cooking and serving warm food shall also be provided by the agency

   c) The agency shall ensure that staffs deployed in catering services are free from any infection or communicable diseases

   d) The agency must ensure that staffs deployed for food preparations and services use disposable caps and gloves during both cooking and food servicing

   e) All Service people must be in proper uniform at all times

   f) All dishes should be made from fresh and good quality raw materials

   g) Plastic or Polyurethane cups for drinking water must not be used

   h) The kitchen must be kept clean at all times during the meal

   i) Agency shall provide adequate approved good quality table cloth of good quality on the buffet table

   j) The bidders must ensure that the food is prepared in sufficient amount to avoid any shortage during service time. If it is observed that the food items (even if it is single food item)
is falling short and is not available on buffer counter for service to the guests, a penalty of Rs.50,000.00 will be imposed on the agency.

k) In case of failure to meet the obligation of the awarded work order the PBG shall be forfeited.

13. Past Performance of the Vendors will be judged at the time of Technical Evaluation.

14. The Institute does not bind itself to offer any explanation to those bidders whose technical bids have not been found acceptable by the Technical Evaluation Committee of the Institute.

15. Bidders should enclose the following documents:
   a. Purchase order to be placed on: Should be mentioned in the quotation with full address, email address, phone number.
   b. Proforma Price Bid (without mentioning the price rate) may be attached with technical bids.

16. Opening of Price Bids: The Price Bid(s) of only those vendor(s) who are found technically qualified will be opened and the same will be opened before the technically qualified vendor(s). The date for opening of price bids will be notified separately by email.

17. Tenderer or his/her authorized representative (with proper authorization letter for attending opening of technical bids and also for opening of price bids) may choose to be present at the time of opening of Technical Bids/Price Bids.

18. Disqualification of Tender: The tenders are liable for rejection in the following circumstances:
   a) If they are not in line with the terms and conditions of this tender notice
   b) Conditional quotations
   c) Incomplete tenders
   d) Tenders without Tender Fee and/or Bid Security Declaration
   e) Tenders submitted through Fax or e-mail
   f) If two bid system is not followed
   g) Bid received simultaneously from Indian agent on behalf of Principal/OEM and Principal/OEM itself for same item/product/services in the same tender
   h) The Firm need to quote all the charges/prices as per the tender requirement, if any firm quote nil charges/consideration, the bid shall be treated as Unresponsive bid and will not be considered.
I. Director may accept or reject any or all the bids in part or in full without assigning any reason and does not bind himself to accept the lowest bid. The Institute at its discretion may change the quantity/upgrade the criteria/drop any item or part thereof at any time before placing the Purchase Order.

II. A bid submitted with false information will not only be rejected but also the OEM/vendor will be debarred from participation in future tendering process.

III. In case of any dispute, the decision of the Director of this Institute shall be final and binding on the bidders.

IV. In case the due date for opening tender happens to be a holiday, the same will be opened on the next working day. The timings will however remain unchanged. Please Note that the Institute remains closed on Saturday & Sunday.

V. The Bidders are requested to submit the bids after issue of clarifications only considering the changes made if any. Bidders are totally responsible for incorporating/complying the changes/amendments issued if any, in their bid.

VI. In case if the event get cancelled due to some unforeseen circumstances the corresponding Food service for that event will also stand cancelled. The Authority may decide to cancel of the above mentioned tender in case any abnormal situation arises during the said tender period with a 7 days prior notice.

VII. A copy of the tender document with all pages (total 23 pages) duly signed and submitted by the bidder along with the Bid.

Signature and seal of Bidder
1. General: Only Indian Manufacturers/Service provider or their authorized vendors, having registered office in India are invited to quote.

A. Compliance under Rule 144 (xi) of the General Financial Rules (GFRs) 2017

I. As per Ministry of Finance, Department of Expenditure, Public Procurement Division Order (Public Procurement No.1) issued from file No.6/18/2019-PPD dated 23rd July, 2020 & the Order issued from time to time regarding Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs) 2017, it is directed that any bidder from a country which shares a land border with India will be eligible to bid in any procurement whether of goods, services (including consultancy services and non-consultancy services) or works (including turnkey projects) only if the bidder is registered with the Competent Authority i.e. the Department for Promotion of Industry and Internal Trade (DPIIT).

II. “Bidder” (including the term ‘tenderer’, ‘consultant’ or ‘service provider’ in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency, branch or office controlled by such person, participated in a procurement process.

III. “Bidders from a country which shares a land border with India” for the purpose of this Order means:
   a) An entity incorporated, established or registered in such a country; or
   b) A subsidiary of an entity incorporated, established or registered in such a country; or
   c) An entity substantially controlled through entities incorporated, established or registered in such a country; or
   d) An entity whose beneficial owner is situated in such a country; or
   e) An Indian (or other) agent of such an entity; or
   f) A natural person who is the citizen of such a country; or
   g) A consortium or joint venture where any member of the consortium or joint venture falls under any of the above

IV. The beneficial owner for the purpose of above will be as under:

   1. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercise control through other means.

   Explanation-
   a) “Controlling ownership interest” means ownership of or entitlement to more than twenty-five per cent of share or capital or profit of the company;
   b) “Control” shall include the right to appoint majority of the directors or to control the management of policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;

   2. In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership.
3. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;

4. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;

5. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership

V. An agent is a person employed to do any act for another, or to represent another in dealings with third person.

VIII. For Works contracts, including Turnkey contracts, the successful bidder shall not be allowed to subcontract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.

A certificate (duly filled & signed) shall be submitted by bidders in the tender documents regarding their compliance with the said order as per Annexure X. If the certificate submitted by a bidder whose bid is accepted is found to be false, this would be a ground for immediate termination and further legal action in accordance with law.

B. Compliance under Rule 153 (iii) of the General Financial Rules (GFRs) 2017

It is mandatory for bidders to quote items having 20% or more local content. Refer revised Public Procurement (Preference to Make in India), Order 2017 P-45021/2/2017-B.E-II dated 16.09.2020 and the order issued from time to time by Department for Promotion of Industry & Internal Trade (DPIIT), Ministry of Commerce and Industry, Government of India. (Submit duly filled Annexure XI for the same).

Also, as per DPIIT, Ministry of Commerce and Industry OM vide no: P-45021/102/2019-BE-II-Part(1) (E-50310) dated 04.03.2021, bidders can't claim themselves as Class-I local supplier / Class-II local supplier by claiming the services such as transportation, insurance, installation, commissioning, training and after sales service support like AMC/CVC etc. as local value addition.

2. Deviation from Specifications: It is in the interest of the tenderer to study the specifications in the tender schedule thoroughly before quoting so that, if the tenderer makes any deviations, the same are prominently brought out in the body of the tender. If you need to add any optional items to your system in order to meet our specifications, you are requested to quote for the total including the option required to suit our requirements. Otherwise, your tender will not be considered at all.
3. **TENDERERS SHALL SUBMIT ALONG WITH THEIR TENDER:** (i) Complete address and tele links for contact persons of service providers offices dealing with this purchase. (ii) Name and full address of the manufacturers/service providers/authorized vendors (iii) **Country of origin** is to be provided for each item. (iv) Purchase order to be placed on: Should be mentioned in the quotation with full address.

4. **Performance Bank Guarantee:** The bidder to provide Performance Bank Guarantee of the amount equivalent to the 3% of the cost of contract value from any nationalized bank. The Performance Bank Guarantee is required for the entire period of Tender. Performance Bank Guarantee must remain valid for a period 60 (sixty) days beyond the expiry of the Tender Period.

5. **Guarantee:** The tenderer has to declare that the goods sold to the buyer under this contract shall be of the best quality and workmanship and shall be strictly in accordance with the specifications.

6. **Indemnity:** The vendor shall indemnify, protect and save IIT Kharagpur against all claims, losses, costs, damages, expenses, action suits and other proceeding, resulting from infringement of any law pertaining to patent, trademarks, copyrights etc. or such other statutory infringements in respect of all the equipment(s) supplied by him.

7. **Jurisdiction:** All questions, disputes, or differences arising under, out of or in connection with the contract, if concluded, shall be subject to the exclusive jurisdiction at the place from which the acceptance of Tender is issued i.e. Jurisdiction of KOLKATA HIGH COURT. Acceptance to this effect is also necessary at the time of opening of Technical Bid.

8. **Acknowledgment:** It is hereby acknowledged that we have gone through all the points listed under “Instructions & Special Conditions” outlined above, and those in the accompanying note on “Important Conditions”, and we agree to abide by them under the penalty of permanent disqualification for Tender participation and for related penal actions for non-abidance of the conditions.
MINIMUM ELIGIBILITY CRITERIA / PRE-QUALIFICATION CRITERIA

1. **Registration Certificate(s):** PAN, GST, Trade License shall be provided with the bid document. (Enclosed supporting document)

2. **Past Experience**
   
a) The bidder must have at least three years experience (ending month of March prior to the bid opening) of providing similar type of services to Central/State Government/PSUs/Reputed Organisations with duration of service shall be furnished.

b) The bidder must have successfully executed/completed similar services over the last three years i.e. the current financial year and the last three financial years:-
   
   1) Three similar completed services costing not less than the amount equal to 40% (Forty per cent i.e. Rs.2,00,800/-) of the estimated cost; or
   
   2) Two similar completed services costing not less than the amount equal to 50% (Fifty per cent i.e. Rs.2,51,000/-) of the estimated cost; or
   
   3) One similar completed service costing not less than the amount equal to 80% (Eighty per cent i.e. Rs.4,01,600/-) of the estimated cost.

3. **FSSAI Certification:** A valid certificate of FSSAI must be enclosed with the bid document.

4. **Annual Average turnover for last three Financial Year:** Average Annual financial turnover of Catering service and Arena decoration orders during the last three years, ending 31st March 2023, should be at least 30% (Thirty per cent) of the estimated cost. Bidder shall enclose CA Certificate.

5. **Income Tax Return (ITR) for last three Financial Year:** Bidder shall enclose ITR certificates.

6. **Non-blacklisting certificate:** The bidder should not have been suspended or blacklisted by any Govt. Organization. (An undertaking to this effect must be submitted by the bidder that the firm has not been suspended or blacklisted by any Govt. Organization in the past or as on the date of bidding).

Signature and seal of Bidder
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<thead>
<tr>
<th>S. No</th>
<th>Description</th>
<th>Submitted (Yes / No) (If Yes- Page No.)</th>
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<tr>
<td>1</td>
<td>Tender Fee(s) of Rs. 500.00 or Exemption Certificate</td>
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<td>2</td>
<td>Certificate of Incorporation / Registration Certificate</td>
<td></td>
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<td>3</td>
<td>Trade License, PAN and GST Certificates</td>
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<td>4</td>
<td>Status of the Tenderer (attach documents, if registered company/ partnership /propriety ship)</td>
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<td>5</td>
<td>Details of key top official/authorized official with e-mail id and contact number</td>
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<tr>
<td>6</td>
<td>Experience certificate (Previous Work Orders/Purchase Orders, list of satisfactory clients with address and contact number, completion certificates, etc.)</td>
<td></td>
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<td>7</td>
<td>FSSAI Certificate</td>
<td></td>
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<td>8</td>
<td>Average turnover of company in last three Financial years, if any. Bidder shall enclose CA Certificate as per Annexure - VI</td>
<td></td>
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<td>9</td>
<td>Income Tax Returns of last three Financial years</td>
<td></td>
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<td>Declaration as per Annexure - VII</td>
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<td>Other Items, like - Picture of table, chairs and covers. Sample of plate, bowl, glass, spoon, dress and small cut pieces of carpet.</td>
<td></td>
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</tbody>
</table>

**NOTE:**
1. Attach all relevant documents in the same serial order as above, properly indexed, duly signed.
2. This is to be submitted in a separate sealed envelope super scripting "TECHNICAL BID", Notice inviting Tender Reference no. and name of the bidder.
3. Price bid of that company/firm only will be opened which do technically qualify, for further consideration. Attach all relevant documents in the same serial order as above, properly indexed, duly signed and sealed.

Signature and seal of the Bidder
FINANCIAL INFORMATION

Details to be furnished duly supported by figures in Balance Sheet/Profit & Loss Account for the last three preceding years (Financial years) duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (copies to be attached).

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Details</th>
<th>Year ending 31st March</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2020-21</td>
</tr>
<tr>
<td>01</td>
<td>Gross annual turnover in the similar works</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Profit (+) / Loss (-)</td>
<td></td>
</tr>
</tbody>
</table>

1. Income Tax Return
2. PAN Card Copy
3. GST Certificate.

This is to certify that to the best of my knowledge and belief, the aforesaid facts and figures are correct and in conformity with the books of accounts of the establishment.

Dated: Signature of Chartered Accountant with seal and membership number
DECLARATION

1. I, ----------------------------------------- Son / Daughter of Shri -----------------------------------------
Proprietor/Partner/CEO/MD/Director/Authorized Signatory of M/s. -----------------------------------------
am competent to sign this declaration and execute this
tender document.

2. Tender ref no: ____________________________ dt: ________ . I have carefully read and
understood all the terms and conditions of the tender and hereby convey my acceptance of
the same.

3. The information/ documents furnished along with the above application are true and
authentic to the best of my knowledge and belief.

4. I/we am/are well aware of the fact that furnishing of any false information/ fabricated
document would lead to rejection of my tender at any stage besides liabilities towards
prosecution under appropriate law.

5. Each page of the tender document and papers submitted by my Company is authenticated,
sealed and signed, and I take full responsibility for the entire documents submitted.

Signature of the Authorized Person

Date: ------------------------

Full Name: ------------------------

Place: ------------------------

Company Seal: ------------------------

Signature and seal of Bidder

Page 17 of 23
I/We hereby confirm and declare that we, M/s ____________________________, is not blacklisted/ Deregistered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services as on date.

Signature of the Authorized Person

Date: ---------------------

Full Name: ---------------------

Place: ---------------------

Company Seal: ---------------------
CERTIFICATE

I/we have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I/we hereby certify that this bidder is not from such a country and is eligible to be considered.

OR (whichever is applicable)

I/we have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I/we hereby certify that this bidder is from ________ (Name of Country) and has been registered with the Competent Authority. I/we also certify that this bidder fulfils all the requirements in this regard and is eligible to be considered.

(Copy/ evidence of valid registration by the Competent Authority is to be attached with the bid document)

Signature of the Authorized Person

Date: ---------------
Full Name: ----------------
Place: ------------------
Company Seal: ----------
DECLARATION OF LOCAL CONTENT

(To be given on Company Letter Head – For tender value upto Rs.10 Crores)
(To be given by Statutory Auditor/Cost Auditor/Practising Cost Accountant/Practising Chartered Accountant for tender value in excess of Rs.10 Crores)

Tender No:.................................................. Dated:..................................................

To
The Chairman
Purchase Committee
Office of Alumni Affairs
IIT Kharagpur
PIN: 721302

Subject: Declaration of Local Content-reg.

1. Country of origin of Goods being offered:.................................................................

2. We hereby declare that items offered have ....................% local content.
   (Clarification for Local content calculation as per OM No: P-45021/102/2019-BE-II-Part (1)
   (E-50310), dated 4th March 2021 of Department of Promotion of Industry and Internal
   Trade, Ministry of Commerce and Industry, Govt. of India.)

3. The details of the location(s) at which local value addition is made are given in the below table:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Item</th>
<th>Location(s) of local value addition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

"Local Content" means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of the imported content in the item (including all customs duties) as a proportion of the total value, in percent.

Important:
"False declaration will be in breach of Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules 2017 for which a bidder or its successors can be debarred for up to two years as per Rule 151(iii) of the General Financial Rules 2017 along with such other actions as may be permissible under law."

Date:..................................................

Yours faithfully,

(Signature of the bidder, with Official Seal)
**Food cost for Alvida:**

<table>
<thead>
<tr>
<th>Event</th>
<th>Description of Services</th>
<th>Unit Price (in Rs.)</th>
<th>Taxes per Unit (in Rs.)</th>
<th>Per unit total (in Rs.)</th>
<th>No of Plate</th>
<th>Total Meal Cost (in Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alvida 2023</td>
<td>Food Supply</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Seating Arrangement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Cost = Rs. __________________**

(L1 will be decided based on the Total Cost mentioned in Annexure-XI)

In words: Rupees__________________________

1. **Non-conformities between Figures and Words:**
   a. If, in the price structure quoted for the required goods, there is discrepancy between the unit price and total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price shall be corrected accordingly;
   b. If there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and
   c. If there is a discrepancy between words and figures, the amount in words shall prevail.

2. **Contract will be awarded to the L1 Bidders**
## Ingredient Quality

<table>
<thead>
<tr>
<th>Item</th>
<th>Brand</th>
</tr>
</thead>
<tbody>
<tr>
<td>Iodized Salt all purposes</td>
<td>Tata / Annapurna</td>
</tr>
<tr>
<td>Spices</td>
<td>MDH / Everest / Sunrise / Cookme</td>
</tr>
<tr>
<td>Ketchup (Cube size Chiplets/Blisters)</td>
<td>Nestle / Kissan / Druk</td>
</tr>
<tr>
<td>Oil (white)</td>
<td>Sundrop / Saffola / Fortune</td>
</tr>
<tr>
<td>Oil (Mustard)</td>
<td>Dhara / Fortune / Ganesh / Engine / Emami Healthy &amp; Tasty</td>
</tr>
<tr>
<td>Pickle (Cube size Chiplets/Blisters)</td>
<td>Priya / Mothers / Nilons</td>
</tr>
<tr>
<td>Atta</td>
<td>Ashirwad / Annapurna / Ganesh</td>
</tr>
<tr>
<td>Papad</td>
<td>Madhuri / Lijjat</td>
</tr>
<tr>
<td>Butter (Cube size Chiplets/Blisters)</td>
<td>Amul / Mother Diary / Britannia</td>
</tr>
<tr>
<td>Ghee</td>
<td>Amul / Mother Dairy / Everyday</td>
</tr>
<tr>
<td>Milk</td>
<td>Amul / Mother Dairy / Metro</td>
</tr>
<tr>
<td>Paneer, Cheese &amp; Curd</td>
<td>Amul / Mother Diary</td>
</tr>
<tr>
<td>Ice Cream</td>
<td>Amul / Mother Diary</td>
</tr>
</tbody>
</table>

Branded detergents of repute shall be used for washing of utensils, crockeries & cutlerys.
Checklist
(Bidder should fill up YES or NO without fail)

<table>
<thead>
<tr>
<th>S.No</th>
<th>Bid Enclosures</th>
<th>Yes/ No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tender fee of Rs. 1,000.00/ Exemption certificate</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Bid Security Declaration as per prescribed format</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Technical Bid as per <strong>Annexure – V</strong> along with all supporting annexure,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>documents etc. as mentioned in the Tender document as per given sequence</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Signed Notice Inviting Tender (NIT) and corrigenda thereon, if any</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Any other supporting/ additional document/ information</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Financial Bid (Envelope – B)</strong></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Price Bid (As per the format given at <strong>Annexure – XII</strong>)</td>
<td></td>
</tr>
</tbody>
</table>

Note: All pages of the bid documents must be serially numbered and signed.