



IIT Kharagur
15th Annual Alumni Meet, 2018
Tender Notice

No. IITKGP/TAA/2017 -18/ 212
November, 2017

Dated: 30th

Sealed Quotations are invited from experienced and reputed Caterers & Decorator to provide Food service and building Arena at the designated venue within the premises of the Indian Institute of Technology, Kharagpur for Annual Alumni Meet on **12th January to 14th January 2018.**

The tentative number of plates and menu for Breakfast, lunch and dinner are (as per **Annexure - I**) and Arena details as per **Annexure -II**)

The above number of plates for Lunch, Dinner and Breakfast may vary depending upon the registration of the Alumni, which will be communicated to the successful bidder in due course of time. The bidder must be capable to arrange any additional numbers with a very short notice also. However actual numbers shall be used for billing.

Quotations should be submitted in two parts (Technical and Price Bid), each individually sealed and put in a bigger sealed cover superscripted with **“Tender for Food and Arena Service on 15th Annual Alumni Meet.”** to reach the President, Technology Alumni Association, Kharagpur Chapter, Office of Alumni Affairs and International Relations, IIT Kharagpur WB - 721302. The last date of submission of the tender is **20th December up to 03.30 PM.** Technical bids will be opened on **20th December, at 04.00 PM** and price bids will be opened only for the technically qualified bidders later.

The Technical Bid should be in the form of a compliance statement to the points mentioned below.

1. Food License from Statutory Authority.
2. Trade/Catering License from Local Administrative Authority / Food Safety License.
3. Copy of PAN Card, GST registration.
4. Copies of last three years Income tax return.
5. Copies of
 - (i) catering orders of any IIT/NIT/IISER/IIM/Reputed Private Institutions/ University or Government Institutions/ Departments for serving Lunch/ Dinner/Breakfast for a minimum number of 500 in a single occasion and or 1200 in a single day event and
 - (ii) building Arena for the Events during last three years as on the last date of submission of the tender.
6. Signed tender document as a token of acceptance of all the terms and conditions of the Tender document.
7. Sample of Crockery, Cutlery, Serving Sets, Soup Bowl etc. and Server's uniform.
8. Photo of Chairs and tables etc.
9. Sample of Carpet

Price bid must be given in the prescribed format (**Annexure -I**) only. Any deviation will not be accepted.

General Terms and Conditions:

1. No advance payment will be made; the payment will be made after completion of the work and submission of bill.
2. An amount of **Rs. 1000.00** (Rupees One thousand only) as **Tender Fee** (Non Refundable) is to be paid. The payment shall be made by demand draft from any nationalized bank and in favour of “Indian Institute of Technology – Kharagpur”, Payable at Kharagpur. Bids without Tender fee will not be accepted. This should be enclosed separately in an envelope and stapled with the Technical Bid document super scribing Tender Fee.
3. Earnest Money Deposit (EMD): An amount of **Rs. 25000.00/-** (Rupees Twenty five Thousand Only) in the form demand draft from any nationalized bank and in favour of “Indian Institute of Technology – Kharagpur”, Payable at Kharagpur as EMD. This should be enclosed separately in an envelope and stapled with the Technical Bid document super scribing EMD. The validity of the EMD should be three months from the date of issue; any bid without EMD will be rejected. EMD will be returned to the unsuccessful bidders on finalization of the tender process without any interest. The EMD of the vendor awarded with the contract will be treated as a part of the security deposit towards performance guarantee, no interest is payable on security deposit.
4. Agency shall provide adequate approved good quality crockery and cutlery (Preferably bone china / opal ware) and table cloth of good quality on the buffet table.
5. Presentable Utensils for cooking and serving warm food shall also be provided by the agency.
6. The agency shall ensure that staffs deployed in catering services are free from any infection or communicable diseases.
7. The agency shall also ensure that staffs deployed for food preparations and services must use disposable caps and gloves during cooking and food service respectively.
7. All Service people should be properly uniformed at all times
8. No. of counters should be more to avoid crowd at a time
9. Vendors should quote their rate per unit in the last column & also mention other extra charges clearly in their quote (all Taxes etc)
10. All dishes should be made from fresh and good quality raw materials.
11. Plastic or Polyurethane cups for drinking water must not be used.
12. The Kitchen must be kept clean at all times during the Meet
13. IIT Kharagpur reserves the right to reject any or all the tenders without assigning any reason also reserve the right to add, delete and modify the terms and conditions at any point of time.
14. Period of validity: bids shall remain valid for acceptance for a period of 60 days from the date of opening.

The commercial part of the bid has to quote in INR (Must be inclusive of all taxes) for the menu as per format in **Annexure -I** (with basic decoration for catering only), water and electricity will be provided by IIT KGP for cooking purpose only while rest all other arrangement for smooth operations will be the responsibility of the Agency.

Kingshook Bhattacharyya
President (TAA)

Annexure -1

Date and Time	Item Details	No of Heads (Approximate)	Quoted Rate (Rs)
12th January, 2018 Breakfast	Cheese Sandwich, Egg Boil, Luchi Sabji, Fresh Fruits Tea/Coffee	100	
		100 Packets	
12th January, 2018 Lunch	Veg. Main Course French Fries Paneer butter Masala Begun Basanti Veg. Moong Dal Patol Dorma N Veg Main Course Katla Sarshe Chicken Tikka Masala	400	
	Common Items Laccha Parotha and Tawa Roti Veg Fried Rice and Plain Rice Rasomalai (Nolengur)), Dry Sandesh Masala Papad, Curd (Sour), Chutney and Green Salad (fine cut)	70 Packets	
12th January, 2018 Dinner	Starters Assorted Pakora with Capsicum, Onion, baby corn Chicken Keema Ball Soup Tom Yum Soup with Mushroom Veg. Main Course Malai Kofta, Dal Makhani Veg.Korma	550	
	N. Veg. Main Course Chicken Masala (Bone less) Common Items Rumali Roti, Mashala Kulcha, Peas rice, Chhanar Payes, Salad, Mixed Raita Papad Masala, Chutney, Curd (Sour)	60 Packets	
Date and Time 13th January, 2018 Breakfast	Item Details Bread, butter & jam, Live Counter for Dosa, Idly, Chutney, Cornflakes and Milk, Fruits (Apple & banana), Tea / Coffee, Eggs to order (Live counter)	No of Heads (Approximate) 250	Quoted Rate (Rs)

<p>13th January, 2018 Lunch</p>	<p>Starters :- Paneer Pasinda Fish finger Veg. Sweet Corn Soup Veg. Main Course Chilli Mushroom, Dal butter Fry Alu Gobi Masala Non-Veg Main Course : Dahi Chicken (Bone Less) Katla kalia Common Items Tawa Roti, Pea Rice, Salad : Green(fine cut), Chutney : Mixed Fruit, Aam Doi, Curd (Sour)</p>	<p>500</p>	
<p>13th January, 2018 Gala Dinner</p>	<p>Starter Sweet Corn Soup Chicken drumstick Fry Hara Vhara Kebab, Mock Tail (2 Types) Veg Main Course Veg Mailai Kofta Paneer do piyaja Dal butter fry Non. Veg Course Mutton Korma and Fish Cordon Bleu Common Items Baby Nan/Rumali Roti Fried rice only vegetable (No Sweet), Salad Bar 3 types (Russian, Mexican and green (fine cut)) Dessert Counter Khirer Rabdi, Ice cream with hot chocolate sauce, Hot gulab jamoon, Curd (Sour)an Chutney (Pineapple)</p>	<p>700</p>	
<p>Date and Time 14th January, 2018 Breakfast</p>	<p>Item Details Alu parotha with Sabji, sour curd and pickle Toast (with butter / jam), Cornflakes and Milk, Tea /Coffee, Eggs to order</p>	<p>No of Heads (Approximate) 250</p>	<p>Quoted Rate (Rs)</p>
<p>14th January, 2017 Lunch</p>	<p>Veg Main Course Jhuri Alu Bhaja Moong Dal with dry fruits and coconut Corn Palak Dhokar Dalna Non Veg Main Course Chicken Methi , Katla Doi , , Luchi and chapattis, Curd (Sweet & sour). Sandesh ((Nolen Gur), Chutney - Mixed fruit, Salad and Papad</p>	<p>350 50 Packets</p>	

Snacks 12 th ,13 th January	Tea/Coffee in Paper Cup (100 ml.) Assorted Cookies Samosa	250	
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****** No. of heads are indicative. It may vary during the event.**

ANNEXURE – II

CREATION OF MEET ARENA AS PER DESIGN

1. Please quote for the cost of preparing the Arena as per the attached design. The Arena will be required from **12-14th January 2018**
2. Seating Arrangement :
 - a) 200 Chairs with soft cushion and good cover
 - b) 10 Round Table with good quality full length cover
 - c) 40 Rectangular Tables with good quality full length cover
 - d) Runner on each table

Please quote your charges as consolidated (lump sum) for the above within the Arena for the above period

3. Please quote your charges for the lighting and decoration within the Arena and around the premises
4. Area needs to be covered with clean carpet (total carpet area around 1500m²)
5. Hand Wash Area with proper disposal.

TERMS & CONDITIONS FOR THE ARENA

1. The Arena must be kept clean at all times
2. Care must be taken such that dogs, mosquitoes and flies do not infest the arena and disturb the guests
3. All litters and garbage must be removed at once so that the area is clean
4. Sanitation within the Arena must be ensured

Arena Design (Tentative):

Length = 50 metres (approx)

Breadth, back side= 30. Metres (approx)

Breadth front side (towards gate) = 34.5 metres (approx)

Wall Height = Around 2 Metres

Stall size: 4mx3m (approx)

No of Stalls: 12

Reg Desk Stall: 6mx3m (approx)

Stage (towards the back) size: 5mx3m





