



**Office of Alumni Affairs & International Relations
Indian Institute of Technology
Kharagpur – 721 302**

No. IITKGP/YIP/2018- 2019 /019

Dated: 27th September, 2018

Sealed Quotations are invited from experienced and reputed Caterers & Decorator to provide Food service and Decoration at the designated venue within the premises of the Indian Institute of Technology, Kharagpur for Young Innovator Programme on **26th to 28th October, 2018.**

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

The above number of plates for Lunch, Dinner and Breakfast may vary depending upon the registration of the participants 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 / Minimum Eligibility Criteria and Price Bid), each individually sealed and put in a bigger sealed cover superscripted with **“Tender for Food and Decoration Service on Young Innovator Programme 2018.”** to reach the Dean, International Relations, Office of Alumni Affairs and International Relations, IIT Kharagpur WB - 721302. The last date of submission of the tender is **12th October at 10 AM** Technical bids will be opened on **12th October at 11.00 am** and price bids will be opened only for the technically qualified bidders later.

The Technical Bid/ Minimum Eligibility Criteria 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 two 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 250 in a single occasion and or 500 in a single day event and
 - (ii) Decoration for the Events during last two 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.

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. 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.
4. Presentable Utensils for cooking and serving warm food shall also be provided by the agency.
5. The agency shall ensure that staffs deployed in catering services are free from any infection or communicable diseases.
6. 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. 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.
13. 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.

Dean, IR

Annexure -1

Date and Time	Item Details	No of Heads (Approximate)	Quoted Rate (Rs)
26th Oct.2018 Dinner	Dinner box Veg. Fried rice, Roti, Dal fry, Karai Paneer, Chili potato, 1 dessert	100 Packets	
27th Oct 2018 Breakfast Lunch Evening Snacks Dinner	Menu Plan : Breakfast :- Eggs to order Bread Toast Fruits Luchi, Sabji Sandesh Lunch :- Veg. Main Course French Fries Paneer butter Masala Begun Basanti Veg. Moong Dal N Veg Main Course Chicken Tikka Masala Common Items Tawa Roti Veg Fried Rice and Plain Rice Rajbhog Masala Papad, Curd (Sour), Chutney and Green Salad (fine cut) Dinner :- Tomato Soup with bread stck Veg. Noodles Chili Paneer Chicken Manchurian Veg. Fried Rice (Chinese style) Caramel Custard	160	

<p>28th Breakfast Gala Lunch</p>	<p>Menu Plan : Break Fast :- Eggs to order Bread Toast Dosa with Sambar and Chutney Fruits Gala Lunch :- Starters Assorted Pakora with Capsicum, Onion, baby corn Chicken Keema Ball Soup Sweet corn Soup Veg. Main Course Malai Kofta, Dal Makhani Veg.Korma N. Veg. Main Course Vetki In mustard Sauce Chicken Masala (Bone less) Common Items Rmali Roti Peas Rice, Baked Rasoolia Salad, Mixed Raita Papad Masala, Chutney, Curd (Sour)</p>	<p>160</p>	
<p>Snacks 27th Oct 2018 on the venue for whole day</p>	<p>Tea/Coffee in Paper Cup (100 ml.) Assorted Cookies Samosa</p>	<p>160</p>	
<p>Decoration</p>	<p>40 table and tablecloths 150 chairs with cover 5 fans 10 extension cables for power connection</p>		

**** No. of heads are indicative. It may vary during the event.

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6.	Signed tender document as a token of acceptance of all the terms and conditions of the Tender document.	