Tender Enquiry No: IIT/CDC/Placement/Food/2021 Dated 3rd November 2021

Last Date for Submission: **18th November 2021 before 1.30 PM**
Opening of Technical Bid: **18th November 2021 at 3.30 PM**

Sealed Quotations are invited from experienced and reputed Caterers to serve the Breakfast, Lunch and Dinner (**All Packed**) at CDC office, Nalanda Complex, Indian Institute of Technology, Kharagpur from 30th November 2021 to 14th December 2021 on turnkey basis. CDC will not provide any space for cooking and allied facilities. **Tentatively 40 (packed) plates per day of breakfast, lunch and dinner during the period of placements i.e. starting from 30th November 2021 (from dinner) and end up to 14th December 2021 (till dinner) is to be arranged.** However the exact end date (usually +/- 1, 2 days) will be confirmed to the selected agency upon prior intimation. Everyday requirements will be intimated to the vendor well in advance. The number of packets may increase or decrease which will be communicated to the successful bidder in due course of time. The bidder must be capable of arranging any additional numbers within a very short notice. Actual numbers shall be used for billing. Quotations should be submitted in two parts; **(Technical Bid and Price Bid) each individually sealed and then in a sealed cover** (Please mention clearly the Technical Bid and Price Bid) to reach the Chairman, Career Development Centre, IIT Kharagpur by **18th November 2021 before 1.30 PM** duly superscripted with Reference No.**Tender Notice No. IIT/CDC/Placement/Food/2021 Dated 3rd November 2021.**

The technical bid submitted by the Agencies/firms/Contractors will be evaluated first by the tender committee. The price bids of only the technically qualified firms will be opened for price comparison. It may be on the same day after opening of technical bids or another day which will be communicated later.

The technical bids will be opened on **18th November 2021 at 3.30 PM** in the office of Chairman, Career Development Centre, IIT Kharagpur.

Prof. Prabodh Bajpai
Vice-Chairperson, CDC
Chairperson, Purchase Committee, CDC

Prof. Raja Kumar.A
Chairperson, CDC

Copy to: 1) Institute Website
2) Central Public Procurement Portal
**Technical Bid**

**Eligibility:**

The Technical Bid should be in the form of compliance statement/documents to the points mentioned below:

1. Food License from Statutory Authority
2. Catering License from Local Administrative Authority
3. Statutory Compliances with copies of 3 years IT returns and GST registration certificate.
4. Copies of catering orders from reputed Academic Institutes/Government Institutions/Departments for serving lunch/dinner for a minimum number of 150 in a single occasion (in a single order) during last three years as on last date of submission of tender.
5. Undertaking for Quality of food.

**General Terms and Conditions:**

1. No advance payment will be made; the payment will be made after completion of the work and submission of the bill.

2. Agency shall provide each meal (breakfast, lunch and dinner) in adequate quantity and in good quality. All items are to be properly packed (separately) in a good quality single paper box. It must be wrapped properly and superior quality of thermocol plate/ thali, at least two bowls (thermocol) and a good quality plastic spoon/ fork is to be provided with each box.

3. Agency should deliver all the meals (breakfast, lunch and dinner) at CDC office, Nalanda Building, IIT Kharagpur.

4. All food items should be made from fresh and good quality raw materials.

5. IIT Kharagpur reserves the right to reject any or all the tenders without assigning any reason. It also reserves the right to add, delete and modify the terms and conditions at any point of time.

6. In case of any dispute, the matter shall be settled mutually, falling which the decision of the Director, IIT Kharagpur shall be final and binding on the bidders.

7. Payment will be made on actual packet consumed per day / per meal.

The commercial part of the bid has to be quoted in **INR (must be inclusive of GST)** for the menu as per the format in **Annexure-I.**
The Technical Bids submitted by the reputed caterers will be evaluated first by a technical committee. The financial bids of only the technically qualified caterers will be opened for price comparison, may be on the same day after the opening of technical bids or some other day which will be communicated later.

**TENTATIVE TIMINGS FOR BREAKFAST, LUNCH & DINNER:**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Timing for Breakfast</td>
<td>7.30 am</td>
</tr>
<tr>
<td>Timing for Lunch</td>
<td>12.30 pm</td>
</tr>
<tr>
<td>Timing for Dinner</td>
<td>8.00 pm</td>
</tr>
</tbody>
</table>
FORMAT FOR PRICE BID

Name of work: Breakfast, Lunch & Dinner for Placement 2021 purpose, CDC, IIT Kharagpur

1. Name of Firm/Bidder: ………………………………………………………………………………………………..

2. Address: …………………………………………………………………………………………………………………

3. Phone/ Fax/ Mobile/ Email: ………………………………………………………………………………………………..

The price bid must be quoted in INR inclusive of GST. Rates (L1) will be evaluated based on sum of rates (including Tax) of Breakfast, Lunch and Dinner per plate rate.

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Items</th>
<th>Unit Cost Per Plate (X)</th>
<th>GST (Y)</th>
<th>Total Amount (X+Y)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Breakfast</td>
<td></td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>2.</td>
<td>Lunch</td>
<td></td>
<td></td>
<td>B</td>
</tr>
<tr>
<td>3.</td>
<td>Dinner</td>
<td></td>
<td></td>
<td>C</td>
</tr>
<tr>
<td>Total</td>
<td>Rs.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grand Total: Rs. (A) + Rs. (B) + Rs. (C) = Total Amount of (A+B+C)

By grand total, we mean the total of A+B+C including GST. Lowest Bidder (L1) will be decided based on the grand total.

(Please refer the Annexure-IV for detailed menu).

Signature and seal of the Bidder
TERMS & CONDITIONS FOR SUBMISSION OF QUOTATION

1. (a) Rate: The rate quoted must be inclusive of all admissible taxes.

   (b) GST: Inclusive

2. Delivery Period: The Vendor is required to provide the service from 30th November 2021 (Dinner) to 14th December 2021 (Dinner). No mobilization advance is payable against the Purchase Order.

3. Quality of the Services: The vendor offered services should be of best quality. The Institute reserves the right to reject such services if found unacceptable.

4. Liquidated Damages: In the event of failure to provide services the vendor beyond the specified date, liquidated damages @ 1% per month or part thereof in respect of the value of services will be deducted, subject to a maximum of 5%; alternatively the order will be cancelled.

5. Bid Security Declaration in lieu of EMD: No EMD shall be deposited; however the bidder should submit the Bid Security Declaration as per Annexure – V with the Technical bid, without which the bid shall be straightway rejected. 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’ and/or 01 to 03 years in case of ‘Procurement of Goods’ from the date of notification of the Tender document.

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).

7. Submission of Quotation: Interested vendors are required to submit two sealed envelopes containing Technical Bid (Envelope – I) and Price Bid (Envelope – II) placed in a larger sealed envelope super-scribing with reference number (Tender Notice No. IIT/CDC/Placement/Food/2021 dated 1st November 2021) to reach the Chairman, Career Development Centre, IIT Kharagpur, Indian Institute of Technology, Kharagpur, P.O. Kharagpur Technology, PIN : 721 302 on or before 18th November 2021 before 1.30 PM

8. Opening of Quotation: All the quotations will be opened on 18th November 2021 at 3.30 PM at Career Development Centre, IIT Kharagpur, Indian Institute of Technology, Kharagpur.
9. Period of Validity: A quotation shall remain valid for acceptance at least for a period of 60 days from the date of opening.

10. Payment: Processing of payment by CDC will be made after successful providing the services within 30 days from the date of receipt of bill from the vendor.

11. Reserved Rights: The Institute reserves the right to change the venue, date and menu (if required). The Institute also reserves the right to reject any offer including the lowest without assigning any reason. The Institute does not bind itself to accept the lowest offer.

12. No transportation charges will be met from the Institute in this regard at any context.

13. Dispute: In case of dispute, the matter shall be settled mutually, failing which the decision of the Director, IIT Kharagpur shall be deemed final.
Annexure-III

TECHNICAL BID DOCUMENT

Format to be filled by the reputed agencies/firms/contractors submitting tender to serve Breakfast, Lunch and Dinner (Packed System) at Nalanda Complex for Career Development Centre, IIT Kharagpur.

1. Name of the Tenderer :

2. Status of the Tenderer :
   (Attach documents, if registered company/Partnership/Propriety ship)

3. Income Tax returns of previous three assessment year (copy) :

4. Current list/address of clients where similar work has been completed successfully :

5. Income Tax Permanent A/c No. (attach copy) :

6. GST Registration No. (attach copy) :

Certified that all above information are correct to the best of my/our information, knowledge and belief.

Dated Signature & Seal of the Authorized person of Vendor

NOTE : This is to be submitted in a separate sealed envelope super scribing “TECHNICAL BID”, Notice inviting Tender No. IIT/CDC/Placement/ Food/2021 Dated 3rd November 2021 and name of the bidder. Price bid of that company/firm only will be opened which technical qualify, for further consideration. Attach all relevant documents in the same serial order as above, properly indexed, duly signed and sealed.
Annexure-IV

Please find the enclosed menu details for Breakfast, Lunch and Dinner (All Packed):

<table>
<thead>
<tr>
<th>Breakfast</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Idli/Masala Dosa/Vada/Upma/Poha</td>
</tr>
<tr>
<td>2.</td>
<td>Poori &amp; Curry / Paratha &amp; Dahi / Noodles &amp; Tomato Sauce</td>
</tr>
<tr>
<td></td>
<td><em>(Any item from SI .no 1 and 2 in alternative days)</em></td>
</tr>
<tr>
<td>3.</td>
<td>Boiled Egg one piece</td>
</tr>
<tr>
<td>4.</td>
<td>Fruit Juice (200 ml.)</td>
</tr>
<tr>
<td><em>From SI. No. 1 to 2, (one item from each group) should be served on alternate basis while items 3 and 4 is to be served daily.</em></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lunch</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Dehradun Rice</td>
</tr>
<tr>
<td>2.</td>
<td>Tawa Roti / Butter Roti (2 nos)</td>
</tr>
<tr>
<td>3.</td>
<td>Fried vegetable</td>
</tr>
<tr>
<td>4.</td>
<td>Dal item</td>
</tr>
<tr>
<td>5.</td>
<td>Good quality paneer item</td>
</tr>
<tr>
<td>6.</td>
<td>Any seasonal vegetable curry</td>
</tr>
<tr>
<td>7.</td>
<td>Dahi Vada / Packed curd</td>
</tr>
<tr>
<td>8.</td>
<td>Sweet (Gulab Jamun/Rasgolla)</td>
</tr>
<tr>
<td>9.</td>
<td>Papad</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dinner</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Dehradun Rice / Special Rice variety</td>
</tr>
<tr>
<td>2.</td>
<td>Tawa Roti/ Butter Roti (2 nos)</td>
</tr>
<tr>
<td>3.</td>
<td>Tadka Dal / Dal</td>
</tr>
<tr>
<td>4.</td>
<td>Good quality paneer item</td>
</tr>
<tr>
<td>5.</td>
<td>Mixed vegetable/ Mushroom vegetable curry</td>
</tr>
<tr>
<td>6.</td>
<td>Packed curd</td>
</tr>
<tr>
<td>7.</td>
<td>Sweet (Gulab Jamun/Rasgolla)</td>
</tr>
<tr>
<td><em>(The fry/curry/dal items should be different on a day from that served on lunch and dinner.)</em></td>
<td></td>
</tr>
</tbody>
</table>
ANNEXURE – V

BID SECURITY DECLARATION

1. I, --------------------------------------------------------Son /Daughter of Shri -----------------------------
   ---------------------------------------------------------Proprietor/Partner/CEO/MD/Director/Authorized
   Signatory of M/s.-----------------------------------------------am competent
to sign this Bid Security Declaration and execute this tender document and
hereby declare that;

2. I/we understand that, according to your conditions, bid must be supported by a Bid
Securing Declaration.

3. I/we accept that I will automatically 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' and/or 01 to 03 years in case of 'Procurement of Goods'
from the date of notification, if I am in a breach of any obligation(s) under the bid
conditions, because I;

   a. have withdrawn/modified/amended, impairs or derogates from the tender during
      the period of bid validity specified in the bid document, or
   b. having been notified of the acceptance of our Bid by IIT Kharagpur during the
      period of bid validity, (i) fail or refuse to execute the contract, if required, or (ii) fail or
      refuse to furnish the Performance Security, in accordance with the General terms and
      conditions & Instructions to Bidders.

4. I/we understand this Bid Securing Declaration shall cease to be valid if I am not
the successful Bidder, upon the earlier of (i) the receipt of your notification of the name
of the successful Bidder; or (ii) 45 (forty-five) days after the expiry of the validity of my
Bid.

Signature of the Authorized Person

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

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

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

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