



**Chemistry Department
Indian Institute of Technology Kharagpur
Kharagpur – 721 302**

No. IIT/CY/ECBC/2017/1

Date: 28/11/2017

TENDER NOTICE

Sub: Empanelment of Contractor/Service Provider/Caterer for serving Light breakfast, Lunch, Afternoon Tea, and Dinner during ECBC-2017 (CARBO-XXXII) Conference.

Indian Institute of Technology Kharagpur, invites sealed bid from reputed Contractor/Service Provider/Caterer for rendering catering services during Emerging Chemistry and Biology of Carbohydrates (ECBC-2017/CARBO-XXXII) to be organised by the Chemistry department, IIT Kharagpur during 18th Dec – 20th Dec, 2017. (Conference website: <http://www.chemistry.iitkgp.ac.in/~nmrs/>).

Interested parties may submit their sealed bids under Two-cover system as per **Menu** given at **Annexure I**, and **General Terms & Conditions** given at **Annexure II**. Bidders are required to submit their **Details** in the format given at **Annexure III** along with their technical bids. They are also required to submit a signed **Declaration** in the format given at **Annexure IV**. A **Check list** and **Compliance statement** against each item of Annexure I & III thereon severally & individually shall also be submitted. Kindly refer to the Institute website www.iitkgp.ac.in [link: tenders & quotations] for complete tender details. Parties who are not enlisted with the Institute are also required to submit Form R1 along with the tender.

The tender be sent in a sealed packet, containing two separate sealed envelopes (one each for **Technical Bid and Price Bid**) along with prescribed Tender fee and Earnest Money Deposit (EMD) duly superscripted with **Inquiry no. IIT/CY/ECBC/2017/1**, to the office of **the Head, Department of Chemistry, Indian Institute of Technology Kharagpur, P.O. Kharagpur Technology, PIN 721302, West Bengal on or before 15.12.2017 by 3.00 p.m.**

The following official may be contacted for any query pertaining to this Tender document:

Prof. T. Pathak (Ph. 03222 282342)

Prof. D. Dhara (Ph. 03222 282326)

The technical bid will be evaluated first and price bids will be opened only in respect of those bidder(s), who are found technically qualified after evaluation of Technical bids.

The **Bids will be opened on 15.12.2017 at 4.00 p.m.** in the Department of Chemistry, Indian Institute of Technology Kharagpur.

Chairperson and Conveners,
ECBC-2017 Conference

Annexure-I

Catering Light breakfast, Lunch, Dinner, High tea during ECBC-2017, 18-20Dec, 2017

	Menu	Quantity
Day 1		
Light breakfast	Tea/coffee/black tea/with milk, Puri/Sabji, idli with sambar and chatney	150
High Tea	Tea, coffee with assorted cookies/cake/biscuit, salted cashew	150
Lunch	Both veg and non-veg dishes must be supplied with the common items (normal steamed basmati rice, veg fried rice, sambar dal, mug dal, green salad, curd, chutney, papad, and sweet) Veg: potato fry, one veg curry/seasonal vegetable dish Non-veg: one chicken dish	150
Afternoon Tea	Tea, coffee with snacks/samosa	150
Conference Dinner	Soup: Veg (sweet corn with seasonal vegetables), chutney, papad, and sweet/ice cream Snacks: Veg: paneer dish, veg pakora; Non-veg: chicken tikka, fish finger, chicken-65 Veg fried rice, plain rice, nan/kulcha Veg: veg curry/ chilly paneer, Non veg: one chicken dish	150
Day 2		
Light breakfast	Tea/coffee/black tea/with milk, Puri/Sabji, idli with sambar and chatney	150
High Tea	Tea, coffee with assorted cookies/cake/biscuit, salted cashew	150
Lunch	Both veg and non-veg dishes must be supplied with the common items (normal steamed basmati rice, veg fried rice, sambar dal, mug dal, green salad, curd, chutney, papad, and sweet) Veg: potato fry, one veg curry/seasonal vegetable dish Non-veg: one chicken dish	150
Afternoon Tea	Tea, coffee with snacks/samosa	150
Dinner	Soup: Veg (sweet corn with seasonal vegetables), chutney, papad, and sweet/ice cream Veg fried rice/plain rice, nan/kulcha Veg: one veg curry Non veg: one chicken dish	150
Day 3		
Light breakfast	Tea/coffee/black tea/with milk, Puri/Sabji, idli with sambar and chatney	150
High Tea	Tea, coffee with assorted cookies/cake/biscuit, salted cashew	150
Lunch	Both veg and non-veg dishes must be supplied with the common items (normal steamed basmati rice, veg fried rice, sambar dal, mug dal, green salad, curd, chutney, papad, and sweet) Veg: potato fry, one veg curry/seasonal vegetable dish Non-veg: one chicken dish	150
Afternoon Tea	Tea, coffee with snacks/samosa	150

Most Important :

In each dish of fish, there must be one piece of fish weighing : 90 to 100 gms. and in each dish of chicken there must be 125 to 150 gms of chicken in pieces.

#Packaged (500 ml) **mineral waters** (Bisleri / Kinley) must be provided with Breakfast, Lunch and Dinner.

NOTE:

1. The Number of plates will vary depending upon the number of delegates. The caterer should be able to arrange food items in case of heavy rush at a short notice.
2. The Caterer will have its own catering staff and will maintain the **hygienic condition**, vigil and assist the conference staff for unauthorized entry into dining hall.
3. The Firm shall provide the necessary arrangement eg. Tent, tables chairs, man-power etc. for serving the food and other beverages etc.
4. The Firm shall provide the detailed menu for the food items providing different options. The final menu to be served will be finalized in consultation with members of NMRS 2016
5. The tentative timing for serving food :
Breakfast : 07.15 am to 9.30 am
Lunch : 11.45 am to 2.00 pm
Afternoon Tea: 03.45 pm to 4.45 pm
Dinner : 07.00 pm to 9.00 pm

However, the Competent authority shall have the power to reschedule the timing in consultation with the Contractor. Late start of mess or inability to provide food before scheduled mess closure time may invite fine to the contractor.

6. **BRAND OF SOME COMMODITIES TO BE USED FOR THE CATERING:** The following are some of the commodities that **MUST** be used by the Contractor for the catering service:

Commodities	Brand
Salt	TATA/Annapurna for all purposes
Spices	MDH/Everest/Sunrise/I. Shakti/Ashirwad
Oil (Sunflower)	Sundrop/Saffola/Fortune
Oil (Mustard)	Dhara/Fortune/Ganesh/Ruchi
Paneer& Curd	Amul/Mother Dairy
Atta	Ashirwad /Annapurna/Ganesh Instant
Butter	Amul/Mother Dairy/Britannia
Bread	Modern / Britannia
Jam	Kissan
Tea	Brook Bond/Lipton/TATA (Gold)
Milk	Amul/Mother Dairy/Metro
Coffee	Nescafe/Classic/Brook Bond =
Papad	Madhuri / Lijjat

GENERAL TERMS AND CONDITIONS

1. **Last Date of Submission of Sealed Bids: 15.12.17 upto 3:00 pm.**

The Technical bids will be opened on 15.12.17 at 4:00 pm in the Department of Chemistry, Indian Institute of Technology Kharagpur.

2. **Payment Terms:** 100 % of the order value against completion of the catering and submission of bill in triplicate. No advance/mobilization support, is payable.
3. **Tender Fee:** An amount of **Rs. 1,000** (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 in favour of "**CEP-STC, IIT 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. Tender Fee is NON REFUNDABLE.**
4. **Earnest Money Deposit (EMD):** An amount of **Rs. 10,000** (Rupees ten thousand only) in the form of Demand Draft drawn in favour of "**CEP-STC, IIT Kharagpur**", payable at Kharagpur / Bank Guarantee as **E.M.D. should be enclosed separately in an envelope and stapled with the Technical Bid document super-scribing EMD**. The validity of the EMD should be 6 (six) months from the date of issue. **Any bid without EMD will be summarily rejected. No interest is payable on EMD.** EMD will be refunded to the unsuccessful bidder, after finalization of the tender process. The EMD of vendor awarded with the contract to be treated as part of security deposit towards Performance Guarantee. No interest is payable on Security Deposit. Security Deposit shall be forfeited if the selected vendor after award of contract fails to execute the same.
5. **Bid:** Technical Bid and Price Bid should be submitted in two separate sealed envelope quoting reference number on the top of the envelope. Tender Fee and EMD should be enclosed with the Technical Bid documents, in separate sealed envelopes, stapled with the packet containing Technical Bid documents.

[**Important Note** : There **MUST** not be any price indication in the Technical Bid. Technical Bid with any price indication shall be **rejected**. The Price Bid shall have to be submitted at a rate on per person per day as per the **format** enclosed with this Tender Notice. Please mention the basic price and tax separately.]

6. **Acceptance of Tender:** The Competent authority of the Institute 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. The authority may also decide to empanel more than one OEM or their certified authorized distributors/dealers and fix a price band for the product specifications offered by different companies/brands, compliant to minimum specifications asked in the tender.
7. **Extra Features:** If the bidder provides any other extra features which are not mentioned in the tender product specifications, then that shall be highlighted in clear terms, with documentary evidence/literature.
8. **Compliance List:** The proposal be properly indexed and a compliance list against the technical specifications should be provided.
9. **Conditional Offer** will not be accepted.

10. **Bid Validity:** Bids **MUST** remain valid for acceptance for a period of **120 days** from the date of opening of the price bid.
11. **Past Performance of the Caterer will be judged at the time of Technical Evaluation.**
12. **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.
13. **Bidders should** enclose the following documents with the Technical Bid :
 - Certificate of Registration / Trade License / Food License
 - Enlistment form (R1), complete in all respect
 - Attested copy of PAN card, GST registration papers
 - Audited statement of accounts and IT returns for the last three years
 - Name and address of past satisfactory supplies or minimum three clients to whom such service was rendered should be mentioned in the technical bid.
 - Signed copy of the tender document, with company seal, agreeing to the terms & conditions and declaration.
14. **All tenders may either** be dropped in a sealed box in the office of the Head, Department of Chemistry, IIT Kharagpur in person or may be sent by Speed Post addressed to **Head, Department of Chemistry, Indian Institute of Technology Kharagpur, P.O. Kharagpur Technology, PIN 721302, West Bengal.** The bids (technical and price bids) once submitted shall be the property of the Institute and shall not be returned to the vendor in future. Any bid reached after the last date of submission shall **NOT** be received and considered.
15. **The person/officer signing** the tender/bid documents should be delegated with an appropriate Power of Attorney (duly endorsed by a Notary Public) by the Chief Executive Office/Managing Director of the Company to sign such documents.
16. **Opening of Price Bids:** The Price Bid(s) of only those vendors who are found technically qualified will be opened and the same will be opened before the technically qualified vendor(s).
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. **IMPORTANT**
 1. The Competent authority of the Institute 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.
 2. A bid submitted with false information will not only be rejected but also the Bidder will be debarred from participation in future tendering process.
 3. The Bidder need to submit a certificate during opening of technical bids that they are not currently debarred or blacklisted in IIT Kharagpur for any supplies, products or services, or at present in any national organization or educational institute/university.

4. In case of any dispute, the decision of the Director of this Institute shall be final and binding on the bidders.
6. 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.

Chairperson and Conveners, ECBC-2017

DETAILS OF THE ORGANISATION

FORMAT TO BE FILLED BY THE CATERER/CONTRACTOR ON THE LETTER HEAD OF THE ORGANISATION

1. Name of the Organisation :
2. Detailed Address of the Organisation :
3. Name of the Contact Person :
4. Contact Number of the authorized Person :
5. E-mail ID, if any :
6. Permanent A/c Number (PAN) (attached copy) :
7. Credential in support of past experience :
(enclose copy of valid work orders).

8. Tender Fee Details : DD No. _____ Date _____ Bank _____
9. EMD Details : DD No. _____ Date _____ Bank _____

10. Audited Statement of A/cs. for last 3 years :
(enclose self attested copies)
11. Income Tax Return for last 3 years :
(enclose self attested copies)
12. Trade Licence No :
(enclose self attested copies)
13. Food Licence No. :
(enclose self attested copies)
14. VAT No. :
(enclose self attested copies)

Declaration: I hereby certify that the information furnished in this document is complete and correct to the best of our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company will be black listed and will not be allowed to have any dealing with IIT Kharagpur in future.

Signature of the Authorized person
with Date & Seal

DECLARATION
ANNEXURE - IV

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. 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 : -----

To
The Deputy Registrar
Stores & Purchase Section
Indian Institute of
Technology **Kharagpur –**
721 302 (WB)

*Passport size
Photograph
of the Proprietor/
Partner/Authorised
signatory.*

**SUB : ENLISTMENT AS A VENDOR OF THE
INSTITUTE**

Sir,

Details of particulars, as per your format are given below for your consideration and necessary action for **enlistment** with your Institute, as approved vendor.

1. Name of the Firm :
2. Status of the firm & Date of establishment :
(Proprietorship/Partnership/Joint Stock Company/
Private Limited Company/Public Limited Company/
Sole Distributor/Stockist/Dealer/Agent/ Reg. Society or NGO)
3. Name of the Proprietor/ Managing Partner :
Authorised Signatory/Chief Executive
4. Present Address (Head Office/ Registered Office) :
Phone /Fax /E-mail/ website/ Mobile contact)
5. Permanent address of the firm :
6. Do you have an office in Kolkata :
(if yes, give address and contact details)
7. Nature of stores being dealt with :
(range of product or category or group of items
proposed to be enlisted - enclose item
catalogue)
8. Are you registered with DGS&D, NCCF, NSIC, :
KendriyaBhandar or any Govt./State Agency
9. Are you already registered with IIT Kharagpur :
(if yes, give details, Sr. No./date/year etc.)
10. Name and address of Banker / CBS Account :
 - (a) Name of the Bank
 - (b) Name/address/code of the Branch
 - (c) Account Number
 - (d) IFSC Code
 - (e) Enclose solvency certificate from Bank
 - (f) Does your Bank stands guarantee to your business

11. (a) Financial Capability (in rupees) :
(b) Annual turn over (last three years)
(c) Audited balance sheet (last three years)
(d) IT returns filed (last three years)
(e) GST Reg. No's.
12. Registration/Trade License Number and date:
(attested copy to be enclosed)
13. Drug licence number (if you deal with medicine :
chemicals, alcohol, spirit, lab reagents etc.)
14. Experience, with credentials :
(documents if any, to be enclosed)
15. Whether it is a Production Unit :
(if yes, please specify location and area,
number of skilled, semi-skilled & unskilled
employees, number of qualified Engineer and
list of machinery and facilities available,
whether in EPZ, availing any tax benefit etc.)
16. Whether having a Permanent Account Number :
(if yes, mention the ward number, circle and
Commissioner of Income Tax under which you
are registered, enclose copy of PAN card)
17. Specimen Signature of the Proprietor/ :
Authorized Partner/Chief Executive/Signatory

DECLARATION

I do hereby declare that all particulars furnished by me are true and correct to the best of my information, knowledge and belief. I understand that IIT Kharagpur can adopt any pre-qualification to identify suitable vendor(s) for a particular quotation/tender invitation and items, and conduct visit to our premises for verification. Mere submission of this registration form doesn't entitle us for any enquiry or award of work and I promise to be in the lookout for details in your website [www.iitkgp.ernet.in (link : tenders and quotations)]. I also undertake to inform you at the earliest any change in details mentioned above.

Encl:
Rubber Seal :

Name and signature of the Vendor/
Proprietor/Authorized Partner/CEO

(format for price bid) : to be typed on the letter head of the Organisation

To
Chairperson and Conveners
ECBC-2017 Conference
Chemistry Department
IIT Kharagpur

Sub: Price Bid for the catering service

Sir,

With reference to the Tender Notice No.IIT/CY/ECBC/2017/1 dated _____, I/We do hereby submit our price offer as under :

<u>Rate per person per day</u> for rendering catering service as per the Menu at Annexure – I	Breakfast	Rs.
	High Tea	Rs.
	Lunch	Rs.
	Afternoon Tea	
	Dinner	Rs.
	Total	Rs.

Declaration: I hereby certify that the information furnished by me is complete and correct to the best of my knowledge. I understand that in case any deviation is found in the above statement at any stage, the company will be black listed and will not be allowed to have any dealing with IIT Kharagpur in future. In the event of offering the order with my organisation, I shall also abide by the Terms and Conditions of the Tender.

Signature of the Authorized person
with Date & Seal