



IIT Kharagpur
63rd Annual Convocation, 2017
Tender Notice

Tender No: IIT/TGH/Convo-Lunch/17-18/01

Date: April 20, 2017

Sealed Quotations are invited from experienced and reputed Caterers to serve the **Convocation Lunch and High Tea** at the designated venue within the premises of the Indian Institute of Technology, Kharagpur on **29th and 30th July 2017(Tentatively)**. The tentative number of plates for convocation lunch (as per Menu in **Annexure -I**) is about **2800 (Approx.) on 29th July 2017(Tentatively)** and **2400 (Approx.) on 30th July 2017(Tentatively) 2017**. The bidders must also quote for High Tea (as per Menu) for a tentative **1300** heads on each of the days just before the convocation dates (**on 28th and 29th July 2017(Tentatively)**). Change of dates for both the events if any will be informed to the successful bidder in due course of time. The above number of plates for both Lunch and High Tea may vary depending upon the registration of the students, 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 Convocation Lunch and High Tea - 2017”** to reach the PIC, Guest Houses and Convenor, Hospitality and Convocation Lunch Committee, 63rd Annual Convocation, Technology Guest House, IIT Kharagpur WB. 721302. The last date of submission of the tender is **18th May, 2017 up to 03.30 PM**. Technical bids will be opened on **18th May, 2017 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, VAT registration, Service Tax registration.
4. Copies of last three years Income tax return.
5. Copies of catering orders of any IIT/NIT/IISER/IIM/Reputed Private Institutions/ University or Government Institutions/ Departments for serving Lunch/ Dinner for a minimum number of 1500 in a single occasions (in a single order) 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. All bidders must have to give a demo (for 5-7 minutes) before committee through power point presentation/ picture slides/video clips of company profile and related documents for this jobs.

Kindly note that bidders must carry their own laptop or accessories required for presentation purpose.

Price bid must be given in the prescribed format (**Annexure -II**) 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 favor 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. 30000.00/-** (Rupees Thirty Thousand Only) in the form demand draft from any nationalized bank and in favor 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.
8. All dishes should be made from fresh and good quality raw materials.
9. 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.

The bidder has to quote in INR (Must be inclusive of all taxes) for the menu as per **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 Caterer.

Menu for Convocation Lunch for both days:

(Convocation lunch on both days will be a Buffet Service hence all arrangements to be made accordingly).

- French Fries
- Baby Naan –
- Rumali Roti-
- Moong Dal Tarka
- Green Salad
- Plain Rice and Veg Pulao
- Sorshe Katla
- Mutton Korma and Paneer Methi Malai (for Veg.)
- Bagara Baingan (Hyderabadi Brinjal Curry)
- Stuffed Potoler Dolma
- Mixed Fruit Chatni or Mango Chatni
- Papad
- Rajbhog (Big-size) 80 Gm. Minimum
- Cut Fruits Salad Counter (Apple/Pineapple/Papaya/Watermelon/Grapes green and black)
- ICE cream (100 ml cup assorted flavor)
- Soft Drinks in (200 ml. glass)
- Bottled Mineral Water (500 ml)

Menu for Convocation High Tea for both days: (to be served in good quality packed boxes)

- Moong Dal Khasta Kachori (one piece)
- Small Packed Lays (12.5 gm.)
- Packed Muffins (different flavours) / Fruit Cake (one piece)
- Assorted Biscuit/Cookies (two pieces)
- Dry Sweets- Kalakand and Sandesh (one pieces each)
- Bottled Mineral Water (250 ml)
- Tea and Coffee (in 110 ml approved quality paper cups)
- Soft Drinks in (200 ml. glass)

PIC, Guest Houses and Convener,
Hospitality and Convocation Lunch Committee

FORMAT FOR PRICE BIDTender No: **IIT/TGH/Convo/01**

Dated: April 20, 2017

1. Name of work: *Convocation Lunch and High Tea for 63rd Annual Convocation, 2017, IIT Kharagpur*
2. Name of Firm/Bidder:
3. Address:
4. Phone/ Fax/ Mobile/ Email:

Work Description	Unit Price (Per plate) in INR	Taxes (give in details)	Total Price
Convocation Lunch: (Buffet Service) <ul style="list-style-type: none"> • French Fries • Baby Naan – • Rumali Roti- • Moong Dal Tarka • Green Salad • Plain Rice and Veg Pulao • Sorshe Katla • Mutton Korma and Paneer Methi Malai (for Veg.) • Bagara Baingan (Hyderabadi Brinjal Curry) • Stuffed Potoler Dolma • Mixed Fruit Chatni or Mango Chatni • Papad • Rajbhog (Big-size) 80 Gm. Minimum • Cut Fruits Salad Counter (Apple/Pineapple/Papaya/Watermelon/Grapes green and black) • ICE cream (100 ml cup assorted flavor) • Soft Drinks (200 ml. glass) • Bottled Mineral Water (500 ml) 			
Work Description	Unit Price (per box) in INR	Taxes (give in details)	Total Price
<u>Convocation High Tea: (Packet)</u> <ul style="list-style-type: none"> • Moong Dal Khasta Kachori (one piece) • Small Packed Lays (12.5 gm.) • Packed Muffins (different flavours) / Fruit Cake (one piece) • Assorted Biscuit/Cookies (two pieces) • Dry Sweets- Kalakand and Sandesh (one pieces each) • Bottled Mineral Water (250 ml) • Tea and Coffee (in 110 ml approved paper cups) • Soft Drinks in (200 ml. glass) 			

Signature & Seal of the Bidder