



IIT Kharagpur  
64<sup>th</sup> Annual Convocation, 2018  
Tender Notice

**Tender No: IIT/TGH/Convo-Lunch/18-19/01**

**Date: March 19<sup>th</sup>, 2018**

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 **21st and 22<sup>nd</sup> July 2018 (Tentatively)**. The tentative number of plates for convocation lunch (as per Menu in **Annexure -I**) is about **2500 (Approx.) on 21<sup>st</sup> July 2018 (Tentatively)** and **2800 (Approx.) on 22<sup>nd</sup> July 2018 (Tentatively) 2018**. The bidders must also quote for High Tea (as per Menu) for a tentative **1400** heads on each of the days just before the convocation dates (**on 20<sup>th</sup> and 21<sup>st</sup> July 2018(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 degree recipients, 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 - 2018”** to reach the PIC, Guest Houses and Convenor, Hospitality and Convocation Lunch Committee, 64<sup>th</sup> Annual Convocation, Technology Guest House, IIT Kharagpur WB. 721302. The last date of submission of the tender is **18<sup>th</sup> April 2018 up to 03.30 PM**. Technical bids will be opened on **18<sup>th</sup> April 2018 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 Safety License from Statutory Authority.
2. Trade/Catering License from Local Administrative Authority.
3. Copy of PAN Card, GST registration.
4. Copies of last three years Income tax return.
5. Copies of certificates/catering orders for convocation/ conferences etc. of any IIT/NIT/IISER/IIM/Reputed Private Institutions/ University or Government Institutions or Departments for serving Lunch/ Dinner for a minimum number of 2000 in 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 successfully completed similar nature of work done in the past such as annual convocation to show their managing capabilities.

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. 500.00** (Rupees Five Hundred 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. Exemption for submission of Tender fee and EMD will be given as per Government of India rule and with submission of valid and proper document.
5. Agency shall provide adequate approved good quality crockery and cutlery (Preferably bone china / opal ware) and clean table cloth of good quality on the buffet table.
6. Presentable Utensils for cooking and serving warm food shall also be provided by the agency.
7. The agency shall ensure that staffs deployed in catering services are free from any infection or communicable diseases.
8. 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.
9. All dishes should be made from fresh and good quality raw materials.
10. 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.
11. **OPENING OF THE QUOTATION:** Quotation will be opened in the Office of Prof.-in-Charge, Guest Houses at the New Technology Guest House at the time and date indicated above. A firm may send its representative to witness the opening if it so desires.
12. **PERIOD OF VALIDITY:** A bids shall remain valid for acceptance at least for a period of 120 days from the date of opening.

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).**

- Crispy Baby Corn
- Baby Naan
- Phulka Roti
- Moong Dal Tarka
- Green Salad
- Plain Rice and Veg. Navratan Pulao
- Sorshe Hilsha
- Chicken Masala and Paneer Butter Masala (for Veg.)
- Baingan Bharta
- Mushroom Mattar Masala
- Tomato, Khejur & Amsatto Chutney
- Papad
- Angoori Rasmalai ( in disposable container) 80 Gm. Minimum
- Assorted Cut Fruits Salad Counter (Apple/Pineapple/Papaya/Watermelon/Grapes green &black)  
To be served in separate disposable container.
- ICE cream (100 ml cup assorted Minimum Three flavours of reputed brand)
- Soft Drinks in (200 ml. glass)
- Bottled Mineral Water (250 ml)

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

- Corn Cutlet (one piece)
- Small Packed Lays (12.5 gm.)
- Packed Muffins (different flavours) / Fruit Cake (one piece)
- Assorted Biscuit/Cookies (two pieces)
- Two Pcs. Different Dry Sweets- Kaju Katli and Raskadam (one pieces each)
- Bottled Mineral Water (250 ml)
- Tea and Coffee (in 110 ml approved quality disposable paper cups)
- Soft Drinks in (200 ml. Disposable glass)

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

FORMAT FOR PRICE BIDTender No: **IIT/TGH/Convo-Lunch/18-19/01**Dated: March 19<sup>th</sup>, 2018

1. Name of work: *Convocation Lunch and High Tea for 64<sup>th</sup> Annual Convocation, 2018, 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
<ul style="list-style-type: none"> <li>• Crispy Baby Corn</li> <li>• Baby Naan</li> <li>• Phulka Roti</li> <li>• Moong Dal Tarka</li> <li>• Green Salad</li> <li>• Plain Rice and Veg. Navratan Pulao</li> <li>• Sorshe Hilsha</li> <li>• Chicken Masala and Paneer Butter Masala (for Veg.)</li> <li>• Baingan Bharta</li> <li>• Mushroom Mattar Masala</li> <li>• Tomato, Khejur &amp; Amsatto Chutney</li> <li>• Papad</li> <li>• Angoori Rasmalai ( in disposable container) 80 Gm. Minimum</li> <li>• Assorted Cut Fruits Salad Counter ( Apple/Pineapple/Papaya/Watermelon/Grapes green &amp;black) To be served in separate disposable container.</li> <li>• ICE cream (100 ml cup assorted Minimum Three flavours )</li> <li>• Soft Drinks in (200 ml. glass)</li> <li>• Bottled Mineral Water (250 ml)</li> </ul>			
Work Description	Unit Price (per box) in INR	Taxes (give in details)	Total Price
<p><b><u>Convocation High Tea: (Packet)</u></b></p> <ul style="list-style-type: none"> <li>• Corn Cutlet (one piece)</li> <li>• Small Packed Lays (12.5 gm.)</li> <li>• Packed Muffins (different flavours) / Fruit Cake (one piece)</li> <li>• Assorted Biscuit/Cookies (two pieces)</li> <li>• Two Pcs. Different Dry Sweets- Kaju Katli and Raskadam(one pieces each)</li> <li>• Bottled Mineral Water (250 ml)</li> <li>• Tea and Coffee (in 110 ml approved quality disposable paper cups)</li> <li>• Soft Drinks in (200 ml. Disposable glass)</li> </ul>			

Signature &amp; Seal of the Bidder