



TECHNOLOGY STUDENTS' GYMKHANA  
INDIAN INSTITUTE OF TECHNOLOGY, KHARAGPUR

ENQUIRY NO: IIT/KGP/TSG/ENQ/INT-MESS/2017-18

30<sup>th</sup> October, 2017

**INVITATION OF TENDER FOR SUPPLY OF FOODS FOR INTER IIT STUDENT'S PRACTICE FROM  
30<sup>th</sup> Nov to 11<sup>th</sup> Dec - 2017**

Sealed tender offers are invited in a **two bid system** sealed cover from eligible Indian caterers/ Suppliers/ authorized dealers from the supply of foods from 29<sup>th</sup> November to 11<sup>th</sup> December, 2017. The Foods is required for the Inter IIT practice 2017 of students during the whole day. Total tender value is Rs. 11, 44,000/- (Approx.).

SL NO	QUANTITY REQUIRED PER DAY	TOTAL DAYS	Total QUANTITY
1	220 nos. (Appx.)	13 days (Appx.)	2860 Nos. (Appx.)

Please send offers along with mention specifications of the items. The validity of the bid should be for at least 90 days from the date of Tender. The envelope containing the quotation should be superscripted with "IIT/KGP/TSG/ENQ/INT-MESS/2017-18, 30<sup>th</sup> October, 2017" and Last date submission: 15/11/2017.

Please ensure that your quotation reaches at the following address not later than 15/11/17

To  
The president  
Technology Students Gymkhana  
IIT Kharagpur- 721 302

Asst. Registrar, TSG

President, TSG

Copy to:

1. Institute website
2. CPPP
3. TSG Notice Board

Tender Reference	IIT/KGP/TSG/ENO/INT-MESS/2017-18 DT: 30 <sup>th</sup> October, 2017
Last date and time for receipt of techno commercial bid sealed envelopes	15 <sup>th</sup> November, 2017 (11:00 Hrs.)
Date and Time for Opening of Technical Bid	15 <sup>th</sup> November, 2017 (11:30 Hrs.)
Place of Opening tender offers	Office of the President, Technology Students' Gymkhana, IIT Kharagpur, West Bengal, India-721 302
Address of Communication	As stated above
Contact	03222-220799, 03222-281186, 03222-220899

### Annexure 1

### Details Specification of the Inter IIT Mess items

Days	Breakfast (6:30-9:00)	Lunch (12:30- 02:00 PM)	Dinner (07:30- 10:00 PM)
Monday	Poha 2 boiled eggs 1 glass milk (250mL) Cornflakes, Bread, Butter, Jam, 2 Bananas	For Veg: Green Peas Masala For Non-Veg: Egg Curry (2 eggs)  <u>Common:</u> One Sabji (Mix Veg/ Aloo/ Kadhi) Boondi Raita, One Fruit (Apple/Orange/Pear) Tawa Roti, Plain Rice, Dal, Sambhar, Salad (Carrot, Cucumber, Tomato, Onion, Chillies)	For Veg: Kadhai Paneer For Non- Veg: Chicken Curry (3 pieces)  <u>Common:</u> One Sabji (Mix Veg/ Aloo/ Rajma) One Sweet (Rasgulla/GulabJamun/RasMalai) Tawa Roti, Plain Rice, Dal, Sambhar, Salad
Tuesday	Upma 2 boiled eggs 1 glass milk (250mL) Cornflakes, Bread, Butter, Jam, 2 Bananas	For Veg: AlooBhindiFor Non- Veg: Fish Curry  <u>Common:</u> One Sabji (Mix Veg/ Aloo/ Kadhi) Curd, One Fruit (Apple/Orange/Pear) Tawa Roti, Plain Rice, Dal, Sambhar, Salad (Carrot, Cucumber, Tomato, Onion, Chillies)	For Veg: Mushroom Masala Non- Veg: Egg Curry (2 eggs)  <u>Common:</u> One Sabji (Mix Veg/ Aloo/ Rajma) One Sweet (Rasgulla/GulabJamun/RasMalai) Tawa Roti, Plain Rice, Dal, Sambhar, Salad 2.Kheer
Wednesday	Masala Dosa 2 boiled eggs 1 glass milk (250mL) Cornflakes, Bread, Butter, Jam, 2 Bananas	For Veg: RajmaFor Non-Veg: Egg Curry(2 eggs) <u>Common:</u> One Sabji (Mix Veg/ Aloo/ Kadhi) Curd, One Fruit (Apple/Orange/Pear) Tawa Roti, Plain Rice, Dal, Sambhar, Salad (Carrot, Cucumber, Tomato, Onion, Chillies)	For Veg: Paneer Butter MasalaNon- Veg: Chicken Curry (3 pieces)  <u>Common:</u> One Sabji (Mix Veg/ Aloo/ Rajma) One Sweet (Rasgulla/GulabJamun/RasMalai) Tawa Roti, Plain Rice, Dal, Sambhar, Salad

Thursday	Idli 2 boiled eggs 1 glass milk (250mL) Cornflakes, Bread, Butter, Jam, 2 Bananas	For Veg: Gatte Masala For Non-Veg: Fish Curry <u>Common:</u> One Sabji (Mix Veg/ Aloo/ Kadhi) Boondi Raita, One Fruit (Apple/Orange/Pear) Tawa Roti, Plain Rice, Dal, Sambhar, Salad (Carrot, Cucumber, Tomato, Onion, Chillies)	For Veg: MalaiKofta Non-Veg: Egg Curry (2 eggs) <u>Common:</u> One Sabji (Mix Veg/ Aloo/ Rajma) One Sweet (Rasgulla/GulabJamun/RasMalai) Tawa Roti, Plain Rice, Dal, Sambhar, Salad
Friday	Poha 2 boiled eggs 1 glass milk (250mL) Cornflakes, Bread, Butter, Jam, 2 Bananas	For Veg: Babycorn Masala For Non-Veg: Egg Curry(2 eggs) <u>Common:</u> One Sabji (Mix Veg/ Aloo/ Kadhi) Curd, One Fruit (Apple/Orange/Pear) Tawa Roti, Plain Rice, Dal, Sambhar, Salad (Carrot, Cucumber, Tomato, Onion, Chillies)	For Veg: Paneer For Non-Veg: Chicken Curry (3 pieces) <u>Common:</u> One Sabji (Mix Veg/ Aloo/ Rajma) One Sweet (Rasgulla/GulabJamun/RasMalai) Tawa Roti, Plain Rice, Dal, Sambhar, Salad
Saturdays	Onion Uttapam 2 boiled eggs 1 glass milk (250mL) Cornflakes, Bread, Butter, Jam, 2 Bananas	For Veg: Dum AlooFor Non-Veg: Fish Curry <u>Common:</u> One Sabji (Mix Veg/ Aloo/ Kadhi) Curd, One Fruit (Apple/Orange/Pear) Tawa Roti, Plain Rice, Dal, Sambhar, Salad (Carrot, Cucumber, Tomato, Onion, Chillies)	For Veg: Mushroom Masala Non- Veg: Egg Curry (2 eggs) <u>Common:</u> One Sabji (Mix Veg/ Aloo/ Rajma) One Sweet (Rasgulla/GulabJamun/RasMalai) Tawa Roti, Plain Rice, Dal, Sambhar, Salad
Sunday	PooriSabji 2 boiled eggs 1 glass milk (250mL) Cornflakes, Bread, Butter, Jam, 2 Bananas	For Veg: MalaiKoftaFor Non- Veg: Egg Curry(2 eggs) <u>Common:</u> One Sabji (Mix Veg/ Aloo/ Kadhi) Curd, One Fruit (Apple/Orange/Pear) Tawa Roti, Plain Rice, Dal, Sambhar, Salad (Carrot, Cucumber, Tomato, Onion, Chillies)	For Veg: PaneerSabjiNon-Veg: Chicken Curry (3 pieces) <u>Common:</u> One Sabji (Mix Veg/ Aloo/ Rajma) One Sweet (Rasgulla/GulabJamun/RasMalai) Tawa Roti, Plain Rice, Dal, Sambhar,Salad

The firm shall send the bid with appropriate against the specifications/ menus, as required by the TSG and authentically endorse it at the bottom with their office seal and with authorized signatures. The sealed envelope should be duly superscripted with tender enquiry no with date. The validity of the bid shall be at least three months from the last date of submission for this tender. The firm shall ensure that their quotation reaches this office not later than 15/11/2017 at 11:00 hrs.

TERMS & CONDITIONS FOR SUBMISSION OF QUOTATION FOR SUPPLY OF STORES:

1. **Price Basis** : Prices are to be quoted in Indian Rupees for delivery at IIT, Kharagpur showing the breakup of the expenses in clear terms.
2. The Institute, on request and with proper supporting documents shall arrange for the following documents:-
  - o Excise Duty Exemption Certificate (EDEC)
  - o Road Permit/E-Way Bill
3. **Institute is not authorized to issue C or D Form for availing Concessional Sales Tax.**
4. **Tender System:** Two bid system. Bid 'A' is Technical bid. All related documents are enclosed in a sealed envelope with menu after seal and signed by authorized person. Bid 'B' included only price bid and kept in an envelope sealed properly. These two envelopes are enclosed in a big envelope and superscripted tender enquiry no. and date and address to the President, TSG, IIT Kharagpur-721 302.
5. **Payment Terms:** Payment shall be made normally within 30 days from the date of receipt of bill or of the successful installation / commissioning of stores, whichever is later.
6. **Liquidated Damages** : The stores should be delivered/dispatched to destination and ready for operation not later than the delivery date specified. If the supplier fails to deliver any or all the stores or perform the service by the specified date, liquidated damages at 1% per month of part thereof in respect of the value of stores will be deducted from the contract price subject to a maximum of 5%. Alternately, the order will be cancelled.
7. **OPENING OF THE QUOTATION:** Quotation will be opened at the President, Technology Students Gymkhana Office, and IIT Kharagpur at the time and on the date indicated on the tender form. A firm may send its accredited representative (with authorization certificate) to witness the opening if it so desires. After evaluation by the purchase committee the price bid will open on the same day only technically qualified bidders.
8. **Distribute:** Total food items will served time to time at the premises of TSG / any specific mentioned places advised by the TSG authority. Foods require distributing as per requirement per day wise menu. Temporarily decorated by the bidders and chair, table and all utensils arranged by the qualified bidders.
9. The Institute does not bind itself to offer any explanation to those bidders who's Bid has not been found acceptable by the Evaluation Committee of the Institute.
10. **Period of Validity:** Bids shall remain valid for acceptance for a period of 90 days from the date of opening.
11. **Late Tenders:** Tender received after the due date and time of submission as mentioned above shall not be accepted.
12. All Tenders are to be addressed and sent to the office of **President, Technology Students' Gymkhana, Indian Institute of Technology, Kharagpur, PO Kharagpur, PIN - 721 302, West Bengal** by post or in person and **acknowledgement shall be obtained for the same.**
13. Canvassing in any form not only invites disqualification in the tender but may also result in debarring the vendor from participation in the future tendering process. IIT, Kharagpur reserves its right to enter into negotiations of rates, contract conditions etc., only with the L1 bidder.
14. **DELIVERY PERIOD:** The stores are required to be delivered / dispatched within the specific mention period as **per attendance of the students and payment may be process on student's attendance basis.** The firm should produce be undertake that they able to supply within specific mention period if failed action will be imposed as per norms.
15. Mess card will provide all students participants by the TSG authority.

SIGNATURE TENDERER ALONG WITH  
SEAL OF THE COMPANY WITH DATE

**IMPORTANT:**

- A. Director may accept or reject any or all the bids in part or in full without assigning any reasons 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.
- B. In case of any dispute, the decision of the Director of this Institute shall be final and binding on the Bidders.
- C. For any query pertaining to this bid document, correspondence shall be addressed to:  
President  
Technology Students' Gymkhana,  
Indian Institute of Technology, Kharagpur,  
PO Kharagpur, PIN - 721 302,  
West Bengal  
Contact: 03222-220799, 03222-281186, 03222-220899

- N.B.: 1) Please note that the Institute remains closed during Saturdays & Sundays.  
2) Fax, e-mail Tender will not be accepted. Duplicate Bid document must be submitted in separate close cover.

General Terms and Conditions as stated above related to supply of stores/equipments/assets etc. And for specific service other terms and conditions of the Institute shall apply.

#### 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. Agency shall provide adequate approved good quality crockery and cutlery (Preferably bone china) opal ware) and table cloth of good and the buffet table.
3. Utensils for cooking and serving warm food shall also be provided by the agency.
4. The agency shall ensure that staff deployed in catering services is free from any infection or communicable diseases.
5. All dishes should be made from fresh and good quality raw materials.
6. 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.
7. In case of dispute, the matter shall be settled mutually, failing which the decision of the Director, IIT Kharagpur shall be final and binding on the bidders.

SIGNATURE TENDERER ALONG WITH  
SEAL OF THE COMPANY WITH DATE

(TENDERER TO FILL UP THIS PAGE ON BIDDERS LETTER HEAD)

Enclose with technical bid

Annexure-III

1.a. Name of the Caterer/ tenderer/ Organization .....

b. Name of the proprietor/Partner(s) .....

2.a. Address (Office) :

2. b. Bank Details:

b. Telephone No:

c. Mobile No:

d. E-mail:

4. Whether agreed to abide by all the terms and conditions mentioned in the tender

Paper: Yes / No

5. Details of relevant supply executed earlier to other organisations:

(i)

(ii)

(iii)

6. Furnish copies of the following documents:

(i) Preferred Valued Trade / Caterer License (updated copy)

(ii) GST Number (copy enclosed)

(iii) PAN Card

(iv) Preferred IT Clearance certificate (last one year)

.....  
(Signature of the tenderer with office seal)

Date:

N.B: Tenderer has to submit entire set of tender papers duly signed while dropping the tender.

**(TENDERER TO FILL UP THIS PAGE ON BIDDERS LETTER HEAD)**

Separate sealed envelope

**Format of Price Bid**

Sl no.	Name of the items	Required nos. of Packet	Unit rate	GST%	Total
1.	Menu of foods	2400 Nos. (Approx.)	Rs.	Rs.	Rs.

Note: The price bid envelope should be sealed in a separately envelope and superscripted with bold letter "PRICE BID" and enclosed with big envelope with technical and price bid.

SIGNATURE TENDERER ALONG WITH  
SEAL OF THE COMPANY WITH DATE