



TECHNOLOGY STUDENTS' GYMKHANA  
INDIAN INSTITUTE OF TECHNOLOGY, KHARAGPUR

ANNUAL CONTRACT FOR SUPPLYING OF FOOD & BEVERAGES

ENQUIRY NO:	IITKGP/TSG/AMC/F&B/2018-19, DATE: 03.05.2018
LAST DATE FOR SUBMISSION	30.05.2018 UPTO 12:00 AM
OPENING DATE OF THE TENDER	30.05.2018 AT 12:30 PM

Sealed quotations are invited from experienced and reputed Caterers to serve the Breakfast, Lunch, Dinner (Buffet System) & snacks packet & Beverages at the designated venue within the premises of Technology Students Gymkhana, IIT Kharagpur times to time after getting confirmation from the TSG authority. The tentative numbers of plates required shall be decided and instructed to the qualifying bidders. It may be increased or decreased depending on the attendance of participants, which will be communicated to the successful bidder in due course of time. The bidder must be capable to arrange any additional numbers within a very short notice. However actual numbers used shall be put up for billing. Quotations should be submitted in two parts; (Technical Bid and Financial Bid) each individually sealed and put in a sealed cover (Properly mention Technical Bid and Financial Bid) to reach the President, TSG by 30<sup>th</sup> May, 2018, 12:00 PM. Duly superscripted with reference no. (Tender Notice No. IITKGP/TSG/AMC/F&B/2018-19, DATE: 03.05.2018.

Asst. Registrar, TSG

Sr. Sports Officer, TSG

President, TSG

Copy to:

1. Institute Website
2. CPP Portal
3. TSG Notice Board
4. Office Guard File

## Eligibility Criteria for the bidders

The Bidders should be attaching under mentioned documents in the sealed envelope:

1. Food License from Statutory Authority
2. Catering License from Local Administrative Authority
3. Copy of GST certificate
4. Copy of PAN Numbers
5. Annual turnover not below 20 lakh (Last three years audited sheet attached)
6. Statutory Compliances such copies of 3 years IT returns and service Tax registration certificate.
7. Copies of catering orders from reputed Academic Institutes/Government Institutions/Departments for having served lunch/dinner for a minimum number of 100 nos. in a single occasions ( single order) during last three years as on last date of submission of tender.
8. Supplied of food must be fresh and healthy.

## General Terms and Conditions

1. Technology Students Gymkhana authorities have the right to ask for supply of food from successful bidders any one from (A) to (K) or partly or totally as shown in the specifications of food menu as per requirement time to time.
2. No advance payment will be made; the payment will be made after completion of the work and submission of bill.
3. Agency shall provide adequate approved good quality crockery and cutlery (Preferably bone china) opal ware) and table cloth of good quality and the buffet table.
4. Utensils for cooking and serving warm food shall also be provided by the agency.
5. The agency shall ensure that staff deployed in catering services is free from any infection or communicable diseases.
6. All dishes should be made from fresh and good quality raw materials.
7. 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.
8. 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.
9. In the event of failure for supplying of food within specific time penalty will be charged @ 1% of the contract value per day subject to a maximum of 5%.
10. On demand basis food needs to be provided at TSG if within time failed to provide within the specified time penalty may be imposed by the TSG authority and that will decided by the President, TSG.
11. Annual food contract will be valid during whole financial year from 2018 to 2019 from the date of issue of order. May be revalidated after the period is over.

The commercial part of the bid has to be quoted in INR (Must be inclusive of all taxes) for the menu as per format in Annexure-1 (with basic decoration for catering only), water and electricity will be provided by IIT KGP for cooking purpose only while rest all other arrangements for smooth operations will be the responsibility of the Caterer.

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. It may on the same day after the opening of technical bids i.e on 30/05/2018 at 12:30 PM. or some other day.

TIMINGS FOR BREAKFAST, LUNCH, DINNER & OTHERS TIMINGS & LOCATIONS WILL SPECIFIED LATER

Timings for Breakfast - 7.15 am to 9.30 am  
 Timings for Lunch - 12 pm to 2.30 pm  
 Timings for Dinner - 8 pm to 10.pm  
 Snacks packet need to supply after instruction by the concern In-charge/authority

**SPECIFICATIONS OF FOOD MENU**

<b>(A) Snacks packet</b>	Rate Per plate	Rate for 50 plates	Rate for 100 plates	Rate for 200 plates	Rate for 300 & above	GST@%	Total
1. Sandwich- 01 2. Veg. Cutlet- 01 3. Sweets (Rs.10)- 01							
<b>(B) Tiffin packet</b>	Rate Per plate	Rate for 50 plates	Rate for 100 plates	Rate for 200 plates	Rate for 300 & above	GST@%	Total
1. Fruity- 200 ml 2. Apple- 150 gm 3. Banana- 100 gm 4. Boiled egg- 01 5. Chocolate- 12 gm 6. Sweets (Rs.10)- 01							
<b>(C) Breakfast</b>	Rate Per plate	Rate for 50 plates	Rate for 100 plates	Rate for 200 plates	Rate for 300 & above	GST@%	Total
1. Puri- sufficient 2. Sabji- sufficient 3. Sweets (Rs.10)- 01pc							
<b>(D) Breakfast</b>	Rate Per plate	Rate for 50 plates	Rate for 100 plates	Rate for 200 plates	Rate for 300 & above	GST@%	Total
1. Idli - sufficient 2. Sambar- do- 3. Chatni- do- 4. Sweets (Rs.10)-01pc							
<b>(E) Lunch</b>	Rate Per plate	Rate for 50 plates	Rate for 100 plates	Rate for 200 plates	Rate for 300 & above	GST@%	Total
1. Roti (Tawa)- 02 pc. 2. Rice- sufficient 3. Salad – do- 4. Dal fried- do- 5. Mix Veg.-do - 6. Fish curry-75gm.							

7. Chatni- sufficient							
<b>(F) Lunch (Normal)</b>	Rate Per plate	Rate for 50 plates	Rate for 100 plates	Rate for 200 plates	Rate for 300 & above	GST@%	Total
1. Roti (Tawa)-02 pc 2. Rice- Sufficient 3. Salad – do- 4. Dal fried- do- 5. Mix Veg.- do- 6. Fish curry- 100gm 7. Chatni- sufficient 8. Rossogolla-(10/-)-01 9. Water (500ml) -1pc							
<b>(G) Lunch (Special)</b>	Rate Per plate	Rate for 50 plates	Rate for 100 plates	Rate for 200 plates	Rate for 300 & above	GST@%	Total
1. Butter Nun-02pc 2. Fried Rice/Biriani- sufficient 3. Salad- do- 4. Dal fried- do- 5. Mix Veg.- do- 6. Chicken/Paneer-200 7. Chatni- sufficient 8. Dahi (Shour)- 100g 9. Rossogolla (Rs.10)-1 10. Water (500ml)-01							
<b>(H) Dinner delicious</b>	Rate Per plate	Rate for 50 plates	Rate for 100 plates	Rate for 200 plates	Rate for 300 & above	GST@%	Total
1. Starter with veg. soup- sufficient 2. Pannier/chicken pakora- sufficient  1. Fish cutlet- 01pc. 2. Roti tanduri- 02 pc 3. Channa Dall- suffi. 4. Mix Veg.- do- 5. Fried Rice- do- 6. Motton curry/ Paneer curry- 200g 7. Chatni - sufficient 8. Papad-sufficient 9. Rossogolla (Rs.10)-1 10. Ice cream-1 11. Water (500 ml)-1							

<b>(I) Food packet</b>	Rate Per plate	Rate for 50 plates	Rate for 100 plates	Rate for 200 plates	Rate for 300 & above	GST@%	Total
1. Roti (tawa)-04 pc 2. Fried Rice-sufficient 3. Dal fry- do- 4. Mix Veg.-do- 5. ChickenKossa/Paneer - 200gm 6. Sweets(5/-)-01							
<b>(J) Tea</b>	Rate Per cup	Rate for 50 cups	Rate for 100 cups	Rate for 200 cups	Rate for 300 cups & above	GST@%	Total
<b>(k) Biscuits</b>	Rate per pkt.	Rate for 20 pkts.	Rate for 50 pkts.	Rate for 100 pkts.	Rate for 200 pkts.	GST	Total (Rs.)

**FORMAT FOR PRICE BID**

(To be filled properly and enclosed with price bid document separately)  
 Name of work: Snacks packet, Breakfast, Lunch and Dinner for purpose of 'Special programme' of TSG time to time.

1. Name of Firm/Bidder: .....
2. Address: .....
3. Phone/Fax/Mobile/Email: .....

The financial bid has to quote in INR inclusive of all statutory taxes. Rates (L1) will be evaluated for Breakfast, Lunch and Dinner – for per plate basis.

<b>Food Specifications</b>	<b>Rate Per plate</b>	<b>Rate for 50 plates</b>	<b>Rate for 100 plates</b>	<b>Rate for 200 plates</b>	<b>Rate for 300 &amp; above</b>	<b>GST</b>	<b>Total</b>
<b>(A) Snacks packet</b>							
<b>(B) Tiffin packet</b>							
<b>(C) Breakfast</b>							
<b>(D) Breakfast</b>							
<b>(E) Lunch</b>							
<b>(F) Lunch (normal)</b>							
<b>(G) Lunch (Special)</b>							
<b>(H) Dinner delicious</b>							
<b>(I) Food packet</b>							
<b>(J) Tea (60 ml) per</b>	<b>Rate per cup</b>	<b>Rate for 50 cups</b>	<b>Rate for 100 cups</b>	<b>Rate for 300 cups</b>	<b>Rate for 500 cups or above</b>	<b>GST</b>	<b>Total (Rs.)</b>
<b>(k) Biscuits</b>	<b>Rate per pkt.</b>	<b>Rate for 20 pkts.</b>	<b>Rate for 50 pkts.</b>	<b>Rate for 100 pkts.</b>	<b>Rate for 200 pkts.</b>	<b>GST</b>	<b>Total (Rs.)</b>

Bidders Authorised signature  
 And official seal

**Annexure 2**

Tender Reference	IITKGP/TSG/AMC/FOOD/2018-19/01, DATE: 03.05.2018
Last date and time for receipt of technical/commercial bids in separate sealed envelopes	30 <sup>th</sup> May, 2018 (12:00 PM.)
Earnest Money Deposit	Rs.5000/- (Rupees five thousand only) refundable
Tender Fee	NIL
EMD fee in favour of	'Indian Institute of Technology, Kharagpur'
Date and Time for Opening of Technical and Financial Bid	30 <sup>th</sup> May, 2018 (12:30 PM.)
Place of Opening tender offers	Office of the President, Technology Students' Gymkhana, IIT Kharagpur, West Bengal, India-721 302
Address of Communication	President, Technology Students' Gymkhana, IIT Kharagpur, West Bengal, India-721 302
Contact	03222-220799, 03222-281186, 03222-220899
Warranty	Standard quality of Food

**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. **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.
5. **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.
6. **Tender is invited in duplicate sets:** Complying with the requirement for tender as detailed in the tender specification to be submitted in the Company's/Firm's letterhead neatly printed/typed duly signed by authorized person with the seal of the bidders. All envelopes containing the tender should be properly sealed.
7. 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.
8. **Period of Validity:** Bids shall remain valid for acceptance for a period of 90 days from the date of opening.
9. Two bids system- quotation shall be sent in separate envelop as Technical bid and Financial bid.
10. **Conditional offer will not be accepted.**
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.
13. The Person/officer signing the Tender/ Bid documents should be delegated with an appropriate Power of Attorney (duly endorsed by a Notary Public) by Chief Executive Officer of the Company to sign such documents.
14. 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., either with the L1, L2 or L3 basis.**
15. In case of doubt food the expenditure on testing of food will be borne by the tendered.
16. **EARNEST MONEY DEPOSIT: TENDERER MUST SUBMIT AN EMD OF RS. 5000/- (REFUNDABLE) IN THE FORM OF BANK DRAFT/BANK GUARANTEE IN FAVOUR OF "INDIAN INSTITUTE OF TECHNOLOGY, KHARAGPUR".** No interest will be paid on EMD in case of successful or unsuccessful bidders. Validity of the Bank Guarantee for the bid security is to be for a period of three months from any nationalized bank. The EMD will be release by the competent authority after the period is over or after over the contract session.

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 place 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.



**(TENDERER TO FILL UP THIS PAGE)**

(Must be filled properly &amp; sign &amp; enclosed with technical bid envelope)

- 1.a. Name of the tenderer/ Organization .....
- b. Name of the proprietor/Partner(s) .....
- 2.a. Address (Office) :
- b. Telephone No:
- c. Mobile No:
- d. E-mail:
3. Whether agreed to abide by all the terms and conditions mentioned in the tender Paper: Yes / No
4. Details of relevant supply executed earlier to other organisations: Minimum three
5. Furnish copies of the following documents:
- |       |                              |   |                               |
|-------|------------------------------|---|-------------------------------|
| (i)   | Copy of Food License         | : | (attached with technical bid) |
| (ii)  | Copy of catering license     | : | do                            |
| (iii) | GST Registration Certificate | : | do                            |
| (iv)  | PAN Card Number              | : | do                            |
6. Annual turnover not below 20 lakh (Last three years audited sheet attached):
7. Demand Draft No.\_\_\_\_\_ Dated\_\_\_\_\_ for Rs.\_\_\_\_\_ Drawn on\_\_\_\_\_
8. Income Tax clearance certificate minimum last three years:

.....  
 (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.