



INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR
DEPARTMENT OF HUMANITIES & SOCIAL SCIENCES
PRESENTS

27TH ANNUAL CONFERENCE OF NATIONAL ACADEMY OF PSYCHOLOGY (NAOP) 2017
FROM 22ND DECEMBER - 24TH DECEMBER 2017

ENQUIRY NO. IIT/HSS/NAOP/FOOD/ENQ-01/2017

Date: 30.11.2017

INVITATION OF TENDER

FOR SUPPLY OF FOOD FOR NAOP CONFERENCE FROM 22.12.2017 TO 24.12.2017

Sealed tenders are invited in a **Two Bid System** from the reputed Indian Caterers/Suppliers for supply of foods from 22.12.2017 to 24.12.2017. The foods are required for the Conference during the whole day on 22.12.2017 - 23.12.2017 and half day on 24.12.2017. Total tender value is Rs. 5,20,000.00 (Approx.).

SL. NO.	QUANTITY REQUIRED PER DAY	Date	Total Days	TOTAL QUANTITY
01.	400 Nos. (Approx.)	22.12.2017 (F.N.)	2 days	400 Nos.
		22.12.2017 (A.N.)		400 Nos.
		23.12.2017 (F.N.)		400 Nos.
		24.12.2017 (F.N.)		400 Nos.
02.	400 Nos. (Approx.) (Gala Dinner)	23.12.2017 (A.N.)	½ day	400 Nos.
Total			2½ days	2000 Nos.

Please send offers along with mention specifications of the items. The validity of the bid should be for at least 15 days from the date tender. The envelope containing the quotation should be superscripted with "**IIT/HSS/NAOP/FOOD/ENQ-01/2017 dated 30.11.2017**".

- ❖ Last date for submission sealed quotation to the undersigned is on 15.12.2017 at 03.00 p.m.
- ❖ Date of opening sealed quotation is on 15.12.2017 at 04.00 p.m.
- ❖ Intimation to the selected Indian Caterers/Suppliers is on 16.12.2017

(K. B. L. Srivastava)
Convener
NAOP Conference

- Copy to:
1. Institute website
 2. Central Public Procurement Portal (CPPP)
 3. Department Notice Board

ANNEXURE - I

DETAILS SPECIFICATION OF FOOD ITEMS

Sl. No.	Particulars	Date	Time	Menu
01.	Breakfast	22.12.2017 to 24.12.2017	08.30 a.m. to 10.00 a.m.	1. Poori with sabji 2. Idli with sambar 3. Paratha with sabji 4. Tea/Coffee
02.	Lunch	22.12.2017 to 24.12.2017	01.00 p.m. to 02.00 p.m.	1. Plain Rice 2. Tawa Roti 3. Dal Chana Fry 4. Mixed Vegetable 5. Palank Paneer 6. Chicken Curry/Fish Fry (Non-Veg.) 7. Papad/Salad/Chutney 8. Vanilla Ice Cream
03.	Dinner	22.12.2017	08.00 p.m. to 09.00 p.m.	1. Veg Pulao 2. Tawa Roti 3. Dal Arhar 4. Mixed Vegetable 5. Shahi Paneer 6. Chicken Chap (Non-Veg.) 7. Papad/Salad/Chutney 8. Rasmalai
04.	Gala Dinner	23.12.2017	08.00 p.m. to 09.00 p.m.	1. Peas Pulao 2. Rumali Roti 3. Dal Makhani 4. Aloo Gobi Matar Sabji 5. Paneer Butter Masala 6. Chicken Masala (Non-Veg.) 7. Papad/Salad/Chutney 8. Rasgola
05.	Snacks	22.12.2017 To 24.12.2017	04.00 p.m. to 04.30 p.m.	1. Tea/Coffee 2. Biscuits (2 Nos.) 3. Halidiram's Dalmut
06.	Snacks	22.12.2017 To 24.12.2017	06.30 p.m. to 07.00 p.m.	1. Tea/Coffee 2. Biscuits (2 Nos.) 3. Halidiram's Bhugia

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:-
 - Excise Duty Exemption Certificate (EDEC)
 - 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 Convener, NAOP Conference, 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 Convener, NAOP Conference, 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 NAOP Conference Committee, the price bid will open on the same day only technically qualified bidders.
8. **Distribute:** Total food items will be served time to time at the specific mentioned places advised by the NAOP Conference Committee. 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 15 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 **Convener, NAOP Conference, Department of Humanities & Social Sciences, Indian Institute of Technology Kharagpur, P.O. 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 participants and payment may be process on participant'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.

(Signature of the Tenderer with date and office seal)

IMPORTANT:

- A. Convener, NAOP Conference 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 Convener, NAOP Conference, Department of Humanities & Social Sciences, IIT Kharagpur shall be final and binding on the Bidders.
- C. For any query pertaining to this bid document, correspondence shall be addressed to:

**Convener
NAOP Conference,
Department of Humanities & Social Sciences
Indian Institute of Technology, Kharagpur,
P.O. Kharagpur, PIN – 721 302,
West Bengal
Contact: 03222-283264, 03222-282346**

- 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 of the Tenderer with date and office seal)

TENDERER TO FILL UP THIS PAGE ON BIDDERS LETTER HEAD

ENCLOSE WITH TECHNICAL BID

- 1.a. Name of the Caterer/Tenderer/ Organization : _____
- 1.b. Name of the proprietor/Partner(s) : _____
- 2.a. Address (Office) : _____

- 2.b. Bank Details : _____
- 2.c. Name of the Bank : _____
- 2.d. Bank IFSC No. : _____
- 2.e. Pan No. : _____
- 2.f. Aadhar Card No. : _____
- 2.g. Telephone No : _____
- 2.h. Mobile No. : _____
- 2.i. E-Mail ID : _____
- 3.a. Whether agreed to abide by all the terms and conditions mentioned in the tender Paper : Yes / No

- 3.b. Details of relevant supply executed earlier to other organizations : _____
4. Furnish copies of the following documents : _____
- 4.a. Preferred Valued Trade/Caterer License (updated copy) : _____
- 4.b. GST Number (copy enclosed) : _____
- 4.d. Preferred IT Clearance certificate (last one year) : _____

(Signature of the Tenderer with date and office seal)

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

ANNEXURE - IV

TENDERER TO FILL UP THIS PAGE ON BIDDERS LETTER HEAD

SEPARATE SEALED ENVELOPE

Format of Price Bid for Food

SI No.	Name of the items	Required nos. of Packet	Unit rate	GST%	Total
1.	Menu of foods	2,000 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 of the tenderer with date and office seal)