



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद  
Indian Institute of Information Technology, Allahabad  
An Institute of National Importance by Act of Parliament  
Deoghat, Jhalwa, Allahabad-211015 (U.P.) INDIA

Ph.: 0532-2922025, 2922067, Fax : 0532-2430006, Web : www.iitaa.ac.in, E-mail : contact@iitaa.ac.in

Ref. No.: IIT-A/Purchase/1144/752/2022  
Dated: 26/10/2022

**Tender Notice**

To,

M/s.....

.....

Ph.No.: .....

**Sub: Tender for provision of Food & Catering services along with Labour, Material and Crockery at the IIT-A, Jhalwa for VIPs, Alumni, Faculties, Guests, etc from 04/11/2022 to 06/11/2022.**

Dear Sir,

1. Indian Institute of Information Technology, Allahabad is organizing its "Global Alumni Meet (IITAA GAM 2022)" from **November 04-06, 2022**. It is a prestigious event in which distinguished VIP guests, Alumni, Faculties, Guests, etc will participate. Being a prestigious event, Institute is inviting limited tender from reputed firms and Hotels involved in Fooding and Catering services with the highest level of hygiene and quality of food services etc. The Participating firms and hotels will have to provide adequate fooding and catering services with sufficient qualified Manpower, Materials and Crockery etc. for **Lunch, Dinner & Tea break** to invited guests. **An indicative menu is attached herewith (Annexure-I)**.
2. The selected contractors will be expected to follow the menus strictly, until revised by the Institute, with mutual discussion. Other terms and conditions of the work and specifications are attached herewith for ready reference.
3. Tenderers are requested to submit the quotation by courier/speed post in **two bid system** with complete details of specifications, terms & conditions, warranty/guarantee etc. Quotation should be in **two separate sealed envelopes "Technical Bid" and "Commercial Bid"** and placed in a single envelope with name of the tender, ref. number and closing date superscripted on the top of the envelope addressed to the Joint Registrar (Store & Purchase), IITAA-Allahabad **upto-31/10/2022 till 10:00 AM and the technical bid will be open at 10:30 AM on same date**. Quotations duly sealed may also be dropped in the tender box placed in the office of the Joint Registrar (Store & Purchase), IITAA-Allahabad. Basic rate, taxes and other charges if applicable etc. must be quoted separately, F.O.R. destination at IIT-A, Jhalwa, Allahabad. Please note that tender document will not be accepted after the expiry of stipulated date and time for the purpose.
4. All Tenders should be addressed to **"Joint Registrar (Store & Purchase), Indian Institute of Information Technology, Deoghat, Jhalwa, Allahabad-211015 (U.P.) India"**.
5. **After Technical Evaluation, Financial bid of technically qualified bidders will be opened & informed accordingly.** Qualified vendors are desired to submit their authorization letter along with a photocopy of their photo identity card at the time of opening of Technical and Financial Bid. Please carry the same original proof of identity for verification purpose at the time of opening of tender/enquiry. The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, the time remaining unaltered. For any queries regarding the tender, please send a mail to info.purchase@iitaa.ac.in.
6. Details of Bank account of Firm for returned of EMD and/or Performance Security  
**Bank's Account Holder Name:** .....  
**Type of Account Name:** .....  
**Address of Branch:** .....  
**Account No:** .....  
**IFSC Code:** .....
7. **E.M.D.:** EMD amount **Rs.15,000/-** should be directly transferred into the bank account (IITAA General AC) of Indian Institute of Information Technology Allahabad through RTGS/NEFT and the tender document should be accompanied with the transaction receipt of RTGS/NEFT (Any bid without EMD fee receipt will not be considered).  
The detail of institute's Bank account is as below;

Account Name Bank : IIT A EMD and Security Deposit Account  
Name : Punjab National Bank  
Address : Pipalgaon Branch, Allahabad, Prayagraj  
Account number : 8636000100031943  
IFSC Code : PUNB0863600

**Copy to:**

**PS to Hon'ble Director- for kind information to Hon'ble director please.**

*[Handwritten Signature]*  
Joint Registrar (Store & Purchase)  
*[Circular Stamp: Indian Institute of Information Technology, ALLAHABAD]*

*[Handwritten mark]*

## TECHNICAL BID

(On letter head of the Firm & in a separately sealed envelope)

1. Date & Time of opening Tender : .....
  2. Name of the firm (As registered):-.....
  3. Address of the firm:-.....  
.....  
.....
  4. Phone Number: - .....
  5. Proprietor's name:-.....
  6. Address of Proprietor:-.....
  7. Proprietor's Phone No.:-.....
  8. Details of the firm:-
    - (a) Date from which the firm is operating:-.....
    - (b).Turnover of the firm during: - FY 2019-2020 (Rs.).....  
FY 2020-2021 (Rs.).....
- (Please attach documentary evidences)
- (c) PAN No.:-.....
  - (e) GST No.:-.....
  - (f) Service Tax Registration No.:-.....

.....

**Seal and signature of the Proprietor/  
Authorized Representative**

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## FINANCIAL BID

(To be given in a separately sealed envelope on letter head of the Firm)

**Date & Time of opening:** To be communicated separately to technically qualified vendors only

### Bill of Quantity and Tender Rate

Lunch, Dinner & Tea Break (Invited Guests, Faculty, Officers and Staff members)  
(As per Indicative Menu (item wise) Attached)

Sl. No	Date	Time	Items	Qty. (appx.)	Rate(Rs.)	Tax %	Total Amount
1.	04/11/2022	08:00 PM	Dinner	130			
2.	05/11/2022	08:00 AM	Break Fast	120			
3.	05/11/2022	11:30 AM	Tea + Snacks	220			
4.	05/11/2022	01:30 PM	Lunch	220			
5.	05/11/2022	04:30 PM	Tea + Snacks	220			
6.	05/11/2022	08:00 PM	Dinner	220			
7.	06/11/2022	08:00 AM	Break Fast	120			
8.	06/11/2022	11:30 AM	Tea + Snacks	190			
9.	06/11/2022	01:30 PM	Lunch	190			

**Note:**

1. Rates quoted shall be inclusive of all Taxes etc but showed separately.
2. The no. of participants (Quantity) is indicative only. It may increase or decrease by 20% as per requirements.
3. Menu is subject to adjustment by mutual discussion.
4. **Indicative Menu (item wise) are attached at Annexure-I, Snacks means Biscuits (Sweet and Salty Cookies) + Chips**

.....  
(Seal & Signature of the Proprietor/  
Authorized Representative



*Handwritten signature and date 26/10*

## Terms and Conditions

1. Quantity may increase or decrease up to 20% at the discretion of Institute.
2. Quoted rate should be valid till scheduled date of programme.
3. Tender rates must be quoted in prescribed format.
4. The Average Annual Turnover of the tenderer should not be less than Rupees Fifty Lakh (50,00,000/-) during the last five years.
5. A Recognized brand/franchisee of a Hotel/Restaurant/Caterer who have served reputed organization or institute or similar kind of place (attach documentary evidence) for similar gathering of international level.
6. Establishment year of the Hotel/Restaurant/Caterer
7. May feel free to contact on E-mail [info.purchase@iiita.ac.in](mailto:info.purchase@iiita.ac.in) & Ph. No. 0532-292-2051, 2217, 2804.
8. The contractor shall personally be responsible for the quality of material used and food served in a most hygienic, efficient manner & timely manner for Lunch, Dinner & Tea Break (Invited Guests, Faculty, Officers and Staff members) as indicated in BOQ. The given menu indicates the services to be provided which is to be adhered strictly.
9. The contractor shall be able to provide a good vegetarian and non-vegetarian food as per indicative menu. No items except the indicative menu shall be provided by the Caterer during the function. Any additional items required to be served, will be served only with the prior approval of the Institute. Rates for such additional items will be decided by mutual consultation.
10. Rates shall be inclusive of all material (perishable as well as non-perishable), labour and catering with good quality crockery (Bone China to be provided by the caterer with Stainless Steel Spoon)
11. The services in the Kitchen/Pantry premises shall be subject to inspection without prior notice by the authorized representatives of Institute. If during inspection any food stuffs/beverages/ any item of brand other than specified in the agreement is served, or found below specifications or service being found unsatisfactory, then the Caterer shall be liable to a penalty of min. Rs.10,000/- & upto Rs.1,00,000/- or as decided by the Director IIIT-A.
12. The space for cooking along with electricity and water for the same shall be provided by the Institute. The pantry premises, furniture, fittings and fixtures and supply of water and electricity shall be used only for the purpose of serving beverages & eatables to Institute employees/students/Guests.
13. The contractor has to make preparations in the IIIT-A, Jhalwa campus itself except for the branded food materials.
14. The Caterer shall provide proper containers for throwing or refuse waste material and will arrange to remove waste material from office and pantry premises. In case caterer fails to remove it, the arrangements will be made by the Institute and actual amount with Rs.10,000/- penalty will be deducted from the bill.
15. The contractor has to employ sufficient nos. of healthy, smart, mannered and well-dressed waiters for servicing.

   
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16. No child labourers shall be employed for cooking, servicing or catering as per law.

17. All the rules and regulations of food safety, labourers etc. shall be complied by the contractor. The Caterer shall have necessary licenses from the local or Govt. authorities for running the catering business, and it shall pay all charges, taxes, GST, levies and statutory dues assessments payable to any public or local authorities in respect of the pantry and shall also be liable to all fines and penalties which may be levied by the local or Govt. authorities as a result of non-observance of any of the Statues or rules framed there under by such authorities and keep the Institute indemnified against all actions, demands, expenses and charges incurred or suffered in that behalf.

18 (a). The Catering Service Provider is required to deploy adequate number of manpower for cooking, serving, supervision & cleaning (removing the plates, used tumblers, cleaning the tables, used Crockery etc).

18 (b). The mess staff will always be trained on COVID responsible conduct and will always be monitored for their adherence by the admin dept.

18 (c). The Catering Service Provider should provide the sanitation items like had wash liquid, tissue papers at all the locations where the food is served. Replenishing of the items is the responsibility of the Caterer only.

18 (d). After every meal (breakfast, lunch & dinner) all the vessel used for cooking, plates, cups, katoris, water glass, spoons, forks, knives etc. re to be cleaned in soap solution and dries and kept ready for next meal. The cleaning material used should be from the approved brands.

18 (e). All vegetables, fruits, etc. used shall be fresh and shall not be rotten or overripe. The contractor shall be responsible for their hygienic fitness. Milk and milk products such as curd, yogurt, cheese, etc. shall be of a good standard and should be prepared and served fresh.

18 (f). Items like Jam, Pickles, Butter, Salt and Sugar should be kept/stored properly in a neat and clean place near dining areas to avoid insects/mosquitoes. The items should be checked at regular intervals and should be replenished based on the requirements.

18 (g). Procurement of LPG commercial cylinders, fresh groceries, vegetables, raw materials and other ingredients for running as per the prescribed menu out of catering contractor's own expenses and arrangements.

18 (h). The agency will be responsible for the garbage disposal on daily basis.

18 (i). Efficiency, promptness, quality of food, service, good behaviour and politeness of the agency and his staff are the essence of the contract. The agency is required to ensure that this essence of the contract is always maintained.

18. **SPECIFICATIONS OF RAW MATERIALS:** All materials should be from reputed brand with AGMARK certificate, wherever applicable. Rice should be of Basmati variety only.

19. The contracting agencies must have worked in reputed organizations and have to provide details of such organization with the certificate of it.

20. The vendor should have experience for providing catering service during similar type of events at IITs/IIITs/Universities or Similar organization.

21. Subletting in any form will not be allowed.



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22. For additional pax, if any, payment will be made on actual basis.
23. The buffet tables for serving dinner will be arranged by the caterer
24. The tendering of lowest rate cannot be claimed as a right to be awarded the work/contract.
25. The Caterer shall not appoint sub contractor for catering to carry out any obligations under the Contract.
26. Agencies interested may visit the campus to have first hand information, if they so desire.
27. If performance is not found satisfactory. The firm/agency may be black listed by the Institute.
28. Deficiency in not supplying full information shall result in primarily rejection of tender.
29. The Caterer shall be responsible for:
  - i.) All injury due to any accident to persons, engaged by him/her and;
  - ii.) For any damage arising due to negligence on the part of the Caterer or his employees to the furniture and fittings provided by Institute. Further maintenance in the form of day-to-day cleaning of the pantry premises and other facilities provided would be carried out by the Caterer at their cost and;
  - iii) All the disputes shall be subject to the Allahabad Jurisdiction. The Director IIIT-A as arbitrator have the full rights to settle all the disputes and that shall be binding on both the parties.
30. The person or persons whose tender is accepted (hereinafter called the contractor) shall deposit security deposit **Rs.50,000/- within three days** after his or their tender has been accepted, in Institute account which has to be electronically transferred through the **RTGS/NEFT** into the bank account of Institute as mentioned below:

Account Name: IIIT A EMD and Security Deposit Account  
Bank Name : Punjab National Bank  
Address : Pipalgaon Branch, Allahabad, Prayagraj  
Account number : 8636000100031943  
IFSC Code : PUNB0863600
31. Security Deposit should remain valid for thirty days. No interest shall be paid on Security Deposit. The Security Deposit will be forfeited by order of the Competent Authority in the event of any breach or negligence or non-observance of any terms & conditions of the contract or for unsatisfactory performance or for non- acceptance of the supply order. EMD will be released after receiving of transaction receipt of RTGS/NEFT of security amount.
32. The workers should be qualified and proper uniform and name badge, which is provided by the caterer/agency, and the agency, shall be responsible for the discipline of his workers.
33. (i) The contractor shall submit all bills on the printed form and all items in such bill shall be charged at the rates specified in the tender or in the case of an extra work ordered in pursuance of these conditions and not mentioned or provided for in the tender, at the rate here in after provided in such order mutually agreed upon clearly mentioning as extra items.  
(ii) Payment shall be made within 7 days on completion of the work after due verification by the site in-charge as per tendered rates.
34. The Institute reserves the right to cancel the tender without assigning any reason and also have right to divide the work into several caterers in the interest of work.

*Sd/-*  
*[Signature]*  
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35. The indenting tenderer must furnish the following certificate in their quotation: **"It is certified that I agree to the terms and conditions as specified above and bind myself to follow and comply with the same. I have gone through all the conditions and understood the same."**
36. Kindly quote your Income Tax PAN No, TIN No., etc. mandatorily on the quotation.
37. All disputes are subject to Jurisdiction of Allahabad High Court.
38. Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any tender.
39. Director, Indian Institute of Information Technology, Allahabad reserves the right to alter / modify any or all conditions of this tender.

  
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**Joint Registrar (Store & Purchase)**

**Enclosures: Indicative Menu**

**Copy to:-**

- PS to Hon'ble Director- for kind information to Hon'ble director please.





# Menu For 4<sup>th</sup> 5<sup>th</sup> & 6<sup>th</sup> Nov 2022

Annexure-I

## 4<sup>th</sup> Dinner (130) at 08:00 pm onwards

1. Soup
  2. Welcome Drink
  3. Starter (Paneer Pakoda, Honey Chili Potato)
  4. Paneer Makhani
  5. Meethi Matar Malai
  6. Aachori Aaloo
  7. Dal Punchmil
  8. Rasgulla + Kheer
  9. Rice
  10. Indian Bread (Three Types)
- Pickles + Green Salad + Sprouted Salad + Water Bottles

## 5<sup>th</sup> Breakfast (120) at 8:00 am onwards

1. Poha
2. Cutlet
3. Dalia
4. Tea + Coffee
5. Fruits (Banana, Apple & One Seasonal)
6. Bread Butter
7. Water Bottle

## 5<sup>th</sup> Tea + Snacks (220) at 11:30 am onwards

## 5<sup>th</sup> Lunch (220) at 1:30 pm onwards

1. Soup
  2. Welcome Drink
  3. Starter (Spring Roll, Hara Bhara)
  4. Palak Corn
  5. Paneer Shahi
  6. Gazar Matar
  7. Dal Tadka
  8. Gulab Jamun + Ice-Cream
  9. Rice
  10. Indian Bread (Three Types)
- Pickles + Green Salad + Sprouted Salad + Water Bottles

## 5<sup>th</sup> Tea + Snacks (220) at 04:30 pm onwards

## 5<sup>th</sup> Dinner (220) at 8:00 pm onwards

1. Soup (Tomato, Manchow)
  2. Welcome Drink (Seasonal Mocktails)
  3. Veg-Starter (Paneer Tikka, Cheese Ball, Hara Bhara Kabab)
  4. Non-Veg Starter (Chicken Tikka, Afghani Chicken)
  5. Paneer Butter Masala
  6. Hariyali Kofta Curry
  7. Mix Vegetable
  8. Dal Makhani
  9. Non-Veg Main Course (Murga Kadhai Walla)
  10. Raita (Pineapple Raita)
  11. Moong Dal Halwa, Fruit Custard
  12. Rice (Jeera Coriander Rice)
  13. Indian Bread (Missi, Plain/Butter Naan, Tandoori)
- Pickles + Green Salad + Sprouted Salad + Water Bottles

## 6<sup>th</sup> Breakfast (120) at 8:00 am onwards

1. Chole Bhature
2. Veg Sandwich
3. Upma
4. Bread Butter
5. Dalia
6. Fruits
7. Tea + Coffee
8. Water Bottle

## 6<sup>th</sup> Tea + Snacks (190) at 11:30 am onwards

## 6<sup>th</sup> Lunch (190) at 1:30 pm onwards

1. Soup
  2. Welcome Drink
  3. Starter (Paneer Tikka, Daal Kabab)
  4. Kadhai Paneer
  5. Veg Jhalfrezy
  6. Gobhi Matar
  7. Dal Tadka
  8. Rice
  9. Gazar ka Halwa + Rasmalai
  10. Indian Bread (Three Types)
- Pickles + Green Salad + Sprouted Salad + Water Bottles

Note- Snacks = Biscuits (Sweet and Salty Cookies) + Chips

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