



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

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Ref no. IIIT-A/ENQ/Purchase/645/2019
Date: 16/12/2019

Enquiry Letter

M/s.

.....

Ph. No.:

Subject: Quotation invited from 5 star hotels in Bangalore to conduct the Alumni Meet 2020 on 29th February 2020 (Saturday) at evening hours from 19:00 to till 23:59 at Bangalore.

Enquiry issue date: 16.12.2019

Last date of submission: 23.12.2019 at 12:00 Noon

Dear Sir,

Institute is inviting sealed quotations for conduct of Alumni Meet 2020 on 29th February 2020 (Saturday) at evening hours from 19:00 to till 23:59 at Bangalore. Kindly quote your rates as per below mentioned details.

You are requested to submit the sealed quotation by courier/speed post with complete details of specifications, terms & conditions, etc. **upto 23/12/2019, 12:00 Noon**. Quotations duly sealed may also be dropped in the tender box placed in the office of the Joint Registrar (S&P), IIIT-Allahabad. Basic rate, taxes and freight charges etc. must be quoted separately. **Kindly mention enquiry number, subject, due date, contact address etc., on your quotation. Incomplete quotation will not be accepted.**

Quotation should be addressed to **Joint Registrar (Store & Purchase), IIIT-Allahabad, Deoghat Jhalwa, Prayagraj-211015.**

Event Details				Food Cost			Audio Visual Charges		Misc. Charge s	Total Cost (C + D + E)
Event Start Date	Event End Date	Event Timings	Number of Guests (A)	Rate per Guest (excluding Taxes) (Food as per given menu)	Rate per Guest (including Tax and service charges, if any) * (B)	Total Food Cost (C) (A*B)	Charges for PA system with Mike, Projector with screen (excluding Tax)	Charges for PA system with Mike, Projector with screen (including Tax)* (D)	Additional Cost (If any)* (E)	
29-02-20	29-02-20	19:00 Hrs to 23:59 Hrs	250							

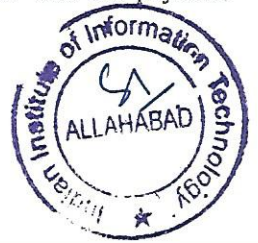
* Tax and service charge breakup must be specified separately

* Hotel should be 5 star

Menu Composition	
Buffet Snacks & Dinner	2 Veg and 2 Non-Veg snacks service for 90 minutes. 2 Salads, 1 Soup, 2 veg preparations, 1 Chicken Biryani (or) Chicken Item, 1 Fish item, 1 flavoured rice, 1 lentil preparation, 2 Indian breads, 2 Desserts, Papad/Pickle and accompaniments

Terms and Conditions:

- 1- **Place :** The should be provide the brief details of place at Bangalore.
- 2- **Taxes:** (GST) Taxes should be Inclusive.
- 3- **Payment Terms of vendor :**
 - (i) The terms of payment should be clearly mentioned in the quotation so that the payment processed accordingly.



- (ii) In case of advance payment, please indicate the advance amount separately in quotation.
(iii) Breakup of taxes and service charges must be specified separately.
(iv) Service provider is required to provide below bank account details for payment purpose.

Bank's Account Holder Name:.....
Name of Bank:.....
Type of Account Name:.....
Address of Branch:.....
Account No:.....
IFSC Code:.....

- 4- **The service provider should confirm the booking after receiving of work order.**
5- The no. of participants (quantity) as stated above may vary either side. However, the rate for extra plates will be charged at the same rate as stated above.
6- Seating facility should be proper layout/frills and decorated.
7- Kindly include the snapshots of the venue (hall & dinning place) along with the quotation.
8- Please specify the maximum gathering capacity of the hall for which rates are being offered.
9- The service provider shall be able to provide a good food as per indicated in above menu. No items except the indicative menu shall be provided by the Caterer. Any additional items required to be served only with the prior approval of the Competent Authority. Rates for such additional items will be decided by mutual consultation by the Competent Authority.
10- All the food materials being used for the preparation shall be good quality and to maintain all the precautions.
11- Quoted rates should be valid at least for 30 days
12- Kindly contact to Dr. Sanjeev B.S. (Ph: 8127080044), Dr. Sonali Agarwal (Ph: 9415647042) & Mr. Abhinaba Bashu (Ph: 9432291925) regarding venue and other details.
13- The Director, IIIT-A reserves the right to reject/cancelled this order at any stage
14- The lowest rate will not be the basis of claim to get the order.
15- May feel free to contact on e-mail info.purchase@iiita.ac.in with copy to abhinaba@iiita.ac.in, Ph. No: 0532-2922042, 9432291925 & sanjaykumar@iiita.ac.in, Ph. No: 0532-2922051.
16- All legal disputes shall be subject to Jurisdiction at Prayagraj.

Read and accepted.

Copy to:

1. Indenter- for information and necessary action.


Joint Registrar (S&P)
Signature & Stamp of Bidder
Authorized Signatory
