



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद
Indian Institute of Information Technology, Allahabad
(A University Established under sec 3 of UGC Act, 1956 vide Notification No. F. 9-4/99-U.3 Dated 4/08/2000 of Govt. of India)

(A Centre of Excellence in IT, Established by Govt. of India)

Deoghat, Jhalwa, ALLAHABAD- 211012 (U.P.) INDIA

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Ref. No. : IIIT-A/DR(E)/Conv. / 43 /2014

Dated: 19/02/2014

Limited Tender Enquiry

To,

M/s.

.....

Ph. No.:

Sub: Tender for Fooding & Catering services alongwith Fooding, Labour, Material and crockery at the IIIT-A, Jhalwa Campus for VVIP,VIPs & students for 01 day (Lunch & Dinner on 10 March 2014).

Dear Sir,

Indian Institute of Information Technology, Allahabad is organizing its "9th Convocation" on 10th March 2014. It is a prestigious event in which distinguished VVIPs, VIP guests & Students 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 01 day (Lunch & Dinner) to invited guests. A reference menu is attached along with.

The selected contractors will be expected to follow the menus strictly, if not revised by the Institute with mutual discussion and agreement. Other terms and conditions of the work and specifications are attached herewith for ready reference.

Tenders are invited by courier/speed post/e-mail in Two Bid format attached along with, on the enclosed Proforma and Signed Terms and conditions are also annexed along with. Last date of receiving the quotations is 26-02-2014 at 11:00 a.m. & opening of technical bid on 3:30 p.m. The same day successful vendors shall be communicated telephonically about the financial bid opening details.

Note:

- * The quotations must be submitted along with a F.D.R. /DD of nationalized bank of Rs. 10,000/- as Earnest Money duly pledged in favour of "IIIT-Allahabad". Enquiry without proper earnest money shall not be considered. Earnest Money deposited earlier, if any, shall not be considered. The FDR should be drawn from the account of tendering firm otherwise the same shall be rejected. FDR/TDR issued in personal name shall not be accepted.
- * Quoted rate should be valid at least of 30 days.
- * Tender must be quoted in prescribed format.
- * The Annual Turnover of the tenderer should not be less than Rs. 50 Lakhs p.a. for past atleast 2 years.
- * Quantity may increase or decrease at the discretion of Institute.
- * Payment will be made within seven days after satisfactory report from users end.
- * May feel free to contact on E-mail dr.e@iiita.ac.in ph.No:0532-292-2051(9:00AM to 6:00PM).
- * Fax/E-mail address/contact no. /Name of person to be contacted.
- * Kindly quote your Income Tax PAN No., TIN No., etc. mandatory on the quotation.
- * TDS @ 4% will be deducted at the time of payment as per letter no.- 1240/P-7/TDS/Deduction/13-14/Joint Commissioner (Karya Palak) Commercial tax Allahabad Division (B), Allahabad, Dated -17 October 2013.
- * All disputes are subject to Jurisdiction of Allahabad Courts.
- * Director , Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any tender.
- * Director, Indian Institute of Information Technology, Allahabad reserves the right to alter/modify any or all conditions of this tender/enquiry.


(Dr.Seema Shah)
Deputy Registrar (E)

Enclosures: Indicative Menu

Copy to: -

- > Hon'ble Director for kind information please.
- > Dr.Asheesh Kumaar, Dy. Registrar (M)

Menu for 9th Convocation-2014 on 10.03.2014

Lunch Timing 01:30 PM-02.30 PM	Soup Sweet Corn Salad, Papad, Anchar, Chatni Curd Jeera Rice Tandoori Roti, Missi Roti Dal Yellow Mixed Seasonal Vegetable Mushroom Masala Matar Paneer Seasonal Fruits (2-3) Ras Malai
Dinner Timing 08:30 to 10:00 PM	Tomato Soup Salad, Papad, Anchar, Chatni Bundi Raita Plain Rice Tandoori Roti, Missi Roti Saag Paneer Bhindi Do Pyaza Dal Mixed Dry Seasonal Vegetable Seasonal Fruits (2) Gulab Jamun

Amr

TECHNICAL BID

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

Tender opening date : 26 .02.2014 (3.30 P.M.)

PROFORMA FOR APPLICATION

1. Name of the firm (As registered):-.....
2. Address of the firm:-.....
.....
.....
3. Phone Number: -
4. Proprietor's name:-.....
5. Address of Proprietor:-.....
6. Proprietor's Phone No.:-.....
7. Details of the firm:-
 - (a). Date from which the firm is operating:-.....
 - (b). Turnover of the firm during: - FY 2011-2012 (Rs.).....
FY 2012-2013(Rs.).....
(Please attach documentary evidence)
i.e Income Tax return copy/ any other Document
 - (c) PAN No.:-.....
 - (d). TAN No.:-
 - (e) CST No./UPTT No.:-.....
 - (f) Service Tax Registration No.:-.....

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



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 screened vendors only

Bill of Quantity and Tender Rate Form

1. Lunch/ Dinner

(As per Indicative Menu Attached)

Sl. No.	Items	Quantity (approx.)	Rate (Rs.)	Tax %	Total Amount
1	Lunch	250			
2	Dinner	500			

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.
3. Menu is subject to adjustment by mutual discussion.

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



Terms and Conditions

1. The contactor shall personally be responsible for the quality of material used and food served in a most hygienic, efficient manner & timely way for upto 250 full plates lunch & 500 full plates dinner on 10th Mar., 2014. The given menu indicates the services to be provided which is to be adhered strictly.
2. The contractor shall be able to provide a good 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 and same shall be displayed in the pantry premises.
3. Rates shall be inclusive of all material (perishable as well as non perishable), labour and catering with good quality of crockery etc.
4. 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 Rs.1000.00 or as Director IIIT-A decide at his own discretion on each occasion without any valid reason or prior intimation. If lunch & dinner are not provided on demand, a penalty of Rs.2000.00-on each occasion will be imposed.
5. 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.
6. The contractor has to make preparations in the IIIT-A, Jhalwa campus itself except for the branded food materials.
7. The Caterer shall provide proper containers for throwing refuse and will arrange to remove the refuse from office and pantry premises twice a day or more often, if necessary.
8. The contractor has to employ sufficient nos. of healthy, smart and well mannered waiters for servicing.
9. No child labours shall be employed for cooking, servicing or catering as per law.



10. All the rules and regulations of food safety, labours 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, 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.
11. SPECIFICATIONS OF RAW MATERIALS: All materials should be from reputed brand with AGMARK certificate, wherever applicable. Rice should be of Basmati variety only.
12. The contracting agencies must have worked in reputed organizations and have to provide details of such organization with the certificate of it.
13. The tendering of lowest rate cannot be claimed as a right to be awarded the work/contract.
14. The Caterer shall not appoint sub contractor for catering to carry out any obligations under the Contract.
15. Agencies interested may visit the campus to have first hand information, if they so desire.
16. Deficiency in not supplying full information shall result primarily rejection of tender.
17. 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.
18. The person or persons whose tender is accepted (hereinafter called the contractor) shall within one week after his or their tender has been accepted deposit earnest money where any security so deposited is not payable to bearer, the contractor shall endorse or transfer it to the said Government in such a manner that the sum represented by it can be realized without the consent or assistance of the contractor. The contractor shall permit Government at the time of making any payment to him for work done under the contract to deduct 10% (ten percent) of all moneys so payable on account of security deposit until such deduction

along with the sum already deposited as earnest money is adjusted in the last deduction, bill amount.

19. (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.

(iii) Advance payment shall be made on request of the tenderer / contractor in the interest of work, if, however, the Director-IIIT-A is satisfied that advance is essential for execution of work and with sufficient proof that the sufficient material is brought at site.

The Advances shall be adjusted against the bill. If the bill is not submitted in time 2% interest p.m. shall be charged from the contractor.

20. The Institute reserves the rights to cancel the tender without assigning any reason and also have right to divide the work into several caterers in the interest of work.

21. The intending 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."

