



# INDIAN INSTITUTE OF INFORMATION TECHNOLOGY ALLAHABAD

Devghat, Jhalwa, Prayagraj - 211 015 (U.P.) INDIA

Website: [www.iiita.ac.in](http://www.iiita.ac.in) E-mail: [info.purchase@iiita.ac.in](mailto:info.purchase@iiita.ac.in)

Telephone: 0532-2922217, 2922051, 2922804

Ref. No.: IIT-A/SP/NIT/1600/2847/2026

Date : 13/08/2026

## TENDER NOTICE

To,

M/s \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Sub: Tender for Provision of Food & Catering Services along with Labour, Material, and Crockery at IIIT Allahabad, Jhalwa, Prayagraj for Invited guests (VIPs), BoG, Senate, Faculty, Officers, Staff, Degree Recipients, their parents, Alumni & Students Volunteers during Convocation & Global Alumni Meet 2026 - reg**

**Tender Issue Date : 13/08/2026**

**Last Date & Time for Submission : 24/08/2026 04:00 PM**

**Place of Submission : The office of the Deputy Registrar (Stores & Purchase)**

**Date & Time of Opening : 24/08/2026 04:30 PM**

**Dear Sir/Madam,**

Indian Institute of Information Technology (IIIT), Allahabad is organizing its "21st Convocation" tentatively on 12<sup>th</sup> September 2026 & Global Alumni Meet on 13<sup>th</sup> & 14<sup>th</sup> September 2026. It is a prestigious event in which distinguished VIP guests, Faculties, students etc. will participate. Being a prestigious event, the 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 or hotels will have to provide adequate fooding and catering services with sufficient skilled Manpower, Materials and Crockery etc. for Dinner to invited guests. An indicative menu are attached herewith (**Annexure-I, II III**).

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.

Tenderers are requested to submit the quotation by courier/speed post in two bid systems with complete details of specifications terms & conditions, warranty/guarantee etc. Quotation should be in two separate sealed envelopes "Technical Bid" and "Commercial Bid (containing the price bid/financial offer)" 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 Deputy Registrar (Stores & Purchase), IIIT Allahabad by **24/08/2026, 04:00 PM**. Quotations duly sealed may also be dropped in the tender

box placed in the office of Deputy Registrar (Stores & Purchase), IIIT Allahabad. Basic rate, taxes and other charges if applicable etc. must be quoted separately, F.O.R. destination at IIIT Allahabad, Jhalwa, Prayagraj. Please note that tender documents will not be accepted after the expiry of the stipulated date and time for the purpose.

Tenders should be addressed to “Deputy Registrar (Store & Purchase), Indian Institute of Information Technology, Allahabad, Devghat, Jhalwa, Prayagraj-211015 (U.P.) India”.

After technical evaluation, financial bids 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 opening of technical and financial bids. Please carry the same original proof of identity for verification purpose at 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 the next working date, the time remaining unaltered. In case of any queries regarding the tender please send a mail to **info.purchase@iiita.ac.in**.

E.M.D.: Bid security fee is Rs. 68,000/- (Rupees Sixty Eight Thousand Only). Bid Security may be provided through direct transfer (RTGS/NEFT), account payee demand draft, Fixed deposit receipt, Banker's cheque or Bank guarantee from any of the Commercial banks. If Bid Security has been submitted by any other mode than NEFT/ RTGS, then a hard copy of the Bid Security has to be sent by Registered Post. It should reach IIIT Allahabad Campus before the bid submission deadline to the name of Deputy Registrar (Store & Purchase), Indian Institute of Information Technology Allahabad, Devghat, Jhalwa, Prayagraj, Pincode-211015. In the envelope super scripted the tender Id or tender reference Number and with the company full address.

MSME vendors will have to submit the Bid Security of 50% amount (i.e. Rs. 34,000/-) at the time of bidding. Any bid without Bid Security will not be considered.

**The details for payment are as follows:**

Name of the Account Holder : IIIT A EMD and Security Deposit Account

Bank & Branch - Punjab National Bank, Pipal Gaon, Jhalwa, Prayagraj

Account No. : 8636000100031943

IFSC Code : PUNB0863600

S/d

**Deputy Registrar(S&P)**

## **ELIGIBILITY CRITERIA**

### **1. Legal Status & Registration**

- a. The bidder must be a recognized brand /franchisee of a Hotel/Restaurant/caterer who has served to reputed organization or institute more than once and a registered firm/company/partnership/proprietorship in India
- b. Valid FSSAI License for catering/food services must be submitted.
- c. Valid GST Registration and PAN must be provided.

### **2. Experience**

The bidder should have a recognized brand/franchisee of a Hotel/Restaurant/Caterer who has previously served in similar/such type of events in a reputed organization or educational institute preferably IITs, IIITs, NITs and at least 5 years of experience in providing catering/food services in reputed organizations such as Government institutions, Universities, IITs, IIITs, NITs.(attach documentary evidence).

The bidder should have successfully executed at least:

One similar work of value not less than 10.88 lakh, OR

Two similar works of value not less than 6.80 lakh OR

Three similar works of value not less than 5.44 lakh each during the last 3 financial years.

### **3. Financial Capacity**

The annual average turnover of the tenderer should not be less than Rs 68.03 lakhs during the last three years FY 2023-2024, 2024-2025 & 2025-2026. The turnover should be Certified by a Chartered Accountant.

### **4. Manpower & Infrastructure**

- a. The bidder should have adequate trained manpower (chefs, service staff, supervisors) on their payroll or under valid contract.
- b. Availability of own kitchen setup/cooking equipment
- c. Adequate transport/logistics facility for food supply.

### **5. Quality & Compliance**

- a. Compliance with all Food Safety and Hygiene standards (FSSAI norms).
- b. Compliance with Labour Laws, Minimum Wages, PF, ESI, etc.

### **6. The bidder should not have been penalized or blacklisted/debarred by any Government organization/PSU/Institution. (Annexure-VII).**

## **TERMS AND CONDITIONS**

1. The quantities mentioned are indicative and may increase or decrease by up to twenty percent (20%). Payment shall be made on actual quantities served and certified.
2. Quoted rate should be valid till scheduled date of programme
3. Tender rates must be quoted in prescribed format.
4. The contractor shall personally be responsible for the quality of material used and Dinner served in a most hygienic, efficient & timely manner for up-to 200 full plates for Invited guests, Faculty & Officers & Staff of the Institute and 1450 full plates for degree recipients of the Institute and their parents tentatively on 12th September 2026 along with 650 Dinner Boxes for other support staff. The given menu indicates the services to be provided which is to be adhered strictly. In case of non-abidance to the detailed menu as per Annexure-I, II & III the vendor shall be liable for Penalty as per the decision of the Director, IIIT Allahabad.
5. The contractor shall be able to provide a good vegetarian and non-vegetarian hygienic 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.
6. Rates shall be inclusive of all material (perishable as well as non perishable), labour and catering with Porcelain/Bone China Crockery (200 set), Melamine crockery (1450 set) & packed box 650 box to be provided by the caterer with Stainless Steel Spoon.
7. The services in the Kitchen/Pantry premises shall be subject to inspection without prior notice by the authorized representatives of the 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, the Director, IIIT Allahabad shall determine the penalty depending upon the nature and extent of deficiency, subject to a maximum deduction as per contract value ranging from ₹ 20,000/- to ₹ 1,50,000/-.
8. In case of shortage or non-availability of any approved menu item during the Convocation catering service, a penalty of ₹10,000/- (Rupees Ten Thousand only) per item, per event or at any venue shall be levied on the caterer.
9. 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.

10. The contractor has to make preparations in the IIIT Allahabad, Jhalwa campus itself except for the branded packed food materials.
11. Tent arrangement for cooking etc, has to be done by the vendor only.
12. The Caterer shall provide proper containers for throwing or reuse waste material and will arrange to remove waste material from office and pantry premises. In case the caterer fails to remove it, the arrangements will be made by the Institute and the actual amount with Rs. 50,000/- penalty will be deducted from the final bill.
13. The contractor has to employ sufficient numbers of healthy, smart, well mannered and well-dressed waiters for servicing.
14. No child labourers shall be employed for cooking, servicing or catering as per law.
15. The Contractor/Caterer shall comply with all applicable laws, rules, regulations, and standards relating to food safety, hygiene, labour welfare, and statutory requirements, including those prescribed by the Food Safety and Standards Authority of India (FSSAI), labour laws, and other applicable Central, State, and local authorities. The Contractor/Caterer shall obtain and maintain, at its own cost, all necessary licences, registrations, approvals, and permits required for carrying out the catering services throughout the contract period.
16. The Contractor/Caterer shall be solely responsible for the payment of all applicable taxes, GST, levies, duties, fees, statutory dues, and other charges payable to the concerned authorities. The Contractor/Caterer shall also be liable for any fines, penalties, or legal consequences arising from non-compliance with any applicable law, rule, regulation, or licence condition.
17. The Contractor/Caterer shall be solely responsible and liable for the quality, safety, hygiene, and fitness of the food served. In the event of any incident of food poisoning, food contamination, or any food-borne illness attributable to the food supplied by the Contractor/Caterer, the Contractor/Caterer shall bear full responsibility, including all legal, financial, medical, and compensatory liabilities arising therefrom.
18. The Contractor/Caterer shall indemnify and keep indemnified the Indian Institute of Information Technology, Allahabad (IIIT Allahabad), its officers, employees, and representatives against all claims, demands, losses, damages, liabilities, costs, expenses, penalties, and legal proceedings arising out of or in connection with any breach of statutory provisions, negligence, food safety violations, food poisoning, labour-related claims, or any

act or omission on the part of the Contractor/Caterer or its employees, agents, or representatives.

19. Raw material specifications: All materials should be from a reputed brand with AGMARK/FSSAI certificate, wherever applicable. Rice should be of Basmati variety only.
20. For additional plates, if any, payment will be made on actual basis.
21. The rates quoted by the bidder shall remain valid for a period of 60 (sixty) days from the date of closure of the tender submission.
22. The buffet tables and fruit carvings with proper decoration for serving Dinner will be arranged by the vendor.
23. Provision for basket collection points for a good number of used dishes, be maintained by the Vendor in the dining area.
24. The tendering of lowest rate cannot be claimed as a right to be awarded the work/contract.
25. The Caterer shall not appoint a sub contractor for catering to carry out any obligations under the Contract.
26. Caterers/Vendors 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. Failure to supply full information shall result in the tender being rejected.
29. Caterers/Vendor shall be responsible for
  - a. All injury due to any accident to persons, engaged by him/her and;
  - b. 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.
  - c. Any dispute arising out of this contract shall be referred to arbitration in accordance with the Arbitration and Conciliation Act, 1996. The sole arbitrator shall be appointed by the Director, IIIT Allahabad, who would have full power to settle all the disputes and that shall be binding on both the parties.
30. The successful bidder shall deposit performance security equivalent to 10% of awarded value within three days from the issuance of the work order, in the Institute's account which has to be electronically transferred through the RTGS/NEFT into the bank account of Institute as mentioned below:

**Name of the Account Holder : IIIT A EMD and Security Deposit Account**  
**Bank & Branch - Punjab National Bank, Pipal Gaon, Jhalwa, Prayagraj**  
**Account No. : 8636000100031943**  
**IFSC Code : PUNB0863600**

31. The Performance Security shall remain valid till sixty (60) days beyond the successful completion of the contract. 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 receipt of transaction receipt of RTGS/NEFT of security amount.
32. Seating facility with round tables and chairs with proper frills and decoration is to be taken by the caterer/vendor/bidder.
33. Proper buffet layout with fruit/vegetable carvings and decoration, etc., is to be done by the concerned caterer/vendor/bidder, so it enhances the overall layout of the buffet.
34. The workers should be qualified with proper uniform and name badge, which is provided by the caterer/agency and the agency, shall be responsible for the discipline of his workers.
35. Technical bids shall first be evaluated. Financial bids of only technically qualified bidders shall be opened. The contract shall ordinarily be awarded to the lowest evaluated responsive bidder (L-1), subject to fulfillment of all tender conditions. In case of tie amongst bidders, the deciding factor would be on the basis of higher average annual turnover from catering/food service business (over the last 3 financial years).
36. The contractor that 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 the amount mentioned or provided for in the tender, at the rate here in after provided in such order mutually spend upon clearly mentioning as extra items
37. Payment shall be released within fifteen (15) working days after submission of complete bills, subject to satisfactory certification and availability of funds.
38. The Institute reserves the right to cancel the tender, reject any or all bids, or cancel the work order at any stage without assigning any reason, if considered necessary in the public interest.
39. The Institute also reserves the right to award the entire work to a single successful bidder, if deemed appropriate in the interest of the work, at its sole discretion.
40. In case of non-abidance to the detailed Menu, Vendor shall be liable for a Penalty, as per the decision of the Competent Authority at IIIT Allahabad.
41. In case of damage to the property of the Institute, an amount equivalent to such damage will be recovered from the vendor or as decided by the Competent Authority at IIIT Allahabad.
42. Force Majeure Clause: Neither party shall be liable for failure or delay in performance of its obligations due to events beyond its reasonable control, including but not limited to natural calamities, flood, earthquake, epidemic, pandemic, war, civil unrest, governmental restrictions,

or any other force majeure event. The affected party shall promptly notify the other party in writing. The Institute shall have the right to reschedule or cancel the event without liability except for payment of services actually rendered.

43. **Conflict of Interest Declaration:** The bidder shall disclose any actual or potential conflict of interest. Any bidder having a conflict of interest with the Institute or its officials may be disqualified.
44. **Integrity Pact / Anti-Corruption Clause:** The bidder shall not directly or indirectly offer any gratification, inducement or commission to any employee or officer of IIIT Allahabad. Any violation shall result in immediate termination of the contract, forfeiture of Security Deposit and blacklisting.
45. **Confidentiality Clause:** The contractor shall maintain confidentiality of all information obtained during execution of the contract and shall not disclose any information relating to the Institute, its guests or arrangements without prior written permission.
46. **Insurance Clause:** The successful bidder shall maintain adequate Public Liability Insurance and Workmen Compensation Insurance covering all employees deployed under the contract and Fire Insurance covering all employees, materials, equipment, temporary structures, and other assets used for the execution of the contract.
47. **Right to Reject Food:** The Institute shall have absolute authority to reject any food item found stale, unhygienic, below prescribed quality or not conforming to the approved menu. Such rejection shall be final and binding upon the contractor.
48. **Right to Terminate:** The Institute may terminate the contract immediately without notice in case of poor quality, unhygienic conditions, misconduct, false information, breach of contract or any act prejudicial to the reputation of the Institute.
49. Courts at Prayagraj (Allahabad) having territorial jurisdiction shall alone have jurisdiction over matters arising out of this tender.
50. Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept, alter/modify any or all conditions of this tender.
51. In case of any queries feel free to contact us on E-mail [info.purchase@iiita.ac.in](mailto:info.purchase@iiita.ac.in) & Ph. No. 0532-292-2804.

# INDIAN INSTITUTE OF INFORMATION TECHNOLOGY ALLAHABAD

## 21<sup>st</sup> Convocation of IIIT Allahabad

### Dinner Arrangement (Buffet)

**Venue 1: Ground Floor (Right Side) Auditorium**

**Invitees: For Degree Recipients**

**Date & Time:** Will be communicated at least 7 days in advance from the event date

**Venue 2: First Floor (Right Side) Auditorium**

**Invitees: For BoG/Senate/FC, Invited Guests, Faculty, Officers & Staff of the Institute**

**Date & Time:** Will be communicated at least 7 days in advance from the event date

**Total Number of Guaranteed Plates: 1650**

### Menu (Dinner)

|                             |                                                                                                                                                                       |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Beverages</b>            | <ol style="list-style-type: none"><li>1. Cold Drink</li><li>2. Veg Corn Soup</li></ol>                                                                                |
| <b>Starters</b>             | <ol style="list-style-type: none"><li>1. Pizza</li><li>2. Cheese Balls</li><li>3. Veg Kebab Tikka</li><li>4. French Fries</li></ol>                                   |
| <b>Salads</b>               | <ol style="list-style-type: none"><li>1. Green Salad</li><li>2. Russian Salad</li><li>3. Fried Papad</li><li>4. Steamed Moong Sprouts</li></ol>                       |
| <b>Main Course</b>          | <ol style="list-style-type: none"><li>1. Mushroom Do Pyaza</li><li>2. Kadhai Paneer</li><li>3. Dal Makhani</li><li>4. Mix Vegetables</li><li>5. Veg Biryani</li></ol> |
| <b>Indian Breads</b>        | <ol style="list-style-type: none"><li>1. Tandoori Roti (Plain and Butter)</li><li>2. Missi Roti</li></ol>                                                             |
| <b>Accompaniments</b>       | <ol style="list-style-type: none"><li>1. Boondi Raita</li></ol>                                                                                                       |
| <b>Live Tawa Vegetables</b> | <ol style="list-style-type: none"><li>1. Tomato</li><li>2. Capsicum</li><li>3. Karela</li><li>4. Bhindi</li><li>5. Parwal</li></ol>                                   |

|                 |                                                                                      |
|-----------------|--------------------------------------------------------------------------------------|
| <b>Desserts</b> | <ol style="list-style-type: none"> <li>1. Fruit custard</li> <li>2. moong</li> </ol> |
|-----------------|--------------------------------------------------------------------------------------|

**Note- Vendor must require to include the cost of the following:**

1. Bone china crockery
2. Melamine crockery
3. With Porcelain/bone china catering and some items are served in special disposable
4. 3 or 4 counter of all item
5. All staff wearing neat and clean dress
6. Decorated counters
7. Water bottle
8. 20 Round Table and 100 Chairs with clothes/ covers
9. Tent for cooking area.
10. Dustbin arrangement for waste food.
11. Sofa-15 with center table for VIPs

**MENU FOR DINNER BOXES**

**Guaranteed (Packed dinner) Plates : 650**

**Date:** Will be communicated at least 7 days in advance from the event date

6pcs. Puri, aloo tamatar with masala gravy (100gms), mix veg (100gms), matar pulao (100gms), pickle and salad (mixed), 1pc sweet, spoon (1 pcs) napkin (2 pcs) and 01 water bottle (200 ml).

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY  
ALLAHABAD**

**Global Alumni Meet 2026 at IIIT-Allahabad**

**Date - 13.09.2026 to 14.09.2026**

**Venue and Total Number of Guaranteed Plates: Day-wise as indicated below:**

| <b>S. No.</b> | <b>Day</b> | <b>Time</b> | <b>Particular</b>                                     | <b>Venue</b>      | <b>Guaranteed Count</b> |
|---------------|------------|-------------|-------------------------------------------------------|-------------------|-------------------------|
| 1             | 13.09.2026 | 7:30 AM     | Breakfast                                             | VH-1              | 100                     |
| 2             | 13.09.2026 | 11:00 AM    | High Tea and Snacks                                   | Main Auditorium   | 200                     |
| 3             | 13.09.2026 | 11:00 AM    | Tea and Snacks (students)                             | Main Auditorium   | 200                     |
| 4             | 13.09.2026 | 1:30 PM     | Lunch                                                 | Main Auditorium   | 200                     |
| 5             | 13.09.2026 | 3:30 PM     | Tea and Snacks                                        | Department of IT  | 75                      |
| 6             | 13.09.2026 | 3:30 PM     | Tea and Snacks                                        | Department of MBA | 45                      |
| 7             | 13.09.2026 | 3:30 PM     | Tea and Snacks                                        | VH-1              | 25                      |
| 8             | 13.09.2026 | 4:00 PM     | Tea and Biscuits<br>(Interaction with Director)       | Main Auditorium   | 70                      |
| 9             | 13.09.2026 | 4:30 PM     | High Tea and Snacks<br>(Packets - PSS Artists + Kavi) | Main Auditorium   | 35                      |
| 10            | 13.09.2026 | 8:30 PM     | Gala Dinner                                           | Main Auditorium   | 200                     |
| 11            | 14.09.2026 | 7:30 AM     | Breakfast                                             | VH-1              | 60                      |
| 12            | 14.09.2026 | 11:00 AM    | High Tea and Snacks                                   | Admin Auditorium  | 70                      |
| 13            | 14.09.2026 | 1:30 PM     | Lunch                                                 | Main Auditorium   | 80                      |
| 14            | 14.09.2026 | 4:00 PM     | Tea and Snacks (Project Exhibition)                   | Main Auditorium   | 80                      |

### **Menu for Breakfast on 13.09.2026**

**No. of persons: 100**

**Venue: VH-1, IIIT-A**

**Time: 07:30 AM**

Chole Bhature, Veg Sandwich, Upma, Veg Dalia, Bread Butter, Eggs (Boiled), Fruits (Banana, Apple & One Seasonal), Tea and Coffee (both with sugar and few without sugar), Packed water bottles (200ml)

**No of persons: 200**

**Venue: Main Auditorium (Left Side), IIIT-A  
(Alumni, Faculty, Officer & Staff)**

**Time: 11:00 AM**

Items inside the non-transparent box

Pyaz Kachori: 01 pc

Milkcake: 01 pc

Biscuit: 01 pc

Tomato Sauce: 01 pkt

Napkins: 01 pc

**Other Items**

Packed water bottle: 200 ml

Tea in Kulhad (both with sugar and few without sugar)

### **Snacks for Students on 13.09.2026**

**No. of persons: 200**

**Venue: Main Auditorium (Right Side), IIIT-A  
(Attending Students + Volunteers )**

**Time: 11:00 AM**

Items inside the non-transparent box

Frooti/Maza/Juice (small): 01 pc

Biscuit pkt (small): 01 pc

Namkeen pkt (small): 01 pc

Dry Sweet: 01 pc

### **Menu for Lunch on 13.09.2026**

**No. of persons: 200**

**Venue: Main Auditorium, IIIT-A**

**Time: 01:30 PM**

Welcome Drink, Tomato Soup (along with breadsticks)

Palak Corn, Shahi Paneer (curry), Bhindi Masala, Aloo Matar Gazar, Dal Makhani, Dahi Bada

Tandoori Roti, Naan, Missi Roti, Pulao Rice

Green Salad, Corn chaat, Sprouts, Vinegar Onions, Papad, Mixed Pickles

Ice cream (Vanilla), Hot Gulab Jamun, Packed water bottles (200ml)

### Tea/Snacks on 13.09.2026

**No. of persons: 145      Venue: Respective Departments and VH-1, IIIT-A      Time: 03:30 PM**  
**(Department of IT: 75; Department of MBA: 45; VH-1: 25)**

Samosa: 01 pc, Packed Chocofills Biscuit: 01 pc, Dry Sweet: 01 pc,  
Tea (both with sugar and few without sugar)

### Tea/Snacks on 13.09.2026

**No. of persons: 70      Venue: Main Auditorium, IIIT-A      Time: 04:00 PM**  
**(Alumni with Director and Faculty)**

Packed Chocofills Biscuit: 01 pc, Bakery Chai Biscuit: 01 pc

#### Other Items

Tea (both with sugar and few without sugar)

### Cultural Program Snacks on 13.09.2026

**No. of persons: 35      Venue: Main Auditorium, IIIT-A      Time: 04:30 PM**  
**(Packets for PSS artists and Kavi)**

Items inside the non-transparent box

Veg Sandwich: 01 pc

Milkcake: 01 pc

Packed Chocofills Biscuit: 01 pc

Tomato Sauce: 01 pkt

Napkins: 01 pc

#### Other Items

Packed water bottle: 200 ml

Tea in Kulhad (both with sugar and few without sugar)

### Menu for Gala Dinner on 13.09.2026

**No. of persons: 200      Venue: Main Auditorium, IIIT-A      Time: 08:30 PM**

Welcome Drink, Sweet Corn and Manchow Soup (along with breadsticks)

Veg Starter (Paneer Tikka, Hera Bhara Kebab)

Non-Veg Starter (Chicken Tikka)

Kadhai Paneer (curry), Mix Veg (Potato, Capsicum, Baby Corn, Sweet corn, Carrot, etc.) Kadhai

Chicken (curry), Malai Kofta (curry), Arhar Daal Tadka, Pineapple Raita

Laccha Parantha, Tandoori Roti, Naan & Missi Roti, Jeera Rice

Green Salad, Corn chaat, Sprouts, Vinegar Onions, Papad, Mixed Pickles

Ice cream (Non frozen desert), Rasmalai, Packed water bottles (200ml)

### **Menu for Breakfast on 14.09.2026**

**No. of persons: 60**

**Venue: VH-1, IIIT-A**

**Time: 07:30 AM**

Aloo Paratha with Dahi and Pickle, Poha, Bread Butter, Eggs (Boiled), Fruits (Banana, Apple & Papaya), Tea and Coffee (both with sugar and few without sugar), Packed water bottles (200ml)

### **High Tea and Snacks on 14.09.2026**

**No. of persons: 70**

**Venue: Admin Auditorium, IIIT-A**

**Time: 11:00 AM**

#### **(Items inside packed box)**

Cheese Sandwich: 01 pc

Dhokla : 02 pc

Packed Chocofills Biscuit: 01 pc

Tomato Sauce: 01 pkt

Napkins: 01 pc

Dry Sweet: 01 pc

#### **Other Items**

Packed water bottle: 200 ml

Tea in Kulhad (both with sugar and few without sugar)

### **Menu for Lunch on 14.09.2026**

**No. of persons: 80**

**Venue: Main Auditorium, IIIT-A**

**Time: 01:30 PM**

Welcome Drink, Veg Soup (along with breadsticks)

Starter: Chilli Paneer, Daal Kabab

Paneer Lababdar, Veg Jhalfrezy, Gobhi Matar, Dal Tadka, Boondi Raita

Tandoori Roti, Naan, Missi Roti, Pulao Rice

Green Salad, Corn chaat, Sprouts, Vinegar Onions, Papad, Mixed Pickles

Moong Daal Halwa, Rasgulla, Packed water bottles (200ml)

### **High Tea and Snacks on 14.09.2026**

**No. of persons: 80**

**Venue: Main Auditorium, IIIT-A**

**Time: 04:00 PM**

#### **(Project Exhibition)**

#### **(Items inside packed box)**

Khandwi : 04 pc

Pyaz Kachori: 01 pc

Milkcake: 01 pc

Packed Chocofills Biscuit: 01 pc

Tomato Sauce: 01 pkt

Napkins: 01 pc

### Other Items

Packed water bottle: 200 ml

Tea in Kulhad (both with sugar and few without sugar)

**Note-** Vendor must include the cost of the following:

1. Extra 200 pc water bottles (200ml) to be provided
2. At least one counter of all items.
3. All the staff were wearing neat and clean dresses.
4. Decorated counters.
5. 10 Round Tables and 50 Chairs with neat clothes/covers
6. Tent for cooking area.
7. Dustbin arrangement for waste food.
8. Sofa-10 with center table for VIPs
9. With Porcelain/bone china catering and some items are served in special disposable

**Note-**Vendors are required to submit **two separate bills** which are as follows:

1. 12.09.2026 (**Convocation day**)
2. 13.09.2026 to 14.09.2026 (**GAM 2026**)

## SELF-CERTIFIED TECHNICAL COMPLIANCE CHECKLIST

Tender for Provision of Food & Catering Services along with Labour, Material and Crockery  
for 21st Convocation & Global Alumni Meet 2026 at IIIT-Allahabad

Tender Ref. No.: IIIT-A/SP/NIT/1600/2847/2026

Name of Bidder: \_\_\_\_\_

### Instructions to Bidder:

1. This checklist shall be submitted as the first page of the Technical Bid on the bidder's letterhead.
2. All pages of the Technical Bid shall be serially numbered (e.g. Page 1 of 25, Page 2 of 25, etc.).
3. The bidder shall indicate the corresponding page number(s) against each requirement.
4. The bidder shall mark "Yes/Complied" or "No/Not Complied" against each requirement.
5. The bidder shall attach documentary evidence wherever required.
6. Non-submission of mandatory documents or failure to meet essential eligibility criteria may result in rejection of the bid.

| S. No. | Requirement / Document                                                                                                                                       | Clause / Annexure         | Complied (Yes/No) | Page No. |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-------------------|----------|
| 1.     | Firm/Company/Partnership/Proprietorship Registration                                                                                                         | Eligibility               |                   |          |
| 2.     | Recognized brand/franchisee, served reputed org more than once                                                                                               | Eligibility               |                   |          |
| 3.     | Valid FSSAI License                                                                                                                                          | Eligibility               |                   |          |
| 4.     | Valid GST Registration & PAN                                                                                                                                 | Eligibility               |                   |          |
| 5.     | Required Catering Experience with Documentary Evidence ( $\geq 5$ years' catering experience, preferably IITs/IIITs/NITs/Govt institutions)                  | Eligibility               |                   |          |
| 6.     | Similar Work Orders threshold — one $\geq ₹10.88L$ OR two $\geq ₹6.80L$ each OR three $\geq ₹5.44L$ each (last 3 FY) & Completion Certificates as prescribed | Eligibility               |                   |          |
| 7.     | Annual average turnover $\geq ₹68.03L$ (FY23-24, 24-25, 25-26), CA-certified                                                                                 | Eligibility               |                   |          |
| 8.     | CA-Certified Turnover Certificate/ Audited Balance Sheet & P&L – FY 2023-24, 2024-25 & 2025-26                                                               | Eligibility / Annexure-VI |                   |          |
| 9.     | Details/Undertaking of Trained Manpower & Infrastructure                                                                                                     | Eligibility               |                   |          |

|     |                                                                                                  |                         |  |  |
|-----|--------------------------------------------------------------------------------------------------|-------------------------|--|--|
| 10. | FSSAI, Labour Law, EPF/ESI & Statutory Compliance                                                | Eligibility             |  |  |
| 11. | Bid Security/EMD of ₹68,000/- or MSME vendors Bid Security/EMD of 50% amount (i.e. Rs. 34,000/-) | Bid Security Clause     |  |  |
| 12. | Bidder's Details Form                                                                            | Annexure-V              |  |  |
| 13. | Blacklisting/Non-Blacklisting Declaration                                                        | Annexure-VII            |  |  |
| 14. | Authorization Letter & Photo ID of Authorized Signatory                                          | Tender Instructions     |  |  |
| 15. | Public Liability & Workmen Compensation Insurance Undertaking                                    | Insurance Clause        |  |  |
| 16. | Fire Insurance Undertaking                                                                       | Insurance Clause        |  |  |
| 17. | Conflict of Interest Declaration                                                                 | Clause 43               |  |  |
| 18. | Integrity Pact/Anti-Corruption Undertaking                                                       | Clause 44               |  |  |
| 19. | Acceptance of Menu & Event Requirements                                                          | Annexure-I to III       |  |  |
| 20. | Acceptance of Raw Material/AGMARK/Basmati Rice Requirements                                      | Clause 19               |  |  |
| 21. | Undertaking for Crockery, Buffet Counters, Tables, Chairs, Tent, Dustbins, Sofa etc.             | Annexure-I & III        |  |  |
| 22. | Acceptance of Food Quality, Hygiene, Inspection & Penalty Provisions                             | Terms & Conditions      |  |  |
| 23. | Acceptance of No Subletting/Subcontracting                                                       | Terms & Conditions      |  |  |
| 24. | Acceptance of Performance Security Requirement                                                   | Terms & Conditions      |  |  |
| 25. | Acceptance of Force Majeure, Confidentiality & Termination Clauses                               | Terms & Conditions      |  |  |
| 26. | Acceptance of all Tender Terms & Conditions                                                      | Annexure-VIII           |  |  |
| 27. | Technical Bid submitted separately and serially page-numbered                                    | Submission Instructions |  |  |
| 28. | Financial Bid submitted separately in prescribed format                                          | Financial Bid           |  |  |
| 29. | Outer Envelope properly superscribed                                                             | Submission Instructions |  |  |

|     |                                                 |                     |  |  |
|-----|-------------------------------------------------|---------------------|--|--|
| 30. | Corrigendum/Addendum, if any, duly acknowledged | Tender Instructions |  |  |
|-----|-------------------------------------------------|---------------------|--|--|

### **DECLARATION**

We hereby certify that the above information is true and correct and that the documents mentioned above are enclosed in the Technical Bid at the page numbers indicated. We further confirm that we have read and accepted all the terms and conditions of the tender.

**Total No. of Pages in Technical Bid:** \_\_\_\_\_

Authorized Signatory: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Firm/Company Name: \_\_\_\_\_

Signature & Seal: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

# INDIAN INSTITUTE OF INFORMATION TECHNOLOGY ALLAHABAD

Tender Ref No. IIIT-A/SP/NIT/1600/2847/2026

## Bidder's Details

(On the letter head of the bidder)

|                                                         |                                                    |                   |  |
|---------------------------------------------------------|----------------------------------------------------|-------------------|--|
| 1                                                       | Name of the Firm/Company                           |                   |  |
| 2                                                       | Name and Designation of Authorized Signatory       |                   |  |
| 3                                                       | Office Address of the Firm /Communication Address: |                   |  |
| 4                                                       | Phone No/Mobile No:                                |                   |  |
| 5                                                       | E-Mail-ID:                                         |                   |  |
| 6                                                       | GST registration Number:                           |                   |  |
| 7                                                       | PAN Number:                                        |                   |  |
| 8                                                       | Firm's Bank Account details                        | Bank Account No.: |  |
|                                                         |                                                    | Name of the Bank: |  |
|                                                         |                                                    | IFS Code No.:     |  |
|                                                         |                                                    | Name of Branch:   |  |
| <b>Particular Details of the Bidders Representative</b> |                                                    |                   |  |
| 9                                                       | Contact Person:<br>Mobile No:                      | Name of Person:   |  |
|                                                         |                                                    | Designation:      |  |
|                                                         |                                                    | Tele/Mobile No:   |  |
|                                                         |                                                    | Email ID:         |  |

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

# INDIAN INSTITUTE OF INFORMATION TECHNOLOGY ALLAHABAD

Tender Ref No. IIIT-A/SP/NIT/1600/2847/2026

## FINANCIAL CAPABILITY OF BIDDER

(On the letter head of the bidder)

### Annual turnover details of the Bidder

| # | Financial Year | Turnover in Indian Rupees | Page No. |
|---|----------------|---------------------------|----------|
| A | 2023-2024      |                           |          |
| B | 2024-2025      |                           |          |
| C | 2025-2026      |                           |          |

\*Audited Balance sheet and profit & Loss account statement of the bidder for each of the above-mentioned financial year shall be submitted as supporting evidence.

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY  
ALLAHABAD**

Tender Ref No. IIIT-A/SP/NIT/1600/2847/2026

**CERTIFICATE  
DECLARATION REGARDING BLACKLISTING/ NON-BLACKLISTING**  
(On the letter head of the bidder)

I /We Proprietor / Partner (s) / Director (s) of M/s .....hereby declare that the firm/ company namely M/S. ....has not been blacklisted or debarred in the past by any organization from participating in Government tenders.

Or

I/We, the Proprietor/Partner(s)/Director(s) of M/s \_\_\_\_\_, hereby declare that the firm/company, namely M/s \_\_\_\_\_, was blacklisted/debarred by a Government Department from participating in Government quotations/tenders for a period of \_\_\_\_\_ years with effect from \_\_\_\_\_. The period of blacklisting/debarment ended on \_\_\_\_\_, and the firm/company is now eligible to participate in Government quotations/tenders.

I/We further declare that the above information is true and correct to the best of my/our knowledge and belief. In the event that any information furnished above is found to be false or incorrect, I/We understand and accept that the tender/contract shall be liable to be rejected/cancelled by IIIT Allahabad without any further notice.

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY  
ALLAHABAD**

Tender Ref No. IIIT-A/SP/NIT/1600/2847/2026

**DECLARATION**

(On the letter head of the bidder)

I, \_\_\_\_\_ Son/Daughter/Wife of \_\_\_\_\_ Resident of Proprietor/  
Director/ Authorized Signatory of the Company /Firm, mentioned above, is competent to sign this  
declaration and execute this tender document;

I/We hereby certify that I/We have read the entire terms and conditions of the Tender documents  
from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), \_\_\_\_\_ etc.,) I/We  
shall abide hereby by the terms / conditions / clauses contained therein.

The information/documents furnished along with the above application are true and authentic to the  
best of my knowledge and belief. I/we are well aware of the fact that furnishing any false  
information /fabricated document would lead to rejection of my Quotation at any stage besides  
liabilities towards prosecution under appropriate law.

The corrigendum(s) issued from time to time by your Institution/department/organization have all  
been taken into consideration, while submitting this declaration letter.

I/We hereby unconditionally accept all the terms and conditions specified in the above-mentioned  
tender document(s) in their entirety.

Authorized Signatory (Signature In full):

\_\_\_\_\_

Name and title of Signatory:

\_\_\_\_\_

Stamp of the Company:

\_\_\_\_\_

## 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 FORM FOR 21st CONVOCATION & Global Alumni Meet 2026 at IIIT ALLAHABAD**

| Sl No    | Items                                                                                                        | Tentative Date | Per plate (approx.) | Unit Rate (Rs.) | Total Rate     | GST % (on col e) | Total Amount |
|----------|--------------------------------------------------------------------------------------------------------------|----------------|---------------------|-----------------|----------------|------------------|--------------|
| <i>a</i> | <i>b</i>                                                                                                     |                | <i>c</i>            | <i>d</i>        | <i>e(=c*d)</i> | <i>f</i>         | <i>e+f</i>   |
| 1.       | <b>Dinner for Guests, Faculty, Officers, Staff, Degree Recipients</b><br>(Indicative Menu as per Annexure-I) | 12.09.2026     | 1650                |                 |                |                  |              |
| 2.       | <b>Dinner Boxes</b><br>(Indicative Menu as per Annexure-II)                                                  | 12.09.2026     | 650                 |                 |                |                  |              |
| 3.       | <b>Breakfast</b><br>(Indicative Menu as per Annexure-III)                                                    | 13.09.2026     | 100                 |                 |                |                  |              |
| 4.       | <b>High Tea and Snacks</b><br>(Indicative Menu as per Annexure-III)                                          | 13.09.2026     | 200                 |                 |                |                  |              |
| 5.       | <b>Tea and Snacks (students)</b><br>(Indicative Menu as per Annexure-III)                                    | 13.09.2026     | 200                 |                 |                |                  |              |
| 6.       | <b>Lunch</b><br>(Indicative Menu as per Annexure-III)                                                        | 13.09.2026     | 200                 |                 |                |                  |              |
| 7.       | <b>Tea and Snacks</b><br>(Indicative Menu as per Annexure-III)                                               | 13.09.2026     | 75                  |                 |                |                  |              |
| 8.       | <b>Tea and Snacks</b><br>(Indicative Menu as per Annexure-III)                                               | 13.09.2026     | 45                  |                 |                |                  |              |
| 9.       | <b>Tea and Snacks</b><br>(Indicative Menu as per Annexure-III)                                               | 13.09.2026     | 25                  |                 |                |                  |              |
| 10.      | <b>Tea and Biscuits</b><br>(Interaction with Director)<br>(Indicative Menu as per Annexure-III)              | 13.09.2026     | 70                  |                 |                |                  |              |
| 11.      | <b>High Tea and Snacks (Packets - PSS Artists + Kavi)</b><br>(Indicative Menu as per Annexure-III)           | 13.09.2026     | 35                  |                 |                |                  |              |
| 12.      | <b>Gala Dinner</b><br>(Indicative Menu as per Annexure-III)                                                  | 13.09.2026     | 200                 |                 |                |                  |              |

|     |                                                                                     |            |    |  |  |  |  |
|-----|-------------------------------------------------------------------------------------|------------|----|--|--|--|--|
| 13. | <b>Breakfast</b><br>(Indicative Menu as per Annexure-III)                           | 14.09.2026 | 60 |  |  |  |  |
| 14. | <b>High Tea and Snacks</b><br>(Indicative Menu as per Annexure-III)                 | 14.09.2026 | 70 |  |  |  |  |
| 15. | <b>Lunch</b><br>(Indicative Menu as per Annexure-III)                               | 14.09.2026 | 80 |  |  |  |  |
| 16. | <b>Tea and Snacks (Project Exhibition)</b><br>(Indicative Menu as per Annexure-III) | 14.09.2026 | 80 |  |  |  |  |
|     | <b>Total Amount-</b>                                                                |            |    |  |  |  |  |

**Note:**

- ✓ Rates quoted shall be inclusive of all applicable charges except GST, which shall be indicated separately and shall be payable as applicable. The Per plate/No. of Participants/ per plate is indicative only. It may increase or decrease up to 20% as per requirement
- ✓ Menu is indicative. Institute reserves the right to modify without changing rates with mutual agreement.
- ✓ **Vendors must include the cost of extra Water Bottle, Round Table and Chairs, Dustbin, Sofa, Center Table for VIPs, Decorated Counters etc. as indicated at Annexure-I and Annexure-III.**
- ✓ **Date & Time:** Will be communicated at least 7 days in advance from the event date

---

**(Seal and Signature of Proprietor/Caterer/Contractor)**  
**Authorized Representative**