

**Career Development Centre  
IIT Kharagpur**

**Tender Enquiry No: IIT/CDC/Placement/Food/2023\_\_Dated 15<sup>th</sup> September 2023**

Last Date for Submission: **13<sup>th</sup> October 2023 before 4.00 PM**

Opening of Technical Bid: **13<sup>th</sup> October 2023 at 4.30 PM**

**Tender title: Serving of buffet breakfast, lunch, snacks and dinner for Phase-I placement 2023-24 at IIT Kharagpur**

Sealed Quotations are invited from experienced and reputed Caterers to serve the Breakfast, Lunch, Snacks and Dinner (**Buffet for Breakfast, Lunch and Dinner/Packed for Snacks**) at the designated venue within the premises of the Nalanda Complex, Indian Institute of Technology, Kharagpur from 30<sup>th</sup> November 2023 to 12<sup>th</sup> December 2023 on turnkey basis. **The tentative number of plates is 1300 nos for Breakfast, 1400 nos for Lunch, 900 nos for Snacks and 1300 nos for Dinner for the total period of placements, i.e. starting from 30<sup>th</sup> November 2023 (Dinner) and ending on 12<sup>th</sup> December 2023 (Dinner), 13 days.** The number of plates may increase or decrease by 10% depending on the visiting executives which will be communicated to the successful bidder in due course of time. Everyday requirements will be intimated to the vendor one day in advance. The bidder must be capable of arranging any additional numbers within a very short notice. Actual consumption shall be used for billing. Quotations should be submitted in two parts: (**Technical Bid and Price Bid**) **each individually sealed and then in a sealed cover** (Please mention clearly the Technical Bid and Price Bid), to the Chairman, Career Development Centre, IIT Kharagpur by **13<sup>th</sup> October 2023 before 4.00 PM** duly superscripted with Reference No. (**Tender Notice No. IIT/CDC/Placement/Food/2023 Dated 15<sup>th</sup> September 2023**).

The technical bid submitted by the Agencies/firms/Contractors will be evaluated first by the tender committee. The price bids of only the technically qualified firms will be opened for price comparison. It may be on the same day after opening of technical bids or another day which will be communicated later.

The technical bids will be opened on **13<sup>th</sup> October 2023 at 4.30 PM** in the office of Chairperson, Career Development Centre, IIT Kharagpur.

Prof. J.K.Jha  
Vice-Chairperson, CDC  
Chairman, Purchase Committee, CDC

Prof. Rajib Maity.  
Chairperson, CDC

Copy to: 1) Institute Website  
2) CDC Notice Board  
3) Central Public Procurement Portal

**Technical Bid:**

**Eligibility criteria:**

The Technical Bid should be in the form of compliance statement/documents to the points mentioned below:

1. Valid Food License from Statutory Authority
2. Valid Trade License
3. Catering License from Local Administrative Authority
4. Statutory Compliances with copies of last 3 financial years IT returns and GST registration certificate.
5. Copies of catering orders executed successfully from reputed Academic Institutes/Government Institutions/any reputed organization for serving lunch/dinner for a minimum number of 1000 in a single occasion (in a single order) during the last five years as on the last date of submission of tender.
6. Quality of food must be guaranteed. An undertaking regarding this must be produced on the company letterhead duly signed and sealed by the authorized representative.

**General Terms and Conditions:**

1. No advance payment will be made; the payment will be made after completion of the work submission of the bill and verified by the Head, Career Development Centre.
2. Earnest Money Deposit of an amount of Rs. 27,000/- (Rupees twenty seven thousand only) in the form of demand draft from any nationalized bank/ commercial bank and drawn in favor of " Indian Institute of Technology Kharagpur payable at Kharagpur. IIT Kharagpur will give exemption for submission of EMD who are registered with MSME, NSIC or start-ups as recognized by DIPP for the tender item/services. However proper and valid documents in this regard must be submitted by the bidders in support of their claim. EMD should be kept in separate covers and placed in technical bid cover.
3. The successful bidder shall be required to deposit 3% of the total value of the order as security deposit, within 14 days of the issue of the Purchase Order /letter of intent in the form of Demand Draft /Pay Order/Insurance Surety bonds/Fixed Deposit Receipt/ Bank Guarantee /performance security bond from commercial bank drawn in favor of "IIT Kharagpur, payable at Kharagpur" and the bank guarantee shall remain valid for 60 days beyond the date of completion of all contractual obligation of the supplier.
4. A Certificate/Undertaking on the letter head of the Company to the effect that the bidder/Manufacturer had not been blacklisted anywhere in India or abroad by any organization as per format in annexure-IV.

5. Agency shall provide adequate approved good quality crockery and cutlery (preferably bone china/opal ware) and table cloth of good quality on the buffet table. Agency shall also arrange pandals and decoration including table-chairs to serve the food and the cost for the same must be borne by the vendor.
6. Utensils for cooking and serving warm food shall also be provided by the agency.
7. The agency shall ensure that staff deployed in catering services is free from any infection or communicable diseases.
8. All food should be made from fresh and good quality/branded raw materials.
9. IIT Kharagpur reserves the right to reject any or all the tenders without assigning any reason. It also reserves the right to add, delete and modify the terms and conditions at any point of time.
10. In case of any dispute, the matter shall be settled mutually, falling which the decision of the Director, IIT Kharagpur shall be final and binding on the bidders.
11. Payment will be made on actual plate consumed per day / per meal basis.
12. Clean utensils for cooking and serving warm food shall also be provided by the agency.

The commercial part of the bid has to be quoted in INR (must be inclusive of GST) for the menu as per the format in Annexure-I (with basic decoration like tent, side wall, partition wall, pandal, tables, chairs for catering). Water and electricity will be provided by IIT Kharagpur for cooking purpose only while the remaining other arrangements for smooth operations should be taken care by the Caterer.

The Technical Bids submitted by the reputed caterers will be evaluated first by a technical committee. The financial bids of only the technically qualified caterers will be opened for price comparison, may be on the same day after the opening of technical bids or some other day which will be communicated later.

**TENTATIVE TIMINGS FOR BREAKFAST, LUNCH, SNACKS & DINNER:**

**Timing for Breakfast – 7.30 am to 10.30 am**

**Timing for Lunch – 12.30 pm to 3.00 pm**

**Timing for Snacks – 4:30 pm to 6:30 pm**

**Timing for Dinner – 8.00 pm to 10.30 pm**

**Annexure – I**

**FORMAT FOR PRICE BID**

Name of work : Breakfast, Lunch, Snacks & Dinner for Placement purpose 2023, IITKharagpur

1. Name of Firm/Bidder : .....

2. Address : .....  
.....

3. Phone/ Fax/ Mobile/ Email : .....

The price bid must be quoted **in INR inclusive of GST. Rates (L<sub>1</sub>) will be evaluated based on sum of rates (including Tax) of Breakfast, Lunch, Snacks and Dinner per plate rate.**

Sl.No	Items	Unit Cost Per Plate (X)	GST (Y)	Total Amount (X+Y)
1.	Breakfast			A
2.	Lunch			B
3.	Snacks			C
4.	Dinner			D
<b>Total (in Rs.)</b>				
Total in words (in Rs.)				

**Grand Total : Rs. (A) + Rs. (B) + Rs. (C) + Rs.(D) = Total Amount of (A+B+C+D)**

By grand total, we mean the total of A+B+C+D including GST. The Lowest Bidder (L<sub>1</sub>) will be decided based on the grand total.

Please refer the Annexure-V for the detailed menu.

**Signature and seal of the Bidder**

**TERMS & CONDITIONS FOR SUBMISSION OF QUOTATION**

1. (a) Rate: The rate quoted must be inclusive of all admissible taxes.  
(b) GST: Inclusive
2. Delivery Period: The Vendor is required to provide the service from 30<sup>th</sup> November 2023 (Dinner) to 12<sup>th</sup> December 2023 (Dinner). No mobilization advance is payable against the Purchase Order.
3. Quality of the Services: The vendor offered services should be of best quality. The Institute reserves the right to reject such services if found unacceptable.
4. Liquidated Damages: In the event of failure to provide services the vendor beyond the specified date, the liquidated Damage (LD) a sum equivalent to 0.5 (half) per cent of the prices of any portion of stores delivered late, for each week or part thereof of delay. The total damage shall not exceed 10(ten) per cent of the value of delayed goods.
5. Submission of Quotation: Interested vendors are required to submit two sealed envelopes containing Technical Bid (Envelope – I) and Price Bid (Envelope – II) placed in a larger sealed envelope super-scribing with reference number (Tender Notice No. IIT/CDC/Placement/Food/2023 dated 15<sup>th</sup> September 2023) to reach the Chairperson, Career Development Centre, IIT Kharagpur, Indian Institute of Technology, Kharagpur, P.O. Kharagpur Technology, PIN : 721 302 on or before 13<sup>th</sup> October 2023 before 4.00 PM
6. Opening of Quotation: All the quotations will be opened on 13<sup>th</sup> October 2023 at 4.30 PM at Career Development Centre, IIT Kharagpur, Indian Institute of Technology, Kharagpur.
7. Period of Validity: A quotation shall remain valid for acceptance at least for a period of 120 days from the date of opening.
8. Payment: Payment will be made after successful providing the services within 30 days from the date of receipt of bill from the vendor and duly verified by the Chairperson, CDC.
9. Reserved Rights : The Institute reserves the right to change the venue, date and menu (if required). The Institute also reserves the right to reject any offer including the lowest without assigning any reason. The Institute does not bind itself to accept the lowest offer.
10. No transportation charges will be met from the Institute in this regard at any context.
11. Penalty: In the case of failure to provide services, use of low-quality material, shortage of food, delay in service etc. penalty will be levied as per the decision of the committee Members.
12. Dispute: In case of dispute, the matter shall be settled mutually, failing which the decision of the Director, IIT Kharagpur shall be deemed final.

**TECHNICAL BID DOCUMENT**

Format to be filled by the reputed agencies/firms/contractors submitting tender to serve Breakfast, Lunch, Snacks and Dinner (Buffet System/Packed System) at Nalanda Complex for Career Development Centre, IIT Kharagpur.

1. Name of the Tenderer :
2. Status of the Tenderer :  
(Attach documents, if registered company/  
Partnership/Propriety ship)
3. Income Tax returns of previous :  
three assessment year (copy)
4. Current list/address of clients where similar :  
work has been completed successfully
5. Income Tax Permanent A/c No. (attach copy) :
6. GST Registration No. (attach copy) :
7. Coordinating (responsible) person Name and Contact Number :

Certified that all above information are correct to the best of my/our information, knowledge and belief.

**Dated Signature & Seal of the Authorized person of Vendor**

**NOTE** : This is to be submitted in a separate sealed envelope super scribing "TECHNICAL BID", Notice inviting Tender No. IIT/CDC/Placement/ Food/2023 Dated 15<sup>th</sup> September 2023 and name of the bidder. Price bid of that company/firm only will be opened which technical qualify, for further consideration. Attach all relevant documents in the same serial order as above, properly indexed, duly signed and sealed.

**UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT**

**(On Company / firm's Letterhead)**

I/We hereby confirm and declare that we, M/s -----, is not  
blacklisted/ Deregistered/ debarred by any Government department/ Public Sector  
Undertaking/ Private Sector/ or any other agency for which we have Executed/  
Undertaken the works/ Services as on date.

**Signature of the Authorized Person Date and company seal:**

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

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

**Annexure-V**

**Please find the enclosed menu details (Buffet for Breakfast, Lunch and Dinner/Packed for Snacks) :**

<b>Breakfast (7.30 AM to 10.30 AM)</b> <ol style="list-style-type: none"><li>1. Idli &amp; Vada/Masala Dosa/Upma/Poha</li><li>2. Paratha &amp; Dahi/Poori &amp; Curry /Noodles &amp; Tomato Sauce</li><li>3. Sandwich/Bread Toast with butter &amp; Jam</li><li>4. Boiled Egg one piece</li><li>5. Seasonal Fruits</li><li>6. Fruit Juice (200 ml.)/Coffee</li></ol> <p><b>From Sl. No. 1 to 2, (one item from each group) should be served on alternate basis while items 3-6 to be served daily.</b></p>
<b>Lunch (12.30 PM to 3.00 PM)</b> <ol style="list-style-type: none"><li>1. Dehradun Rice</li><li>2. Rumali Roti/Roti/Naan</li><li>3. Fried vegetable</li><li>4. Green Salad</li><li>5. Dal item</li><li>6. Good quality paneer item</li><li>7. Any seasonal mixed-vegetable/Dum Aloo Sabji</li><li>8. Raita/Dahi Vada</li><li>9. Sweet (Gulab Jamun/Rasgolla)-1 no</li></ol>
<b>Snacks (4.30 PM to 6.30 PM)</b> <ol style="list-style-type: none"><li>1. Veg. Cutlet/Paneer or Veg Patties/Pav Bhaji</li><li>2. Veg. Pakora/Finger Chips/Dokhla/ Dal Vada</li><li>3. Cookies/salted Biscuits</li><li>4. Tea/ coffee</li></ol> <p><b>(One item from each group) should be served on alternate basis.</b></p>
<b>Dinner (8.00 PM 10.30 PM)</b> <ol style="list-style-type: none"><li>1. Dehradun Rice</li><li>2. Rumali Roti/Roti/Naan</li><li>3. Fried vegetable</li><li>4. Veg soup</li><li>5. Dal item</li><li>6. Good quality paneer item</li><li>7. Chole Masala/ Baby corn masala/ mushroom masala</li><li>8. Sweet (Gulab Jamun/Rasgolla) – 1 no</li></ol> <p><b>(The fry/curry/dal items should be different on a day from that served on lunch).</b></p>

**(N.B. : The food is to be supplied for reputed company Executives. The quality should be standard and hygienic. Also utensil, table, servicing should be neat and clean).**

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