

No. IIT Mandi/15<sup>th</sup> Foundation Day/2023-24/

Dated: 10.02.2024

**Notice Inviting tenders for Providing Catering Services**  
**(Single bid cover)**

Sealed tenders are hereby invited from experienced and reputed Caterers/vendors willing to provide the catering services (approx. 1000 nos.) for the 15<sup>th</sup> Foundation Day celebrations at IIT Mandi scheduled on 24.02.2024. Detailed programme schedule is as under:

<b>Name of Item</b>	Catering service for arrangement of Dinner for organizing the 15 <sup>th</sup> Foundation Day of IIT Mandi.
<b>Date of Event</b>	24.02.2024
<b>NIT Issue date</b>	12.02.2024
<b>Last date and time for bid Submission</b>	19.02.2024 till 02:00 PM
<b>Date and time for opening of Bids</b>	19.02.2024 at 02:30 PM
<b>Tender Fee</b>	Rs. 1180/- (Incl. of GST). The bidder should submit a demand draft of Rs. 1,180/- (tender fee inclusive GST) in Words Rupees One Thousand One Hundred & Eighty only towards non-refundable EOI/tender fee, drawn in favour of " <b>The Registrar, IIT Mandi</b> "
<b>EMD/Security deposit</b>	Successful Bidder should furnish an EMD/security deposit of a refundable amount of Rs. 25,000/- (Twenty Thousand only) in the shape of Demand Draft/FDR from a scheduled bank in India drawn in favour of " <b>The Registrar, IIT Mandi</b> " payable at Mandi.



	Failure to deposit Security deposit will lead to rejection of order and further administrative action as deem fit by the Institute. In the event of failure to provide satisfactory services, the security deposit will be forfeited.
<b>Venue for opening of bids</b>	Registrar Office Conference Room, 2 <sup>nd</sup> Floor, A-9 Building, North Campus Indian Institute of Technology Mandi Kamand-175075, District- Mandi, H.P.

**Note:** Tender fee and/or security deposit should be submitted to:

**“Dy. Registrar, Stores and Purchase”**

**Indian Institute of Technology Mandi (IIT Mandi),**

**S&P Section, 2<sup>nd</sup> Floor, A9 Building, North Campus,**

**Kamand - 175 075, Distt. - Mandi (H.P), India”**

The sealed bid envelop having Tender Fee, Quotation and other requisite documents should reach on or before last date time of submission of bid mentioned above.

**General Terms and Conditions:**

**Dinner Menu for 15<sup>th</sup> Foundation Day:**

**Name of the Item:** Arrangement of Dinner service for 15<sup>th</sup> Foundation Day Program.

**Venue:** Village Square, North Campus.

**Quantity:** 1000 Nos. Buffet arrangement

(Including 20-30 VVIPs table service at Guest House lounge area).

**Date:** 24.02.2024

**Time:** 07:30 PM

## **Dinner Menu:**

### **Starters:**

- 1) Spring Roll
- 2) Chilli Paneer

### **Main Course**

- 3) Chole
- 4) Pulao
- 5) Puri
- 6) Sepu Bedi
- 7) Matar Paneer
- 8) Salad
- 9) Kheer

The offers to be submitted as per given format at Annexure - 1.

## **Arrangement required for Meal serving:**

- Fine quality viz. Stoneware/ Chinaware Crockery with SS cutlery & Good glassware for VVIP Service.
- Drinking water arrangement will be arranged by the service provider/vendor.
- Soiled cutlery bins need to be arranged at service area.
- Cloth napkins and good quality white paper napkins need to arrange by caterer.
- Caterer must provide service staff to take care of all the arrangements.
- Servers must be in proper uniform and well groomed.

Additional instruction, terms & conditions are given below for providing catering service during the event.

- Bid Security Declaration: All prospective bidders registered with MSME / NSIC are required to provide bid security declaration as per **Annexure-II** failing which their bid will be treated as non-responsive and will be rejected.
- Serving arrangements for VVIP guests need to be made by the vendor.
- Cooking utensils, fuel & other arrangements are to be taken care by the vendor himself.
- 6 drinking water dispensers with disposable paper water glasses.
- 6 well laid buffet counters shall be required with minimum 3 persons available in each Counter. The Vendor should provide clean cloth and cover for each counter.
- At least 1-Captain should be there for each counter.

- The vendor should provide water bottles for 20 to 30 VIPs table service.
- Sufficient numbers of garbage bins should be provided and cleanliness should be ensured.
- The products supplied should be of good quality and hygienic.
- The quantity, venue, date and/or time may change to the requirements of the Institute.
- In case of change in quantity, the vendor must be able to make arrangements at very short notice.
- The food should be served only to the coupon bearers and the vendors should provide service to collect coupons. Final bills shall be settled against the collected coupons only.
- Vendors should have experience of providing services in the academic institute or any government organisation preferably for 800 or more people. A certificate or copy of order must be attached with the offer. In the absence of proper proof of experience, the bid will be treated as disqualified and cancelled.
- A copy of FSSI and GST registration certificate should be attached.
- The bidders are to provide all requisite certificates and details within time in sealed cover only. No additional time will be given to supply the additional documents.
- In the event that any of the above terms and conditions listed above are not fulfilled, the committee may decide to bill in part or apply penalty.
- The Institute reserves the right to select/reject any bid solely with its satisfaction and discretion. Lowest rates quoted by the vendor will not be considered as the only criteria to award the contract.

**Note:** The bidders are requested to read the entire document carefully and ensure compliance with all instructions therein. Non-compliance with terms and conditions mentioned in this document may lead to disqualification. IIT Mandi reserves the right to select or to reject any bid wholly or partly without assigning any reason.

**Return of EMD/Security deposit:**

The earnest money of the successful bidder will be returned without any interest after satisfactory completion of event.

**Terms of Payment:** 100% Payments shall be made after completion the event.

1. Kindly mention the full name and address along with the contact number while sending the quotation.
2. Online methods of quotation will not be considered. Please send us a sealed envelope containing the hard copy of the quotation (as per **Annexure-I**) by 19.02.2024 till 2:00 P.M. Quotations received after this will not be considered.
3. All interested vendors are expected to be present in person or through their representative at the time of opening of the bids.



**Annexure-I**

**Proforma for Quotation**  
**(Providing catering service (Dinner) during the 15<sup>th</sup> Foundation Day of IIT Mandi  
schedule on 24.02.2024)**

**Name of the firm: M/s** \_\_\_\_\_.

**Address** \_\_\_\_\_.

**Contact No.:** \_\_\_\_\_.

Sl. No.	Description	Qty.	Unit Price in INR	Total Amount in INR
1.	<b>Dinner Menu with buffet arrangements</b>  <b>Starter:</b> 1. Spring Roll 2. Chilli Paneer <b>Main Course:</b> 3. Chole 4. Pulao 5. Puri 6. Sepu Bedi 7. Matar Paneer 8. Salad 9. Kheer	1000 Nos.		
<b>Amount in INR</b>				
<b>GST@___% in INR</b>				
<b>Other Charges (if Any) in INR</b>				
<b>Total F.O.R. Price at North Campus, IIT Mandi (Incl. of GST) in INR</b>				

**Note: Please quote the final price inclusive of services, statutory taxes and levies.**

**(Signature)**

**Name:**

**Date:**

**Office Seal:**



**Annexure - II**

**BID SECURITY DECLARATION**

**(To be submitted by bidder on their firm's letterhead)**

We, (Name of bidding firm with its address \_\_\_\_\_) do hereby certify and declare that we are interested and genuinely participating in the NIT no. \_\_\_\_\_ for (bid description \_\_\_\_\_) invited by the IIT Mandi.

We further undertake that if we withdraw or modify the submitted bid during the period of bid validity, or if we will be awarded the order / contract and if we fail to acknowledge the order / sign the contract, or to submit a performance security before the deadline defined in the Bid document, the order awarded / work contract issued shall be terminated at the discretion of Competent Authority, IIT Mandi and our firm will be suspended / blacklisted for the period of 03 years for participation in the bids / tenders of the IIT Mandi in future.

Name and Signature of Authorized Signatory of bidding firm along with company seal

Date: