



भारतीय प्रौद्योगिकी संस्थान इन्दौर
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IIT Indore

Request for Quotation

RFQ NO.: IITI(MM)/BSBE(PRJ)/9/9C/337/PK/2019-2020

February 20, 2020

Sub.: Request for Quotation of "Catering Arrangement for Faculty Development Program"

Last date of submission: **February 25, 2020, 02.00 PM**

Date of Opening : **February 25, 2020, 03.00 PM**

Dear Sir,

It is proposed to avail services mentioned below as per programme schedule for our Institutional event purpose. You are hereby requested to submit your valid and firm quote for providing catering services. As per the terms & conditions indicated herein below in respect of the following items/services sealed in **Single way bid basis**. Quotation should be dropped on or before February 25, 2020 latest by 2.00 pm in the tender box kept in the IITI, Simrol Campus, Hub Building, Indore- 453552, Madhya Pradesh.

Schedule of Spot Bid Process

Sl. No.	Event	Date and Time/ Remarks
01	Last date & Time of Submission of Bids offline (Technical and Price Bid)	February 25, 2020 up to 02:00PM, (IST)
02	Opening of Technical / Price Bids offline	February 25, 2020 at 03:00 PM, (IST)
03	All the communications with respect to the tender shall be addressed to:	In charge (MM), IIT Indore, Hub building Khandwa Road, Simrol Campus, Indore- 453552 Tel.: 0731 2438700 Ext. 203/958/327 Email : mms@iiti.ac.in

In charge (MM)

In-Charge
Material Management Section (MMS)
IIT INDORE

TECHNICAL BID

(Bidder should submit compliance matrix along with Technical Bid)

PART-I

Eligibility criteria Catering Services for Faculty Development Program		Attached relevant document	Compliance Yes/No	Deviations, if any
1	The service provider for catering arrangement shall be a well-known Group with chain of Hotels			
2	The service provider shall be of 5 STAR categories Hotel.			
3	The service provider shall have a well-established Banquet operation and are capable of providing a fine dining service.			
4	The service providers shall be capable of establishing their own kitchen at the said venue with all related equipments			
5	The service provider shall share performance / completion report of the earlier events organized by them for Dining Services for Hi Profile VVIP.			
6	The Annual turnover of rupees thirty (30) Lakhs for Hotels Service & Catering Service during last three years as on ending March 2019 documents to be shared.			
7	The bidder should furnish certificates from at-least two organizations regarding successful completion of event Dining services for Hi Profile VVIP			
8	The bidder should have license/registration from Food/Health Department / FSSAI and other authorities, if any to run the Hotel /Catering Service.			
9	The bidder should have a PAN card and Service Tax registration /GST			
10	The bidder shall furnish self-attested copies of the required documents as mentioned above and also furnish the supporting documents as asked.			
Scope of Work				
1	The Services to be provided by the contractor under this contract shall conform to the requirements and responsibilities under scope of services mentioned in the tender document.			
2	Please note that if required committee may ask for demonstration of the food items, the bidders should arrange the same before awarding the service order			

PART –II Catering Service for Faculty Development Program

Detailed menu is attached as per Annexure-II

Note : The bidder should submit his acceptance against each column as YES/NO and if No, bidder should specify the deviation

Points need to be noted for catering services

1. Service provider must submit the list of team members assigned for this Event.
2. The service provider shall bring crockery, cutleries, Chafing Dish, Tables, Tablecloth, Table ware, Table vase, Serviette and related items.
3. Tea, Breakfast and Lunch will be Buffet set up.
4. Plastic water bottles is prohibited inside the campus, hence glass bottles /water glass/ paper glass shall be arranged for drinking water purpose
5. Service provider shall bring their own curtains to cover the cooking and Garbage storage area.
6. The service provider must bring their own cooking related equipments, utensils, raw materials, fuel and related items.
7. The service provider must bring their own housekeeping and Kitchen Steward team to maintain cleanliness and Hygiene of the Venue.
8. The institute will provide area for preparation and re-heating of edibles.
9. The Garbage has to be carried back by the service provider; it is not allowed to leave any garbage at the venue.
10. Cleaning of area (Cooking area, dish washing area, tandoor area) shall be done by the service provider after the completion of the event.

Instructions to Bidder:

Please Note: You are requested to kindly go through the detailed **Terms & Conditions** mentioned below and overleaf and submit your most competitive bid applicable to Educational and Research Institutes.

1. Please mention the enquiry no. & due date on the top of the Bid envelop.
2. Please submit copy of **your Income Tax Number and copies of PAN/GST** with your offer.
3. The offer must be submitted in **Single way bid** system.
4. **No Tender is to be handed over** to any of our staff/ any other person.
5. All tenders/quotations should be sent or deposited in the tender box at the following address:
In charge (MM), IITI, Hub Building Simrol Campus, Indore- 453552, M.P.
6. Tenders/Quotations must be sent **sufficiently in advance** so that it reaches us on or before the due date and time. Quotation received after the due date & time will not be considered.
7. The **Bank/RTGS** detail must be submitted along with the quotations /Tenders on the letter head.
8. All communications related to this tender should be addressed to the undersigned only.
9. All the bidders are requested to ensure that the point of destination (MMS, IITI, Simrol Campus, Khandwa Road, Indore - 453552) is within the Service area of the Courier company. Else the Bid/Quotation may be sent well in Advance through post (Speed Post/Registered) to ensure delivery of the Documents within the stipulated Date and Time indicated in the Tender Notice.
10. IITI will NOT be responsible for any delay in Transit and no extension of Date of Submission can be considered.

CONDITIONS FOR TECHNO-COMMERCIAL BIDS

TECHNICAL

1. Discount if possible may please be offered.
2. Any optional, if offered, be provided with their full technical details including their use and advantage.
3. The purchase committee may verify the quality/ quantity and may ask for demonstration of food items / pax of the day wise program and certified the same for processing the payment.

COMMERCIAL

1. EMD of ₹ 22,500.00 will be submitted through online mode <https://www.onlinesbi.com/sbicollect/collecthome.htm>
2. Earnest Money Deposit (EMD / Bid Security (BS) must be submitted by bidders except those who are registered with
 - (i) Micro and Small Enterprises (MSEs)
 - (ii) Central Purchase Organization (CPO)
 - (iii) Concerned Ministry / Department.
 - (iv) Startups as recognized by Department of Industrial Policy & Promotion (DIPP).
3. Firm fails to submit EMD will be rejected.
4. **Payment 100%** will be released through RTGS transfer after completion of the event and submission of invoice with regard to quality, quantity and specifications ordered. The payment will be released after statutory deductions.
5. Faculty Development Program service will be of 10 days i.e. from 02/03/2020 to 09/03/2020 & 11/03/2020 to 12/03/2020.
6. Event venue: IIT Indore campus. (All charge should be included upto Faculty Development Program venue)
7. Please note clearly that faxed, mailed and opened quotations are liable to be rejected.
8. **Price Bid format:** Please fill up the relevant formats enclosed depending on the offer as **Annexure- I.**
9. **Cancellation:** IIT- Indore reserves the right to accept or reject or cancel any or all enquiries or quotations at any stage without assigning any reason thereof.
10. In case of cancellation of order due to Non-compliance of the Terms and Conditions and Breach of the Contract, No compensation will be paid towards progress of order/procurement.
11. For any dispute, the place of jurisdiction shall be Indore, India only.

(Signature of the Bidder, with Official Seal)

The offer must comprise of the following failing which it will be treated as non-responsive hence rejected:

ANNEXURE- I

PRICE SUBMISSION FORM

RFQ NO.: ITI(MM)/BSBE(PRJ)/9/9C/337/PK/2019-2020

Name of the Company/ Firm M/s _____

SI No.	Service	Date	Days	No. of Persons	Unit Price	Total Price in INR
1	Breakfast (As per Annexure-II)	02/03/2020 to 09/03/2020 & 11/03/2020 to 12/03/2020	10	85 Pax per day (Approx)		
2	Lunch (As per Annexure-II)	02/03/2020 to 09/03/2020 & 11/03/2020 to 12/03/2020	10	85 Pax per day (Approx)		
3	Tea (Post Lunch) (As per Annexure-II)	02/03/2020 to 09/03/2020 & 11/03/2020 to 12/03/2020	10	85 Pax per day (Approx)		
Total Price =						
GST Amount =						
GST % =						
Total Cost ₹ =						
Total Price in Words:						

Price quoted is firm and final with Validity as per the terms of IIT-I tender Terms.

Note-

- 1 The quoted price should be inclusive of all overhead charges such as outdoor catering, freight, service charges & GST etc..
2. Any other details & offer should be clearly mentioned on letter head.

Signature of the Authorised person with seal and date

ANNEXURE- II

Expected Menu for Faculty Development Program 02/03/2020 to 09/03/2020 & 11/03/2020 to 12/03/2020

Breakfast

Milk base mocktail or shake – 01
Fresh juice – 01
Sprout – 02
Fresh cut fruits – 05
Sandwich – 01
Toast, butter and preserve – 01
Hot milk and cold milk – 01
Hot and cold chocolate – 01
Cornflakes and Choco flakes – 01
Light snacks – 01
Heavy snacks – 02
Tea, coffee and assorted cookies – 01

Lunch

Soup (veg. or non-veg.) - 02
Soup accompaniment - 04
Salad – 04
Main course non-veg. (mutton, chicken, fish, egg any) – 02
Main course vegetable (including 01 paneer) – 03
Dal preparation – 01
Rice preparation – 01
Papad, pickle and chutney – 02
Assorted Indian bread – 03
Curd preparation – 01
Dessert – 02

Tea (Post lunch)

Tea, coffee and assorted cookies - 01

