



भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवा रोड इंदौर – 453552

Indian Institute of Technology Indore Tel.: 0731 2438700 Ext. 327/203/958
Simrol, Khandwa Road, Indore- 453552 Email: mms@iiti.ac.in

Request for Quotation

RFQ NO.: IITI(MM)/BSBE(PRJ)/9/9C/265/SG/2019-2020

January 18, 2020

Sub.: Request for Quotation of “Conference Hall, Catering & Accommodation Arrangements for International Conference-2020”

Last date of submission : January 24, 2020, 02.00 PM
Date of Opening : January 24, 2020, 03.00 PM
EMD Amount : ₹ 25,000.00 (Online Mode)

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 **Hall, Catering & Accommodation** 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 January 24, 2020 latest by 2.00pm in the tender box kept in the **IITI, Simrol Campus, Hub Building (Sodium), 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)	January 24, 2020 up to 02:00PM, (IST)
02	Opening of Technical & Price Bids offline	January 24, 2020 , 2019 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 (Sodium) Khandwa Road, Simrol Campus, Indore- 453552 Tel.: 0731 2438700 Ext. 327/203/958 Email : mms@iiti.ac.in


IR (MM) 18-01-2020

TECHNICAL BID

(Bidder should submit compliance matrix along with Technical Bid)

PART-I

Eligibility criteria Conference Hall Arrangement for International Conference-2020		Attached relevant document	Compliance Yes /No	Deviations if any
1	The service provider should have Air Conditioner Hall with audio visual facility with minimum dimensions 85 ft. x 35 ft.			
2	The service provider should have separate area for the poster presentation with minimum dimensions 72 ft. x 26 ft.			

PART-II

Eligibility criteria Catering Arrangement for International Conference-2020		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 provider shall share performance / completion report of the earlier events organized by them for Dining Services for Hi Profile VVIP.			
5	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.			
6	The bidder should furnish certificates from at-least two organizations regarding successful completion of event Dining services for Hi Profile VVIP			
7	The bidder should have license/registration from Food/Health Department / FSSAI and other authorities, if any to run the Hotel /Catering Service.			
8	The bidder should have a PAN card and Service Tax registration /GST			
9	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 conference committee may ask for demonstration of the food items, the bidders should arrange the same before awarding the service order			

PART-III

Eligibility criteria		Attached relevant document	Compliance Yes /No	Deviations if any
Accommodation Arrangement for International Conference-2020				
1	The service provider should have breakfast service at room			
2	The service provider should have airport pick-up and drop facility			
3	The service provider should have all air conditioner rooms (Note: Single or Double occupancy AC rooms will be decided as per the requirement)			

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

PART –IV

Day wise details along with number of persons is attached as per Annexure-I

Points need to be noted for Catering Services:

1. Service provider must submit the list of team members assigned for this Event.
2. Lunch & Dinner will be of Buffet set up and tables & chairs should be arranged for sitting.

Point need to be noted for Conference Hall:

1. Conference hall & Poster presentations area must not have any visual obstructions in the form of pillars or any other structure.

Point need to be noted for Accommodation:

1. Single or Double occupancy AC rooms will be decided as per the requirement.

Note: The number of the participants could vary between 100 to 160. The final numbers would be informed 1 week prior to the conference.

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 (Sodium) 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 programme and certified the same for processing the payment.

COMMERCIAL

1. EMD of ₹ 25,000.00 will be submitted through online mode <https://www.onlinesbi.com/sbicollect/icollecthome.htm>
2. Earnest Money Deposit (EMD / Bid Security (BS) has to 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. International Conference-2020 event service programme will be (for 3 days).
6. Event venue: Will be awarded to L-1 firm.
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.: IITI(MM)/BSBE(PRJ)/9/9C/265/SG/2019-2020

Name of the Company/ Firm M/s _____

SI No.	Service	Service Description	Days	No. of Persons	Unit Price	Total Price in INR
1	AC Conference Hall with audio visual facility for scientific presentations. Additionally, there should be a separate area for the poster presentations	The AC Conference Hall should be at least 85 ft. x 35 ft. and the poster presentation area should be at least 72 ft. x 26 ft. Both these areas must not have any visual obstruction in the form of pillars or any other structure. Note: Both the venues must be adjacent to each other at the single venue	03 days i.e. from 7 th Feb 2020 to 9 th February 2020 Timing morning 8 AM to evening 8 PM	180 Minimum sitting capacity		
2	Conference high tea	Twice a day	03 days i.e. from 7 th Feb 2020 to 9 th February 2020	120 Pax (Approx)		
3	Conference Lunch (Buffet set up)	As per Annexure-II Note: The food should be adjacent to the conference hall and poster session venue	03 days i.e. from 7 th Feb 2020 to 9 th February 2020	120 Pax (Approx)		
4	Conference Dinner (Buffet set up)	As per Annexure-II Note: The food should be adjacent to the conference hall and poster session venue	02 days i.e. from 7 th Feb 2020 & 8 th February 2020	120 Pax (Approx)		
5	Accommodation for the guests (AC Single Rooms)	6 th Feb 2020 = 12 Rooms	04 days i.e. from 6 th Feb 2020 to 9 th February 2020			
		7 th Feb 2020 = 25 Rooms				
		8 th Feb 2020 = 25 Rooms				
		9 th Feb 2020 = 13 Rooms				
		Note: Rooms should have breakfast and airport pick-up and drop included				
6	Accommodation for the guests (AC Double Rooms)	6 th Feb 2020 = 12 Rooms	04 days i.e. from 6 th Feb 2020 to 9 th February 2020			
		7 th Feb 2020 = 25 Rooms				
		8 th Feb 2020 = 25 Rooms				
		9 th Feb 2020 = 13 Rooms				
		Note: Rooms should have breakfast and airport pick-up and drop included				
Total Price =						
GST Amount =						
Total Cost ₹ =						
Total Price in Words:						

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

Signature of the Authorised person with seal and date

ANNEXURE- II

Expected Menu for Conference Lunch 7th, 8th, and 9th February 2020

- Morning Tea Break
Tea / Coffee with assorted cookies

- SOUP

01 Vegetarian Soup

01 Non Vegetarian Soup

- SALADS

03 Types of Salads

- MAIN COURSE

01 Paneer preparation

01 Vegetarian Main course

01 Non-Vegetarian Main course

- LENTIL

01 Lentil Preparation

RICE PREPARATION

02 Types of Rice Preparation

- ADDITIONS

1 Curd Preparation

Papad /Pickle/Chutney

- ASSORTED BREADS

Assorted Indian Breads

- DESSERTS

02 Types of Desserts

01 Ice-cream

- Evening Tea Break
Tea / Coffee with assorted cookies

**Expected Menu for Dinner
On 7th February 2020**

- **WELCOME DRINK**

02 Types of Mocktails

- **APPETIZERS**

02 Types of Vegetarian starters

02 Types of Non Vegetarian starters

- **SOUP**

01 Vegetarian Soup

01 Non Vegetarian Soup

- **SALADS**

05 Types of Salads

- **MAIN COURSE**

01 Paneer preparation

02 Vegetarian Main course

02 Non-Vegetarian Main course

- **LENTIL**

02 Lentil Preparation

- **RICE PREPARATION**

02 Types of Rice Preparation

- **ADDITIONS**

01 Curd Preparation

Papad/Pickle/ Chutney

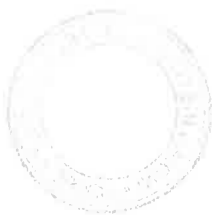
- **ASSORTED BREADS**

Assorted Indian Breads

- **DESSERTS**

02 Types of Desserts

02 Ice-cream



**Expected Menu for Conference Dinner
On 8th February 2020**

- WELCOME DRINK

03 Types of Mocktails

- APPETIZERS

02 Types of Vegetarian starters

02 Types of Non Vegetarian starters

- SOUP

01 Vegetarian Soup

01 Non Vegetarian Soup

- SALADS

05 Types of Salads

- MAIN COURSE

01 Paneer preparation

02 Vegetarian Main course

02 Non-Vegetarian Main course

- LENTIL

02 Lentil Preparation

RICE PREPARATION

02 Types of Rice Preparation

- ADDITIONS

01 Curd Preparation

Papad/Pickle/ Chutney

- ASSORTED BREADS

Assorted Indian Breads

- DESSERTS

04 Types of Desserts

02 Ice-cream

