



भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवारोड इंदौर-453552

Indian Institute of Technology Indore Tel.: 0731 2438700 Ext. 203/958/949
Simrol, Khandwa Road, Indore- 453552 Email: mms@iiti.ac.in

Request for Quotation

RFQ NO.: IITI(MM)/ME(PRJ)9/9C/173/YKM/2019-2020

November 22, 2019

Sub.: Request for Quotation of "Catering Arrangement for International Conference-2019"

Last date of submission:

November 29, 2019, 02.00 PM

Date of Opening :

November 29, 2019, 02.30 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 November 29, 2019 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)	November 29, 2019 up to 02:00PM, (IST)
02	Opening of Technical / Price Bids offline	November 29, 2019 at 02:30 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

In charge (MM)

Material Management Section (MMS)
IIT INDORE

TECHNICAL BID

(Bidder should submit compliance matrix along with Technical Bid)

PART-I

Eligibility criteria Catering Services for International Conference-2019		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	Pre Bid Meeting for the catering service event for conference is scheduled. All the interested bidders are requested to attend the same.			
3	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 –II Catering Service for International Conference- 2019.

Detailed day wise menu along with number of persons is attached as per **Annexure-A**

Note :

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

In-Charge
Material Management Section (MMS)
IIT IINDORE

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, cutlery, Chafing Dish, Tables, Tablecloth, Table ware, Table vase, Serviette and related items.
3. Hi-Tea, Breakfast, Lunch and Dinner 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 has to bring their own cooking related equipments, utensils, raw materials, fuel and related items.
7. The service provider has to 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.
11. The service provider shall have to split **TOTAL AMOUNT** of bill in two parts. (i) First part of the bill costing Rs 2,50,000/- should be issued in favour of Director, SGSITS, Indore from **TOTAL AMOUNT**, and (ii) Second part of the bill or remaining amount from **TOTAL AMOUNT** should be in favour of IIT Indore.

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.

In-Charge
Material Management Section (MMMS)
IIT INDORE

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. **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.
2. International Conference-2019 event service programme will be (for 3 days).
3. Event venue: **IIT Indore campus**. (All charge should be included upto International Conference-2019 venue)
4. Please note clearly that faxed, mailed and opened quotations are liable to be rejected.
5. **Price Bid format:** Please fill up the relevant formats enclosed depending on the offer as **Annexure- I.**
6. **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.
7. 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.
8. 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.:IT(I(MM)ME(PR)9/9C/173/YKM/2019-2020

Name of the Company/ Firm M/s _____

SI No.	DESCRIPTION	Total Price Unit in INR
A	Breakfast on December 12, 2019 Min Pax 300	
B	Hi-Tea on December 12, 2019 Min Pax 300	
C	Lunch on December 12, 2019 Min Pax 300	
D	Hi-Tea on December 12, 2019 Min Pax 300	
E	Dinner on December 12, 2019 MinPax 300	
F	Breakfast on December 13, 2019 MinPax 350	
G	Hi-Tea on December13, 2019 Min Pax 350	
H	Lunch on December 13, 2019 MinPax 350	
I	Hi-Tea on December 13, 2019 Min Pax 350	
J	Dinner on December 13, 2019 MinPax 350	
K	Breakfast on December 14, 2019 MinPax 150	
L	Hi-Tea on December14, 2019 Min Pax 150	
M	Lunch on December 14, 2019 MinPax 150	
N	Hi-Tea on December14, 2019 Min Pax 150	
O	Tea and coffee full day serving from December 12-14	
	Total Price=	
	GSTAmount =	
	FOR Cost IIT Indore =	
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

Details of catering arrangement	
Date -12 Dec 2019	Minimum Qty.300 PAX
MENU	Break Fast
MAIN COURSE -1	IDLI,SAMBHAR ,CHATNY
MAIN COURSE -2	COSLOW SANDWICH
	BREAD BUTTER JAAM
	MILK ,CORN FLAKES,BOURNVITA
	SPROUT, JUICE
	TEA, COFFEE ,GREEN TEA ,BLACK TEA , BISCUITS
TEA BREAK	TEA, COFFEE ,COOKIES
	LUNCH
SOUP	CREAM OF VEG
RICE	STEAM RICE,VEG PULAV
GREVY VEG	PANEER KADAI,
NONVEG MAIN COURSE	BUTTER CHICKEN
DRY VEG	MIX VEG
VEG STATER	CRISPY CORN
SALAD	PASTA ,GREEN SALAD
INDAIN BREAD	TANDOORI , NAN ,GARLIC ROTI
CURD	PLAINE CURD,POTATO RAITA
DESSERT	BASUNDI ,MOTICHOOR LADDU
HI TEA	TEA, COFFEE,BLACK ,GREEN ,LEMON, TEA ,COOKIES, PATTICE
	DINNER
SOUP	TAMATO
RICE	STEAM RICE
GREVY VEG	MALAI KOPTA
NONVEG MAIN COURSE	CHICKEN HANDI
DRY VEG	DUM ALOO
VEG STATER	CORN CROQUETS
SALAD	SPROUT, GREEN SALAD
INDAIN BREAD	TANDOORI ,PALAK PURI GARLIC ROTI
CURD	BOONDI RAITA,PLAIN CURD
DESSERT	RASSGULLA
TEA COFFEE FULL DAY SERVING	
Date -13 Dec 2019	Minimum Qty.350 PAX
MENU	Break Fast
MAIN COURSE -1	POHA JALEBI
MAIN COURSE -2	MENDU WADA
	BREAD BUTTER JAAM
	MILK ,CORN FLAKES,BOURNVITA
	SPROUT, JUICE
	TEA, COFFEE ,GREEN TEA ,BLACK TEA , BISCUITS
TEA BREAK	TEA, COFFEE ,COOKIES
	LUNCH
SOUP	HOT&SOUR SOUP
RICE	JEERA RICE
GREVY VEG	PANEER MAKHNI
NONVEG MAIN COURSE	BHUNA CHICKEN
DRY VEG	BHINDI KUKURE
VEG STATER	CRISPY VEG
SALAD	RED PASTA ,GREEN SALAD
INDAIN BREAD	TANDOORI , NAN ,GARLIC ROTI
CURD	PLAINE CURD,VEG RAITA
DESSERT	RAS MALAI ,GAJAR KA HALWA
HI TEA	TEA, COFFEE,BLACK ,GREEN ,LEMON, TEA ,COOKIES, SAMOSA

	DINNER
SOUP	VEG- NON SOUP
RICE	VEG FRIDE RICE , PLAINE RICE
GREVY VEG	MUTTER PANEER
NONVEG MAINCOURSE	CHICKEN MUGLAI
DRY VEG	TAWA BHAJI
VEG STATER	VEG MANCHURIAN ,
NOV-VEG	CHICKEN MANCHURIAN
SALAD	SPROUT, GREEN SALAD
INDAIN BREAD	TANDOORI ,RUMALI GARLIC ROTI
CURD	BOONDI RAITA,PLAIN CURD
DESSERT	ICE CREAM ,MOONGDAL HALWA
	SPECIAL DINNER
	MOCKTAIL BAR
	3TYPE OF JUICE MOCKTAIL
	FRUIT SALAD
	BARBECUIBE
	TWO TYPE OF CHICKEN
	VEG TWO TYPE PANEER AND MASROOM
TEA COFFEE FULL DAY SERVING	
Date -14 Dec 2019	Minimum Qty.150 PAX
MENU	Break Fast
	MAHSOOR BONDA
	GREEL SANDWICH TWO TYPE
	BREAD BUTTER JAAM
	MILK ,CORN FLAKES,BOURNVITA
	SPROUT, JUICE
	TEA, COFFEE ,GREEN TEA ,BLACK TEA , BISCUITS
TEA BREAK	TEA, COFFEE ,COOKIES
	LUNCH
SOUP	SWEET CORN SOUP
RICE	JEERA RICE
GREVY VEG	LOUKI KOPTA
NONVEG MAIN COURSE	CHICKEN MAKHANWALA
DAL	DAL CHILKA
DRY VEG	ALOO JEERA
VEG STATER	HARA BHARA KABAB, CORN TIKKI
SALAD	SPROUT SALAD,GREEN SALAD
INDAIN BREAD	TANDOORI , NAN ,GARLIC ROTI
CURD	PLAINE CURD,VEG RAITA
DESSERT	GULAB JAMUN
HI TEA	TEA, COFFEE,BLACK ,GREEN ,LEMON, TEA ,COOKIES, WADA PAO
	KHAMAN DHOKLA

