



# भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद Indian Institute of Information Technology, Allahabad

An Institute of National Importance by Act of Parliament  
Deoghat, Jhalwa, Prayagraj-211015 (U.P.) INDIA

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Ref. No.: IIIT-A/S&P/ 1600/2276/2024

Dated: 19/07/2024

## Tender Notice

To,  
M/s.....  
.....  
.....  
Ph.No.: .....

**Sub: Tender for provision of Food & Catering services along with Labour, Material and Crockery at the IIIT-A, Jhalwa Campus for VIPs & Students for High Tea on 14 September 2024.**

Dear Sir,

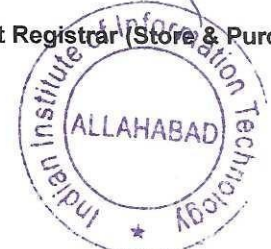
1. Indian Institute of Information Technology, Allahabad is organizing its "19<sup>th</sup> Convocation" on 14 September 2024. It is a prestigious event in which distinguished VIP guests, Faculties, students etc. will participate. Being a prestigious event, institute is inviting limited tender from reputed firms and Hotels involved in Fooding and Catering services with the highest level of hygiene and quality of food services etc. The Participating firms and hotels will have to provide adequate fooding and catering services with sufficient qualified Manpower, Materials and Crockery etc. for **High Tea** to invited guests. **An indicative menu is attached herewith (Annexure-I).**
2. The selected contractors will be expected to follow the menus strictly, until revised by the Institute, with mutual discussion. Other terms and conditions of the work and specifications are attached herewith for ready reference.
3. Tenderers are requested to submit the quotation by courier/speed post in **two bid system** with complete details of specifications, terms & conditions, warranty/guarantee etc. Quotation should be in **two separate sealed envelopes "Technical Bid" and "Commercial Bid"** and placed in a single envelope with name of the tender, ref. number and closing date superscripted on the top of the envelope addressed to the Joint Registrar (Store & Purchase), IIIT- Allahabad **upto-03/08/2024, 12:00 Noon**. Quotations duly sealed may also be dropped in the tender box placed in the office of the Joint Registrar (Store & Purchase), IIIT-Allahabad. Basic rate, taxes and other charges if applicable etc. must be quoted separately, F.O.R. destination at IIIT-A, Jhalwa, Prayagraj. Please note that tender document will not be accepted after the expiry of stipulated date and time for the purpose.
4. All Tenders should be addressed to "**Joint Registrar (Store & Purchase), Indian Institute of Information Technology, Allahabad, Deoghat, Jhalwa, Prayagraj-211015 (U.P.) India**".
5. **After Technical Evaluation, Financial bid of technically qualified bidders will be opened & informed accordingly.** Qualified vendors are desired to submit their authorization letter along with a photocopy of their photo identity card at the time of opening of Technical and Financial Bid. Please carry the same original proof of identity for verification purpose at the time of opening of tender/enquiry. The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, the time remaining unaltered. For any queries regarding the tender, please send a mail to info.purchase@iiita.ac.in.
6. Details of Bank account of Firm for returned of EMD and/or Performance Security  
Bank's Account Holder Name: .....  
Type of Account Name: .....  
Address of Branch: .....  
Account No: .....  
IFSC Code: .....
7. **E.M.D.:** EMD amount **Rs.15,000/-** should be directly transferred into the bank account (IIITA General AC) of Indian Institute of information Technology Allahabad through RTGS/NEFT and the tender document should be accompanied with the transaction receipt of RTGS/NEFT (Any bid without EMD fee receipt will not be considered).  
The detail of institute's Bank account is as below;

Account NameBank : IIIT A EMD and Security Deposit Account  
Name : Punjab National Bank  
Address : Pipalgaon Branch, Allahabad, Prayagraj  
Account number : 8636000100031943  
IFSC Code : PUNB0863600

Copy to:

PS to Director- for kind information to director please.

Joint Registrar (Store & Purchase)



## TECHNICAL BID

(On letter head of the Firm & in a separately sealed envelope)

1. Date & Time of opening Tender : .....

Name of the firm (As registered):-.....

2. Address of the firm:-.....  
.....  
.....

3. Phone Number: - .....

4. Proprietor's name:-.....

5. Address of Proprietor:-.....

6. Proprietor's Phone No.:-.....

7. Proprietor's Email ID :- .....

8. Details of the firm:-

(a). Date from which the firm is operating:-.....

(b). Turnover of the firm during: - FY 2021-2022 (Rs.).....

FY 2022-2023 (Rs.).....

FY 2023-2024 (Rs.).....

(Please attach documentary evidences)

(c) PAN No.:-.....

(d) GST No.:-.....

(e) Service Tax Registration No.:-.....

.....  
**Seal and signature of the Proprietor/  
Authorized Representative**



## FINANCIAL BID

(To be given in a separately sealed envelope on letter head of the Firm)

Date & Time of opening: To be communicated separately to technically qualified vendors only

### Bill of Quantity and Tender Rate Form 2024

**1. High Tea for Invited Guests, Faculty, Officers, Staff, Degree Recipients**  
(As per Indicative Menu Attached)

Sl. No.	Items	Quantity (approx.)	Rate (Rs.)	Tax %	Total Amount
1.	High Tea	1000			

**Note:**

1. Rates quoted shall be inclusive of all Taxes etc but showed separately.
2. The no. of participants (Quantity) is indicative only. It may increase or decrease by 20% as per requirements.
3. Menu is subject to adjustment by mutual discussion.
4. About High Tea will be inform before 10 days of event.
5. Venue will be separate at first floor of Auditorium Left & Right Wing. Exact details will be share before 10 days of event.
6. **Indicative Menu (item wise) are attached at Annexure-I**

**2. Packed (Thali) for Peons, Guards, Sweepers, Electricians, Horticulture Staff, etc.**  
(As per Indicative Menu Attached)

Sl. No.	Items	Quantity (approx.)	Rate (Rs.)	Tax %	Total Amount
1.	Packed (Thali)	250			

**Note:**

1. Rates quoted shall be inclusive of all Taxes etc but showed separately.
2. Menu is subject to adjustment by mutual discussion.
3. **Indicative Menu (item wise) are attached at Annexure-I**

.....  
(Seal & Signature of the Proprietor/  
Authorized Representative



## Terms and Conditions

1. Quantity may increase or decrease up to 20% at the discretion of Institute.
2. Quoted rate should be valid till scheduled date of programme.
3. Tender rates must be quoted in prescribed format.
4. The Annual average turnover of the tenderer should not be less than Rs.50 Lakhs p.a. during last three years i.e. F.Y. 2021-2022, 2022-2023 & 2023-2024.
5. A Recognized brand/franchisee of a Hotel/Restaurant/Caterer who have served reputed organization or institute for more than once (attach documentary evidence).
6. A Hotel/Restaurant Chain having more than one outlet. Outlet can be international or national.
7. Establishment year of the Hotel/Restaurant/Caterer should also be provided.
8. May feel free to contact on E-mail info.purchase@iiita.ac.in & Ph. No. 0532-292-2051, 2053.
9. The contractor shall personally be responsible for the quality of material used and food served in a most hygienic, efficient manner & timely manner for up-to **200** full plates for Invited guests, Faculty & Officers & staff of the Institute and **800** full plates for degree recipients of the Institute Lunch/High Tea on **14<sup>th</sup> September 2024** along with **250** Packed (Thali) for other support staff. The given menu indicates the services to be provided which is to be adhered strictly. In case of non-abidance to the detailed menu as per **Annexure-1**, vendor shall be liable for Penalty as per the decision of the Director, IIITA.
10. The contractor shall be able to provide a good vegetarian and hygienic food as per indicative menu. No items except the indicative menu shall be provided by the Caterer during the function. Any additional items required to be served, will be served only with the prior approval of the Institute. Rates for such additional items will be decided by mutual consultation.
11. Rates shall be inclusive of all material (perishable as well as non perishable), labour and catering with Porcelain crockery to be provided by the caterer with Stainless Steel Spoon.
12. The services in the Kitchen/Pantry premises shall be subject to inspection without prior notice by the authorized representatives of Institute. If during inspection any food stuffs/beverages/ any item of brand other than specified in the agreement is served, or found below specifications or service being found unsatisfactory, then the Caterer shall be liable to a penalty of min. Rs.20,000/- & upto Rs 1,50,000/- or as decided by the Director IIIT-A.
13. The space for cooking along with electricity and water for the same shall be provided by the Institute. The pantry premises, furniture, fittings and fixtures and supply of water and electricity shall be used only for the purpose of serving beverages & eatables to Institute employees/students/Guests.
14. The contractor has to make preparations in the IIIT-A, Jhalwa campus itself except for the branded food materials.
15. Tent arrangement for cooking etc. has to be done by the vendor only.
16. The Caterer shall provide proper containers for throwing or reuse waste material and will arrange to remove waste material from office and pantry premises. In case caterer fails to remove it, the arrangements will be made by the Institute and actual amount with Rs.50,000/- penalty will be deducted from the bill.
17. The contractor has to employ sufficient nos. of healthy, smart, mannered and well-dressed waiters for servicing.



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18. No child labourers shall be employed for cooking, servicing or catering as per law.
19. All the rules and regulations of food safety, labourers etc. shall be complied by the contractor. The Caterer shall have necessary licenses from the local or Govt. authorities for running the catering business, and it shall pay all charges, taxes, GST, levies and statutory dues assessments payable to any public or local authorities in respect of the pantry and shall also be liable to all fines and penalties which may be levied by the local or Govt. authorities as a result of non-observance of any of the Statutes or rules framed there under by such authorities and keep the Institute indemnified against all actions, demands, expenses and charges incurred or suffered in that behalf.
20. SPECIFICATIONS OF RAW MATERIALS: All materials should be from reputed brand with AGMARK certificate, wherever applicable. Rice should be of **Basmati** variety only.
21. The contracting agencies must have worked in reputed organizations and have to provide details of such organization with the certificate of it.
22. The vendor should have experience for providing catering service during similar type of events at IITs/IITs/Universities or similar organization during last three year (attach documentary evidence).
23. Subletting in any form will not be allowed.
24. For additional pax, if any, payment will be made on actual basis.
25. **The buffet tables and fruit carvings with proper decoration for serving High Tea will be arranged by the vendor.**
26. Good number of used dishes, basket collection points shall be maintained by the Vendor in the dining area.
27. The tendering of lowest rate cannot be claimed as a right to be awarded the work/contract.
28. The Caterer shall not appoint sub contractor for catering to carry out any obligations under the Contract.
29. Agencies interested may visit the campus to have first hand information, if they so desire.
30. If performance is not found satisfactory. The firm/agency may be black listed by the Institute.
31. Deficiency in not supplying full information shall result in primarily rejection of tender.
32. The Caterer shall be responsible for:
  - i) All injury due to any accident to persons, engaged by him/her and;
  - ii.) For any damage arising due to negligence on the part of the Caterer or his employees to the furniture and fittings provided by Institute. Further maintenance in the form of day-to-day cleaning of the pantry premises and other facilities provided would be carried out by the Caterer at their cost and;
  - iii) All the disputes shall be subject to the Allahabad Jurisdiction. The Director IIIT-A as arbitrator have the full rights to settle all the disputes and that shall be binding on both the parties.
33. The person or persons whose tender is accepted (hereinafter called the contractor) shall deposit security deposit equivalent to **10% within three days** after his or their tender has been accepted, in Institute account which has to be electronically transferred through the **RTGS/NEFT** into the bank account of Institute as mentioned below:

Account Name : IIIT A EMD and Security Deposit Account  
 Bank Name : Punjab National Bank  
 Address : Pipalgaon Branch, Allahabad, Prayagraj  
 Account number : 8636000100031943  
 IFSC Code : PUNB0863600



Security Deposit should remain valid for thirty days. No interest shall be paid on Security Deposit. The Security Deposit will be forfeited by order of the Competent Authority in the event of any breach or negligence or non-observance of any terms & conditions of the contract or for unsatisfactory performance or for non- acceptance of the supply order. EMD will be released after receiving of transaction receipt of RTGS/NEFT of security amount.

34. The workers should be qualified with proper uniform and name badge, which is provided by the caterer/agency, and the agency, shall be responsible for the discipline of his workers.
35. (i) The contractor shall submit all bills on the printed form and all items in such bill shall be charged at the rates specified in the tender or in the case of an extra work ordered in pursuance of these conditions and not mentioned or provided for in the tender, at the rate here in after provided in such order mutually agreed upon clearly mentioning as extra items.  
(ii) Payment shall be made within 15 days on completion of the work after due verification by the site in-charge as per tendered rates.
38. The Institute reserves the right to cancel the tender without assigning any reason and also have right to divide the work into several caterers in the interest of work.
39. The indenting tenderer must furnish the following certificate in their quotation: **"It is certified that I agree to the terms and conditions as specified above and bind myself to follow and comply with the same. I have gone through all the conditions and understood the same."**
40. Kindly quote your Income Tax PAN No, TIN No., etc. mandatorily on the quotation.
41. All disputes are subject to Jurisdiction of Allahabad High Court.
42. Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any tender.
43. Director, Indian Institute of Information Technology, Allahabad reserves the right to alter / modify any or all conditions of this tender.



**Joint Registrar (Store & Purchase)**

**Enclosures: Indicative Menu as per Annexure-1**

**Copy to:-**

- PS to Director- for kind information to Director please.



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY ALLAHABAD  
CONVOCATION 2024**

**19<sup>th</sup> Convocation of IIIT-A  
High Tea Arrangement (Buffet)**

**Venue 1: First & Ground Floor (Right Side) Auditorium**

**Invitees: For Degree Recipients**

**Date: 14<sup>th</sup> September 2024**

**Time: Will be inform before 10 days of the event**

**Venue 2: First Floor (Left Side) Auditorium**

**Invitees: For BoG/Senate/FC, Invited Guests, Faculty, Officers & Staff of the Institute**

**Date: 14<sup>th</sup> September 2024**

**Time: Will be inform before 10 days of the event**

**Total Number of Guaranteed Pax: 1000**

**Menu**

**Menu (High Tea)**

<b>Drinking Items</b>	<ol style="list-style-type: none"><li>1. Tea</li><li>2. Coffee</li><li>3. Juice</li><li>4. Buttermilk</li></ol>
<b><u>Starters</u></b>	<ol style="list-style-type: none"><li>1. Chilli Paneer</li><li>2. Spring Roll</li><li>3. Veg Cutlets</li><li>4. Dahi Bada</li><li>5. Aalu Tikki Chaat</li><li>6. Bada and Sambhar</li><li>7. Chhola-Bhatoora and Chhola Samosa</li><li>8. Veg Manchurian and Rice</li><li>9. Pav-Bhaji</li><li>10. Bati- Chokha</li></ol>
<b><u>Desserts</u></b>	<ol style="list-style-type: none"><li>1. Sprouts/Salad/Fruits etc.</li><li>2. Ras Malai</li><li>3. Moong Dal Halwa</li><li>4. Ice-cream (Butterscotch, Kesar Pista)</li></ol>

**Note- Vendor must require to include the cost of the following:**

1. With bone china catering and some items are served in special disposable
2. 2 or 3 counter of all item
3. All staff wearing neat and clean dress
4. Decorated counters
5. Water bottle
6. 15 Round Table and 75 Chairs with clothes/ covers
7. Tent for cooking area.
8. Dustbin arrangement for waste food.

1. Sofa-10 with center table for VIPs

*Handwritten mark*



**Menu for Packed (Thali) High Tea**  
**For**  
**Peons, Guards, Sweepers, Electricians, Horticulture Staff and others.**

**Guaranteed Pax: 250**  
**Date: 14<sup>th</sup> September 2024**

6 pc Puri, Mixed Veg. (100gms), Dal Tadka, Jeera Rice(100gms), Salad, Pickle, Gulab Jamun (1 pc each), Spoons and Napkins, Water Bottle (200 ml).

*SK*

