



INDIAN INSTITUTE OF TECHNOLOGY ROPAR
NANGAL ROAD, RUPNAGAR-140001

TENDER DOCUMENT

TENDER FOR CONVOCATION LUNCH

TO BE HELD ON TUESDAY 28th NOVEMBER 2017

1-152/SA/IITRPR/250

dated 03/11/2017

TENDER NOTICE FORM

Sealed tenders are invited for providing Lunch during Convocation, 2017 for IIT Ropar:

| | | |
|----|---|--|
| 1. | Mode of Tender | Single Bid |
| 2. | Name of work | Lunch during Convocation to be held on 28 th November 2017 (Detailed list of essential items & Quantity as per Annexure-A). Bidders may propose additional items for inclusion. |
| 3. | Last date and time of receipt of Tenders | Up to 12:00 noon on 13.11.2017 Offers addressed to the 'Registrar, IIT Ropar' should reach the office of ' The Registrar, IIT Ropar, Room No. 104 ' before or on the last date and time. Tenders received late shall not be considered |
| 4. | Date, Time & Venue for opening of Tenders | 12:30 P.M. on 13.11.2017, Conference Room, IIT Ropar The quotations shall be opened by the tender opening committee as per the schedule mentioned in this document, in presence of tenderers or their authorized representatives whosoever may wish to attend. In case the due date of receipt/opening of the quotations is or is declared a holiday in the Institute, then in that event, the due date of receipt/opening of the quotations shall be the next working day at the same time. |
| 5. | Validity of Offer | 60 days. |

(Authorized signatory)

Technical Bid

| | | |
|----|---|---------------|
| 1. | Name & Address of Registered Office of the Company Telephone No. FAX No: E-Mail: | |
| 2. | Valid PAN No. | |
| 3. | GST No | |
| 4. | Experience and capability of providing atleast 04 catering services to centrally funded institutes with documentary evidence of the same. Certificates of completion of similar works duly signed by the authorized persons must be enclosed. | Yes/No |
| 5. | Bidder must submit his telephone No., Mobile No, email and his complete address for easy communication. | Yes/No |
| 6. | All the pages of the bid have been numbered. Page nos. of the documents attached has been mentioned wherever required. Every page has been signed and stamped by authorized signatory. | Yes/No |
| 7. | Price Bid attached as per Annexure 'B' | Yes |
| 8. | Any other detail as per tender specifications. | |

(Authorized signatory)

Terms & Conditions:

1. Food should be served hygienically and all food must be less spicy & oily.
2. The Catering Service Provider has to maintain sufficient number of staff from their end for smooth operation at their own costs. Furthermore, the service provider must provide the neat and clean uniform and gloves to their staff members at their own costs.
3. No utensils and other necessary items/equipments will be provided from IIT Ropar and the same should be arranged by the Service Provider at their own cost i.e. vessels, plates, heating equipments and other items if any.
4. Any damage to movable / immovable property while carrying out work shall be made good by the agency at its own cost and the site must be handed back neat and clean to the satisfaction of IIT Ropar.
5. The agency shall nominate a person with mobile telephone to receive the instructions. Another alternative telephone number of the owner or his representative of the firm shall also be conveyed with email ID to convey the instructions.
6. At least six counters in the common area and two in the VIP area to be arranged.
7. **The successful bidder will be required to furnish a performance security in the shape of Demand Draft for an amount equivalent to 5% of the order value. The Demand Draft will be submitted within a period of 03 days after the placement of the order.**
8. The work should be completed within the stipulated time given from the date of order as mentioned in purchase order.
9. No advance payment shall be made by the IIT Ropar. However, the IIT Ropar intends to make all the final payments within 30 days after the supply.
10. In case at any stage if it is found that the supply executed by the company was not satisfactory and upto the standard. IIT Ropar shall have the right to put penalty on the contractor.
11. Tax's at the prescribed rates shall be deducted at source from the bills.
12. The offer should be legibly typed or handwritten in English with no cutting/overwriting.
13. Offers sent by e-mail/fax shall not be accepted.
14. Late tenders shall not be considered. The institute shall not be responsible for any delay/loss or non-receipt of tenders by post/courier services.
15. Additional Terms & Conditions may be incorporated in the purchase order, if needed, to safe guard the interests of the institute.
16. The Director, IIT Ropar has the right to accept or reject any tender without assigning any reason. The decision of the Director IIT Ropar in this regard will be final and no correspondence will be entertained.

Registrar

Lunch Menu for Convocation on 28th November 2017

| Sr.No | Partiucalar | *Remarks for items (Please Specify) |
|-------|---|---|
| 1. | *Soup- Two Types and Starter (please specify) | 1. Soup types: (a) Tomato Soup (b) Veg Sweet Corn Soup 2. Starter types: (a) Veg. cocktails kabab (b) Fish Pakora (c) Veg. Manchurian (d) Chilly Chicken |
| 2. | <u>Vegetarian:</u> a) Dal Makhni b) Mix Veg c) Cheese Tikka Butter Masala d) Mutter Mushroom e) Malai Kofta f) Veg Pulao/Veg Biryani | |
| 3. | <u>Non-Vegetarian:</u> a) Butter Chicken b) Meat Roganjosh c) Fish Masala | |
| 4. | <u>Salad:</u> 1. Green Salad 2. Russian Salad | |
| 5. | Achar + Papad | |
| 6. | *Raita- Two Types (please specify) | 1. Raita types: (a) Boondi Raita (b) Pineapple Raita |
| 7. | *Roti – Three Types (please specify) | 1. Roti types: (a) Plain Roti (b) Butter Naan (c) Missi Roti (d) Parantha |
| 8. | <u>Sweet-dish:</u> 1. Ice-Cream with chocolate, vanilla 2. Jalebi with rabri/hot gulab jamun | |
| 9. | Package water in glass | |
| 10. | Continental Dish | (a) Pasta (b) Boiled vegetable (c) Dosa with Sambar & Coconut Chutny |

Price Bid
Lunch during Convocation

| S.No. | Description | Qty. | Rate (Rs) | Amt(Rs) |
|-------|---|--|-----------|---------|
| 1) | <p><u>Menu for the lunch to be arranged at 1:00 PM</u></p> <p>1. Soup-Two Types with starter (Please see Annexure-A)</p> <p>2. <u>Vegetarian:</u> (a) Dal Makhni (b) Mix Veg (c) Cheese Tikka Butter Masala (d) Mutter Mushroom (e) Malai Kofta (f) Veg Pulao/Veg Biryani</p> <p>3. <u>Non-Vegetarian:</u> a) Butter Chicken b) Meat Roganjosh c) Fish Masala</p> <p>4. <u>Salad:</u> a) Green Salad b) Russian Salad</p> <p>5. Achar + Papad</p> <p>6. Raita- Two Types (Please see Annexure-A)</p> <p>7. Roti – Three Types (Please see Annexure-A)</p> <p>8. <u>Sweet-dish:</u> a) Ice-Cream with chocolate, vanilla b) Jalebi with rabri/hot gulab jamun</p> <p>9. Package water in glass</p> <p>10. Continental Dish (a) Pasta (b) Boiled vegetable (c) Dosa with Sambar & Coconut Chutny</p> | 500 (may be increased in final order) | | |
| | | Total | | |

Note: Rates should be inclusive of all taxes including delivery / service at site including loading, unloading, erection, testing if any, dismantling, transportation, etc