



IIT ROPAR Tender Notice

Tender No: 1380-19/IIT/RPR/Director's-Lunch/19-20/ Date: 26.06.2019

Sealed Quotations are invited from experienced and reputed Caterers to serve the **Director's Lunch** at the designated venue within the premises of the Indian Institute of Technology, Ropar on **24th July, 2019 and on 25th July, 2019(Tentatively)**. The tentative number of plates for Director's lunch (as per Menu in **Annexure -I**) is about **1150 (Approx.) on 24th July and 550(Approx.) on 25th July 2019**. Separate bids are invited for each date's Lunch. **Director, IIT reserves the right to cancel any of them or allocate both to a single bidder depending on situation.** Change of dates for the event if any will be informed to the successful bidder in due course of time. The above number of plates for Lunch may vary, which will be communicated to the successful bidder in due course of time. The bidder must be capable to arrange any additional numbers with a very short notice also. However actual numbers shall be used for billing. Quotations should be submitted in two parts (Technical and Price Bid), each individually sealed and put in a bigger sealed cover superscripted with **"Tender for Director's Lunch - 2019"** addressed to Registrar should reach the Office of the Deputy Registrar(Store & Purchase), IIT Ropar, Birla Farms, Bara Phul, Rupnagar-140111. The last date of submission of the tender is **15 July 2019 up to 03.00 PM**. Technical bids will be opened on **15 July 2019 at 03.30 PM** and price bids will be opened only for the technically qualified bidders later. The Technical Bid should be in the form of a compliance statement to the points mentioned below.

1. Food License from Statutory Authority.
2. Trade/Catering License from Local Administrative Authority / Food Safety License.
3. Copy of PAN Card, GST, Service Tax registration.
4. Copies of last three years Income tax return.
5. Copies of catering orders of any IIT/NIT/IISER/IIM/Reputed Private Institutions/ University or Government Institutions/ Departments for serving Lunch/ Dinner for a minimum number of 400 in a single occasions (in a single order) during the last three years as on the last date of submission of the tender.
6. Signed tender document as a token of acceptance of all the terms and conditions of the Tender document.
7. Existing IIT Ropar mess vendor and his/her allies/ subsidiary company is not allowed to apply for this tender
8. All bidders can be asked to give a demo (for 5-7 minutes) before committee through power point presentation/ picture slides/video clips of company profile and related documents for this jobs.

Kindly note that bidders must carry their own laptop or accessories required for presentation purpose.

Price bid must be given in the prescribed format (**Annexure -II**) only. Any deviation will not be accepted.

General Terms and Conditions:

1. No advance payment will be made; the payment will be made after completion of the work and submission of bill.
2. An amount of **Rs. 1000.00**, (Rupees One Thousand Only) plus **GST Extra @ 18%** as **Tender Fee** (Non Refundable) is to be paid. The payment shall be made by demand draft from any nationalized bank and in favor of “ IIT Ropar Revenue Account” payable at Ropar. Bids without Tender fee will not be accepted. This should be enclosed separately in an envelope and stapled with the Technical Bid document super scribing Tender Fee.
3. Earnest Money Deposit (EMD): An amount of **Rs. 50,000.00/-** (Rupees Fifty Thousand Only) in the form of demand draft from any nationalized bank and pledged in the name of “IIT Ropar Revenue Account” payable at Ropar as EMD. This should be enclosed separately in an envelope and stapled with the Technical Bid document super scribing EMD. The validity of the EMD should be three months from the date of issue; any bid without EMD will be rejected. EMD will be returned to the unsuccessful bidders on finalization of the tender process. The EMD of the vendor awarded the contract will be treated as a part of the security deposit towards performance guarantee.
4. Agency shall provide adequate approved good quality crockery and cutlery (Preferably bone china / opal ware) and table cloth of good quality on the buffet table.
5. All utensils, Presentable Utensils for cooking and serving warm food shall also be provided by the agency. No utensil of any kind will be provided by IIT Ropar
6. The agency shall ensure that staff deployed in catering services are free from any infection or communicable diseases and are properly uniformed
7. The agency shall also ensure that staff deployed for food preparations and services must use disposable caps and gloves during cooking and food service respectively.
8. All dishes should be made from fresh and good quality raw materials.
9. IIT Ropar reserves the right to reject any or all the tenders without assigning any reason also reserve the right to add, delete and modify the terms and conditions at any point of time.
10. Director, IIT reserves the right to cancel any of bid or allocate both to a single bidder depending on the situation
11. Bidders also need to submit self certified "**Non-Blacklisting Certificate**" on their company letter head.

The bidder has to quote in INR (Must be inclusive of all taxes) for the menu as per **Annexure -I** (with basic decoration for catering only), water and electricity will be provided by IIT Ropar for cooking purpose only while rest all other arrangement for smooth operations will be the responsibility of the Caterer.

Annexure-I

Menu for Director's Lunch:

(Director's lunch will be a Buffet Service hence all arrangements to be made accordingly).

- Sweet Corn / Tomato (soup)
- Bottled Mineral Water (200 ml)
- Yellow Dal
- Plain Rice
- Tandoori Roti, Naan and Missi Roti
- Masala Dosa with Sambar and Coconut Chutney
- Seasonal Veg
- Shahi Paneer
- Butter Chicken
- Dahi Vada
- Green Salad
- Achar
- Papad
- Mixed Fruit Chatni or Mango Chatni
- Ice Cream
- Gulab Jamun

ANNEXURE – II
FORMAT FOR PRICE BID

Tender No: 1380-19/IIT/RPR/Director's-Lunch/19-20/

1. Name of work: ***Director's Lunch- 2019, IIT Ropar***

2. Name of Firm/Bidder:

3. Address:

4. Phone/ Fax/ Mobile/ Email:

Work Description	Unit Price (Per plate) in INR	Taxes (give details)	Total Price
<ul style="list-style-type: none">● Sweet Corn / Tomato (soup)● Bottled Mineral Water (200 ml)● Yellow Dal● Plain Rice● Tandoori Roti● Naan● Missi Roti● Seasonal Veg● Shahi Paneer<ul style="list-style-type: none">● Masala Dosa with Sambar and Coconut Chutney● Butter Chicken● Dahi Vada● Green Salad● Achar● Papad● Mixed Fruit Chatni or Mango Chatni● Ice Cream● Gulab Jamun			