



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI

Autonomous institution under MOE, Govt. of India

&

Department of Information Technology & Electronics, Govt. of West Bengal

WEBEL IT Park, 14 Adivasi Para Kalyani -741235,

West Bengal, Tel : 033 2582 2240, website : www.iitkalyani.ac.in

**TENDER DOCUMENT
FOR
SELECTION OF AGENCY FOR PROVIDING CATERING SERVICE FOR THE
4th ANNUAL CONVOCATION**

Tender No. IIITK/Tender/24-25/19 Date: - 10.03.2025

NOTICE INVITING TENDER FOR SELECTION OF AGENCY FOR PROVIDING CATERING SERVICE FOR THE 4th ANNUAL CONVOCATION TO BE HELD ON 28th March, 2025

Indian Institute of Information Technology, Kalyani invites Quotation from reputed restaurants owners and catering agencies having experience in running restaurants and mass catering services etc., for Catering Service for the 4th Annual Convocation to be held on 28th March, 2025.

It is requested to submit the offer in prescribed application form under two bid systems.

Duly filled in EOI documents, complete in all respects should reach the office of the Registrar, IIIT Kalyani, Webel IT Park, opposite of Kalyani water treatment plant, Block B, Kalyani, Nadia, W.B. – 741235.

Last date for submission of Tender is 20.03.2025 up to 03.00 P.M.

Tender Opening Date: To be announced later

Pre-Qualification Criteria

1. The Tenderer should have at least five years experience in running canteens, hostels, messes, restaurants and mass catering services etc. The proof (self attested) of the same is mandatory.
2. The Tenderer should have average annual financial turnover during the 3 years, ending 31st March of the previous financial years, should be at least Rs. 25.00 lacs. Tenderer to submit balance sheet and profit & loss account statement of last three financial years duly certified by CA. The proof (self attested) of the same is mandatory.
3. The Tenderer should have valid Copy of PAN issued in favour of the firm or as applicable, GST number. The proof (self-attested) of the same is mandatory.
4. The Tenderer should submit all the licences and certificates required for supply of food.
5. The Service provider must have establishment(s) within the radius of 25 km of the Institute.
6. The service provider must submit a performance certificate indicating the successful execution of a similar type of work, with a single order value of at least 3 lakh or above, from any government organization or institution.

GENERAL CONDITIONS OF THE CONTRACT

1. Eligible and competent restaurants and mass catering services providers are requested to submit their offer in prescribed application form under two bid systems in the standard formats prescribed in the Tender documents, displayed as TECHNICAL BID Annexure: 1 & FINANCIAL BID as Annexure :2
2. All the requisite information should be filled up in prescribed form and the filled up application form, relevant information and required document should clearly readable and all the pages of the document should be signed by authorized signatory.
3. PREPARATION OF BIDS: The offer/bid should be prepared in two bid systems (i.e.) in prescribed format as technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions and supporting documents. Financial bid should indicate only price.
4. Technical Bid shall contain papers regarding:
 - a. Filled up application for TECHNICAL BID FOR PRE-QUALIFICATION Prescribed as Annexure-“I” duly signed on each page by the authorized signatory of the bidder as a mark of acceptance of all conditions of the EOI.

b. Income Tax /PAN Registration Certificates

c. All other requisite documents in support of Bid

5. Financial Bid: The Financial proposal shall not include any conditions to it and any such conditional financial proposal shall be rejected summarily. The Financial bid has to be submitted in the format as prescribed as FINANCIAL BID ANNEXURE “II”.
6. These envelopes should be securely sealed separately and clearly marked as “Envelope No:1–Technical Bid” and “Envelope No:2– Financial Bid” respectively.
7. The envelopes containing the technical bid and financial bid, shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and “SELECTION OF AGENCY FOR PROVIDING CATERING SERVICE FOR THE 4th ANNUAL CONVOCATION”. It will also mention the name of the restaurants and mass catering services provider with address & Contact Details.
8. The financial bids of only those bidders will be opened whose premises have been found to comply with the technical requirements and essential features of the hostel.
9. Tender can be cancelled at any moment with the approval of the competent Authority.

SECTION - I BRIEF DESCRIPTION OF THE SCOPE OF WORKS

Menu of Convocation to be held on 28.03.2025

Morning Tea & Snacks at Kalyani University Campus for VVIP (For 50 Persons (Approx.))

Welcome Drinks

1. Cinderella
2. Spicy Guava

Munchies

3. Assorted macrons
4. Almond cookies
5. Jeera garlic twist

VVIP Lunch Menu (For 50 Persons (Approx.))

Welcome Drink

1. 2 Choices

Starter

2. Kasundi grilled prawns with Akhrot pudina chutney (*Size of each raw fish piece should be 60 gms approx.*)
3. Kurkura chanaar malihabadi with chatpati Imli chutney (*Size of each piece should be 60 gms approx.*)

Soup

4. Koraishuti Tulsi Shorba (*Approx. 120 ml per plate*)

Chatpata

5. Burrata Papdi Chaat , Banarasi chutney (*Approx. 80-100 gm per plate*)

Main Course

6. Warqi sorse Maach (*Approx. 150 gms per plate*)
7. Bharwan Dum Ka Murgh (*Approx. 150 gms per plate*)
8. Paneer Nazakat (*Approx. 150 gms per plate*)
9. Cholar Dal (*Approx. 80 gms per plate*)
10. Ghee kesar Bhat (*Approx. 100 gms per plate*)
11. Mini pappad
12. Tamatar khejur chutney
13. Kachumber salad

Dessert

14. Angoori rasmalai in Chocolate shell (Kukoos nest) (*Approx. 100 gms per plate*)

Buffet Lunch Menu (For 210 Persons (Approx.))

1. Water (Bisleri): *1 bottle (500 ml) per person*
2. Non Veg – Fish Roll - Min. 2 pieces per plate (*Approx. 150-170 gms per Pc*)
Veg- Veg Shami kabab - Min. 2 pieces per plate (*Size of each piece should be 70 – 80 gms approx.*)
3. Assorted Indian Breads: *Min. 3 types*
(*Masala Kulcha, Baby cheese garlic Naan, Kashmiri Naan*)
4. Bhuna Dal (60-70 gm per plate)
5. Palak chana kofta - Min. 4 pieces per plate (*Size of each piece should be 30 – 40 gms approx.*)
6. Basmati Rice
7. Non Veg - Gondhoraj Bhetki - Min. 2 pieces per plate (*Size of each raw fish piece should be 70 – 80 gms approx.*)
Veg- Gobhi Roast (*Approx. 100gm per plate*)
8. Mutton Rogan Josh (*Min 200-250 gm per plate*)
9. Plum (Aloo Bukhara) chatni (*Approx. 25gm/ plate*)
10. Roasted Masala papad
11. Sweet / Curd
12. Pan (sweet)
13. Salad (Green)

Parcel (For 375 Persons (Approx.))

Veg Parcel (125 Nos.)

1. Peas Kachori 2 pcs
2. Navratna Korma (100 gm per pack)
3. Veg Cutlet 1pc (Approx. 100 gm)
4. Green salad
5. Sweet 1pc
6. Water: 1 bottle (250 ml) per packet
7. One napkin and one wooden Spoon

Non veg Parcel (250 Nos.)

1. Peas Kachori 2 pcs
2. Boneless Chicken in Curd Gravy (Dahi Murg) 4pc (Approx. 120gm)
3. Prawn Cutlet 1pc (Approx. 75gm)
4. Green salad
5. Sweet 1pc
6. Water: 1 bottle (250 ml) per packet
7. One napkin and one wooden Spoon

Note:

The following arrangements are to be made by the food caterers:

V.V.I.P. Lunch

- The Food Caterer will be responsible for providing a serving table, complete crockery and cutlery sets, as well as cleaning the dishes and utensils used after lunch.

Buffet Lunch

- The Food Caterer will be responsible for providing a serving table, buffet table and setup, complete crockery and cutlery sets, as well as cleaning all dishes and utensils used after lunch.

Parcel

- The Food Caterer will be responsible for providing food coupons.

➤ *For all the above items serving of lunch and distribution of parcel will be the responsibility of the food caterer.*

Registrar
Indian Institute of Information Technology, Kalyani

FORMS

Form-A: Undertaking

UNDERTAKING

1. I/We undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the Indian Institute of Information Technology, Kalyani and shall abide by them.
2. I/We also undertake that I/we have understood all terms and conditions and shall conduct the work strictly as per the parameter.
3. I/We further undertake that the information given in this tender is true and correct to the best of my/our knowledge and belief in all respects and I/we hold the responsibility for the same.
4. I/We undertaking to the effect that the firm is neither court case/police complaint/black listed by any Govt. of WB/aided/autonomous institution nor any criminal case is registered against the firm.

Date :

Signature of the Tenderer with seal

Form-B: Details of the Organization/Service provider [to be submitted in the Organizational letter head]

Description	Information
Name of the Firm	
Year of Establishment	
Complete Address with contact number and e-mail id.	
Food License Number (Copy should be enclosed)	
Permanent Account Number (copy should be enclosed)	
GST Registration Number	
Proof of payment of Income Tax (last three years)	
Copy of IT return for last three years	

Declaration:- I hereby certify that the information furnished in this document is complete and correct to the best of our knowledge. I understand that in case, any deviation is found in the above statement at any stage, the company will be blacklisted and will not be allowed to have any dealings with the Hostel and IIIT, Kalyani.

Date :

Signature of the Tenderer with seal

Form-C : Technical Data Sheet (to be submitted in the organizational letter head)

Sl.No.	Particulars	Data/Value
01	Firm's Experience in Years	
02	Average Annual Financial turn-over (gross) of the Firm in the last three financial years	

Declaration :- I hereby certify that the information furnished in this document is complete and correct to the best of our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company will be black listed and will not be allowed to have any dealings with the Hostel and IIIT, Kalyani.

Date :

Signature of the Tenderer with seal

Form-D : Details of all Works of similar Class Completed during the last three years as on the last date of submission

Sl. No	Name of work and location	Owner or sponsoring organization	Nature of the sponsoring organization	Scope of work	Date of commencement as per contract	End date of contract	Stipulated period	Contact details of the reference person	Remarks

Necessary supporting documents must be attached.

Date :

Signature of the tenderer with Seal

Form-E: Financial Bid

S. No	Items	Quantity	Amount (in Rs)
01	V.V.I.P. Lunch Menu	50 Persons	
02	Buffet Lunch Menu	210 Persons	
03	Parcel	375 Packets	
Total Amount:			
<i>In Words:</i>			

- a) The rates shall be inclusive of all charges (Taxes or any other charges).
- b) Only one rate shall be quoted. If more than one rate is quoted the tender shall be rejected.
- c) The rates to be quoted in figure and words. The rates shall be quoted unconditionally and conditional tenders shall be rejected.
- d) The quantity may fluctuate by up to 25%, either increasing or decreasing.

Date:

Signature of the tenderer with seal