



**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.iiitkalyani.ac.in](http://www.iiitkalyani.ac.in)

**TENDER DOCUMENT**

**FOR**

**SELECTION OF AGENCY FOR PROVIDING FOOD FOR A GET TOGETHER EVENT  
ON 19<sup>TH</sup> MARCH, 2023**

**Tender No. IIITK/Tender/22-23/46    Date :- 02.03.2023**

**NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR SELECTION OF AGENCY FOR PROVIDING FOOD FOR A GET TOGETHER EVENT ON 19<sup>TH</sup> MARCH, 2023**

Indian Institute of Information Technology, Kalyani invites Expression of Interest (EOI) from reputed restaurants owners and mess catering agencies having experience in running canteens, hostels, messes, restaurants and mass catering services etc., for food for a Get Together event on 19<sup>th</sup> march, 2023.

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 Deputy 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 (EOI) is 16-03-2023 up to 03.00 P.M.** and received tender will be opened at 04.00 P.M on the same day in the presence of the tenderers or their representatives, if they so desire, at IIIT Kalyani.

**Pre Qualification Criteria**

1. The Tenderer should have at least three 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. 5.00 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, if applicable. The proof (self attested) of the same is mandatory.

**SECTION - I BRIEF DESCRIPTION OF THE SCOPE OF WORKS**

The below mentioned menu is to be provided for 350 Students

Menu:

1. Chicken Kasha (3 Pcs)/ Kadhai Paneer (6 Pcs)
2. Paneer Pasanda (1 Pc)
3. Fried Rice
4. Salad
5. Chutney
6. Papad
7. Sauce
8. Ice Cream (Butterscotch)
9. Bisleri Water (500 ml)

  
March 2, 2023

**Deputy 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.	
Trade 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

*Pranav*  
*March 2, 2018*

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

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

**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 refernce person	Remarks

Necessary supporting documents must be attached.

Date :

Signature of the tenderer with Seal

*Ofon Am*  
*March 2, 2022*

**Form-E : Financial Bid***Table A: For 350 students as per Menu*

Particulars	Amount(INR) in numbers	Amount (INR) in words
Rate of menu for 350 Students		

- a) The rates shall be inclusive of all 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.

date :

Signature of the tenderer with seal

*Signature*  
*March 2, 2023*

