



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

TENDER DOCUMENT

FOR

**SELECTION OF AGENCY FOR PROVIDING CATERING SERVICE FOR GET
TOGETHER EVENT**

Tender No. IIITK/Tender/24-25/06 Date: - 23.09.2024

NOTICE INVITING TENDER FOR SELECTION OF AGENCY FOR PROVIDING CATERING SERVICE FOR GET TOGETHER EVENT TO BE HELD ON 27th OCTOBER, 2024

Indian Institute of Information Technology, Kalyani invites Quotation from reputed restaurants owners and mess catering agencies having experience in running canteens, hostels, messes, restaurants and mass catering services etc., for Catering Service for Get Together Event to be held on 27th October, 2024.

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, IIT Kalyani, Webel IT Park, opposite of Kalyani water treatment plant, Block B, Kalyani, Nadia, W.B. – 741235.

Last date for submission of Tender is 03-10-2024 up to 03.00 P.M.

Tender Opening Date: To be announced later

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. The proof (self-attested) of the same is mandatory.
4. The Tenderer should submit all the licences and certificates required for supply of food.

GENERAL CONDITIONS OF THE CONTRACT

1. Eligible and competent canteens, hostels, messes, 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. PREPRATION 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-“1” 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 "TENDER FOR SELECTION OF AGENCY FOR PROVIDING CATERING SERVICE FOR GET TOGETHER EVENT TO BE HELD ON 27TH OCTOBER, 2024". It will also mention the name of the canteens, hostels, messes, 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:

S. No	Items	Quantity
01	Starter 1. Pakoda 2. Panni Puri	600 People
02	Main Course: 1. Green salad 2. Masala veg Pulav (namkeen) 3. Dal Fry/ Punjabi Aloo Dum 4. Chicken Masala/ Chicken Tikka Masala 5. Paneer Masala / Kadai paneer 6. Naan/ Tandoori roti /Rumali roti/ Puri	600 People
03	Desert: Ice Cream (1pc)	600 People
04	Drinking Water: Water cans and dispensers	40 cans 4 dispersers
05	Tables and Chair (On Rent)	30 units and 100 Units Respectively

Note: The food caterers should make the arrangements for the chairs (100 units) and tables (30 units) and all other utensils to serve the attendees.

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	Starter 1. Pakoda 2. Panni Puri	600 People	
02	Main Course: 1. Green salad 2. Masala veg Pulav (namkeen) 3. Dal Fry/ Punjabi Aloo Dum 4. Chicken Masala/ Chicken Tikka Masala 5. Paneer Masala / Kadai paneer 6. Naan/ Tandoori roti /Rumali roti/ Puri	600 People	
03	Desert: Ice Cream (1pc)	600 People	
04	Drinking Water: Water cans and dispensers	40 cans 4 dispersers	
05	Tables and Chair (On Rent)	30 units and 100 Units Respectively	
Total Amount:			
In Words:			

- 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.

Date:

Signature of the tenderer with seal