



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 ALUMNI
MEET**

Tender No. IIITK/Tender/24-25/13 Date: - 01.01.2025

NOTICE INVITING TENDER FOR SELECTION OF AGENCY FOR PROVIDING CATERING SERVICE FOR ALUMNI MEET TO BE HELD ON 22nd JANUARY, 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 Alumni Meet to be held On 22nd January, 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 15.01.2025 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. 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 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-“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 “TENDER FOR SELECTION OF AGENCY FOR PROVIDING CATERING SERVICE FOR ALUMNI MEET TO BE HELD ON 22nd JANUARY, 2025”. 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 1st ALUMNI MEET to be held on 22.01.2025

V.V.I.P. Lunch Menu (For Approx. 15 Persons)

1. Water: *1 bottle (500 ml) per person*
2. Cream of Mushroom Soup: *Min. 120 ml per person*
3. Cream of Chicken Soup: *Min. 120 ml per person*
4. Fish Batter Fry (Bhetki) (With White Sauce): *Min. 2 pieces per plate
(Size of each raw fish piece should be 80 – 100 gms approx.)*
5. Assorted Indian Breads: *Min. 3 types (Masala Kulcha, Butter Naan, Kashmiri Naan)*
6. Methi Mutter Malai
7. Kadhai Paneer: *Min. 150 gms per plate*
8. Sautéed Vegetables: *Min. 100 gms per plate*
9. White Basmati Rice
10. Doi Hilsa: *Min. 2 pieces per plate
(Size of each raw fish piece should be 120-150 gms approx.)*
11. Handi Chicken: *Min. 200–250 gms per plate*
12. Doi (Sweetened Yogurt): *100 gms per plate*
13. Baked Rossogolla: *Standard Size - Min. 2 pieces per plate*
14. Sweet Pan

Buffet Lunch Menu (For Approx. 70 Persons)

1. Water: *1 bottle (500 ml) per person*
2. Fish Fry (With Salad & Sauces) - *Min. 2 pieces per plate (Size of each raw fish piece should be 50 – 60 gms approx.)*
3. Assorted Indian Breads: *Min. 3 types (Masala Kulcha, Butter Naan, Kashmiri Naan)*
4. Dal -Makhni
5. Methi Mutter Malai
6. Paneer Do Payza: *Min. 150 gms per plate*
7. Salad (Green)
8. White Basmati Rice
9. Bhetki Paturi- *Min. 2 pieces per plate (Size of each raw fish piece should be 80 – 100 gms approx.)*
10. Mutton Kosha: *Min. 200–250 gms per plate*
11. Doi (Sweetened Yogurt): *100 gms per plate*
12. Monohora Sandesh: *Standard Size - Min. 2 pieces per plate*

Parcel (For Approx. 500 Persons)

1. Water: *1 bottle (250 ml) per packet*
2. Chicken Grilled Sandwich – *Two Slices of Standard Size*
3. Reshmi Kabab: *3 Pieces (Min. 35-40 gms per Piece)*
4. Fish Finger: *2 Pieces (Min. 30-35 gms per Piece)*
5. Jol Bhora Sondesh : *1 Piece – Standard Size*
6. Napkin: *One Piece*
7. Cutlery: *One Spoon & One Knife (wooden)*

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	15 Persons	
02	Buffet Lunch Menu	70 Persons	
03	Parcel	500 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 10%, either increasing or decreasing.

Date:

Signature of the tenderer with seal