



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 STATUS CODE 2

Tender No. IIITK/Tender/25-26/03 Date: - 31.07.2025

NOTICE INVITING TENDER FOR SELECTION OF AGENCY FOR PROVIDING CATERING SERVICE FOR STATUS CODE 2 TO BE HELD FROM 23rd AUGUST, 2025 TO 24TH AUGUST, 2025

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 Status Code 2 to be held from 23rd August, 2025 to 24th August, 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 11-08-2025 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. 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 “TENDER FOR SELECTION OF AGENCY FOR PROVIDING CATERING SERVICE FOR STATUS CODE 2”. 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:

Sl. No.	Item	Details	Units
1	Packaged drinking water	500 ml bottle	180
2	Tea/Coffee (Using Tea/Coffee Kiosk*)	Material : 100% Pure Coffee, Gluten Free, Non-GMO, All Natural, No Added Preservatives, Caffeinated.	3000
3	Disposable glass	180 ML, Biodegradable Paper Cups (Eco-Friendly Compostable Sustainable Disposable Drinking Cups)	2000
4	Water can	20 litre cans	50
5	Food with packing	Details are given below	–

* Tea/Coffee Kiosk is to be on a rental basis.

Detailed food Menu with date and time

Date	Food for	Item	Menu	Units
22nd August, 2025	Organizers	Dinner	Kadai Paneer, Aloo Paratha 3 Pc, Rice, Veg dal, and Misti Doi (80 gms -100 gms)	80
	Judges	Dinner	Paneer Lababdar, Butter Roti 3 Pc Jeera Rice, Veg Dal Ice Cream (100 ml -125 ml cup)	30
23rd August, 2025	Participants	Welcome Snacks	Frooti (125 ml) ,Biscuit(Good Day 1 pkt – 50 gms approx), Chips (Kurkure – 40 gms)	500
	Organizers	Breakfast	Chowmein + Small pouch Sauce + Banana 1pc + Amul Milk Shake (200 ml)	80
	Judges	Breakfast	Fruit Chaat, Poha, Aloo Sabzi, Chana Soup	30
	Participants & Organizers	Lunch	Dal Makhani, Aloo-Gobhi Curry, Veg Pulao, Butter Roti (3 Pc) + Rasmalai (1 pc)	580
	Judges	Lunch	Saahi Panner, Aloo-Gobhi Curry, Veg Pulao, Butter Roti (3 Pc) + Rasmalai (1 pc)	30
	Participants & Organizers & Judges	Evening Snacks	Samosa (2pc) + Small Pouch Sauce, coffee	610
	Participants & Organizers	Dinner	Kadai Paneer, Seasonal veg, Aloo Paratha 3 Pc, Ice Cream (100 ml -125 ml Cone),Salad, Sandesh (1 pc)	580

	Judges	Dinner	Jeera Rice, Butter Roti 3Pc, Dal Tadka, Navratan Curry, Sahi Paneer, Rajbhog (1 pc),salad	30
	Participants & Organizers & Judges	Mid Night Snacks	Veg pokora (4 pcs), Coffee	610
24th August, 2025	Participants & Organizers	Breakfast	Real Juice (180 ml) ,Puri + Gughni, Banana 1Pc	580
	Judges	Breakfast	Fruit Juice (180 ml -200 ml), Aloo Paratha With Curd	30
	Participants & Organizers	Lunch	Veg Pulao, Roti 3Pc, Butter(Amul -10 gm) Rajma, Salad, Amul Milk Shake (200 ml), Mix Veg, Sandesh (1 pc)	580
	Judges	Lunch	Veg Manchurain + Veg Pulao + Butter (Amul -10 gm), Roti(3pc), Dal Makhni, Salad, Misti Doi (80 gms -100 gms),Rasgulla (1 pc), Ice Cream (100 ml -125 ml cup)	30
	Participants & Organisers & judges	Snacks	Veg Roll (1 pc) , coffee (180 MI)	610
	Organizers	Dinner	Crispy Baby Corn, Paneer Manchurian, Fried Rice, Onion Salad, Chocolate Shake (180 ml – 200 ml) + Amul Cool(180 ml – 200 ml)	80
	Judges	Dinner	Paneer Manchurian, Fried Rice Onion Salad, Chocolate Shake (180 ml – 200 ml) + Amul Milk Shake (200 ml)	30

1. Timing of food

- Breakfast - 8:00 AM
- Lunch - 2:00 PM
- Snacks - 5:00 PM
- Dinner - 8:00 PM
- Midnight Snacks - 12:30 AM
- Tea/Coffee - 24 hours

2. The food packets should be available a minimum of 30 minutes before the timing for food.

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

Table A:

Sl. No.	Item	Details	Units	Amount (in Rs)
1	Packaged drinking water	500 ml bottle	180	
2	Tea/Coffee (Using Tea/Coffee Kiosk*)	Material : 100% Pure Coffee, Gluten Free, Non-GMO, All Natural, No Added Preservatives, Caffeinated.	3000	
3	Disposable glass	180 ML, Biodegradable Paper Cups (Eco-Friendly Compostable Sustainable Disposable Drinking Cups)	2000	
4	Water can	20 litre cans	50	
Total Amount:				
In Words:				

Table B:

Date	Item	Menu	Units	Amount (in Rs)
22nd August, 2025	Dinner	Kadai Paneer, Aloo Paratha 3 Pc, Rice, Veg dal, and Misti Doi (80 gms -100 gms)	80	
	Dinner	Paneer Lababdar, Butter Roti 3 Pc Jeera Rice, Veg Dal Ice Cream (100 ml -125 ml cup)	30	
23rd August, 2025	Welcome Snacks	Frooti (125 ml) ,Biscuit(Good Day 1 pkt – 50 gms approx), Chips (Kurkure – 40 gms)	500	
	Breakfast	Chowmein + Small pouch Sauce + Banana 1pc + Amul Milk Shake (200 ml)	80	
	Breakfast	Fruit Chaat, Poha, Aloo Sabzi, Chana Soup	30	
	Lunch	Dal Makhani, Aloo-Gobhi Curry, Veg Pulao, Butter Roti (3 Pc) + Rasmalai (1 pc)	580	
	Lunch	Saahi Panner, Aloo-Gobhi Curry, Veg Pulao, Butter Roti (3 Pc) + Rasmalai (1 pc)	30	
	Evening Snacks	Samosa (2pc) + Small Pouch Sauce, coffee	610	
	Dinner	Kadai Paneer, Seasonal veg, Aloo Paratha 3 Pc, Ice Cream (100 ml -125 ml Cone), Salad, Sandesh (1 pc)	580	

	Dinner	Jeera Rice, Butter Roti 3Pc, Dal Tadka, Navratan Curry, Sahi Paneer, Rajbhog (1 pc),salad	30	
	Mid Night Snacks	Veg pokora (4 pcs), Coffee	610	
24th August, 2025	Breakfast	Real Juice (180 ml), Puri + Gughni, Banana 1Pc	580	
	Breakfast	Fruit Juice (180 ml -200 ml), Aloo Paratha With Curd	30	
	Lunch	Veg Pulao, Roti 3Pc, Butter (Amul -10 gm) Rajma, Salad, Amul Milk Shake (200 ml), Mix Veg, Sandesh (1 pc)	580	
	Lunch	Veg Manchurain + Veg Pulao + Butter (Amul -10 gm), Roti(3pc), Dal Makhni, Salad, Misti Doi (80 gms -100 gms),Rasgulla (1 pc), Ice Cream (100 ml -125 ml cup)	30	
	Snacks	Veg Roll (1 pc) , coffee (180 ml)	610	
	Dinner	Crispy Baby Corn, Paneer Manchurian, Fried Rice, Onion Salad, Chocolate Shake (180 ml – 200 ml) + Amul Cool(180 ml – 200 ml)	80	
	Dinner	Paneer Manchurian, Fried Rice Onion Salad, Chocolate Shake (180 ml – 200 ml) + Amul Milk Shake (200 ml)	30	
Total Amount:				
In Words:				

Total Amount (Table A + Table B):

In Figure.....

In Words.....

- 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