



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY DESIGN AND MANUFACTURING KURNOOL

Jagannathagattu, Dinnedevarepadu, Kurnool, Andhra Pradesh - 518008

(An Institute of National Importance under Ministry of Education, Govt. of India)

Website: www.iiitk.ac.in, Contact No: +91 - 8518 289115, Email: purchase@iiitk.ac.in

Tender No: IIITDMKNL/Convocation/2022/catering/lunch/

Date: 01 September 2022

Short Tender Notice

Sealed Quotations are invited from experienced and reputed caterers cum decorators/ physical facilities providers or event management agencies to serve the Convocation Lunch on the occasion of 4th Convocation of the Institute at the designated venue within the premises of the Indian Institute of Information Technology Design and Manufacturing Kurnool on 17th September 2022 (Tentatively).

The bidders must quote for the following: Convocation Lunch (as per Menu provided in Annexure - I): The tentative number of plates for convocation lunch in an approved quality food grade as per standards is about 500 (Approx.) on 17th September 2022 (Tentatively).

The caterer has to take care of including pandal with the side wall, masking and also making/decoration of Entrance gate, setup of the buffet table, signage's, decoration of the Lunch Venue, sufficient Fans and Coolers, Serving Tables, Service people, transport, Seating arrangements separately for students, staff, guests, faculty members and VIPs separately as per instruction of the refreshments committee. This also includes masking back walls and side walls with windows for ventilation, Standing Fans, Carpeting (Green) of the entire area, Buffet Tables, Chairs with Cover, Waterproof Masking and Tarpaulin at the terrace, and Cooking (Kitchen) areas to prevent rain, Hand wash basin Water dispensers (with water Jars), Adequate Lighting and Making of Gates at the Entrance & Exit of each. Quantity will be as per the adequate requirement of the lunch site and serving venues.

Change of dates of the events if any will be informed to the successful bidder in due course of time. The above number of plates/packets for Lunch may vary depending upon the registration of the degree recipients, which will be communicated to the successful bidder in due course of time. The bidder must be capable to arrange any additional numbers of plates within very short notice also. **However actual numbers shall be used for billing against provided coupons or written instructions from the refreshments committee.**

Quotations should be submitted in two parts (Technical and Price Bid), each individually sealed and put in a bigger sealed cover superscribed with "**Tender for Convocation Lunch at IIITDM-Kurnool- 2022**" addressed to the Refreshments Committee, 4th Convocation, ECE lab-2, IIITDM Kurnool, Andhra Pradesh, 518008. The last date of submission of the tender is **7th September 2022 up to 02.00 PM (Tentatively)**. Technical bids will be opened on **7th September 2022 at 03.00 PM (Tentatively)** and price bids will also be opened only for the technically qualified bidders on **7th September 2022 only**.

Interested agencies may contact on 08518-289124 to get a suitable date (from the date of publication of the Short Tender Notice and before the last date of submission of bids) for a visit/ survey of the venue selected for hosting the Convocation Lunch. Decoration would include the making of entrance/exit gates in the venue, covering the area with decorative clothes and flowers, Display of menus (both Veg. and Non-Veg.), event and directional signage for both indoor and outdoor, carpeting of the entire floor and adequate arrangement for ventilation (exhaust and pedestals fans) and lightning (required power will be supplied) with seating with round tables provision for 500 people (Venue 1: Students and Staff, Venue-2: Faculty Members, Guests, and Senate, Venue-3: VIP's) on **17th September 2022 (Tentatively)**. However, kindly note that the Venue must be ready in all aspects at least 24 Hrs. before the schedule time of the event.

Serving Criteria to be adapted:

- Venue 1: Students, Parents, and Staff- Buffet
- Venue-2: Faculty Members, Guests, and Senate members- Buffet
- Venue-3: VIPs- Serving

The commercial part (Price bid) has to be quoted in INR with component-wise break up as per the prescribed format given in **(Annexure -II)** only and the total amount must be inclusive of all taxes. The committee may at its discretion add, curtail or completely drop any items as per requirement. No other charges will be paid other than the quoted price per plate/pax.

A. Technical Terms and Conditions: Any deviation will not be accepted.

The Technical Bid should be in the form of a compliance statement to the points mentioned below.

1. Trade License from Local Administrative Authority or from authorized government agencies
2. Food Safety/ Hygiene License from authorized government agencies.
3. Copy of PAN Card,
4. GST registration certificate,
5. Copies of at least one work order/ satisfactory work certificates of Catering and Decoration for convocation/ conferences etc. of any IIITDM/IIIT/IIT/NIT/IISER/IIM/Reputed Private Institutions/ University or Government Institutions for serving Lunch/ Dinner.
6. Signed tender document as a token of acceptance of all the terms and conditions of the Tender document.
7. All bidders MUST have to give a demo (for 5-7 minutes) before the committee through with the old photographs /video clips of successfully completed similar nature of work done in the past to show their managing capabilities before last date of bidding.
8. Quality of food will be tested by an authorized Expert Committee for serving one day before the event.
9. It is mandatory for bidders to take a visit/ survey of the venues selected for hosting the Convocation Lunch to get prior information on the required services before submission of the bids.
10. Any incident that occurs during the contract, the caterer only has to take care of complete responsibility. No liability on the IIITDM Kurnool side on any account.
11. The selected bidder must comply with COVID-19 SOPs.
12. PERIOD OF VALIDITY: A quotation shall remain valid for acceptance at least for a period of 60 days from the date of opening.
13. Kindly note that bidders must carry their own laptops or accessories required for presentation purposes.

B. General Terms and Conditions:

1. No advance payment will be made; payment will be made only after completion of the work and submission of bill.
2. Earnest Money Deposit (EMD): An amount of Rs. 50000.00/- (Rupees Fifty Thousand Only) in the form demand draft from any nationalized bank and in favour of "The Director, Indian Institute of Information Technology Design and Manufacturing Kurnool", Payable at Kurnool as EMD. This should be enclosed separately in an envelope and stapled with the Technical Bid document super scribing EMD. The validity of the EMD should be three months from the date of issue; any bid without EMD will be rejected. EMD will be returned to the unsuccessful bidders on finalization of the tender process without any interest on **7th September 2022 immediately after the finalization of the technical bid**. The EMD of the vendor awarded with the contract will be treated as a part of the security deposit towards the performance guarantee, no interest is payable on the security deposit.
3. In case of any addition beyond 10 % of the number of required items, unit costs will be taken for calculation of final bills. Bills will be paid as per the actual number of plates consumed if it exceeds the order value.
4. Agency shall provide adequate quantity/ approved good quality/grade food and hygienically clean table cloth of good quality shall be placed on the buffet table.
5. Presentable & hygienically cleaned Utensils/ food containers for cooking and serving warm food shall also be provided by the agency.
6. The agency shall ensure that staffs deployed in catering services are free from any virus infection or communicable diseases including Covid.
7. The agency shall also ensure that staff deployed for food preparations and services must use disposable caps & gloves during cooking and during serving food respectively. The agency must ensure that all the staff engaged by them for work (food preparations, food services, and Decorations) at the venue must wear masks, gloves, and disposable caps at all times.
8. The bidders must ensure that the food is prepared sufficiently to avoid any shortage during service time. If it is observed that the food (even if it is a single food item) is falling short and is not available on the buffet counter for service to the guests, a penalty of Rs. 50,000.00 per item/per buffet/per plate or container will be imposed on the agency.
9. All dishes should be made from fresh and good quality raw materials. If found using stale or non-fresh items the vendors will be penalised of 100% of their actual bill amount and they will be debarred/ blacklisted from serving in IIITDM Kurnool in the future. The agency must ensure to hygienically clean all items such as vegetables/fruits/ other raw food items (Veg. & Non. Veg) before food preparation.
10. IIITDM Kurnool reserves the right to reject any or all the tenders without assigning any reason and also reserves the right to add, delete and modify the quantity of items and terms and conditions mentioned in the Short Tender Notice at any point in time.
11. The bidder has to quote in INR (Must be inclusive of all taxes) for the menus as per details listed in Annexure –I. Space, water, and electricity will be provided by IIITDM Kurnool for cooking purposes only while the rest of the other arrangements for smooth operations will be the responsibility of the agency (Bidder).

Sd/-
Registrar I/C

4th Convocation Lunch Menu

(Including Serving Order)

<p>A. Welcome drinks</p> <ol style="list-style-type: none"> 1. Rasna 2. Fanta 3. Maaza 4. Jeera <p>B. Starters:</p> <ol style="list-style-type: none"> 1. Paneer Pakodi 2. Alasanda Vada 3. Onion Pakodi 4. Mirchibazzi 5. Kaju Chicken Pakoda (Non-Veg) <p>C. Soups:</p> <ol style="list-style-type: none"> 1. Sweetcorn Soup 2. Almond Soup <p>D. Veg Salad:</p> <ol style="list-style-type: none"> 1. Carrot 2. Cucumber 3. Onion 4. Boiled (Peanut, Pesara) <p>E. Papad:</p> <ol style="list-style-type: none"> 1. Salt and pepper Mirchi 2. Wadiyas 3. Papad <p>F. Chutneys :</p> <ol style="list-style-type: none"> 1. Beerkaya 2. Gongura <p>G. Pickles:</p> <ol style="list-style-type: none"> 1. Mango 2. Tomato 3. Amla <p>H. Podulu:</p> <ol style="list-style-type: none"> 1. Velluli Karam 2. Kobbari Kaaram 3. Pudina Kaaram <p>I. Sweets</p> <ol style="list-style-type: none"> 1. Ghee Bhakshalu, 2. Dry Jamun 3. Puthareku (Dry Fruits) 4. Palathalikalu 	<p>J. Roti items</p> <ol style="list-style-type: none"> 1. Cornbread/Jonna Roti 2. Tandoori roti 3. Chapati (Triangle) <p>K. Masala Curries</p> <p>a. Veg:</p> <ol style="list-style-type: none"> 1. Paneer Butter Masala 2. Mushroom kaju gravy 3. Gutti Vankaya <p>b. Non-veg items</p> <ol style="list-style-type: none"> 1. Chilli Chicken (bones)-Dry 2. Chicken kadai-Gravey <p>L. Dry:</p> <p>a. Veg:</p> <ol style="list-style-type: none"> 1. Kakarakaya Fry 2. Bendakaya Fry <p>b. Non-veg items:</p> <ol style="list-style-type: none"> 1. Chicken 65(bones)-Dry <p>M. Daal:</p> <ol style="list-style-type: none"> 1. Tomato Pappu 2. Palak Pappu <p>N. Rice items</p> <ol style="list-style-type: none"> 1. Hyderabad Dum Biryani 2. Jeera Rice 3. Cashew Fried Rice 4. White Rice <p>O. Rasam items:</p> <ol style="list-style-type: none"> 1. Sambar 2. Miriyalu rasam 3. Ulavacharu 4. Majjiga Chaaru 5. Pachi Pulusu <p>P. Curd Items:</p> <ol style="list-style-type: none"> 1. Curd Rice 2. Perugu Pachadi 3. Curd 	<p>Q. Fruit juice:</p> <ol style="list-style-type: none"> 1. Pomegranate 2. Pineapple 3. grapes 4. Apple 5. Almond milk(cold) <p>R. Ice creams</p> <ol style="list-style-type: none"> 1. Butter Scotch 2. Kulfi 3. Chocobar 4. Jilebi+Rabdi(live) <p>S. Fruit salad</p> <ol style="list-style-type: none"> 1. papaya 2. Apple 3. Water Milan 4. Grapes <p>T. Other Items</p> <ol style="list-style-type: none"> 1. Sweet Pan 2. Mouth fresheners <p>Counters:</p> <ol style="list-style-type: none"> 1. Students, Parents and Staff 2. Faculty and Guests 3. VIP counter(Table serving) <p>Cutlery:</p> <ol style="list-style-type: none"> 1. Standard Cutlery separately for Main Course, Sweets, Ice Creams 2. Spoons 3. Fork 4. Tissues <p>Note: Tea, Coffee, Badam Milk (hot), and water are to be available at all the time from Morning to completion of the Convocation.</p>
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FORMAT FOR PRICE BID

Tender No: IIITDMKNL/Convocation/2022/catering/lunch/

Date: 01 September 2022

1. Name of work: Convocation Lunch on the occasion of 4th Convocation of the Institute at the designated venue within the premises of the Indian Institute of Information Technology Design and Manufacturing Kurnool on 17th September 2022 (Tentatively)
2. Name of Firm/Bidder:
3. Address:
4. Phone/ Fax/ Mobile:
5. Email:

Proposed Rates for Convocation Lunch:

S. No	Particulars	Nos. of Plates/ Pax (Approx.)	Rate Per Plate In Figures (in INR) (Including all taxes applicable)	Rate Per Plate In words (in INR) (Including all taxes applicable)
1	Convocation Lunch	500*		

* The Nos. of Plates (Pax) is subject to vary as per requirement.

Signature and Seal of the Bidder

TECHNICAL BID (checklist)

(The Bidder may use the checklist below, to ensure that the tender submitted is complete in all respects)

Sl. No	Particulars	Yes	No	Document Page No
1	Self-attested copy of original tender document downloaded from either Central Public Procurement (CPP) Portal http://eprocure.gov.in/eprocure/app or the Institute website www.iiitk.ac.in (self-attested copy)			
2	Trade License from Local Administrative Authority or from authorized government agencies			
3	Food Safety/ Hygiene License from authorized government agencies.			
4	Copy of PAN Card			
5	GST registration certificate			
6	Copies of at least one work order/ satisfactory work certificates of Catering and Decoration for convocation/ conferences etc. of any IIITDM/IIIT/IIT/NIT/IISER/IIM/Reputed Private Institutions/ University or Government Institutions for serving Lunch/ Dinner.			

- All the pages of the original bid document along with other hard copies should be **serially numbered**, and **document page numbers should be filled** in the above table.
- Bidders need to submit **self-attested** hard copies with relevant documents.

Name and Signature of the Bidder with stamp