

**INDIAN INSTITUTE OF TECHNOLOGY KANPUR**  
**ACADEMIC SECTION**

May 25, 2019  
A(U)/52-Convvo/2019/Dinner/

**NOTICE INVITING QUOTATIONS**

Indian Institute of Technology Kanpur invites sealed bids from reputed out-door catering agencies/ firms for **providing DINNER as per the Menu along with tentage/ water proofing/ Coolers/Fans/ Tables/ Chairs/Lighting etc. as provided below**, in the Institute premises on the occasion of its 52<sup>nd</sup> Convocation Ceremony scheduled to be held on Friday, June 28, 2019. The agencies/ firms that fulfill the requirements as laid down in this document shall be eligible to apply.

**A. Eligibility Criteria:**

1. The firm should be registered under any prevailing law in India, valid license of Food & Drug Authority (copy of Licence, GST Registration, PAN should be submitted along with the bid).
2. Firm should have excellent goodwill and name-fame in the town/district.
3. Firm should have minimum 6(Six) years' experience of providing out-door catering services.
4. Preference will be given to the Firms already engaged/ empanelled with IIT Kanpur for providing catering services on the campus. It may include the services provided during students festival or conference/ seminar meals and will accept our choice of item.
5. **Firm should have at least 4 orders of catering to 1000 persons OR 3 orders of catering to 1500 persons OR 2 orders of catering 3000 persons during the last 5 years of business.**
6. **Firm should have a turnover of at least Rs. 50 Lacs per year.**

**B. Furnishing of Information:**

Applicant is required to submit the following in respect of his organization:

1. Name and postal address including valid and current telephone/mobile number, e-mail address.
2. A copy of GST Registration.

Applicant should be in possession of the following documents and should submit them when ever called upon by the Institute:

3. Documents defining the legal status, place of registration, principal place(s) of business.
4. Name(s) and title of proprietor/ officer(s) to be contacted/concerned with proposed work for IIT Kanpur, with designation of individuals authorized to act for the organization.

**C The applicant is advised to attach any additional information, which he thinks is necessary in regard to his capabilities to establish that the applicant is capable in all respects to successfully complete the envisaged work. He is however, advised not to attach superfluous information. No further information will be entertained after the quotation is submitted, unless the Institute calls for it.**

**D Prospective applicants may seek clarification regarding the scope of work and/ or the requirement for qualification, in writing, within a reasonable time. No request for clarification will be considered after submission of the quotation.**

**E. Even though applicants satisfy the above requirements, they may be disqualified, if they have:**

1. Made any misleading or false representation of facts or deliberately suppressed the information provided in the annexes, enclosures of this document;
2. Records of poor performance, such as abandoning work, record of regular shortage of food, record of using poor quality of ingredients etc.

F. **Award Criteria:**

The Institute reserves the right to:

1. Amend the scope and value of the work order.
2. Reject any or all the quotations without assigning any reason.
3. For any of the above actions, the Institute shall neither be liable for any damages, nor be under any obligation to inform the applicants of the grounds for the same.
4. Effort on the part of the applicant or his agent to exercise influence or to pressurize the Institute for his quotation shall result in rejection of such quotation.
5. Canvassing of any kind is strictly prohibited.

G **Terms & Conditions applicable for the awardees:**

The Dinner arrangements should be made by the Firm so that it is ready to be served at 7:30 PM sharp at the Auditorium Grounds, IIT Kanpur.

The Dinner will be served in buffet system.

The Dinner will start sharp at 7:30 PM on 28-06-2019.

Adequate number of staff should be deployed to the service of Dinner.

Good quality of bone-china crockery, steel cutlery (spoon & fork both) and paper napkins should be used.

Food should be served on 20 service counters to avoid crowding. The waiters should wear clean uniform; the discipline of the waiters and serving staff is the responsibility of the caterer.

The cooks, staff, waiters, serving personnel should be medically fit and free from infectious diseases, with good personal hygiene. The cooking utensils should be in good & clean conditions.

Institute shall not provide any equipment/ machinery or any other item for the preparation or service of any item.

The caterer will be fully responsible to hand over the Auditorium grounds and adjoining area in good & clean condition to the satisfaction of the Auditorium In-charge.

Quality of cooking ingredients should be specially taken care of. Only branded spices/ condiments/ ingredients should be used. Only branded (Naturefresh, Dalda, Dhara, Fortune, Sweekar) Vegetable Oil/ Sunflower Oil should be used. Only branded (Pillsbury, Shaktibhog, Aashirwad) wheat flour, cereals and vegetables should be used. Good quality of refined sugar, Milk should be used/ served. Nescafe coffee should be used.

Food items which are deemed to be prepared at site for efficient service should be discussed with the undersigned and prepared at site.

All preventive measures should be taken against food poisoning. Any such incident will be viewed very seriously by the Institute and appropriate legal action will be taken.

Any deficiency in the service will be viewed seriously.

Food provided will be checked by Institute staff/ Student Volunteers/ Committee members randomly half an hour before the distribution starts.

Penalty, as deemed fit by the Institute Committee will be charged in the event of sloppy/ unsatisfactory or sub-standard quality of food and/or service. Damages to property (if any) will be recovered on actual.

#### H **General Information:**

1. Dinner is to be served on 28-06-2019 at the time specified above at IIT Kanpur.
2. Order is for 3000 persons with the condition that it may increase or short fall by 20%.

## I. DINNER MENU:

Serving Starters:	<ul style="list-style-type: none"><li>• Baby Cutlet</li><li>• Cheese Ball</li><li>• Potli Samosa (Daal wala)</li></ul>
Counter items	<ul style="list-style-type: none"><li>• Chawmin, Fried Rice, Veg. Manchurian</li></ul>
Beverages:	<ul style="list-style-type: none"><li>• Tropicana Fruit Juice (<i>Litchi, Guava, Pomegranate</i>) (<i>Tetra pack, 200ml</i>)</li><li>• Amul Masti- Chaach/Butter milk (<i>Tetra pack, 200ml</i>)</li><li>• Amul Lassi (<i>Tetra pack, 200ml</i>)</li></ul>
Salad:	<ul style="list-style-type: none"><li>• Green Salad</li></ul>
Choice of Paneer:	<ul style="list-style-type: none"><li>• Kadai Paneer</li></ul>
Choice of Vegetables:	<ul style="list-style-type: none"><li>• Mix Veg Kofta in Spinach Gravy</li><li>• Bhindi Onion Masala</li><li>• Stuffed Allo</li></ul>
Choice of Lentils:	<ul style="list-style-type: none"><li>• Yellow dal fry</li></ul>
Yogurt preparation:	<ul style="list-style-type: none"><li>• Boondi Raita</li></ul>
Rice Preparation:	<ul style="list-style-type: none"><li>• Jeera Rice</li></ul>
Choice of Breads:	<ul style="list-style-type: none"><li>• Tandoori Roti</li><li>• Missi Roti</li><li>• Butter Naan</li><li>• Laccha Paratha</li><li>• Puri</li><li>• Dal Kachauri</li></ul>
Accompaniments:	<ul style="list-style-type: none"><li>• Assorted Pickle</li><li>• Roasted Papad,</li><li>• Green Chutney, Tomato Sauce,</li><li>• Packaged drinking water (200ml bottle)</li></ul>
Desserts:	<ul style="list-style-type: none"><li>• Gulab jamun</li><li>• Kulfi (stick), branded</li></ul>
Mouth freshener:	<ul style="list-style-type: none"><li>• Sonf, Misri</li><li>• Meetha and Saada Paan</li></ul>
Choices of Fruits	<ul style="list-style-type: none"><li>• Apples/Bananas/Guava in single piece (Pl. do not cut into pieces)</li></ul>

**J. Other Facilities/ Works required:**

1. 12 regular counters for main menu (including starters/ counter items/salad/ breads)
2. 10 counters for Sweets/ Deserts
3. 10 counters for Juice/ Water bottles/ Paan and mouth fresheners
4. Complete shamiyaana to cover these food counters which should be water proof, in case of rain. Cooking Tents/Pandals
5. A separate water proof shamiyaana having adequate area to accommodate 300 to 400 persons to dine in case of rain.
6. 30 coolers/ 50 Pedestals fans /10 Mist Fans/ 30 round tables/ 500 Chairs and 250 Tables for Food Display.
7. Adequate lighting (halogens etc.) in the entire area covered with shamiyaana and around and at the entrance decorative lightening with small bulbs in chain/ strips at suitable places.
8. Providing green mat for passages.

**K. Quotes: (Two quotes are required):**

1. If the arrangements are made in open area with water proofing arrangements as mentioned above and
2. If the venue gets shifted to three hostels in side the IIT premises in case of storm and rain.

**Please quote ONLY per plate rate including the taxes if any on the letter head of your firm duly signed and stamped (NO other charges to be mentioned separately towards tenting/lightening/labour/ water proofing or any other facility).**

**Bidders should take out the print out of this document and sign with seal/stamped of firm on each page as a token of acceptance and submit it along with the bid.**

**Note: - You will be notified at least two days in advance i.e. by 25<sup>th</sup> evening about the final venue.**

**L. EMD :**

An EMD of Rs. 90,000/- in the form of Demand Draft in favour of Registrar, IIT Kanpur payable at Kanpur is required to be submitted along with the quotation. Bids with out EMD will be summarily rejected.

**M. Submission of Bids and opening:**

The sealed quotations along with the EMD and copy of other supporting documents e.g. proof of turnover/business/ GST registration etc. should reach at the following address latest by **3:00 PM of 04-06-2019. The sealed envelope should super scribed by "NIQ No. A(U)/52-Convo/2019/Dinner/ dated May 25, 2019.**

**Joint Registrar, Academic Affairs  
Room No. 202, First Floor, Academic Affairs Building,  
Near Staff Canteen  
IIT Kanpur-208016  
Ph:- 2596864**

**N. Opening of Bids:**

The quotations will be opened on 04-06-2019 at 4:00 PM at the QIP conference room of the AA Building.

**O.** Dispute if any, will be subject to the Kanpur jurisdiction only.