



Department of Chemistry
Indian Institute of Technology Kanpur
India 208016

**Quotation enquiry for catering for the Indo-Japan Discussion Meeting on
“Frontiers in Molecular Spectroscopy: From Fundamentals to Applications
on Material Science and Biology”, November 13-16, 2016**

Enquiry No. IITK/CHM/AC/2016-17/01, Date: November 01, 2016

Sealed quotations are requested from reputed caterers for session tea/coffee, dinner and lunch (optional item) for the Indo-Japan Discussion Meeting on “Frontiers in Molecular Spectroscopy: From Fundamentals to Applications on Material Science and Biology”, to be held at Department of Chemistry, IIT Kanpur during November 13-16, 2016. Quotations should be submitted in two parts: (a) Part 1 should contain the response of the caterer to the eligibility criteria as described in the current quotation enquiry document (Part I), and (b) Part II should contain the details of price bids in Rupees for the items as described in the current quotation enquiry document (Part II). The responses to eligibility criteria and price bids should be put in separate sealed envelopes marked clearly as ‘Part I – Response to eligibility criteria’ and ‘Part II – Price bid’ and both envelopes should then be put in a single larger envelope and sealed. The sealed quotation must reach the undersigned by **5 PM on November 08, 2016.**

Part 1: Eligibility Criteria

- (i) The caterer should have catered lunch/dinner for at least 5 international conferences/symposia/meetings over past 5 years in IIT Kanpur with good credentials. The details of such conferences/symposia including dates and host departments/centres should be provided.
- (ii) The caterer should have also catered lunch/dinner in the Chemistry Department of IIT Kanpur for at least 3 conferences/symposia/meetings over past five years with good credentials. The details of such conferences/symposia/meetings including dates should be provided.
- (iii) The caterer should have valid PAN/Service tax number

(iv) The caterer should have adequate infrastructure in the vicinity of IIT Kanpur.

(v) The caterer should be able to provide session tea/coffee, dinner and lunch (optional item) on all the days of the symposium as described in Part II.

Part II. Details of Food Items

1. Dinner (13-15 November, 2016)

Date	14/11/2016	15/11/2016
No. of plates	120	60
Menu details	<p>Cold drinks/juice, barbeeque (paneer/alu/mirchi/veg kebab, non-veg kabab, chicken tikka), veg soup, kadahi paneer, pea mushroom, gobhi muttor, yellow dal, pullav, baked veg, rice, nan/roti, dahi vadda, curd, papad, salad, sweets (jelebi, pudding), mineral water bottles/glasses.</p> <p>Optional dish: Chicken curry for 80 persons</p>	<p>Cold drinks/juice, barbeeque (paneer/alu/mirchi/veg kebab, non-veg kabab, chicken tikka), veg soup, malai methi paneer, gajar gobhi pea, cholla, pullav, rice, nan/roti, curd, papad, salad, gajar ka halua, mineral water bottles/glasses</p> <p>Optional dish: Chicken kali mirchi for 40 persons</p>
Price per plate (to be quoted by the caterer) for the main dinner		
Price per plate for the optional chicken dish (to be quoted by the caterer)		

2. Session Tea/coffee (13-16 November, 2014)

Date	13/11/2016	14/11/2016	15/11/2016	16/11/2016
No. of cups in each session	90	80	80	80
Menu details	Tea/Coffee with separate tea bags, coffee powder, sugar and milk, two types of biscuits (Two sessions: one session at 4:30 PM and another at 6:20 PM)	Tea/Coffee with separate tea bags, coffee powder, sugar and milk, two types of biscuits (Two sessions: One in the morning and one in the afternoon)	Tea/Coffee with separate tea bags, coffee powder, sugar and milk, two types of biscuits (Two sessions : One in the morning and one in the afternoon)	Tea/Coffee with separate tea bags, coffee powder, sugar and milk, two types of biscuits (One session in the morning)
Price per cup (to be quoted by the caterer)				

Optional Items

3. Lunch (14-16 November, 2016) – Optional item

Date	14/11/2016	15/11/16	16/11/2016
No. of plates	80	80	70
Menu details	Veg soup, Pea paneer, mixed vegetables, dal, rice, pineapple raita, curd, papad, salad, nan/roti, sandesh/sweets, mineral water bottles/glasses	Veg soup, shahi paneer, jeera alu, veg kofta, mix dal, rice, pineapple raita, curd, papad, salad, nan/roti, rosgulla or sandesh, mineral water bottles/glasses	Veg soup, Palak paneer, methi alu, malai kofta, rajma dal, rice, pineapple raita, curd, papad, salad, nan/roti, rajbhog/rosgulla/Sandesh, mineral water bottles/glasses

Price per plate (to be quoted by the caterer)			
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4. Dinner (13 November, 2016) – Optional item

Date	13/11/2016
No. of plates	60
Menu details	Cold drinks/juice, barbeque - paneer/alu/mirchi/kabab-veg & non-veg, chicken tikka. veg soup, butter paneer masala, dum alu, baked veg, yellow dal, pullav, plain rice, nan/roti, curd, papad, salad, Imerti & rabri, mineral water bottles/glasses. Optional dish: Butter chicken masala for 40 persons
Price per plate (to be quoted by the caterer) for the main dinner	
Price per plate for the optional chicken dish (to be quoted by the caterer)	

5. Tent Charges (13/11/16) – Optional item:

Tent charges for making necessary arrangements for serving dinner for 60 guests on 13/11/16. Tent charges should include charges for lighting, standard decoration, chairs, dinner tables, counter tables, boundary and ceiling covers and any other necessary items.

Quote (to be filled by the caterer/tent provider):

6. Tent Charges (14/11/16) – Optional item:

Tent charges for making necessary arrangements for serving dinner for 120 guests on 14/11/16. Tent charges should include charges for lighting, standard decoration, chairs, dinner tables, counter tables, boundary and ceiling covers and any other necessary items.

Quote (to be filled by the caterer/tent provider):

7. Tent Charges (15/11/16) – Optional item:

Tent charges for making necessary arrangements for serving dinner for 60 guests on 15/11/16.

Tent charges should include charges for lighting, standard decoration, chairs, dinner tables, counter tables, boundary and ceiling covers and any other necessary items.

Quote (to be filled by the caterer/tent provider):

General Terms and Conditions

(i) The price bid should be given in the format as given in Part II of the current quotation enquiry document.

(ii) The actual number of plates for each day may vary from the numbers given above to some extent in either way depending on attendance. The true numbers for a given day will be intimated to the caterer one day in advance and the payment will be made on actuals.

(iii) Food must be served hot during the symposium. Quality and taste of the food items must be maintained. Failing to do so will result in appropriate levies.

(iv) Payment will be made only after satisfactory completion of the catering service. No advance payment will be made.

(v) The quotations should be either clearly hand written or typed. Quotations for all items must be provided. The price bids will be considered from only those caterers who have fulfilled the eligibility criteria. L1 will be decided based on the total price of all the items that are included in enquiry (including the optional item if order is made for that item also) and the order for the entire catering will be given to a single caterer.

(vi) The quality of earlier catering services will also be taken into consideration while selecting the caterer for the present purpose. The decision of the Committee in charge of the catering will be final and binding to all concerned.



Amalendu Chandra, (Convener, Indo-Japan Discussion Meeting)

Department of Chemistry, Indian Institute of Technology Kanpur, India 208016