

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

Ground Floor, Block "A", Vishwakarma Government Engineering College Campus
Visat-Gandhinagar Highway, Chandkheda, Ahmedabad-382424.
Tel/Fax No. +91 79 2397 2583
Website: www.iitgn.ac.in

No. IITGN/WORK-CATERING/CONVOCAATION-13/2013-14/0122 Date: - 19.07.2013

Notice inviting Quotations

NIQ No.: IITGN/WORK-CATERING/CONVOCAATION-13/2013-14/0122

Subject: - Catering Services for Convocation - 2013 at IIT Gandhinagar Premises

1.1 Indian Institute of Technology Gandhinagar (IIT Gandhinagar) invites techno-commercial sealed bids in the proforma as per Annexure I and II from the eligible & interested caterers for providing catering services for Convocation- 2013 at IIT Gandhinagar Premises on the following terms & conditions:

1.2 Eligibility of firms:

The bidder must have:

- i) Valid PAN No.
- ii) Experience and capability of providing catering services with documentary evidence of the same.
- iii) Bidder must submit his telephone No., Mobile No, email and his complete address for easy communication.

1.3 Quotation should have validity of **60** days from the date of opening.

- 1.4 (i) The time period of operation of service before 4 hrs on designated day.
(ii) Service shall be completed before a date set by IITGN. The date of convocation and service will be intimated to the vendor at least 7 days in advance.

1.5 Sealed quotation in prescribed proforma marked "Quotation for Catering Services for convocation – 2013 at IIT Gandhinagar Premises" must reach the following address latest by **03:00 pm** on **29th July 2013**, Assistant Registrar (MM), IIT Gandhinagar, Vishwakarma Government Engineering College Campus, Ground Floor, Block "A", Visat-Gandhinagar Highway, Chandkheda, Ahmedabad - 382424. Tel/Fax No. +91 79 2397 2583. The offers received beyond the stipulated date & time will not be accepted under any circumstances.

The Bid will open on **29.07.2013 at 05.00 PM** at IIT Gandhinagar Premises.

1.6 The Tentative date of the Convocation - 2013 is Second Week of August,2013.

2 General Terms and Conditions for procurement:-

- 2.1 IIT Gandhinagar reserves the right to reject all or any of the quotation and to split up the requirements or relax any of the conditions without assigning any reason.
- 2.2 Any quotation received after the date and time specified in Para 1.5 will not be accepted.
- 2.3 Canvassing in connection with Quotation is strictly prohibited and the quotations submitted by the bidders who resort to canvassing are liable to be rejected.
- 2.4 If there happens to be a holiday on any date indicated in the quotation, the transaction shall be performed on the next working day.
- 2.5 Food safety clearance shall be made available.
- 2.6 The sealed quotation received without proper filling up and without signature on each page will be summarily rejected.

3. SPECIAL OPERATIONAL CONDITION(S)-

Catering Services shall be operational for a minimum of 4 hrs a day before the date of convocation and a minimum of 10 hrs on the day of convocation.

4. RATES AND PRICES:-

- 4.1 Bidders should quote unit price in the prescribed proforma (Annexure-II).
Rates should be inclusive of all taxes including delivery / service at site including loading, unloading, erection, testing if any, dismantling, transportation etc. The service provider must clearly indicate in their offers, the different taxes and duties which they propose to charge extra, mentioning clearly the present rates thereof. If tax component not given separately then the amount will be taken as inclusive of all taxes.
- 4.2 Incomplete bids will summarily be rejected. All corrections and alterations in the entries of quotation papers will be signed in full by the bidder with date. No erasing or over-writings are permissible.
- 4.3 Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall not be permitted.
- 4.4 Any other Terms & Conditions may please be indicated separately.
- 4.5 Any correction / alterations in the bid should be suitably countersigned and attested by the bidder in the concerned place (s).

5. Place of delivery / service:-

Place of delivery / service shall be IIT Gandhinagar campus including its hired premises unless otherwise specified. No additional freight or any other charges would be payable towards transportation etc. The location of Service may be altered by IITGN to its convenience.

6. Payment:-

Payments shall be made based on the actual satisfactory services rendered.

No advances shall be paid.

90% of the payment shall be paid at the end of 72 hrs and balance 10% after clearing of all material and making good any damaged surface and against a clear bill prepared and submitted by the Vendor.

7. Termination:-

In case of continued non-performance and inability to meet service requirements, IIT Gandhinagar shall reserve the right to terminate the contract after giving a notice in writing.

8. IIT Gandhinagar reserves the right to modify any terms / conditions at the time of agreement.

I / We hereby declare and affirm that I / We have read and understood the terms and condition of the contract.

Sign of bidder:-_____

Date:- _____

Name of the bidder:-_____

Firm's Name:-_____

ANNEXURE- I

Subject: - Providing Catering Services for Convocation -2013 at IIT Gandhinagar

1. Food should be served hygienically.
2. All food must be less spicy & oily.
3. The Catering Service Provider has to maintain minimum number of staff from their end for smooth operation at their own costs. Furthermore, the service provider must provide the neat and clean uniform and gloves to their staff members at their own costs.
4. No utensils and other necessary items/equipments will be provided from IIT Gandhinagar and it should arrange by the Service Provider at their own cost i.e. vessels, plates, heating equipments and other items if any.
5. Any damage to movable / immovable property while carrying out work shall be made good by the agency at its own cost and the site must be handed back neat and clean to the satisfaction of IIT Gandhinagar.
6. The agency shall nominate a person with mobile telephone to receive the instructions. Another alternative telephone number of the owner or his representative of the firm shall also be conveyed with email ID to convey the instructions.

Sd/-

Assistant Registrar (MM)

ANNEXURE-II

SCHEDULED RATES

Menu for convocation – 2013

Particulars	Rate Per plate	Amount in Rs.
Proposed Menu for Lunch (Approx.1000 Pax Veg) (Buffet type)		
MAIN COURSE : <ul style="list-style-type: none">• POORI SABJI• CHHOLA BHATURA• VEG. BIRYANI AND RAITA • EGG CURRY		
DESSERTS : <ul style="list-style-type: none">• ICE CREAM• GULAB JAMUN		
MINERAL WATER (200 ML BOTTLES)		
	Taxes (if any)	
	Total Amount in Rs.	

Date:

(Full signature of the Bidder)

Place:

Seal:

NOTE:

- The above mentioned menu is tentative and it will be changed with the consent of the vendor/service provider after the finalization of bid.
- Extra Item, if any, shall be paid extra at mutually agreed rates.