

Indian Institute of Technology Dharwad is in the process of purchasing following item(s) as per details as given as:-

Details of the item	Limited Tender Enquiry for hospitality services (high tea, lunch and relevant services) on the occasion of Institute's 5th Convocation to be held tentatively on 22nd July 2024
Earnest Money Deposit to be submitted	Rs 10,000/-
Delivery Schedule	As per Tender

Tender Documents may be downloaded from Central Public Procurement Portal at (link). The bidders must submit their bids in sealed envelope addressed to the Asst. Registrar (Contract & Services) and to be delivered in person to Mr. Vinayak B Patil, Junior Superintendent (Contract & Services) at IIT Dharwad Permanent Campus.

Officiating Registrar

SCHEDULE	
Name of Organization	Indian Institute of Technology Dharwad
Tender Type (Open/Limited/EOI/Auction/Single/Glob al)	Limited Tender Enquiry
Tender Category (Services/Goods/works)	Services
Type/Form of Contract (Work/Supply/Service/Buy/Empanelmen t)	Services
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems/Lab Equipment)	Services
Date of departure by Speed Post	21-06-2024
Last Date and Time for Submitting bids	12:00 Hrs. on 12-07-2024
Date and Time of Opening of Technical & Financial Bids	16:00 Hrs. on 12-07-2024
EMD	Rs 10,000/-
The EMD to be paid through demand draft	The demand draft to be drawn in favour of Registrar, IIT Dharwad
No. of Envelopes	One
Bid Validity days	30 days (From last date of opening of tender)
Address for Communication	Asst. Registrar (C&S) Indian Institute of Technology Dharwad 580007
Contact Persons and Phone No.	Shri Ramesh Ram (Asst. Registrar- Contract & Services), 88619 73984 Mr. Vinayak B Patil (JS-Contract & Services), 8310499123
Email Address	cs.office@iitdh.ac.in arcs@iitdh.ac.in

Officiating Registrar

INSTRUCTIONS FOR BID SUBMISSION:

This tender is procured on Limited Tender basis. As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal. The bidders are required to submit their bids in sealed envelopes to Mr. Vinayak B Patil, Junior Superintendent (Contract & Services) at IIT Dharwad Permanent Campus. The unsolicited bids will be rejected outright.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document

SUBMISSION OF BIDS

1. The bidder should submit all the required documents in a sealed envelope to to Mr. Vinayak B Patil, Junior Superintendent (Contract & Services) at IIT Dharwad Permanent Campus.
2. The bidder has to pay the EMD as applicable through demand draft drawn in favour of Registrar, IIT Dharwad.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Since the date of the Convocation is tentative as of now, the final date will be conveyed to the successful bidder in advance before the issue of work order.

INDIAN INSTITUTE OF TECHNOLOGY DHARWAD
Chikkamalligawad, Dharwad 580007

TENDER DOCUMENT

Tender(Single Bid) For Providing High Tea &

Lunch at Institute's 5th Convocation to be

Tentatively Held On 22nd July 2024

TENDER NOTICE FORM

Sealed tenders are invited for providing Lunch and High tea during Convocation, 2024 for IIT Dharwad:

1.	Mode of Tender	Limited Tender
2.	Name of work	To provide Lunch and High Tea during Convocation. The detailed menu is attached as Annexure A
3.	Last date and time of receipt of bids	12:00 Hrs. on 12-07-2024
4.	Date & Time for opening of Tenders	16:00 Hrs. on 12-07-2024
5.	Validity of Offer	30 days.

(Authorized signatory)

Technical Bid

1	Name & Address of Registered Office of the Company Landline No. Mobile No: E-Mail:	
2	Valid PAN No.	
3	GST No	
4	Non blacklisting Certificate by bidder(self-declaration on letter head/affidavit)	Yes/No
5	Experience and capability of providing catering services to reputed organizations	Yes/No
6	Bidder must submit his telephone or Mobile Number, email-id and his complete address for easy communication.	Yes/No
7	All the pages of the bid have been numbered. Page nos. of the documents attached has been mentioned. Every page has been signed and stamped by authorized signatory.	Yes/No
8	Price Bid attached as per Annexure 'B'	Yes
9	Any other details as per tender specifications.	

(Authorized signatory)

Terms & Conditions:

1. Food should be served hygienically, and all food must be less spicy & oily. A Mineral water bottle of 500 ml and Tissue paper/Napkin must be provided with each plate served.
2. The Catering Service Provider has to maintain a sufficient number of staff from their end for smooth operation throughout the event. Furthermore, the service provider must provide the neat and clean uniform, gloves and caps to their staff members at their own costs. High tea / Lunch shall be served in buffet system generally. However, in special cases high tea may be required to be served inside the meeting hall
3. The Catering Service Provider has to arrange sufficient number of counters, tables, table clothes, chairs and other necessary materials/arrangements as deemed necessary at his own cost. Tables with table cloth and other utensils for serving and crockery shall be provided by the caterer without any additional charges.
4. No utensils and other necessary items/equipment will be provided from IIT Dharwad and the same should be arranged by the Service Provider at their own cost i.e. vessels, plates, heating equipment and other items if any.
5. Any damage to movable / immovable property while carrying out the event shall be made good by the agency at its own cost and the site must be handed back in neat and clean condition to the satisfaction of IIT Dharwad.
- 6. IIT Dharwad will provide space and power/electricity for cooking.**
- 7. The interested service provider may visit the site before bidding and may contact Junior Superintendent (Contract & Services) or Asst. Registrar (Contract & Services)**
8. The agency shall nominate a person with a mobile telephone to receive the instructions. Another alternative telephone number of the owner or his representative of the firm shall also be conveyed along with email ID to convey the instructions.
- 9. The successful bidder will be required to furnish a performance security**

in the form of Demand Draft for an amount equivalent to 10% of the order value. The Demand Draft will be submitted within a period of 03 days after the placement of the order.

10. The service should be provided satisfactorily within the stipulated time given from the date of order as mentioned in purchase order.
11. No advance payment shall be made by the IIT Dharwad. However, the IIT Dharwad intends to make all the final payments at the earliest during the working days.
12. In case at any stage if it is found that the supply executed by the company was not satisfactory and up to the standard, IIT Dharwad shall have the right to put a penalty on the contractor.
13. Taxes at the prescribed rates shall be deducted at source from the bills.
14. The offer should be legibly typed in English with no cutting/overwriting.
15. Offers sent by e-mail/fax shall not be accepted.
16. Additional Terms & Conditions may be incorporated in the purchase order, if needed, to safeguard the interests of the institute.
17. Date of Lunch may change and the revised date (if changed) will be informed to the service provider.
18. Appropriate crockery to be provided for high tea and lunch.
19. The Director, IIT Dharwad has the right to accept or reject any tender without assigning any reason. The decision of the Director IIT Dharwad in this regard will be final and no correspondence will be entertained.

Officiating Registrar

“Annexure –A”

MENU FOR LUNCH
Water bottles
Welcome juice-Mango juice
Soup
Gobi 65 (Live)
Mix veg pakoda(live)
Kaju Masala
Paneer Tikka Masala
Matki Kal Palya
Dal Tadka
Chapati (Live)
Jawari Roti (Live)
Veg Biryani
White Rice
Sambar & Rasam
Raita
Curd
Papad & Pickle
Bele Holige With Ghee & Milk
Dry Gulab Jamoon
Butter Scotch Ice Cream With Tutti Frutti

<u>HIGH TEA</u>
Tea
Coffee
Sugar free Cookies
Veg Cutlet
Choco Lava
Dry fruits
Water bottles

Annexure “B”

Price Bid

High Tea and Lunch

S.No.	Description	Qty.	Rate per plate inclusive of GST (in Rs.)
1)	High Tea as per the menu in Annexure A	50	
2)	Lunch for guests, students and their parents and dignitaries	850 (Approx.) The final number may vary , the bill will be processed for actual supplies only.	
Total			

Note 1: Rates should be inclusive of all taxes (GST) including delivery / service at site.