



॥ सा विद्या या विमुक्तये ॥

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**IIT DHARWAD**

ಭಾರತೀಯ ತಂತ್ರಜ್ಞಾನ ಸಂಸ್ಥೆ ಧಾರವಾಡ  
भारतीय प्रौद्योगिकी संस्थान धारवाड़  
INDIAN INSTITUTE OF TECHNOLOGY DHARWAD  
PERMANENT CAMPUS (PC), CHIKKAMALLIGAWAD  
DHARWAD 580 011, KARNATAKA

## **PROCUREMENT OF PRE-CONVOCATION HOSPITALITY SERVICES FOR THE 06<sup>th</sup> CONVOCATION AT IIT DHARWAD**

LPC Reference No.: IITDH/C&S/2025-26/LPC/15

## NOTICE INVITING QUOTATIONS FOR LOCAL PURCHASE

### Pre-Convocation Hospitality Services for Institutes 06<sup>th</sup> Convocation

|     |                                                                      |                                                                                                                                                     |
|-----|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | Description                                                          | Pre-Convocation Hospitality Services for Graduating Students on Institutes 06 <sup>th</sup> Convocation of IIT dhArwAD                              |
| 2.  | Quantity (The quantity may increase/decrease by 10%)                 | 275                                                                                                                                                 |
| 3.  | Procurement Category                                                 | Services                                                                                                                                            |
| 4.  | Procurement Type                                                     | Local Purchase                                                                                                                                      |
| 5.  | <b>Submission of Quotation and Documents (in a sealed envelope):</b> | <b>By hand/post to: Assistant Registrar, Contract &amp; Services</b>                                                                                |
| 6.  | Start Date to submit the quotation                                   | 10 <sup>th</sup> July 2025 from 02:00 PM                                                                                                            |
| 7.  | <b>Last Date to submit the quotation</b>                             | <b>14<sup>th</sup> July 2025 till 10:00 AM</b>                                                                                                      |
| 8.  | Site Visit/Clarifications start date                                 | 10 <sup>th</sup> July 2025 from 02:00 PM                                                                                                            |
| 9.  | Site Visit/Clarifications end date                                   | 13 <sup>th</sup> July 2025 till 05:00 PM                                                                                                            |
| 10. | Opening of the quotation                                             | 14 <sup>th</sup> July 2025 at 10:10 AM                                                                                                              |
| 11. | <b>Cover No.</b>                                                     | <b>Cover Type</b>                                                                                                                                   |
|     | <b>1</b>                                                             | Techno Commercial (Single packet)                                                                                                                   |
|     |                                                                      | <b>Description</b>                                                                                                                                  |
|     |                                                                      | Techno Commercial Bid                                                                                                                               |
| 12. | Bid Validity (Days):                                                 | 30 Days                                                                                                                                             |
| 13. | Delivery Date/Date of Pre-Convocation Dinner                         | 18 <sup>th</sup> July 2025 (Friday)                                                                                                                 |
| 14. | Payment Terms                                                        | Within 30 days from the date of Satisfactory completion of services and submission of the satisfactory services completion report                   |
| 15. | Delivery Location                                                    | IIT dhArwAD Permanent Campus, ChikkamalligawAD, dhArwAD-580011, Karnataka, India                                                                    |
| 16. | Evaluation Method                                                    | Total value-wise evaluation                                                                                                                         |
| 17. | Quotation Inviting Authority:                                        | Assistant Registrar (Contract & Services), IIT dhArwAD<br>Address: IIT dhArwAD Permanent Campus, ChikkamalligawAD, dhArwAD-580011, Karnataka, India |

Sd/-  
Assistant Registrar  
Contract & Services  
IIT dhArwAD

## 1. Introduction

The Institute is celebrating its 06<sup>th</sup> Convocation on 19<sup>th</sup> July 2025 (Saturday). The Convocation will be graced by the graduating students along with their parents, Invited Guests, Faculty and Staff of the Institute. The Institute intends to arrange the Pre-Convocation dinner/Director dinner for graduating students on 18<sup>th</sup> July 2025. The Institute is desirous of availing the hospitality services from the Service Providers who have the requisite knowledge and experience in providing the required services.

The Indian Institute of Technology dhArwAD invites sealed bids from reputed caterers/firms/organizations for providing hospitality/catering services at the Institute on the occasion of the Institute Convocation. The interested Service providers should submit their bids in sealed envelopes and the firm's name should be clearly written on the envelope. The authorized person of the firm should execute the bid and submit all the requisite documents along with the commercial bid in a single envelope.

The Service Provider is required to provide Dinner for all the participants of the Pre-Convocation as per the pre-decided menu by the Institute. The Service Provider should deliver the services as per the high standards and requirements of the Institute. A buffet dinner should be served for all the participants. The dinner should be served in the designated areas as decided by the Institute.

**The bidder should have a valid GST certificate and FSSAI certificate issued by the Competent Authority and submit the self-attested documents along with the bid.** The bidders should consider all the Corrigendum's issued before submitting the bid. All bid details and any information will be published on the Institute's Website <https://www.iitdh.ac.in/>.

### **Note:**

It is the responsibility of the Bidder to ensure that their bids whether sent by post or by courier or by hand should reach within the stipulated date & time. The quotation received after the last date and prescribed time would summarily be rejected. Quotations having incomplete information/documents are also liable to be rejected.

## 2. Scope of Services

The Service Provider will be responsible for complete end-to-end arrangements related to food service, guest seating, and venue aesthetics. This includes the setup and operation of a **buffet-style catering system**, seating arrangements, decoration at specified locations, and support manpower for service and maintenance during the event.

The Service Provider must arrange and provide **high-quality vegetarian meals** on a **per-plate basis** as per the approval of IIT Dharwad. This includes full buffet setup with sufficient serving counters, hot cases, clean utensils, cutlery, and disposable/eco-friendly serving materials. The Service Provider shall also provide adequate **covers and layout arrangements**, with proper hygiene and aesthetics. All **manpower required for cooking, serving, cleaning, and managing guest flow** will be arranged by the Service Provider at their own cost.

In addition to food services, the Service Provider is required to handle **decoration work at the KRDC or any place as suggested by the Institute**. This includes floral decor, fabric draping, and other suitable ornamental elements that reflect the dignity and cultural value of the convocation ceremony. The decoration must be completed before the commencement of the event and maintained until its conclusion.

**Billing will be processed on a per-plate basis** by IIT Dharwad based on the actual number of plates served. The Service Provider must submit a detailed **data report of supply**, including headcount served, meal timings, and any extras or special provisions arranged during the event. The final bill must be accompanied by this data and must reflect the agreed per-plate rate inclusive of manpower, furniture, decoration, catering materials, and service charges.

The Service Provider must ensure timely setup, professional conduct, hygiene standards, and full compliance with the Institute guidelines. Any lapses in service quality, cleanliness, or coordination may result in deductions or penalties as per the Institute norms.

The menu to be served is given in Annexure – A. The bidder should provide all the items listed in the menu without fail. The Institute reserves the right to change any menu item to an equivalent menu item without any extra cost and can add any extra item by providing an extra amount to the service provider with the approval of the Competent Authority.

### 3. General Terms and Conditions

- a) Food should be served hygienically, and all food must be less spicy & oily.
- b) 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 neat and clean uniforms, gloves, and caps to their staff members at their own cost. High tea / Lunch shall be served in a buffet system generally. However, in special cases, high tea may be required to be served inside the meeting hall
- c) 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 tablecloths and other utensils for serving and crockery shall be provided by the caterer without any additional charges.
- d) 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.
- e) 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 conditions to the satisfaction of IIT Dharwad. If any damages is found it will be recovered by the Service Provider as per actual cost.
- f) IIT Dharwad will provide space and power/electricity for cooking. Wastage of water and electricity must be avoided.
- g) The interested service provider may visit the site before submitting the quotation and may contact Junior Superintendent (Contract & Services) or Asst. Registrar (Contract & Services)
- h) The quantity mentioned is tentative in nature. The actual numbers will be confirmed one day before the Convocation. The bidder should prepare for the actual number, and payment will be made on a pro rata basis.
- i) The service should be provided satisfactorily within the stipulated time given from the date of the order as mentioned in the purchase order.
- j) 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 working days.

- k) 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.
- l) The agency shall ensure that staffs deployed in catering services are free from any infection or communicable diseases.
- m) 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.
- n) The bidders must ensure that the food is prepared in sufficient amount to avoid any shortage during service time. If it is observed that the food items (even if it is single food item) is falling short and is not available on buffet counter for service to the guests, a penalty of Rs. 5,000.00 per item will be imposed on the agency. However, the Competent Authority/Chairman/Committee Members may increase or decrease the penalty as per their discretion. No communication in this regard will be entertained.
- o) All dishes should be made from fresh and with a good-quality raw materials. If found using stale or non-fresh items / the services are found unsatisfactory to the Committee the Service Provider will be penalised of 100% of their actual bill amount or as decided by the Committee.
- p) In case of any dispute, the decision of the Director of this Institute shall be final and binding on the bidders.
- q) The bidder should consider all the addendum/corrigendum's published before considering the bid.
- r) In case of a tie in the price bids, the decision of the Committee shall be final and binding.

#### **4. Payment Terms**

- a) The payment to the firm will be made within 30 days from the date of submission of the Invoice. No advance payment will be made at any cost. The payment will be made after successful completion of the services with a satisfactory performance certificate.
- b) The quantity may increase/decrease by 10%, the actual numbers will be provided by the Institute at least 01 day before the event.
- c) The payment will be made as per the actual consumption at the quoted per plate price on a pro rata basis.
- d) If the services are found unsatisfactory, the Institute reserves the right to deduct the penalty amount from the bill.
- e) Deduction as applicable as per the norms of the Government will be made from the bill.
- f) Payment shall be made as per the norms of the Institute.
- g) Payment procedure: The bills shall be processed for payment after scrutiny of all documents submitted by the service provider along with the verification report. The payment will be released to the designated account of the service provider through PFMS. No cash payment will be made by IIT dhArwAD. The Institute shall endeavour to settle the bill approximately within 30 days or at the earliest possible. However, no interest shall be liable on IIT DHARWAD for any unforeseen delay in settlement of bills. The Contractor should indicate the valid GST number and bank details on the final compiled Invoice.
- h) In case the Service provider fails to render the required services within stipulated period the Institute reserves the right to avail from the other service providers from the open market and the service provider should bear the cost of such arrangements on his/her own. If the Institute makes any payment to the other service provider it will be reimbursed by the Contractor.
- i) The payment will be made to the service provider only for the services delivered as per the Institute's requirements and satisfaction.

## Menu for Dinner

| Food          | Sl. No. | Vegetarian Items   |
|---------------|---------|--------------------|
| Welcome Drink | 1.      | Badam Milk (Hot)   |
|               | 2.      | Mojito Mint (Cold) |
| Starter       | 3.      | Hara bara kabab    |
|               | 4.      | Mix Veg Pakoda     |
|               | 5.      | Smiley             |
| Main Course   | 6.      | Mix Veg Sprouts    |
|               | 7.      | Kaju Paneer Masala |
|               | 8.      | Veg Biryani        |
|               | 9.      | Jowar Roti         |
|               | 10.     | Chapati/Fulka      |
|               | 11.     | Plain rice         |
|               | 12.     | Dal curry          |
| Sides         | 13.     | Pickle             |
|               | 14.     | Pudi               |
|               | 15.     | Butter Milk        |
|               | 16.     | Salad              |
|               | 17.     | Papad              |
| Desert        | 18.     | Gulab Jamun        |
|               | 19.     | Rasamalai          |

**Price Bid / Financial Bid**  
(to be provided on the letterhead of the firm/agency)

| Sl. No.            | Particulars                                                                            | Rate per plate (inclusive of GST) in ₹ | Expected Plates / Quantity | Total Amount in ₹ (Inclusive of GST) |
|--------------------|----------------------------------------------------------------------------------------|----------------------------------------|----------------------------|--------------------------------------|
| 1.                 | Pre-Convocation/Director Dinner for Graduating Students on 18 <sup>th</sup> July 2025. |                                        | 275                        |                                      |
| <b>Grand Total</b> |                                                                                        |                                        |                            |                                      |

**Undertaking:** We have quoted the price considering all the factors and we will provide the required services as per the Institute Requirements and we will make all possible efforts to render the Satisfactory Services to the Institute and we have not been blacklisted by any Government entity.

Date:  
Place:

Authorised Signatory  
Seal

**Note:**

- The bidder should thoroughly go through the scope of work and menu and submit the bid. No change in the quoted price will be entertained for any reason.
- The quoted price should be inclusive of all services/charges, including manpower transportation; no extra payment will be made other than the per plate charges.
- The Price should be quoted in INR only. The quoted price should be inclusive of all taxes.
- Discount, if any, should be indicated separately/prominently.
- Offers should clearly mention, any conditional offers/incomplete offers will not be accepted. Any clause making price variation will not be acceptable.
- The Contract will be awarded to the successful L1 bidder.

**Checklist (documents to be submitted in a sealed envelope)**

| <b>Sl. No.</b> | <b>Bid Enclosures</b>       |
|----------------|-----------------------------|
| 1              | GST and FSSAI Certificate   |
| 2              | Price bid as per Annexure B |

For any feedback/clarifications, the bidders may visit the Institute on working days or mail to us at [cs.office@iitdh.ac.in](mailto:cs.office@iitdh.ac.in)