

**NOTICE INVITING QUOTATIONS FOR GC GALA DINNER**

1.	Description	GALA Dinner for Students
2.	Quantity (The quantity may increase/decrease by 10%)	Provision for approximately 600 students, including complete lighting and Venue arrangements.
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	20 <sup>th</sup> March 2025
7.	<b>Last Date to submit the quotation</b>	25 <sup>th</sup> March 2025
8.	Site Visit/Clarifications start date	20 <sup>th</sup> March 2025
9.	Site Visit/Clarifications end date	25 <sup>th</sup> March 2025
10.	Opening of the quotation	26 <sup>th</sup> March 2025
11.	<b>Cover No.</b>	<b>Description</b>
	<b>1</b>	Techno Commercial Bid
	<b>Cover Type</b>	
	Techno Commercial (Single packet)	
12.	Bid Validity (Days):	30 Days
13.	Delivery Date/Date of Convocation	To be notified to the Successful Bidder
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 Address: IIT Dharwad Permanent Campus, Chikkamalligawad, dhArwAD-580011, Karnataka, India

Sd/-  
Assistant Registrar  
Contract and Services  
IIT Dharwad

## 1. Introduction

The Indian Institute of Technology Dharwad invites sealed bids from reputed caterers/firms/organizations for providing hospitality/catering services for GC Gala Dinner. 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 should deliver the services as per the high standards and requirements of 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.**

## 2. Scope of Services

The Service Provider will be responsible for complete end-to-end arrangements related to GC Gala Dinner.

The Service Provider must arrange and provide **high-quality meals** on a **per-plate basis** as per the menu mentioned in this document. This includes full 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 **Lighting Decoration work**. This includes floral decor, welcome arches, 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. A Mineral water bottle of 500 ml and Tissue paper/Napkin must be provided with each plate served.
- b) The Catering Service Provider must maintain enough 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. However, in special cases, high tea may be required to be served inside the meeting hall
- c) The Catering Service Provider must arrange enough 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 damage is found it will be recovered by the Service Provider as per actual cost.
- f) IIT Dharwad will provide space for cooking. Remaining arrangements must be made by the caterer himself.
- 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 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 the final payments at the earliest during workdays.
- k) The agency should ensure that the staff employed in the catering services are free from any infection or communicable diseases.
- l) The bidders must ensure that the food is prepared in sufficient amounts to avoid any shortage during service time. If it is observed that the food items (even if they are single food items) fall short and are not available on the buffet counter for service to the guests, a penalty of Rs. 25000.00 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.
- m) All dishes should be made from fresh with 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 penalized of 100% of their actual bill amount or as decided by the committee and they will be debarred/backlisted from serving in IIT Dharwad in future.
- n) In any case of dispute, the decision of the Director of this Institute shall be final and binding the bid.
- o) The bidder should consider all the addendum/corrigendum's published before considering the bid.
- p) In case of a tie in the price bids, the decision of the committee members shall be final and bonding.

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

- a) The quantity may increase/decrease by 10%, the actual numbers will be provided by the Institute at least 01 day before the event.
- b) The payment will be made as per the actual consumption at the quoted per plate price on a pro rata basis.
- c) If the services are found unsatisfactory, the Institute reserves the right to deduct the penalty amount from the bill.

- d) Deduction as applicable as per the norms of the Government will be made from the bill.
- e) Payment procedure: The bills shall be processed for payment after scrutiny of all documents submitted by the service provider along with the verification report and no advance payment shall be made by IIT Dharwad. 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 endeavor 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.
- f) 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.
- g) The payment will be made to the service provider only for the services delivered as per the Institute's requirements and satisfaction.

### Menu for GC Gala Dinner

Main Item	Items
SALAD	Russian Salad, Pasta Salad
SOUPS	Tomato Basil Soup
RICE	Veg Muglai Biryani & Chicken Dum Biryani
MOCKTAILS	Mojito, Cold, Badam Milk
STARTERS VEG	Hara Bhara Kabab and Cheese Corn Balls
STARTER NON VEG	Chicken Popcorn and Fish Finger Prawn Ghee
MAIN COURSE	Dal Makhani, Paneer Makhmali, Boondi Raita
NON VEG MAIN COURSE	Chicken Murag Masala
BREAD	Rumali Roti, Tandoori Roti
DESSERTS	Hot Chocolate Brownie, Rasmalai/Gazar Halwa

### Lighting and Decoration Arrangements

Sr. No	Description	Location
1	Grand Entrance Arch with floral/LED decor	Entrance
2	Welcome backdrop with branding (flex/LED)	Entrance
3	Red carpet with barricades	Entrance
4	Fairy lights / festoon lighting	Center Area
5	Covering by white cloth from 3 sides and lighting	Main Area
6	Dining tables with linen and centerpieces	Dining Area
7	Chair covers with bows/sashes	Dining Area
8	Themed food counters with decorative setup	Food Zone
9	Menu boards / signage for food counters	Food Zone
10	Ambient lighting (LED PAR, chandeliers, etc.)	Overall Venue
11	Directional signage boards	Multiple Locations
12	Floral decorations (arches, tables, hangings)	Overall Venue
13	Photo booth with backdrop and props	Event Area
14	Cleaning of whole area after completion	Overall Venue
15	Power supply and generator backup	Overall Venue
16	Installation and dismantling	Overall Venue
<p><b>Note:</b> The Proposed location is HELIPAD; Here Entrance means the Helipad entrance. LOCATION may change to CLT entrance and back area depending upon the weather.</p>		

**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.	GC Gala dinner as per Annexure A		600	
2.	Lighting and Decoration of the Venue as per Annexure A	NA	NA	
<b>Grand Total</b>				

**NOTE:**

1. Refer to Annexure A for the requirements. Price quotations shall be submitted strictly in accordance with Annexure B.
2. The successful bidder shall be determined based on the lowest Grand Total quoted, inclusive of the total cost for the Gala Dinner as well as decoration and lighting arrangements.

Date:  
Place:

Authorized Signatory  
Seal

**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)