

TENDER

TENDER DOCUMENTS FOR TENTAGE AND CATERING SERVICES (LUNCH AND HIGH TEA) AT IIT JODHPUR, SCHEDULED ON 22 JULY 2016

NIT No & Date	-	IITJ/Admin(Misc)/16-17/ 03 dated 08 July 2016
Tender Fee	-	Rs 500/-
Pre-bid Meeting	-	15 July 2016 at 1500 Hrs
Last Date & Time of Submission of Tender	-	18 July 2016 up to 1500 Hrs
Tender Opening Date & Time	-	18 July 2016 at 1630 Hrs

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**TENDER DOCUMENTS FOR TENTAGE AND CATERING SERVICES
(LUNCH AND HIGH TEA) AT IIT JODHPUR, SCHEDULED ON 22 JULY 2016**

1. IIT Jodhpur invites the tender for Tentage and outdoor Catering arrangement including Lunch and Tea. Registration for the new batch shall take place on 22 July 2016 at IIT (MBM) Jodhpur Complex. The process shall be conducted between 0800-1900 hrs on 22 July 2016. Approximate strength is 650 persons including all students and their parents/guardians. There are certain Catering and Tentage requirements to be organized and the details are as per succeeding paras.

2. **Catering**

(a) **Morning High Tea at 1030 hrs on 22 July 2016 (Strength - approx 650 person)**

Menu - Samosa, Khaman-Dhokla, Biscuit (cookies - sweet & salt), Matthi, Tea, Drinking water (250 ml Bisleri) with disposable crockery for tea and lunch.

(b) **Lunch arrangements between 1200-1400 hrs on 22 July 2016 (Strength - 650 person)**

(c) **Menu** - Zeera Rice, Veg govind gatta, Veg matter paneer masala, Malai kofta, Tawa roti, Veg Bhindi, Mah Dal with cream, Bundi Raita, Gulab Zamun, Amul ice cream (Vanilla) Papad, Salad & Drinking water (250 ml Bisleri).

(d) **Evening Tea Arrangements between 1500-1600 hrs on 22 July 2016 (Strength - 650 person)**

(e) **Menu** - Tea, Cookies and Camper based RO treated drinking water.

(f) **Crockery & Cutlery** - Acrylic unbreakable, unscratched crockery/cutlery shall be used and tea, water shall be served in disposables.

(g) **Serving Points** - minimum 6 x serving points (Buffet) will be established for avoidance of queuing and smooth service at IIT J Complex.

3. **Tentage**

(a) 60 x 60 feet Good quality (Presentable) Tentage will be established in-front of students mess garden in IIT J (MBM) complex.

(b) 10 x cloth covered round table with 150 cushioned chairs shall also be appropriately arranged.

(c) Decorated serving tables shall be organized by Vendor himself.

(d) 04 x good quality noiseless heavy duty desert coolers shall be placed at all four corners of the lunch venue.

4. **Terms and Conditions**

- (a) Food must be prepared in branded oil.
- (b) Food preparations and service should be under neat, clean and fit hygienic conditions.
- (c) Good quality Crockery, Cutlery to be provided by the firm only.
- (d) L1 shall be decided based on total cost inclusive of a/m items (Catering & Tentage), all taxes and transportation.

5. **Miscellaneous Aspects**

- (a) Proper cleaning arrangements at two different places have to be made.
- (b) The food supplier shall keep indemnify IITJ against any service defect/losses due to maintenance of food hygiene and Quality of food/snacks.
- (c) Transportation of food to be organised by caterer only.
- (d) Other terms to improve service, as may be notified on the day of registration by the institute officials will be binding on Caterer.

6. **Payment.** Payment will be made to successful bidder on the basis of number of persons. The number of persons may increase.

TECHNICAL BID

7. The Tenderers shall submit self attested copy of following documents as part of technical bid **in Envelope 'X'**:-

- (a) Food License issued by Chief Medical and Health Officer (CMHO) Jodhpur.
- (b) Trade License issued by Nagar Nigam Jodhpur.
- (c) Shop License issued by Taxation Department, Govt. of Rajasthan
- (d) Owner's TIN No & PAN No
- (e) Experience Certificate/s for having served the Govt. Organization, PSUs and Govt. Institutes showing length of services. Performance certificate from previous employer may also be attached.
- (f) **Bank Drafts.** Following bank drafts drawn in favour of Director, IIT Jodhpur will be enclosed in Envelope X as part of Technical Bids :-
 - (i) Tender Fee Rs 500/- (Non refundable)
 - (ii) Earnest Money Deposit (EMD) of Rs 4,000/- (Refundable).
 - (iii) Performance Security of Rs 25,000/- (Refundable).
- (g) Copy of Tender Documents duly stamped and signed by the Owner/Proprietor.

8. Participants shall prepare three envelopes as under:-

- (a) **Envelope 'X'** Superscribed "Technical bids for Tentage and Catering arrangements on 22 July 2016" Addressed to Director, IIT Jodhpur.
- (b) **Envelope 'Y'** Superscribed "Financial bids for Tentage and Catering arrangements on 22 July 2016" Addressed to Director, IIT Jodhpur.

(c) **Envelope 'Z'** Superscribed "Tentage and Catering arrangements on 22 July 2016" Addressed to Director, IIT Jodhpur. This envelope must contain envelopes X and Y.

9. Copy of Technical Bid documents to be enclosed in **Envelope 'X'** are attached as **Appendix 'A'**.

10. **Financial Bid** – As per under mentioned tabulation:-

S No	Items/Contents	Rate (Rs)	Amount (Rs)	Remarks
(a)	Catering including High Tea, Normal Tea, Lunch as per Menu (Rate per person) and Taxes			
(b)	Tentage (Total amount)	-		
Grand Total				

Note:- Rates quoted be inclusive of all Taxes. No other changes will be entertained. The co-ordinator shall be present during work execution too.

11. Copy of Financial Bid documents to be enclosed in **Envelope 'Y'** are attached as **Appendix 'B'**.

12. **Penalty.** In case of any shortage in quality, quantity of food and lacking in service then, Director, IIT J is free to impose penalty as deemed fit.

13. **Arbitration**

(a) In the event of any question, dispute / difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to the sole arbitration to Director IIT Jodhpur or his nominee.

(b) The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the Director IIT Jodhpur shall appoint another person to act as arbitrator in place of the out-going arbitrator in accordance with the terms of this agreement and the person so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.

(c) The Arbitrator may give interim award(s) and/or directions, as may be required.

(d) Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.



Appendix 'A'

TECHNICAL BIDS

The Tenderers shall submit self attested copy of following documents as part of technical bid **in Envelope 'X'** :-

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- (b) Trade License issued by Nagar Nigam Jodhpur.
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- (g) Copy of Tender Documents duly stamped and signed by the Owner/Proprietor.



Appendix 'B'

Financial Bid – As per under mentioned tabulation:-

S No	Items/Contents	Rate (Rs)	Amount (Rs)	Remarks
(a)	Catering including High Tea, Normal Tea, Lunch as per Menu (Rate per person) and Taxes			
(b)	Tentage (Total amount)	-		
Grand Total				

Note:- Rates quoted be inclusive of all Taxes. No other changes will be entertained. The co-ordinator shall be present during work execution too