

भारतीय सूचना प्रौद्योगिकी, अभिकल्पना एवं विनिर्माण संस्थान,
कांचीपुरम

**Indian Institute of Information Technology,
Design and Manufacturing Kancheepuram,
Melakkottaiyur, Chennai – 600 127, Tamil Nadu, India.**



Tender Document

For

**CATERING SERVICES FOR THE 12th
CONVOCAATION CEREMONY TO BE HELD
ON 27.07.2024**

Date: 04.07.2024

Item	:	“Catering Services for the 12th Convocation to be held on 27.07.2024 at IIITDM Kancheepuram Campus, Chennai”
Tender Enquiry No	:	IIITDMK/24-25/S&P/12th Convocation/001, Dated: 04.07.2024
EMD	:	Earnest Money Deposit (EMD) for Rs.25,000/- (Rupees Twenty Five Thousand only) in the form of Demand Draft/Bankers Cheque/ Bank Guarantee drawn in favour of “The Registrar, IIITD&M Kancheepuram” payable at Chennai.
Submission of Offer	:	<u>Two Bid System:</u> Two bid system will be followed in this tender. In this system the bidder must submit his offer in two separate sealed envelopes . Both the technical bid and commercial bid envelopes should be securely sealed and stamped separately and clearly marked as “Envelope No: 1 – Technical Bid” and “Envelope No: 2 – Commercial Bid” respectively. EMD should be placed in the Technical Bid. These two separate sealed envelopes should be placed in single envelope superscribing the tender No and description of the item.
Site visit cum pre-bid meeting	:	10.07.2024 at 11.30 AM, Seminar Hall, Administration Building, IIITDM Kancheepuram Campus, Chennai
Due Date (For submission of bids)	:	03: 00 PM, 16th July 2024 (any bid received after the due date and time by any means will be summarily rejected)
Opening of Technical Bid	:	04: 00 PM, 16th July 2024
Opening of Commercial Bid	:	04: 00 PM, 18th July 2024
Place of Submission of Bid	:	The Registrar, (Purchase Section) Indian Institute of Information Technology, Design and Manufacturing, Kancheepuram, Off Vandalur – Kelambakkam Road, Melakkottaiyur, Chennai – 600 127.

Important :

All communications are to be addressed to in the name of Registrar, IIITD&M Kancheepuram only and not in the name of any officer and mails has to be sent to official purchase email id purchase@iiitdm.ac.in

Terms and Conditions

1. The Bidders are requested to give detailed tender in two bid format.

Envelope-I	:	Technical Bid
Envelope-II	:	Commercial Bid
2. The bidder has to accept all terms and conditions of the Institute and conditional offers will not be accepted.
3. The tender document can be downloaded from the IIITD&M Kancheepuram website www.iiitdm.ac.in at free of cost. The duly filled tenders should be submitted to Registrar, (Purchase Section) Indian Institute of Information Technology, Design and Manufacturing, Kancheepuram, Off Vandalur – Kelambakkam Road, Melakottaiyur, Chennai – 600 127 **on or before due date 03.00 PM, 16.07.2024**. Extension of due date will not be entertained.
4. **Tenders which are submitted without following the two bid offer system will summarily be rejected.**
5. **Envelope No-1 : Technical Bid (Please enclose the following documents)**
 - i. EMD for Rs.25,000/- (Rupees Twenty Five Thousand only) in the form of Demand Draft/Bankers Cheque / Bank Guarantee drawn in favor of “The Registrar, IIITD&M Kancheepuram” payable at Chennai. (The EMD without interest shall be returned to the unsuccessful bidders after finalization of the tender).
 - ii. The technical bid compliance sheet (Annexure-A)
 - iii. The bidder should have GST certificate. (Attach self-attested copy).
 - iv. Bidder must have a PAN Card. (Attach self-attested copy).
 - v. The contracting agency should have in the business of providing catering services for past three years and copies of work order & satisfactory completion certificate should be provided. E-Commerce Operators are not eligible to apply.
 - vi. Bidder must have an average turnover of at least Rs 50.00 Lakhs for the FY 2021-22 and 2022-23. A certificate duly signed by the CA is required to be submitted.
 - vii. The firm should have valid FSSAI Certification. (Attach self-attested copy).
 - viii. The technical offer **should not contain any price information**.
 - ix. The tenders not meeting the eligibility criteria will be summarily rejected. Hence the tenderers are advised to attach relevant documents in support of their eligibility.
6. **Envelope No-2 : Commercial Bid**

This should contain only the price information along with commercial terms and conditions.
7. **Opening of Technical Bids**

The technical bids will be opened on the scheduled date in the presence of the bidders or their authorized representatives who choose to attend the technical bid opening.
8. **Technical Evaluation**
 - i) All the aspects in the technical bids received will be evaluated for suitability. If required, the Institute may seek additional clarification from the bidders.
 - ii) The technical recommendation shall be final and binding on all the parties.
 - iii) The technically qualified firms will be intimated about Price Bid opening by email.

9. **Opening of Commercial Bids**

IIITD&M Kancheepuram will open commercial bids of only the shortlisted bidders in technical evaluation in the presence of the bidders or their authorized representatives who choose to attend the commercial bid opening. The representatives of shortlisted firms only will be allowed for commercial bid opening.

10. **Price**

- i) **The Price should be quoted in INR only. GST payable extra.**
- ii) The price quoted shall be for the preparation and serving of food at the specified venue. (IIITDM KANCHEEPURAM).

11. **Delivery Period / Timelines**

Preparation and Serving of food must be ensured as per time schedule. The time is the essence of the contract. It is mandatory for the bidders who respond to this bid to meet this expectation, as this is linked to convocation.

12. **Locations for the supply / services**

The items covered by this document is required to be supplied at
HOSTEL MESS / CONVOCATION VENUE
Indian Institute of Information Technology,
Design and Manufacturing, Kancheepuram,
Off Vandalur-Kelambakkam Road,
Melakkottaiyur, Chennai – 600 127.
Tamil Nadu.

13. **Indemnity**

The vendor shall indemnify, protect and save IIITD&M Kancheepuram against all claims, losses, costs, damages, expenses, action suits and other proceeding, resulting from infringement of any law pertaining to patent, trademarks, copyrights etc., or such other statutory infringements in respect of all the items supplied by them.

14. **Payment**

No advance payment will be made for the Work. 100% payment shall be upon successful completion of the catering services duly certified by the Chief Warden about the quantity and quality of the food meeting the requirements.

15. **Penalty for delayed services / LD**

- i) As time is the essence of the contract, preparation / serving of food mentioned in the purchase order should be strictly adhered to. Otherwise the LD clause will be applied / enforced.
- ii) If the supplier fails to execute the order within the due date and time, the supplier is liable to pay liquidated damages of 2% of order value for delay

16. **Purchasers right to vary quantities at the time of award**

IIITD&M Kancheepuram reserves the right at the time of award of contract to increase or decrease the quantity of items specified in the schedule of requirements without any change in price or other terms and conditions.

17. **Jurisdiction**

The disputes, legal matters, court matters, if any, shall be subject to Courts in the district of Kancheepuram Jurisdiction only.

18. Force Majeure

- a) IIITD&M Kancheepuram may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that the delay, in performance or other failure to perform its obligations under the contract, is the result of a force majeure.

- b) If the due date of submission of tender / Tender opening is declared a holiday for the Institute, the due date for submission of tender / Tender will be extended to same time on next working day.

19. Arbitration

All disputes of any kind arising out of supply, commissioning, acceptance, warranty maintenance etc., shall be referred by either party (IIITD&M Kancheepuram or the bidder) after issuance of 30 days notice in writing to the other party clearly mentioning the nature of dispute and will be referred to the arbitrator to be nominated by Director, IIITD&M Kancheepuram, India. The Venue for arbitration shall be Chennai, India.

20. Acceptance of the terms and conditions of tender document

The bidders has to accept all the terms and conditions of this tender document and it is made known that the bidders quoting for this tender had impliedly accepted the terms and conditions of this tender.

21. Interpretation of the clauses in the Tender Document

In case of any ambiguity / dispute in the interpretation of any of the clause in this tender document, interpretation of Director, IIITD&M Kancheepuram shall be final and binding on all parties. The IIITD&M Kancheepuram reserves the right to accept the offer in full or in parts or reject the offer summarily or partly without assigning any reasons.

**Sd/- Chief Warden
IIITD&M Kancheepuram**

TECHNICAL BID COMPLIANCE SHEET

Sub: Preparation and serving of Food (Food and Refreshments) and other related arrangement on 27.07.2024

Convocation Menu

S. No.	Item Category	Quantity	Description
1.	Breakfast for Graduands / Parents / Staff / Faculty at Mess, IITDM Kancheepuram (7.00 AM to 9 AM)	800	<ul style="list-style-type: none"> i. Idli ii. Ghee Pongal iii. Vada iv. Sambar v. Chutneys – Coconut, Tomato vi. Plain Wheat Paratha vii. Veg Patani Kurma (Mater Paneer) viii. Pineapple Kesari ix. Coffee/Tea x. Bread, Butter & Jam
2	Convocation Lunch for Graduands / Parents / Staff / Faculty at Mess, IITDM Kancheepuram (1.00 PM to 3.00 PM)	1500	<ul style="list-style-type: none"> 1) Vegetable Soup 2) Onion And Lemon Salad, Fresh Garden Green Salad 3) Butter Naan & Panner Butter Masala 4) Veg Biryani & Raitha 5) White Rice 6) Vatha Kuzhambu 7) Sambar 8) Curd 9) Rasam, Dhal with Ghee 10) Carrot Beans Poriyal 11) Appalam 12) Gobi 65 13) Pickle 14) Gulab Jamun 15) Ice Cream – Amul/Arun - Butter Scotch, Vanilla Gold, Pista 16) Mixed Cut Fruit - Papaya, Apple, Watermelon, Pineapple, Banana 17) Water Bottles 300ml <ul style="list-style-type: none"> a. (Bisleri / Aquafina / Kinley)

Special Conditions for the Contract:

1. It is mandatory for bidders to take a visit/ survey of the Mess / venues selected for hosting the Convocation Lunch to get prior information on the facilities and cooking vessels available there on.
2. No additional vessels / facility will be provided and in case of additional request the bidder has to make the own arrangements.
3. Any incident that occurs during the contract, the caterer only has to take care of complete responsibility. No liability on the IIITDM Kancheepuram side on any account.
4. Water dispensers (with water Jars) and Quantity to be provided as per the adequate requirement of the lunch site and serving venues.
5. Agency shall provide adequate quantity/ approved good quality/grade food and hygienically clean table cloth of good quality shall be placed on the buffet table.
6. The agency shall also ensure that staff deployed for food preparations and services must use disposable caps & gloves during cooking and during serving food respectively. The agency must ensure that all the staff engaged by them for work (food preparations, food services, and Decorations) at the venue must wear masks, gloves, and disposable caps at all times.
7. The bidders must ensure that the food is prepared sufficiently to avoid any shortage during service time. If it is observed that the food (even if it is a single food item) is falling short and is not available on the buffet counter for service to the guests, a penalty of Rs. 50,000.00 per item will be imposed on the agency.
8. All dishes should be made from fresh and good quality raw materials. If found using stale or non-fresh items the vendors will be penalised of 100% of their actual bill amount and they will be debarred/ blacklisted from serving in IIITDM Kancheepuram in the future. The agency must ensure to hygienically clean all items such as vegetables/fruits/ other raw food items before food preparation.
9. Food should be served with banana leaf.

Name and Signature of the Bidder with stamp

TECHNICAL BID

(To be provided on the letterhead of the Firm)

Bid Ref. No.: Tender No: IITDMK/24-25/S&P/12th Convocation/001, Dated: 04.07.2024

Scope of Work: CATERING SERVICES FOR THE 12th CONVOCATION CEREMONY TO BE HELD ON 27.07.2024 at IITDM Kancheepuram, Chennai.

Sl. No	Particulars	Attached Proof		Document Page No
		Yes	No	
01	EMD for Rs. 25,000/- (Demand Draft/Banker's Cheque)			
02	Duly Signed Technical Compliance Sheet (Annexure-A)			
03	Self-attested copy of GST registration.			
04	Self-attested copy of PAN card copy.			
05	Self-attested copy of Firm Registration Certificate.			
06	Self-attested copy of valid FSSAI Certificate			
07	Experience Certificate: The contracting agency should have in the business of providing catering services for past three years and copies of work order & satisfactory completion certificate should be provided. (Self-attested copies to be enclosed)			
08	Average turnover certificate of at least Rs 50.00 Lakhs for the FY 2021-22 and 2022-23 duly signed by the CA.			

Name and Signature of the Bidder with stamp

COMMERCIAL BID

(To be provided on the letterhead of the Firm)

Bid Ref. No.: Tender No: IIITDMK/24-25/S&P/12th Convocation, Dated: 04.07.2024

Scope of Work: CATERING SERVICES FOR THE 12th CONVOCATION CEREMONY TO BE HELD ON 27.07.2024 at IIITDM Kancheepuram, Chennai.

Sl. No.	Description of item (s)	Quantity	Unit Price	Total Price Excluding all taxes (Rs.)
(1)	(2)	(3)	(4)	(5)
1	Breakfast for Graduands / Parents / Staff / Faculty at Mess, IIITDM Kancheepuram	800		
2	Convocation Lunch for Graduands / Parents / Staff / Faculty at Mess, IIITDM Kancheepuram	1500		
Total (in rupees)				

Note:

- i. The price comparison will be done based on the **overall quoted price** and the bidder with the lowest total price will be awarded with the contract.
- ii. The price quoted shall be exclusive of GST.
- iii. The quoted prices shall remain the same for a period of 30 days from the date of opening the technical bid.
- iv. If there is any increase/decrease in quantity of more than 10 %, the unit price will be applied for making the payment accordingly.

COMMERCIAL TERMS:

- a. We hereby undertake that no extra charges on any account will be claimed except as mentioned above.
- b. We hereby undertake to strictly abide by the Commercial and other terms laid down in the Tender.

[AUTHORIZED SIGNATORY]
NAME IN BLOCK LETTERS
SEAL OF THE TENDERER

Note: All applicable taxes will be deducted on basic value at the time of payment.