



INDIAN INSTITUTE OF TECHNOLOGY, KANPUR
OFFICE OF DEAN, ACADEMIC AFFAIRS

Dated: 25.05.2018

Tender Notice No. IITK/DOAA/2018-19/01 dated 25.05.2018

Sealed quotations are invited from the caterers of Kanpur for the supply of food/ refreshments for Convocation-2018 up to 1500 hrs. on 15.06.2018.

1. The consolidated order will include the supply and service of following items as per the quantity, date and time mentioned against them.

- Mineral water bottles, 500 ml PET, quantity-4000, (chilled) on 28.06.2018 at Auditorium.
- Mineral water bottles, 500 ml PET, quantity-1000, (chilled) on 28.06.2018 at LHC (Lecture Hall Complex)

2. The order of the contract will be **(i) to prepare and cater, High Tea to about 2500 adults (+/- 10%) on June 28, 2018. (ii) supply of Tentage**, (as per Annexure "A") **(iii) 20 (Twenty) water sprinkler fans and 20 (Twenty) desert coolers at the venue.**

3. The menu of the High Tea will be as per the following: -

Sl No	Main Course	Beverages <i>Served Chilled</i>	Desert
01.	Kulcha		Faluda Kulfi
02.	Poori	Pepsi/Limca/Fanta	Kala Jamun (big Size)
03.	Chola	Aaampanna/Jaljeera/Chaas(Amul only)	
04.	Alu tomato sabji, with thick gravy	Tea	
05.	Veg Noodles	Coffee(Espresso)	
06.	Peas Pulao		
07.	Dry Sabji (seasonal)		
08.	Salad		
09.	Packaged water 500ml		

Per plate cost is to be specified in the tender including the items at sl. no. 2 and 3 and per piece cost of the water bottle as mentioned at point No.1 including taxes if any.

The above mentioned menu has to be prepared and served at the Lawns of Institute Auditorium. The High Tea will be served between 1900 hrs. and 20:30 hrs.

The supplier will be responsible for the total arrangement for the preparation and serving of the food items, including crockery and waiters, Institute shall not provide any equipment/ machinery or any other item for the preparation or service of any item.

Interested parties may submit their quotations in a sealed cover on the letter head of their firm along with duly signed and stamped terms and conditions of the tender enquiry.



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The quotation should be submitted in a sealed envelope super scribed with tender No IITK/DOAA/2018-19/01 dated 25.05.2018 addressed to the **Joint Registrar, Stores and Purchase, IIT Kanpur**-208016, and should be submitted through speed post/courier. The quotation shall be opened before the committee on 15.06.2018 at 15.30 hrs. Quotations received after due date and time shall not be considered.

Term & Conditions

1. The supplier should be in a position to supply the indented quantity on the date and at the place as required by IIT Kanpur.
2. The work order will be given to a single party for execution for works at sl.no.1 and 2.
3. Taxes if any must be specified clearly.
4. The rate of the menu shall be quoted item wise and also total cost.
5. No advance shall be paid to supplier and after completion of supply, the supplier shall raise bill for the service rendered.

A. Eligibility Criteria

1. Firm should be registered under prevailing laws in India.
2. Firm should have excellent goodwill and name-fame in the town.
3. Firm should have minimum 6 (six) years' experience of providing out-door large scale catering (to about 1500-2000 persons gathering).
4. Preference will be given to the firms already having experience of large catering in Academic Institutes. It may include the services provided during student's festival or conference/ seminar meals in an educational institution.

B. Furnishing of Information:

Applicant is required to submit the following in respect of his organization:

1. Name and postal address including valid and current telephone/mobile number, e-mail address.
2. A copy of Service Tax Registration.

Applicant should be in possession of the following documents and should submit them when ever called upon by the Institute:

3. Documents defining the legal status, place of registration, principal place(s) of business.
4. Name(s) and title of proprietor/ Officer(s) to be concerned with proposed work for IIT Kanpur, with designation of individuals authorized to act for the organization.

C. The applicant is advised to attach any additional information, which he thinks is necessary in regard to his capabilities to establish that the applicant is capable in all respects to successfully



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complete the envisaged work. He is however, advised not to attach superfluous information. No further information will be entertained after the quotation is submitted, unless the Institute calls for it.

D. Prospective bidder may seek clarification regarding the scope of work and/or the requirement for qualification, in writing, within a reasonable time. No request for clarification will be considered after due date and time.

E. Even though applicants satisfy the above requirements, they may be disqualified, if they have:

1. Made any misleading or false representation of facts or deliberately suppressed the information provided in the annexes, enclosures of this documents.
2. Records of poor performance, such as abandoning work, record of regular shortage of food, record of using poor quality of ingredients etc.

F. Award Criteria:

The Institute reserves the right to:

1. Amend the scope and value of the work order.
2. Reject any or all the quotations without assigning any reason.
3. Reject such quotations wherein the applicant or his agent exercise influence or pressurise the institute for awarding the work order.
4. Canvassing of any kind is strictly prohibited.

G. Terms & Conditions applicable for the awardees:

The soft drinks/refreshment items should be dispatched from the Firm's outlet so as to reach the Designated dining Halls/LHC/Auditorium, IITK by the specified time

Tea/Coffee will be prepared on the site.

The food items will be served in buffet system.

The service of High Tea will start at 1900hrs and will continue till 20.30 hrs.

Adequate number of staff should be deployed for the service of High Tea.

Good quality, bone-china crockery, steel cutlery (spoon & fork both) and paper napkins should be used.

Food should be displayed on 8 to 10 number of service counters to avoid crowding. The waiters should wear clean uniform; the discipline of the waiters and serving staff is the responsibility of the caterer.

The cooks, staff, waiters, serving personnel should be medically fit and free from infectious diseases, with good personal hygiene. The cooking utensils should be in good & clean conditions.



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Institute shall not provide any equipment/ machinery or any other item for the preparation or service of any item except the wooden tables for display purpose.

The caterer will be fully responsible to hand over the Lawn and adjoining area in good & clean condition to the satisfaction of the Hall In-charge.

Quality of cooking ingredients should be specially taken care of. Only branded spices/ Condiments/ ingredients should be used. Only branded (Naturefresh, Dalda, Dhara, Fortune, Sweekar) Vegetable Oil/ Sunflower Oil should be used. Only branded (Pillsbury, Shaktibhog, Aashirwad) wheat flour, cereals and vegetables used should be fresh. Reputed brand of refined crystal sugar and milk should be used/served. Nescafe/ Bru brand of coffee should be used.

Food items which are deemed to be prepared at site for efficient service should be discussed with the undersigned and prepared at site.

All preventive measures should be taken against food poisoning. Any such incident will be viewed very seriously by the institute and appropriate legal action will be taken. Liabilities arising out of such events shall have to be borne by the contractor.

Food provided will be tasted/checked by institute staff/ Student Volunteers/ Committee members randomly half an hour before the distribution starts. The cost of the same shall be reimbursed.

Any deficiency in service will be viewed seriously.

Penalty, as deemed fit by the institute authorised committee will be charged in the event of sloppy/ unsatisfactory or sub-standard quality of food and/or service. Damages to property (if any) will be recovered on actual.

In case of any dispute, the Director, IIT Kanpur is the sole arbitrator. His decision shall be final and binding on both the parties. All disputes shall be subjected to the jurisdiction of Kanpur.

(MK Diwakar)
Joint Registrar
Academic Affairs.



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Annexure "A" to Tender No.
dated 25.05.2018

Tentative Quantity of Tentage material required for Convocation Ceremony -2018

01. Tent (18 'x36 ')	30 Nos
02. Unitex Matting (5" wide)	2000 sft
03. Table with cover	200 Nos
04. PVC chairs	500 Nos
05. Round Table with cover and top	50 Nos
06. Mist Fan (Water sprinkling Fan)	20 Nos
07. Water Coolers	20 Nos
08. Halogen Lamps	60 Nos
09. Sodium Lamps	60 Nos.