



# INDIAN INSTITUTE OF TECHNOLOGY KANPUR

## CENTRAL STORES & PURCHASE SECTION

IIT Post Office Kanpur - 208 016

Under certificate of posting

Phone : 91-512-2597214, 7384

Fax : +91-512-2597659

Email : purchase@iitk.ac.in.

**Enquiry No :** E/2017-2018/13

**Enquiry Date :** 01/06/2017

**Closing Date :** 08/06/2017

**Delivery Date:**

Dear Sir ,

11:00 A.M.

Sealed Quotations so as to reach latest by 11:00 A.M. on dated 08/06/2017 are invited for the supply of following items :

SI No.	Description	Quantity	Unit
1	LUNCH FOR CONVOCATION FOR TWO DAYS (15-16 JUNE 2017) COMPLETE DETAIL AS PER ANNEXURE	4000	PAX
2	PACKAGED WATER BOTTLE 500 ML COMPLETE DETAIL AS PER ANNEXURE	6700	NOS

Sd/-

Dy. Registrar (S&P)  
Central Store & Purchase Section



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

Annexure

Dated: 31.05.2017

**Tender Notice**

Sealed quotations are invited from the caterers of Kanpur for the supply of food/ refreshments for Convocation-2017.

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, (Bisleri/Kinley/Aquafina) quantity -2500, (chilled) on 14.06.2017 at Auditorium at 1400 hrs.
- Mineral water bottles, 500 ml PET, (Bisleri/Kinley/Aquafina) quantity -1500, (chilled) on 15.06.2017 at Auditorium.
- Mineral water bottles, 500 ml PET, (Bisleri/Kinley/Aquafina) quantity-600, (chilled) on 15.06.2017 at LHC (Lecture Hall Complex)
- Mineral water bottles, 500 ml PET, quantity-1500, (Bisleri/Kinley/Aquafina) (chilled) on 16.06.2017 at Auditorium
- Mineral water bottles, 500 ml PET, (Bisleri/Kinley/Aquafina) quantity-600, (chilled) on 16.06.2017 at LHC (Lecture Hall Complex)

2. The order of the contract will be to prepare and cater, Lunch to about 2000-2500(between two thousand and two thousand five hundred) adults on June 15 and June 16 of 2017. The order of contact includes supply of Tentage as per Annexure -I.

3. The menu of the Lunch will be including.

Sl No	Main Course	Beverages <u>COLD</u>	Desert
01.	Kachori	Thumbs-up	Boondi
02.	Poori	Pepsi	Ice Cream Amul/Vadilal/Creambell
03.	Chola	Limca	Chuski Amul/Vadilal/Creambell
04.	Alu tomato sabji, with thick gravy	<u>HOT</u>	
05.	Chatni Pakodi	Tea	
06.	Peas Pulao	Coffee(Espresso)	
07.	Packaged water 500ml (Bisleri/Kinley/Aquafina)		

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

The above mentioned menu has to be prepared and served at the Lawns of Institute Auditorium. The lunch will be served between 1300hrs and 1600hrs.



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

The supplier will be responsible for the total arrangement for the preparation and serving of the food items, including Tentage, 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. The quotation should be addressed to **Deputy Registrar, Stores and Purchase, IIT Kanpur-208016**, and should be submitted through speed post/courier. Last date for submission of sealed quotation is 1100hrs on 08/06/2017. The quotation shall be opened before the committee on 08/06/2017 at 1530hrs. 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. The services rendered by the supplier are exempted from service tax, under the category of academic institution.
  4. **Total cost of Tentage for two days as per the requirement given in Annexure-I to be quoted separately.**
  5. **Cost per plate as per the requirement given in Annexure-II to be quoted separately. Cost per plate be quoted with the understanding that there will be between 2000-2500 guests on each of the two days (i.e. between 2000-2500 guests on 15. June, 2017 and between 2000-2500 guests on 16 June ,2017). (Annexure -II)**
  6. **Rate of the menu shall be quoted item wise along with total cost.**
  7. 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:



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

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 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 applicants 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 lunch will start at 1300hrs and will continue till 1600hrs



INDIAN INSTITUTE OF TECHNOLOGY, KANPUR  
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Adequate number of staff should be deployed for the service of Lunch. 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.

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.

(Dy Registrar)  
Store & Purchase



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

Annexure-I to DoAA/Convo-2017/6

**List of Tentage items required for  
Convocation Lunch -2017 on 15 and 16, June 2017**

SI No.	Description of Item	Unit	Quantity	Rate	Amount
01	Shayamiyana 18"x 36" with white Parda , Complete set (For Two days)	Each	30		
02.	Tables (For Two days))	Each	170		
03.	Round Table with cover(For Two days)	Each	30		
04.	Chairs (For Two days)	Each	500		
05.	Prada (For Two days)	Each	20		
06.	Pedestal Fan (For Two days)	Each	30		
07.	Mist Fans (For Two days)	Each	30		



INDIAN INSTITUTE OF TECHNOLOGY, KANPUR  
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Annexure-II to DoAA/Convo-2017/6

**Convocation Lunch on 15 and 16 June, 2017 at Auditorium Lawns**

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INDIAN INSTITUTE OF TECHNOLOGY, KANPUR  
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Under certificate of posting

Phone : 91-512-2597214, 7384

Fax : +91-512-2597659

Email : purchase@iitk.ac.in.

### Terms & conditions for supply of above mentioned articles

1. Enquiry will be sent by courier / registered post / speed post and IIT Kanpur will not be liable for any kind of irregularity/delay.
2. The quotation in duplicate should be enclosed in a properly sealed envelop addressed to the Dy. Registrar(S&P) invariably giving on the envelope reference of enquiry and due date of opening.
3. The quantity mentioned in enquiry is and shall be deemed to be only approximate and will not in any manner be binding on the Institute.
4. Firms will quote separately for each article.
5. The Rate offered should be free delivery to IIT Kanpur or Ex-godown in case of firms situated outside Kanpur.If items is imported then the firms should quote the price on F.O.B. basis.
6. In case of Ex-godown terms the amount of packaging, forwarding freight etc. should clearly be mentioned by percentage or lump sum amount. Current rate of tax as and other statutory levies must be mentioned.
7. The rates offered should be exclusive or inclusive taxes. The rates applicable should clearly be specified .
8. The delivery period should be specifically stated. Ex-stock and earlier delivery may be preferred.
9. The firms are requested to give detailed description and specification together with detailed drawings and printed leaflets and literature of the articles quoted. The name of manufacturers and country of manufacture should also be invariably be stated. In the absence of these particulars the quotation is liable for rejection.
10. Samples wherever asked for will not be paid for. These should be delivered in the office of the undersigned securely labeled and packed. In case of firms who submit the sample through railway and road transport the freight should be prepaid and R/R should be in favour of the Dy. Registrar, Stores and Purchase Section. Indian Institute of Technology, Kanpur-208016.
11. Quotation should have validity of at least 90 days from the date of opening.
12. The rates quoted should be in metric units, otherwise your quotation is liable to be ignored.
13. The right to reject all or any of the quotations and to split up the requirements or relax any or all of the above conditions without assigning any reason is reserved.
14. All the consignments must be securely packed and booked duly insured addressed to the Dy. Registrar (S&P) IIT Kanpur - 208016
15. Institute is exempted for payment of Excise Duty under notification No. 10/97 & partially @ 5.15% Custom Duty exemption certificate under notification 51/96 and road permit will be provided if applicable.
16. The Penalty @ 1% per week or part thereof subject to a maximum of 10% of the delivery price will be deducted from the balance payment if supply is not completed within stipulated period.
17. The Concessional Form 'C/D' have been abolished w.e.f. 01.04.2007.
18. Our standard payment terms & condition is 90% against delivery and 10% after inspection and approval.
19. Supplier should mention complete contact details such as email etc.

Sd/-

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