



INDIAN INSTITUTE OF TECHNOLOGY MADRAS
Chennai 600 036



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The Manager (Project Purchase)

Date: 21.10.2022

Open Tender Reference No: CODE/ANDRE/53/2022/CATEREOI

GEM NAR ID: GEM/GARPTS/21102022/DD5MWF MJN692

Due Date/Time: 10.11.2022@ 3:00 PM

Dear Sir/Madam,

On behalf of the Indian Institute of Technology Madras, Expression of Interest is invited for

“Empanelment for providing Catering Services for CODE, IIT Madras”

Conforming to the specifications given.

Tender Documents may be downloaded from Central Public Procurement Portal <https://etenders.gov.in/e procure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <https://etenders.gov.in/e procure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at **“Help for contractors”**. [Special Instructions to the Contractors/Bidders for the e-submission of the bids online through this eProcurement Portal”]

Bidders can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type ‘IIT’. Thereafter, click on “GO” button to view all IIT Madras tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <https://etenders.gov.in/e procure/app> as per the schedule attached.

1)	Pre-bid Meeting Details	:	NA
2)	ICSR Vendor Registration	:	<p>Vendor registration code. Vendor registration with IC&SR (IITM) is mandatory for bidders to participate in tenders.</p> <p>** For Vendor Registration & Guidelines, Please follow the website : https://icandsr.iitm.ac.in/vendorportal; Helpdesk: vendorhelpdesk@icsrpis.iitm.ac.in</p>

No manual bids will be accepted. All tender documents including Technical and Financial bids should be submitted in the E-procurement portal.

Last date for receipt of tender	:	10.10.2022 @ 3:00 PM
Date & time of opening of tender	:	11.10.2022 @ 3:00 PM

3. Instructions to the Bidder:

<p><u>A)</u></p>	<p>Searching for tender documents</p>	<p>:</p>	<ul style="list-style-type: none"> • There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal. • Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective “My Tender” folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document. • The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.
<p><u>B)</u></p>	<p>Assistance to bidders</p>	<p>:</p>	<ul style="list-style-type: none"> • Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender. • Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is [0120-4200462, 0120-4001002, 0120-4001005]
<p><u>C)</u></p>	<p>Enrollment Process to Bidders</p>	<p>:</p>	<p><u>REGISTRATION</u></p> <ul style="list-style-type: none"> • Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal URL:https://etenders.gov.in/eprocure/app by clicking on “Online Bidder Enrollment”. Enrollment on the CPP Portal is free of charge. • As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts. • Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal. • Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.) • Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse. • Bidder then may log in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken. • Possession of a Valid Class II/III Digital Signature Certificate

			<p>(DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through https://etenders.gov.in/eprocure/app</p> <ul style="list-style-type: none"> Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site https://etenders.gov.in/eprocure/app under the “Information about DSC”.
<u>D)</u>	Preparation of bids	:	<ul style="list-style-type: none"> Bidder should take into account any corrigendum published on the tender document before submitting their bids. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender document / schedule and generally shall be in PDF / XLS formats as the case may be. Bid documents may be scanned with 100 dpi with black and white option. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GSTIN Details, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Documents” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.
<u>E)</u>	Submission of bids	:	<ul style="list-style-type: none"> Bidder should log into the site well in advance for bid submission so that he/she can upload the bid in time i.e. on or before the bid submission date and time. Bidder will be responsible for any delay due to other issues. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document. Bidder has to select the bid security declaration. Otherwise, the tender will be summarily rejected. A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the detail with their respective financial quotes and other details (such as name of the bidder). If the BOQ file is found to be modified by the bidder, the bid will be rejected. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The

		<p>bidders should follow this time during bid submission.</p> <ul style="list-style-type: none"> • The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues. • The uploaded tender documents become readable only after the tender opening by the authorized bid openers. • Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details. • Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet. • More information useful for submitting online bids on the CPP Portal may be obtained at: https://etenders.gov.in/eprocure/app. • All tender documents including pre-qualification bid, Technical Bid & Financial Bid should be submitted separately in online CPP portal as per the specified format only. Right is reserved to ignore any tender which fails to comply with the above instructions. No manual bid submission will be entertained.
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4)	Preparation of Tender: The bidders should submit the Expression of Interest for Empanelment as per the eligibility criteria Provided.
5)	<p>Tenderer shall submit along with this tender:</p> <ul style="list-style-type: none"> (i) Proof of having ISO or other equivalent certification given by appropriate authorities. (ii) Name and full address of the Banker and their swift code and PAN No. and GSTIN number. (iii) GST registration proof showing registration number, area of registration etc. (iv) All of your future correspondences including Invoices should bear the GST No. and Area Code.
6)	Terms of Delivery: Catering service will be in IIT Madras Campus.
7)	<p>Period for which the offer will remain open:</p> <p>The Tender shall remain open for acceptance/validity till: 120 days from the date of opening of the tender. However, the day up to which the offer is to remain open being declared closed holiday for the Indian Institute of Technology Madras, the offer shall remain open for acceptance till the next working day.</p>
8)	<p>EMD:</p> <p>The EMD of Rs. 1,00,000/- to be transferred to the account details mentioned in Annexure D and proof should be enclosed in the Technical Bid. Any offer not accompanied with the EMD shall be rejected summarily as non-responsive.</p> <p>The EMD of the unsuccessful bidders shall be returned within 30 days of the end of the bid validity period. The same shall be forfeited, if the tenderers withdraw their offer after the opening during the bid validity period. The Institute shall not be liable for payment of any interest on EMD.</p> <p>EMD is exempted for Micro and Small Enterprises (MSE) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) and Startups as recognized by Department of Industrial Policy & Promotion (DIPP). (MSE/MSME/DIPP PROOF should be enclosed in the cover containing technical bid).</p>
9)	For the same tender, either the OEM or the authorized dealer/service provider can only quote. But both of them cannot quote separately for the same tender.

10)	<p>Risk Purchase Clause</p> <p>In the event of failure of supply of the item/equipment within the stipulated delivery schedule, the purchaser has all the right to purchase the item/equipment from other sources on the total risk of the supplier under risk purchase clause.</p>
11)	<p>Payment:</p> <p>(i) No Advance payment will be made. However, 90% Payment against Delivery and 10% after installation are agreed to wherever the installation is involved.</p> <p>(ii) Advance Payment: No advance payment is generally admissible. In case a specific percentage of advance payment is required, the Vendor has to submit a Bank Guarantee from a scheduled commercial bank in India equivalent to the amount of advance payment.</p>
12)	<p>Acceptance and Rejection:</p> <p>Failure to comply with any of the instructions stated in this document or offering unsatisfactory explanations for non-compliance will likely to lead to rejection of offers.</p> <p>I.I.T. Madras has the right to accept the whole or any part of the Tender or portion of the quantity offered or reject it in full without assigning any reason.</p>
13)	<p>Debarment from Bidding:</p> <p>In case of breach of Terms & Conditions, Bidder may be suspended from being eligible for bidding in any contract with the IIT Madras up to 2 Years [as per Rule 151(iii) of GFR] from the date of Tender.</p>
14)	<p>Disputes and Jurisdiction:</p> <p>Settlement of Disputes: Any dispute, controversy or claim arising out of or in connection with this PO including any question regarding its existence, validity, breach or termination, shall in the first instance be attempted to be resolved amicably by both the Parties. If attempts for such amicable resolution fails or no decision is reached within 30 days whichever is earlier, then such disputes shall be settled by arbitration in accordance with the Arbitration and Conciliation Act, 1996. Unless the Parties agree on a sole arbitrator, within 30 days from the receipt of a written request by one Party from the other Party to so agree, the arbitral panel shall comprise of three arbitrators. In that event, the supplier will nominate one arbitrator and the Project Coordinator of IITM shall nominate on arbitrator. The Dean IC&SR will nominate the Presiding Arbitrator of the arbitral tribunal. The arbitration proceeding shall be carried out in English language. The cost of arbitration and fees of the arbitrator(s) shall be shared equally by the Parties. The seat of arbitration shall be at IC&SR IIT Madras, Chennai.</p> <p>a. The Applicable Law: The Purchase Order shall be construed, interpreted and governed by the Laws of India. Court at Chennai shall have exclusive jurisdiction subject to the arbitration clause.</p> <p>b. Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within the city of Chennai in Tamil Nadu.</p>
15)	<p>Force Majeure: The Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.</p> <p>For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.</p> <p>If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.</p>
16)	<p>Eligibility Criteria:</p> <p>➤ As per the Government of India Order, only "Class - I Local Suppliers" and "Class - II Local Suppliers" can participate in this tender.</p>

	<p>➤ <u>Bidder should confirm their acceptance that they comply with the provisions with report to “Guidelines for eligibility of a bidder from a country which shares a land border with India as detailed at Annexure-F. The bidder should submit Certificate for “Bidder from/ Not from Country sharing Land border with India & Registration of Bidder with Competent Authority” as per Order of DoE F.No.6/18/2019-PPD dated 23.07.2020 as mentioned.</u></p>
17)	<p>Preference to “class I Local Suppliers”: preference will be given to “class I local suppliers” (subject to class -I local supplier’s quoted price falling within the margin of purchase preference) as per public procurement (preference to make in India) order 2017 .O.M No P- 45021/2/2017 – pp(BE - 11) dt 04/06/2020 subject to the conditions that the “class I Local Supplier” should agree to supply goods / provide service at L1 rate and furnish a certificate with the technical bid document that the goods/service provided by them consists local content equal to or more than 50%.(certificate from Chartered Accountant in case value of contract exceeds Rs 10 crore).</p> <ul style="list-style-type: none"> ➤ ‘Class - I local supplier’ means a supplier or service provider whose goods, services or works offered for procurement consists of local content equal to or more than 50% as defined under the above said order. Declaration to be provided as per Annexure-E per item/service/work. ➤ ‘Class - II local supplier’ means a supplier or service provider whose goods, services or works offered for procurement consists of local content equal to 20% but less than 50% as defined under the above said order. Declaration to be provided as per Annexure-E per item/service/work. ➤ ‘Margin of purchase preference’: - The margin of purchase preference shall be 20%. The Definition of the margin of purchase preference is defined in the Govt. of India Order No: P-45021/12/2017-PP (BE-II) Dt.4th June, 2020) Order 2017. As per the Government of India Order – “Margin of Purchase Preference” means the maximum extent to which the price quoted by a “Class-I local supplier” may be above the L1 for the purpose of purchase preference. <p>**Note: Local content percentage to be calculated in accordance with the definition provided at clause 2 of revised public procurement preference to Make in India Policy vide GoI Order no. P-45021/2/2017-PP (B.E.-II) dated 15.06.2017 (subsequently revised vide orders dated 28.05.2018, 29.05.2019 and 04.06.2020) MOCI order No. 45021/2/2017-PP (BE II) Dt.16th September 2020 & P- 45021/102/2019-BE-II-Part(1) (E-50310) Dt.4th March 2021</p>
18)	<p>Evaluation of Bids</p> <p>CODE will open the EOI and determine whether each application is “responsive” to the eligibility requirement of EOI as per Bidder Eligibility Criteria II .</p> <p>If any of the eligibility criteria is not fulfilled, in any manner whatsoever, the application shall be liable to be treated as non-responsive. The decision of CODE as to responsiveness of the application shall be final and conclusive and binding on the applicant and shall not be called into question by any applicant on any ground whatsoever. However, in case of rejection, the application firm may apply again for empanelment next half-year.</p> <p>Please note that the Committee may visit Applicants and taste samples as part of evaluation.</p> <p>Notwithstanding anything to the contrary contained in this EOI, CODE may, at its sole discretion, waive any minor infirmity, non-conformity or irregularity in a EOI that does not constitute a material deviation, provided it conforms to all the terms, conditions of the EOI documents without any material deviation, objections, conditionality or reservations.</p>
19)	<p>Period of Service: Validity of Empanelment will be one year from the date of Empanelment of successful selection. The EOI process will be repetitive every six months, starting 01st Nov'22.</p>

20)	<p>Selection of successful bidder and Award of Order</p> <p>The order will be directly awarded to the technically qualified bidder as per the condition in para 3A of DIPP, MoCI Order No. 45021/2/2017-PP (BE II) dated 16th September 2020.</p>
21)	<p>All information including selection and rejection of technical or financial bids of the prospective bidders will be communicated through e-Tender portal. In terms of Rule 173(iv) of General Financial Rule 2017, the bidder shall be at liberty to question the bidding conditions, bidding process and/or rejection of bids.</p>
22)	<p>The tenderer shall certify that the tender document submitted by him / her are of the same replica of the tender document as published by IIT Madras and no corrections, additions and alterations made to the same. If any deviation found in the same at any stage and date, the bid / contract will be rejected / terminated and actions will be initiated as per the terms and conditions of the contract.</p>
23)	<p>Due to Covid-19 pandemic pre-bid meeting will be conducted through online. Clarification to the queries and doubts raised by the bidders will be issued as a corrigendum/addendum in the e-tenders portal.</p>
24)	<p>Due to Covid-19 pandemic the bidders will not be entertained to participate in opening of Bids. Since the tender is e-tender, the opening of the bids may be checked using the respective logins of the bidders.</p>

ACKNOWLEDGEMENT

It is hereby acknowledged that I/We have gone through all the points listed under “Specification, Guidelines, Terms and Conditions” of tender document. I/We totally understand the terms and conditions and agree to abide by the same.

**SIGNATURE OF TENDERER ALONG WITH SEAL OF
THE COMPANY WITH DATE**

Bidder Eligibility Criteria and Technical Specification for Empanelment for providing Catering Services for CODE, IIT Madras

Tender No. CODE/ANDRE/53/2022/CATEREOI

Bidder Eligibility Criteria – I (Public Procurement – Preference to Make in India)

Only 'Class-I local suppliers' and 'Class-II local suppliers', as defined under DIPP, MoCI Order No. P-45021/2/2017-PP (BE-II) dated 16th September 2020 and other subsequent orders issued therein.

Bidder Eligibility Criteria – II

1. Firm/Company/Restaurants/ Hotels/Individuals having catering services for a minimum period of 3 years
2. FSSAI Certificate with minimum left-over validity of one year.
3. Average minimum yearly annual turnover of Rs.15.00 lakhs from catering /hospitality business for each of the last 3 years. Annexure A to be submitted
4. The bidder should have done at least one of the following work assignments in each of last 3 years in IITs/Govt/PSU/Corporate Institutions:(Annexure B to be submitted)

a) Three similar works whose individual value is not less than Rs.1.5 Lakhs or Two similar works whose individual value is not less than Rs.2.5 Lakhs or One similar work whose value is not less than Rs.5 Lakhs

Interested organisations should submit Schedule-A, Annexure A, B & C with documentary evidence in support of the above eligibility criteria

III. Scope of Work for Empanelment for providing Catering Services for CODE, IIT Madras

The Centre for Outreach and Digital Education, IIT Madras (CODE) conducts conferences, symposiums, seminars & workshops throughout the year. All such events will require caterers to provide lunch/dinner/snacks for the registered participants, invitees and guests. CODE invites Expression of Interest (EOI) from vendors to be empanelled for providing catering services.

1.0 Background of the work

1.1 CODE conducts conferences, symposiums, seminars & workshops throughout the year. All such events require caterers to provide lunch/dinner/snacks for the registered participants, invitees and guests.

1.2 The scope of service would be to provide catering services in hygienic and professional manner in accordance with latest catering policy and following GOI latest guidelines. Such policy shall form part of the terms and conditions. The instructions issued by IIT Madras and following departments with regard to prevalent pandemic or catering would apply **mutatis mutandis** to the Caterer and the staff engaged by the oneCaterer

- A. Ministry of Education, GOI
- B. Ministry of Health and Family Welfare, GOI
- C. Ministry of Home Affairs, GOI.
- D. Revenue and Disaster Management Department, TN Govt
- E. Health and Family Department, TN Govt.

For latest instructions issued by the ministry/department, Caterers should visit the Government of India & Government of Tamil Nadu official websites.

1.3 The caterer shall comply with all applicable Statutory Acts and Rules.

2.0 Invitation for EOI

2.1 This EOI sets out the requirements that must be satisfied by applicants for getting empaneled as providers of catering services. It is an invitation to applicants to submit their profile/documents for empanelment as Service Provider.

2.2 Applicants may download the EOI documents from the IIT Madras Tender site tenders.iitm.ac.in

3.0 Schedule of process

The following are important dates in the process for empanelment. CODE, IIT Madras reserves the right to amend by extending the stipulated dates for commencement of EOI, meeting & submission of EOI document without incurring any liability whatsoever. In the event of changes/extension, CODE shall intimate the same through addendums/amendments on the website. CODE also reserves the right to cancel the EOI process without assigning any reason.

a. Validity of Empanelment is for 1 year from the date of empanelment.

b. The EOI process will be repetitive every six months, starting 01st Nov'22

4.0 General Instructions to the Applicants:

- i. This Expression of Interest (“EOI”) is being issued by CODE for the purpose of providing certain information to the Applicants to participate in the process for empanelment of qualified applicants for the purpose of provision of catering services, in CODE.
- ii. The information contained in this EOI document is being provided by CODE for the limited purpose of enabling the applicants to submit the response to this EOI for undertaking the work and for no other purpose. In no circumstances shall CODE or its respective advisors, consultants, contractors, employees and /or agents incur any liability arising out of or in respect of the issue of this EOI.
- iii. This EOI is not an agreement or offer by CODE to prospective applicants or any other person. This EOI includes statements, which reflect various assumptions and assessments arrived at by the CODE in relation to the work. Such assumptions, assessments and statements do not purport to contain all the information that each applicant may require.
- iv. CODE reserves the right to terminate the EOI process at any stage and will not be responsible for any loss or damage which the applicant may incur in the process. The application can be rejected without assigning any reason.
- v. In the event of any breach of the said terms and conditions of the empanelment, CODE shall be entitled to de-empaneling and debarring the service provider from participating in the future projects of CODE for up to a period of 2 years.
- vi. In case of any information submitted by the applicant being found to be incorrect either before or even after the empanelment, CODE will have the right to summarily reject the bid, cancel the empanelment or revoke the same and debarment for a period of 2 years.
- vii. CODE reserves the right to inspect applicant’s establishments or through any other agency as notified by CODE.
- viii. CODE reserves the right to cancel the empanelment process at any time without assigning any reasons.
- ix. Incomplete Applications shall not be considered and summarily will be rejected.

SCHEDULE A: Basic details

CENTRE FOR OUTREACH AND DIGITAL EDUCATION, IIT MADRAS

EXPRESSION OF INTEREST 2022-23

Sl. No.	Description	Information
1a	<u>Name of the Firm/Company:</u> Complete Address:	
	Phone No.	E-mail ID:
1b	Contact Person / Representative Name and Designation	
	Phone No.	Mobile Phone:
2a	Licence No:	Registration No.:
	PAN:	TAN:
	ESI (if applicable):	EPF(if applicable):
	(Enclose copies of the above)	
2b	Proof for filing of income tax and GST (last three years) (Copy of Income Tax and / GST filing to be enclosed)	
3	Details of Catering Work Orders undertaken in the last 3 years. (Submit Annexure 'B')	
4	FSSAI Certification No. (Copy to be enclosed)	
5	Turnover per annum (Submit Annexure 'A')	
6	Whether Operating in a physical Location (Y/N)	
6a	if yes, please specify whether A. Restaurant/Hotel B. 3 Star C. 5 Star & its Address	
7	Any other information in support of the credentials	Details, if any, to be furnished

Date:

Signature with Seal

Note: i) Authenticated certificates, testimonials and proof of experience to be produced in support of Sl. Nos. 2, 3, 4 and 5.

**CENTRE FOR OUTREACH AND DIGITAL EDUCATION, IIT MADRAS
EXPRESSION OF INTEREST 2022-23**

**Certificate duly certified by Chartered Accountant
Letterhead of Chartered Accountant**

This is to certify that turnover of M/s-----having its office at --

Tax/GST from catering/hospitality business as mentioned below is duly reconciled with VAT/Service
turnover from returns in the last five financial years (2017-18,2018-19,2019-20,2020-21,2021-22). This
catering services.

Turnover from Catering and Hospitality business			
TAXABLE TURNOVER	FY 2019-20	FY 2020-21	FY 2021-22

- I. The above turnover should not include the business as trader/stockiest/distributor.
- II. The above turnover should not include inter unit transfer (stock transfer/sale)

Signature of the Chartered Accountant

(Name of the chartered Account)

Name of the firm

Seal

Membership No;

Email id

Phone/Mobile No

Unique Document Identification (UDIN)

Date

**CENTRE FOR OUTREACH AND DIGITAL EDUCATION, IIT MADRAS
EXPRESSION OF INTEREST 2022-23**

**Self-Certificate of experience in providing catering services
in IITs/Govt/PSU/Corporate Institutions**

Sl.No	Name of Institution	Address of the Institution	Type of Event (Buffet/ Sitting)	Date From - To	No of Guests	Amount

Note:

- It may please be noted that in case of information given above is found to be false at any stage of the execution, action will be taken as per terms & conditions of EOI document.
- Experience of Trader/Stockiest/Distributor is not acceptable.
- Attach performance report as per annexure-C for all the above cases

**CENTRE FOR OUTREACH AND DIGITAL EDUCATION, IIT MADRAS
EXPRESSION OF INTEREST 2022-23**

**PERFORMANCE REPORT FOR SERVICES PROVIDED IN THE
IITs/GOVERNMENT/PSU /CORPORATE INSTITUTIONS**

(To be issued by the institution where facility is provided)

1. Name of the Owner :
2. Name of the Company/Firm & Location :
3. Name of organisation where catering services are provided :
4. Name and contact No. of the person in the Organisation for verification :
5. Date of award of contract :
6. Date of expiry of licence/completion of contract :
7. Performance Report

a	Quality of items / works	:	Excellent / very Good / Good / Fair / Poor
b	Resourcefulness	:	Excellent / very Good / Good / Fair / Poor
c	Interpersonal relationship	:	Excellent / very Good / Good / Fair / Poor
d	Punctuality Opening & Closing of work and Maintaining service hours.	:	Excellent / very Good / Good / Fair / Poor
e	Regularity in paying dues	:	Excellent / very Good / Good / Fair / Poor

Date:

(Signature with Name, designation and
Seal of the organisation)



CENTRE FOR INDUSTRIAL CONSULTANCY & SPONSORED RESEARCH (IC&SR)
INDIAN INSTITUTE OF TECHNOLOGY MADRAS
CHENNAI 600 036



ELECTRONIC CLEARING SERVICE (Credit Clearing)/ REAL TIME GROSS SETTLEMENT (RTGS) FACILITY FOR RECEIVING PAYMENTS

A. Details of Account Holder

Name of the Institution	Indian Institute of Technology - Madras
Complete Contact Address	Industrial Consultancy and Sponsored Research Indian Institute of Technology-Madras, IIT- Madras Campus Post Office, Sardar Patel Road, Guindy, CHENNAI - 600 036
Telephone No./ Fax No.	Tel - 044-2257 8356
E- mail ID of the FO/AO/REG/DIR	dricsr@iitm.ac.in

B. Bank Account Details:

Institution Account Name (As per Bank Record)	The Registrar, Indian Institute of Technology - Madras
Account No.	2722101003872
Account Print Name	IIT F A/C , The Registrar IIT Madras
IFSC CODE	CNRB0002722
Bank Name (in full)	Canara Bank
Branch Name	IIT-Madras Branch
Complete Branch Address	Canara Bank, IIT-Madras Branch, IIT- Madras Campus Post Office, Sardar Patel Road, Guindy, CHENNAI - 600 036
MICR No.	600015085
Account Type	Savings Account

Certified that the Institute's account is in an RTGS enabled branch.

I hereby declare that the particulars given above are correct and complete.

Date:

Signature of the Competent Authority
of the Institution with seal.

FORMAT FOR AFFIDAVIT OF SELF-CERTIFICATION UNDER PREFERENCE TO MAKE IN INDIA – PER ITEM

Tender Reference Number:

Name of the item / Service:

Date: _____

I/We _____ S/o, D/o, W/o, _____

Resident of

Hereby solemnly affirm and declare as under:

That I will agree to abide by the terms and conditions of the Public Procurement (Preference to Make in India) Policy vide GoI Order no. P-45021/2/2017-PP (B.E.-II) dated 15.06.2017 (subsequently revised vide orders dated 28.05.2018, 29.05.2019 and 04.06.2020) MOCI order No. 45021/2/2017-PP (BE II) Dt.16th September 2020 & P- 45021/102/2019-BE-II-Part (1) (E-50310) Dt.4th March 2021 and any subsequent modifications/Amendments, if any and

That the local content for all inputs which constitute the said item/service/work has been verified by me and I am responsible for the correctness of the claims made therein.

Tick (✓) and Fill the Appropriate Category	
<input type="checkbox"/>	I/We _____ [name of the supplier] hereby confirm in respect of quoted items that Local Content is equal to or more than 50% and come under “ Class-I Local Supplier ” category.
<input type="checkbox"/>	I/We _____ [name of the supplier] hereby confirm in respect of quoted items that Local Content is equal to 20% but less than 50% and come under “ Class-II Local Supplier ” category.

- The details of the location (s) at which the local value addition is made and the proportionate value of local content in percentage

Address _____ Percentage of Local content: _____%

For and on behalf of (Name of firm/entity)

Authorized signatory (To be duly authorized by the Board of Directors)

<Insert Name, Designation and Contact No.>

[Note: In case of procurement for a value in excess of Rs. 10 Crores, the bidders shall provide this certificate from statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content.]

This letter should be on the letterhead of the quoting firm and should be signed by a competent authority. Non-submission of this will lead to Disqualification of bids.

(To be given on the letter head of the bidder)

No. _____

Dated: _____

CERTIFICATE

(Bidders from India)

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that I am not from such a country.

OR (*whichever is applicable*)

(Bidders from Country which shares a land border with India)

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that I from _____ (Name of Country) and has been registered with the Competent Authority. I also certify that I fulfil all the requirements in this regard and is eligible to be considered. *(Copy/ evidence of valid registration by the Competent Authority is to be attached)*

Place:

Date:

Signature of the Tenderer
Name & Address of the
Tenderer with Office Stamp