

**INDIAN INSTITUTE OF TECHNOLOGY MADRAS, CHENNAI 600036**

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**TENDER DOCUMENT**

**(FSSAI CERTIFICATION IS A MUST TO PARTICIPATE IN THIS TENDER)**

Date of release of tender : 12/03/2018

NAME OF WORK : CATERING SERVICES FOR SENATE DINNER – 2018

EMD AMOUNT :Rs.10,000/- (Rupees Ten Thousand only)

PRE-BID MEETING :22/03/2018 (Thursday) at 3 p.m.  
Venue : O/o Dean (Students), IIT Madras

LAST DATE OF TENDER SUBMISSION : 26/03/2018 (Monday)  
up to 15:00 hrs.

ADDRESS FOR SUBMISSION OF TENDER: The Chairman, Committee for Hospitality,  
Institute Day, C/o Dean AC, IIT Madras,  
Chennai-600036.

DATE OF OPENING OF TECHNICAL BID: 26/03/2018 (Monday)  
at 15:15 Hrs at the O/o Dean (Students), IIT  
MADRAS.

REFERENCE NO: SD/2018 dated 12/3/2018

## LIMITED TENDER NOTICE: CATERING SERVICES FOR SENATE DINNER - 2018

### **1. Submission of Tender:**

The tender can be submitted on all days except Saturdays and Sundays. The due date and time for the submission of the tender is on or before 26.03.2018 **by 15:00 hrs.** In the event of the last day being declared as a holiday, the tenders can be submitted up to 15:00 Hrs. on the following working day. In that case, tenders will be opened at 15.15 Hrs. on the same day.

### **2. Two-bid System:**

The offers/bids should be submitted under two-bid system, i.e., Technical bid and Price bid. The following documents are required to be submitted in response to the tender notice.

- Technical Bid should consist of all the details as specified in the Schedules along with commercial terms and conditions. **There should be no cost indication whatsoever in the Technical Bid.**
- Envelope 1 should contain a covering letter and the EMD for Rs.10,000/- (Rupees Ten Thousand only) vide Demand Draft/Banker's pay order drawn in favour of The Registrar, IIT Madras", payable at Chennai. This envelope should be **super-scribed as "EMD"**.
- Envelope 2 should contain signed tender document, Schedule A, and Schedule B, with a profile document containing details of projects already undertaken with photographs/links to website, if any, and approx. cost of these projects. This envelope shall **be super-scribed as "Tender Schedules"**.
- Envelope 3 should contain Schedule-C (Price Bid) indicating the price for the catering service. This envelope should be sealed and **super-scribed as "Price Bid"**. The second cover will be opened only for proposals (in first cover) that are found to be acceptable, and the winning bid will be selected based on a combination of points awarded to food tasting by a team of forty faculty, staff, and students, and price.

All the above three envelopes, namely, Envelopes 1, 2 and 3, must be placed in a larger envelope, sealed and submitted on or before the due date and time. The larger outer envelope shall be super-scribed as **"Tender for SENATE DINNER 2018, IIT MADRAS."**

### **3. Earnest Money Deposit (EMD):**

*Any tender without the EMD will be considered as NON-RESPONSIVE and SUMMARILY REJECTED.* photo/Fax copies of the Demand Draft/Banker pay orders will not be accepted. No interest will be paid on the EMD. The EMD shall be converted as security deposit of the successful bidder(s). EMD of unsuccessful bidder(s) will be returned to them within a week of opening the tender.

### **4. Opening of the Tender:**

The bids will be opened by the Committee duly, in the presence of such Bidders or their authorized representatives, who choose to be present, at the appointed place, time and date. Offers found without the EMD or with an invalid EMD will be summarily rejected. On verifying the EMD, the Technical bids will be examined to decide their eligibility for the said work. Bidders whose Technical bids are not found acceptable will be advised of the same and their sealed covers containing the respective Price Bids will not be opened. Their EMD will be returned to them. Only those Price bids of the Bidders whose Technical bids are qualified will be opened.

**5. Final Selection:**

Final selection of the Caterer shall be based on a scoring system to be derived from the food tasting and inspection reports, if inspection of venue of the client is undertaken. If the Tender Committee arrives at a decision that the rate quoted by any Bidder is too low with reference to the quality and quantity expected by the Institute, the respective tenders are likely to be rejected from further consideration. The Tender Committee reserves the right to negotiate the prices quoted by the Bidders.

**6. Disputes and Jurisdiction:**

Any legal disputes arising out of any breach of contract pertaining to this tender process shall be settled in the court of competent jurisdiction located within the city of Chennai in Tamil Nadu.

**7. Performance Guarantee**

On receipt of our Offer Letter, the Caterer will pay 10 % of the value of the work as Performance Guarantee before signing the Agreement, after adjusting the EMD of Rs. 10,000/- already issued at the time of bidding of Tender. No interest will be payable on such Deposit and the amount will be refunded on successful completion of the event.

**8. Penalty Clause:**

Any shortcoming or deficiency of service shall attract penalty, to be decided by the Committee after seeking explanation for the shortcoming/ deficiency in writing from the Caterer.

**Schedule A: Basic details**

<b>S.No.</b>	<b>Description</b>	<b>Information</b>
1a	<b>Name of the Firm/ Company:</b>	
	<b>Complete Address:</b>	
	<b>Phone No.</b>	<b>E-mail ID:</b>
1b	<b>Contact Person / Representative Name and Designation:</b>	
	<b>Phone</b>	<b>Mobile Phone:</b>
2a	<b>License No:</b>	<b>Registration No.:</b>
	<b>PAN:</b>	<b>TAN:</b>
	<b>ESI:</b>	<b>EPF:</b>
	<b>(Enclose copies of the above)</b>	
2b	<b>Proof for payment of income tax and Service Tax/ GST (last three years)</b> (copy of Income Tax and Service Tax/ GST payments to be enclosed)	
3	<b>Details of Catering Work Orders undertaken for 2000 pax in the last 3 years. (Please provide name of the client organisation, total cost, and type of service, buffet or sitting meal provided)</b>	
4	<b>FSSAI Certification No. Whether any Quality Certification/ Patent obtained for any designing (If Yes, copy to be enclosed)</b>	
5	<b>Turnover per annum Rs. (in Lacs)</b> Authenticated copy of audited Statement of Accounts for the last three years should be enclosed (In case the work was executed for private firms/persons, TDS certificate should be submitted)	
6	<b>No. of Employees:</b> <b>Regular</b>	<b>Temporary</b>
7	<b>Litigations, if any, connected with Catering Service</b>	<b>Yes/ No (if yes, details to be furnished)</b>
8	<b>Any other information in support of the credentials</b>	<b>Details , if any, to be furnished</b>

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.**

## Schedule B: Details of Catering Service and Menu

The details of catering service required are given below.

Date & Time	:	Thursday, 26 <sup>th</sup> April 2018 at 7.00 p.m
Venue	:	Open Air Theatre (OAT), IIT Madras.
Type of Service	:	Buffet, Unlimited Servings of ALL items including those mentioned in grams per portion
No. of Counters	:	14 (10 in gallery + 4 special in bowl)
No. of Guaranteed / Expected	:	1400 / 1600

### Menu:

1. Welcome drinks: Fresh Lime Juice and Water Melon Juice
2. Sweet Corn Soup + Onion Pakoda (50 gms per serving, unlimited)
3. Chat items: BhelPoori and DahiPapad chat (both), in 7 Chat Counters, exclusive
4. Vegetable Salad (TO BE SERVED CHILLED)
5. KuzhiPaniyaram and a small Vada (50 gms per serving, unlimited) with two Chutneys (Coconut and Onion- Ginger)
6. Tandoori Roti / Butter Naan
7. Paneer Burji (30-40 gms of panneer per plate)
8. Mixed Vegetable (semi-dry)
9. Veg Pulao of long grain/ Basmati rice (with dry fruits) with Raitha
10. Bisibelebath with Potato Fry
11. White Rice
12. Dal Tadka
13. Pepper Rasam
14. Potato Chips
15. Curd Rice with Mixed vegetable Pickles
16. Hot GulabJamun (50 Gms) and Carrot Halwa (50 Gms) each, per serving, unlimited
17. Ice Creams: 4 flavours (Mango, Chocolate, Strawberry and Vanilla)
18. Drinking Water with paper cups
19. Pappad

### **Terms of Reference and General Instructions:**

1. The above rate includes all expenses related to the event to include but not restricted to service charges, transport, kitchen arrangements, water, area cleaning after the event, etc.
2. Special care shall be taken (and checked) towards maintenance of high standard of hygiene and quality of food, including waste management and disposal at caterer's cost.
3. The specific places in the OAT where the counters are to be established shall be shown to the caterer on ground closer to the date of the event.
4. Each counter shall have an easily readable placard displaying the name of the item being served. This shall be in addition to the Menu Card at the Main Course.
5. One flower arrangement each on the Main Course counter shall be displayed.
6. Each Main Course counter shall be manned by a minimum of three stewards. This may be increased as per requirement at your discretion with the aim of smooth conduct of the event.
7. Linen napkins may be catered for the main course counters at the bowl and those at the gallery may be provided with regular napkins.
8. Mineral/ RO water shall be provided on a separate counter and a placard placed on each of such counters. This may work out to the same number, i.e. 10 on the gallery and 4 in the bowl.
9. All counter tables shall be covered neatly with starched white sheets and colored cloth frills on the sides.
10. The required number of crockery and cutlery shall be arranged.
11. The waiters/ stewards shall wear neatly starched uniform of the firm including polished shoes. They shall be polite and courteous to the guests. Grievances, if any, shall be brought to the notice of Chairman, Committee for Senate Dinner through the Manager(s) on location.
12. The quality of food supplied should conform to the samples provided during food tasting.
13. It must be ensured, by constant observation and supervision, that there is no shortage of any item on the menu.
14. Enough number of large garbage bags shall be brought for collecting the left-over food which shall be carried back and disposed of suitably outside the campus at the caterer's cost.

15. For any shortcoming in executing this work order, proportionate cost shall be deducted.
16. The safety and security of men and material shall be taken care of by the caterer. IIT Madras shall NOT be responsible for any loss/ damage occurring to material and equipment before, during or after the event.
17. Sub-letting is NOT permitted.
18. The caterer shall be self contained for all purpose including water for drinking and cleaning / washing.
19. Full plates equal to the number of pax shall be brought by the caterer, in this case, 1500.
17. The details given herein may be followed scrupulously. The decision of the Committee shall be final and binding.

**Schedule-C : Price Bid**

**(Nett)** Cost per plate inclusive of all taxes is:

Signature of Bidder  
Official seal and address