



INDIAN INSTITUTE OF TECHNOLOGY KANPUR  
OFFICE OF THE ACADEMIC AFFAIRS

KANPUR-208016, UP

Dated: 04.06.2016

**Tender Notice**

Sealed quotations are invited from the caterers of Kanpur for the supply of food/ refreshments for convocation-2016.

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

- a) Mineral water bottles, 200 ml PET, quantity-2000, (chilled) on 26.06.2016 at Auditorium at 1300hrs.
- b) Mineral water bottles, 200 ml PET, quantity-2000, (chilled) on 27.06.2016 at Auditorium/LHC at 0800hrs to 1300hrs.
- c) Minute Maid, fruit Juice, (three flavors) 200ml Tetra Pack, qty-1500(chilled) on 27.06.2016 at Auditorium/LHC at 1200hrs.
- d) Mineral water bottles, 200 ml PET, quantity-2000 (chilled), on 28.06.2016 at Auditorium/LHC at 0800hrs to 1300hrs.
- e) Minute Maid, fruit Juice, (three flavors) 200ml Tetra Pack, qty-1500 (chilled), on 28.06.2016 at Auditorium/LHC at 1200hrs.

2. The order of the contract will be to prepare and cater, Lunch for approximately 1500(one Thousand five hundred) adults on 27<sup>th</sup> and 28<sup>th</sup> June 2016 respectively.

The menu of the Lunch will be including.

Main Course

Dessert

1. Kaochri ,Alu tomato sabji,with thick gravy
2. CholaKulcha
3. Mix Vegetable Pulao
4. DahiPakodi
5. Mineral water bottle 200 ml.

1. GulabJamun
2. MatkaKulfi
3. Tea/ Coffee

The above mentioned menu has to be prepared and served at the Mess of Hall of residences in the institute campus. The lunch will be served at two or three,Messes and has to be catered at the designated dining Halls between 1200hs and 1600hrs. The dining strength at each mess dining hall will be approximately 500 to 700.

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 except the wooden tables for display purpose and a designated area for the preparation of the food items if the supplier so desires.

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 13/06/2016. The quotation shall be opened before the committee on 13/06/2016 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. 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.
6. The institute may accept or reject the any or all offer without any reason.

#### A. Eligibility Criteria

1. Firm should be registered under any prevailing law in India.
2. Firm should have excellent goodwill and name-fame in the town and particularly , IIT ,Kanpur
3. Firm should have minimum 6 (six) years' experience of providing out-door catering services, especially academic catering for a minimum of 1500 persons.
4. Preference will be given to the firms already having experience of large catering. 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 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 1200hrs and will continue till 1600hrs

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 Dining Hall 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 sugar and milk should be used/served. Nescafe 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.

(AK Misra)  
Sr. Dy Registrar  
DOAA