



**INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY-DELHI (IIIT-DELHI)  
(A State University established by the GNCTD)**

**NOTICE INVITING SHORT NOTICE TENDER FOR CATERING SERVICES FOR THE CONFERENCE  
AT IIIT-DELHI CAMPUS AT OKHLA PHASE III NEW DELHI - 110020  
AND  
SHIV NADAR INSTITUTION OF EMINENCE CAMPUS, NH91, TEHSIL  
DADRI, GREATER NOIDA, UTTAR PRADESH 201314**

**Tender No- 07//2024 dated 17.05.2024**

**Notice Inviting Tenders for Catering Services for Conference on 10th June, 2024 to 15th June, 2024 at Shiv Nadar Institution of Eminence, Greater NOIDA (3 days) and IIIT-D, Okhla Phase-3 (3 days)**

**IIIT-Delhi invites in two bid systems (Technical and Financial) for the following services from eligible, experienced and financially sound Companies/Firms/Agencies for providing Catering Services**

Name of Work:	<b>Tender for Catering Services for EMBO Conference</b>
Tender No	07/2024 dated 17.05.2024
Date of Start and downloading the tender (Tender document available from www.iiitd.ac.in)	17.05.2024
Technical Bid Submission end date (Last date and time) for receipt of bids	24.05.2024 at 1200 Hrs. (tender deposit in the Tender Box kept on 2nd Floor of Academic Block of the Institute)
Date and time of bid opening of Technical Bids	24.05.2024 at 1230 hrs
Financial bids of only those bidders, who qualify for bidding will be opened.	Only those tenderers who have submitted the required documents as prescribed in the tender document will be considered for the opening of the Financial Bid. The date and time for the same will be decided later.
Address for communication & submission of tender documents and opening of technical bid	Registrar, IIIT-DELHI, Okhla Industrial Area, Phase III, New Delhi 110020
Tender Fee/cost	Rs.590/- (Rupees Five hundred only) in the form of a demand draft/ pay order in favor of IIIT- Delhi Collections which is non-refundable. NEFT Transfer A/c details are as under: Bank - HDFC Bank LTD, Okhla Industrial Area Phase –III New Delhi 110020 Beneficiary's Name - IIIT Delhi Collections Account No - 20741110000035 IFSC code- HDFC0002074 In case of on-line payment of Tender Fees - UTR No. (For Tender Fee)
Earnest Money Deposit:	The completed tender along with the Earnest Money Deposit (EMD) of Rs.10,000/- by way of bank draft / Pay order in favor of <b>IIIT Delhi Collections</b> payable at Delhi.
Contract Duration	<b>For the days of 10th June, 2024 till 15th June, 2024 at IIIT Delhi and SNIoE (G.Noida)</b>
Clarification/Queries, if any, can be addressed to	Email ID: admin-project@iiitd.ac.in phone no- 01126907563/64/65

**Bid Schedule Note :** MSME firms are exempted from EMD & Tender fees. However, such firms have

to submit a Bid Security Declaration/undertaking with a certificate. If the MSME firms do not submit the Bid security Declaration, then the bid shall be rejected. Such firms have to submit documentary evidence in support of their firm's MSME status in the particular area of operations along with an application for exemption.

***Note: This tender document contains 14 pages, and bidders are requested to sign on all the pages. The duly filled-in bid should be sealed by the bidders and super-scribed as "Tender for Catering Services for Conference Event from 14th of June till 21st of June, 2024 at IIIT-Delhi, and SNIoE, Greater Noida. Catering contractors should be capable of providing the catering services and allied services at IIIT-Delhi and Shiv Nadar Institution of Eminence Greater Noida U.P. of high quality with best quality ingredients with AGMARK/BIS/FSSAI registration using quality ceramic chinaware , crockery and superior cutlery with water dispensers biodegradable glasses/straws/ancillaries for water .Zero Plastic Policy shall be allowed. Vendors will provide well decorated serving and eating tables with white tops and colored frills and covered cushion chairs.***

The Registrar, IIIT-Delhi, reserves the right to accept/ reject any or all bids/offers/tenders either in part or in full without assigning any reasons thereof.

The interested agencies may submit their Technical Proposal along with the following documents, duly authenticated and stamped by the proprietor or authorized signatory: (Certificate to be enclosed)

If there is any addendum/corrigendum related to the tender, it shall only be published on the IIITD website (<https://www.iiitd.ac.in/tenders>). The Bidders are advised to check the IIITD website regularly. No other mode of notice will be given.

If the last date of receiving/opening of the bids coincides with a holiday, then the next working day shall be the receiving/opening date.

**SCOPE OF WORK**

A. Providing Catering Services for **Conference Events from 10th of June till 15 of June, 2024 at IIIT-Delhi, and Shiv Nadar Institution of Eminence, Greater Noida.**

The **Breakfast, Lunch and Dinner Menu** are given below:

<b>Breakfast</b>	<b>10th June</b>	<b>11th June</b>	<b>12th June</b>	<b>13th June</b>	<b>14th June</b>	<b>15th June</b>
<b>Location</b>		<b>SNIOE, Greater Noida</b>	<b>SNIOE, Greater Noida</b>	<b>IIIT-Delhi</b>	<b>IIIT-Delhi</b>	<b>IIIT-Delhi</b>
Option 1 (mandatory)	NA	Idli & Vada, Sambar, Chutney	Bedmi Poori with Aloo Sabzi	Amritsari Kulcha with Chole	Kachori and aloo sabji	Bread omelet
Option 2 (mandatory)	NA	Upma, Sambar, Chutney	Vermicelli with vegetables	Paratha with Curd and Pickles	Dhokla with Chutney and fried chilies	Bread Butter and Jam
Option 3 (mandatory)	NA	Bread Butter and Jam	Bread Butter and Jam	Bread Butter and Jam	Bread Butter and Jam	Poha with Chatney
Juice	NA	Seasonal Juice (2 types)	Seasonal Juice (2 types)	Seasonal Juice (2 types)	Seasonal Juice (2 types)	Seasonal Juice (2 types)
Coffee/Tea/Milk	NA	Coffee/Tea/Milk	Coffee/Tea/Milk	Coffee/Tea/Milk	Coffee/Tea/Milk	Coffee/Tea/Milk
Biscuits and Russ	NA	Yes	Yes	Yes	Yes	Yes
Fruits	NA	Fresh cut fruits	Fresh cut fruits	Fresh cut fruits	Fresh cut fruits	Fresh cut fruits
<b>Lunch</b>	<b>10th June</b>	<b>11th June</b>	<b>12th June</b>	<b>13th June</b>	<b>14th June</b>	<b>15th June</b>
<b>Location</b>		<b>SNIOE, Greater Noida</b>	<b>SNIOE, Greater Noida</b>	<b>IIIT-Delhi</b>	<b>IIIT-Delhi</b>	<b>IIIT-Delhi</b>
Starters	NA	Medu Vada (veg) and Tandoori paneer	Vegetable Seekh Kebab + Non-Veg Seek Kabab	Paneer Tikka + Chicken Pakora	Pyaz Kachori + chicken pakora	NA
Soup	NA	Chettinad Thakkali Soup and Rasam	Vegetable and Chicken Soup	Dal Shorba + Chicken Soup	Dal Shorba + Chicken Soup	NA
Salad	NA	Seasonal Veggies, sprouts and pickles	Kachumber Salad	Seasonal Veggies, sprouts and pickles	Kachumber Salad	NA
Raita/Curd/Curd milk/Lassi	NA	Curd Rice	Raita	salted butter milk and mango lassi	Boondi Raita	NA
Main course Veg	NA	Rava Dosa with sambar and Chutney	Paneer Butter Masala	Mix Vegetable	Dal Baati Churma	NA
Main course Non-Veg	NA	Soya chaap	Chicken Rogan Josh	Butter Chicken	Kadai Chicken	NA
Rice (plain, pulao or biryani)	NA	Plain rice	Pulao	Pulao	Rice	NA

Breads/Dosa/ Protha	NA	Dosa	Naan and Tandoori roti	Naan and Tandoori roti	Tawe ki roti	NA
Sweets	NA	Gulab Jamun	Shahi Tukda	Ice Cream	Laddu	NA
Drinks	NA	Buttermilk	Aam Panna	Mango Lassi	Rose sherbat	NA
Seasonal uncut fruits (different combination for all days)	NA	Three seasonal cut fruits	Three seasonal cut fruits	Three seasonal cut fruits	Three seasonal cut fruits	NA
<b>Dinner</b>	<b>10th June</b>	<b>11th June</b>	<b>12th June (Gala Dinner)</b>	<b>13th June</b>	<b>14th June</b>	<b>15th June</b>
<b>Location</b>	<b>SNIOE, Greater Noida</b>	<b>SNIOE, Greater Noida</b>	<b>SNIOE, Greater Noida</b>	<b>IIIT-Delhi</b>	<b>IIIT-Delhi</b>	<b>IIIT-Delhi</b>
Starters	vegetable chop (veg) and macher chop (non-veg)	Vegetable Pakoras + Crispy corn	Paneer Tikka + Chicken Tikka	Hara Bhara Kebab + Amritsari Fish Fry	Creamy Chicken Curry + Soya Chaap	NA
Soup	Tomato Dhoney Patar Jhol and Coriander Chicken Malai Curry Soup	sweet corn vegetable soup	Murgh Yakhni + Tomato Shorba	Dal Shorba + Chicken Shorba	Gatte Ka Soup + Chicken Shorba	NA
Salad	Seasonal Veggies, sprouts and pickles	Raw Mango Salad	Seasonal Veggies, sprouts and pickles	Kachumber Salad	Ghevar ki Chat	NA
Raita/Curd/Curd milk/Lassi	Raita (with cucumber, boiled potato, or eggplant)	Cucumber Raita	Dahi Bhalla, Papadi and Golgappe	Mint Raita	Bhindi Raita	NA
Main course Veg	Aloo Posto	Aloo Gobi	Shahi Paneer + Dal Makhani	Chole Masala	Gatte Ki Sabzi	NA
Main course Non- Veg	Chicken kosha	Shahi Paneer	Boneless Butter Chicken + Ginger Fish fry (boneless)	Amritsari Chicken Masala	Rajasthani Murgh Ka Soola	NA
Rice (plain, pulao or biryani)	Plain rice	Plain rice	Hyderabad Biryani	Vegetable Pulao	Chana Dal Khichdi	NA
Breads/Dosa/Prot ha	Luchi	Plain Dosa + Sambar	Naan + Tandoori Roti	Tandoori Roti	Tawe Ki Roti	NA
Uncut seasonal fruits	Three uncut seasonal fruits	Three uncut seasonal fruits	Three uncut seasonal fruits	Three uncut seasonal fruits	Three uncut seasonal fruits	
Sweets	Rasgulla	Coconut Ladoo	Rabri + Gulab Jamun	Phirni	Ghevar	NA

The **Tea and High Tea** menu are given below:

<b>Dates</b>	<b>Location</b>	<b>Normal Tea or High Tea Specification</b>	<b>Approx time</b>
11th June	SNIoE, Noida	Regular tea/coffee with and without milk + mix baked cookies	10:30 AM
12th June	SNIoE, Noida	Regular tea/coffee with and without milk + mix baked cookies	10:30 AM
13th June	IIT-Delhi	Regular tea/coffee with and without milk + mix baked cookies	10:45 AM
14th June	IIT-Delhi	Regular tea/coffee with and without milk + mix baked cookies	10:45 AM
<b>Dates</b>	<b>Location</b>	<b>High Tea Menu</b>	<b>Approx time</b>
11th June	SNIoE, Noida	Regular tea/coffee with and without milk + mix baked cookies	4:00 PM
12th June	SNIoE, Noida	Regular tea/coffee with and without milk + mix baked cookies	3:00 PM
13th June	IIT-Delhi	Regular tea/coffee with and without milk + mix baked cookies	3:00 PM
14th June	IIT-Delhi	Regular tea/coffee with and without milk + mix baked cookies	3:00 PM
14th June	IIT-Delhi	Regular tea/coffee with and without milk + mix baked cookies + Kachori or Samosa (anyone) and Veg sandwich	5:30 PM

\*\* Water dispensers will be installed throughout the event with cold, normal and warm water

Tentage Items for Catering included in the cost of food as mentioned in earlier items:

- Expected Attendees: 110 (Minimum Guarantee)
- Event Duration:
  - 10th June (Dinner Only)
  - 11th-14th June (Three meals per day) + Tea/Coffee: 2 sessions as per regular schedule, except for 14th June with one additional high-tea session (please check the table above).
  - 15th June (Breakfast Only)
- Additional Arrangements:
  - high teas every day from 11th June to 14th June
- Special Requirements:
  - 1 Vegetarian Day (mandatory by funding agency) on 11th June
  - Gala Dinner on 12th June
- Water Dispensers:
  - Install water dispensers throughout the event venue with options for cold, normal, and warm water including high-quality water bottle refills consistently installed to ensure water supply.
  - Catering should be served in non-disposable wares, and plastic (plastic) bottled water and plastic cups should be avoided.
- Utensils and Serving Equipment:
  - Arrange all necessary utensils and serving equipment for the event.
- 10th June (Dinner Only):
  - Regular dinner service.
  - 11th June (Three meals per day + Vegetarian Day):
  - Breakfast, Lunch, and Dinner: Vegetarian meals only, as mandated by the funding agency
  - Tea: 2 sessions as per regular schedule.
- 12th June (Three meals per day + Gala Dinner):
  - Breakfast, Lunch, and High Tea: Regular meal service.
  - Gala Dinner: Special menu with additional items to be arranged.
- 13th-14th June (Three meals per day):
  - Regular meal service for breakfast, lunch, and dinner, including high tea sessions.
- 15th June (Breakfast Only):
  - Breakfast service only
- To be provided by caterer:
  - Bone China Crockery - Plates, Katori, SS spoons, etc. for speakers and participants.
  - Buffet Tables (With Cloth and Frill, Need to change every day with multiple color combinations) size: 6 feet x2 feet (40 quantities).
  - Round Tables (With Cloth and Frill, Need to change every day with multiple color combinations) 4 FEET (18 QTY).
  - Banquet Chairs with covers (Need covers neat and clean, stained covers need to be changed on a daily basis) (100 QTY).
  - Service waiters neatly dressed in white shirts and black trousers with tie and bow tie.
  - Caterers will be providing two big standing fans (with a water dropper to maintain a cool temperature).
  - Round standing type(bar) tables – 10 Nos
- Kitchen Tentage with cover and Hygienic Working Tables – as per catering requirements
- Any other requirement necessary to properly organize the catering with maintenance of hygiene conditions and use of head cover, gloves and mask must be maintained to prevent any spread of infectious diseases.
- All serving/person on duty in the counter must be wearing standard clean duly ironed uniform with company badges.

**Note:**

- a. The prices must be quoted as per the above minimum assured quantity of as above plates but final billing will be based on actual quantities used, which may be higher based on actual attendance but not less than above qty.
- b. If the number of estimated attendees (As above) is exceeded, the bidder has to cater to the same and additional confirmatory order shall be placed to the bidder after mutually ascertaining the increased count on actual basis.
- c. Quoted rates should be sufficient to meet all the contractual obligations efficiently including statutory deductions.
- d. **The interested bidders can visit the FMS office, Room No. A-203, Second Floor, Old Academic Block, IIT Delhi 110020 between 11:00 AM to 5:00 PM (Monday to Friday). for any further clarification.**
- e. The Institute (SNIoE) shall hand over the site in the morning of 10.6.2024, until they successfully complete their duties at SNIoE until 11 p.m. In the case of the event at IIT-Delhi, the Institute (IIITD) will hand over the place on the evening of 12.6.2024 to the technically qualified lowest evaluated bidder for arranging the catering services at the IIITD Venue. Note: The caterer should ensure that there is an adequate number of arrangements to facilitate a smoother transition between the institutions, without compromising the facilities and food.
- f. Hygienic conditions should be maintained by the firm during the preparation and service of the food. Venue should be cleaned properly after the event is finished.
- g. Caterers will provide Bone China crockery, including plates and katori, tea/coffee cups, glasses, stainless steel cutlery, tissues, and any other associated items for breakfast, lunch and dining for 110 delegates.
- h. The Buffet sets should be adequate in number. An adequate number of waste collection units should be provided.
- i. Sufficient quantity of food should be prepared by the firm for the program. It should be ensured by the firm that scarcity of any item should not happen at the later stage of food serving.
- j. All safety measures with regard to fire and theft /wastage of raw materials/ ready materials will have to be taken care of by the firm.

**Guidelines for Submission of Tender**

The bids are to be submitted in two parts

- i. Sealed Technical Bid, along with Technical documents in one sealed envelope super-scribed “**TECHNICAL BID**” should be kept in Envelope I.
- ii. Sealed Financial Bid, placed in a separate envelope super-scribed “**FINANCIAL BID,**” should be kept in Envelope II.
- iii. The above-mentioned two sealed envelopes should bear the name and complete postal address of the bidder. Sealed envelopes containing Technical Bid and Financial Bid should be placed in a bigger envelope super-scribed with the name of **Tender for Catering Services for Conference Event at IIT-Delhi, and SNIoE, Greater Noida.**
- iv. This bigger envelope, should be dropped in the Tender Box and Tender received after the due date and time shall not be accepted.

**★ Opening of Bids:**

- i. **The Technical Bids will be opened on 24th May 2024 at 12:30 Noon at IIT Campus** in the presence of the bidders or their authorized representatives (duly supported with authorization letter). This will be followed by a presentation by the technically qualified bidders on 28th May 2024.
- ii. **The Financial Bids of only technically acceptable tenders will be opened for further consideration and intimated to the shortlisted vendors.** The decision of the Institute in this regard will be final and no requests etc. will be entertained from the bidders. The date and time of opening of financial bid(s) will be intimated only to such bidders who are found eligible as per evaluation criteria prescribed by the Institute.

The Institute also reserves the right to reject any or all the bids without assigning any reason thereof.



**Proforma for Technical Bid**

1.	Name of Tendering Company/ Firm/ Agency (Submit Certificate of Registration)				
2.	Name of Director/Proprietor of Company/Firm/Agency				
3.	Full Address of Registered Office with (i) Telephone/Mobile No. (ii) Fax (iii) E-mail				
4.	Full Address of operating/ Branch office with (i) Telephone/Mobile No. (ii) Fax (iii) E-mail				
5.	Banker of Company/ Firm/Agency with full Address (Attach self certified copy of Bank Passbook/Statement)				
6.	PAN (Attach self attested copy)				
7.	GST No. (Attach self attested copy)				
8.	Number of years of experience in providing catering services of similar magnitude at official gatherings/events in Central Educational Institutions/ Autonomous Bodies/Public Sector Undertakings/ MNC/ Corporate Sector/reputed private organization during /Central/State Government Departments/Central Research Organizations				
9.	Details of successfully completed contracts in providing catering services of similar magnitude at official gatherings/ events in Central Educational Institutions/ Autonomous Bodies/Public Sector Undertakings/ MNC/ Corporate Sector/reputed private organization during /Central/State Government Departments/Central Research Organizations	Sl . No.	Detail s of client along with addres s, teleph one and e- mail Id	Amou nt of Contr act (in Rs.)	Duration of Contract (From To)
10.	Number of Satisfactory Performance Certificate/Work Order				

11.	CA certified copies of annual accounts P&L account, Income and expenditure account along with Balance Sheet for the preceding three years (FYs-2020-21 to 2022-23).	
12.	Total turnover financial year wise for at least any three years during the last three (3) financial years (FYs-2020-21 to 2022-23). (As per proforma given below)	
13.	Details of Submission of Tender Fees	
	(i) UTR No. (ii) Date (iii) Amount Proof of transaction to be Submitted with technical bid	
14	FSSAI certification	

Certified that all the terms and conditions mentioned in the tender document are acceptable to me/us.

Signature of the Tenderer with stamp

Dated:

## MINIMUM QUALIFICATIONS REQUIRED FOR BIDDING

The bidders having following minimum qualification are eligible for bidding:

1. Submission of EMD & Tender Fee or valid NSIC / MSME certificate/document.
2. The bidder must have minimum 7 (Seven) years of experience in providing/hosting catering services at official gatherings/ events in Central Educational Institutions/ Autonomous Bodies/ Public Sector Undertakings/Central/State Government Departments/Central Research Organizations (Copies of relevant orders and satisfactory user certificates to be submitted as proof along with technical bid).
3. The bidder must have executed at least 1(One) contract with satisfactory reports from the users for providing/hosting catering services at official gatherings/ events in Central Educational Institutions/ Autonomous Bodies/Public Sector Undertakings/ MNC/ Corporate Sector/reputed private organization during/Central/State Government Departments/Central Research Organizations of not less than Rs 7 Lac during last seven years. (Copies of relevant orders / satisfactory user certificates to be submitted as proof along with technical bid) **(Annexure-X)**
4. The bidder/Company/Firm/Agency must have an average annual turnover of Rs.25 Lakhs or more for the last three (3) financial years (from catering services only) during the last three (3) financial years. (CA certified copies of annual accounts P&L account, Income and expenditure account along with Balance Sheet for the preceding three years (to be submitted as proof along with the technical bid.) **Annexure-Y**
5. The bidder /Company / Firm / Agency should have valid PAN and GST Number (Copies to be submitted with technical bid).
6. Any individual/ Firm which has been blacklisted by IITD or any other Central/ State Government Organization/ PSU/Universities in the past three financial years, will not be eligible to participate in the tender process. **Annexure-YY**
7. The registered office/ branch office of the bidder should be located in Delhi/NCR.
8. The bidder /Company / Firm / Agency should have its own Bank Account.

Exemption to comply with any of the above criteria must be duly supported by the Government orders and/or OMs and other Government documents and copy(s) of the same must be submitted.

Non-compliance with any of the above conditions by the Caterer will amount to non- eligibility for the services for which tender has been floated and its tender will be rejected being non responsive.

Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice the purpose. All documentary proofs including user satisfactory reports must be submitted with the technical bid.

#### 4. Bid Evaluation Criteria

Sl. No.	Description	Criteria for Marks	Maximum Marks
1.	Number of years of experience in providing catering services of similar magnitude(min 1000) at official gatherings/events in Central /State Educational Institutions/ Autonomous Bodies/Public Sector Undertakings/ MNC/ Corporate Sector/reputed private organization during /Central/State Government Departments/Central Research Organizations	5 marks for 1 year of experience subject to maximum of 30 marks	30
3	Number of successfully completed contracts of similar magnitude for providing/hosting catering services at official gatherings/ events in Central Educational Institutions/ Autonomous Bodies/Public Sector Undertakings/ MNC/ Corporate Sector/reputed private organization during /Central/State Government Departments/Central Research Organizations of not less than Rs 7 Lac during last seven years. (Annexure-X)	5 marks for 1 contract each subject to maximum of 25 marks	25
4	Minimum average turn-over of Rs.25 lakhs or more for at least three (3)years (from catering services only) during the last three (3) financial years Annexure-Y	5 marks for minimum turnover of at least Rs. 25 Lakhs for 3 years and 3 mark each for additional multiples of Rs. 25 Lakhs subject to maximum of 5 marks	15
	<b>Total</b>		<b>70</b>

**A. Technical Evaluation Scheme**

The technical committee will evaluate the proposals on various parameters as detailed in this document. Bidders meeting the bidder's minimum eligibility criteria and scoring a minimum of 55 marks in aggregate (out of 70) will be qualified for presentation. The evaluation of the catering committee will be final and binding.

**B. Presentation**

All technically qualified bidders will have to present about their experience and previous performance in catering services before the Committee, IIITD. The presentation will be of 15 minutes. The presentation will be evaluated for maximum 30 marks and qualifying marks will be 15 marks.

**Food Quality Assurance and Feedback Provision**

The selected caterer, following the tendering process, shall be required to provide samples of committee-selected menu items for tasting to assess food quality and seek recommendations. Sample to be brought: One Butter chicken dish and One veg dish (shahi paneer or Gatte ki sabzi). **This shall be part and parcel of the technical & presentation scheme.**

**C. Financial Evaluation Scheme**

Financial Bids of only those bidders will be opened who are declared qualified in both stages i.e. in technical evaluation (A) stage and in presentation stage (B) and who are having a total of 70 marks or above out of maximum 100 marks as per marking scheme given in this tender document.

Financial bids will be evaluated based on the lowest price.

However, the Institute reserves the right to reject any financial bid on the basis of abnormally low and/or high prices quoted in comparison to the prevailing market price (s) of any item and/or all items. The Institute's decision shall be final and binding in this regard.

**The substantial responsive Bidder/Company/Firm/Caterer will be declared finally successful for award of contract after financial evaluation based on Lowest Price basis.**

**LIST OF PRESENT AND PAST CLIENTS DURING LAST SEVEN YEARS.**

Please give complete details as per the following format along with the Experience Certificate issued by clients/organization's. This information provided will facilitate evaluation of Technical Bid).

S l . N o	Name of the Organisation with complete postal address mentioning Central Educational Institutions/ Autonomous Bodies/Public Sector Undertakings/ MNC/Corporate Sector/reputed private organization during /Central/State Government Departments/Central Research Organizations	Name and Designation of the Contract Person with Telephone No. / Mobile No. / E-mail ID.	Nature of Work	Completion Work Done Amount- if any	Completed or Not

**Signature of the Authorized Signatory with Seal of the Agency/ Firm**

**CERTIFICATE REGARDING TURN-OVER OF TENDERER DURING THE LAST THREE FINANCIAL YEARS”**

I / We, M/s , hereby confirm that the average total turn-over of the firm/company and profit earned for the last three financial years. The financial year-wise break-up is given below: -

<b>S.NO</b>	<b>FINANCIAL YEAR</b>	<b>ANNUAL TURN-OVER FOR THE YEAR</b>	<b>PROFIT EARNED FOR THE YEAR</b>
1	2020-21		
2	2021-22		
3	2022-23		

**Signature of the Authorized Signatory with Seal of the Agency/ Firm**

**Annexure-YY**

NON-BLACK LISTING DECLARATION on stamp paper of Rs10/-

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO  
BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION

**UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT**

To, Registrar IIITD Campus Okhla Phase-III, New Delhi-110020

We hereby confirm and declare that we, M/s -----, are not blacklisted/ De-registered/ debarred by IIITD/any Government department/ Public Sector Undertaking/ Private Sector/University or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years. Signature of the Authorized Signatory with Seal of the Agency/ Firm

**Signature of the Authorized  
Signatory with Seal of the  
Agency/ Firm**



**FINANCIAL BID**

(Catering Services for Conference Event from 10th of June till 15 of June, 2024 at IIIT-Delhi, and SNIoE, Greater Noida)

Name of the Caterer:

S.No	Description	Services	Location	Qty	Rate	Amount
<b>A</b>	<b>Catering charges</b>					
1	Catering charges per plate - 10th June 2024	Dinner	SNIoE, Greater Noida	110		
2	Catering charges per plate – 11th June 2024	Breakfast	SNIoE, Greater Noida	110		
3.	Catering charges per plate – 11th June 2024	Lunch	SNIoE, Greater Noida	110		
4.	Catering charges per plate – 11th June 2024	Dinner	SNIoE, Greater Noida	110		
5.	Catering charges per plate – 11th June 2024	High Tea : 2 sessions as per regular schedule.	SNIoE, Greater Noida	110		
6.	Catering charges per plate - 12th June 2024	Breakfast	SNIoE, Greater Noida	110		
7	Catering charges per plate - 12th June 2024	Lunch	SNIoE, Greater Noida	110		
8	Catering charges per plate - 12th June 2024	Gala Dinner	SNIoE, Greater Noida	110		
9	Catering charges per plate - 12th June 2024	High Tea: 2 sessions as per regular schedule.	SNIoE, Greater Noida	110		
10	Catering charges per plate - 13th June 2024	Breakfast	IIIT-Delhi	110		
11	Catering charges per plate - 13th June 2024	Lunch	IIIT-Delhi	110		
12	Catering charges per plate - 13th June 2024	Dinner	IIIT-Delhi	110		
13	Catering charges per plate - 13th June 2024	High Tea: 2 sessions as per regular schedule	IIIT-Delhi	110		
14	Catering charges per plate - 14th June 2024	Breakfast	IIIT-Delhi	110		
15	Catering charges per plate - 14th June 2024	Lunch	IIIT-Delhi	110		
16	Catering charges per plate - 14th June 2024	Dinner	IIIT-Delhi	110		
17	Catering charges per plate - 14th June 2024	High Tea: 2 sessions as per regular schedule	IIIT-Delhi	110		
18	Catering charges per plate - 15th June 2024	Breakfast	IIIT-Delhi	110		
	<b>TOTAL</b>					
	<b>GST @</b>					
	<b>TOTAL COST INCLUSIVE OF GST</b>					

**Note:**

1. The prices must be quoted as per the above minimum assured quantity of as above plates but final billing will be based on actual quantities used, which may be higher based on actual attendance but not less than above plate.
2. If the number of estimated attendees at the Conference Event, the bidder has to cater to the same and additional confirmatory order shall be placed to bidder after mutually ascertaining the increased count on actual basis and will be paid on a proportionate basis.
3. Quoted rates should be sufficient to meet all the contractual obligations efficiently including statutory deductions.
4. Financial bid will be submitted separately as per BOQ format and not along with technical bid.
5. Payment terms: 25% will be released with work order against PDC and 25 % advance against material delivery. Balance payment will be released after the event following due payments.

Authorized Signature:

Name of the Authorized person:

Name of the Company: Address of the

Company:

Contact No:

Email