



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 RIISE
Event ON 15th &16th March, 2024
AT IIIT-DELHI CAMPUS AT OKHLA PHASE III NEW DELHI - 110020

Tender No- 05/2024 dated 23.02.2024

Notice Inviting Tenders for Catering Services for RIISE and E-summit Event on 15th and 16th Mar 2024 at IIT Delhi

IIT-Delhi invites in two bids system (Technical and Financial) for the following services from eligible, experienced and financially sound Companies/Firms/Agencies for providing Catering Services for RIISE and E-summit Event On 15th and 16th Mar 2024

Bid Schedule

Name of Work:	Tender for Catering Services for RIISE and E-summit Event on 15th and 16th Mar 2024 at IIT-Delhi.
Tender No	05/2024 dated 23.02.2024
Date of Start and downloading the tender (Tender document available from www.iitd.ac.in)	23.02.2024
Technical Bid Submission end date (Last date and time) for receipt of bids	06.03.2024 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	06.03.2024 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, IIT-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 IIT-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 - IIT 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.15,000/- by way of bank draft / Pay order in favor of IIT Delhi Collections payable at Delhi.
Contract Duration	For the day of RIISE Event i.e 15th and 16th Mar 2024
Clarification/Queries, if any, can be addressed to	Email ID: admin-project@iitd.ac.in phone no- 01126907563/64/65

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 RIISE and E-summit Event on 15th and 16th Mar 2024 at IIT-Delhi.

The Registrar, IIT-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 IITD website (<https://www.iiitd.ac.in/tenders>). The Bidders are advised to check the IITD 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 **RIISE Event on 15th and 16th Mar 2024 IIIT-Delhi.**

The **Breakfast, Lunch and High tea** are to be provided. The menu is given below:

S. No	Date and time	High-Tea/ Lunch	Menu	Number of plates	Other Requirements
1.	15 th Mar 2024	Breakfast	<ul style="list-style-type: none"> • Tea/Coffee • Cookies • Veg Cutlet • Sandwich 	750 Persons	
2.	15 th Mar 2024	Lunch	<ul style="list-style-type: none"> • Dal Makhani • Shahi Paneer • Malai Kofta (small round ball white gravy) • Dahi Bhalla with Chutney • Rice - Matar Pulao • Roti - Tandoori, Naan, Lacha Paratha (small size) • Sweet - Ice Cream (Vanilla) + Gulab Jamun • Salad, Papad, Aachar, Water Bottle. 	750 Persons	<p>To be provided by caterer- Bone China Crockery - Plates, Spoons, Katori etc. for delegates (300)</p> <p>Disposable-Compartment wooden spoon Square Plate, Katori, Spoons etc for Students (450)</p>
3.	15 th Mar 2024	High- Tea	<ul style="list-style-type: none"> • Cookies • Tea/Coffee • veg sandwich (s) • Muffin 80g • Onion kachori • Dhokla 	750 Persons	
4	16 th Mar 2024	Breakfast	<ul style="list-style-type: none"> • Tea/Coffee • Cookies • Poha • Sandwich 	500 Persons	
5	16 th Mar 2024	Lunch	<ul style="list-style-type: none"> • Chole Pindi- medium Dry • Kadai Paneer • Aloo Gobhi • Mix Raita • Rice - Matar Pulao • Roti - Tandoori, Naan, Lacha Paratha (small size) • Sweet - Ice Cream (Butter Scotch) + Rasmalai • Salad, Papad, Aachar, Water Bottle. 	500 Persons	
6	16 th Mar 2024	High- Tea	<ul style="list-style-type: none"> • Cookies • Tea/Coffee • Hara Bhara Kabab • Veg Cutlet • Dahi Kabab • Khandvi 	500 Persons	

- A. Tentage Items for Catering included in the cost of food as mentioned in earlier items:
- a. Canopy with tables and frills for servicing of food - 6 Nos counters – (Approx. 40 Nos Tables) service waiters neatly dressed in white shirts and black trousers with tie and bow tie.
 - b. Round Table with frills and flower decoration Complete – 40 Nos
 - c. Chairs with cover – 300 pcs
 - d. Round standing type(bar) tables – 20 Nos
 - e. Kitchen Tentage with cover and Working Tables – as per catering requirements
 - f. 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.
 - g. All serving/person on duty in the canopy counter must be wearing standard clean duly ironed uniform with company badges.
- B. Supply and fixing of Octanorm stalls (size- 3m x 3m) with top cover in sports field with fascia, side and rear walls for exhibitions complete with frontal display panel- 75 Nos for 2 days on hire basis, Electrical system to be provided by vendor. Electricity and water will be provided at one point only by IITD. The total quantity may vary as per actual work execution/site requirement/and user suggested changes during execution.

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) at the RIISE Event 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, IIIT Delhi 110020 between 11:00 AM to 5:00 PM. for any further clarification.**
- e. The Institute shall handover the site in the evening of 14.03.2024 to the technically qualified lowest evaluated bidder for arranging of the catering services at the IIITD Venue.
- f. Hygienic conditions should be maintained by the firm during preparation and service of the food. Venue should be cleaned properly after the event is finished.
- g. High-quality biodegradable compartment square plate for food 12 Inch for students 450_ Bone China crockery - Plates, Spoons, Katori etc for Delegates_300__
- h. The Buffet sets should be adequate in number. Adequate number of waste buckets 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 RIISE and E-summit Event on 15th and 16th Mar 2024 at IIIT Campus**. This bigger envelope, should be dropped in the Tender Box and Tender received after due date and time shall not be accepted.

★ Opening of Bids :

- i. **The Technical Bids will be opened on the 6th Mar at 12:30 Noon at IIIT Campus** in the presence of the bidders or their authorized representatives (duly supported with authorization letter).
- ii. The Financial Bids of only technically acceptable tenders will be opened for further consideration. 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.	Details of client along with address, telephone and e-mail Id	Amount of Contract (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.				
12.	Total turnover financial year wise for at least any three years during the last three (3) financial years. (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 7.5 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 7.5 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
Total			70

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

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 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 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.

Annexure-X

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).

Sl. No	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**

Annexure- Y

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: -

S.NO.	FINANCIAL YEAR	ANNUAL TURN-OVER FOR THE YEAR	PROFIT EARNED FOR THE YEAR

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 RIISE and E-summit Event on 15th and 16th Mar 2024 at IIITD Campus.

Name of the Caterer:

(Catering Services for Breakfast, High Tea and Lunch 15th and 16th Mar 2024 at IIITD Campus.

Name of the Caterer:

S.No	Description	Qty	Rate	Amount
A	Catering charges with Tentage			
1	Catering charges per plate Breakfast on 15 th Mar 2024	750__		
2	Catering charges per plate High Tea on 15 th Mar 2024	750		
3.	Catering charges per plate Lunch on 15 th Mar 2024	750		
4.	Catering charges per plate Breakfast on 16 th Mar 2024	_500__		
5.	Catering charges per plate High Tea on 16 th Mar 2024	500		
6.	Catering charges per plate Lunch on 16 th Mar 2024	500		
B	Octanorms as per details above for each day	75x2 = 150		
	TOTAL			
	GST @			
	TOTAL COST INCLUSIVE OF GST			

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 RIISE 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 out 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 event following due payments.

Authorized Signature:

Name of the Authorized person:

Name of the Company: _

Address of the

Company:

Contact No:

Email