



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज-२११००४ [भारत]
Motilal Nehru National Institute of Technology Allahabad
Prayagraj-211004 [India]

Tender # 404/Catering Tender/2018

Date 03/12/2018

Short-Term Notice Inviting Tender for Catering Services [Two bid system]

Motilal Nehru National Institute of Technology Allahabad invites Bids [Technical and Financial] from eligible & qualified bidders for providing Catering Services in 15th Convocation-2018 to be held on 14th - 15th December, 2018.

The Bids shall be placed in separate envelopes superscribed as "**Tender for Catering Services in 15th Convocation-2018 [Technical / Financial]**" quoting the tender reference no. & date.

Sealed bids are to be submitted in the proforma as per Annexure-I & II and shall be addressed to Convener, Hospitality Committee, Convocation-2018, and submitted in the **Office of Dean (SW) MNNIT Allahabad, Prayagraj**.

The last date of submission of the tender is **05th December, 2018, 1600 Hrs.**

Terms & Conditions

1. Eligibility Criteria:

- 1.1 The bidders must have experience of handling at least 03 Convocations/ Alumni Conventions/International Conferences/ Any function of gathering more than 1000 persons in IIT/NIT/IIIT/Centrally Funded Institutions/ Any Central Government Organization such as High Court, Indian Railways, and Armed Forces etc. (documentary proof to be attached/ साक्ष्य संलग्न करे).
- 1.2 Copy of PAN Card (documentary proof to be attached/ साक्ष्य संलग्न करे).
- 1.3 Copy of GST Registration (documentary proof to be attached/ साक्ष्य संलग्न करे).
- 1.4 Signed tender document **on each page** as a token of acceptance of all the terms & conditions of the tender documents.

2. EMD (Refundable): [Bidders who had applied tender #401/DSW/Catering Tender/2018 dated 23.11.2018 are not required to deposit EMD again]

- 2.1 An EMD of Rs. 12000.00 (Twelve Thousand Rupees Only) in the form of Banker Cheque/Demand Draft drawn in favor of Director, MNNIT Allahabad payable at Prayagraj. The EMD of unsuccessful bidders shall be returned after the award of contract to the successful bidders. The EMD of successful bidder shall be returned after the satisfactory completion of service. The EMD may also be submitted directly in the account given below and proof of deposit shall be enclosed:

Account Name : Director MNNIT Allahabad
Bank Name : Vijaya Bank
Address : MNNIT Allahabad; Payable at Prayagraj
Account No. : 718401010000001
IFSC Code : VIJB0007184

Name and signature of the Bidder (निविदाकर्ता का नाम और हस्ताक्षर):

2.2 Bid received without EMD shall not be considered for evaluation.

3. Validity:

3.1 Bid/Quotation should be valid for not less than 30 (Thirty) days from the date of opening of the bid.

4. Rates & Prices (Financial Offer):

4.1 Bidders should quote unit price in the prescribed proforma. Rates should be inclusive of all taxes including delivery/ service at site including loading, unloading, erection, testing if any, dismantling, transportation etc. The service provider must clearly indicate in their offers, the different taxes and duties which they propose to charge extra, mentioning clearly the present rates thereof. If tax component not given separately then the amount will be taken as inclusive of all taxes. Recoveries as per the government norms shall be made while making payment.

4.2 Incomplete bids will summarily be rejected. All corrections and alterations in the entries of quotation papers will be signed in full by the bidder with date. No erasing or over-writings are permissible.

4.3 Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall not be permitted.

4.4 Any other terms & conditions may please be indicated separately.

5. Place of Delivery/Service(s):

5.1 Place of delivery/service shall be MNNIT Allahabad, Prayagraj campus. No additional freight or any other charges would be payable towards transportation etc.

6. Payment:

6.1 Payments shall be made based on the actual satisfactory services rendered. **No advance shall be paid.**

7. Termination:

7.1 In case of non-performance and inability to meet service requirements, MNNIT Allahabad shall reserve the right to terminate the contract after giving a notice in writing.

7.2 MNNIT Allahabad reserves the right to modify any terms / conditions at the time of finalization of the Bid.

8. The Institute reserves the right to seek any clarification/document in support of the bid.

Convener
Hospitality Committee, Convocation-2018

Name and signature of the Bidder (निविदाकर्ता का नाम और हस्ताक्षर):

Other Terms & Conditions

- a) Hygiene and cleanliness should be maintained while preparing and serving.
- b) There should be enough counters to avoid crowding at one particular place.
- c) All food items should be less spicy & less oily.
- d) The Catering service Provider has to maintain minimum number of well trained staff adequately dressed from their end for smooth operation at their own costs. Furthermore, the service provider must provide the neat and clean uniform, netted hat and gloves to their staff members at their own costs.
- e) **No utensils and other necessary items/equipment will be provided from MNNIT Allahabad and it should be arranged by the Service Provider at their own cost** i.e. vessels, plates, spoons, forks, big bins, heating equipment good quality napkins and other items if any. All utensils should be very clean and will be checked by our members before the lunch and should be brought enough numbers in order to serve everyone hassle free.
- f) Washing and cleaning of utensils should be managed by the vendor
- g) Dishes are expected to be arranged in the designated area (except tandoor preparation) thirty (30) Minutes prior to the commencement of specified Lunch time.
- h) Any damage to movable/immovable property while carrying out work shall be made good by the agency at its own cost and the site must be handed back neat and clean to the satisfaction of MMNIT Allahabad.
- i) The service provider/agency shall nominate a person with mobile /telephone to receive the instructions. Another alternative telephone number of the owner or his representative of the firm shall also be conveyed with email ID to convey the instructions.
- j) The bins to collect waste food and used plates should be arranged by the caterers.
- k) In respect to packaged products like ice cream etc. the caterer has to ensure the availability of sufficient stocks.
- l) The quality of the available brand is as suggested by convocation committee.
- m) The contractor shall be responsible and liable for all the claims of his employees if any emergency occurs.
- n) The contractor shall obtain adequate insurance policy in respect of his workmen engaged by it towards meeting the liability of compensation arising out of injury/disablement at work.
- o) Being **Green Campus**, Polythene bags / plastic cups shall not be used during Convocation. Plastic containers / polythene pouches in which any milk products or eatables are generally sold should be disposed off as quickly as possible.
- p) Violation of any of the above clauses will be entitled in financial penalty decided by the institute. Penalties would be levied for:
 - Partially cooked food
 - Foreign particles found in food
 - Using sub-standard raw materials
 - Unhygienic cooking conditions (Kitchen /cook/server)

Inspection and Testing by the Institute:

The Institute shall be entitled to inspect and/or test by itself or through any of its representatives or an independent agency, any materials stored therein for use pursuant to the contract and/or any ingredient to be used in the preparation of food intended for provision or sale pursuant to the contract.

If any material, item or component intended to be used for the work is found to be unsatisfactory (in which matter the decision of the Institute or its authorized representative shall be final), the contractor shall not use such material, and shall keep the Institute indemnified from and against any claim of infection, **poisoning or illness arising from any bad, stale or defective food or material provided by the contractor.**

Name and signature of the Bidder (निविदाकर्ता का नाम और हस्ताक्षर):



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प्रयागराज-211004 (भारत)
Motilal Nehru National Institute of Technology Allahabad
Prayagraj-211004 (India)

Annexure-I

1. Name of the Firm.....
2. Address of the Firm.....
3. Phone No.....
4. Proprietor's Name.....
5. Address of Proprietor.....
6. Proprietor's Phone No.....
7. Email id.....
8. Details of the Firm:
 - (a) Date from which the firm is operating.....
 - (b) Turnover of the firm during:
 - 1) FY 2016-17 (Rs.)
 - 2) FY 2017-18 (Rs.)
 - 3) FY 2015-16 (Rs.)
9. PAN No.....
10. GST No.....
11. Fulfillment of eligibility criteria

Criteria	Whether Fulfilling Yes/No	Supporting document [साक्ष्य]
The bidders must have experience of handling at least 03 Convocations/ Alumni Conventions/International Conferences/ Any function of gathering more than 1000 persons in IIT/NIT/IIIT/Centrally Funded Institutions/ Any Central Government Organization such as High Court, Indian Railways, and Armed Forces etc		
Copy of PAN Card		
Copy of GST Registration		
Signed tender document on each page as a token of acceptance of all the terms & conditions of the tender documents		

Name and Signature of the Bidder :
Date :
Name of the Firm :

Annexure-II

Financial Bid Menu for Convocation- 2018 To be submitted in separate envelope

Particulars	Approx.	Rate Per Plate	Taxes, if any	Amount (Rs).
For Press Conference on 14.12.2018: Soup: Hot and Sour Soup, Tomato Soup; Coffee, Tea; Snacks- French Fries, Cheese Corn ball, Paneer Tikka, Baby Corn Finger; Main Course- Matar Paneer, Veg. Kofta, Yellow Dal Tadka, Tandoori Roti, Kachori; Achar, Papad, Chatni; Salad: Green Salad, Sprouted Salad; Raita: Pineapple Rayta; Mineral Water Bisleri 250 ML; Sweet- Gulab Jamun; Pan Saunf Ilayachi	150 persons			
For rehearsal on 14.12.2018: Coffee, Baked Biscuit, Pyaj Pakodi, Palak Pakodi, Aloo Pakodi, Pakodi, Paneer Pakodi, Rasgoolla (white)	150 persons			
For Convocation lunch/dinner on 15.12.2018: Soup - Sweet Corn, Manchow Soup/Tomato Soup; Espresso Coffee; Veg. Snacks - Fruit Chaat , French Fry, Veg Manchurian Dry, Cheese Cornball, Paneer Tikka, Aloo Tikki, Golgappe, Dahi Vada, Veg Chowmin, Fried Rice, Chilly Paneer in hot garlic sauce, Moong Dal Chilla; Main Course - Kadhai Paneer, Achari Aloo, Mattar Mashrum, Aloo Shimla Mirch Taka Tak, Corn Palak, Dal Makhni, Chhola & Kulcha, Jeera Rice; Roti - Butter Nan, Tandoori Roti, Missi Roti, Lachcha Paratha, Kachori; Salad Station- Green Salad, Ankurit Salad, Papad Chatni, Achar, Mouth Freshener; Sweet: Gajar ka Halwa, Icecream (Keshar Pishta), Ras Malai, Raita - Pineapple; Mineral Water Bisleri 250 ML.	1400 persons			

- **NOTE:** The crockery shall be of Bone-China with stainless steel spoon. Number given above is tentative and may increase/decrease by 10%. In such case payment may be made at the quoted rate.

I hereby declare and affirm that I/We have read & understand the terms & conditions of the Contract.

Date:

(Full Signature of the Bidder)

Place:

Seal: