



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज-211004 (भारत)

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

Tender # 01/GAM-2019/Catering Tender/2019-20

Date: 07.10.2019

Short-Term Notice Inviting Tender for Catering Services

Motilal Nehru National Institute of Technology Allahabad invites Bids [Technical & Financial] from eligible & qualified bidders for providing Catering Services in Global Alumni Convention (GAC) -2019 to be held on 09th and 10th November, 2019.

The Bids shall be placed in an envelope superscribed as "**Tender for Catering Services in GAC-2019 [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 Chairman, Hospitality, Accommodation and Transportation, GAC-2019, and submitted in the **MNNIT Alumni Office, Executive Development Centre, MNNIT Allahabad, Prayagraj.**

The last date of submission of the tender is **18th October, 2019, 1600 Hrs.**

Terms & Conditions

1. Eligibility Criteria:-

- 1.1 The Bidders must have experience of satisfactory handling at least 03 Convocations/Alumni Conventions/International Conferences/Any function of gathering more than 500 persons in IIT/NIT/IIIT/Centrally Funded Institutions/Any Organization of repute such as High Court, Indian Railways and Armed Forces etc. (documentary proof to be attached).
- 1.2 Copy of PAN Card (documentary proof to be attached).
- 1.3 Copy of GST Registration (documentary proof to be attached).
- 1.4 Signed tender document on each page as a token of acceptance of all the terms & conditions of the tender documents. (टेण्डर प्रपत्र के प्रत्येक पेज पर टेण्डर भरने वाले का हस्ताक्षर अनिवार्य है। यह इस बात का द्योतक होगा कि सभी नियम व शर्तें मान्य हैं।)

2. Earnest Money Deposit (EMD) (Refundable):

- 2.1 An EMD of Rs. 25,000.00 (Twenty five Thousands 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 transferred directly in the account given below and proof of deposit shall be enclosed:

Account Name: Global Alumni Convention

Bank Name: State Bank of India

Address: MLNR Engg. College (Now MNNIT Allahabad), Teliyarganj, Prayagraj

Account No.: 37847203856

IFSC Code: SBIN0002580

- 2.2 Bid received without EMD shall not be considerable for evaluation.

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

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 considered 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 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 payment shall be paid.**

7. Termination:

7.1 In case of non-performance and/or 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.

Chairman

Hospitality, Accommodation and Transportation, GAC-2019

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

Other Terms & Conditions

- (a) भोजन बनाने एवं परोसने के दौरान स्वच्छता बनी रहनी चाहिए।
Hygiene and cleanliness should be maintained while preparing and serving meals.
- (b) एक जगह भीड़ एकत्रित होने से बचने हेतु पर्याप्त काउंटर की व्यवस्था होनी चाहिए।
There should be enough counters to avoid crowding at one particular place.
- (c) साथ ही खाना कम तैलीय एवं कम तीखे होने चाहिए।
All food items should be less spicy & less oily.
- (d) खान-पान की सेवा प्रदान करने वाले को प्रदाता को अपने खर्चे पर न्यूनतम संख्या में अच्छी तरह से प्रशिक्षित कर्मचारी को शांत व कुशल संचालन हेतु बनाये रखना होगा। सभी कर्मचारी साफ परिधान पहने हुए होने चाहिए व सिर पर तथा हाथ में समुचित हैट/ग्लव्स लगे होने चाहिए।
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) किसी भी प्रकार के बर्तन एवं सामग्री संस्थान द्वारा नहीं दिए जायेंगे। यह सेवा प्रदाता को अपने खर्चे पर व्यवस्थित करना है, (भगोना, प्लेट, चम्मच, कांटा, भट्टी, नैपकीन) इत्यादि। सभी बर्तन स्वच्छ होने चाहिए एवं पर्याप्त संख्या में होने चाहिए। इनकी स्वच्छता की गुणवत्ता सदस्यों द्वारा औचक निरीक्षण द्वारा सुनिश्चित की जाएगी
No utensils and other necessary items/equipment will be provided by 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 and should be brought in enough numbers in order to serve everyone hassle free. Washing and cleaning of utensils should be managed by the vendor.
- (f) सभी प्रकार के व्यंजन, तंदूर भट्टी वाले व्यंजनों को छोड़कर, निश्चित जगह पर ही भोजन से तीस मिनट पहले व्यवस्थित करना अपेक्षित है।
Dishes are expected to be arranged in the designated area (except tandoor preparation) thirty (30) minutes prior to the commencement of specified meal time.
- (g) यदि संस्था के चल अचल सम्पत्ति की किसी भी प्रकार की क्षति पहुंची तो निविदाकर्ता को उसे अपने खर्चे पर ठीक करना होगा तथा समाप्ति के उपरान्त समारोह स्थल को साफ सुथरा करना होगा।
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 MNNIT Allahabad.
- (h) सेवा प्रदान करने वाली संस्था एक व्यक्ति को दूरभाष नंबर के साथ नामित करेगी जिसे समय समय पर अनुदेश दिया जा सके। इसके अतिरिक्त संस्था के स्वामी को भी अनुदेश ग्रहण करने के लिए अपना दूरभाष नंबर या ईमेल प्रदान करना होगा।
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.
- (i) कूड़ा एवं बचे हुए खाने की तश्तरी के लिए पर्याप्त संख्या में डिब्बे, सेवा प्रदाता द्वारा व्यवस्थित किये जाएंगे।
The bins to collect waste food and used plates should be arranged by the caterers.
- (j) पैक किये हुए पदार्थों जैसे आईसक्रीम इत्यादि को पर्याप्त संख्या में प्रदाता द्वारा सुनिश्चित करना होगा।
In respect to packaged products like ice cream etc. the caterer has to ensure the availability of sufficient stocks.
- (k) पुरा छात्र समारोह की समिति द्वारा सामानों के ब्रांड की गुणवत्ता सुनिश्चित की जाएगी।
The quality of the available brand will be suggested by Alumni committee.
- (l) किसी भी दुर्घटना के घटित होने पर ठेकेदार ही अपने कर्मचारी के द्वारा पेश दावों के लिए जिम्मेदार होगा।
The contractor shall be responsible and liable for all the claims of his employees if any emergency occurs.
- (m) कार्य करने के दौरान कर्मचारी को किसी भी चोट या अशक्तता के लिए ठेकेदार को अपने कर्मचारियों के लिए बीमा पालिसी लेना होगा।
The contractor shall obtain adequate insurance policy in respect of his workmen engaged by him towards meeting the liability of compensation arising out of injury/disablement at work.

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

- (n) ग्रीन कैंपस होने के कारण पुरा छात्र समारोह में प्लास्टिक का उपयोग वर्जित रहेंगा। 02 अक्टूबर 2019 से सरकार द्वारा वर्जित प्लास्टिक के सामानो का पूर्णतया उपयोग वर्जित है। अन्य के सामानो को जल्द समारोह स्थल से हटा दिए जाने चाहिए। ऐसे प्लास्टिक के सामान जिनका केवल एक बार ही प्रयोग होता है, संस्थान में प्रयोग वर्जित है।
Being Green Campus, Polythene bags/plastic cups shall not be used during Alumni convention. Plastic containers/polythene pouches in which any milk products or eatables are generally sold should be disposed off as quickly as possible. **No single Use Plastic** shall be used in the Institute Campus. Plastic item which are banned by Government from 2nd October 2019 will not be used in the catering service.
- (o) उपरोक्त लिखित बिन्दुओ में किसी भी बिंदु का उल्लंघन करने पर संस्थान वित्तीय दंड निश्चित करने का अधिकारी होगा वित्तीय दंड निम्नलिखित पर लागू होंगे
Violation of any of the above clauses will be entitled in financial penalty decided by the Institute. Penalties would be levied for:
- अधपका भोजन
Partially cooked food
 - पके हुए खाद्य पदार्थों की असंतोषजनक गुणवत्ता
Unsatisfactory quality of cooked food items
 - ऐसा पदार्थ का खाने में पाया जाना जिसे उसमें नहीं होना चाहिए
Foreign particles found in food
 - निम्न स्तर की सामग्री के प्रयोग पर
Using sub-standard raw materials
 - गन्दी भोजन व्यवस्था (किचन, बावर्ची, एवं परोसने वाले)
Unhygienic cooking conditions (Kitchen/cook/server)
 - समारोह के बाद मैदान/स्थल की सफाई
Cleaning of ground/venue after function.

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 such 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)

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 2018-19 (Rs.)
 - 2) FY 2017-18 (Rs.)
 - 3) FY 2016-17 (Rs.)
9. PAN No.....
10. GST No.....
11. Fulfillment of eligibility Criteria

Criteria	Whether Fulfilling Yes/No	Supporting document
The Bidders must have experience of handling at least 03 Convocations/Alumni Conventions/International Conferences/ Any function of gathering more than 500 persons in IIT/NIT/IIIT/Centrally Funded Institutions/Any Organization of repute 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: _____

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

Financial Bid Menu for Global Alumni Convention- 2019
To be submitted in separate envelope

Particulars	Approx. Person	Rate Per Plate	Amount (Rs).*
<p align="center"><u>Menu for Break Fast (09/Nov/2019) (9:00 AM to 11:00 AM)</u></p> <p>Beverages – Coffee, Tea, Lemon Tea (With & Without Sugar) etc. Fresh Cut Fruits – Apple, Banana, Orange, Papaya, Pomegranate, Pineapple, Orange, Mix Fruit etc. Bakery Items – Pastry, Bakery Biscuits, Grilled Sandwich, Butter Toast, Bread Jam. Juice – Real or Tropicana South Indian – Vada, Idli, Sambhar, Coconut Chutney. Kachaudi – Khasta Kachaudi with Aloo Dum Misc. Snacks – Dhokla, Pakaudi - Pyaj, Paneer, Gobhi, Palak, Aloo etc. Traditional Chatni – Anwla, Pudina, Meethi Chatni etc. Sweets – Kesariya Jalebi with Plain Curd, Kheer Kadam, Chhena Rasgulla Water Bottles – 500 ml. (Also serving the water bottles inside the M.P. Hall during the convention on November 09, 2019) Remark: Tea & Coffee with bakery biscuits should be available from 8:00 AM</p>	350 persons		
<p align="center"><u>Menu for Lunch (09/Nov/2019) (01:00 PM)</u></p> <p>Soup – Tomato Soup, Veg Sweet Corn Snacks – Paneer Cocktail, Hara Bhara Kawab, Spring Roll. Salad – Fresh Garden Salad, Tomato Cottage, Achar, Chatni, Papad (Dry & Fry). Roti – Butter Nan, Lachcha Paratha, Kachaudi, Tawa Roti etc. Main Course – Matar Mushroom Shabnam, Palak Paneer, Navratan Korma, Aloo Achari, Dal Tadka, Kadhi-Bari, Zera Fried Lauki (Boiled) etc. Rice – Veg Biryani, Jeera Rice etc. Riata – Fruit Raita, Kheera Raita Desert – Rasmali, Butter Scotch, Keshar-Pista Ice Cream (Kamdhenu or Amul). Water Bottles – 500 ml.</p>	500 persons		
<p align="center"><u>Menu for Tea Break (09/Nov/2019) (05:00 PM)</u></p> <p>Beverages – Coffee, Tea, Lemon Tea (With & Without Sugar) etc. Snacks – Masala Samosa (small size), Fresh Pastry (Two Varieties), Bakery Biscuits etc. Water Bottles – 500 ml.</p>	500 persons		

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

<p align="center">Menu for Dinner (09/Nov/2019) (08:00 PM)</p> <p>Juice & Soup – Real Juice, Cold Drinks, Coffee with Stick, Tomato Soup, Hot and Sour Soup.</p> <p>Snacks – Veg Spring Roll, Crispy Baby Corn, Veg Seek Kawab, Paneer Chilly Dry, Honey Chilly Potato</p> <p>Khomcha Counter – Gulgappa (Atta & Suji), Aloo Tikya (chat), Lucknowi Matar, Chilled Dahi Bada, Moong Dal Chilla with Paneer Stuffing.</p> <p>Continental Tawa & Pasta – Pasta items two types and Tawa Items.</p> <p>Panjabi Dhaba (from Dhampur) – Makka ki roti, Sarson Ka saag, Dal Tadka, Phulka Roti, Punjabi Kadi, Steam Rice, Amritsari Chhole Kulche, Gud Butter, Baigan Ka Bharta, Butter Milk etc.</p> <p>Main Course – Mushroom Massala/Korma, Kadahi Paneer, Dal Makhni, Gobhi Musallam, Mixed Veg, Poori+Kaddu</p> <p>Roti – Garlic Nan, Stuffed Nan, Tawa Roti, Kachaudi etc.</p> <p>Rice – Saffron Rice, Kaju Matar Pulao</p> <p>Riata – Pineapple Raita, Lauki Raita</p> <p>Salad Station – Fresh Garden Salad, Tomato Cottage, Spicy Cucumber Salad, Sprouted Salad, Achar, Chatni, Papad (Dry & Fry).</p> <p>Desert – Tutti Fruity and American Nuts Ice Creams (Kamdhenu or Amul), Imarti, Moong Ka Halwa, Rabri.</p> <p>Pudding – Fruit Trifle Pudding</p> <p>Paan counter-</p> <p>Water Bottles – 500 ml.</p> <p>Non-Vegetarian: Butter Chicken, Mutton Rogan Josh and Fish Fry.</p>	<p>850 persons</p>		
<p align="center">Menu for Lunch (10/Nov/2019) (12:30 PM)</p> <p>Juice & Soup – Tomato Soup, Mushroom Cappuccino Soup.</p> <p>Salad Station – Fresh Garden Salad, Sprouted Salad, Achar, Chatni, Papad (Dry & Fry).</p> <p>Main Course – Paneer Hyderabad, Stuffed Aloo, Arhar Dal Fried with ghee, tomato, onion and hari dhaniya, Baati Chokha (Baati Siki Hui).</p> <p>Roti –Tawa Roti.</p> <p>Rice – Navratan Pulao, Jeera Rice.</p> <p>Riata – Pineapple Raita.</p> <p>Desert – Kulfi Faluda, Kheer, Rasmalai.</p> <p>Water Bottles – 500 ml.</p>	<p>300 persons</p>		

*Please refer point 4 of the tender document.

NOTE: The crockery shall be of Bone-China with stainless steel spoon. Number given above is tentative and may increase/decrease by 10%. The more expected change in the number of persons will be given 2 days before the start of the event which may vary from the number mentioned in the tender document. In such case payment may be made at the quoted rate.

I hereby declare and affirm that I/We have read & understood the Terms & Conditions of the Contract.

Date:

(Full Signature of the Bidder)

Place:

Seal:

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