



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

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

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

Date: 03.10.2019

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 16th Convocation-2019 to be held on 01st-02nd November, 2019.

The Bids shall be placed in a envelopes superscribed as "**Tender for Catering Services in 16th Convocation-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 Convener, Hall decoration, seating & floor management & Hospitality Committee, Convocation-2019, and submitted in the **Office of Dean (SW) MNNIT Allahabad, Prayagraj.**

The last date of submission of the tender is **10-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. EMD (Refundable):

- 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. It may also be deposited in Account Section of the Institute in cash. 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: Director, MNNIT Allahabad
Bank Name: Vijaya Bank
Address: MNNIT Allahabad
Account No.: 718401012000062
IFSC Code: VIJB0007184

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

2.2 Bid received without EMD shall not be considerable 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 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.

Convener

Hall decoration, seating & floor management & Hospitality Committee, Convocation-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 खर्च 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 खर्च 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 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 and should be brought enough numbers in order to serve everyone hassle free. Washing and cleaning of utensils should be managed by the vendor
- (f) सभी प्रकार के व्यंजनों, 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 Lunch time.
- (g) यदि संस्था के चल अचल सम्पत्ति की किसी भी प्रकार की क्षति पहुंची तो निविदाकर्ता को उसे अपने खर्च 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) दीक्षांत समारोह की समिति द्वारा सामानों के ब्रांड की गुणवत्ता सुनिश्चित की जाएगी।
The quality of the available brand will be suggested by convocation 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 करन 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 it towards meeting the liability of compensation arising out of injury/disablement at work.
- (n) ग्रीन कैंपस होने के कारण दीक्षांत समारोह में प्लास्टिक का उपयोग वर्जित रहेगा। 02 अक्टूबर 2019 से सरकार द्वारा वर्जित प्लास्टिक के सामानों का पूर्णतया उपयोग वर्जित है। अन्य के सामानों 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 Convocation. Plastic containers / polythene pouches in which any milk products or eatables are generally sold should be disposed of 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.

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

(0) उपरोक्त लिखित बिन्दुओं 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
- 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)

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)

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 Convocation- 2019
To be submitted in separate envelope

Particulars	Approx. Pax	Rate Per Plate	Amount (Rs).*
<u>For Press Conference on 01.11.2019:</u> 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, Nan Roti, Kachori; Achar, Papad, Chatni; Salad: Green Salad, Sprouted Salad; Raita: Pineapple, Boondi Rayta; Mineral Water Bisleri; Sweet- Gulab Jamun, Ice Cream (Tuti fruiti); Pan Saunf Ilayachi, Pan	150 persons		
<u>For rehearsal on 01.11.2019:</u> Coffee, Baked Biscuit, Palak Pakodi, Aloo Pakodi, Paneer Pakodi, Rasgulla (White), Tea, Juice, Sandwich.	200 persons		
<u>For Convocation lunch/Dinner on 02.11.2019:</u> Soup: Sweet Corn, Manchow Soup/Tomato Soup; Espresso Coffee/ Tea; 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; Punjabi Dhaba: Makka di Roti, Sarson ka Saag with gud, butter, Amritsai Chhola & Kulcha, Bati Chokha (Roasted), Pan Main Course: Kadhai Paneer, Mattar Mashrum, Aloo Shimla Mirch Taka Tak, Corn Palak, Dal Makhni, Punjabi Kadhi, Jeera Rice, Yellow Dal, Fried Loki (Desi). Roti- Butter Nan, Tandoori Roti, Missi Roti, Lachcha Paratha, Kachori; Salad Station- Green Salad, Ankurit Salad, Russian Salad, Papad Chatni, Achar, Mouth Freshener; Fruit Stall, Sweet: Gajar ka Halwa, Icecream (Keshar Pishta), Ras Malai, Tawa Roti, Dahi. Pan Raita: Pineapple, Boondi Rayta; Mineral Water Bisleri	1400 persons		

*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%. 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:

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