



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

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

Date: 30.03.2023

Short-Term Notice Inviting Tender for Catering Services (Dates Edited)

Motilal Nehru National Institute of Technology Allahabad invites Bids [Technical & Financial] from eligible & qualified bidders for providing Catering Services in Convocation-2022 to be held on **8th April, 2023**.

The Bids shall be placed in a sealed envelope superscribed as "**Tender for Catering Services in Convocation-2022**".

Sealed bids are to be submitted in the proforma as per Annexure-I & II and shall be addressed to Chairman, Hospitality and Transportation Committee of Convocation-2022, and submitted in the **Office of Dean (Academics), MNNIT Allahabad, Prayagraj**.

The revised last date of submission of the tender is **3rd April, 2023, 1700 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).
2. Signed tender document on each page as a token of acceptance of all the terms & conditions of the tender documents.
3. Earnest Money Deposit (EMD) (Refundable):
 - 3.1 An EMD of Rs. 50,000.00 (Fifty Thousand Rupees Only) in the form of Banker Cheque/Demand Draft drawn in favor of Director, MNNIT Allahabad, Prayagraj, 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: MNNIT Allahabad
Bank Name: Bank of Baroda
Address: MNNIT Allahabad, Teliyarganj, Prayagraj
Account No.: 77660100015948
IFSC Code: BARB0VJMNRE

(Name and Signature of the Bidder)

3.2 Bid received without EMD shall not be considerable for evaluation.

4. Validity:-

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

5. Rates & Prices (Financial Offer):-

5.1 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.

5.2 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.

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

5.4 Any other Terms & Conditions may please be indicated separately.

6. Place of Delivery/Service(s):-

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

7. Payment:-

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

8. Termination:

8.1 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.

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

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

Chairman
Hospitality and Transportation Committee,
Convocation-2022

(Name and Signature of the Bidder)

Other Terms & Conditions

- (a) Hygiene and cleanliness should be maintained while preparing and serving meals.
- (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 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) 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) 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) 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) The bins to collect waste food and used plates should be arranged by the caterers.
- (j) In respect to packaged products like ice cream etc. the caterer has to ensure the availability of sufficient stocks.
- (k) The quality of the available brand will be suggested by Hospitality and Transportation Committee, Convocation **2022**.
- (l) The contractor shall be responsible and liable for all the claims of his employees if any emergency occurs.
- (m) 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)

- (n) 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) 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
 - Unsatisfactory quality of cooked food items
 - Foreign particles found in food
 - Using sub-standard raw materials
 - Unhygienic cooking conditions (Kitchen/cook/server)
 - 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)

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 2021-22 (Rs.)
.....
 - 2) FY 2020-21 (Rs.)
.....
 - 3) FY 2019-20 (Rs.)
.....
9. PAN No.....
10. GST No.....

(Name and Signature of the Bidder)

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)

Financial Bid Menu for Convocation- 2022
To be submitted in separate envelope

Particulars	Approx. Person	Rate Per Plate	Amount (Rs).*
<u>Menu for Breakfast (08/Apr/2023) (0800 HRS to 1030 HRS)</u> Hot kesariya jalebi with curd, Pakoda (3 varieties), Idli-Sambhar-Chatni, Poha. Hara Bhara Kabab. Packaged Juice. Tea & Coffee with Biscuit. Bottled Water.	1400 persons		
<u>Menu for Lunch (08/Apr/2023) (1400 HRS to 1530 HRS)</u> Tomato and Sweet Corn Soup and Cold Drinks (Orange and Coke) Paneer Butter Masala, Mix Veg, Malai Kofta. Dal Makhani, Dal Fry. Steam Rice, Zeera Rice. Mix Fruit Raita and Dahi Vada. Tandoori, Missi, Nan, Tava Roti. Salad, Pickle, Papad, Chutni (Both Green and Sweet). Ice cream – Butterscorch, Zaffrani Kheer, Gulab Jamun. Bottle Water.	1600 persons		
<u>Menu for Tea (08/Apr/2023) (1830 HRS to 1930 HRS)</u> Tea and Coffee and Biscuit. Dam Aaloo and Khasta Kachori. Chutni (Both Green and Sweet). Rasgulla. Bottled Water.	1200 persons		
<u>Menu for Special Snacks for Chief Guest (08/Apr/2023) (1215 HRS)</u> Hot Kesariya Jalebi with Curd, Pakoda (3 varieties), Fried Kaju and Makhana, Sandwich, Idli-Sambhar-Chatni, Poha. Dhokla, Fruits Salad. Hara Bhara Kabab. Packaged Juice. Tea & Coffee with Biscuit. Bottled Water.	100 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%. 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)