



भारतीय प्रौद्योगिकी संस्थान पटना
INDIAN INSTITUTE OF TECHNOLOGY PATNA

बिहटा, पटना-801106, बिहार, भारत
Bihta, Patna – 801 106, Bihar, INDIA

Short Tender Notice Invited

for

Supply of “**Pre-convocation Refreshment & Convocation Lunch**” on the occasion of 9th Convocation of IIT Patna.



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Tender Reference No.: IITP/S&P/8/AC-34/2022-23

Date: 15.11.2022

Indian Institute of Technology Patna invites bid/quotations for supply of **Pre-convocation Refreshment & Convocation Lunch** in single bid as indicated, in sealed cover, bids must reach the undersigned on or before 25.11.2022 at 03.00 PM. It may be dropped in Tender Box which is kept in S&P Section. Any Corrigendum/further information (if needed) will be released on IIT Patna website only, so the interested bidders may like to visit the Institute website www.iitp.ac.in for updates. The details of the bid is as under:

Name of the work	Supply of items mentioned in Annexure-I
Earnest Money Deposit	Rs. 10,000.00 (Rupees Ten thousand Only)
Delivery Schedule	01 Week

Presentation of Bid:

Address of the firm(s) submitting the quotation and the Officer, to whom the quotation is addressed, must appear distinctly on the sealed cover as under. The following must be clearly written on the outer sealed cover:

Quotation for supply of **Pre-convocation Refreshment & Convocation Lunch** to IIT Patna
Tender ref. no. IITP/S&P/8/AC-34/2022-23, Dated 15.11.2022
LAST DATE FOR SUBMISSION OF BID: 25.11.2022 at 03.00 PM

To,
The Registrar
(For Store & Purchase Section)
Indian Institute of Technology Patna
Kanpa Road, Bihta,
Patna - 801106, Bihar, INDIA

From: M/s _____
Address: _____
Contact No.: _____
Email ID: _____

TERMS AND CONDITIONS:

- Rates:** Rates quoted for items must be on F.O.R basis for IIT Patna, on **DOOR DELIVERY** Basis, with break up as per details given in BoQ.
- Validity:** The validity period of the offer should be clearly specified. It should be at least for 90 days from the last date of submission of quotations.
- EMD & Tender Fee:** EMD & Tender Fee (if any) should be submitted in the Institute's Account using i-Collect of SBI. The details may be seen on following webpage:
(<https://www.iitp.ac.in/images/pdf/snp/SBI%20I-Collect.pdf>)
- Delivery:** Unless otherwise stated delivery and installation of goods shall be at IIT Patna and will have to be effected maximally within **01 week** from the date of issue of the Purchase Order. All aspects of safe delivery shall be the exclusive responsibility of the vendor.
- GST Certificates & TDS:** Scanned Copy of GST Certificate must be uploaded with technical bid. Appropriate GST deduction at source will be applicable.
- Late and delayed quotation:** Late and delayed quotations will not be considered. In case any unscheduled holiday occurs on prescribed closing/opening date, the next working day shall then automatically be the prescribed date of closing/opening of the quotation with no change in timing.
- Ground for Rejection of Quotation:** The quotations are liable to be rejected if the foregoing conditions are not complied with. The quotation should be complete in all respects if a firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.
- Payment:** Payment will be made within 30 days from the date of successful delivery and acceptance of goods at IIT Patna/ successful installation in case of machinery, equipments or the likes, generally

through RTGS / FUND TRANSFER. Following information must be clearly written in the uploaded bank details for RTGS / FUND TRANSFER: -

- (a) Name of the Firm with complete postal address
- (b) Name of the Bank with Branch where the Account exist
- (c) Account No. & IFSC CODE
- (d) GST/TIN No

09. **Termination for default:** Default is said to have occurred

- (a) If vendor fails to supply any item as per the schedule/condition of the order placed, the vendor will be penalized for the same as per the decision of the committee.
- (b) If the supplier fails to deliver the quality/quantity of food (will be examined by the committee) for any item, IIT Patna will penalize to the vendor after the inspection by a committee and recommendation.
- (c) If vendor employ any minor to execute the service.
- (d) If fails to arrange the food at the schedule time and proper distribution arrangement, the vendor will penalize after observation and recommendation by a committee.

10. **Applicable Law:**

- (a) The contract shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings / processing, as may be applicable upon IIT Patna.
- (b) All disputes are subject to exclusive jurisdiction of Competent Court and Forum in Patna, India only.
- (c) Any dispute arising out of this purchase shall be referred to the Registrar IIT Patna, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, (to be appointed by the Director of the Institute). The decision of such Arbitrator shall be final and binding on both the parties.

11. The bidder must possess following certificate/experience which is required to be submit with the bid:

- (a) The vendor should have a valid registered licence for catering by food safety standards (FSSAI).
- (b) The vendor should have a yearly turnover (specially catering) of more than 10 lakh for 3 years.
- (c) Shop/Hotel establishment registration certificate of the caterer by the competent authority.
- (d) The vendor should have at least 4 years of work experience providing catering contracts.

12. Tender Evaluation: Committee on the basis of quoted food items, Quantity, Quality and Safety standard along with food hygiene critically evaluate tender documents received from the vendors. Only on the basis of compliance with the IIT Patna tender conditions it is not a guarantee for the selection of vendor in the price comparison stage. A committee will interact and evaluate the bidders for price, past experience, customer certificate etc.

13. Vendor who has quoted with part compliance with IIT Patna tender condition will be summarily rejected by the committee at any stage of shortlisting without being information sent to the vendor in this regard.

14. The acceptance of the quotation will rest solely with the Director, IITP, who in the interest of the Institute is not bound to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all of the quotations received without assigning any reason(s).

15. **Important:** The Director may accept or reject any or all the bids in part or in full without assigning any reason and doesn't bind himself to accept the lowest bid. The institute at its discretion may change the quantity / upgrade the criteria / drop any item, at any time before placing the Purchase Order.

16. The in general Printed conditions of supply of the firm, if any, will not be binding on the Institute.

17. Any bidder from other countries (outside India) is not eligible to bid in this tender. Bidder for the purpose of this clause means:

- a. Any entity incorporated, established or registered outside India; or
- b. A subsidiary of an entity incorporated, established or registered outside India; or
- c. An entity substantially controlled through entities incorporated, established or registered outside India; or
- d. An entity whose beneficial owner is situated outside India; or
- e. An Indian (or other) agent of entity incorporated, established or registered outside India; or
- f. A natural person who is a citizen of other countries; or
- g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above (a to f).

18. In addition to the above said clauses vendor has to fulfill conditions mentioned in Annexure-I.

Encl: Annexure-I & II.

Registrar, IIT Patna

Menu for Refreshment/Lunch

Sl. No.	Menu for Pre-convocation Refreshment	Qty
1.	Samosa	600
2.	Gulab Jamun	
3.	Sandwich	
4.	Ras-kadam	
5.	Juice	
6.	Hing Kachauri	

Sl. No.	Menu for Convocation Lunch	Qty
1.	Dal pili	1000
2.	Mix veg	
3.	Karahi Paneer	
4.	Malai kofta	
5.	Fried rice	
6.	Puri	
7.	Gulab Jamun	
8.	Mung Dal halwa	
9.	Salad	
10.	Raita pineapple	
11.	Chatni	
12.	Papad	
13.	Water Bottle	

Note:

- The Presentation and discussion with all the bidders (Who has submitted the bid/quotation for convocation food) will be done in the week just after the last date of tender. The validation of the bid/quotation will depend upon the committee recommendation.
- Only the recommended (committee recommendation based on the presentation and discussion with the vendor) vendors tender will be consider for the evaluation.
- The vendor should bear the cost of all necessary arrangement such as utensils, serving table, cooking tent and anything else required. IIT Patna will provide water (only for cooking and cleaning), electricity connections and cooking space (Uncovered) only.

TENDER COMPLIANCE SHEET

Sl. No.	Document sought in the bid	Compliance Status (Yes/No)
1.	GST Registration Certificate (attached)	
2.	Bank details for NEFT/ RTGS on letter head (attached)	
3.	Documents sought in clause 11 of General Terms and conditions: (a) The vendor should have a valid registered licence for catering by food safety standards (FSSAI). (b) The vendor should have a yearly turnover (specially catering) of more than 10 lakh for 3 years. (c) Shop/Hotel establishment registration certificate of the caterer by the competent authority. (d) The vendor should have at least 4 years of work experience providing catering contracts.	
4.	EMD of requisite amount submitted	
5.	Any other document (please specify)	

(Signature of the Bidder, with Official Seal)

Contact person name and designation:

Email id/ids for communication:

Mobile number :