

NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR, ASSAM-788010

No. NITS/Convo 2024/Pre-convocation dinner/

Date: 29.10.2024

**QUOTATION FOR CATERING SERVICES FOR PRE- CONVOCATION DINNER AT
SPORTS COMPLEX, NIT SILCHAR**



- ***PRE-CONVOCATION DINNER TO BE PROVIDED: 14.11.2024***
- ***LAST DATE & TIME OF SUBMISSION OF TENDERS: 06.11.2024 at 3.00 PM***

Notice Inviting Sealed quotation

Subject: Catering Services for pre-convocation dinner, at Sports Complex, NIT Silchar

Sealed quotations in two bid system are invited from reputed firms having experience in catering services of guest houses, circuit houses, etc., to provide catering services to **pre-convocation dinners, at Sports Complex, NIT Silchar**. The last date of receipt of the completed tender document is **06.11.2024 at 3.00 PM**.

Quotation forms are available in annexure of this tender document. The filled in form shall be sent/submitted addressed to “**Chairman, Food Committee, Convocation 2024, NIT Silchar, Assam – 788 010**”.

The bid shall be opened at 4.00 PM on 06.11.2024. The price bid of the technically eligible parties shall be opened immediately after the evaluation of the technical bid in the chamber of Prof. Nalin B DevChoudhury, Dean (R&C), NIT Silchar.

Sd/-

Chairman, Food Committee,
(Convocation 2024), NIT Silchar

1.1 Overview:

Pre-convocation dinner food items should be well standard with approved food items. Tentative quantity of number of **food-plates (buffet) to be served to be 1900 nos.**

1.2. Scope of the Work:

- a) Cooking and serving meals (Dinner).
- b) Cleaning of auxiliary areas on the next day.
- c) Deployment of required manpower for supervision of the above mentioned services.
- d) Four (04) number of buffet sets per item.
- e) Any other activities as may be considered by the institute on merit.

1.3. Firms / Contractors responsibility:

- 1) Managing the entire activity of the pre-convocation dinner at the Sports complex, NIT Silchar, by providing services of dinner to the guests/students/invitees of the NIT Silchar.
- 2) Approved food items have to be supplied and served by contractor/vendor.
- 3) Procurement of raw materials and ingredients for preparation of the food. To arrange the cooking fuel, utensils and other materials required for serving. All crockery/cutlery/camper/thermos/cloth napkin/paper napkins etc. as required for providing high-class catering services in the Dining Hall/lobby of Sports Complex/or any place will be provided to the Contractor. Cutlery shall be of a very good quality. The bidder should be equipped to provide catering to approx. 1900 persons at one time on short notice. For this purpose, a sufficient stock of crockery, cutlery, and other infrastructure must be maintained.
- 4) Engagement of proper qualified/skilled manpower.
- 5) To fulfil the statutory requirements in respect of the persons engaged for catering service.

- 6) All the consumables should be of ISI / reputed brand. Only Iodized Salt shall be used. Refined oil (Fortune/ Dhara), mustard oil (Engine/ Dhara/ Fortune) and Atta (Ashirbad/Fortune) are to be used.
- 7) All necessary bins for kitchen waste management need to be arranged.

Note:

- The burning of dry/wet leaves/ plates, waste material is not permitted in the campus.
- The contractor should not use any plastic/ polythene/ thermocol items, especially plates/glass, as these are non-biodegradable and banned from use. All servicing items should be paper cups or made of biodegradable materials.
- All utensils after washing with soap water should be mopped with dry clean cloth for re-use or heated in chambers (if required).

1.4. The Institute will extend the following Facilities and items to the Contractor

- Space for operation of pre-convocation dinner services.
- Electricity (not for cooking).
- Raw water for washing purposes.
- Furniture and infrastructure.

1.5. A Financial bid is to be submitted as a Financial Bid Form (Annexure-IV) by considering the above scope of services and manpower required to manage the contract. The rate should be inclusive of all taxes. Nothing extra will be paid by the institution for the contract.

Key Deliverables/ Operative Terms and Conditions:

- The catering services shall be operated by the awarded firm(s) **as decided by the competent authority**, failing which the bidder will be blacklisted for the next year and the work shall be awarded to the next eligible bidder. The acceptance letter from the selected bidder shall be sent to the authority within 24 hours of the issue of the award letter. Optimum efforts should be made to satisfy the quality and quantity of approved food items.
- The caterer shall engage and provide a requisite number of well-trained cooks and service personnel.
- Meals should be supplied at all times for all the guests without fail at the designated time.
- The caterer should be financially sound to run.
- The caterer should arrange the required kitchen equipment and buffet sets.
- The Caterer shall serve only specified foods as per the contract document and/or sometimes as approved by the competent authorities for special cases.
- The Caterer must display the name of food items to be served, in consultation with competent authority.
- The Caterer has to provide uniforms to his employees during service hours. He has to ensure that his staffs are always dressed in clean and tidy uniforms while on duty. The caterer should also issue Photo Identity Card to its staff.
- The Caterer's employees should be free from any contagious disease or sickness or any other kind of disease that is considered unacceptable for handling food. In such cases, the Caterer should give them leave and arrange treatment as deemed fit and should make alternative arrangements at his own cost. Whatever the circumstance, the caterer must ensure that the facility is not hampered and that the serving standard is maintained.
- The Caterer shall be solely responsible for providing safe and hygienic food to the guests. The convocation food committee appointed by the Institute will monitor the same including hygiene during the preparation of food items. Persons authorized by the Institute must have full access to all facilities and documents. Any preparation not found to be wholesome or hygienic is liable to be rejected without

any compensation. Further punitive action, as deemed fit shall be taken against the caterer, including cancellation of contract.

- Only packaged drinking water (500ml bottle or Jars and dispensers with glasses) has to be served.
- The Caterer shall maintain the neatness and cleanliness of the premises at all times. No trash is to be thrown inside the sports complex premises except in properly covered bins supplied by the Institute.
- Burning of any other fuels except cooking gas is forbidden. Use of electricity for cooking is strongly prohibited.
- The assets and non-consumable articles provided by the Institute shall be property of the Institute and the caterer shall be merely the custodian of such assets and articles. On termination of the contract, all such property shall be handed over to the Institute in good condition. The Caterer shall maintain the building space in a clean & and hygienic condition.
- In the event of loss/theft/damage of property/utensils/ fittings caused due to negligence of any of its employees of the Caterer, the Institute shall be entitled to get compensation from the Catering Agency. The compensation amount, as decided by the institute, will be final.

Statutory Obligations:

- The staff engaged by the catering agency shall draw their remuneration from their Caterer and shall not claim any employment benefit from the Institute at any time. The agency shall also be responsible for such personnel's statutory obligations and indemnify the Institute in this matter. It is the duty of the caterer to explain these terms to his employees.
- The Caterer shall be directly responsible for payment of wages as per Govt. rules amended from time to time (including other benefits like E.P.F. & E.S.I. bonus) to his employees engaged for the services. The minimum wage act and Compensation Act should be strictly followed.
- The institute shall have no responsibility towards payment of wages, social security, medical care, safety, or any benefit to the caterer's employees. Any incident occurring during the contract period is the sole responsibility of the caterer and the institute is in no way liable for any such incident.
- **The Caterer shall not employ any minor for the above contract work as prohibited under the Labour Act and shall comply with all the clauses of the Act.**
- All safety measures must be taken care of, in order to avoid any accident, fire, and other safety hazards. Any type of loss/damage of assets due to any such incident is the sole responsibility of the Caterer. The Institute shall in no way be liable for any such incident occurring during the contract period or in connection with the services.
- If there is damage to the building or other institute property because of the willful or negligent act or poor maintenance, the institute will repair it at its own cost and shall recover the amount from the caterer.
- The staff employed by the agency will not join or form any union associated with the Institute or otherwise any political party.
- If the rates of two or more bidders are found to be the same, preference will be given to the firm having better credentials. Decisions taken by NIT Silchar shall be final and binding.
- The quality of meals served shall be checked by the food Committee.
- **Penalty Clause:** In case of violation of any of the clauses as specified in this notice or in case of damage caused to the Institute property by any act of the successful bidder to whom the award of work has been made, necessary recovery as deem fit by NIT Silchar shall be made from the bill amount. In severe cases, the work order of the successful bidder may be canceled and the firm may be blacklisted.

The scope of work detailed above, including key deliverables, is only broad and the institute would appreciate innovative proposals concerning the services sought for. The prospective firms are required to submit their proposals preferably upon performing a detailed site survey.

Decisions taken by the authority NIT Silchar, in all cases shall be final and binding upon the bidder.

Credential Criteria:

Testimonials to be furnished:

The bidders should enclose the following documents, duly self-certified, in support of their bonafide. In case of failure to furnish any of the documents or comply with the provisions, the bid submitted by the firm is liable to be rejected.

| SN | Documents to be furnished |
|----|--|
| 1 | Copy of Certificate of Registration/Trade License for Catering Services |
| 2 | Copy of PAN/Service Tax/GST in the name of firm/proprietor |
| 3 | Copy of Labour License from Competent Authority |
| 4 | Details of the bidder on the letterhead of the firm (As per Annexure-I) |
| 5 | The firm should have experience providing catering services to any (minimum of 1000 capacity) Govt. approved educational institutions, guest houses, circuit houses, holiday homes, etc. (As per Annexure – II). Documentary evidence is to be furnished. |
| 6 | Details of the required menu (As per Annexure III) |
| 7 | Financial Bid duly sealed and signed. (As per Annexure-IV) |
| 8 | Declaration duly sealed and signed. (As per Annexure-V) |

Eligibility criteria are broad guidelines, and the Director, NIT Silchar, has the exclusive right to relax/ alter/ modify/ add any or all the above mentioned criteria.

Validity of Contract:

The validity of the contract, if awarded, would be for Convocation 2024 only.

Jurisdiction and Right to Amend Rules:

1. The institute reserves the right to amend the operation rules whenever and wherever necessary and appropriate. The same shall be intimated to the vendor in due course.
2. The Institute rules shall be binding for the execution of the contract. Further, in case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter, the Director, NIT, Silchar, is the sole arbitrator to decide the same, and his decision is final and binding on both the contractor and the institute as per the provisions of the Arbitration and Conciliation Act 1996. If differences persist even after arbitration and there are compelling reasons to go to the court, it will be decided in the court of Silchar only.

Submission of Sealed quotation with all requisite documents:

Documents (including technical and financial bids) should be put in a single sealed envelope superscribed as ‘**Catering Services for Pre-convocation dinner on 14/11/2024 at NIT Silchar**’ and should be addressed to “The Chairman, Food Committee (Convocation 2024), NIT Silchar, Assam– 788 010” to be submitted/ sent to the Purchase Section, 2nd Floor, Administrative building, NIT Silchar. **The last date of receipt of bid is 06.11.2024 up to 3:00 PM.**

Incomplete Bids / Bids received after the due date/time shall be rejected.

ON THE LETTER HEAD OF THE FIRM

PROPOSAL FOR PROVIDING CATERING SERVICES AT NIT, SILCHAR

| | | | |
|----|---|---|----------------|
| 1. | Name of the Firm/Agency/Individual | : | _____ |
| 2. | Address with Telephone/Mobile Number/ e-mail | : | _____ |
| 3. | PAN/SERVICE TAX/GST Registration No. | : | _____ |
| 4. | EPF Registration Number | : | _____ |
| 5. | ESI Registration Number | : | _____ |
| 6. | Valid Labour License Number | : | _____ |
| 7. | Valid FSSAI license number | : | _____ |
| 8. | Name and Address of the Banker | | |
| 9. | Name and address of the person responsible for Management with telephone Number | : | _____ _____ |

Date:
Place:

Signature of the Authorized Person

ON THE LETTERHEAD OF THE FIRM
Experience of the firm in providing Catering Services

a) Details of all completed/ongoing contracts

| Sl. No. | Name of the organization with address, phone no., email-id etc. | Period of Contract | | Nature of work undertaken | Remarks (Completed / Ongoing) |
|---------|---|--------------------|-----|---------------------------|-------------------------------|
| | | From | To | | |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| ... | ... | ... | ... | ... | |

Date:

Place:

Signature of the Authorized Person

N.B. (Please enclose the following documents along with the form)

1. Attach ongoing and previous work order details as proof.

The items as per the following Food Menu is to be provided at NIT Silchar at Pre-Convocation Dinner on 14th November, 2024, 7:30 PM – 10:00 PM

MENU OF PRE-CONVOCAION DINNER ON 14.11.2024
22nd PRE-CONVOCAION 2024 NIT SILCHAR

| <u>STARTER</u> | | <u>MAIN COURSE</u> | |
|------------------------|---|---------------------------|---|
| 1 | Vegetable soup | 1 | Radha Ballavi & Alu Dum |
| 2 | Chicken Tikka | 2 | Plain Rice |
| 3 | Paneer Tikka | 3 | Butter Naan |
| 4 | Baby Corn Fry | 4 | Veg Noodles |
| 5 | Ghee Jilebi | 5 | Kashmiri Pulao |
| 6 | Panipuri | 6 | Dal Fry |
| 7 | Dahi Bara | 7 | French Fry and Alu Jhuri Bhaja |
| 8 | Cold Drinks | 8 | Veg Kofta |
| 9 | Tea & Coffee | 9 | Nabaratan Korma |
| 10 | Russian Salad | 10 | Cauliflower dry fry |
| <u>DESSERTS</u> | | 11 | Veg Manchurian |
| 1 | Kaju Barfi | 12 | Chicken Butter Masala** |
| 2 | Dry Rasagolla | 13 | Paneer Butter Masala** |
| 3 | Gajar (Carrot) Halua | 14 | Local Katla Fish Kalia (100 gms per plate)* |
| 4 | Ice cream (Three different Flavours) | 15 | Mutton Kosha (100 gms mutton per plate)** |
| 5 | Freshly Cut Fruits (Apple, Grapes, Banana, Water Melon, Papaya) | 16 | Masala Papad |
| 6 | Sweet Yogurt | 17 | Chatni (Sweet and Sour) |
| 7 | Mukhwas (mouth freshener) | 18 | Green Salad |
| 8 | Paper napkins, Toothpicks, and other required items (Complementary) | 19 | Drinking water (as required) |

* *Size of each raw fish piece should be 80-90 gm. The committee will ensure the quantity and quality.*

** *Quantity of total uncooked Paneer/Chicken/Mutton should be @70-80 gm per plate. The committee will ensure the quantity and quality.*

(TO BE SUBMITTED ON THE LETTER HEAD OF THE FIRM)

(To be sealed in a separate envelope marked as “Financial bid”)

Financial Bid Form

PRE-CONVOCATION DINNER ON 14.11.2024

22nd CONVOCATION 2024, NIT SILCHAR

| Sl. No. | Item | Unit Price (INR) |
|---------|-------------|------------------|
| 1 | STARTER | |
| 2 | MAIN COURSE | |
| 3 | DESSERTS | |

Caterer's Name:

Address:

Contact No.:

Signature with Seal:

Date:

(TO BE SUBMITTED ON THE LETTER HEAD OF THE FIRM)

DECLARATION

It is hereby declared that I/We agree to all the terms/clauses mentioned in this tender notice vide Tender No. dt I/We shall be liable to disqualification in case of any violation of the terms/clauses and I/We shall abide by the decision of National Institute of Technology Silchar (NITS).

Further, it is also declared that the firm has not been blacklisted/terminated/ suspended by any organization and that no case has ever been contemplated or lying pending in any court of law.

Signature

Date: