



**Radha Krishnan Hall of Residence**  
**IIT Kharagpur**

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**Limited Tender Enquiry**

**Tender Enquiry No: IIT/RK HALL /Grand Dinner /2024 \_Dated 19.02.2024**

Opening of Technical Bid: **12.03.2024**

Last Date for Submission: **11.03.2024**

**Tender Title: Serving of Grand Dinner at Radha Krishnan Hall of Residence**  
**IIT Kharagpur**

Sealed Quotations are invited from the undermentioned Caterers to serve the Grand Dinner as per the menu at the designated venue within the premises of the Indian Institute of Technology, Kharagpur on **18.03.2024 (tentative)**. The tentative number of plates is 580 Nos. for Dinner.

The number of plates may increase or decrease depending on the visiting students/faculty/staff which will be communicated to the successful bidder in due course of time. The bidder must be capable of arranging any additional numbers within a very short notice. Actual consumption shall be used for billing.

Quotations should be submitted in two parts: (Technical Bid and Price Bid) **each individually sealed and then in a sealed cover** (Please mention clearly the Technical Bid and Price Bid), to the Warden RK Hall of Residence IIT Kharagpur by the last date of submission duly superscripted with Reference No. (Tender Enquiry No: IIT/RK HALL/Grand Dinner /2024 dated 19.02.2024)

The technical bid submitted by the Agencies/firms/Contractors will be evaluated first by the tender committee. The price bids of only the technically qualified firms will be opened for price comparison. It may be on the same day after the opening of technical bids or another day which will be communicated later.

The list of caterers :

- (i) Ms Chatterjee Caterer
- (ii) Ms Vishal Group CatererMs
- (iii) Kumar Decorator & CatererMs
- (iv) Bijoli Caterer
- (v) Ms Amar Caterer

Warden  
RK Hall  
IIT Kharagpur

Copy to: 1. Hall Management Committee Website  
2. RK Hall Notice Board



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#### **Technical Bid: Eligibility criteria:**

The Technical Bid should be in the form of compliance statement/documents to the points mentioned below:

- 1) Valid Food License from Statutory Authority
- 2) Valid Trade License
- 3) Catering License from Local Administrative Authority
- 4) Statutory Compliances with copies of last 3 financial years IT returns and GST registration certificate.
- 5) Copies of catering orders executed successfully from reputed Academic Institutes/Government Institutions/any reputed organization for serving lunch/dinner for a minimum number of 500 in a single occasion (in a single order) during the last five years as on the last date of submission of tender.
- 6) Quality of food must be guaranteed. An undertaking regarding this must be produced on the company letterhead duly signed and sealed by the authorized representative.

#### **General Terms and Conditions:**

No advance payment will be made. The payment will be made after completion of the work submission of the bill and verified by the Warden RK Hall IIT Kharagpur.

A Certificate/Undertaking on the letter head of the Company to the effect that the bidder/Manufacturer had not been blacklisted anywhere in India or abroad by any organization as per format in Annexure-III

Agency shall provide adequate approved good quality crockery and cutlery (preferably bone china/opal ware) and table cloth of good quality on the buffet table. Agency shall also arrange pandas and decoration including table-chairs to serve the food and the cost for the same must be borne by the vendor

Utensils for cooking and serving warm food shall also be provided by the agency.

The agency shall ensure that staff deployed in catering services is free from any infection or communicable diseases.

All food should be made from fresh and good quality/branded raw materials

IIT Kharagpur reserves the right to reject any or all the tenders without assigning any reason. It also reserves the right to add, delete and modify the terms and conditions at any point of time.

In case of any dispute, the matter shall be settled mutually, falling which the decision of the Director, IIT Kharagpur shall be final and binding on the bidders.

Payment will be made on actual plate consumed per day / per meal basis.

Clean utensils for cooking and serving warm food shall also be provided by the agency.



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The commercial part of the bid has to be quoted in INR (must be inclusive of GST) for the menu as per the format in Annexure-I (with basic decoration like lighting, tent, side wall, partition wall, pandal, tables, chairs for catering). Water and electricity will be provided by IIT Kharagpur for cooking purpose only while the remaining other arrangements for smooth operations should be taken care by the Caterer.

The financial bids of only the technically qualified caterers will be opened for price comparison, may be on the same day after the opening of technical bids or some other day which will be communicated later.

Timing for Dinner – 8.00 pm to 10.30 pm

(a) Rate: The rate quoted must be inclusive of all admissible taxes.

(b) GST: Inclusive

Delivery Period: The Vendor is required to provide the as per schedule. No mobilization advance is payable against the Purchase Order.

Quality of the Services: The vendor-offered services should be of the best quality. The Institute reserves the right to reject such services if found unacceptable.

Liquidated Damages: In the event of failure to provide services the vendor beyond the specified date, the liquidated Damage (LD) a sum equivalent to 0.5 (half) per cent of the prices of any portion of stores delivered late, for each week or part thereof of delay. The total damage shall not exceed 10(ten) per cent of the value of delayed goods.

Payment: Payment will be made after successful providing the services within 30 days from the date of receipt of bill from the vendor and duly verified by the Warden, RK HALL.

Reserved Rights: The Institute reserves the right to change the venue, date and menu (if required). The Institute also reserves the right to reject any offer including the lowest without assigning any reason. The Institute does not bind itself to accept the lowest offer.

No transportation charges will be met from the Institute in this regard at any context.

Penalty: In the case of failure to provide services, use of low-quality material, shortage of food, delay in service etc. penalty will be levied as per the decision of the committee Members.

Dispute: In case of dispute, the matter shall be settled mutually, failing which the decision of the Director, IIT Kharagpur shall be deemed final.

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**Annexure – I**

**FORMAT FOR PRICE BID**

Name of work: **Grand Dinner RK Hall, IIT Kharagpur**

Name of Firm/Bidder: .....

Address: .....  
.....

Phone/ Fax/ Mobile/ Email : .....

The price bid must be quoted **in INR inclusive of GST. Rates (L<sub>1</sub>) will be evaluated based on rates (including Tax) for Dinner per plate rate.**

Sl. No.	Items	Unit Cost Per Plate (X)	GST (Y)	Total Amount (X+Y)
1	Dinner			
<b>Total (in Rs.)</b>				
Total in words (in Rs.)				

**Signature and seal of the Bidder**



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**Annexure-II**

**TECHNICAL BID DOCUMENT**

Format to be filled by the reputed agencies/firms/contractors submitting tender to serve Dinner at RK Hall, IIT Kharagpur.

Name of the Tenderer : \_\_\_\_\_

Status of the Tenderer : \_\_\_\_\_  
(Attach documents, if registered company/ Partnership/Propriety ship)

Income Tax returns of previous last three assessment year (copy)	1
	2
	3

list/address of clients where similar work has been completed successfully Attach work order & completion report	1
	2
	3
	4
	5

Permanent A/c No. (attach copy) :

GST Registration No. (attach copy) :

Coordinating (responsible) person Name and Contact Number :

Certified that all above information are correct to the best of my/our information, knowledge and belief.

**Dated Signature & Seal of the Authorized person of Vendor**

**NOTE** : This is to be submitted in a separate sealed envelope super scribing "TECHNICAL BID",



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**ANNEXURE - III**

**UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT**

**(On Company / firm's Letterhead)**

I/We hereby confirm and declare that we, M/s \_\_\_\_\_  
, is not blacklisted/ Deregistered/ debarred by any Government department/ Public Sector  
Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the  
works/ Services as on date.

**Signature of the Authorized Person Date and company seal:**

Full Name: \_\_\_\_\_

Place: \_\_\_\_\_



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**Annexure-IV**

**Please find the enclosed menu details for Dinner :**

Dinner (8.00 PM 10.30 PM)
<b>Starter</b> <ul style="list-style-type: none"><li>• Dahi Kabab</li><li>• Paneer Tikka</li><li>• Chicken Seek Kabab</li></ul>
<b>Main Course</b> <ul style="list-style-type: none"><li>• Masala Kulcha</li><li>• Butter Dal Fry</li><li>• Schezwan Pulao</li><li>• Pindi Chole</li><li>• Paneer Pasanda</li><li>• Chicken Keema</li></ul>
<b>Desert</b> <ul style="list-style-type: none"><li>• Gulab Jamun</li><li>• Rabadi Jalebi</li><li>• Ice Cream</li></ul>
<b>Drinks</b> <ul style="list-style-type: none"><li>• Cold Drinks</li></ul>

(N.B. : The supplied food should be of high quality and hygienic. Also utensil, table, servicing should be neat and clean).

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