



भारतीय प्रबन्ध संस्थान, लखनऊ
INDIAN INSTITUTE OF MANAGEMENT, LUCKNOW

RFQ No. IIML/Convo/48/2019-20

Dated: 05/03/2020

To,

M/s.....

.....

SHORT NOTICE TENDER TO MANAGE HOSPITALITY ARRANGEMENTS (CATERING SERVICES) FOR 34TH ANNUAL CONVOCATION - 2020 AT IIM LUCKNOW

Dear Sir,

On behalf of the Director of Indian Institute of Management, Lucknow the **shortlisted Bidders (firms)** are hereby invited to quote their rates for providing Catering Services including food arrangements on March 20 & 21 2020. First is a pre-convocation dinner for 2500 persons on 20 March 2020, second is Hi Tea for 3000 persons on 21 March 2020 and Hi Tea at Robing Area for 100 persons on 21 March 2020 (refer Bill of Quantity) at Indian Institute of Management Lucknow, Prabandh Nagar, IIM Road, Lucknow as per details given below:

The Shortlisted bidders are requested to submit their quotation along with EMD of Rs. 50,000/- (Rupees Fifty Thousand only) in sealed cover so as to reach the Office of the **Officer on Special Duty, Indian Institute of Management, Prabandh Nagar, IIM Road, Lucknow - 226013 up to 2:30 p.m. on March 13th 2020.**

The quotation must be titled as "**QUOTATION FOR TENDER TO MANAGE HOSPITALITY ARRANGEMENTS (CATERING SERVICES) FOR 34TH ANNUAL CONVOCATION - 2020 AT IIM LUCKNOW**" on the top of the envelope. Tenders received after the specified time will not be considered. The bids will be opened on the same day at 3:30 PM by the tender opening committee in the presence of the representatives of the bidders, present at that time. An authority letter is must, if any person other than who signed the tender document, attends the event.

The food items (as per Bill of Quantity) shall be ready for inspection 02 hours prior to the Programme schedule (as per Bill of Quantity). The all disposable items shall be removed on 22nd March 2020 (early morning). The tender document should be signed in ink on each page of the tender and any cutting or over writing should accordingly be signed. All the relevant papers i.e., GST No., Experience, Pan Card, Registration Certificate, should be submitted duly signed by the shortlisted bidder. A copy of tender documents duly signed by the bidder must be submitted along with the bid documents (Annexure I – III).

The condition of this notice and that mentioned in General Conditions, Special Conditions and BOQ enclosed will be binding on the bidder. The Director, Indian Institute of Management, Lucknow reserves the right to reject one or all the tenders without assigning any reason. No claim, whatsoever, shall be entertained on this account.

The validity of the tender shall be at least 15 days from the date of opening of tenderers. Tenderers incorporating additional conditions, discount, and rebate are liable to be rejected.

The bidders are advised to visit & inspect the site before filing the bids and for any query they may contact SAO(AS), MDP 0522 - 6696282. No deviation of rates or conditions of contract will be accepted on account of ignorance of the work place conditions after the award of the work. They are specifically advised to see the approachability of material and working conditions at the working site.

Contractors will make their own security arrangements till the work is completed.

Thanking you,

Yours faithfully,

Administrative Officer
Purchase & Stores

Encls. : i) General Terms & Conditions.
ii) Bill of Quantity

GENERAL TERMS AND CONDITIONS

- 1. NAME OF WORK:** Providing complete Catering Services including food arrangements for Convocation 2020 for two days at Indian Institute of Management Lucknow Campus, Prabandh Nagar, IIM Road, Lucknow-226013 (The Institute).
- 2. SCOPE OF WORK:** The scope of work as mentioned in the enclosed bill of quantity.
 - Providing catering services including food arrangements and food support on 20.03.2020 at 7.30 PM as mentioned (Annexure – II).
 - Providing catering services including food arrangements and food support on 21.03.2020 at 6.45 PM as mentioned (Annexure-III).
 - Providing Hi-Tea (at Robing Area) on 21.03.2020 at 02.00 PM as mentioned (Annexure-III).
 - Providing adequate manpower (Minimum 40 Numbers) to handle the event. A person should always be there to rectify errors. Please keep the backup of all the necessary items for avoiding any emergency.
 - Vendor has to bring in complete utensils, cooking sources, as well as containers and bone china crockery for both days. Cloth napkins have to be provided during the dinner on 20 March 2020.
 - Complete water used in cooking needs to be with purified water and self arrangement.
 - Single used Plastic or Plastic disposable glass is not allowed. Only good quality disposable paper glass can be used.
 - Complete waste/leftover disposal will be the sole responsibility of the vendor on both the days. IIML will provide the designated place for the disposal.
- 3. EARNEST MONEY DEPOSIT:** Quotation must be sent along with Demand Draft of Rs.50,000/- (Rupees Fifty Thousand only) from any scheduled bank in favour of “Indian Institute of Management, Lucknow” payable at Lucknow.
- 4. SECURITY DEPOSIT:** The successful bidder is required to deposit an amount equal to 10% of contract value immediately in form of Demand Draft issued by any scheduled bank in favour of ‘Indian Institute of Management Lucknow’ payable at Lucknow within 03 days after award of the contract. This security deposit will be refunded/ returned after successful completion of the work.
- 5. COMMENCEMENT DATE:** The date of commencement of work shall be the date of issue of the Letter of Intent. The contractor shall have to start the execution of work within 2 days from the date of issue of Work Order/LOI failing which Institute may reject the award of work and get the work done by engaging other agency.
- 6. PERIOD FOR COMPLETION:** The successful bidder will be required to make all arrangements (as per bill of quantity and as per the requirement of the site) and complete the items 02 hours prior to the date & time mentioned in the BOQ.
- 7. SUBLETTING:** Subletting the awarded work to other party is not allowed. If found, appropriate action will be taken against successful bidder.
- 8. PAYMENT:** Full payment shall be released after the successful completion of the awarded work.
- 9. TAX / DUTIES:** The rates quoted shall remain firm and no enhancement / escalation on account of any other statutory / other increases by Local Authorities, State / Central Government shall be entertained.
- 10. SUB-STANDARD MATERIALS:** Any material rejected by the Institute, shall be removed from the site immediately. Failing this, the Institute shall have to rights to get these removed at the cost of the contractor and the contractor shall have no claim whatsoever in this regard.
- 11. FIRE SAFETY AND OTHER SAFETY MEASURES:** The successful bidder / contractor will be required to make all pre-cautionary measures to avoid any kind of fire / accident in and around the pandal. The responsibility for any loss due to fire or accident due to ignorance of any safety measure by the contractor, the contractor shall be held liable for indemnifying/compensating the loss caused.

- 12. DISPUTE AND JURISDICTION:** In the event of any dispute or difference regarding the interpretation of these conditions or any condition contained in the release order, the decision of the Director of the Institute shall be final and binding on the agencies. All disputes will be subject to the jurisdiction of courts in Lucknow only.
- 13. PENALTY CLAUSE:** In case poor quality or shortage of items or any other short-coming, or sub-letting the contract, the agency/bidder shall be held responsible and shall be penalized with the amount to be decided by the hospitality Committee/Management from the bills or performance security.
- 14. NON-ACCEPTANCE WORK ORDER OR NON-COMPLETION OF AWARDED WORK:** The EMD/Security Deposit submitted by bidder will be forfeited/retained by the Institute and the bidder will be blacklisted for participation in future tendering process of the Institute.
- 15. Disclamier Clause:** IIM Lucknow has the discretion and right at any stage to cancel/add or amend the information, terms, procedure and protocol set out in the Short Notice Tender and the bidder has no claims against such right. The Institute has unfettered right hereunder to terminate the arrangements at any time without assigning any reason whatsoever.

If any sort of food poisoning, either minor or major, is reported for any of the food items, the complete responsibility shall be with the vendor. The vendor shall take immediate steps for the medical aid for the diners, fully at their own cost. Under any such case, the contract can be terminated with the recommendation of the hospitality committee and management by forfeiting the security deposit and imposing the major penalty. In addition to this the institute shall be free to take any legal action against the vendor including black-listing of the vendor.

SPECIAL CONDITIONS

1. All the pages of all sections of tender document shall be signed by the bidder at the lower right hand corner. Further, wherever marked signature of the bidder, the bidder must sign with date. In case the tender is being submitted by a person other than the owner of the firm, the owner must issue an authorization letter in this regard for submission of tender.
2. No mobilization advance will be paid to the contractor.
3. Predatory pricing would lead to disqualify and will not be considered in financial evaluation process.
4. The rates quoted by the contractor and accepted by the Institute shall be firm and fix for the above work and no escalation shall be paid to the contractor in this account.
5. In case Institute is not satisfied with the performance of contractor, the Institute is empowered to get the work completed by other agency and debit the penalty determine by the committee on contractor's bills or Performance Security. No objection or claim, whatsoever on this account will be entertained.
6. Rates shall be deemed, inclusive of payments of dues by the contractor to the labour in accordance with the prevailing labour laws.
7. Minimum 40 Manpower each is required to handle these events of both days.
8. IIML, reserves the right to curtail or enhance the scope of work either by removing of certain items entirely or by reducing/increasing the quantities of certain items as required by the Institute from time to time and therefore, the final value of the work shall be worked out and paid to the extent of work actually carried out.
9. In case of defective works the same shall be rectified by the Contractor at his cost.
10. IIM, Lucknow reserves the right to terminate the agreement even without giving notice in the event performance of the contractor is not found satisfactory.
11. Income Tax as per the rules will be deducted from the bill and the amount so deducted will be credited to the Income Tax authorities and a certificate of the amount credited will be issued by the account section of IIM, Lucknow.
12. Prevailing Turnover Tax, if applicable, will be recovered as per Government rules.
13. The dispute, if any, will be referred to the Director, IIM and her decision will be final and binding.
14. All disputes arising out of the order will fall under jurisdiction of Lucknow Court.
15. Prior intimation will have to be given to Hospitality Committee by the contractor if he proposes to work on Sundays or any other holidays. No additional cost for above mentioned work due to overtime or shift work will be applicable to Institute and shall be completely borne by the contractor.
16. The terms & conditions given in quotation Inviting Notice are also the part of the General terms & condition.

INFORMATION TO BE FURNISHED BY THE BIDDER

The bidder are required to provide the following details in the prescribed format and also enclose self attested copy in support of the information provided, wherever applicable:

1.	Name of the Bidder (Firm)	:	
2.	Address of the Bidder/ Firm & Name of authorised signatory	:	
3.	Contact Phone number(s) of the bidder: Email ID:	: : :	
4.	Year of Establishment	:	
5.	Self-Attested GSTIN No. (Enclose certificate)	:	
6.	Details of EMD	:	
7.	Experience : At least 03 years experience in IITs/IIMs or any equivalent reputed organization in similar event	:	
8.	Annual Turnover past 3 years	:	
9.	Number of Manpower provided by the firm to handle these events	:	
10.	Signed copy of tender documents	:	

This is to certify that I have understood the terms & condition of the tender document and all the information provided above & enclosed is true to the best of my knowledge and belief.

Further, I have visited the actual cite, where the services need to be provided, and submitted my quotation based on the same.

Signature of the Bidder _____

Date: _____

Annexure - II

RFQ No. IIML/Convo/48/2019-20

Dated: 05/03/2020

Bill of Quantity**(To be filled on Letter Head of the company)****Providing complete Catering Services includes food arrangements for Convocation 2020 on March 20 & 21 2020.****i) Dinner on 20 March 2020 for 2500 persons at 07:30 PM**

<u>Required Menu</u>	<u>Medium of Cooking</u>	<u>Rate of GST (%)</u>	<u>Rate for Dinner per person as per (Rate + GST) including all taxes (Rs.)</u>
<p><u>Starter:</u> Paneer Tikka, Chilly Chicken, Harabhara Kebab, Cheese Roll. Soup: Hot n Sour</p> <p><u>Main Course:</u> (Non Veg): Shami Kebab, Gilawati Kebab + Ulta Tawa Paratha, Nihari Kulcha, Tandoori Fish Tikka+ Tartar sauce, Chicken Kathi Roll, Green Chutney, Lachcha Sirka Onion.</p> <p><u>Veg:</u> Veg Kebab-paratha, Kadhai Paneer, Mushroom Babycorn Peas, Veg Jhalfarezi, Dahi-Vada, Daal ki Kachori and Aloo Curry, Daal Tadka, Daal Makhani.</p> <p><u>Rice:</u> Mutton Dum Biryani, Lemon Rice with coconut chutney, Steamed Rice.</p> <p><u>Roti:</u> Missi, Tandoori, Garlic & Plain Naan, Palak Poori, Plain Poori, Rumali Roti.</p> <p><u>Desert:</u> Moong Daal Halwa, Jalebi & Rabdri, Ice-cream Amul (Flavours - Butter Scotch+Black Currant+ Kesar Pista)</p> <p><u>Miscellaneous:</u> 5 types salad (Green/Macroni/ Russian/ Sprout/ Fruit), Mineral Water with 10 Dispensors, Papad (Sabudana/Rice/Dal), Espresso Cofee, Masala Butter Milk, Masala Lime Soda, 5 types of Pickles.</p>	<p>Saffola Gold Oil or Equivalent.</p> <p>Jalebi to be cooked in Amul Desi Ghee or Equivalent</p> <p>1. Veg Decoration arrangement in Salad Section. 2. Proper Crockery Full/Quarter & Dessert Plates with appropriate Cutlery to be Used. 3. Cloth Napkin. 4. Minimum Four Roti Counters. 5. Waiters in proper Uniform with name tally.</p> <p>Pickles brand Nilon's or Mother Recipe or equivalent.</p>		

A) Total Rates for Dinner for 2500 persons including all Taxes Rs. _____

Annexure - III

ii) Hi-Tea on 21 March 2020 for 3000 persons at 06:45 PM

<u>Required Menu</u>	<u>Medium of Cooking</u>	<u>Rate of GST (%)</u>	Rate for Hi-Tea per person as per (Rate + GST) including all taxes (Rs.)
1. Vada- Sambhar 2. Amritsari Choley Kulche 3. Tamarind Rice with Coconut Chutney 4. Khasta with Aloo Sabzi & Navaratna Chutney 5. Imarti & Gulab Jamun 6. Masala Tea, Espresso Coffee, Green Tea, Neembu Pani/ Lemon Soda, Mineral Water with dispenser.	Saffola Gold Oil, Mustard Oil or Equivalent		

B) Total Rates for Hi-Tea for 3000 persons including all Taxes Rs. _____

iii) Hi-Tea (at Robing Area) for 100 persons at 02:00 PM on 21 March 2020

<u>Required Menu</u>	<u>Medium of Cooking</u>	<u>Rate of GST (%)</u>	Rate for Hi-Tea (at Robing Area) per person for (Rate + GST) including all taxes (Rs.)
Beverages: Butter Milk, Lassi, Fresh Juice (Seasonal: Mausambi/Pineapple + Watermelon, Masala Tea/ Lemon/Green Tea, Coffee, Kairi Panna. Snacks: Power Seed Biscuits, Fried Idly with Chutney, Cut-Fruit			

C) Total Rates for Hi- Tea (at Robing Area) for 100 persons including all Taxes Rs. _____

Grand Total (A+B+C) = Rs. (including all taxes etc.)

Note: Lowest bidder will be decided based on the amount mentioned in Grand Total.

DATE:

SIGNATURE OF BIDDER WITH STAMP: