



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI

Autonomous institution under MOE, Govt. of India

&

Department of Information Technology & Electronics, Govt. of West Bengal

WEBEL IT Park, 14 Adivasi Para Kalyani -741235,

West Bengal, Tel : 033 2582 2240, website : www.iitkalyani.ac.in

TENDER DOCUMENT

FOR

SELECTION OF AGENCY FOR PROVIDING FOOD FOR CULTURAL DAY ON

24th SEPTEMBER, 2023

Tender No. IIITK/Tender/23-24/09 Date :- 29.08.2023

NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR SELECTION OF AGENCY FOR PROVIDING FOOD FOR CULTURAL DAY ON 24th SEPTEMBER, 2023

Indian Institute of Information Technology, Kalyani invites Expression of Interest (EOI) from reputed restaurants owners and mess catering agencies having experience in running canteens, hostels, messes, restaurants and mass catering services etc., for food for Cultural Day on 24th September, 2023.

It is requested to submit the offer in prescribed application form under two bid systems.

Duly filled in EOI documents, complete in all respects should reach the office of the Deputy Registrar, IIIT Kalyani, Webel IT Park, opposite of Kalyani water treatment plant, Block B, Kalyani, Nadia, W.B. – 741235.

Last date for submission of Tender (EOI) is 07-09-2023 up to 03.00 P.M. and received tender will be opened at 04.00 P.M on the same day in the presence of the tenderers or their representatives, if they so desire, at IIIT Kalyani.

Pre Qualification Criteria

1. The Tenderer should have at least three years experience in running canteens, hostels, messes, restaurants and mass catering services etc. The proof (self attested) of the same is mandatory.
2. The Tenderer should have average annual financial turnover during the 3 years, ending 31st March of the previous financial years, should be at least Rs. 5.00 lacs. Tenderer to submit balance sheet and profit & loss account statement of last three financial years duly certified by CA. The proof (self attested) of the same is mandatory.
3. The Tenderer should have valid Copy of PAN issued in favour of the firm or as applicable, GST number, if applicable. The proof (self attested) of the same is mandatory.

SECTION - I BRIEF DESCRIPTION OF THE SCOPE OF WORKS

The below mentioned menu is to be provided for 550 Students

Menu:

| Sr No | Item | Quantity |
|-------|---|--------------------------------------|
| 1 | <i>Starter</i> 1. Noodles (Veg) (150 gram) 2. Manchurian (Veg) (3 pieces- approx 150 grams) | 550 People |
| 2 | <i>Main Course</i> 1. Green salad (50 grams) 2. Punjabi Dal Fry (150 grams) 3. Masala Veg Pulav (150 grams) 4. Chicken Do Pyaza/ Butter Chicken (4 pieces approx 250 grams) 5. Kadai Paneer/ Chilli Paneer/ Paneer Butter Masala (6 pieces approx 200 grams) 6. Naan/ Tandoori Roti/ Rumali Roti/ Puri (2 piece) 7. Mix veg curry (75 grams) | 550 People |
| 3 | <i>Dessert</i> 1. Rasgulla/ Gulab Jamun (1 piece) 2. Ice Cream- Butterscotch / Vanilla flavor (Cup- 100 ml quantity). | 550 People |
| 4 | Water Bottle (500 ml) | 550 People |
| 5 | Drinking Water Cans and Dispenser | 40 Cans of 25 Litres 4 Dispensers |


07/09/2023

Deputy Registrar
Indian Institute of Information Technology, Kalyani

FORMS

Form-A: Undertaking**UNDERTAKING**

1. I/We undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the Indian Institute of Information Technology, Kalyani and shall abide by them.
2. I/We also undertake that I/we have understood all terms and conditions and shall conduct the work strictly as per the parameter.
3. I/We further undertake that the information given in this tender is true and correct to the best of my/our knowledge and belief in all respects and I/we hold the responsibility for the same.
4. I/We undertaking to the effect that the firm is neither court case/police complaint/black listed by any Govt. of WB/aided/autonomous institution nor any criminal case is registered against the firm.

Date :

Signature of the Tenderer with seal

Form-B: Details of the Organization/Service provider [to be submitted in the Organizational letter head]

| Description | Information |
|---|-------------|
| Name of the Firm | |
| Year of Establishment | |
| Complete Address with contact number and e-mail id. | |
| Trade License Number (Copy should be enclosed) | |
| Permanent Account Number (copy should be enclosed) | |
| GST Registration Number | |
| Proof of payment of Income Tax (last three years) | |
| Copy of IT return for last three years | |

Declaration :- I hereby certify that the information furnished in this document is complete and correct to the best of our knowledge. I understand that in case, any deviation is found in the above statement at any stage, the company will be blacklisted and will not be allowed to have any dealings with the Hostel and IIIT, Kalyani.

Date :

Signature of the Tenderer with seal

Form-C : Technical Data Sheet (to be submitted in the organizational letter head)

| Sl.No. | Particulars | Data/Value |
|--------|--|------------|
| 01 | Firm's Experience in Years | |
| 02 | Average Annual Financial turn-over (gross) of the Firm in the last three financial years | |

Declaration :- I hereby certify that the information furnished in this document is complete and correct to the best of our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company will be black listed and will not be allowed to have any dealings with the Hostel and IIIT, Kalyani.

Date :

Signature of the Tenderer with seal

Form-D : Details of all Works of similar Class Completed during the last three years as on the last date of submission

| Sl. No | Name of work and location | Owner or sponsoring organization | Nature of the sponsoring organization | Scope of work | Date of commencement as per contract | End date of contract | Stipulated period | Contact details of the reference person | Remarks |
|--------|---------------------------|----------------------------------|---------------------------------------|---------------|--------------------------------------|----------------------|-------------------|---|---------|
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Necessary supporting documents must be attached.

Date :

Signature
29/07/2025

Signature of the tenderer with Seal

Form-E: Financial Bid*Table A: For 550 students as per Menu*

| Sr No | Item | Quantity | Amount (in Rs) |
|----------------------|---|-----------------------------------|-----------------------|
| 1 | <i>Starter</i> 1. Noodles (Veg) (150 gram) 2. Manchurian (Veg) (3 pieces- approx 150 grams) | 550 People | |
| 2 | <i>Main Course</i> 1. Green salad (50 grams) 2. Punjabi Dal Fry (150 grams) 3. Masala Veg Pulav (150 grams) 4. Chicken Do Pyaza/ Butter Chicken (4 pieces approx 250 grams) 5. Kadai Paneer/ Chilli Paneer/ Paneer Butter Masala (6 pieces approx 200 grams) 6. Naan/ Tandoori Roti/ Rumali Roti/ Puri (2 piece) 7. Mix veg curry (75 grams) | 550 People | |
| 3 | <i>Dessert</i> 1. Rasgulla/ Gulab Jamun (1 piece) 2. Ice Cream- Butterscotch / Vanilla flavor (Cup- 100 ml quantity). | 550 People | |
| 4 | <i>Water Bottle (500 ml)</i> | 550 People | |
| 5 | Drinking Water Cans and Dispenser | 40 Cans of 25 Litres 4 Dispensers | |
| Total Amount: | | | |
| In Words: | | | |

Note: The food Caterers should make the arrangements for the chairs (100 units) and tables (30 units) and all other utensils to serve the attendees.

- a) The rates shall be inclusive of all charges.
- b) Only one rate shall be quoted. If more than one rate is quoted the tender shall be rejected.
- c) The rates to be quoted in figure and words. The rates shall be quoted unconditionally and conditional tenders shall be rejected.

Date:

Signature of the tenderer with seal