



भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद

धनबाद, झारखण्ड, भारत, पिन-826004

(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का एक संस्थान)

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD

DHANBAD, JHARKHAND, INDIA, PIN-826004

(An Institute of National Importance under Ministry of Education, Govt. of India)

STORES & PURCHASE SECTION Phone:(0326) 2235678 || Email : purchase@iitism.ac.in || Website : www.iitism.ac.in

DSW-INS-164-22-23

Date: 21.11.2022

LIMITED TENDER ENQUIRY NOTICE

The notice is being published only as an abundant precaution and is not an open invitation to quote in the Tender. Participation in this tender is limited to the selected bidders only.

Subject: Limited Tender Enquiry Notice for serving the Food facilities for 42nd Convocation to be held on 12th Dec. 2022.

42nd Convocation of IIT(ISM) Dhanbad are going to be held on 12th Dec 2022, for which a Convocation Food Committee (CFC) has been formed as per the direction of the Competent Authority to arrange and facilitate the food services to VVIPs, Special Invitees, Guests, Students and their accompanying guardian/parents.

The proposed number of heads is as follows:-

42nd Convocation (11-12th Dec, 2022)

Date	Number of Heads	Particulars
11.12.2022	300 Nos.	Pre-Convocation Dinner for BoG Members/Special invitees/Senators/Organizing Committee in Scolomin House.
12.12.2022	3000 Nos.	Breakfast at SAC for degree recipients along with accompanying person.
	300 Nos.	Morning Hi-Tea at Penman Quadrangle for VVIPs, Special Invitees, BoG, Senators, Organizing committee members.
	300 Nos.	Convocation Lunch at Penman Quadrangle for Senators, Organizing committee members etc.
	3000 Nos.	Academic Lunch at SAC for degree recipients along with accompanying person.
	300 Nos.	Evening Hi-Tea at Penman Quadrangle for VVIPs, Special Invitees, BoG, Senators, Organizing committee members etc.
	1500 Nos.	Refreshment Packets for degree recipients along with accompanying person. The Caterer is liable to distribute 500 packets each time in three slots at Penman Quadrangle.
	1000 Nos.	Tropicana Pomegranate Delight- 200mL/Pck for BoG members/Senators in Penman Quadrangle.
	2000 Nos.	Bisleri Water Bottles – 500ml/bottle in Penman Quadrangle
	2000 Nos.	Tea/Coffee & Biscuits for degree recipients along with accompanying person @ Rs 20.00 including GST and will be distributed throughout the day near Penman Quadrangle and areas as decided by CA.



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Tender Schedule

Particulars	Date & Time
Bid Security or Earnest Money Deposit	Rs. 50,000.00 (Rupees Fifty Thousand only)
Last date and time for submission of tenders	28.11.2018 at 3:00 P.M.
Date and time of opening of tenders	28.11.2018 at 4.00 P.M.

1. You are requested to quote your lowest rates for the supply of above items in the attached format for Financial Bid (Annexure – I)
2. Clarification(s) sought after the prescribed date shall not be entertained.
3. You may send your representative in the office of the undersigned at the scheduled date and time of opening of tender.
4. Tender should be submitted in sealed cover only superscribed with Enquiry No. and due date at the following address only:

The Deputy Registrar (Purchase & Stores)
Administrative Building
Indian Institute of Technology (Indian School of Mines),
Dhanbad – 826 004, Jharkhand
Phone - 0326- 2235678

Terms & Conditions

- 1) The rates should be quoted for each item separately.
- 2) Conditional offer will not be accepted.
- 3) You are requested to submit your quotation strictly as per the specifications mentioned in the NIT.
- 4) Your tender must be valid for **minimum 30 days** from the date of opening of tender.
- 5) Each page in the bid document must be numbered properly and duly signed & sealed by the bidder on every page of the bid.
- 6) **Bid Security or Earnest Money Deposit (EMD):** Should be submitted in form of A/C payee demand draft drawn in favor of Registrar, IIT (ISM), Dhanbad and payable at Dhanbad.
- 7) The items offered should be of good quality confirming to BIS standards, wherever applicable.
- 8) **Advance payment is not admissible.** Payment shall normally be made within 3-4 weeks subject to receipt and acceptance & installation (as per Purchase Order Terms) of the ordered materials/items.
- 9) In the event date on which the tender is opened for acceptance is declared to be a holiday, the tenders shall be deemed to remain open for acceptance till the next working day. IIT(ISM) Dhanbad may extend the date and time for submission opening of the bids.
- 10) Please send your offer by Regd.Post/ Speed Post/ Courier along with Courier receipt/By Hand. Tender/ quotation will be received during IIT (ISM) Dhanbad working hours only (i.e. 9:00 hr. to 18:00 hrs.). *Late or delayed tenders shall be summarily rejected.*
- 11) Any other information that you may like to obtain, you are free to contact IIT (ISM) Dhanbad before submission of tender.



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12) IIT (ISM) Dhanbad reserves the right to accept and/or to reject any/ all tenders without assigning any reason.

13) Enclosure:-**Annexure-B** (Menu of the Food Items to be served)

For and on behalf of
IIT (ISM) Dhanbad

Assistant Registrar
(Purchase & Stores)



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Menu Card

Annexure-B

42nd Convocation – 2022

- I. Event: **Pre-Convocation Dinner** for VVIPs, BoG members, Special Invitees etc.
 Venue: **Scolomin House.**
 Pax: **300 No.**

Sl. No.	Item
1.	Soup: Manchow Soup
2.	Veg Cutlet
3.	Fish Cutlet
4.	Live Counter- Paav Bhaji
5.	Green Salad with Dates Chutani, Papad, Pickle
6.	Boondi Raita
7.	Assorted Breads(Naan,Butter Naan & Roti) and kachauri
8.	Steam rice
9.	Dal Makhani
10.	Kadhai Paneer
11.	Corn palak
12.	Mutton Curry
13.	Rabdi with Hot jalebi
14.	Ice cream
15.	Water Dispenser with water glass
Pre-Convocation Dinner will be served in high quality crockeries in an aesthetic manner with sufficient no of counters.	

- II. Event: **Morning Hi-Tea** for VVIP, VIPs, Senate and BOG members
 Venue: **Penman Quadrangle**
 Pax: **300 No.**

Sl. No.	Item	Qty
1.	Muffin	1 pc.
2.	Meduvada with coconut chutney	1 pc.
3.	Vegetable Cutlet with Tomato sc sachet	1 pc.
4.	Salted Pista	8 pc.
5.	Sugar free Kaju Barfee	1 pc.
6.	Assorted Cookies	1 pc.
7.	Tea & Coffee	Four Counters
	Water Dispenser with Borosil glass	Four Counters
High tea will be served in high quality crockeries in an aesthetic manner.		



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- III. Event: **Breakfast** for Degree recipients/accompanying persons/guests
 Venue: **Student Activity Centre (SAC)**
 Pax: **3000 No.**

Sl. No.	Item
1.	Poori
2.	Sabjee
3.	Jalebi
4.	Banana
5.	Tea & Coffee
6.	Water Dispenser with water glass
Breakfast will be served in high quality crockeries in an aesthetic manner with sufficient no of counters.	

- IV. Event: **Evening Hi-Tea** for VVIP, VIPs, Senate and BOG members
 Venue: **Penman Quadrangle**
 Pax: **300No**

Sl. No.	Item	Qty
1.	Muffin	1 pc.
2.	Meduvada with coconut chutney	1 pc.
3.	Vegetable Cutlet with Tomato sc sachet	1 pc.
4.	Salted Pista	8 pc.
5.	Sugar free Kaju Barfee	1 pc.
6.	Assorted Cookies	1 pc.
7.	Tea & Coffee	Four Counters
	Water Dispenser with Borosil glass	Four Counters
High tea will be served in high quality crockeries in an aesthetic manner.		

- IV. Tea/Coffee & Biscuits : for Degree recipients/accompanying Persons/guests.
 (2000no.) distributed throughout the day near Penman Quadrangle and areas as decided by CA



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V. Event: **Academic Lunch** for Degree recipients/accompanying

Persons/guests

Venue: **Student Activity Centre (SAC)**

Pax: **3000 No.**

Sl. No.	Item
1.	Soup: Tomato Soup
2	Veg. Hakka Noodle
3	Green Salad with Papad, Pickle
4	Cucumber Raita
5	Plain Rice
6	Assorted Breads(Naan,Butter Naan & Roti) and Kachauri
7	Veg Jalfarezi
8	Paneer Do Pyaza
9	Dal Makhani
10	Kadhai Chicken
11	Vegetable Manchurian with gravy
12	Gulabjamun
13	Vanilla Ice cream
14	Water Dispenser with water glass
Academic Lunch will be served in high quality crockeries in an aesthetic manner with sufficient no of counters.	

VI. Event: **Convocation Lunch** for Senators &Organizing Committee etc.

Venue: **Penman Quadrangle**

Pax: **300 No.**

Sl. No.	Item
1	Soup: Tomato Soup
2	Veg. Hakka Noodle
3	Green Salad with Papad, Pickle
4	Cucumber Raita
5	Plain Rice
6	Assorted Breads(Naan,Butter Naan & Roti) and Kachauri
7	Veg Jalfarezi
8	Paneer Do Pyaza
9	Dal Makhani
10	Kadhai Chicken
11	Vegetable Manchurian with gravy
12	Gulabjamun
13	Vanilla Ice cream
Convocation Lunch will be served in high quality crockeries in an aesthetic manner with sufficient no of counters.	



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VII. Event: **Refreshment** for students and Guardians
Venue: **Penman Quadrangle**
Pax: **1500 No.**

Sl. No.	Item	Qty
1.	Moong Dal Kachauri	1 pcs.
2.	Banana	2 pcs.
3.	Fruit Cake	1 pc.
4.	Frooti Juice	1 pc.
5.	Kaju Burfi	1 pc.
Distribution of food packets and disposal of wastes in hygienic conditions		

VIII. Tropicana Pomegranate Delight-200ml/pkt distribution at **Penman Quadrangle.**(**1000Nos**)

IX. Bisleri Water Bottles-500ml/bottle in **Penman Quadrangle.**(**2000Nos.**)

The following are the terms and conditions for bidders to arrange the catering for 42nd convocation to be held on 12.12.2022 are as mentioned below:-

- Arrangement for serving the food materials/items for 42nd Convocation i.e going to be held on 11th and 12th Dec, 2022 will be within the Campus of IIT(ISM) Dhanbad . The place for the arrangement of serving the food items will be as per the direction by the Competent Authority.
- Two dedicated waiters for serving Water/Juice all around hours within Penman Quadrangle on 12.12.2022 from 08.00AM to 08.00PM.
- Two dedicated waiters will serve Tea/Coffee & Biscuits all around outside the Penman Quadrangle on 12.12.2022 from 08.00AM to 08.00PM.
- Two dedicated waiters will serve Tea/Coffee & Biscuits all around near the GJLT Dome on 12.12.2022 from 08.00AM to 08.00PM.
- Water Counters will be provided by the caterers in the following areas:-
 - Four Water Counters outside the Penman Quadrangle.
 - Four Water Counters inside SAC area.
 - Two Water Counter inside the Hi-Tea area of Penman Quadrangle
 - Two Water Counter inside the Lunch area of Penman Quadrangle.
- Refreshment packets will be distributed as per the direction of CA or its representative.
- Only one caterer will be selected for managing the entire event depending on L1 basis.
- The L1 bidder/selected bidder will be called for extensive discussion for the arrangement of 42nd convocation suitably before the convocation.
- Food display card must be provided by the caterer on every dishes in every program of the event.
- The caterer will also provide the Paper napkin/Toothpick/Mouth freshener sufficiently during entire event of convocation.
- All the caterer will be in proper uniform with proper grooming.



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12. All the arrangements must be completed in all respect prior to 30 mins before the specified time at specified venue.
13. Further, details if any, regarding the work order can be obtained from the Office of the undersigned.
14. Any deviation from the quality and quantity of food materials and its respective serving services will leads toward the **penalty up to 40% of total bill value**, as required & imposed by the CFC committee.
15. *Any other work, if required, during the event will be completed by your firm on Verbal Order or through other mode as instructed/directed by the Competent Authority or his representative, if required, and the extra payment will be made for the same along with the bills.*
16. Payment will be made on order placed or on actual order placed whichever is higher.
17. Payment will be made only after furnishing the original bills with GST subject to satisfactory completion of the work and endorsed by the Committee.
18. Account details of payment must be mentioned on the bills.
19. You will also provide the sufficient water dispenser facilities with sufficient number of stalls for dispensing the proper water facilities.



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Annexure – I

Format of submitting the rates for arrangement of catering services for 42nd Convocation to be held on 12.12.2022.

Date	Number of Heads	Particulars	Rate per heads including GST
11.12.2022	300 Nos.	Pre-Convocation Dinner for BoG Members/Special invitees/ Senators/Organizing Committee in Scolomin House.	Rs...../-
12.12.2022	3000 Nos.	Breakfast at SAC for degree recipients along with accompanying person.	Rs...../-
	300 Nos.	Morning Hi-Tea at Penman Quadrangle for VVIPs, Special Invitees, BoG, Senators, Organizing committee members.	Rs...../-
	300 Nos.	Convocation Lunch at Penman Quadrangle for Senators, Organizing committee members etc.	Rs...../-
	3000 Nos.	Academic Lunch at SAC for degree recipients along with accompanying person.	Rs...../-
	300 Nos.	Evening Hi-Tea at Penman Quadrangle for VVIPs, Special Invitees, BoG , Senators, Organizing committee members etc.	Rs...../-
	1500 Nos.	Refreshment Packets for degree recipients along with accompanying person. The Caterer is liable to distribute 500 packets each time in three slots at Penman Quadrangle.	Rs...../-
	1000 Nos.	Tropicana Pomegranate Delight-200mL/Pck for BoG members/ Senators in Penman Quadrangle.	Rs...../-
	2000 Nos.	Bisleri Water Bottles – 500ml/bottle in Penman Quadrangle	Rs...../-
	2000 Nos.	Tea/Coffee & Biscuits for degree recipients along with accompanying person and will be distributed throughout the day near Penman Quadrangle and areas as decided by CA or its representative.	Rs...../-



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I,M/S.....Address.....
.....Mob no.....is
quoting my total price as
Rs.....(in words)
for arranging the above particulars and all the terms and conditions given to
be.

I give my undertaking to follow all the terms and conditions given to me by
IIT(ISM), Dhanbad.

Total Final Price
for evaluation is :-

**Rs...../
-including GST**

Total Final Price (including GST) in words is Rupees _____

Name of Caterer/Bidder.....

Date.....

Place.....

Seal and Sign.....