



INDIAN INSTITUTE OF TECHNOLOGY PATNA
Bihta, Patna – 801 106, Bihar, INDIA

E-PROCUREMENT MODE

Short Tender Notice

for

Supply of “High Tea, Lunch and Dinner” for International Heat and Mass Transfer Conference (IHMTTC)-2023” at IIT Patna.

Tender Reference No.: IITP/R&D/854/HMT-01/2023-24/102

Documents to be submitted online only



भारतीय प्रौद्योगिकी संस्थान पटना INDIAN INSTITUTE OF TECHNOLOGY PATNA

बिहटा, पटना-801106, बिहार, भारत
Bihta, Patna – 801 106, Bihar, INDIA

Tender Reference No.: IITP/R&D/854/HMT-01/2023-24/102

Date: 01.11.2023

Indian Institute of Technology Patna invites bid/quotations through e-procurement portal for supply of food items and refreshment for International Heat & Mass Transfer Conference (IHMTTC) using two bid. Any Corrigendum/further information (if needed) will be released on CPP Portal and IIT Patna website only. The details of the bid is as under:

Name of the work	Supply of items mentioned in Annexures-1,2 & 3
Earnest Money Deposit	₹ 1,00,000 (Rupees One Lakh Only)
Delivery Schedule	14 th to 17 th December-2023
Online Tender Fee and EMD Submission: Bidder can submit their EMD online by visiting below link: https://www.onlinesbi.com/sbicollect/icollecthome.htm	
Note:- Tender Reference Number should be mentioned for the purpose of EMD submission. Following webpage may be referred for the instructions related to fee submission; https://www.iitp.ac.in/images/pdf/snp/SBI%20I-Collect.pdf	
Submission of Bids Online: Interested parties may view and download the tender document containing the detailed terms & conditions from the website; https://eprocure.gov.in/eprocure/app	

1. Detailed Tender Documents may be downloaded from Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) and from our website (<https://www.iitp.ac.in/>).
2. All details /document pertaining to the tender such as tender document, pre-bid report, corrigendum and any further updates will be available only on our website & also at CPP Portal.
3. **No manual bid will be accepted. All quotations (both technical & financial) should be submitted in the e-procurement portal only.**
4. IIT Patna shall not be responsible for non-receipt of bid due to internet issues or any other reasons.

CRITICAL DATES

Publishing Date	01.11.2023 (06:00 PM)
Document Download / Sale Start Date	01.11.2023 (06:00 PM)
Bid Submission Start Date	01.11.2023 (06:00 PM)
Last Date & Time of Submission of Bids (Technical & Financial Bid)	14.11.2023 (03:00 PM)
Opening Date & Time of Technical Bids Online	15.11.2023 (03:30 PM)
Address of Communication	The Registrar (for R& D Unit), Indian Institute of Technology Patna Kanpa Road, Bihta, Patna, Bihar-801106 Phone: 06115-233-067 Email: dr_rnd@iitp.ac.in
For taking technical assistance regarding bid submission, if any	CPP Portal Website: https://eprocure.gov.in Help Desk Number 0120-4200462, 4001002, 4001005 and 4001005.

**REGISTRAR,
IIT PATNA**

Menu for Refreshment/Lunch

The total quantity of 3500 servings (quantity may vary upto 20% upward or downward) will be split into the following 7 sets (roughly 400-500 per set) to be served during the course of four conference days. Tea, coffee, and cookies are however, required to be served throughout the day from 9 am to 7 pm on December 14-16, and from 9 am to 12 noon on December 17, 2023. The price quoted should be inclusive.

Set 1 - December 14, 2023	Set 2 - December 14, 2023
TEA, COFFE	TEA, COFFEE
COOKIES	COOKIES
CHEESE STRAW	VEG FINGER SANDWICH
Gur Anarsa	CHICKEN FINGER SANDWICH
	FRUIT CAKE SLICE
Set 3 - December 15, 2023	Set 4 - December 15, 2023
TEA COFFEE	TEA COFFEE
COOKIES	COOKIES
LITTI WITH CHOKA AND CHUTNEY	BHAJIA PAKODA
BANANA CAKE SLICE	Balushahi
Naivedyam	
Set 5- December 16, 2023	Set 6- December 16, 2023
TEA, COFFEE	TEA COFFEE
COOKIES	COOKIES
VEGETABLE CUTLET	CHICKEN POPPERS
WALNUT CAKE SLICE	DAL VADA
Khaja	Malpua
Set 7- December 17, 2023	
TEA COFFEE	
COOKIES	
JALAPINO POPPERS	
Dal Peetha	

The total quantity of 2800 servings (quantity may vary upto 20% upward or downward) will be split into the following 6 (4 lunch and 2 dinner) sets (roughly 400-500 per set) to be served during the course of four conference days.

Lunch on December 14, 2023	Dinner on December 14, 2023
CHICKEN HOT N SOUR SOUP	MURGH SHORBA
VEG SWEET CORN SOUP	CHICKEN TALUMIN SOUP
KIMCHI SALAD	VEG HAWAIN SALAD
TOSSED SALAD	ALOO CHANA CHAT
RUSSIAN SALAD	PASTA SALAD
GREEN SALAD	GREEN SALAD
ACHAR, PAPAD, RAITA CHUTNEY, CURD	ACHAR, PAPAD, RAITA CHUTNEY, CURD
MURGH KUNDAN KALIYA	DUM KA MURGH
BENGALI FISH CURRY	SARSON FISH CURRY
PANEER KHADA MASALA	PANEER LABABDAR
SUBZ MILLONI TARKARI	SUBZ KANDHARI
YELLOW DAL TADKA	BAKED VEGTABLE FLORENTINE
SUBZ PULAO	DAL PUNJABI
STEAM RICE , NAN, ROTI, PARATHA	SUBZ BIRYANI
CHENA PAYSAM	STEAM RICE, NAN, ROTI, PARATHA
BAKED GULAB JAMUN	MOONG DAL HALUA
VENILA ICE CFEAM	CHENA TOST
	CHOCOLATE ICE CREAM
Lunch on December 15, 2023	Lunch on December 16, 2023
CHICKEN MANCHOW SOUP	LAMB GOULASH SOUP
PORTAGE SAINT GERMAN SOUP	CREAM OF MUSHROOM SOUP
FRIED IDLI CHAT	CUCUMBER AND HUNG CARD SALAD
THREE BEAN SALAD	MIX FRUIT SALAD
POTATO AND LEEK SALAD	ALOO CHAT
ACHAR PAPAD, CHUTNEY, RAITA, CURD	GREEN SALAD

LUCKNOWI MURGH KORMA	MURGH KORMA
PALAK PANEER	PANEER PASANDA
SUBZ NIZAMI HANDI	ALOO GOBHI MUTTER MASALA
DUM ALOO KASHMIRI	VEGETABLE AUGRATIN
KADHI PAKODI	DAL PANCHMEL
STEAM RICE, NAN, ROTI, PARATHA	BROWN ONION PULAO
GULAB JAMUN CHEESE CAKE	STEAM RICE
RICE KHEER	NAN ROTI PARATHA
TUTI FRUTI ICE CREAM	GAJAR HALWA
	ASSORTED PASSTRIES
	2IN1 ICE CREAM
Dinner on December 16, 2023	Lunch on December 17, 2023
CREAM OF CHICKEN SOUP	CHICKEN LAKSHA SOUP
ROASTED PUMPKIN SOUP	CREAM OF TOMATO SOUP
MACRONI SALAD	MIXED BEAN SALAD
KIMKHAI SALAD	KACHUMBER SALAD
SPROUTED SALAD	GREEN SALAD
GREEN SALAD	MURGH DEHATI CURRY
ACHAR, PAPAD, CHUTNEY, RAITA, CURD	PANEER JHALFREZI
BENGALI FISH CURRY	MIX VEGETABLE JHODHPURI
LUCKNOWI MURGH KORMA	SARSON KA SAAG
PANEER BUTTER MASALA	DAL PUNJABI
BHUTTA PALAK	STEAM RICE
BHINDI DO PYAAZA	MAKKA KI ROTI, PLAIN ROTI, PARATHA
JEERA ALOO	HOT GULAB JAMUN
RAJMA RASHEYDAR	KHOYA JALEBI
JEERA AND PEAS PULAO, NAN, ROTI, PARATHA	TUTI FRUTI ICE CREAM
MOONG DAL HALUA	
SHAHI TUKDA	
BUTTER SCOTCH ICE CREAM	

The total quantity of 700 servings (quantity may vary upto 20% upward or downward) will be served on the occasion of GALA Dinner on December 15, 2023.

Regional Bihari Theme Based GALA DINNER on December 15, 2023
MUTTON SEEK KEBAB
FISH CHILLI GARLIC
SUBZ SHAMI KEBAB
KUNG PAO PANEER
BABY CORN CHILLI
CHICKEN KAWOSOUHEY SOUP
MULLEGUTWANY SOUP
CARROT AND ORANGE SALAD
FRIED AUBRGINE AND PEANUT SALAD
CEASER SALAD
GREEN SALAD
LIVE LITTI COUNTER WITH CHOKA AND CHUTNEY
LIVE CHAT COUNTER 4 ITEMS
AHUNA MUTTON
MURGH BEMISHAL
PANEER HANDI MASALA
DINGRI MUTTER
KOFTA NARAM DIL
DUM ALOO BENARSI
DAL MAKHANI
HYDERABADI SUBZ DUM BIRYANI
STEAM RICE, NAN, ROTI, PARATHA
CHAM CHAM
ANGOORI RASMALAI
LIVE JALEBI WITH RABDI

Note: Quantity in all cases may vary upto 20% upward or downward.

ADDITIONAL TERMS AND CONDITIONS**Team Composition: (40 Marks)**

- Highly professional Chefs (minimum 08) who are master (CDP) in Indian, Chinese, Tandoor, and Continental cuisine.
- Entire event will be taken care by professions Chef as well as HACCP certified from international institutes of repute.
 - HACCP certificate to be produced.
- Highly professional F&B service team, who all are IHM graduates.
 - Appointment letter, and experience certificate of minimum 20 members to be produced.
- Every session will be taken care by Manager who has vast experience (minimum 10 years) in their field.
 - Experience certificate to be produced.

The above documents must be produced during presentation.

Quality and Hygiene Control (30 Marks)

- Chef & Service team (Minimum 28 throughout all 4 days) will be highly groomed & will be in neat & tidy uniform.
- We only allow use of porcelain make Crockery & Cutleries. The cost should be included in per plate charges.
- Usage of any plastic or hazardous materials banned by Government is not allowed.
- Food MUST be served as per FSSAI guidelines.
- The catering team should be equipped with temperature meter to control the Buffet temperature on real time basis.
- All branded food ingredients & raw materials should be used.
- Cooked food MUST not be left at room temperature for more than 2 hours.
- Surplus food MUST not be mixed with freshly prepared food.
- Transported cooked food MUST be consumed/used within 4 hours of its arrival.
- All uncooked salads, fresh fruits & vegetables etc. should be freshly prepared.

Other requirements (30 Marks)

- Tea, coffee, and dry snacks to be served throughout the conference duration (9 am to 7 pm) on all first 3 days, and 9 am to 12 noon on the 4th day
- The arrangement for entire buffet setup (minimum 3 complete sets), layout of buffet & table (minimum 40 round tables) chair (minimum 300 good quality chairs) will be the responsibility of the agency, inclusive in the per plate cost quoted. No additional charges will be paid.
- As this event will be going to happen in winter session, agency will need to provide spread bonfire set up (minimum 10) at different parts of the venue at their own cost. No additional charges will be paid.
- Theme based (Bihari Regional Theme) Gala Dinner will be approved by the organizing committee. In case the organizing committee is not satisfied, the catering team will have to make appropriate changes to address their concerns, may be even at short notice.
- Expertise in serving regional as well as international cuisines is a must.
- Personalise services (minimum 5 personnel) MUST be provided to VVIP guests.

Note:

1. The Presentation and discussion with all the bidders (who has submitted the bid/quotation for **Food items & Refreshment at IHMTC-2023 Conference**) will be done just after the last date of tender. The validation of the bid/quotation will depend upon the committee recommendation.
2. Only the recommended (committee recommendation based on the discussion with the vendor) vendors tender, will be consider for the evaluation.
3. The vendor should bear the cost of all necessary arrangement such as utensils, serving table, cooking tent and anything else required, as per above, and quote accordingly. IIT Patna will provide water (only for cooking and cleaning), electricity connections and cooking space (Uncovered) only.

INSTRUCTIONS TO THE TENDERERS

The tender shall be submitted in accordance with these instructions and any tender not conforming to the instructions as under is liable to be rejected. These instructions shall form the part of the tender and the contract.

1. For Online Bid Submission as per the directives of Department of Expenditure, this tender document has to be published on the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>). The bidders are required to submit copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates.
2. More information useful for submitting the online bids on the CPP Portal is available/ obtained at [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)
3. For Registration, Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link *”Click here to Enroll”. Enrollment on the CPP Portal is free of charge.
4. Foreign Bidders have to refer “DSC details for foreign Bidders” for Digital Signature Certificate requirements which comes under Download Tab at <http://eprocure.gov.in/eprocure/app?page=Standard Bidding Documents &service=page> and the remaining part is same as above and below.
5. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tenderer stipulate any condition of his own, such conditional tender is liable to be rejected.
6. IIT Patna reserves the right to reject any tender/bid wholly or partly without assigning any reason.
7. The technical committee constituted by the IIT Patna shall have the right to verify the particulars furnished by the bidder independently.
8. Tenderer shall take into account all costs including installation, commissioning, cartage etc. for giving delivery of material at site i.e. IIT Patna before quoting the rates. In this regard no claim for any extra payment for any reason shall be entertained.
9. The item should be delivered at IIT Patna, Kanpa Road, Bihta, Patna-801106, Bihar, INDIA and the supplier shall be responsible for any damage during the transit of goods.
10. All the tender documents & price bid to be uploaded as per this tender are to be digitally signed by the bidder.
11. Interested bonafide and reputed manufacturers/India agents (on behalf of their foreign principals) may submit Online bids for each of the above equipment along with all requisite documents and scanned copy of Tender Fee / EMD submission reference.
12. The Bidder(s) may note that ONLINE BIDS will ONLY be accepted. All the requisite supporting documents mentioned in the bid document should and must be uploaded On-line <http://eprocure.gov.in/eprocure/app>. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.
13. The bidders may submit duly filled and completed bidding document ONLINE as per instruction contained in the bidding documents. Incomplete bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document.
14. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time. IIT Patna reserves the right to accept or reject any or all the tenders.
15. The detailed instruction for Online submissions of bid(s) through e-Procurement module of Central Public Procurement of NIC, the bidder(s) may visit the following link:- <http://eprocure.gov.in/eprocure/app?=HelpForContractors&service=page>

INSTRUCTIONS FOR ONLINE BID SUBMISSION

(Department User may attach this Document as an Annexure in their Tender Document which provides complete Instructions for on line Bid submission for Bidders)

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID/ password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e- mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand

the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

SUBMISSION OF BIDS

1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidder has to select the payment option as “offline” to pay the tender fee/ EMD as applicable and enter details of the instrument.

4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. Help Desk Number 0120-4200462, 4001002, 4001005 and 4001005. Email: **support-eproc@nic.in**

GENERAL TERMS AND CONDITIONS

01. **Rates:** Rates quoted for items must be on F.O.R basis for IIT Patna, on DOOR DELIVERY Basis, with break up as per details given in BoQ.
02. **Validity:** The validity period of the offer should be clearly specified. It should be at least for 90 days from the last date of submission of quotations.
03. **EMD & Tender Fee:** EMD & Tender Fee (if any) should be submitted in the Institute's Account using i-Collect of SBI. The details may be seen on following webpage: (<https://www.iitp.ac.in/images/pdf/snp/SBI%20I-Collect.pdf>)
04. **Delivery:** Unless otherwise stated delivery and installation of goods shall be at IIT Patna and will have to be effected from 14th December-2023 to 17th December-2023. All aspects of safe delivery shall be the exclusive responsibility of the vendor.
05. **GST Certificates & TDS:** Scanned copy of PAN along with PAN of partners/owners (if applicable) and GST Registration Certificate in Form REG-06 must be uploaded with technical bid. Appropriate tax deduction at source will be applicable.
06. **Late and delayed quotation:** Late and delayed quotations will not be considered. In case any unscheduled holiday occurs on prescribed closing/opening date, the next working day shall then automatically be the prescribed date of closing/opening of the quotation with no change in timing.
07. **Ground for Rejection of Quotation:** The quotations are liable to be rejected if the foregoing conditions are not complied with. The quotation should be complete in all respects if a firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.
08. **Payment:** Payment will be made within 30 days from the date of successful delivery and acceptance of goods at IIT Patna/ successful installation in case of machinery, equipments or the likes, generally through RTGS / FUND TRANSFER. Following information must be clearly written in the uploaded bank details for RTGS / FUND TRANSFER: -
 - (a) Name of the Firm with complete postal address
 - (b) Name of the Bank with Branch where the Account exist
 - (c) IFSC CODE
 - (d) ACCOUNT No
 - (e) PAN No
 - (f) GST/TIN No
09. **Termination for default:** Default is said to have occurred
 - (a) If vendor fails to supply any item as per the schedule/condition of the order placed, the vendor will be penalized for the same as per the decision of the committee.
 - (b) If the supplier fails to deliver the quality/quantity of food (will be examined by the committee) for any item, IIT Patna will penalize to the vendor after the inspection by a committee and recommendation.
 - (c) If vendor employ any minor to execute the service.
 - (d) If fails to arrange the food at the schedule time and proper distribution arrangement, the vendor will penalize after observation and recommendation by a committee.
10. **Applicable Law:**
 - (a) The contract shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings / processing, as may be applicable upon IIT Patna.
 - (b) All disputes are subject to exclusive jurisdiction of Competent Court and Forum in Patna, India only.
 - (c) Any dispute arising out of this purchase shall be referred to the Registrar IIT Patna, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, (to be appointed by the Director of the Institute). The decision of such Arbitrator shall be final and binding on both the parties.

11. The bidder must possess following certificate/experience which is required to be submit with the bid:
 - (a) The vendor should have a valid registered licence for catering by food safety standards (FSSAI).
 - (b) The vendor should have a yearly turnover (specially catering) of more than 10 lakh for 3 years.
 - (c) Shop/Hotel establishment registration certificate of the caterer by the competent authority.
 - (d) The vendor should have at least 4 years of work experience providing catering contracts.
12. Tender Evaluation: Committee on the basis of quoted food items, Quantity, Quality and Safety standard along with food hygiene critically evaluate tender documents received from the vendors. Only on the basis of compliance with the IIT Patna tender conditions it is not a guarantee for the selection of vendor in the price comparison stage. A committee will interact and evaluate the bidders for price, past experience, customer certificate etc.
13. Vendor who has quoted with part compliance with IIT Patna tender condition will be summarily rejected by the committee at any stage of shortlisting without being information sent to the vendor in this regard.
14. The acceptance of the quotation will rest solely with the Director, IITP, who in the interest of the Institute is not bound to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all of the quotations received without assigning any reason(s).
15. **Important:** The Director may accept or reject any or all the bids in part or in full without assigning any reason and doesn't bind himself to accept the lowest bid. The institute at its discretion may change the quantity / upgrade the criteria / drop any item, at any time before placing the Purchase Order.
16. The in general Printed conditions of supply of the firm, if any, will not be binding on the Institute.
17. The bidder claiming EMD exemption must enclose valid EMD exemption document like valid MSE (Micro and Small Enterprises) or Startup (recognized so by DPIIT) certificate.
18. Purchase preference shall be given to Micro & Small Enterprises as per GoI rules.
19. This tender is being invited in compliance with Rule 144 (xi) of GFR Rules, 2017 as under:
 - I. Bidder (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.
 - II. Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority.
 - III. "Bidder from a country which shares a land border with India" for the purpose of this order means.
 - a) An entity incorporated, established or registered in such a country; or
 - b) A subsidiary of an entity incorporated, established or registered in such a country; or
 - c) An entity substantially controlled through entities incorporated, established or registered in such a country; or
 - d) An entity whose beneficial owner is situated in such a country; or
 - e) An Indian (or other) agent of such entity; or
 - f) A natural person who is a citizen of such a country; or
 - g) A consortium or joint venture where any member of the consortium or joint venture falls under any of the above
 - IV. The beneficial owner for the purpose of (iii) above will be as under:

In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.

Explanation

a.) “Controlling ownership interest” means ownership of or entitlement to more than twenty five percent of share or capital or profits of the company;

b.) “Control” shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;

In case of partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;

In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capitals or profits of such association or body of individuals;

Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;

In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

An agent is a person employed to do any act for another, or to represent another in dealings with third person.

The registration shall be valid at the time of submission of bid and at the time of acceptance of bid.

20. The bidders can quote only items with not less than 20% domestic value additional/local content. Local content means the amount of value added in India which shall be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all custom duties) as a proportion of the total value, in percent. The bidders are required to furnish a self-certificate regarding the items meeting local content requirement, mandatorily mentioning following:

a. Percentage of Local Content (exclusive of services such as transportation, insurance, installation, commissioning, training and after sales services support like AMC/CMC etc.)

b. Location(s) at which the local value addition is made

“Class-I local supplier” shall get purchase preference over ‘Class-II local supplier’ as per instructions contained in **Public Procurement (Preference to Make in India) Order 2017**, as amended from time to time. The margin of purchase preference shall be 20%.

21. In addition to the above said clauses vendor has to fulfill conditions mentioned in Annexure-I.

22. **Evaluation:** Evaluation shall be on total value-wise basis. Documents uploaded in technical packet shall be scrutinized by the concerned committee and accordingly committee shall call those bidders for presentation who have uploaded required documents. The committee reserves the right to call limited number of bidders for presentations on the basis of perusal of documents. Marks for different components have been indicated in annexure-4. Only such bidders who score at least 70 marks in presentation shall be declared technically qualified. Financial bid of only technically qualified bidders, as per above, shall be opened.

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

To,
The Registrar,
(for Research & Development Section)
Indian Institute of Technology Patna
Kanpa Road, Bihta, Patna, Bihar-801106
Phone: 06115-233-067
Email Id: dr_rnd@iitp.ac.in

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No.: _____

Name of Tender / Work:-

Dear Sir/Madam,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned “Tender / Work” from the website(s) namely: _____ as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / We have read the entire terms and conditions of the tender documents from Page No. 01 to 14 (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. I/We have read the clause 19 of General Terms & Conditions, regarding restrictions on procurement from a bidder outside the country; I/We certify that this bidder is from India. I/We hereby certify that this bidder fulfills all requirements in this regard and is eligible to be considered.
4. The corrigendum(s) issued from time to time by your department / organizations too have also been taken into consideration, while submitting this acceptance letter.
5. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirely.
6. I / We do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department / Public Sector Undertaking.
7. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department / organization shall without giving notice or reason thereof or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including forfeiture of the full said EMD absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Contact person name and designation:

Email id/ids for communication:

Mobile number :

LIST OF DOCUMENTS TO BE UPLOADED WITH TECHNICAL BID

1. Scanned copy of certificate of GST.
2. Scanned copy of bank details for NEFT/ RTGS on letter head.
3. Scanned copy of documents as sought in clause 11 of General Terms and conditions.
4. Scanned copy of tender acceptance letter. (Annexure-7).
5. Scanned copy of printout of EMD/Tender Fee submission or valid exemption certificate for the same.
6. Scanned copy of detailed technical specification & brochure (if any).
7. Certificate of local content as per Public Procurement (Preference to Make in India) Order 2017.

(Please note that no indication of the rates/ amount be made in any of the documents submitted with the technical bid)

INSTRUCTION RELATED PRICE BID**PRICE BID –****A. Schedule of price bid in the form of BOQ format:**

1. The below mentioned Financial Proposal / Commercial bid format is provided as BOQ along with this tender documents at <https://eprocure.gov.in/eprocure/app>
2. **Bidders are advised to download this BOQ.xls** as it is and quote their offer / rates in the permitted column and upload the same in the commercial bid.
3. Bidder shall not tamper / modify the downloaded price bid template in any manner. In case if the same is found to be tampered/ modified in any manner, tender will be completely rejected and EMD shall be forfeited.
4. Any element of cost, taxes, duties levies etc. not specifically indicated in the BOQ, shall not be paid by the purchaser. **If GST amount is not quoted in the BOQ (Financial Bid), the total cost will be treated as inclusive of GST. No further communication will be entertained later or else the EMD will be forfeited.**
5. The tender shall remain valid for acceptance for **90 days**, from the date of tender opening.

Item Rate BoQ

Validate Print Help

Tender Inviting Authority: Registrar, IIT Patna

Name of Work: Supply of (1) High Tea (2) Conference Lunch and Dinner and (3) Gala Dinner

Contract No: IITP/R&D/854/HMT-01/2023-24

Name of the Bidder/ Bidding Firm / Company :

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	NUMBER #	TEXT #	TEXT #	NUMBER #	NUMBER	NUMBER	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Quoted Currency in INR / Other Currency	BASIC RATE In Figures To be entered by the Bidder in Rs. P	GST rate in percentage	GST Amount in Rs. P	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT With Taxes in Rs. P	TOTAL AMOUNT In Words
1	2	4	5	12	13	14	15	53	54	55
1	High Tea	3500	Nos	INR				0.00	0.00	INR Zero Only
2	Conference Lunch and Dinner	2800	Nos	INR				0.00	0.00	INR Zero Only
3	Regional Bihari Theme based Gala Dinner	700	Nos	INR				0.00	0.00	INR Zero Only
Total in Figures								0.00	0.00	INR Zero Only
Quoted Rate in Words										

Rate Entry
Please enter the Other Taxes² in Rupees for this item.