

### **Short Tender Notice for Catering and Refreshment Services**

The Institute desires to invite bids / offers from the potential bidders for providing Catering and Refreshment services to IIT Mandi for its 11th Convocation to be held at the North Campus of the Institute. Bids are to be submitted in sealed envelope on or before 6th October 2023 at 5 P.M. in **Store & Purchase Section, A-9 Building, IInd Floor, North Campus** of IIT Mandi. Proposal received after due date & time will be rejected.

Those who the following, are eligible to bid:

1. Have valid GST holder
2. Have license for food catering
3. Have prior work experience in handling events like convocation, conferences with Govt. Institutes of gathering of good numbers of guests (preferably 400 or more) gathering event.
4. EMD for Rs.26000/- to be submitted by the vendor in favour of **“Registrar IIT Mandi” payable at Kamand Distt. Mandi in the shape of Demand Draft**. EMD will be retained of successful bidder till the completion of the event. Those who are unsuccessful in the contract their EMD will be returned within 30 days from the date of award of contract without any interest. Those who will not submit the EMD their application will not consider.

#### **A. TECHNICAL OFFER**

##### **Event Details & Requirements:**

1. **Event Date & Time:** 15.10.2023 (Evening) at 05:00 PM

Expected number of guests: 650 (+-10%)

Packed snacks in disposable paper boxes with packed juice, Tea & coffee in Stoneware/porcelain cups. There will be table service for 40 to 50 VVIPs.

### **High Tea**

#### **Menu: (All Veg.)**

- a) Cookies (1 sweet & 1 Salted) packed.
- b) Samosa or Patties with ketchup pouch
- c) Dry/ Fruit cake Slice (eggless)
- d) Tea/ Coffee

#### **e) TERMS & CONDITIONS for High Tea**

Below terms & conditions are to be complied / ensured by the bidder for providing catering and refreshment services during the 11<sup>th</sup> Convocation of IIT Mandi:

- a) Minimum 3 stalls to be installed
- b) 2 persons to be deployed in each stall.
- c) Good cutlery/crockery (Only stoneware/chinaware or metalware like brass. No bone China)

2. **Event Date & Time:** 16.10.2023 at 12:30 PM

Expected number of guests:1400 (+-10%)

## **Grand Lunch**

### **Menu: (All Veg.)**

- 1) **Welcome Drink 02 no's:** Jal Jeera & Cream of Tomato Soup
- 2) **Starters 02 Nos:** Hara Bhara Kebab & Veg. Bullets

### **Main Course:**

- 1) **Vegetable Dish 03 nos:** Malai Kofta, Dum Aloo Kashmiri, Dry Chilly Paneer
- 2) **Dal 02 nos:** Dal Makhani, Chhole
- 3) **Rice Dish 02 nos:** Jeera matar Pulao, Chinese Fried Rice
- 4) **Breads:** Butter Nan, Missi roti & tandoori Roti
- 5) **Curd items 2 nos:** Mix fruit raita and Plain curd
- 6) **Salad 2 nos:** Russian Salad & Fresh Green Salad
- 7) **Sweet 2 nos:** Kesar Rabri Kheer & Moong Dal Halwa

## **B. FINANCIAL OFFER**

S.No.	Item Description	Rate per head	GST	Total
1	High Tea (Menu Strictly as per technical offer)			
2	Grand Lunch (Menu Strictly as per technical offer)			

## **TERMS & CONDITIONS for Grand Lunch**

Below terms & conditions are to be complied / ensured by the bidder for providing catering and refreshment services during the 11<sup>th</sup> Convocation of IIT Mandi:

1. Evaluation of financial offer will be based on overall value quoted by the bidders for High Tea & Grand Lunch.
2. 40 sets of 6-seater tables with chairs with cloths and covers. Out of which 5 tables will be for VIPs guests require table service.
3. Cooking utensils and fuel.
4. Good cutlery/crockery (Only stoneware/chinaware or metalware like brass. No bone China)
5. Good quality of white paper napkins.
6. 12 drinking water dispensers with disposable paper water glasses.
7. Best quality of water goblets for 40 to 50 VIPs table service.
8. Sufficient numbers of garbage bins to collect used cutlery and crockery as well as disposables.
9. At least 10 Captains and 30 to 35 servers as per requirement of smooth service.
10. All the preparation must be in Desi Ghee Only. (**Amul\Britannia\Gowardhan etc**)
11. 7 food stalls to be installed and minimum 3 person available in each stall.
12. Sufficient No. of Tandoor Bhatti must be available during the lunch for smooth serving.
13. Quantity of food must be sufficient for the no. mentioned
14. Committee reserve the right to award the work after ascertain the experience, quality and quantity.
15. After completion of the event the caterer has to clean the allotted area
16. Note that the empanelled committee of IIT Mandi shall inspect the quality of service and appropriate penalty may be incurred if terms and conditions are violated.