

NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

M. G. AVENUE, DURGAPUR-713209
10th CONVOCAATION, COMMITTEE NO: 7

Notice for Inviting Tender

Tender No: NITD/FC/01/2015

Date: 08/01/2015

Sealed Tender (in duplicate) is invited from reputed, resourceful and competent contractors/ suppliers for supplying the goods/items in 10th Convocation at NIT Durgapur. List of which is enclosed herewith. **Pre Bid conference to be held on 16/01/2015, at 12.30 p.m** in the room of Prof. N. K. Roy, Chairman, Committee No. 7, 10th Convocation, NIT Durgapur.

Last Date of submission of Tender & Place	Time , Date & Place of Opening Tender
28/01/2015 at 10.00 a.m. in the office of Prof. N. K. Roy Chairman, Committee No. 7 under Electrical Engineering Department, NIT Durgapur.	28/01/2015 at 11.00 a.m. in the room Prof. N. K. Roy Chairman, Committee No. 7 under Electrical Engineering Department, NIT Durgapur.

1. Nature of Work: Supply/ Delivery and distribution of miscellaneous items mentioned in Group 1, on 11/02/2015 at 8.00 am onwards in Student Activity Centre (SAC), NIT Durgapur.
2. Nature of Work: Supply/ Delivery and distribution of Breakfast, Mineral Water, ready (prepared) tea & coffee mentioned in Group 2, on 11/02/2015 at 8.00 a.m. onwards in SAC, NIT Durgapur.
3. Nature of Work: Supply/ Delivery and distribution of Buffet Lunch on 11/02/2015 at 12.00 noon (exact time will be intimated in due course) onwards mentioned in Group 3, at designated location inside the NIT Durgapur campus.
4. Tender documents (Xerox copy to be attached) shall be submitted in two parts namely **TECHICAL BID** and **COMMERCIAL BID**, mentioning clearly on the top of the each envelopes.
 - A. **TECHICAL BID:** (i) Current food license and Trade license
(ii) IT returns (last two years), Sales Tax Certificate, VAT certificate (if applicable), Service Tax certificate (if applicable)
(iii) Bank Solvency Certificate
(iv) Credential for supplying/ servicing food items in the platform/event attended by VIP and VVIP.
(v) Performance Guarantee/ Security deposit is to be deposited (Rs. 45000.00 or 10 % of estimated cost, whichever is higher.) in the form of Demand Draft in favour of NIT Durgapur drawn any Nationalised Bank having its branch in Durgapur.

B. **COMMERCIAL BID:** Rates to be submitted in attached format given in **Annexure-II**.

TERMS and CONDITIONS

1. **Payment Terms:** 100% of the payment will be made in Indian Rupees within 30 days of successful supply/ delivery and distribution of goods/ items.
2. **Quantity of the Items:** Quantity of each items mentioned at Group No. 1, 2 & 3 in the **Annexure-I**, may increase or decrease. In case of decrease i.e. lesser quantity, the amount of money should be charged for the quantity ordered. In case of increase of quantity, the amount of money may be paid at the rate per unit items mentioned in quotation /work order (whichever is less).
3. **Damage:** Any disputed goods/ items (defective / Expired/ Stale) will have to be replaced immediately and on the spot. Penalty for delay of supply/ delivery and distribution shall be imposed @ 10 % (max.) of ordered value.
4. **Unused items:** Any unused goods/ items (non-perishable with seal) to be taken back and amount to be deducted by the bidders.
5. **Delivery Period/ Time:** (i) Breakfast, mineral water, prepared tea and coffee and other items on 11/02/2015 from 8.00 am onwards at SAC, NIT Durgapur. (ii) Buffet Lunch on 11/02/2015 from 12.00 noon (exact time will be intimated in due course) onwards at designated location inside the NIT Durgapur campus.
6. **Terms and conditions not covered in this tender document:** The terms and conditions as practiced by **NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR, M. G. AVENUE, DURGAPUR-713209**, shall remain applicable for terms and conditions not covered in this tender document.
7. All disputes will be settled within the jurisdiction of Durgapur only.
8. Rate shall be considered on the basis of total price/ cost of each Group 1, 2 & 3.
9. All Communications may kindly be made to the Chairman, 10th Convocation Committee, NIT Durgapur.
10. Price bid of the technically qualified bidder will only be opened.
11. Institute reserves the right to accept/ reject any or all the bid documents. Institute also reserves to relax any condition if situation so demands.
12. 5. A CD containing a soft copy of the Technical & Commercial Bid along with the hard copy should also be kept in sealed envelope.


(Prof. N. K. Roy)
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(S. Karmakar)
Convenor
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Menu for 10th Convocation, NIT Durgapur**ANNEXURE-I****Group 1**

Miscellaneous Items (Throughout the day)	
Sl. No.	Items Name
1	Lemon Tea Vending Machines (2 Nos., 1500 cups)
2	Nescafe Coffee Vending Machines (2 Nos., 1000 cups)
3	Salted Biscuits (Biskfarm, The Top 250 gms. 75 packets)
4	Bislari Jar (20 Lt., 25 Nos.)
5	Bislari Water (500 ml, 100 nos.)
6	Good Quality branded White Tissue Papers (2000 pcs.)
7	Paper Water Glasses (200 ml, 2000 pcs.)
8	Good Quality Paper Tea cups (50-60 ml, 1500 pcs.)
9	Good Quality Paper Coffee cups (50-60 ml, 1000 pcs.)

Group 2

Breakfast	
Sl. No.	Name of Items /Plate
1	Chole Bhature (2 pcs, 50 gms. each)
2	Rasgulla (1 pc, Rs. 6.00)

Group 3

BUFFET Lunch		
Sl. No.	Veg. / plate	Non Veg./ plate
1	Peas Polao (100 gms.)	Chicken Do-piazza (3- 4 pieces within 150 gms.) . In Non-Veg dishes all items of veg. (containing Sl. No. 1- 13) to be provided.
2	Baby Nan (3 pcs, each 50 gms.)	
3	French Potato fry (100 gms.)	
4	Dal Fry (100 ml)	
5	Fresh Seasonal Mixed Veg. (100 gms.)	
6	Chilli Paneer (5 pcs within 150 gms.)	
7	Cauliflower Rezela (2 pcs, within 100 gms.)	
8	Seasonal Mixed Fruits Chatni (50 ml.)	
9	Udad with pepper Papad (Small, 2 pcs.)	
10	Fresh Green Salad (100 gms.)	
11	Rasgulla (1 pc, Rs. 6.00) + Golab Jamun (1 pc, Rs. 6.00)	
12	Fresh Curd Raita (100 ml)	
13	Mouth Freshener (1 pc)	

Terms & Conditions regarding Materials:

- Materials/ items used for cooking / serving:
 - Cooking Oil: Agmark Sunflower & Mustard Oil (Brand: Dhara)
 - Papad: Lijit
 - Vegetables: Seasonal Fresh vegetables with fewer potatoes.
 - Rice: Brand-India Gate basmati / Kohinoor.
 - Tomato Sauces: Brand-Kissan / Maggi.
 - Flour: Brand: Asirbad / Ganesh.
 - 20 Lt, Bislari water Jar: Clean new jar should be provided strictly.
 - Dish for lunch: Sterilized clean white porcelain (Good looking) dish with cover to be provided strictly.
 - Glass: Sterilized clean water glasses (250-300 ml, 20 pcs.) with tea coaster to be provided strictly.
- Raw Materials used for Cooking/Serving may be checked by the committee before cooking.
- Cooking has to be done in campus under supervision of committee members.
- All food items have to be healthy and hygienic.
- Extra Tea and Coffee vending machines (two each) should be kept for backup.
- All catering staffs should be well behaved, well dressed up, medically fit and should wear gloves while serving.
- Name of all catering staffs with contact details and photo ID proof should be sent to the convener, committee no. 7 (Food Committee) on or before 10 days before the program.
- All catering staffs are advised to carry their individual photo ID proofs during the day of the program.
- Cleanliness must be ensured at the space reserved for displaying the food items.
- All cooked and items being cooked should be kept covered and food items should be served hot strictly.

D.P.

Group 1 (Miscellaneous Items)

Sl. No.	Name of Miscellaneous Items	Unit Rate	Amount
1	Rate per cup for tea (50-60 ml)		
2	Rate per cup for coffee (50-60 ml)		
3	Rate per packet salted biscuit (250 gms.)		
4.	Rate per Jar (20 Litters, Bislari water)		
5.	Rate per bottle (500 ml, Bislari water)		
6.	Rate per packet (Quality branded white tissue papers)		
7.	Rate per water glass (Paper water glasses, 200 ml)		
8.	Rate per cup for tea & coffee (50- 60 ml)		

Group 2 (Breakfast) & Group 3 (Buffet Lunch)

Sl. No.	Items /Plate
1.	Breakfast
2.	Veg. Lunch
3.	Non Veg

K.T.