



## भारतीय प्रबंध संस्थान काशीपुर

### INDIAN INSTITUTE OF MANAGEMENT KASHIPUR

Kundeshwari, Kashipur – 244713

Dist. Udham Singh Nagar, Uttarakhand (India)

website: [www.iimkashipur.ac.in](http://www.iimkashipur.ac.in)

Tender Enquiry No.	IIMKPV-05/PUR/Tender/2017-18
Date	16 February 2018
<b>“ Tender for Pre Convocation High Tea and Convocation Lunch at IIM Kashipur”</b>	

IIM Kashipur invites tender from reputed & capable service providers of hospitality area for catering to the Institute requirement for **“Pre Convocation High Tea and Convocation Lunch”**.

Quotations should be submitted in two parts (Technical and Price Bid), each individually sealed and put in a bigger sealed cover superscripted with “Tender for Convocation Lunch and High Tea - 2018” to reach the **Chief Administrative Officer, Indian Institute of Management Kashipur, Kundeshwari, Kashipur, Udham Singh Nagar, Uttarakhand 244713** . The last date of submission of the tender is 9<sup>th</sup> March 2018, up to 03.00 PM. Technical bids will be opened on 9<sup>th</sup> March 2018, up to 03.30 PM and price bids will be opened only for the technically qualified bidders later.

*The tender envelops should be marked with tender for “Tender for Pre Convocation High Tea and Convocation Lunch ”*

**The Technical Bid should be in the form of a compliance statement to the points mentioned below.**

1. Food License from Statutory Authority.
2. Trade/Catering License from Local Administrative Authority / Food Safety License.
3. Copy of PAN Card, GST registration.
4. Copies of last three years Income tax return.
5. Signed tender document as a token of acceptance of all the terms and conditions of the Tender document.

*“Price bid must be given in the prescribed format (Annexure -II) only. Any deviation will not be accepted”.*

**General Terms and Conditions:**

1. No advance payment will be made; the payment will be made after completion of the work and submission of bill.
2. Agency shall provide adequate approved good quality crockery and cutlery (Preferably bone china / opal ware) and table cloth of good quality on the buffet table.
3. Presentable Utensils for cooking and serving warm food shall also be provided by the agency.
4. The agency shall ensure that staffs deployed in catering services are free from any infection or communicable diseases.
5. The agency shall also ensure that staffs deployed for food preparations and services must use disposable caps and gloves during cooking and food service respectively.
6. All dishes should be made from fresh and good quality raw materials.
7. IIM Kashipur reserves the right to reject any or all the tenders without assigning any reason also reserve the right to add, delete and modify the terms and conditions at any point of time.
8. Cleanliness and hygiene to be strictly maintained in all respects including in the process of cooking, serving places and the serving process.
9. Proper dress code is required and the serving staff must wear gloves and cover head during serving any edible or drinkable item.
10. There should be minimum 8 numbers of serving counters during both the high tea and lunch.
11. There should be no delay in the replenishment of any item, and the guests must not wait for any item because of its unavailability.
12. There should be a separate serving staff for the BOG members of IIM
13. Behaviour of the serving staff and other support staff should be courteous and co-operative towards the guests, faculties, students and their relatives.
14. High Tea and Lunch timings should be strictly met and no delay is tolerable. There should not be any case of shortage of any menu items. The tentative time of starting has been mentioned in the package document and is subjected to small changes, which will be informed in advance.
15. You need to coordinate with the tent house in order to have proper layout planning to serve the guests
16. The Quality of Service Delivery will be measured in terms of various parameters which includes: Preparation and Delivery Process, Quality of food, Reliability, Responsiveness and Assurance
17. IIM Kashipur may deserve the right to take appropriate action if the Quality of Service Delivery is poor and may blacklist/ debar the supplier for future participation of any such events.

The bidder has to quote in INR (Must be inclusive of all taxes) for the menu as per Annexure –I (with basic decoration for catering only), water and electricity will be provided by IIM KASHIPUR for cooking purpose only while rest all other arrangement for smooth operations will be the responsibility of the Caterer.

### **Package 1: Pre Convocation High Tea**

**Date: 18<sup>th</sup> March 2018, Time: 6:00 pm, Venue: Area near Amphitheatre, IIM Kashipur**

**Numbers of Persons: 1300**

1. Tea, Coffee, Cold Coffee, Cold Drinks, Water, Lime Soda
2. Cookies
3. Alu Cutlet
4. Hara Bhara Kabab
5. Crispy Baby Corn
6. Pasta Salad
7. Sandwich
8. Mushroom Pakora
9. Paneer Pakora
10. Moradabadi Daal
11. Gol Gappe
12. Samosa

### **Package 2: Convocation Lunch**

**Date: 19<sup>th</sup> March 2018, Time: 1:30 pm, Venue: IIM Kashipur (New Campus), Kundeswari**

**Numbers of Persons: 1500**

- 1. Soup and Starter:** Lemon Coriander Soup, Honey Chilli Potato, Chilli Paneer Dry
- 2. Salad:** Green Salad, Sprouted Salad, Russian Salad
- 3. Regular Supplements:** Papad, Green Chutney, Pickles, Dahi Vada, Curd
- 4. Main Course**
  - 4.1 Veg:** Butter Paneer Masala, Mix Veg
  - 4.2 Dal:** Yellow Dal Tadka
  - 4.3 Raita:** Fruit/Vegetable Raita
  - 4.4 Rice:** Fried Rice
  - 4.5 Tandoor/Tawa:** Roti (Plain and Butter), Naan, Missi Roti
  - 4.6 Dessert:** Stuffed Gulab Jamun, Ice Cream – Butter Scotch, Vanilla, Chocolate
- 5 Drinkables:** Water, Cold Drinks, Butter Milk, Coffee (Cuppachino)

Format for Price Bid

Tender No: IIMKPV-05/PUR/Tender/2017-18

Name of Work: Pre Convocation High Tea and Convocation Lunch”

Name of Bidder/ Firm : .....

Contact Details : .....

Work Description	Unit Price (Per plate) in INR	Taxes (give in details)	Total Price
<b>Convocation High Tea: (Buffet Service)</b> 1. Tea, Coffee, Cold Coffee, Cold Drinks, Water, Lime Soda 2. Cookies 3. Alu Cutlet 4. Hara Bhara Kabab 5. Crispy Baby Corn 6. Pasta Salad 7. Sandwich 8. Mushroom Pakora 9. Paneer Pakora 10. Moradabadi Daal 11. Gol Gappe 12. Samosa			
<b>Convocation Lunch: (Buffet Service)</b> <b>1. Soup and Starter:</b> Lemon Coriander Soup, Honey Chilli Potato, Chilli Paneer Dry <b>2. Salad:</b> Green Salad, Sprouted Salad, Russian Salad <b>3. Regular Supplements:</b> Papad, Green Chutney, Pickles, Dahi Vada, Curd <b>4. Main Course</b> <b>4.1 Veg:</b> Butter Paneer Masala, Mix Veg <b>4.2 Dal:</b> Yellow Dal Tadka <b>4.3 Raita:</b> Fruit/Vegetable Raita <b>4.4 Rice:</b> Fried Rice <b>4.5 Tandoor/Tawa:</b> Roti (Plain and Butter), Naan, Missi Roti <b>4.6 Dessert:</b> Stuffed Gulab Jamun, Ice Cream – Butter Scotch, Vanilla, Chocolate <b>5 Drinkables:</b> Water, Cold Drinks, Butter Milk, Coffee (Cuppachino)			

Signature &amp; Seal of the Bidder