

No: IIT Mandi/12th Convo/2024-2025

EOI for Catering Services

The Institute desires to invite Quotations from the potential vendors for providing Catering services to IIT Mandi for its 12th Convocation to be held at the North Campus of the Institute. Quotations are to be submitted in sealed envelope on or before 17th September 2024 at 03.00 P.M. in **Store & Purchase Section, A-9 Building, 2nd Floor, North Campus** of IIT Mandi. The Quotations will be opened on same day at 03:30 P.M. Proposal received after due date & time will be rejected.

Those who meet the following criteria are eligible:

1. Have valid GST registration.
2. Have FSSAI license.
3. Have prior work experience in handling events like convocation, conferences with Govt. Institutes of gathering of good number of guests (preferably 400 or more).
4. EMD for ₹ 26,000/- to be submitted by the vendor in favour of **“The 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.

TECHNICAL OFFER

1. **HIGH TEA** (Event Date & Time: 27.09.2024 (Evening) at 06:30 PM)
Expected number of guests: 700 (It may increase or decrease as per actual)

Menu: (All Veg.)

- a) Pasta (White Sauce/ Red Sauce)
- b) Veg Noodles
- c) Spring roll
- d) Honey Chilly Potato
- e) Gulab Jamun
- f) Soup
- g) Tea/Coffee (150ml per cup)

2. **BREAKFAST** (Event Date & Time: 28.09.2024 (Morning) at 07:30 AM to 09.00 AM)
Expected number of guests: 500 (It may increase or decrease as per actual)

Menu: (All Veg.)

- a) Puri
- b) Aloo Bhaji
- c) Poha
- d) Suji Halwa
- e) Tea/Coffee (150ml per cup)

The vendors are required to ensure the following while providing High tea and Breakfast services:

- A minimum of 3 stalls must be installed.
- Only stoneware or metal ware (such as brass) should be used. Bone china is not acceptable.
- Tea and coffee to be served in stoneware or porcelain cups.
- Each stall must have a drinking water dispenser and disposable paper water glasses must be provided with each dispenser.

3. GRAND LUNCH (Event Date & Time: 28.09.2024 at 12:30 PM)

Expected number of guests: 1400 (It may increase or decrease as per actual)

Menu: (All Veg.)

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

Main Course:

- Vegetable Dish 03 nos:** Malai Kofta, Dum Aloo Kashmiri, Dry Chilly Paneer
- Dal 02 nos:** Dal Makhani, Yellow Dal Fry
- Rice Dish 02 nos:** Jeera matar Pulao, Chinese Fried Rice
- Breads:** Butter Nan, Missi roti & tandoori Roti
- Curd items 2 nos:** Boondi raita and Plain curd
- Salad 2 nos:** Russian Salad & Fresh Green Salad
- Sweet 2 nos:** Kesar Rabri Kheer & Moong Dal Halwa

The vendors are required to ensure the following while providing Grand Lunch:

- Provide 40 sets of 6-seater tables with chairs, cloths, and covers. Out of these, 5 tables will be designated for VIP guests and require table service.
- Supply all necessary cooking utensils, cooking oil, vegetables, lentils, rice, paneer, spices, condiments and cooking fuel etc.
- Provide high-quality cutlery and crockery (only stoneware or metal ware such as brass; bone china is not permitted).
- Supply good quality white paper napkins.
- Provide 12 drinking water dispensers with disposable paper water glasses.
- Supply the best quality water goblets for table service for 40 to 50 VIPs.

Terms & Conditions

Below terms and conditions must be complied with by the bidder for providing catering services during the 12th Convocation of IIT Mandi:

- Vendors are requested make themselves available on 17.09.2024 at 03:30 PM for the opening of Quotations.
- Financial offer must be submitted strictly as per Annexure I. The prices offered should be including taxes transportation and other charges if any.
- The Institute will provide space for cooking arrangement at the location of the event.
- The Caterer must ensure that the Institute guest should submit Food Coupon to them while taking Lunch/ Breakfast and High tea so that a proper upkeep of number of footfalls may be calculated for raising bill accordingly.

- e) The payment shall be made on the actual number of footfalls during the event for the respective services duly verified by the Committee.
- f) Financial offers will be evaluated based on the overall value quoted for High Tea, Breakfast, and Grand Lunch.
- g) Ensure a sufficient number of garbage bins are available to collect used cutlery, crockery and disposables during Breakfast, High Tea and Grand Lunch.
- h) Deploy at least 10 Captains and 30 to 35 servers as required for smooth service.
- i) Install 7-9 food stalls with a minimum of 3 persons available at each stall.
- j) Ensure a sufficient number of Tandoor Bhatti's are available during lunch for smooth serving.
- k) Ensure that the quantity of food provided is sufficient for the number of guests specified.
- l) The committee reserves the right to award the contract based on experience, quality, and quantity considerations.
- m) The caterer must clean the allotted area after the completion of the event.
- n) The designated committee of IIT Mandi will inspect the quality of service, and appropriate penalties may be incurred if any terms and conditions are violated.
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Annexure I

FINANCIAL OFFER

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