



NOTICE INVITING QUOTATIONS

File No.	CIV/SEC2024/KB/01	Date:	13.11.2024
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To

(Supplier Address)

Sealed quotations are invited from reputed Authorized Caterers for the supply of the Services.

Name of the Item : Food and Catering Services:
Morning Breakfast [Dec 12 (200 Nos.),
13(300 Nos.) & 14(200 Nos.)'2024]
Hi-Tea for Morning and Evening
(Dec 12 (600 Nos.)13 (600 Nos.) &
14(600 Nos.)'2024)

Specification : (As per encl. Schedule Annexure – I & IA)

1. Quotation Reference No. : **CIV/SEC2024/KB/01**
2. Last date and Time for receipt of quotation: 27.11.2024 at 4:00 PM
3. Date & Time of opening of Quotation : 28.11.2024 at 3:00 PM
4. EMD Amount : 2%
5. Validity (Days) : 90 days
6. Address to which quotations are to be sent

The Dean (R&C),

National Institute of Technology, Tiruchirappalli – 620 015, Tamil Nadu, India

Kind attention to : **Dr R Raghavan**, Asst. Professor, Department of Civil
Engineering, NIT-Tiruchirappalli, Tamil Nadu-620 015

Phone : 9940449658

E-mail : **raghavanr@nitt.edu**

7. Quotations should be submitted in the format given in Annexure – I, IA, II III & IV

8. The envelope should contain the following details:

“QUOTATION AGAINST ENQUIRY “

Food and Catering Services: 1. Morning Breakfast (Dec 12,13 & 14'2024)

2. Hi-Tea for Morning and Evening (Dec 12,13 & 14'2024)

File No. CIV/SEC2024/KB/01

Kind attention to:

Dr R Raghavan, Asst. Professor, Department of Civil Engineering,

NIT-Tiruchirappalli, Tamil Nadu-620 015

Last date and Time for receipt of quotation : 27.11.2024 at 4.00 PM

Terms and Conditions

1.	The quotation must be in the format furnished by NIT Tiruchirappalli and should be free from corrections/erasures. In case there is any unavoidable correction it should be properly attested. If not, the quotation will not be considered. Quotation written in pencil and incomplete will be rejected.
2.	Earnest Money Deposit (EMD) is to be submitted by way of Demand Draft drawn on any Nationalized bank in India in favor of “The Director, NIT, Tiruchirappalli” payable at Trichy. The bids submitted without EMD will be treated as non-responsive and will be rejected. EMD shall bear no interest. Bidder must fill the EMD returning Form (Annexure-III) and submit along with the quotation. EMD amount of 2% of estimate value is applicable, however UDYAM & NSIC registered Micro & small enterprises are exempted as per Govt.norms proof to be attached.
3.	You are invited to submit your most competitive quotation for the supply of goods according to the specifications and delivery terms as given. Bank guarantee submitted for EMD shall be valid for 45 days beyond bid validity period.
4.	Bidders may send the quotations in sealed covers with the quotation reference number and last date for receipt of quotations duly superscribed on the cover. Kind Attention to : as mentioned in the point No. 6 NB: Mention the company Contact Number / E-mail id on the cover.
5.	Quotation will be opened on due date at 3.00 PM at the R&C Section, NIT, Tiruchirappalli in presence of the tenderers or their representatives who may wish to be present. (Any change in the date, time and venue of the quotation opening will be informed to the bidders through telephone / E-mail)

6.	The National Institute of Technology, Tiruchirappalli reserves the right to accept or reject any quotations, and to cancel the bidding process, and reject all quotations at any time prior to the award of order without assigning any specific reason thereof.
7.	National Institute of Technology, Tiruchirappalli reserves the right to modify the quantity specified in this enquiry.
8.	The bidder has to submit the bids in sealed envelope, (separate for each tender). Further Bidder should not send clubbing many tenders in one envelope, in such case all the bids will be rejected.
9.	<p>Bid Price</p> <p>a. The contract shall be for the full quantity Bidders must quote for entire quantity. Each bidder shall submit only one quotation in Indian Rupee only.</p> <p>b. Post work orders & completion certificate should be submitted, wherever applicable.</p> <p>c. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.</p> <p>d. If any arithmetic mistake in total / GST calculation is observed, the same shall be corrected by the purchaser with an intimation to bidder</p> <p>e. In case the items in the enquiry are covered by any rate contract or any other state or central Government, it should be specified in your quotation and accepted contract rates should also be mentioned. It should be confirmed whether you could supply at the RC rates outside rate contract</p> <p>f. Bids without quoting GST (unless exempted) will be treated as invalid & disqualified.</p> <p>g. If there is a discrepancy between unit price and total price, the unit price will be considered. If there is any mismatch between figure and word, the amount in word shall prevail.</p>
10.	Evaluation of quotations: Quotations will be evaluated item-wise or lump sum basis. The purchase committee will evaluate and compare the quotations determined to be substantially responsive i.e. (i) are properly signed; (ii) Conform to the terms & conditions and specifications; and (iii) price offered are competitive.
11.	<p>Award of contract</p> <p>a. The National Institute of Technology, Tiruchirappalli will award the Order for supply of Services to the bidder whose quotation has been determined to be substantially responsive, and who has offered the lowest evaluated quotation price.</p> <p>b. The Bidder should furnish the contract agreement and performance security if applicable within 15 days from the date of receipt of the order for supply of goods / services, failing which the order will be cancelled without further notice and awarded to next eligible bidder.</p> <p>c. Notwithstanding the above, National Institute of Technology, Tiruchirappalli reserves the right to accept or reject any quotations, and to cancel the bidding process, and reject all quotations at any time prior to the award of order without assigning any specific reason thereof.</p> <p>d. National Institute of Technology, Tiruchirappalli, prior to the expiration of the quotation validity period, will notify the bidder whose bid is accepted for the award of contract. The terms of accepted offer shall be incorporated in the purchase order.</p>
12.	Payment: 100% will be paid after Installation and satisfactory working/date of completion of service if the documents are in order. The bill should be raised in favor of "The Director, National Institute of Technology, Tiruchirappalli, Tamil Nadu, India." with institute GST No. 33AAATN5491Q1ZZ.No advance will be provided to the supplier and installer.

13.	<p>Liquidity damages If the bidder / supplier, after accepting the Purchase Order or supply of Goods / Services, fails to deliver any or all of the Goods or to perform Services within the period(s) specified in the Order, The National Institute of Technology, Tiruchirappalli shall impose penalty without assigning any reasons to the bidder / supplier a sum equivalent to 0.50 % of the total cost as indicated in the Purchase Order (which will be deemed as agreed price) for each week or part thereof of delay until actual delivery or performance is completed and such penal charges shall be limited to a maximum of 5% of the agreed price. Once the maximum is reached The National Institute of Technology, Tiruchirappalli, may proceed on its own to consider the termination / cancellation of the Order and may inform the bidder about the cancellation of the said purchase order. unless extension is obtained in writing from the office / Department on valid ground before expiry of delivery period</p>
14.	<p>Dispute clause: Any dispute relating to the Enquiring /Tender of the indented item shall be under the Hon'ble Court having its jurisdiction over Tiruchirappalli only</p>
15.	<p>Performance Bank guarantee should be valid for 60 days beyond the guarantee & warranty and the BG submitted for EMD shall be valid for 45 days beyond bid validity period.</p>
16.	<p>Bids submitted without EMD (unless exempted) will be treated as disqualified.</p>
17.	<p>In LTE, the bidder has to submit in sealed envelope (separate for each tender). Further Bidder should not send clubbing many tenders in one envelope, in such case all the bids will be rejected.</p>

ACCEPTANCE BY THE BIDDER

I/We certify that I/We will follow the terms and conditions and provide healthy, hygienic meals and snacks as listed in Annexure-I and Annexure-IA at the submitted rates in the Price Bid.

Signature & Seal of the Vendor with Date

For any details / clarifications regarding could be obtained, Stores and Purchase Section from the National Institute of Technology, Tiruchirappalli on all working days during 10 AM to 5 PM.

For further detail kindly contact:

Dr R Raghavan,

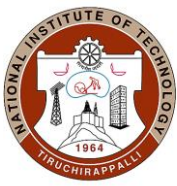
Asst. Professor, Department of Civil Engineering, NIT-Tiruchirappalli,

Tamil Nadu-620 015, Phone: 9940449658, E-mail: raghavanr@nitt.edu

(NB: Mention the Contact Number / E-mail on the cover. Any change in the date, time and venue of the tender opening will be informed to the bidders through telephone / E-mail)

Enclosures:

Requirement and Specifications of the Services	Annexure - I
Breakfast and Hi-Tea Menu	Annexure - IA
Price Format	Annexure - II
Bid Security Declaration Form	Annexure - III
Bank Mandate Form	Annexure - IV



Annexure- I

Requirement and Specifications of the Services

Ref: CIV/SEC2024/KB/01

Date: 13.11.2024

Sl. No.	Requirement & Specification of NIT-T	Specification of the Supplier	Reasons (if there is difference in specification)
1.	<p>i. The rates shall be strictly for the menus given in <u>Annexure-II</u>. No deviation is permitted. However, in case there is any suggestions for change from either side, prior permission shall be obtained. Serving of lesser number of items than in the agreed list (Annexure – I) will lead to a penalty of twice the market rate of the unserved items.</p> <p>ii. The scope of the caterer includes all (but not limited to) raw materials, groceries, gas, utensils, vessels, stoves, cutlery, silverware, sanitary napkins, supply of water bottles (300 ml), plasticware and other items required for preparation and serving of food at allocated locations including serving desk/tables.</p> <p>iii. Complete manpower and materials for preparation and serving of food is included in the scope of the caterer.</p> <p>iv. The caterer shall bring all manpower required including chefs/cooks, Asst. Chef/cooks, helpers, dish washers, serving personnel at counter, waiter/supervisors and other supporting staff. There shall be a minimum of 3 parallel serving counters. Caterer shall fulfil the manpower needs of all serving counters</p> <p>v. All staff shall be suitably dressed in uniform / any other stipulated clothing by the catering vendor for their various categories of staff. Specific additional clothing such as plastic hair protector caps, plastic gloves etc. shall be provided to their staff by the vendor</p> <p>vi. The catering vendor shall provide live kitchens in the dining area during the time of dining for hot preparation and serving of rotis, dosas, barbequed items and other such dishes that warrant on-spot preparation and serving. The caterer shall have food warmers for</p>		

	<p>keeping the food warm during serving.</p> <p>vii. Dining area managers/supervisors shall be capable of communicating in basic Tamil, English and Hindi</p> <p>viii. The caterer shall provide evidence of catering capabilities to prepare and serve breakfast and high tea for 500 customers in a day within the past 12 months. The caterer shall also submit a verifiable list of clients in the past 12 months where such a scale of catering as mentioned above was undertaken.</p> <p>ix. The quote/price shall include costs of transportation and all logistic arrangements.</p> <p>x. The raw groceries and ingredients shall be of utmost quality and hygiene; the supervisor shall ensure the hygiene and quality of materials used. Standards of hygiene in the cooking area, live kitchen and washing area should also be upheld. Daily inspections shall be conducted by the supervisor and reported to the purchaser.</p> <p>xi. The caterer shall make their own arrangements, including vans, trolleys etc. for transporting the food from the cooking area to the serving area (about 500-1000 m distance)</p> <p>xii. After dining, the caterer shall be responsible for cleaning and disposal of wastes and leftovers, and this shall be included in the scope for rate finalization</p> <p>xiii. The space for cooking, serving and dining will be provided by NIT Tiruchirappalli. No other additional work or responsibility will be borne by NIT Tiruchirappalli</p> <p>xiv. The caterer shall undertake and ensure that – (i) no child labor are employed, (ii) no diseased person is employed, (iii) all staff are insured against occupational accidents – NIT Tiruchirappalli bear no responsibility in case of any unforeseen accidents due to causes related to the job undertaken by the caterer, (iv) the caterer shall submit to NIT Tiruchirappalli the names, job type, Aadhar number and photograph of all staffs to be engaged during the event, (v) movement of staff shall be limited to the designated areas of the event – staff are not permitted to move around other administrative, academic or residential areas, (vi) the caterer shall not distribute the food to third party or other persons who are not participants or volunteers of</p>		
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	the event, (vii) staff shall follow the rules and regulations of the campus at all times.		
2.	In person required		
3.	EMD Amount (2 %)		
4.	Conference Period (Dec 12,13 & 14'2024)		
5.	Shipment terms	At NIT-T	

Signature & Seal of Vendor with Date



Annexure-IA

Breakfast and Hi-Tea Menu on 12-Dec-2024

Morning Breakfast (200 Nos.)	
Item No.	Item Name
1	Chikku Kesari
2	Watermelon Cooler
3	Boiled Egg
4	Ulunthu Vada
5	Chilli Cheese Toast
6	Chola Bhatura
7	Chenna Masala
8	Millet Idly
9	Veg Vermicelli Kichadi
10	Onion/Ghee/Podi Roast (Live Counter)
11	Coconut Chutney
12	Kaara Chutney
13	Sambar
14	Coconut Kulaputtu
15	Malabar Kadalai Curry
16	Boiled Pasta with red and White Sauce (Exotic Vegetables)
17	White & Brown Bread with Butter/Jam
18	Fruit Salads
19	Filter Coffee/Tea/Green Tea/Horlicks/Boost

Hi-Tea @ 10.30am (300 Nos.)	
Item No.	Item Name
1	Cookies
2	Boiled Peanut/Sandwich
3	Coffee/Tea- To be served with Sugar cube

Hi-Tea @ 4.30 Pm (300 Nos.)	
Item No.	Item Name
1	Coffee/Tea
2	Cookies
3	Mini Aloo Samosa
4	Katta Mitta Chutney
5	Onion Rings
6	Coconut Chutney



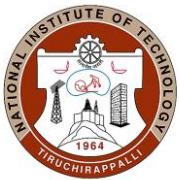
Annexure-IA (Cont..)

Breakfast and Hi-Tea Menu on 13-Dec-2024

Morning Breakfast (300 Nos.)	
Item No.	Item Name
1	Muskmelon Puree
2	Fruit Salad
3	Saahi Thukkada
4	Boiled Egg/Scrambled Egg
5	Ulunthu Vada
6	Corn Cheese Patties/ Vada+Pongal
7	Mint Chutney
8	Tanjore Pepper Cashew Pongal
9	Vegetable Uthappam (Live Counter)
10	Coconut Chutney
11	Sambar
12	Club Sandwich with mayo
13	Poori
14	Potato onion Masala
15	Boiled Macroni with Pink Sauce with Boiled Veggies
16	Idiyappam
17	Veg Stew with Jaggery
18	Wheat Upma with Curd
19	White & Brown Bread with Butter/Jam
20	Fruit Salads
21	Filter Coffee/Tea/Green Tea/Horlicks/Boost

Hi-Tea @ 10.30am (300 Nos.)	
Item No.	Item Name
1	Coffee/Tea- To be served with Sugar cube
2	Variety of Cookies
3	Boiled Sprouted Dish

Hi-Tea @ 4.30 Pm (300 Nos.)	
Item No.	Item Name
1	Coffee/Tea
2	Masala Kachori Chat
3	Boiled white Chenna with toasted onion and Coconut



Annexure-IA (Cont..)

Breakfast and Hi-Tea Menu on 14-Dec-2024

Morning Breakfast (200 Nos.)	
Item No.	Item Name
1	Red Guava Blast
2	Fruit Salads
3	Golden kiwi Roll
4	Mini Ghee Sambar Idly
5	Grilled Chutney Sandwich- Heat with Oven
6	MLA Andhra Pesarattu
7	Allam Chutney
8	Millet Cashew Pongal
9	Mixed Veg Sevai
10	Coconut Chutney
11	Red Chilli Peanut Chutney
12	Sambar
13	Bhatura
14	Rasagulla Kofta Gravy
15	White & Brown Bread with Butter/Jam
16	Filter Coffee/Tea/Horlicks/Boost/Green Tea

Hi-Tea @ 10.30am (300 Nos.)	
Item No.	Item Name
1	Coffee/Tea- To be served with Sugar cube
2	Sald and Sweet Cookies
3	Boiled Green dal

Hi-Tea @ 4.30 Pm (300 Nos.)	
Item No.	Item Name
1	Coffee/Tea
2	Mini Onion Samosa
3	Tomato Sauce
4	Dahi Tikki



Annexure- II

PRICE BID FORMAT FOR BIDDERS

Tender No. & Date :

Bidder's Offer No. & Date :

S. No.	Description of item	QTY	Rate / Qty in Rs. (excluding GST)	GST in Rs.			Total Value + GST in Rs.
				SGST	CGST	IGST	
1.	Supply portion Food and Catering Services: Morning Breakfast (Dec 12,13&14'2024)	700					
2.	Hi-Tea (Dec 12,13&14'2024)	1800					
3.	Packing & Forwarding charges (extra, if any)						
4.	Total price (Catering Services at NIT-T)						
5.	Net cost to be paid by NIT-T						

Signature & Seal of Vendor

Note: The price bid should be submitted only as per the above format. No row shall be left blank. Please indicate NA, in case the item is "Not Applicable". If this format is not used or any column is left blank, then the bid will be rejected.

(TO BE PRINTED IN LETTER PAD OF THE FIRM)

EMD Returning Form

To
The Director
National Institute of Technology,
Tiruchirappalli – 620 015

Sub: Returning EMD amount

Sir / Madam,

Our firm has participated in the tender / quotation enquiry No mentioned below and produced the EMD amount through DD, details of the DD are given below.

Tender / Quotation Reference No	
EMD amount	
DD Number	
DD issued Bank	
Date of DD	

It is requested to return the EMD amount to our firm after completion of the purchase to the below mentioned Bank account.

Account Name	
Bank Account Number	
IFSC code	
Bank	

Signature with Seal and Date

MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

Date: / /

To

The Director,
National Institute of Technology,
Tiruchirappalli – 620 015, Tamil Nadu

Sub	:	Authorization for release of payment / dues from National Institute of Technology, Tiruchirappalli through Electronic Fund Transfer/RTGS Transfer.
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1. Name of the Party / Firm / Company / Institute :
2. Address of the Party :
3. City _____ Pin Code _____
4. E-Mail _____ Mobile No: _____
5. Permanent Account Number _____
6. Particulars of Bank:

Bank Name:		Branch Name:	
PIN Code:		Branch Code:	
IFS Code:(11 digit alpha numeric code)			
Account Type	Savings	Current	Cash Credit
Account Number:			

DECLARATION

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Director, National Institute of Technology Tiruchirappalli responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: _____ Date: _____

Signature & Seal of the Authorized Signatory of the Party