



**भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुपति**  
**INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH TIRUPATI**

(An Autonomous Institution of Ministry of Education, Govt. of India)

Transit Campus: C/o. Sree Rama Engineering College, Karakambadi Road,  
Mangalam (P.O.), Tirupati, Andhra Pradesh – 517 507.

**INDIAN INSTITUTE OF SCIENCE EDUCATION  
AND RESEARCH TIRUPATI**



**“NOTICE INVITING QUOTATION” (NIQ)**

**for**

**Providing “Convocation Lunch” on the  
occasion of 4<sup>th</sup> Convocation of Indian  
Institute of Science Education &  
Research (IISER) Tirupati on 18<sup>th</sup> July  
2023.**



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### “NOTICE INVITING QUOTATION” (NIQ) for providing “Convocation Lunch” on the occasion of 4th Convocation at IISER Tirupati”

NIQ No. IISERT/Admin-Dining /07/2023

Date: 11-07-2023

**Subject: NOTICE INVITING QUOTATION” (NIQ) for providing “Convocation Lunch” on the occasion of 4th Convocation of Indian Institute of Science Education & Research (IISER) Tirupati on 18<sup>th</sup> July 2023.**

Indian Institute of Science Education & Research (IISER) Tirupati invites bid/quotations for supply of Convocation Lunch in single bid as indicated, in sealed cover, bids must reach the following address on or before 14.07.2023 at 15:00 hours. It may be dropped in Tender Box which is kept in Purchase Section. Any Corrigendum / further information (if needed) will be released on IISER Tirupati website only, so the interested bidders may like to visit the Institute website [www.iisertirupati.ac.in](http://www.iisertirupati.ac.in) for updates.

#### **Presentation of Bid:**

Address of the firm(s) submitting the quotation must appear distinctly on the sealed cover as under. The following must be clearly written on the outer sealed cover:

Quotation for supply of Convocation Lunch to IISER Tirupati

NIQ No. IISERT/Admin-Dining /07/2023 Date: 11-07-2023

Interested Agency / firm / Caterer, who meets the Eligibility criteria, may furnish their Sealed quotations with all the necessary documents in a sealed cover along with the covering letter duly signed by an authorized signatory on or before **14-07-2023 by 15:00** hours at the following address:

Deputy Registrar (Admin & Purchase)  
IISER Tirupati  
Opp. Sree Rama Engineering College,  
Rami Reddy Nagar, Karakambadi Road,  
Mangalam P.O, Tirupati,  
Andhra Pradesh – 517507.  
Ph: 0877 – 2500 208

All received proposals of “Notice Inviting Quotation” will be opened on **14.07.2023 at 15:30** hours in the presence of authorized representatives of tenderers / bidders, who choose to attend and shall sign a register evidencing their attendance.



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### TERMS AND CONDITIONS:

01. Rates: Rates quoted for items must be on F.O.R basis for IISER Tirupati, on DOOR DELIVERY Basis, with break up as per details given in Scope of Work.
02. Validity: The validity period of the offer should be clearly specified. It should be at least for 15 days from the last date of submission of quotations.
03. Delivery: Unless otherwise stated delivery and installation of goods shall be at IISER Tirupati and will have to be effected maximally within 01 week from the date of issue of the Purchase Order. All aspects of safe delivery shall be the exclusive responsibility of the vendor.
04. GST Certificates & TDS: Copy of GST Certificate must be submitted with technical bid. Appropriate GST deduction at source will be applicable.
05. Late and delayed quotation: Late and delayed quotations will not be considered. In case any unscheduled holiday occurs on prescribed closing/opening date, the next working day shall then automatically be the prescribed date of closing/opening of the quotation with no change in timing.
06. Ground for Rejection of Quotation: The quotations are liable to be rejected if the foregoing conditions are not complied with. The quotation should be complete in all respects if a firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.
07. Payment: Payment will be made within **30 days** from the date of successful delivery and acceptance of goods at IISER Tirupati / successful completion of services and the bills for the same certified by concerned authorities. Payment will be made through RTGS / FUND TRANSFER. Following information must be clearly written in the uploaded bank details for RTGS / FUND TRANSFER: -
  - (a) Name of the Firm with complete postal address
  - (b) Name of the Bank with Branch where the Account exist
  - (c) Account No. & IFSC CODE
  - (d) GST/TIN No
08. Termination for default: Default is said to have occurred
  - (a) **If vendor fails to supply any item as per the schedule/condition of the order placed, the vendor will be penalized for the same as per the decision of the committee.**
  - (b) **If the supplier fails to deliver the quality/quantity of food (will be examined by the committee) for any item, IISER Tirupati will penalize to the vendor after the inspection by a committee and recommendation.**
  - (c) If vendor employ any minor to execute the service.
  - (d) If fails to arrange the food at the schedule time and proper distribution arrangement, the vendor will penalize after observation and recommendation by a committee.
09. Applicable Law:
  - (a) The contract shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings / processing, as may be applicable upon IISER Tirupati.
  - (b) All disputes are subject to exclusive jurisdiction of Competent Court and Forum in Tirupati, India only.
  - (c) Any dispute arising out of this purchase shall be referred to the Registrar IISER Tirupati, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, (to be appointed by the Director of the Institute). The decision of such Arbitrator shall be final and binding on both the parties.
10. The bidder must possess following certificate/experience which is required to be submit with the bid:
  - (a) The vendor should have a valid registered licence for catering by food safety standards (FSSAI).



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- (b) The vendor should have a yearly turnover (specially catering) of more than 10 lakh for 3 years.
- (c) Shop/Hotel establishment registration certificate of the caterer by the competent authority.
- (d) The vendor should have at least 4 years of work experience providing catering contracts. The bidder must have provided dining services i.e. Lunch/dinner/ Special Dinner, tea coffee & snacks for Convocation function /workshop/conference/seminar of National or International level, catering to minimum 500 diners+ at a time in any organization among IISERs / NITs / IITs / IIMs / IIITs / Central Universities / CSIR laboratories / PSUs / Central Government Departments and Offices / Autonomous Bodies / State Government Departments or reputed Pan India Hotels.
11. Tender Evaluation: Committee on the basis of quoted food items, Quantity, Quality and Safety standard along with food hygiene critically evaluate tender documents received from the vendors. Only on the basis of compliance with the IISER Tirupati tender conditions it is not a guarantee for the selection of vendor in the price comparison stage. A committee will interact and evaluate the bidders for price, past experience, customer certificate etc.
12. Vendor who has quoted with part compliance with IISER Tirupati tender condition will be summarily rejected by the committee at any stage of shortlisting without being information sent to the vendor in this regard.
13. The acceptance of the quotation will rest solely with the Director, IISER Tirupati, who in the interest of the Institute is not bound to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all of the quotations received without assigning any reason(s).
14. Important: The Director may accept or reject any or all the bids in part or in full without assigning any reason and doesn't bind himself to accept the lowest bid. The institute at its discretion may change the quantity / upgrade the criteria / drop any item, at any time before placing the Purchase Order.
15. The in general Printed conditions of supply of the firm, if any, will not be binding on the Institute.
16. Any bidder from other countries (outside India) is not eligible to bid in this tender. Bidder for the purpose of this clause means:
- Any entity incorporated, established or registered outside India; or
  - A subsidiary of an entity incorporated, established or registered outside India; or
  - An entity substantially controlled through entities incorporated, established or registered outside India; or
  - An entity whose beneficial owner is situated outside India; or
  - An Indian (or other) agent of entity incorporated, established or registered outside India; or
  - A natural person who is a citizen of other countries; or
  - A consortium or joint venture where any member of the consortium or joint venture falls under any of the above (a to f).
17. In addition to the above said clauses vendor has to fulfil conditions mentioned in Annexure-I.

### 18. **Scope of Work:**

The service provider is expected to provide the following services:

- A Special Lunch as per menu enclosed to be served on 18/07/2023 for a minimum number of Pax 500. Menu and **service Locations** i.e. at IISER Tirupati permanent campus given in **Annexure I.** In case of increase in numbers, it will be informed by the Institute. **The number of Pax may be between 500 to 700 nos, the exact numbers will be communicated to caterer at the time of finalisation of contract.**
- Chaffing dishes, utensils for serving and buffet counter, Cutlery crockery, bone china plates, Packaged drinking water 20 litres jars**



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- Bislery brand shall be brought & arranged by caterer.** Housekeeping services for clearance and garbage disposal at kitchen, dining area, serving area pre and post event shall be dine by the caterer.
- c) **Arrange 10 counters (1 counter for VIP senate members,3 counters for faculty, staff and guests & 6 counters at Badminton court for students and parents) at Yerpedu campus, IISER Tirupati.**
- d) **only dining hall with tables and chairs will be provided. Kitchen will be provided only for reheating food /frying bhaturas.**
- e) Place of dining i.e. Pandal, round tables for seating, chairs and if any of the dining pandal area will be provided by the Institute. Service provider to ensure that the same is followed meticulously. Deployment and supervision of required manpower for the above mentioned tasks. **The waiters shall be in proper attire with caps and disposable gloves for service of food. Every effort must be exercised by the Service Provider to minimize electricity and water usage and desist from unnecessary usage.**
- f) The food shall be cooked, stored and served under hygienic conditions. The Bidder/Tenderer shall ensure that only freshly cooked food is served, and that stale food is not recycled. Stale food shall be removed from the dining premises as soon as possible.
- g) The preparation of food (Menu) shall be as per the brands/ingredients mentioned in **Annexure – II.**
- h) Pre-cooked food is allowed to prepare at Caterer's kitchen provided it shall be prepared in good, hygienic conditions in neat and clean kitchen after the prior approval of the Competent Authority. Re heating of food or preparation of roti/bhatura etc at Institute kitchen is allowed provided that bidder must maintain cleanliness pre and post use of kitchen
- i) The food shall be **neither too spicy nor too oily.** The food preparation shall be wholesome and shall generally cater to the taste of the diners.
- j) The food shall be cooked and served in clean utensils and no laxity shall be permitted in this regard. The utensils shall have to be maintained sparkling clean at all time. **The utensils, cutlery & crockery shall be cleaned by using Branded liquid soap specified in Annexure –II.**
- k) The Institute Committee shall be authorized to impose an appropriate fine on the Bidder/Tenderer in case of sub-standard quality of food items, malpractice, lack of hygiene or violation of any of the conditions of the contract.
- l) Issues, not specifically clarified in the contract, shall be settled with mutual consent between the bidder and the Institute committee, without vetting the basic premises of the contract.
- m) Interested bidders are invited for site visit with prior appointment during the working hours between 0930 hrs to 1700 hrs from Wednesday to Thursday before submission of EOI.

Registrar, IISER Tirupati



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### Annexure -I

**Menu Detail :** The preparation of food (Menu) shall be as per the brands/ingredients mentioned in **Annexure – II.**

Menu for Special Lunch:

Minimum Number of pax 500

Venu- IISER T Yerpedu campus

SPL lunch on 18th July 23

Salads

Green salad

Pasta salad

Aloo papdi chat

Main course

Palak paneer (Green colour)

Kadai vegetables

(Add Corn kennals, Capsicum red & Yellow) (Brown colour)

Bhendi peanut fry

Channa masala

Vegetable Pulav with raita & salan

Boondi raita

Roomali roti & Bhatore

Dal Pancharatna / Dal Makhani

Plain rice

Sambar

Rasam

Papad, Pickle, Plain curd, Pachadi

Ghee, Gun powder, Curd chillies

Desserts

Kesari Rasamalai

Hot jilabi with rabdi

### Special instructions:

1. arrange 10 counters (1 counters for VIP senate members,3 counters for faculty, staff and guests & 6 counters at Badminton court for students and parents) at Yerpedu campus IISER Tirupati.



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2. **The bidder shall deploy sufficient manpower for the service and ensure that at least 3 waiter per counters must be deployed.**
3. Only dining hall with tables and chairs will be provided. Kitchen will be provided only for reheating food /frying bhaturas.
4. Post event entire kitchen, dining hall and badminton court which are used for service should be properly clean and handover in good condition failing which **20 % amount will be deducted from total bill as a penalty.**

**Quality of ingredients and other items to be use in Food Preparation:**

S. No.	Items	Brand
1	Wheat Flour Packed	Ashirvad / Pillsbury
2	Baisan	Ashirvad
3	Dalia	Saktibhog/Ashirvad
4	Maida	
5	Suji	
6	Arhar Dal	(Patka, Sadi)
7	Chana Dal	
8	Desi Chana	
9	Green peas	Safal,Reliance
10	Kabuli Chana (Large)	
11	Lobia (Big)	
12	Masoor Lal	
13	Masoor Kali	
14	Moong Chhilka	
15	Moong Dhuli	
16	Moong Sabut	
17	Rajma Gradel	
18	Rice Basmati (MiniDubar Quality)	<b>India gate/Kohinoor/Dawat</b>
19	Rice	<b>Lalitha Brand /Bullet Rice/Kolam Rice</b>
20	Safed Matar	
21	Soyabeen Bari	MDH/Nutrela
22	Urad Chilka	Green/Black
23	Urad Sabut	Bkak Sadi
24	Deshi Ghee	Amul/Britania/gowardhan
25	Musterd Oil (Ag)	Fortune15kg/15Lt
26	Refined Oil	<b>Sunflower or rice bran oil</b> <b>Fortune/Dhara,use of Hydrogenated (Vanaspati) oil is prohibited)</b>
27	Chili Sauce/soya sauce/vinegar	Ching
28	Jam	Kisan / Mala
29	Mishrambu	(Kesariya Badam)
30	Soya Sauce	Ching
31	Tomato Sauce	Maggi / Kisan
32	Vinegar Ka Paani	
33	Coffee	Nescafe / Brue Green lable / Filter coffee powder
34	Tea	Tata Premium/Amar tea(Society)/Brook bond Bop Dust tea
35	Kaju	Two piece
36	Achar(Mixed)	Priya
37	Achar(Mango)	
38	Custard Powder	Weikfield/BP



39	Cheora	Shaktibhog
40	Corn Flakes	Kellogs /
41	Namkeen	Haldiram
42	Papad /appalam	Lizzat /
43	Siwai	Goldiee /Bombino/MTR
44	Sabudana	
45	Amchoor Powder	Goldiee/NavRang/everest
46	Ajwain	Tripati /Goldiee
47	Arrarot	Goldiee/Ashok
48	Ajeenomoto	Not to be used
49	Baking Powder	Weikfield
50	Beej(Tarbuz)	Loose
51	Beej(Kharbuz)	Loose
52	Badi Ilaichi	
53	Dalchini	
54	Haldi Powder	Agmark / FSSAI approved
55	Dhania Powder	Agmark / FSSAI approved
56	Dhania Khada	Agmark / FSSAI approved
57	Gur	
58	Heeng Dibiya 50gm	Goldiee /Ashok/Lakshmi
59	Javitri	
60	Jaiphal	
61	Jeera(Safed)	Goldiee/Tripati
62	Jeera(Siyah)	
63	Kabawchini	
64	Kashmiri Mirch	MDH
65	Kasoori Methi	MDH
66	Kali Mirch(Sabit)	Goldiee/Tripati
67	Mirch Safed (Pisi)	MDH/Catch
68	Kala Namak (Powder)	
69	Laung	
70	Makroni	
71	Mirch (Powder)	Agmark / FSSAI approved
72	Mirch(Khada)	MDH
73	Mangrail	Goldiee/Tripati
74	Misri (Crystal)	
75	Methi dry	Everest
76	Namak Sada	Tata
77	Rai	
78	Soda Sweet	
79	Safed Elaichi	Local
80	Sugar (White)	
81	Tejpatta	
82	Sendha Namak	
83	Chole Masala	MDH/Catch/Kitchen king/Everest/MTR
84	Chat Masala	MDH/Catch/Kitchen king/Everest/MTR
85	Damalu Masala	MDH/Catch/Kitchen king/Everest/MTR

86	Garam Masala	MDH/Catch/Kitchen king/Everest/MTR
87	Kachauri Masala	MDH/Catch
88	Kichen King Masala	MDH/Catch
89	Meat Masala	MDH/Catch/Kitchen king/Everest/MTR
90	Matar paneer Masala	MDH/Catch/Kitchen king/Everest/MTR
91	Pav Bhaji Masala	MDH/Catch/Kitchen king/Everest/MTR
92	Rajma Masala	MDH/Catch/Kitchen king/Everest/MTR
93	Raita Masala	MDH/Catch/Kitchen king/Everest/MTR
94	Samosha Masala	MDH/Catch/Kitchen king/Everest/MTR
95	Sambhar Masala	MDH/Catch/Kitchen king/Everest/MTR
96	Shahi paneer Masala	MDH/Catch/Kitchen king/Everest/MTR
97	Sabji Masala	MDH/Catch/Kitchen king/Everest/MTR
98	<b>Dishwashing Liquid</b>	<b>FSSAI approved with MSDS / Diversey / Organic dish wash liquid-Nixy</b>
99	Rin Soap	FSSAI approved with MSDS / Diversy / Organic dish wash liquid-
100	Paneer	<b>Shreeja, Milky Mist, Mother Dairy</b>
101	Butter	<b>Amul / Milky Mist / Mother dairy/Nutela</b>
102	Milk	Shreeja /Mother dairy/Heritage
103	Noodles	Maggi ,Atta/Oats noodles, No 1 Brand
104	Ice Cream	Kwality / Amul

**Note** - In case of non-availability of Brand as per above table, prior approval of Institute to be taken to get equivalent quality material approved by FSSAI Act.

**ANNEXURE-III**

**BIDDER'S STATEMENT**

**(ON THE COMPANY LETTER HEAD OF THE BIDDER)**

NOTE: Bidders MUST submit ALL required documents in support of minimum eligibility criteria along with the EOI proposal. No document in support of minimum eligibility criteria will be accepted / entertained after last date for submission of EOI Response. A list of all submitted documents should be provided.

S No.	Description	Detailed Response
1	Name & Address of the Bidder organization/firm	
2	Date of Commencement of Business	
3	Address of the Bidder organization/firm	
4	Name of the Chief Executive of the firm	
5	Specify Legal Status -	
	a) An individual	
	b) A proprietary firm/ HUF Firm	
	c) A Firm in partnership	
	d) A limited company	
	e) Corporation or Co-operative society	
6	Details of Registrations:	
	a) GST registration	
	b) FSSAI Registration License at the location of dining services being provided currently	
7	The bidder must have provided dining services i.e. Convocation Lunch /dinner/ Special Dinner, tea coffee & snacks for workshop/conference/seminar of National or International level, catering to minimum <b>500+ diners</b> in any organization among IISERs / NITs / IITs / IIMs / IIITs / Central Universities / CSIR laboratories / PSUs / Central Government Departments and Offices / Autonomous Bodies / State Government Departments or at any Star /Five star Hotel or above category.	



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Sr No.	Dining services done for (full address of Organisation)	Work order No. and date	Description (Details of dining services provided)	Value of order (In Rs.)	Purchaser/ Consignee Contact person along with Telephone No., FAX No. and e-mail address
8	Details of Firm.				
1)	Address				
2)	Phone No.				
3)	Name of contact person and contact details				

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Signature of Tenderer**  
Name, Address with  
rubber stamp



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### Annexure – IV

#### **Bid Information:**

Bidders are requested to submit their responses for the NIQ in TWO (02) parts, clearly labelled according to the following categories:

#### **(A) PART-ONE (TECHNICAL BID)**

- i) Bidder's Statement from the Bidder as per the format provided in Annexure – III.
- ii) A list of all submitted documents including documents in support of experience should be provided.

#### **(B) PART-TWO (FINANCIAL BID)**

S. No.	Description	Amount (Rs.)	
		In figures	In words
1.	Rate per person per day (Inclusive of all taxes) for special Lunch as per menu in Chapter I		
2.	<b>20 litres packaged drinking (sealed) water can –Brand –Bisleri –rate per can</b>		