



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



**“NOTICE INVITING TENDER”**

**FOR**

**CATERING AND ALLIED SERVICES**

**AT**

**IISER Tirupati, Permanent Campus at Yerpedu for the 6<sup>th</sup>**  
**Convocation function of Indian Institute of Science**  
**Education & Research (IISER) Tirupati on 5<sup>th</sup> August 2025.**

## INDEX

<b>Sr. No.</b>	<b>Particulars</b>	<b>Page No.</b>
1	<u>CHAPTER – I</u> GENERAL CONDITIONS OF CONTRACT	5-12
2	<u>CHAPTER – II</u> <u>MENU DETAIL</u>	13-14
3	QUALITY OF INGREDIENTS AND OTHER ITEMS TO BE USE IN FOOD PREPARATION: ANNEXURE -I	15-17
4	<u>CHAPTER – III</u> <u>BID INFORMATION:</u>	18
5	<u>FORMS TO BE SUBMITTED BY BIDDER'S</u> <u>(ANNEXURE – II to ANNEXURE V)</u>	19-24



**“Notice Inviting Tender” (NIT) For Providing Dining Services –  
Catering & Allied Services at IISER Tirupati”**

**Tender No. IISERT/Admin-Dining\_Convocation/01/2025**

**Date: 22-07-2025**

**Subject: Invitation of “Notice Inviting Tender” proposal for providing catering & allied  
Services for The 6<sup>th</sup> Convocation function of Indian Institute of Science Education &  
Research (IISER) Tirupati on 5<sup>th</sup> August 2025.**

Director, IISER Tirupati invites proposal of “Notice Inviting Tender” (Notice Inviting Tender) from reputed Agencies/firms/caterer, for providing **Catering & Allied Services** on the terms and conditions as per Notice Inviting Tender document at IISER Tirupati.

For overview of the existing system, scope, Eligibility criteria, bidding terms and conditions and suggested response formats, please visit our website <http://iisertirupati.ac.in/tenders.html>

Interested Agency/firm/Caterer, who meets the Eligibility criteria, may furnish their Notice Inviting Tender with all the necessary documents in a sealed cover along with the covering letter duly signed by an authorized signatory on or before **29-07-2025 by 14:00** hours at the following address:

Deputy Registrar (Admin & Purchase)  
IISER Tirupati permanent campus  
Sreenivasapuram, Yerpedu Mandal,  
Tirupati District, Andhra Pradesh – 517 619.  
Ph: 0877 – 2500 233 / 235

All received proposals of “Notice Inviting Tender” will be opened on **29.07.2025 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.



**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)  
Sreenivasapuram, Yerpedu Mandal, Tirupati District, Andhra Pradesh – 517 619.

**“Notice Inviting Tender” proposal for providing catering & allied Services for The 6<sup>th</sup> Convocation function of Indian Institute of Science Education & Research (IISER) Tirupati on 5<sup>th</sup> August 2025.**

<b>SUMMARY</b>	
<b>Notice Inviting Tender Notification No.</b>	<b>IISERT/Admin-Dining_Convocation/01/2025 dated 22.07.2025</b>
<b>Nature of work</b>	<b>Catering &amp; allied Services required Convocation function as per menu and service locations specified in <u>“Chapter II”</u> attached herewith at IISER Tirupati permanent campus Yerpedu.</b>
<b>Contract Period</b>	Services required on 05/08/2025
<b>Address for the submission of NOTICE INVITING TENDER Response</b>	Deputy Registrar (Admin & Purchase) IISER Tirupati IISER Tirupati permanent campus Sreenivasapuram, Yerpedu Mandal, Tirupati District, Andhra Pradesh – 517 619. Ph: 0877 – 2500 233 /235
<b>Release of Notice Inviting Tender (NOTICE INVITING TENDER) document</b>	22/07/2025 (Tuesday)
<b>Last date for Submission of NOTICE INVITING TENDER Response</b>	29-07-2025, 14:00 Hrs; (Tuesday)
<b>Date and time of opening of NOTICE INVITING TENDER – Technical bid Responses</b>	29-07-2025, 15:30 Hrs.; (Tuesday)
<b>Date of Trade Test if any</b>	Date of trade test will be on 30/07/2025.(optional)
<b>Venue</b>	IISER Tirupati IISER Tirupati permanent campus Sreenivasapuram, Yerpedu Mandal, Tirupati District, Andhra Pradesh – 517 619. Ph: 0877 – 2500 233/ 235



**CHAPTER – I**  
**GENERAL CONDITIONS OF CONTRACT**

**1) Goals of this Notice Inviting Tender (NOTICE INVITING TENDER)**

- i) The objective of this tender is to solicit proposals from the interested bidders
- ii) The successful bidder will be responsible for providing catering and allied services, special **Lunch at IISER Tirupati permanent campus on 05/08/2025 at various location within the campus.**
- iii) The Notice Inviting Tender intends to bring out the details with respect to scope of works/services that are deemed necessary to share with the interested bidders.

**2) Eligibility Criteria:**

The invitation for bids is open to all entities registered in India who fulfil eligibility criteria as specified below:

- i) The Bidder MUST satisfy all of the criteria below on its own.
- ii) The bidder must have provided dining services i.e. Lunch/dinner/ Special Dinner, tea coffee & snacks for workshop/conference/seminar of National or International level, catering to minimum **1000 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 and Star / Five-star Hotels or above category.
- iii) The bidder shall necessarily be a valid legal entity, having following registrations:
  - (a) GST Registration
  - (b) **FSSAI Registration** at the location of dining services being provided currently.
  - (c) **PAN Card and Income tax registration.**

**Tenderer should submit documents in support of eligibility criteria along with the tender/bid.** No document in support of minimum eligibility criteria will be accepted / entertained after opening of tender. Technical Bid which is not accompanied by these documents would be summarily rejected.

**3) Scope of Work:**

The service provider is expected to provide the following services:

- a) A Special Lunch as per menu enclosed to be served on 05/08/2025 for a minimum number of **Pax 2000**. Menu and **service Locations** i.e. at IISER Tirupati permanent campus given in **Chapter II.** In case of increase in numbers, it will be informed by the Institute. **The number of Pax may be between 1800 to 2000 nos, the exact numbers will be communicated to caterer at the time of finalisation of contract. However the caterer have to make arrangement for extra pax approx. 200 nos in case required. Billing will be done at actuals pax at the end of the event. Tentative timing for special lunch services 12 pm to 3 pm.**

- b) Chaffing dishes, utensils for serving and buffet counter, Cutlery crockery, disposable eco-friendly areca leaves plates (2000 nos ) for diners and bone china plates for VIP Counters (50 nos), Packaged drinking water 20 litrs jars bisleri / Baileys brand ,paper cups shall be brought & arranged by caterer. Housekeeping services for clearance and garbage disposal at dining area and post event garbage disposal, serving area pre and post event shall be done by the caterer. They must ensure handover kitchen area in a clean and good condition post usage and completion of work.

- c) Following is tentative requirement for catering to 2000 pax  
Arrangement of 14 counters

Proposed tentative venue for service -		Location	Numbers (Each) (approximately)
5 counters	VIP senate members, faculty, staff & Invited Guests at different location on first floor	1 <sup>st</sup> floor New dining block	300
3 counters	for convocation students For students' parents in one hall	New dining block ground floor	600
6 counters	For PhD + Campus students Outsourcing staff H/k Security and others	Hostel Block canteen	1000
*This is tentative requirement for counters, the Institute may increase number of counters for service if required.		Total approximate diners	2000

- d) only dining hall with tables and chairs will be provided. Kitchen space will be provided only for reheating food / mise en place or basic cooking. Caterer has to make arrangement of gas cylinder on their own.
- e) Place -Dining hall ,tables ,chairs 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.**



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- 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 – I.**
- 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/paratha 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 –I.**
- 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 served, malpractice, lack of hygiene or violation of any of the conditions of the contract.** 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.

**4) Availability of the NOTICE INVITING TENDER Documents:**

NOTICE INVITING TENDER document can be downloaded from IISER Tirupati website <http://iisertirupati.ac.in/tenders.html>. The bidders are expected to examine all instructions, forms, terms, requirements and other details in the NOTICE INVITING TENDER documents. Failure to furnish complete information as mentioned in the NOTICE INVITING TENDER documents or submission of a proposal not substantially responsive to the NOTICE INVITING TENDER documents in every respect will be at the bidder's risk and may result in rejection of the proposal.

**5) Evaluation of the Tender:**

For Providing Catering Services, the evaluation shall be done as under:

**Stage 1-** Bids will be scrutinised for technical Evaluations as per Eligibility Criteria clause no. 2 at "Chapter-1". Documentation regarding experience has to be clear. Copies of all statutory documents to be submitted. Incomplete Bids if any regard will be rejected.



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**Stage 2-** Only Tenderers / bidders those who qualify **stage 1** may be called for giving the trade test. The **Committee shall decide if they want to conduct trade test or opening financial bid for L1.**

**Note-** Institute reserves all rights to inspect caterer's premises/kitchen, bidder shall allow authorised persons of the Institute in their premises for the same.

Financial Bids of only those agencies will be opened who qualify in Technical bid & Trade Test (if conducted). The decision of the committee shall be final and binding and no correspondence shall be entertained in this regard.

IISER Tirupati will conduct trade test as per the schedule fixed in advance, the AUTHORIZED representatives of the interested organizations must attend trade test at their own cost along with the relevant staff for the Trade test and the same shall be tested by the Dining Committee constituted for the Convocation Hospitality & Catering arrangements food part.

- i) If required, IISER Tirupati can call for any additional information NOT specified in this Notice Inviting Tender.
- ii) If any information sought in this document is missing or not clearly specified by the applicant, it will be assumed that the organization / firm is not in a position to supply the information.
- iii) All claims made by the bidder in their Notice Inviting Tender proposal, must be supported by authentic documents.
- iv) The proposal, documents and all correspondence shall be written in English.

**6) Penalty:**

- I) **In the event of unsatisfactory performance or breach of any condition in Clause-3 (Scope of work), The Institute shall at any time be entitled to determine penalty to be levied on the caterer. The said amount will be deducted from the final bill amount.**

**7) Interpretation of Contract Documents:**

- (i) Several documents forming the contract are to be taken as mutually explanatory. Should there be any discrepancy, inconsistency, error or omission in the contract, the matter may be referred to the Registrar, IISER Tirupati shall give its decision and issue instructions to the Bidder/Tenderer directing in what manner the work is to be carried out. The decision of the Registrar shall be final and conclusive and the Bidder/Tenderer shall carry out work in accordance with this decision.
- (ii) All material and services shall satisfy the high standards befitting the reputation of the Institute.





**8) Period of Contract:**

Spl Lunch services required on 5<sup>th</sup> August 2025

**9) Bidder/Tenderer's Subordinate Staff and their Conduct:**

- a) Hygiene and sanitation standards **should be strictly compliant with FSSAI regulations and/or prevalent norms**. Compliance to the hygiene standards will be checked. Noncompliance to hygiene standards will be the sufficient reason to levy penalty. **The bidder shall ensure that all caterer's employees, during their working hours, wear neat & tidy uniform, head covering caps, face mask, use of gloves wherever applicable, personal hygiene of employee, Food handlers shall be free from Contagious diseases or any kind of skin disorders.**
- b) Smoking, consumption/distribution of alcohol, use of pan and gutka, and drug/substance abuse by the employees is strictly prohibited.
- c) The Bidder/Tenderer shall be responsible for the proper behaviour of all the staff, employed directly or indirectly, and shall exercise a proper degree of control over them and in particular and without prejudice to the said generality, the Bidder/Tenderer shall be bound to prohibit and prevent any employees from trespassing/acting in anyway detrimental or prejudicial to the interest of the community or of the properties. The Bidder/Tenderer shall be responsible thereof and indemnify the institute of all consequent claims or actions for damages or injury or on any other grounds whatsoever. The decision of the Registrar on any matter arising under this clause shall be final.

**10) Force Majeure:**

In the event of either party being rendered unable by force majeure to perform any obligation required to be performed by them under this agreement, the relative obligation of the affected party by such force majeure shall be suspended for the period during which such cause lasts. The term "force majeure" as employed herein shall mean, acts of God, war, revolt, riot, fire, flood and acts and regulations of the Government of India or any of its authorized agencies.

Upon the occurrence of such cause and upon its termination the party alleging that it has been rendered unable as aforesaid thereby shall notify the other party in writing within 1 day of the alleged beginning and ending thereof giving full particulars and satisfactory proof.

The time for performance or relative obligations suspended by the force majeure shall be extended by the period for which the cause lasts or condoned by the Institute without any penalty.

If the work is suspended by force majeure conditions, the Institute shall have the option of cancelling the contract in whole or in part thereof its own discretion. Any situation of force majeure shall not be payable by the Institute under any circumstances. For the period of force majeure, no amount shall be payable to the Bidder/Tenderer.



**11) Completion of Contract:**

Unless otherwise terminated under the provisions of any other relevant clause, this contract shall be deemed to have been completed at the expiration of the duration of the contract.

**12) Schedule of Rates and Payments:**

The price to be paid by the Institute to the Bidder/Tenderer for the whole of the work to be done and the performance of all the obligations undertaken by the Bidder/Tenderer as per the terms of the contract shall be ascertained by the application of the schedule of rates and payment shall be made accordingly to the work actually executed and approved by Registrar / Deputy Registrar (Administration) / Assistant Registrar (Admin) / Office Superintendent

**13) Accident or Injury to Workman:**

The Institute shall not be liable for any damage or compensation payable in respect of or in consequence of any accident or injury to any workman or other person in the employment of the Bidder/Tenderer through claim from insurance company. The Bidder/Tenderer shall indemnify and keep the Institute indemnified against all such damage and compensation whatsoever in respect or in relation thereto.

**14) Damage to Property:**

The Bidder/Tenderer shall be responsible for making good to the satisfaction of the Institute any loss or damage to any structures and properties within the Institute premises. If such loss or damage is due to fault and/ or the negligence or wilful acts or omission of the Bidder/Tenderer, his employees, agents, representatives or sub-Bidder/Tenderers, he shall make good the loss as assessed by the Institute.

**15) Arbitration:**

- (a) Except as otherwise provided elsewhere in the contract, if any dispute, difference, question of disagreement or matter whatsoever, shall, before/after completion or abandonment of work or during extended period, hereafter arises between the parties, as to the meaning, operation or effect of the contract or out of or relating to the contract or breach thereof, shall be referred to a sole arbitrator to be appointed by the Director of the Institute at the time of the dispute. The award given by the arbitrator so appointed shall be binding on the parties. It will not be open to the parties to challenge the jurisdiction of the arbitrator after the award has been made.
- (b) If the arbitrator to whom the matter is originally referred dies or refuses to act or resigns/ withdraws for any reason from the position of arbitration, it shall be lawful for the Director of the Institute to appoint another to act as arbitrator in the manner aforesaid. Such person shall be entitled to proceed with reference from the stage at which it was left by his predecessor if both the parties consent to this effect failing which the arbitrator shall be entitled to precede de-novo.



- (c) It is a term of the contract that the party invoking arbitration shall specify all disputes to be referred to arbitration at the time of the invocation of arbitration under the clause.
- (d) It is a term of the contract that the cost of arbitration shall be borne by the parties themselves.
- (e) The venue of arbitration shall be at IISER Tirupati.
- (f) Subject as aforesaid the provisions of the Arbitration and Conciliation Act 1996 and any statutory modifications or re-enactment thereof rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.

**16) Jurisdiction:**

The contract shall be governed by and constructed according to the laws in force in India. The Bidder/Tenderer shall hereby submit to the jurisdiction of the courts situated at Tirupati for the purpose of actions and proceedings arising out of the contract and the courts at Tirupati shall have the sole jurisdiction to hear and decide such actions and proceedings.

**17) General Rules:**

- a. Smoking and Consumption of Tobacco/Alcohol within the entire area of the Dining Pandal or Institute campus in general are strictly prohibited. Violators of this rule shall be prosecuted as per law and discharged immediately.
- b. All the workers engaged for the work shall wear uniform.
- c. The Licensee will not be permitted to franchise the Institute dining services for any other commercial activity outside the scope of the contract.
- d. No person with any offensive police record shall be employed to work in the Dining area.
- e. Safety measures are to be provided by the Service provider himself/ themselves.
- f. The Service provider will ensure and comply with the provisions of various municipal and other local Rules/ Regulations/ Laws of the Government
- g. The Institute shall not be the party in case any dispute takes place between the Service provider and his employees.

**18) Venue & Deadline for Submission of Proposals:**

Proposals, in its complete form in all respects as specified in the NOTICE INVITING TENDER, must be submitted, as per the schedule, to the following address:

IISER Tirupati permanent campus  
Sreenivasapuram, Yerpedu Mandal,  
Tirupati District, Andhra Pradesh – 517 619.  
Ph: 0877 – 2500 233/235  
Last Date of Submission: 29<sup>th</sup> July, 2025



**19) Tender Procedures:**

- i) The Tender must be prepared in accordance with the requirements specified in this Notice Inviting Tender and in the format prescribed in this document for each of the above mentioned qualifying criteria as proof of having the minimum requirements.
- ii) Proposals must be direct, concise, and complete. All information not directly relevant to this Notice Inviting Tender should be omitted.
- iii) **The Hard Copy should be signed in ink in original by hand by the authorized signatory on all the pages before being put in the envelope and sealed.**
- iv) **The Tender should contain the copies of references and other documents as specified in the Notice Inviting Tender.**
- v) In case of person other than Authorised Signatory signing the Tender, an authorization letter, authorizing the Bidder to sign/ execute the tender as a binding document and also to execute all relevant agreements forming part of Notice Inviting Tender shall be included in this envelope.
- vi) Any interlineations, erasures or overwriting shall be valid, only if they are initialled by the persons or persons signing the bid.
- vii) IISER Tirupati will not accept the Notice Inviting Tender proposal in any manner other than that specified in this Notice Inviting Tender. Proposal submitted in any other manner shall be treated as defective, invalid and shall be rejected.

**20) Accounting and Payment:**

- i) The rates so fixed are inclusive of all taxes duties, and levies etc. imposed by the State/Central government and local bodies as on the dates of award of the work. However, if any new tax, duty or levy is imposed or enhanced by the government/local bodies subsequent to the award of work, the same shall be discussed with the competent authority for revising the rates.

**21) Timings:**

Timings of services shall be informed by the Institute.

**22) Important Notes:**

- (i) The Institute reserves the right to:
  - (a) Amend the scope and value of the contract.
  - (b) Amend the rate of the contract.
- (ii) For any of the above actions, the Institute shall neither be liable for any damages, nor be under any obligation to inform the applicants, the grounds for the same.
- (iii) Effort on the part of the agencies or it's agent to exercise influence or to pressurize the Institute for this contract shall result in rejection of the application. Canvassing of any kind is prohibited.



**Chapter – II**

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

Menu for Special Lunch :

Minimum Number of **pax 2000**

Venue- IISER T Yerpedu campus

SPL lunch on 5<sup>th</sup> August 2025

Pasta Salad

Aloo papdi chat

Babycorn 65 / Honey Chilli potato

**Main course**

Paneer Cashew Curry

Gutti Vankaya

Bhendi peanut fry

Veg Biryani with raita or Jack Fruit Biryani

with raita & salan

Tawa Parotha

Aloo khorma curry

Tomato Pappu

Plain Rice

Sambar

Rasam

Papad, Pickle, Plain curd, Ghee, Gun powder, Curd chillies

Desserts

Double ka meetha

Hot Gulabjamun with Ice cream (Amul brand)



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**Special instructions:**

1. Arrangement of food counters at different multiple locations within the campus yerpedu campus IISER Tirupati.
2. Only dining hall with tables and chairs will be provided. Kitchen will be provided only for reheating food .
3. **Post event entire kitchen, dining hall which are used for service should be properly clean and handover in good condition failing which 20 % of total bill amount will be deducted from total bill as a penalty.**
4. For any query/clarification please contact Office Superintendent IISER Tirupati during working hrs on phone no 0877-2500-224 or all time on [Purchase@iisertirupati.ac.in](mailto:Purchase@iisertirupati.ac.in). **Interested bidders are invited for site visit with prior appointment during the working hours between 0930 hrs to 1700 hrs from Monday to Friday before submission of NOTICE INVITING TENDER.**

**Annexure -I**

**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)	Fortune 15kg/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	<b>Ice Cream</b>	<b>Amul</b>

**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.



**Chapter – III**

**Bid Information:**

Bidders are requested to submit their responses for the Tender/Notice Inviting Tender response in TWO (02) parts/ sealed covers, clearly labelled according to the following categories:

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

- i) A list of all submitted documents should be provided.
- ii) Bidder's Statement from the Bidder as per the format provided in Annexure – II.
- iii) **Bidder must submit Annexure III to Annexure V with signature of authorised person and seal.**

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

Menu for IISER Tirupati:

S. No.	Description	Amount (Rs.)	
		In figures	In words
1.	Rate per person per day (Inclusive of all taxes) for spl Lunch as per menu in <b>Chapter I</b>		
2.	<b>20 litrs packaged drinking (sealed) water can –Brand –Bisleri / Baileys–rate per can</b>		
3.	Paper Cups 200ml per bundle 100 cups		



**ANNEXURE-II**

**BIDDER'S INFORMATION**  
**(ON THE COMPANY LETTER HEAD OF THE BIDDER)**

NOTE: Bidders MUST submit ALL required documents in support of minimum eligibility criteria along with the NOTICE INVITING TENDER proposal. No document in support of minimum eligibility criteria will be accepted / entertained after last date for submission of NOTICE INVITING TENDER 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	
	d) Income Tax details	
7	The bidder must have provided dining services i.e. Lunch/working or dry Lunch/dinner/ Special Dinner, tea coffee & snacks for workshop/conference/seminar of National or International level, catering to minimum <b>1000+ 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	



**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)  
 Sreenivasapuram, Yerpedu Mandal, Tirupati District, Andhra Pradesh – 517 619.

	and any Star /Five star Hotel or above category.					
	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



**Annexure-III'**

**DECLARATION REGARDING CLEAN TRACK/NO LEGAL ACTION**

(to be provided on letter head of the firm)

I hereby certify that the above firm namely\_\_\_\_\_is neither blacklisted by any Central/State Government/Public Undertaking/Institute nor any criminal case registered / pending against the firm or its owner/ partners anywhere in India (or) against any of its branches (or) partners abroad.

I also certify that the above firm or its owner/ partners anywhere in India (or) against any of its branches (or) partners abroad has cleared all the payments of their respective vendors during our contract period at other Institutes where we have/had provided catering services.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Authorized Signatory

Name:

Place:

Designation:

Contact No.:



**Annexure-‘IV’**

**ACCEPTANCE OF TENDER TERMS**  
(To be given on Company Letter Head)

**Date : DD/MM/YYYY**

To,  
The  
Director  
IISER, Tirupati,  
Andhra Pradesh, India

Sub: Acceptance of Terms & Conditions of Tender.  
Tender Reference No:  
Name of Tender / Work: -

Dear Sir,  
I/ We have downloaded / obtained the tender document(s) for the above mentioned ‘Tender’ from the web site(s) namely\_as per your advertisement, given in the abovementioned website(s).

I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

The corrigendum(s) issued from time to time by your department/ Organisation too have also been taken into consideration, while submitting this acceptance letter.

I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ Organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including that we can be debarred for a period up to two years as, per Rule 151(iii) of GFR 2017, in case of false declaration.

Yours Faithfully,

(Signature of the Bidder with Official Seal)



**Annexure-'V'**

**IMPORTANT NOTICE**

Tenderers responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the successful tenderer. Conditional tenders are liable to be rejected. IISER Tirupati will process the tender as per IISER Tirupati standard procedures. The director of the institute reserves the right to reject any or all or part of tender without assigning any reason and shall also not be bound to accept the lowest tender. IISER Tirupati would not be under any obligation to give any clarifications to the agencies whose bids are rejected.

I agree to all terms and conditions mentioned in the tender document of the Institute.

Signature of the Tenderer



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Proposed tentative venue for service -		Location	Numbers (Each) (approximately)
5 counters	VIP senate members, faculty, staff & Invited Guests at different locations on first floor	1 <sup>st</sup> floor New dining block	300
3 counters	for convocation students For students' parents	New dining block ground floor	600
6 counters	For PhD + Campus students Outsourcing staff H/k Security and others	Hostel Block canteen	1000
*This is tentative requirement for counters, the Institute may increase number of counters for service if required.		Total approximate diners	2000