

**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 7th Convocation
function on 10th July 2026.**

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

Tender No. IISERT/Admin-Dining_Convocation/02/2026

Date: 06-07-2026

Subject: Invitation of “Notice Inviting Tender” proposal for providing catering & allied Services for The 7th Convocation function of Indian Institute of Science Education & Research (IISER) Tirupati on 10th July 2026.

Director, IISER Tirupati invites proposals of “Notice Inviting Tender” (Notice Inviting Tender) from 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 **08-07-2026 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 **08.07.2026 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.

“Notice Inviting Tender” proposal for providing catering & allied Services for The 7th Convocation function of Indian Institute of Science Education & Research (IISER) Tirupati on 10th July 2026.

SUMMARY	
Notice Inviting Tender Notification No.	IISERT/Admin-Dining_Convocation/02/2026 dated 06.07.2026
Nature of work	Catering & 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.
Contract Period	Services required on 10/07/2026
Address for the submission of NOTICE INVITING TENDER Response	Deputy Registrar (Admin & Purchase) IISER Tirupati IISER Tirupati permanent campus Sreenivasapuram, Yerpedu Mandal, Tirupati District, Andhra Pradesh – 517 619. Ph: 0877 – 2500 233 /235
Release of Notice Inviting Tender (NOTICE INVITING TENDER) document	06/07/2026 (Monday)
Last date for Submission of NOTICE INVITING TENDER Response	08-07-2026, 14:00 Hrs; (Wednesday)
Date and time of opening of NOTICE INVITING TENDER –Technical bid Responses	08-07-2026, 15:30 Hrs.; (Wednesday)
Venue	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 10/07/2026 at various locations within the campus.**
- iii) The Notice Inviting Tender intends to bring out the details with respect to the 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 the eligibility criteria as specified below:

- i) The Bidder MUST satisfy all the criteria specified below on its own.
- ii) The bidder must have provided dining/catering services, i.e., Lunch/Dinner/Special Lunch or Special Dinner for Workshops/Conferences/Seminars/Convocations or other events of National or International level, catering to a minimum of 1,000 diners, in any of the following organisations/establishments:

IISERs / NITs / IITs / IIMs / IIITs / Central Universities / CSIR Laboratories / Public Sector Undertakings (PSUs) / Central Government Departments and Offices / Autonomous Bodies / State Government Departments / Corporate Campuses / IT Parks / Technology Parks / Corporate Offices having centralised dining facilities / Star Hotels / Five-Star Hotels or above category.

The bidder shall submit Work Order(s)/Purchase Order(s)/Agreement(s) and corresponding Completion Certificate(s)/Performance Certificate(s) or equivalent documentary evidence issued by the client organisation in support of the above experience, clearly establishing the nature of catering services provided and the number of diners catered at a time.

Mere submission of a client list, self-declaration or experience statement without supporting documentary evidence shall not be considered sufficient for establishing eligibility.

- i) The bidder shall necessarily be a valid legal entity, having the following registrations:
 - (a) GST Registration
 - (b) The bidder shall possess a **valid FSSAI Registration/Licence appropriate to the nature and scale of catering/food-service operations undertaken by the bidder.**
 - (c) PAN Card and Income tax registration.

The tenderer should submit documents supporting the eligibility criteria along with the tender/bid. No document in support of the minimum eligibility criteria will be accepted/entertained after the opening of the 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) Special Lunch shall be provided on 10.07.2026 as per the menu specified in Chapter II. The estimated requirement is 1,700 persons (pax). The actual requirement may vary by $\pm 10\%$ of the estimated quantity depending upon the actual attendance and operational requirements of the Institute. The exact/updated requirement, to the extent feasible, shall be communicated to the successful bidder before the event.
- b) The successful bidder shall quote and execute the services at the accepted firm per-pax rate. The accepted per-pax rate shall remain firm and unchanged and shall apply uniformly to the actual quantity served within the permissible variation. Payment shall be made on the basis of the actual number of pax certified by the authorised representative/Committee of IISER Tirupati.
- c) The successful bidder shall make adequate operational arrangements, including **Chaffing dishes, utensils for serving and buffet counter, cutlery, crockery, disposable eco-friendly areca leaves plates (1500 nos) for diners and bone china plates for VIP Counters (200 nos), hand wash basins, packaged drinking water 20 litres jars Bisleri / Baileys brand, paper cups shall be brought & arranged by the caterer.** Housekeeping services for clearance and garbage disposal at the dining area and post-event garbage disposal, serving area pre and post-event shall be done by the caterer. They must ensure handover of the kitchen area in a clean and good condition post-usage and completion of work.
- d) Tentative timing for Special Lunch services shall be from 12.00 Noon to 3.00 p.m.
- e) Following is the tentative requirement for catering to approximately 1700 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 locations on the first floor	Location 1 – IISER Campus near colesium	400
3 counters	for convocation students; for students' parents in one hall	Location 1 – IISER Campus near colesium	600
6 counters	For PhD + Campus students Outsourcing staff H/k Security and others	Location 3 – IISER Campus	700
		Total approximate diners	1700

*This is a tentative requirement for counters; the Institute may increase the number of counters for service if required

- f) Only the dining hall with tables and chairs will be provided. Kitchen space will be provided only for reheating food/mise en place, or basic minimal cooking. The caterer has to make arrangements for a gas cylinder on their own.

- g) Place -Dining hall, tables, and 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 the service of food. Every effort must be exercised by the Service Provider to minimise electricity and water usage and desist from unnecessary usage.**
- h) 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.**
- i) The preparation of food (Menu) shall be as per the brands/ingredients mentioned in **Annexure – I.**
- j) Pre-cooked food is allowed to be prepared at the Caterer's kitchen, provided it shall be prepared in good, hygienic conditions in a neat and clean kitchen after the prior approval of the Competent Authority. Reheating of food or preparation of roti/paratha, etc. at the Institute kitchen is allowed, provided that the bidder must maintain cleanliness pre- and post-use of the kitchen
- k) 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.
- l) 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 the Branded liquid soap specified in Annexure –I.**
- m) **The Institute Committee shall be authorised 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.
- n) Guidelines regarding Food Quality, Hospitality & Manpower deployment TO BE ADHEARED by the catering service provider for the 7th Convocation Event

The service provider shall ensure high standards of food quality, hospitality, hygiene, and manpower support during the convocation event. The following terms are mandatory and binding:

1. Food Quality and Hygiene Standards

All food items must be freshly prepared using high-grade ingredients. Use of stale, expired, or substandard materials is strictly prohibited. Food must be served at the appropriate temperature with good presentation. Serving counters, utensils, and equipment must be clean and sanitized at all times.

2. Compliance with Food Safety Regulations

All cooking, storage, and serving must comply with FSSAI and local health regulations. Staff involved in food handling must wear gloves, aprons, hairnets, and masks to maintain hygiene standards.

3. Timely and Smooth Service

All meals and refreshments must be served strictly as per the event schedule shared by the organizing committee. Any delays or poor coordination will be viewed seriously and reflected in the final performance evaluation.

4. Professional Hospitality and Staff Behaviour

All service staff must be well-dressed, courteous, and trained in hospitality, preferably Hotel management students for service to delegates.

Staff should assist guests politely, address queries responsibly, and ensure a smooth guest experience.

Any incident of misbehaviour, unprofessional conduct, or negligence will result in penalties and possible service termination.

5. Sufficient Manpower Deployment

The service provider shall ensure adequate deployment of skilled and trained manpower at the venue for all required roles (food preparation, serving, waste disposal, coordination, etc.). Shortage of manpower or inefficient crowd handling will be considered a breach of contract and may lead to deduction in payment or penalties.

6. Monitoring, Feedback & Penalty Clause

The organizing committee reserves the right to inspect food and service arrangements at any time.

Feedback from guests and officials will be documented and considered during evaluation.

Penalty of up to 50% of the contract value shall be imposed for non-compliance with any of the above conditions, as per the decisions of the Competent Authority.

In case of severe violation, the contract may be terminated and payment withheld, and the vendor shall be blacklisted from future institutional events.

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.

4) Evaluation of the Tender:

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

Stage 1- Bids will be scrutinised for technical evaluation as per the 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, will be rejected.

Stage 2- Financial Bids of only those agencies that qualify in the Technical bid will be opened

The decision of the committee shall be final and binding, and no correspondence shall be entertained in this regard.

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

- 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.

5) Penalty:

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 a penalty to be levied on the caterer. The said amount will be deducted from the final bill amount.

6) 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.

7) Period of Contract:

Spl. lunch services required on 10th July 2026

8) 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 with the hygiene standards will be checked. Noncompliance with hygiene standards will be a sufficient reason to levy a penalty. **The bidder shall ensure that all caterers' employees, during their working hours, wear a neat & tidy uniform, head covering caps, face mask, use of gloves wherever applicable, and personal hygiene of employees, and 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.

9) 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 is 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 at 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.

10) 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.

11) 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.

12) 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 a claim from an 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.

13) 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.

14) 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 proceed 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 thereunder and for the time being in force shall apply to the arbitration proceedings under this clause.

15) Jurisdiction:

The contract shall be governed by and construed 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.

16) 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.

17) 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: 8th July, 2026

18) 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 the original by hand by the authorised signatory on all the pages before being put in the envelope and sealed.**
- iv) **The Tender should contain copies of references and other documents as specified in the Notice Inviting Tender.**
- v) In case of a person other than the Authorised Signatory signing the Tender, an authorisation letter, authorising the Bidder to sign/ execute the tender as a binding document and also to execute all relevant agreements forming part of the 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.

19) 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.
- ii) Payment for the catering services shall be regulated in accordance with Clause 12 of the Tender Document and shall be based on the actual number of pax certified by the authorised representative/Committee of IISER Tirupati.

20) Timings:

Timings of services shall be informed by the Institute.

21) Important Notes:

- (i) The Institute reserves the right to:
 - (a) Amend the scope and value 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 of the grounds for the same.
- (iii) Effort on the part of the agencies or it's agent to exercise influence or to pressurise 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:

Estimated Number of Pax 1700

Venue- IISERT Yerpedu campus

SPL lunch on 10th July 2026

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 & Bhature

Dal Pancharatna / Dal Makhani

Plain rice

Sambar

Rasam

Papad, Pickle, Pot curd

Ghee, Gun powder, Curd chillies

Desserts

Kesari Rasamalai

Hot jilabi with rabdi

Ice Cream (Branded Amul / Reputed Brand)

Special instructions:

1. Arrangement of food counters at multiple locations within the campus IISER Tirupati.
2. Only the dining hall with tables and chairs will be provided. The kitchen will be provided only for reheating food.
3. **Post-event, the entire kitchen and dining hall, which are used for service, should be properly cleaned and handed over in good condition; failing which 10 % of the total bill amount will be deducted from the total bill as a penalty.**
4. For any query/clarification please contact Assistant Registrar, IISER Tirupati, during working hrs on phone no 0877-2500-207 or all time on Purchase@iisertirupati.ac.in. **Interested bidders are encouraged to visit the site with prior appointment during the working hours between 0930 hrs to 1700 hrs from Monday to Friday before submission of NOTICE INVITING TENDER.**

Proposed tentative venue for service -		Location	Numbers (Each) (approximately)
5 counters	VIP senate members, Faculty, staff, & Invited Guests at different locations on the first floor	Location 1 – IISER Campus	400
3 counters	for convocation students; for students' parents in one hall	Location 2 – IISER Campus	600
6 counters	For PhD + Campus students Outsourcing staff H/k Security and others	Location 3 – IISER Campus	700
Total estimated diners			1700

***This is a tentative requirement for counters; the Institute may increase the number of counters for service if required.**

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)	India gate/Kohinoor/Dawat
19	Rice	Lalitha Brand /Bullet Rice/Kolam Rice
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	Sunflower or rice bran oil Fortune/Dhara,use of Hydrogenated (Vanaspati) oil is prohibited)
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	Dishwashing Liquid	FSSAI approved with MSDS / Diversey / Organic dish wash liquid- Nixy
99	Rin Soap	FSSAI approved with MSDS / Diversey / Organic dish wash liquid-
100	Paneer	Shreeja, Milky Mist, Mother Dairy
101	Butter	Amul / Milky Mist / Mother dairy/Nutela
102	Milk	Shreeja /Mother dairy/Heritage
103	Noodles	Maggi ,Atta/Oats noodles,No 1 Brand
104	Ice Cream	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.

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 the signature of authorised person and seal.**

(B) PART-TWO (FINANCIAL BID)

Note-

The bidder quoting the lowest rate (L1) against Sl. No. 1 – Rate per person per meal (inclusive of all applicable taxes) for providing the Special Lunch Buffet as per the menu specified in Chapter I shall be considered for the determination of the Lowest (L1) Bidder, subject to fulfilment of all eligibility criteria, technical specifications, and other terms and conditions of the tender.

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

Note: The estimated quantity for bid evaluation is 1,700 pax. The actual quantity may vary by $\pm 10\%$. The accepted per-pax rate shall remain firm and shall be applied to the actual number of pax certified by IISER Tirupati for payment purposes. No claim for revision of the accepted per-pax rate shall be entertained on account of variation in quantity within the stipulated range.

ANNEXURE-II

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 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	
	c) Income Tax details	
7	The bidder must have provided dining services i.e. Lunch/working or dry Lunch/dinner/ Special Dinner, for workshop/conference/seminar of National or International level, catering to minimum 1000 diners in any organization among IISERs / NITs / IITs / IIMs / IIITs / Central Universities / CSIR laboratories / PSUs / Central Government Departments and Offices / Autonomous Bodies / State Government Departments / Corporate Campuses / IT Parks / Technology Parks / Corporate Offices having centralised dining facilities 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 the Firm.					
	1)	Address				
	2)	Phone No.				
	3)	Email				
	4)	Name of contact person and contact details				

Place: _____
Date: _____

Signature of Tenderer
Name, Address with
rubber stamp

ANNEXURE: III

Bid Securing Declaration Form

Date:

Tender No.

To (insert complete name and address of the purchaser)

I/We. The undersigned declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for two years from the date of notification if I am /We are in breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed:(insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration) Duly authorized to sign the bid on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing) Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.

ANNEXURE-IV

DECLARATION REGARDING CLEAN TRACK RECORD / NO LEGAL ACTION

(To be submitted on the Letterhead of the Service Provider / Service Provider)

I, _____, authorized signatory of M/s _____ (Name of the Service Provider / Firm), having its registered office at _____, hereby solemnly declare that:

1. M/s _____ is **not blacklisted or debarred** by any **Central Government / State Government / Public Sector Undertaking (PSU) / Autonomous Body / Statutory Authority / Institute**, including educational and research institutions, in India.
2. No **criminal case, vigilance case, or legal proceeding** is registered or pending against the firm or its **proprietor / partners / directors**, either in India or abroad, in connection with its business operations, including telecom services or telecom infrastructure activities.
3. No such case is registered or pending against any **branch / office / associate entity** of the firm.
4. I/We further declare that the firm has a **clean track record** with respect to **Providing Catering and Allied Services for CONVOCATION at IISER Tirupati**.
5. I/We certify that the information furnished above is **true, correct, and complete** to the best of my/our knowledge and belief. In the event that any information provided herein is found to be **false, misleading, or incorrect** at any stage, **IISER Tirupati** shall be at liberty to **reject the bid, terminate the contract, forfeit the EMD / Performance Security, and/or blacklist the firm**, without prejudice to any other rights available under law.

This declaration shall form an **integral part of the Tender / Contract Agreement for Providing Catering and Allied Services for Convocation at IISER Tirupati**.

Date: _____

Place: _____

Signature of Authorized Signatory: _____

Name: _____

Designation: _____

Company Name & Seal: _____ Contact No.: _____

ANNEXURE-V

NO RELATIONSHIP CERTIFICATE

(To be submitted on Official Letterhead, duly signed and stamped)

This is to certify that M/s _____ (Name of the Service Provider / Service Provider), participating in the tender for “ Providing Catering and Allied Services for Convocation at IISER Tirupati”, against Tender No. _____ dated _____, issued by the Indian Institute of Science Education and Research Tirupati (IISER Tirupati), hereby declare that:

1. There exists no relationship, whether direct or indirect, between any of our employees / partners / directors / associates and any employee of IISER Tirupati.
2. We further confirm that none of our employees, partners, directors, or associates are related to any employee of IISER Tirupati in any capacity that may give rise to a conflict of interest, as defined in the Tender Document.
3. We understand and acknowledge that if any such relationship is discovered at any stage during the tender process or during execution of the Contract / Lease Agreement, the Institute shall have the right to take appropriate action, including but not limited to rejection of the bid, termination of the contract, and initiation of further action as deemed fit.
4. We further undertake that, in such an event, IISER Tirupati shall be entitled to blacklist the firm, and forfeit the Earnest Money Deposit (EMD) and/or Performance Bank Guarantee (PBG) submitted by us, without any claim or recourse on our part.
5. This declaration is made voluntarily, in good faith, and with full knowledge of the consequences of furnishing false or misleading information.

Place:

Date:

Authorized Signatory
(Signature of the Bidder with Official Seal)

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