



# INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

(An Institute of National Importance, Ministry of Education (Shiksha Mantralaya), Government of India)

Trichy - Pudukkottai Main Road, Tiruchirappalli-620 024 (TN)

Phone: 0431-2505121/5122 | email: [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in)

## **NOTICE INVITING E-TENDER FOR PROVIDING CATERING SERVICES WITH INFRASTRUCTURE FOR THE ELEVENTH ANNUAL CONVOCATION AT IIM TIRUCHIRAPPALLI**

**Tender No. IIMT/2022-23/Convocation/CSI/87 dated: 27.01.2023**

**(E-Procurement)**

Details	Date	Time	Venue
Name of Work/ Service	<i>“Tender for Providing Catering Services along with Infrastructure arrangements for the Eleventh Annual Convocation at IIM Tiruchirappalli”</i>		
Date of issue of Tender Document	27.01.2023	18.00 Hrs. onwards	-
Pre-bid Meeting	08.02.2023	11.00 Hrs.	Deans Office Meeting Room, Administrative Block, IIM Tiruchirappalli. The Bidders are requested to visit the site of Work, at their own cost, and examine it and its surroundings by themselves, collect all information that they consider necessary for proper assessment of the prospective assignment before coming for the Pre-bid meeting.
Last date of Submission of Tenders	20.02.2023	10.00 Hrs.	-
Opening of Technical Bid	20.02.2023	10.05 Hrs.	-
Technical Evaluation (Presentation and Demonstration)	27.02.2023	11.00 Hrs.	<i>Tentative. Exact date and Time will be communicated later.</i>
Opening of Price Bid	<i>To be informed later</i>		-
Tender Document	<b>The tender document can be downloaded from the IIM TIRUCHIRAPPALLI website <a href="https://www.iimtrichy.ac.in/tender-published">https://www.iimtrichy.ac.in/tender-published</a> and Ministry of Education e- Wizard Portal (<a href="https://mhrd.euniwizarde.com">https://mhrd.euniwizarde.com</a>)</b>		
EMD Amount	<b>EMD Amount Rs. 75,000/- to be remitted in MoE's E-Wizard Portal through online mode.</b>		
Copies of payment transaction receipt for EMD has to be attached with the application form, without which the bid won't be considered. The payment of EMD is exempted for MSME Bidders. Bidders claiming exemption should attach necessary document proof should be attached with tender document.			
SD Amount	<b>3% of work order value</b> to be remitted by the successful Bidder to IIM Tiruchirappalli as SD. The SD amount will have to be remitted to IIM Tiruchirappalli within seven days along with the letter of acceptance from the receipt of the Work Order, failing which the Work Order will stand cancelled.		
Mode of Submission of Tender	In e-Wizard Portal( <a href="https://mhrd.euniwizarde.com/">https://mhrd.euniwizarde.com/</a> )		



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## Instructions for Online Bid Submission

The bidders are required to **submit soft copies of their Bid electronically** on the **e-Wizard Portal** using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submit their bids online on the e-Wizard Portal. For more information, bidders may visit the Portal (<https://mhrd.euniwizarde.com/>)

### 1. Registration Process on Online Portal

- a. Bidders need to enroll on the e-Procurement module of the portal <https://mhrd.euniwizarde.com/> by clicking on the link “Bidder Enrolment”.
- b. The bidders need to choose a unique username and assign a password for their accounts.
- c. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. This would be used for any communication from the e- Wizard Portal.
- d. Bidders to register upon enrolment, with their valid Digital Signature Certificate (Class III Certificates with signing and Encryption key) issued by any Certifying Authority recognized by CCA India with their profile.
- e. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- f. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token

### 2. Tender Documents Search:

- a. Various built-in options are available in the e-Wizard Portal like Department name, Tender category, estimated value, Date, other keywords, etc. to search for a tender published on the Online Portal.
- b. Once the bidders have selected the tenders they are interested in; they may download the required documents/tender schedules. These tenders can be moved to the respective ‘Interested tenders’ folder.
- c. The Bidder should make a note of the unique Tender No assigned to each Tender, in case they want to obtain any clarification/help from the Helpdesk.

### 3. Amendment of Bid Document

- a. At any time prior to the deadline for submission of proposals, IIM Tiruchirappalli reserves the right to add/modify/delete any portion of this document by the issuance of a Corrigendum, which would be published on the website and will also be made available to the all the Bidder who has been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.
- b. The Institute may at its own discretion extend the last date for the receipt of bids.
- c. IIM Tiruchirappalli reserves the right to cancel the Tender without assigning any reason at any stages of evaluation before finalization.



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d. IIM Tiruchirappalli also reserves the right to, at any time and in its absolute discretion the following:

- Accept or reject all bids.
- To obtain further clarification or supporting documents during the technical bid evaluation.
- To suspend, discontinue, modify and/or terminate the Tendering process at any time.
- To reserves the right to modify/change/delete/add any further terms and conditions prior to opening of the Price Bid.

#### 4. Assistance to Bidders

- a. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tenderor the relevant contact person indicated in the Tender.
- b. Any queries relating to the process of online bid submission or queries relating to e- Wizard Portal, in general, may be directed to the 24x7 e-Wizard Helpdesk. The contact number for the helpdesk is 8448288994/87/89/88/81/90/92/82 011- 49606060, 07903269552, 9355030608, 9055030613, 7903810198, 9355030606, 9315620706, 9355030623, 9355030628, 8800526452, 9205898228, 9122643040, 9355030604, [epochelpdesk.01@gmail.com](mailto:epochelpdesk.01@gmail.com), [epochelpdesk.03@gmail.com](mailto:epochelpdesk.03@gmail.com), [epochelpdesk.06@gmail.com](mailto:epochelpdesk.06@gmail.com)
- c. The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the Bid (s).
- d. The Bid should be submitted through e-Wizard portal (<https://mhrd.euniwizarde.com>) only.

## Notice Inviting Tender

### Over View

1. Indian Institute of Management Tiruchirappalli (IIM Tiruchirappalli), an Institute of National Importance, established by the Ministry of Education (Shiksha Mantralaya), Govt. of India, is the eleventh IIM and was instituted on 4<sup>th</sup> January 2011. More details about IIM Tiruchirappalli are available on our website [www.iimtrichy.ac.in](http://www.iimtrichy.ac.in).
2. IIM Tiruchirappalli invites e-Tender for ***“Providing Catering Services along with Infrastructure arrangements for the Eleventh Annual Convocation at IIM Tiruchirappalli”*** (Scheduled on 01<sup>st</sup> April 2023).

Service Description	Estimated Value of the Tender (excluding GST)	Interest-free Performance Security Deposit
<i>Tender for Providing Catering Services along with Infrastructure arrangements for the Eleventh Annual Convocation at IIM Tiruchirappalli.</i>	Rs. 25,00,000/-	3% of the Work Order value

### Scope of works

#### 1. Arrangement of the following:

- a. Refreshment on 31<sup>st</sup> March 2023 for the Rehearsal at 9.30 a.m. for **700** members as per the Menu provided in [Annexure III-A](#).
- b. Convocation-eve Dinner on 31<sup>st</sup> March 2023 from 7:30 pm to 10:30 pm at Lake View Area of the Institute for **1200** members along with Infrastructure. The Menu is provided in [Annexure III-B](#).
- c. Pre-convocation High Tea on 01<sup>st</sup> April 2023 from 3.30 pm to 5.00 pm – for **1200** members as per the Menu provided in [Annexure III-C](#).
- d. Post-Convocation Tiffin on 01<sup>st</sup> April 2023 at 7.30 pm for **1500** members as per the Menu provided in [Annexure III-D](#).

**Note:** Timing may slightly vary as per the requirement of the Institute.

## Special conditions relating to the tender:

1. Being a food supply contract, all the edible materials like rice, dal, oil, sugar, jaggery, suji, etc. used by the contractor should be of good quality, free from insects and other adulteration/decay materials. Dalda/Vanaspathi, food colour and Ajinomoto should not be used in the food.
2. No wet utensils should be found in the venue. Sufficient number of wooden spoons to be available near the dessert counter.
3. Fresh fruits and vegetables are to be used. There would be inspection made by the authorities to check the quality of food/ingredient contents.
4. Any shortfall in the quantity of the food items, any lacuna in the service provided, serving food of unacceptable quality or non-compliance with any terms of this tender document will unarguably invite a **penalty of up to 20%** of the value of the contract. The actual extent of the penalty will be decided by IIM Tiruchirappalli.
5. ***Electricity and domestic water (other than cooking purpose) will be provided by the Institute and applicable charges will be levied for the electricity and water.***
6. All utensils, fuel, and any other items required for cooking should be brought by the vendor. IIM Tiruchirappalli will only provide the necessary space for cooking. The shelter with necessary cooking equipment/furniture etc. should be created/arranged by the Vendor under his/her own cost.
7. Only RO water should be used for cooking. Cooking water will not be provided by the Institute.
8. The prices quoted by the bidders will be deemed inclusive of transportation charges and any other charges (including packing, forwarding, freight charges, Transit Insurance and any other charges as applicable).
9. The vessels used for cooking should be well cleaned to prevent any form of fungal development or other food poisoning chances.
10. Cutlery, glasses and plates used for the event should have been cleaned by hot water with proper disinfectant cleaning materials.
11. The people engaged in cooking and serving should be well-groomed, their dresses freshly washed, and their hair properly covered to maintain good hygiene during the event.
12. Separate counter for used plates be made available by the vendor.
13. Leftovers in the plates should be kept away from the serving counters to avoid contamination of the food that is kept ready for serving. The vendor needs to check and clear the leftovers immediately and should not allow the leftovers to accumulate anywhere in the venue.
14. Successful bidders should make adequate arrangements for disposal of the cooking and serving waste outside the Institute campus in line with the guidelines of local administration.
15. The cooking should be done inside the campus/dinner venue only. Hence, necessary shed has to



be created by the vendor and the space for the same will be allotted by the institute.

16. Transportation of all material, vessels, cutlery and other implements, as well as their people, is entirely within the scope of the Bidder.
17. The food preparation should be completed and ready to be served by 7.30 pm on March 31, 2023.
18. Food is to be prepared in sufficient quantity and the food counters are to be prepared in a systematic way to cater for 1200 guests.
19. Necessary approval, if required, will be accorded to permit entry of furniture items, crockery, cutlery, etc. to ensure timely preparation of food and arrangements.
20. Necessary safety precautions are to be ensured to avoid any fire/accident at the venue.
21. Post completion of the event, the area is to be cleaned and cleared on the same day.

**Provision of the following items/services:**

22. High quality crockery (bone china material), steel cutlery, serving bowls, serving spoons, wooden spoons, cloth napkins, food warmers to be spread on serving counters to cater to all the guests.
23. Serving Counters with table cloth and frills.
24. Sufficient numbers of stewards and qualified cooks (separate chefs for North Indian and South Indian foods) in proper, clean uniform with hand gloves and head caps to enable preparation and serving of food.
25. Four/six-seater round dining tables to cater for 250 number of guests.
26. Fresh, clean, wrinkle-free and neat white cloth cover for dining tables with maroon colour frill around the tables.
27. Plastic Chairs with fresh, clean, wrinkle-free and neat white colour cloth wrapped.

**Requirements for Serving Convocation-Eve Dinner**

1. The Convocation-eve Dinner will be arranged on 31<sup>st</sup> March 2023 from 7:30 pm to 10:30 pm at Lake View Area of the Institute.
2. The convocation-eve Dinner should be served for approximately **1200** members.
3. The Menu for Dinner is provided in [Annexure III-B](#). The bidders are required to provide the itemized prices and the total amount for serving the Menu to **1200** members.
4. The bidders should have the capability to prepare all food items in the Venue (IIM Tiruchirappalli) and serve them hot/fresh to the members.



**5. Convocation Eve Dinner (Lake View Area at 7.30 pm on 31<sup>st</sup> March 2023):**

- a. In the serving area, the following Counters need to be set up by the vendor:
  - i. Three live counters for Chaat items
  - ii. Three live counters of Dosa items
  - iii. Three live counters of Dessert items
  - iv. Four counters for Veg main course
  - v. Four counters for Non-Veg main course
- b. Veg. and Non-Veg. Counters are to be set up separately, and all the counters should be adequately staffed.
- c. The food serving stalls have to be arranged by the bidders as per the instructions provided by IIM Tiruchirappalli. The serving stalls should be equipped to serve hot food. The containers used for serving the food items should have the continuous heating facility.
- d. The Cutlery necessary for serving and eating has to be provided by the bidders in sufficient quantities. The Cutlery should be of excellent quality. The Penalty will be levied if the serving cutleries are found to be not meeting the required standards of the Outdoor Catering. A sample of Cutlery to be used during the convocation eve dinner should be brought for the inspection of the tender evaluation committee during technical evaluation on **February 27, 2023 at 11.00 am (Tentative)**. These items will be returned after Technical evaluation. If the serving Cutlery is not as per the sample shown by the vendor, a penalty shall be imposed by IIM Tiruchirappalli.
- e. The Cutlery should contain at least following items:
  - a. Chinaware (Dinner Plate, Quarter Plate, Bowls).
  - b. Stainless Steel fork and spoon.
- f. The servers involved in serving the Dinner should be well-groomed. Excellent quality photographs/videos from previous events organized by vendor, showing properly-dressed servers have to be produced during technical evaluation on February 27, 2023 at 11.00 hrs. (Tentative). Exact date and Time will be communicated later.
- g. The vendor has to provide Display Boards for the food items served during the Dinner. In the display boards, Vegetarian and Non-Vegetarian items should be clearly marked with **green** and **red-coloured** circles as per prevailing norms.
- h. The vendor should ensure that none of the menu items should get exhausted before the given closure time. If any such items get exhausted in the Dinner, it would be viewed seriously by IIM Tiruchirappalli, and such lapses will lead to invoking the penalty clause, as mentioned above.
- i. The bidders are responsible for the disposal of waste materials at a safe site outside IIM Tiruchirappalli campus.



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## 6. Packed Tiffin (in Convocation Ground tentatively at 7.30 pm on 01<sup>st</sup> April 2023)

- a. The Menu for the Packed Tiffin is provided in [Annexure III-D](#).
- b. The bidders should have the capability to prepare all the Packed Tiffin items in the Venue (IIM Tiruchirappalli) and serve it hot/fresh to the members.
- c. All these items to be packed individually with excellent quality food-grade material should be packed in a Cardboard Box and sealed along with paper napkin and water bottle.
- d. The packed tiffin should be delivered to the consumption points on time.

Note:

1. An exclusive online meeting with the chefs would be arranged before the event to have a clear understanding about our requirements.
2. ***Sample food would be requested for selected food items on March 30, 2023.***

## WEB LINK FOR INDICATIVE PHOTOGRAPHS OF THE REQUIRED ARRANGEMENTS

Indicative photographs pertaining to Lake View Area, are available in the below mentioned google link.

[https://drive.google.com/drive/folders/18DQ9buUbbUGLsRgUO\\_kh1O\\_mRntLfdJz?usp=sharing](https://drive.google.com/drive/folders/18DQ9buUbbUGLsRgUO_kh1O_mRntLfdJz?usp=sharing)

### Eligibility Conditions for Bidders

1. The tendering Agency must fulfil the conditions mentioned in the succeeding paras in order to be eligible for technical evaluation of the Bid.
2. The Bidder (s) should be registered with FSSAI and Goods and Services Tax council for the purpose of Goods & Service Tax (GST). A copy of the FSSAI, GST registration certificate has to be submitted with the tender document. A copy of the GST Registration Certificate, PAN and Bank account details should be submitted along with the Technical Bid. The names appearing on all these documents and the tender document should be the same or linked.
3. The bidders should have executed a similar job ***in the last five years as on 31<sup>st</sup> December 2022. Similar Work shall mean*** the arrangement of large-sized Outdoor Catering (ODC). The bidders should be able to provide supporting evidence such as Copy(ies) of work order(s) and testimonials/completion certificates from Clients and details of current works on hand, and other contractual commitments shall be provided by the Bidder as on ***31<sup>st</sup> December 2022*** as detailed below;

***At least one similar Work of 80% of the estimated cost [Order copy to be enclosed]***

**OR**

***At least two similar works of 60% of the estimated cost each [Order copy to be enclosed]***

**OR**

***At least three similar works of 40% of the estimated cost each. [Order copy to be enclosed]***

4. ***Performance Certificates*** from past clients of equivalent order sized (issued in the last five years as on 31<sup>st</sup> December 2022) need to be attached with the Tender document. The Bidders are requested to attach at least five photographs for each of the events (preferably of different food counters / locations of each of the events) on which they are getting qualified.
5. Average Annual Turnover of the Bidder, pertaining to the best three years out of the last five years (2017-18 to 2021-22), should be at least 100% of the estimated cost of the tender. ***In this regard, the documents pertaining to best three years out of the last five years will be taken into consideration.*** Copies of duly audited Balance Sheet with Profit & Loss accounts are to be submitted for the last five years as above as per [Annexure-I](#) (Technical Bid). The year in which no turnover is shown would also be considered for working out the average.
6. Bidders should be regular in filing Income-Tax returns. A copy of the Income-tax returns filed and audited accounts statement for the last five financial years (2017-18 to 2021-22) should be submitted along with the Technical Bid.
7. The bidders should not be blacklisted by any department of the Government of India or any State Government and Private organization in the past. There should not be any criminal case registered against the bidding firm or its owners/partners anywhere in India and the Bidder should give a self-declaration certificate for acceptance of all terms & conditions of tender documents. An undertaking to this effect in the Company letterhead duly signed by the owner/partner or both to be enclosed, as per [Annexure-IV](#).

### **Instructions to Bidders**

#### **1. Downloading of Tender Document**

Tender Documents are to be downloaded from the Institute's website <https://www.iimtrichy.ac.in/tender-published> and <https://mhrd.euniwizarde.com/> . No Tender fee is payable.

#### **2. Earnest Money Deposit**

- a. The Bidder (s) should remit an Earnest Money Deposit (EMD) of **Rs. 75,000/- (Seventy-Five Thousand Rupees only)** at MoE's e-Wizard Portal. A copy of the payment transaction receipt has to be attached with the e-Tender application form, without which the tender won't be considered for the bidding process.
- b. The EMD of the successful Bidder will be adjusted against the Interest Free Security Deposit.
- c. The EMD of the unsuccessful bidders will be released after finalization of the tender. No interest is payable on the Earnest Money Deposit (EMD).
- d. Micro and Small Enterprises (MSEs) firms as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or the firms registered with the Central Purchase Organization or the concerned Ministry or Department or Startups as

recognized by Department of Industrial Policy and Promotion (DIPP) for all these items only, are exempted from EMD. However, they have to enclose valid self-attested registration certificate(s) along with the tender to this effect, failing which the Tender will not be considered for evaluation.

- e. The bidders who seek exemption from EMD as per clause above, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the bid document, they will be suspended for the period of three years or as decided by the competent authority from being eligible to submit bids for contracts with the entity that invited the bids.

### 3. Relationship Certificate

- a) The Bidder should give a certificate that none of his/her near relative is working in the units as defined below where he is going to apply for the Tender. In case of proprietorship firm certificate will be given by the proprietor. For partnership firm certificate will be given by all the partners and in case of limited Company by all the Directors of the Company. Due to any breach of these conditions by the Company or firm or any other person, the Tender will be cancelled, and Bid Security will be forfeited at any stage whenever it is noticed, and IIM Tiruchirappalli will not pay any damage to the Company or firm or the concerned person.
- b) The Company or firm or the person will also be debarred for further participation in the concerned unit.
- c) The near relatives for this purpose are defined as follows: -
- Members of a Hindu undivided family,
  - Spouse,
  - The one is related to the other in the manner as father, mother, son(s) & Son's wife (daughter in law), Daughter(s) and daughter's husband (son in law), brother(s) and brother's wife, sister(s) and sister's husband (brother in law).
- d) The Relationship Certificate ([Annexure-IV](#)) needs to be placed in the Technical bid cover.

### 4. Conditional Bids

Conditional bids or Bids based on the process / basic schemes other than mentioned and / or not conforming to the technical specifications/requirements of the Bidding documents will not be considered.

### 5. Technical Bids Criteria

- i. The technical Bid shall contain all the relevant information which forms part of the technical Bid. The information provided in the technical Bid will be used for understanding and assessing/evaluating the quality of the solution being proposed by the Bidder.
- ii. All the information should be organized in logically structured form and uploaded in PDF Format as a technical Bid with an index. Bidders should comply with the scope of Work, eligibility criteria and technical requirements. The detailed formats are attached at

**Annexure-I.** The Bidder is to complete the same in all respect and submit accordingly. No deviations are acceptable in **Annexure-I.**

## 6. Price Bid Details

- a. Price Bid i.e. BoQ in MS Excel (.xls) format given in Tender to be uploaded after filling all relevant information. The priced BoQ should be submitted strictly as per the BoQ in MS Excel (.xls) format, failing which the offer will be rejected. (renaming or changing the format of BoQ) will not be acceptable.
- b. Tender must be submitted with the rates for all the item(s) of the services involved, and any incomplete tender will not be considered.
- c. The rates quoted by the tenderer should be 'all inclusive' of Delivery / Service Charges and Transport charges. Dish wise, labour – cooking/serving, transport charges, service charges, loading, unloading Charges, taxes etc. **except GST** and must hold good till the completion of Work and shall not be subjected to any escalation. No claim on this account whatsoever shall be entertained at any stage, including the extended period, if any.
- d. The vendor should quote rates in the Price Bid (**Annexure-II**) in MS Excel (.xls) format only; bids indicating rates anywhere else will be rejected.
- e. Arithmetical errors, if any, shall be rectified on the following basis. If there is a discrepancy between the unit price and total price, then the unit price shall prevail, and the Institute shall correct the total price. If the Bidder does not accept the correction of the errors, the Bid shall be rejected.
- f. In case of any additional requirements on need basis, the Bidder should provide the same and the payment will be made as per the mutually agreed rate considering the prevailing market rate.

## 7. Validity of Bids and Rates

- i. All the quoted rates would be valid until the completion of the Contract. No escalation of price whatsoever would be allowed during the currency of the Contract, including an extended period, if any.
- ii. The quote shall remain valid and open for acceptance for a period of 90 days from the date of opening of the price bid.

### **Bid Preparation**

- a. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the Bid.
- c. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to the rejection of the Bid.
- d. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the***

*tender document/schedule and generally, they can be in PDF/XLSX/PNG, etc. formats.*

### Procedure for Submission of Online Bids

- a) Bidder to log into the site well in advance for bid submission so that he/she uploads the Bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b) The tender document should be downloaded from the IIM Tiruchirappalli website <https://www.iimtrichy.ac.in/tender-published> and <https://mhrd.euniwizarde.com/>. The Tender needs to be submitted online through MoE e-Wizard Portal (<https://mhrd.euniwizarde.com/>).
- c) The Bidder needs to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- d) The Bidder should submit the Bid online in *two parts* viz. **Technical Bid** and **Price Bid**. Technical Bid along with required documents should be in PDF format and uploaded online in Cover-1. **Price Bid in MS Excel “.xls”** format only should be uploaded online in Cover- 2.
- e) All the pages of the tender document being submitted must be digitally signed as per the procedures and requirements stipulated herein.
- f) The Bidder (s) shall not make any changes or amendments in the tender document as published in the IIM Tiruchirappalli website and Ministry of Education e-Wizard Portal.
- g) All correspondence and documents relating to the Tender shall be written in English.
- h) No addition or alteration should be made in the tender document.
- i) The tender document should be filled in legible handwriting/printing/typing without ambiguity.
- j) If any correction is necessary in the information provided by the Bidder, the same should be made after scoring out the old entry. In any case, there should not be any overwriting. All the corrections should be attested with the full signature of the Bidder with date.
- k) It is construed that the Bidder has read all the terms and conditions before submitting their offer. Self-Declaration as given in [Annexure-IV](#) to the effect of stating that all the terms and conditions of the Tender have been read and abided by the tenderer shall be furnished.
- l) Bidder should take into account the corrigendum/Addendum published from time to time before submitting the bids.
- m) The bidders are cautioned that furnishing of incomplete/ambiguous information, suppression of facts and any alteration of the prescribed tender format will entail outright rejection of the bid application.
- n) Bidders should note that they should submit their price bids in the prescribed format given by IIM Tiruchirappalli, and no other format is acceptable.
- o) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, the opening of bids, etc. The bidders should follow this time during bid submission.
- p) All the documents being submitted by the bidders would be encrypted using PKI encryption



techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.

- q) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- r) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the Bid no. and the date & time of submission of the bid with all other relevant details.
- s) The off-line Tender will not be accepted, and no request in this regard will be entertained whatsoever.

## 1. Online Bids Submission:

The Online bids (complete in all respect) must be uploaded online in two covers as explained below:

### a. Technical Bid – (Cover 1)

The following documents are to be furnished as a single PDF file by the Bidders along with Technical Bid ([Annexure-I](#)), as per the tender document;

- i. Application form, Near Relative and Declaration form as per [Annexure - IV](#).
- ii. Copy of FSSAI, PAN and GST Registration.
- iii. Copy of constitution or legal status of the service provider /Sole proprietorship/firm Agency etc., like an Attested copy of the deed of partnership, if the firm is a partnership concern. Certificate of Incorporation duly certified in case of Company.
- iv. Copy of work orders, testimonials / completion / performance certificate from the present and past clients of equivalent order sized (***received in the last five years as on 31<sup>st</sup> December 2022***) with verifiable contacts need to be attached with the Tender document.
- v. A copy of Income tax returns filed and audited accounts statement for the last five financial years (2017-18 to 2021-22).
- vi. Duly (Digitally) Signed Tender document and all annexures of the same.
- vii. All other documents mentioned in the tender document, except the Price Bid document.

### b. Price Bid - (Cover 2)

**Price bid** (As per [Annexure-II](#) duly filled and signed) **Price must be quoted and uploaded online as per the format specified** (MS Excel “.xls” format), failing which Tender shall be rejected.



### **Pre-Bid Meeting**

A Pre-Bid Meeting with the intending bidders will be conducted in person at Deans Office Meeting Room, Administrative Block, IIM Tiruchirappalli on **08.02.2023 at 11.00 Hrs.** to clarify doubts that shall arise before submitting the bids. The bidders are advised to inspect the site by fixing prior appointments with Chief Administrative Officer (i/c), IIM Tiruchirappalli before the pre-bid meeting.

The Bidders are requested to visit the site of Work, at their own cost, and examine it and its surroundings by them self, collect all information that they consider necessary for proper assessment of the prospective assignment before coming for the Pre-bid meeting.

The bidders need to send the scanned copy of the letter of authorization from their firm (or firms they are representing) to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) before 17.00 Hrs., on **07.02.2023** for attending the Pre-bid meeting as per format enclosed vide [Annexure-V](#).

The Bidders are requested to mail their doubts/queries to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) prior to the pre-bid meeting i.e. by **17.00 Hrs of 07.02. 2023** to enable us to clarify the doubts in the pre-bid meeting itself.

### **Opening of Technical Bid**

The technical Bid will be opened by the Tender Opening Committee on **20.02.2023 at 10.05 Hrs.** through e-wizard online portal.

### **Tender Evaluation Process**

- Selection of the vendor shall be based on **Quality and Cost Based Selection (QCBS)** under the Rule 192 of the General Financial Rule 2017. The proposals will be evaluated by taking the following factors into consideration.
- The final selection of the vendor shall be based on Quality and Cost Based Selection (QCBS) with **60% weightage for technical** evaluation and **40% weightage for commercial** evaluation.
- The Bidder would be selected based on ranking and evaluation of Technical and Price Bids by the Evaluation Committee formed by the Institute, and the Committee's decision would be final and binding.

The process of selection of the successful Bidder would be determined as under: -

#### **Stage 1:**

**Document verification** – To verify the document submitted by the bidders. The qualified bidders in **Stage-1** shall be invited to make a presentation in person to the Evaluation Committee of IIM Tiruchirappalli. The Bidders meeting all the basic eligibility conditions mentioned at page 10-11 of the tender document will only be considered to make the presentation to the Evaluation Committee.

**Stage 2:**

**Technical Evaluation** – Those qualified in *Stage-1* shall be invited to make a demo of the Cutlery and show the excellent quality photographs/videos of the properly dressed Servers from previous events organized by vendor, followed by a presentation to the Evaluation Committee in the Deans' Office Meeting of IIM Tiruchirappalli. Bidders / Representatives have to send the scanned copy of letter of authorization from their firm (or firms they are representing) to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) to participate in the presentation as per the format enclosed vide [Annexure-V](#). The Committee will assess the firm as per criteria mentioned in the technical bid.

The information provided in the technical bid will be used for understanding and assessing/evaluating the quality of solution being proposed by the Bidder. Technical evaluation of the Bidder will depend on the information provided herein and the demo cum presentation to the committee members. **Technical bid score, out of 100**, will be arrived based on the following Parameters:

Sl. No	Items	Maximum Marks
1	<p><b><i>Financial Soundness/Turn over:</i></b> Average turnover of the best three years out of the last five years (2017-18 to 2021-22), as reported in the audited financial statements, will be considered.</p> <p>a. Rs.25 to 49.99 lakh = 4 marks; b. Rs.50 to 74.99 lakh = 7 marks; c. Rs.75 to 99.99 lakh = 11 marks; d. Rs.100 lakhs and above =15 marks.</p>	15
2	<p><b><i>Outdoor Catering Experience in the last five years as on 31<sup>st</sup> December 2022:</i></b></p> <p>a. The single work order value of above 25 lakhs (15 marks) b. Two works with each order value more than 20 lakhs and up to 25 lakhs (12 marks) c. Two works with each order value more than 16 lakhs and up to 20 lakhs (9 marks) d. Three works with each order value more than 12 lakhs and up to 16 lakhs (6 marks) e. Three works with each order value more than 8 lakhs and up to 12 lakhs (3 marks) f. Work order less than 8 Lakhs: No Marks will be awarded.</p>	15
3	<p><b><i>Performance Certificates provided by previous clients/current clients during the last five years</i></b> as on 31<sup>st</sup> December 2022 will be considered. (Copy of performance certificate in a letterhead with the</p>	10

	<p>verifiable contact details should be enclosed along with a copy of Work order):</p> <ul style="list-style-type: none"> <li>▪ Central Govt. organizations (CPSE, CAB etc.) – 5 marks for each completed work.</li> <li>▪ Others - 2.5 marks for each completed work.</li> </ul> <p><b><i>Any Performance Certificate without work order copy, contact details and not in letterhead would not be considered)</i></b></p>	
4	<p><b><i>Sample Cutlery, Attire to be worn by Servers and Sample Packing Box for Convocation.</i></b> The evaluation will be done by the Evaluation Committee looking at the quality of the following:</p> <p>a. <b>Sample Cutlery:</b> A sample of cutlery that would be used during the convocation eve dinner on 31<sup>st</sup> March 2023 at IIM Tiruchirappalli should be produced for the inspection of the evaluation committee during the technical evaluation. These items will be returned after the technical evaluation.</p> <p>b. <b>Attire</b> to be worn by Servers during the convocation-eve Dinner (Photographs/videos are sufficient for the evaluation).</p> <p>c. <b>Sample Packaging box</b> with excellent quality food-grade material for Post convocation tiffin.</p>	<b>30</b>
5	<p><b>Evaluation of the presentation:</b> The presentation by the Bidders will be evaluated by IIM Tiruchirappalli Committee members. The presentation will be evaluated based on the following parameters:</p> <p>a. Bidder's understanding of the convocation ceremony and its requirements.</p> <p>b. Technical capabilities of the Bidder to execute the contract.</p> <p>c. Photos of arrangements made by the Vendor for previous clients.</p>	30
<b>Total Marks (Technical Score)</b>		<b>100</b>

A minimum of **70 marks** out of 100 marks, in technical bid evaluation is required to be eligible for participating in price bid.

Decision taken by the Evaluation Committee on the Technical Evaluation will be final and binding. At the end of this stage, each firm will have Technical score (out of 100) associated with it. Bidders getting less than **70 score** in the Technical bid will not be considered for opening the price bid.

### Stage 3:

Price bids will be opened for the bidders getting a score of **70 and above** in the technical bid evaluation. Under QCBS selection process, the **technical proposals will be allotted a weightage of**



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60% (sixty per cent), while the *financial proposals will be allotted a weightage of 40%* (forty per cent).

The Final score (combined score) of Technical bid and price bid together will be used to arrive the highest techno commercial score (TCS). The Bidder with the *highest TCS* will be chosen to award the work order for providing the catering services covered by this tender at IIM Tiruchirappalli.

The TCS of a bidder with technical score T and commercial bid value C is calculated using the following formula.

$$TCS = 0.4 * C1/C + 0.6 * T/T1$$

where C1 is the lowest commercial score and T1 is the highest technical score.

*The technical score will only be revealed to the bidders just before opening of the commercial bid.*

Work order will be awarded to the Bidder securing the highest combined score of TCS. In the event of two or more bidders have the same TCS score in the final ranking, the Bidder with the highest technical score will be declared as successful Bidder.

Any inquiry after submission of the bid will not be entertained. The decision of IIM Tiruchirappalli will be final and binding to all for interpretation of any ambiguity.

## Opening of Price Bid:

The price bids of all the technically eligible bidders will be opened on the e-wizard portal after the technical bid evaluation including the demonstration of cutlery cum presentations as mentioned above by the qualified bidders in the stage 2 above. The date and time for opening of the Price Bid will be informed later.

The Institute reserves the right to accept or reject all the offers, including the lowest, without assigning any reason.

## General Term & Conditions

### 1. Quantity & Price:

- The actual number of members indicated in BoQ could vary up to 10% both way (plus or minus) and the final payment would be calculated on actual basis. The exact numbers will be confirmed nearer to the event day (one week in advance).
- The price shall be 'all inclusive' of Delivery / Service Charges and Transport charges. Dish wise, labour – cooking/serving, transport charges, service charges etc and excluding GST.

### 2. Payment Terms:

- No advance payment will be made in any case.**
- The payment will be released after successful completion of Contract.
- Payment will be made within 25 days after deducting the penalty amount (if any) on receipt of bills.

- d) TDS and any other Government levies applicable on bills as per Government instructions/ notifications issued from time to time shall be applicable and deducted from vendor's bills.
- e) **Escalation / De-Escalation of Rates:** Not Applicable. The rate should be firm throughout the contract period of three years and any extension thereof.

**3. Penalty Clause:**

- a) Deficiency/delay in Service/work, will be construed as lapses on the part of the Vendor. Such lapses due to the Vendor will be viewed seriously and penalties will be imposed on the Vendor as given below:

S. No.	Particulars	Penalty on the total bill amount (excluding GST)
1	Any insect/foreign particle found in the meal	2%
2	Consequences arising due to supply of adulterated/contaminated/unhygienic food shall be the sole responsibility of the Contractor	2%
3	Complaints on account of unclean utensils /not adhering to personal hygiene of workers, unsatisfactory maintenance of dining area, serving area, non-removal of food wastes without delay, non-maintenance of clean Hand-wash area, etc.	0.5%
4	Serving non-branded/unauthorized items or beyond expiry date	0.5%
5	In case of Poor quality of food being served/ food is not properly cooked, genuine complaint as assessed by the committee	2%
6	Shortage of Food	2%
7	Shortage of Manpower (including housekeeping, cooking, serving, supervising, etc.)	0.5%
8	Delay in service	0.5%
9	Refusal to perform the duty assigned	0.5%
10	Misbehavior/Act of indiscipline by vendor's personnel	1%
11	Chewing of gutka/smoking of cigarettes or bidis or similar stuff by staff	0.5%

- b) The above penalties are not exhaustive and any additional lapses found will unarguably invite a **penalty of up to 10%** (additional) of the value of the contract. The decision of the competent authority of the institute shall be final with respect to the extent of penalties being levied. IIM Tiruchirappalli reserves the right to impose the penalty and the quantum of the penalty will be decided in individual cases and decision of the competent authority at IIM Tiruchirappalli, shall be final and binding

- c) In case of failure to carry out the services to the satisfaction of IIM Tiruchirappalli as per the terms and conditions, the Institute will be free to get services done by any other agency at the cost and risk of the service provider.

#### 4. Warranty of Quality:

- a) In case, the firm fails to commence/complete the Work within the specified period, the same services will be obtained from the open market and the difference of cost, if any, will be recovered from Performance Security or from the pending bill(s) of the defaulting firm or from both in case the recoverable amount exceeds the amount of Performance Security.
- b) If it is observed at any stage that the quality of the Work is not satisfactory, the contract/ Work Order as a whole may be terminated and the Security deposit forfeited. Applicable penalties would be levied from all the monies payable to the Service Provider on such termination and the balance amount, if any, would be paid. The decision of the competent authority in the matter of penalties, would be final and binding.

#### 5. Forfeiture of Earnest Money:

The earnest money will be forfeited in the following cases:

- a) Earnest Money is liable to be forfeited and the bid is liable to be rejected, if a bidder withdraws or amends or impairs or derogates from the tender in any respect within the period of validity and/or after opening the tender. Such bidders will also be blacklisted.
- b) When information/certificate/document furnished is found to be false at any stage.
- c) When the bid documents have been manipulated or altered after they are downloaded from the website.

#### 6. Performance Security Details:

- a) The successful Bidder will be required to remit an interest free Performance Security Deposit of 3% of the Work Order value through online transfer to IIM Tiruchirappalli Bank Account, within Seven working days from receipt of the work order. The security deposit will be refunded to the vendor along with payment of the final bill.
- b) Performance Security will be forfeited if the Service Provide fails to perform/abide by any of the terms or conditions of the Contract.
- c) In case, the Service Provider fails to provide the required services within the specified delivery period, the same services will be obtained from open market and the difference of cost, if any, will be recovered from Performance Security or from pending bill(s) of the defaulting firm or from both in case the recoverable amount exceeds the amount of Performance Security.

7. **Works Site Cleanliness:** During the Work, the contractor shall always keep the working area and store free from waste or rubbish. On completion of Work, he shall remove all debris, additional materials and leave the premises clean to the full satisfaction of the Institute.

8. **The persons to be deputed by the service provider,** being their own employees or otherwise, shall be their sole employees and IIM Tiruchirappalli shall not have any relation whatsoever



with the employees of the service provider. He / She will be fully responsible for their acts, conduct and any other liability. No right whatsoever, much less a legal right shall vest in the Service Provider's employee to claim/have employment or otherwise seek absorption in the Institute nor the Service Provider's employee shall have any right what so ever to claim the benefits and for emoluments that may be permissible or paid to the employees of the Institute. The employee of Service Provider will remain the employee of the Service Provider and this shall be solely the responsibility of the Service Provider to make it clear to their employees before deputing them on Work at the Institute.

## 9. Safety of Working Personnel

The Vendor should ensure adequate safeguards for personnel when employed on work where human risk of health/injury is involved.

10. Canvassing in connection with the tenders is strictly prohibited and tenders submitted by the tenderers who resort to canvassing will be liable to rejection. Any bribe, commission or advantage offered or promised by or on behalf of the tenderer to any officer or staff of IIM Tiruchirappalli shall block his/ her Tender from being considered. Canvassing on the part or on behalf of the tenderer will also make his Tender liable to rejection.
11. IIM Tiruchirappalli shall have the right to inspect and/or to test the goods/items used to complete the Work to confirm their conformity to the Tender's Specifications at no extra cost to the Purchaser.
12. **Authority of the person signing document:** A person signing the tender application or any documents forming part of the Contract on behalf of another shall be deemed to warranty that he/she has authority to bind such other and if, on enquiry, it appears that the person so signing had no authority to do so, the IIM Tiruchirappalli may without prejudice to other Civil and criminal remedies cancel Contract and held the signatory liable for all cost and damages.
13. In respect of services rendered to IIM Tiruchirappalli, the Service Provider shall be liable for depositing all taxes, levies, cess, etc. to the concerned tax collection authorities from time to time as per existing rules and regulations on the matter.
14. While making payment to the Service Provider, TDS and other statutory deductions will be effected by the Institute.
15. The Income Tax (TDS) shall be deducted at prevailing rate from the bills, as amended from time to time in accordance with the provisions of Income Tax Department, and the relevant certificate to this effect shall be issued by IIM Tiruchirappalli to the Agency.
16. In case, the Service Provider(s) fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof IIM Tiruchirappalli is put to any loss / obligation, monetary or otherwise, IIM Tiruchirappalli shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Agency, to the extent of the loss or



obligation in monetary terms. This shall be in addition to the right of IIM Tiruchirappalli to initiate penal measures against the Service Provider including the termination of the Contract.

17. The Bidder should have requisite licenses from appropriate governmental regulatory bodies for operating the services in India, if applicable. (License documents obtained from Government authorities should be attached).
18. The Work covered by this Tender is a whole and complete job and will not be split for award of Work.
19. **Subletting of Work:** The firm/agency should not assign or sublet the work/job or any part of it to any other person or party. The Tender is not transferable. Only one Tender shall be submitted by one tenderer.
20. **Arbitration:** In case of any unreconciled disputes between the parties IIM Tiruchirappalli and the agency/firm to whom the Contract had been awarded, arising out of any of the terms of the Contract Agreement, the dispute shall be referred to a single Arbitrator mutually agreed, as per Arbitration and Reconciliation Act 1996, in Tiruchirappalli jurisdiction. The decision of the Arbitrator shall be final and binding on the both parties.
21. **Jurisdiction:** All disputes arising out of this Contract shall be subjected to the jurisdiction of the courts of Tiruchirappalli.
22. **Force Majeure:**
  - a) Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.
  - b) Force Majeure shall mean fire, flood, natural disaster, or other acts such as war, turmoil, sabotage, explosions, pandemics, epidemics, quarantine restriction, strikes, and lockouts etc which are beyond the control of either party.

**ANNEXURE – I: (TECHNICAL BID)**

**PROFILE OF THE BIDDER**

S. No.	Required information	Description
1	Name of the agency / firm /company	
2	Address of the agency / firm /company	
3	Legal status (Individual, proprietary, partnership firm, limited company, etc.)	
4	Authorized Signatory Details	Name
		Designation
		Email
		Phone
	Details of Contact other than Authorized Signatory	Name
		Designation
		Email
		Phone
5	Month and Year of commencement business.	
6	Statutory details (Photocopies to be attached):	Registration number of the firm. (as per Shops and establishment act.).
		PAN No. of the Agency
		GST No. of the Agency



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7	Has your firm/company ever changed its name any time? If yes, provide the previous name and the reasons there for?	
8	Have you or your constituent ever left the Contract awarded to you incomplete? If so, give name of the Contract and reasons for not completing the Contract.	
9	Brief details of Litigations, if any, connected with related Work, current or during the last five years, the opposite party and the disputed amount.	
10	Give details of Termination of previous Contract, if any	
11	<b>Details of bank mandate;</b> Name of the Bank Name of the Branch Account No. Type of Account IFSC Code No. (copy of the cancelled cheque should be enclosed)	
12	Total experience (years/ months) Related work in Central Educational Institution/Organization:	

Turnover in the relevant field on Contract basis during the last five years (from 2017-18 to 2021-22). Please submit documentary evidence i.e. extract of Profit and Loss account, Balance Sheet & Income Tax return filed.

Financial Years	2017-18	2018-19	2019-2020	2020-2021	2021 – 2022
Details of Gross Annual Turnover - (Rs. in Lac)					
Average Turnover of the best three years in the last five years	Rs. _____ in Lakhs				



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List of present and past clients in the following format. The information provided will facilitate the evaluation of the Technical Bid (***Please use a separate sheet if required without changing the format***). Please attach client certificate and work orders etc., clearly giving a period of contact.

S. No.	Name of the organization with complete postal address	Nature or type of Work undertaken	Period for which the Contract is/was awarded	Work order Value INR	Name and designation of the contact person with Tel. / Mobile No (s), Email ID
1					
2					
3					
4					
5					
6					
7					
8					
9					



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## ANNEXURE-II: PRICE BID - BOQ

**Price Bid in MS Excel (.xls format) file should be uploaded separately as per the instructions provided in the online submission of Bid**

**ANNEXURE – III Technical Specifications & Requirements**

<b>PART - A (Buffet Dinner and Packed Tiffin)</b>		
<b>S. No.</b>	<b>Description</b>	<b>Quantity</b>
1	Refreshment for Rehearsal day as per Menu provided in <a href="#">Annexure III-A</a>	<b>700 Nos</b>
2	Convocation-eve Dinner (Buffet) as per Menu provided in <a href="#">Annexure III-B</a>	<b>1200 Nos</b>
3	Pre-Convocation High Tea as per Menu provided in <a href="#">Annexure-III-C</a>	<b>1200 Nos</b>
4	Packed Tiffin as per Menu provided in <a href="#">Annexure – III-D</a>	<b>1500 Nos</b>

<b>PART - B (Infrastructure arrangements for Convocation Eve Dinner)</b>		
<b>S. No.</b>	<b>Description</b>	<b>Qty.</b>
1	Steel base with wooden / steel mounted top round table with cloth cover till floor for dining with seating capacity of 4/6 or a similar combination.	To seat 250 guests
2	Buffet stall with necessary arrangements like lighting, top cover, three side cloth covering etc to serve the food. The following number of counters are needed to be set up. i. Three live counters for Chaat items, ii. Three live counters of Dosa items, iii. Three live counters of Dessert items, iv. Four counters for Veg main course, v. Four counters for Non-Veg main course	To serve approximately 1200 guests
3	High quality Plastic chairs with White Cloth Covering	600 Nos
4	Outdoor flood lights with 400W halogen/LED light fitting in MS/GI pipe post/roof with necessary wires and earthing etc.	40 Nos.
5	LED/ halogen light with multi-colour with 200 watts capacity with necessary cables and sufficient number of junction boxes	50 Nos
6	Large size Dust Bins (200 lit. capacity) including removal of garbage to outside the campus. Filled dustbins should be removed immediately.	10 Nos
7	Branded Electronic Fly Catcher	10 Nos
8	Serial Light “Warm White” (with yellowish tint)	1000 Nos.
9	Supply of SS hand wash basin with minimum of four tap points in each basin including the necessary pipeline for proper water inlet and outlet.	04 Nos.
10	Pedestal Fan (Almonard Industrial Type) with necessary cables and sufficient number of Junction Boxes	15 Nos.
11	Signboards made of acrylic or foam sheets (40 cms x 20 cms); to be provided for Hand wash, Rest rooms (gents & ladies) with the stand or to be fixed on the wall	10 Nos.

**ANNEXURE – III A**

**Snacks for Rehearsal Day, on 31<sup>st</sup> March 2023 at 9.30 am for 700 Members**

<b>S. No</b>	<b>Requirement of the Items (in box) (Old Menu)</b>	<b>Quantity (in numbers)</b>
1	<ul style="list-style-type: none"><li>• Packaged Juice (approx. 180 ml) – Aam Panna/Nannari/Strawberry Delight</li><li>• Punjabi Samosa (with potato filling w/o onion) and sauce</li><li>• Tea cake eggless (100 gram)</li><li>• Bisleri Packaged Water bottle (300 ml)</li><li>• Paper Napkin</li></ul>	These items should be packed in a food graded sturdy cardboard box with “IIM Tiruchirappalli Logo” and “Eleventh Annual Convocation” Printed on it”



**ANNEXURE – III B**

**Menu for Convocation Eve Dinner on 31<sup>st</sup> March 2023 (07.30 PM Onwards) for 1200 Members**

S. No.	Food Items
<b>I. Starters</b>	
a	Welcome drink i. Lemon mint cooler with two options – Soda and Water ii. Jal Jeera
b	<b>Chaat (live counters)</b>
	i. Pani Puri
	i. Bhel Puri
	ii. Papdi Chaat
c	<b>Dry Snacks:</b> i. Paneer Tikka ii. Garlic Mushroom iii. Chicken Tikka
<b>II. Dosa Counters (live)</b>	
Dosa and Uthappam with types of chutneys (coconut, tomato, mint) and Sambhar	
	i. Dosa varieties: Ghee Roast, Rava Dosa, Podi Dosa, Masala Dosa
	ii. Uthappam varieties: Onion, tomato
<b>III. Main Course</b>	
a	Salads with dressings and condiments i. Green salad ii. Russian salad
b	<b>Soups</b>
	i. Cream of Tomato Soup
	ii. Chicken and Mushroom Soup
c	<b>Rice</b>
	i. Dindigul Mutton Briyani (with Seeraga Samba Rice)
	ii. Vegetable Dum Biryani (with long grain Basmati Rice)
	iii. Steamed Rice
f	<b>Main Course</b>
	i. Paneer Lababdar
	ii. Methi-malai Kofta
	iii. Maa ki Dal / Dal Makhni
	iv. Butter Chicken (Curry)
h	<b>Assorted Indian Bread</b>
	Tandoori Roti, Missi Roti, Laccha Paratha

<b>Accompaniments</b>	
	i. Sambhar (with Small Onion)
	ii. Mix Veg Raita
	iii. Milagu Rasam
	iv. Curd
	v. Papad (bat shaped)
	vi. Mango Pickle, Vathal, Mormilagai
<b>IV. Dessert</b>	
a	Indian Sweets i. Jalebi (Live Counter) with Rabdi ii. Malpua
b	Cold Dessert i. Variety Stick Kulfi (Flavors: Mango, Malai) ii. Variety Ice cream (Flavors: Italian Delight, Strawberry, Butterscotch)
c	Fresh Cut Fruits: Musk Melon, Watermelon, Apple, Seedless Grapes, Mango, Chiku
<b>V. Water and Paper Napkin</b>	
	<ul style="list-style-type: none"> <li>• Bisleri Packaged Drinking Water Bottles (300 ml), FSSAI Certified packed on or after 01<sup>st</sup> March 2023</li> <li>• Paper Napkin (high absorbent quality)</li> </ul>
<b>VI. Mouth Freshener</b>	
	Sweet Paan and other condiments

**Note:**

- All items have to be prepared in the designated cooking area, which will be provided on IIM Tiruchirappalli Campus and should be served hot/fresh
- Veg. & Non-Veg. counters to be set up separately.
- All counters to be adequately staffed.

**ANNEXURE – III C**

**Menu for High Tea on 01<sup>st</sup> April 2023 from 3.30 pm to 5.00 pm for 1200 Members**

S. No	Requirement of the Items	Quantity (in numbers)
1.	<ul style="list-style-type: none"> <li>▪ Packaged Juice (approx. 180 ml)</li> <li>▪ Potato Samosa</li> <li>▪ Walnut brownie</li> <li>▪ Bisleri Water bottle (300 ml)</li> </ul>	<ul style="list-style-type: none"> <li>i. These items should be packed in a food graded sturdy cardboard box (with “IIM Tiruchirappalli Logo” and “Eleventh Convocation Printed on it”)</li> <li>ii. 60 Nos. are to be served in ceramic plates with appropriate cutlery, paper napkin etc. in the lounge area</li> </ul>
	<p>350 Nos - To be served at Students Robing Area in Academic Block.  <b>60 Nos - To be served at the Faculty and VIP Robing Area with appropriate Cutlery.</b>            200 Nos - To be served in the Admin Block for the families.            290 Nos - To be served in the Academic Block for the families.            Balance to be served as per the instructions from the officials of the institute.</p> <p>Numbers in Admin. and Academic block may get interchanged. Items to be moved to the required places accordingly.</p>	

**Note:**

All items have to be prepared in the designated cooking area, which will be provided on IIM Tiruchirappalli Campus and should be served hot/fresh.

**ANNEXURE – III D**

**POST CONVOCATION PACKED TIFFIN BOX ON 01<sup>st</sup> April 2023 (7.30 pm)  
FOR 1500 MEMBERS**

S. No	Item	Qty	Remarks
1	Moong Dal Kachori	50 Gms	All these items should be packed individually with excellent quality food grade material and should be packed with paper napkin and water bottle; in sturdy cardboard box and sealed (with “IIM Tiruchirappalli Logo” and “Eleventh Convocation Printed on it”)
2	Rava Khichdi	100 Gms	
3	Mini Podi Idly	200 Gms	
4	Ashoka Halwa	100 Gms	
5	Curd Rice	150 Gms	
6	Inji Puli Thokku	1 Nos	
7	Spoon (wood/bamboo)	1 No	
8	Water Bottle	300 ml	

**Note:** All items have to be prepared in the kitchen/venue and to be served hot/fresh

- All counters to be adequately staffed to distribute the packed tiffin to the guests after the Convocation, closer the Convocation Venue.
- The VIPs and the faculty members would be served at the Faculty Lounge.



# INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

(An Institute of National Importance, Ministry of Education (Shiksha Mantralaya), Government of India)

Trichy - Pudukkottai Main Road, Tiruchirappalli-620 024 (TN)

Phone: 0431-2505121/5122 | email: [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in)

## ANNEXURE – IV: SUBMISSION OF TENDER DOCUMENT

Date:

The Chief Administrative Officer (i/c),  
Indian Institute of Management Tiruchirappalli,  
Trichy-Pudukkottai Main Road,  
Chinna Sooriyur Village,  
Tiruchirappalli 620 024.

**Subject:** Tender for Providing Catering Services along with Infrastructure arrangements for the Eleventh Annual Convocation at IIM Tiruchirappalli

**Reference:** Tender Notice published in E-Wizard Portal, CPP & IIM Tiruchirappalli website. -

**Tender No: IIMT/2022-23/Convocation/CSI/87 dated: 27.01.2023**

Dear Sir,

With reference to the tender notice published in above mentioned website, I / We hereby submit my/ our Tender in a required format. I / We have carefully gone through the terms and conditions and prescribed given and I / We accept the same without any alterations / modifications.

It is certified that I, \_\_\_\_\_ (name of the person)  
S/o Shri \_\_\_\_\_ r/o

- a) am authorized to sign this document on behalf of M/s. \_\_\_\_\_ (the name of the firm / company which is bidding in this tender) and that our firm / company have never been blacklisted by any of the Government Organization / Agencies in the past and there is no criminal case registered against our firm / company or its owner / partners anywhere in India.
- b) hereby certify that none of my relative (s) as defined in the tender document is / are employed in IIM Tiruchirappalli as per details given in tender document. In case at any stage, it is found that the information given by me is false / incorrect, IIM Tiruchirappalli shall have the absolute right to take any action as deemed fit / without any prior intimation to me.
- c) further declare that:
- All the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that our Agency does not satisfy the eligibility



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criteria, our candidature/empanelment is liable to be cancelled/ terminated.

- ii. I understand that the decision taken by the IIM Tiruchirappalli is final and binding in all matters.
- iii. I hereby agree to work as per the terms and conditions stipulated by IIM Tiruchirappalli.
- iv. I understand that the IIM Tiruchirappalli reserves the right to accept or reject and to cancel the Tender and reject all bids at any time prior to the award of the contract, without detailing any specified reasons whatsoever

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

Signature \_\_\_\_\_

Name \_\_\_\_\_

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

Designation: \_\_\_\_\_

**Seal of agency / Firm / Company**



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## ANNEXURE – V: LETTER OF AUTHORISATION

### LETTER OF AUTHORISATION FOR ATTENDING PRE-BID MEETING

**To**

The CAO (i/c)

IIM Tiruchirappalli

Pudukkottai Main Road,

Chinna Sooriyur Village,

Tiruchirappalli - 620 024

**Subject:** Authorization for attending Site Visit/ Pre Bid Meeting/ Technical Bid/Evaluation/ Price Bid opening on \_\_\_\_\_ (     Date     ) in the ***Tender for Providing Catering Services along with Infrastructure arrangements for the Eleventh Annual Convocation at IIM Tiruchirappalli.***

Following persons are hereby authorized to attend the Site Visit/ Pre Bid / Technical Bid / Price Bid meeting for the Tender mentioned above on behalf of. ....(Bidder) in order of preference given below.

Order of preference	Name	Designation	Contact No	Specimen Signatures
I				
II				

Alternate Representative

Signatures of Bidder

or

Officer authorized to sign the bid Documents on behalf of the Bidder.

**Note:**

1. Maximum of **two representatives** will be permitted to attend Pre Bid Meeting / bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not recovered.

**CHECKLIST FOR DOCUMENTS TO BE ATTACHED WITH THE TENDER**

Sl. No	Covers	Details	Remarks	Tick (√)
1	(Cover 1)	All the documents and Annexures, <i>except Price Bid document.</i>		
2	(Cover 2)	Only Price Bid documents as per the BoQ MS excel format(.xls)		
3		Whether GST Registration Certificate is enclosed.		
4		Whether PAN is enclosed.		
5		Whether documents in support of meeting the basic eligibility conditions stipulated in page No 10 and 11 of the Tender document (i.e., proof for experience in similar nature of work, annual turnover, performance certification with verifiable contacts and financial solvency have been enclosed with Technical Bid).		
6		Whether duly filled in Technical Bid documents (i.e., <a href="#">Annexure-I</a> to the tender document) along with all the related enclosures have been enclosed with the Tender:		
		i. Registration/ Incorporation details of the bidding firm/Agency/ Company		
		ii. Documents in support of the Legal Status of the Bidder. Copy of Registered Partnership Deed or Articles / Memorandum of Association in the case of partnership firm or Private Limited Company.		
		iii. Authorization / Power of attorney for signing the tender document		
		iv. 5 Photographs of each events done by the bidder.		
		v. Audited Annual Accounts, Income Tax Return and assessment orders for the last five consecutive financial years i.e., from 2017-18 to 2021-22.		
		vi. Details of completed contracts in the prescribed format during the last five years along with proof with verifiable contacts.		
		vii. Details of ongoing contracts in the prescribed format along with proof with verifiable contacts.		
		viii. All other information/ details/ supporting documents/proof desired in the Tender document		
7		Whether Technical Bid documents as per <a href="#">Annexure-I</a> of the tender document is submitted.		
8		Whether Undertaking, Declaration and Near Relative Certificate attached as per <a href="#">Annexure-IV</a> .		
9		Whether Letter of Authorization to attend pre-bid and tender opening meetings as per <a href="#">Annexure-V</a> is submitted.		
10		Whether Technical Bid documents and all the required enclosures to the Technical Bid are serially numbered and overwriting/ erasures, if any, in the technical Bid duly been signed and endorsed with the seal?		
11		Whether an <b>Index or Table of Content</b> of all enclosures to the Technical Bid has been prepared and attached with the Technical Bid to facilitate quick reference?		
12		Whether Tender documents and its Corrigendum have been signed with seal in all the pages by the Bidder.		