

# **NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL**

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

POST SRINIVASNAGAR, MANGALORE – 575 025 (D K)

Phone: (0824) 2474000.

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Website: <http://www.nitk.ac.in>



## **TENDER DOCUMENT**

Tender Notification. No.: NITK/EE/1338

Dated: 05-07-2024

**Name of Goods** : Food Supply (High Tea/Lunch/Dinner)

Estimated amount put to Tender : **Rs 12 lakhs**

E M D Amount : **Rs 24,000/-**

Time for Supply of item : 4 Days (Conference dates: 18<sup>th</sup>-21<sup>st</sup> December 2024)  
after the release of a Purchase order

Last Date for submission of tender: 20/9/2024 **before 3.00 PM**

Address for Submission of Tender: Dr. R Kalpana, Associate Professor, Dept. of EEE, Email: [kalpana@nitk.edu.in](mailto:kalpana@nitk.edu.in) Contact: +91-8762245244

Date of opening of technical bid : 20/9/2024 at 3.30 PM



## NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL

### Department of Electrical and Electronics Engineering

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### **NOTICE INVITING TENDER (NIT)**

The National Institute of Technology Karnataka, Surathkal (in short – NITK, Surathkal) is an autonomous Institute Ministry of HRD Govt. of India, a Deemed University, imparting Technical Education and engaged in Research Activities. It is proposed to procure the items for the departmental academic/research activities.

Sealed Tenders are invited for the following items in **two cover system** (i.e., Technical bid and financial bid) subject to the following terms and conditions, from the reputed manufacturers or it's authorised dealers so as to reach this office on or before scheduled date and time. The tender (Technical bid) will be opened on the same day if possible in the presence of bidders or their authorized agents who may choose to be present. The financial bid of only such bidders whose technical bid is accepted shall be opened on the same day or later pre-informed date.

1. **Name of Goods/Service** : Food Supply (High Tea/Lunch/Dinner)
  2. **Estimated Cost** : Rs 12 lakhs
  3. **E M D** : Rs 24000/-
  4. Time for completion of Supply after Placing Purchase Order: 4 Days (Conference dates: 18<sup>th</sup>-21<sup>st</sup> December 2024)
  5. **Last date at time for submission of Tender** : 20/9/2024 before 03:00 PM
  6. **Tender to be submitted at the following address** :
- [Dr. R Kalpana, Associate Professor, Dept. of EEE, Email: [kalpana@nitk.edu.in](mailto:kalpana@nitk.edu.in) Contact: +91-8762245244]
7. **Place, Date and Time of opening of technical bid** :  
Date: 20/9/2024 Time: 3:30 PM VENUE: Board Room, Mail Building, NITK

Note: Institute shall not be responsible for any postal delay about non-receipt /nondelivery of the bids or due to the wrong addressee.

Sd/  
HOD

## **SECTION 1: INSTRUCTION TO BIDDER (ITB)**

### **1. The bid should be submitted in two covers System-Technical Bid and Financial Bid:**

**1.1 Envelope No.1 – Technical Bid:** The agencies should give details of their technical soundness and provide a list of customers of previous supply of similar items to Universities, Institutes or Government Departments/ Undertakings/ public sectors with contact details. The details of the Bidder/ profile should be furnished along with the copy of all related documents. This envelope should be sealed and duly super-scribed as “**Envelope No. 1 – Technical Bid**”. Full name and address of the Bidder should also be mentioned on the envelope and should be addressed to The Director, NITK, Surathkal.

### **1.2. Documents to be submitted in the technical bid:**

- a) The Bidder should possess Licence certificate for manufacture /supply of the item.
- b) List of Owner/partners of the firm and their contact numbers
- c) The Bidder should possess Income tax PAN Number.
- d) The Bidder should possess GST registration and TIN number.
- e) Catalogue of the Product with detailed product specifications.
- f) List Service Centres
- g) List of customers with contact details.
- h) The average annual turnover should not be less than 30% of the estimated cost put to tender/Tender for the job work. The copy of the Balance sheet, Profit & Loss A/c., Trade or Manufacturing A/c for the last 3 years should be enclosed
- i) **EMD in an original form valid for minimum six months, through Bank Guarantee drew on any scheduled bank in favour of “Director NITK, Surathkal”, payable at Surathkal should be submitted. EMD shall bear no interest. Any bid not accompanying with EMD is liable to be treated as non-responsive and rejected.**
- j) **Contract form given in section 5 needs to be submitted.**

### **1.3 Certifications Required:**

- a) Valid Food Safety and Standards Authority of India (FSSAI) certification.
- b) Hazard Analysis and Critical Control Point (HACCP) Certification.
- c) ISO 22000 certification for Food Safety Management.
- d) ISO 9001 certification for Quality Management System.
- e) Health and hygiene certificates for all food handling and preparation staff.

### **1.4 Chefs Qualifications/Experience:**

- a) All chefs must have a degree or diploma in culinary arts from a recognized institution.
- b) Certification from a reputable culinary association (e.g., American Culinary Federation, World Association of Chefs Societies) is preferred.
- c) Head Chef must have a minimum of 10 years of professional culinary experience.
- d) Sous Chefs should have a minimum of 5 years of professional culinary experience.
- e) Experience in catering large events (500 participants or more) is essential for all key chefs

**1.5 Food & Beverages (F&B) Executive, Manager and Service staff Qualifications/Experience:**

- a) Bachelor's degree in Hospitality Management, F&B Management, or a related field.
  - b) Certification from a recognized hospitality association (e.g., Institute of Hospitality).
  - c) Minimum of 5 years of experience in the F&B industry.
  - d) Experience in coordinating and overseeing large events (500 participants or more).
- 1.6** Provide accommodation for foreign delegates and pick-up/drop-off service to the venue, with exclusive benefits, along with catering services.
- 1.7** The MSE vendor will be provided only EMD experience.
- 1.8** Turnover of last three years i.e. from 2021-2024
- 1.9** Need to arrange a Travel Desk at the venue for delegates.
- 1.10** The bidder should have a base establishment at Mangalore.

**The above documents should be furnished in the technical bid envelope.**

**2. Envelope No.2 – Financial bid:** The agencies should submit their financial bid as per the format is given in Section 4 of the Notice Inviting Tender in this cover. The rate should be quoted both in words and figures. All the pages of the financial bid should be signed affixing the seal. All corrections and overwriting should be initialled. This envelope should be duly superscribed as “**Envelope No. 2 – Financial bid**”. Full name and address of the Bidder should also be mentioned on the envelope and should be addressed to The Director, NITK, Surathkal.

**Both the Envelope No. 1 and 2 should be kept in another separate envelope duly superscribed with the following details.**

**(i) Tender Notification Number (ii) “Tender for the supply of.....” (iii) Not to Open before (Date and Time)**

**Mention “Kind Attention: Contact Person’s Name and Phone Number”, and submit at the address given in the Notice Inviting Tender.**

- 3 The tender will be accepted only from the **manufacturers or its authorised supplier.**
4. The Institute **reserves the right to visit the factory** before or after the issue of supply order to satisfy itself regarding the quality of production. In case of any remarks /default noted, the EMD will be forfeited even if pre-qualified.
5. **The Financial Bid shall be in the format of Price Schedule given in Section 4. The Contract form as per format is given in section 5 shall be submitted. The incomplete or conditional tender will be rejected.**
6. Details of the item to be carried out, approximate quantity and the specifications are mentioned in “**Section 3**” appended to this Notice Inviting Tender.
7. **The item to be used is strictly according to the specification and subject to test by the Institute/concerned authorities. It must be delivered and installed in good working condition.**

8. The Institute **reserves the right to cancel or reduce the quantity** included in the schedule of requirements at any time after acceptance of the tender with a notice. The Contractor/Supplier shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the work/supply in full but he did not derive in consequence of the foreclosure of the whole or part of the works.
9. **Performance Security of 5 % of contract value in terms of Bank Guarantee by scheduled banks shall be given by the successful bidder for the total period of Warranty.**
- 11 **The release of EMD:** The EMD shall be released after receipt of performance security from the successful bidder.
- 12 **The validity of bids:** The rate quoted should be valid for a minimum of 90 days. No claim for escalation of the rate will be considered after opening the Tender.
- 13 **Imports: In case, Goods are to be Imported, the Indian agent should furnish authorisation certificate by the principles abroad for submission of the bid in response to this Notice Inviting Tender.**
- 14 Clarification of Tender Document:  
A prospective bidder requiring any clarification of the Tender Document may communicate to the contact person given in this notice inviting tender. The contact person will respond to any request for clarification for the Tender Document received not later than 5 working days prior to the last date for the receipt of bids
- 15 Amendment of Tender document: At any time prior to the last date for receipt of bids, Institute may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Tender document by an amendment.
- 16 **Institute may at its own discretion extend the last date for the receipt of bids.**
- 17 The bids shall be written in English language and any information printed in another language shall be accompanied by an English translation, in which case for the purpose of interpretation of the bid, the English translation shall govern.
- 18 The Institute reserves the right of accepting any bid other than the lowest or even rejecting all the bids. The decision of the Institute Purchase Committee is final in all matters of tender and purchase.
- 19 The bidder should give the following declaration while submitting the Tender.

## DECLARATION

I/we have not tampered/modified the tender forms in any manner. In case, if the same is found to be tampered/modified, I /we understand that my/our tender will be summarily rejected and full Earnest money deposit will be forfeited and I /we are/are liable to be banned from doing business with NITK, Surathkal and/or prosecuted.

**Signature of the Bidder :** \_\_\_\_\_

**Name and Designation :** \_\_\_\_\_

**Business Address :** \_\_\_\_\_

\_\_\_\_\_

**Place :**

**Seal of the Bidder's Firm**

**Date :**

19. Any other details required may be obtained from the contact person given in the notice inviting tender during the office hours.

## **SECTION 2: CONDITIONS OF CONTRACT.**

1. The prices must be quoted as per the minimum assured quantity mentioned in BOQ but final billing will be based on actual quantities used, which may be higher/lower based on actual attendance. The rates must be inclusive of GST, applicable as per GOI Norms.
2. If the number of estimated attendees at the event is exceeded, the bidder has to cater to the same after ascertaining the increased count on actual basis. However, in such case prior intimation will be given to the caterer.
3. Food should be served hot, and items requiring on-site preparation should be prepared on-site.
4. The price must be quoted on per plate basis for high tea, lunch and dinner. Service stations for food counters (minimum 2), crockeries and required manpower for cooking and serving (minimum 20 staff) the food will be provided by the caterer. Institute will provide the venue, cooking area and serving area with tents.
5. Cooking and service staff should be well dressed, preferably uniforms, and they should maintain hygiene at all times.
6. Only neat and clean table cloths should be used at service counters and at eating tables. The tablecloths should be changed on a daily basis.
7. The area near food counters and sitting areas should be kept clean by the caterer all the time. Waste must be collected and disposed by the caterer.
8. The Caterer/Firm/Agency will be paid as per approved rate with GST (award of contract/work order) by the Organizing Committee for the services provided on receipt of pre-receipted bill (in triplicate, at accepted bill of quantities), after invoice entry and certification that the satisfactory services have been rendered.
9. Any theft or damage caused due to negligence of the caterer shall be borne by the Caterer. Appropriate amount of penalty after due consideration and hearing will be imposed by the Organizing Committee or an officer nominated by him on his behalf, and the same will be deducted from the bill of the caterer.
10. The Organizing Committee will not be responsible for any injury, accident, disability, or loss of life to the caterer or to any of its personal that may take place while on duty. Any compensation or expenditure towards treatment of such injury, accident or loss of life shall be the sole responsibility of the caterer.
11. There should not be any delay in serving any food items. Penalty will be imposed of 5% of the cost for each meal where there are delays in service.
12. The agency shall be paid in stages as mentioned under 50% payment along with work order. Balance payment after completion of work and receipt of invoice.
13. Any invoice submitted without essential documents shall be deemed to be incomplete and institute shall not be liable to process and pay the amounts on the invoices so raised.
14. The service tax/GST amount shall be shown separately on the invoice along with the applicable registration numbers.
15. Sustainability: Use of eco-friendly and biodegradable serving ware wherever possible.

16. Waste management plan to ensure minimal environmental impact.

17. Audit and Inspection: The right to audit and inspect the caterer's facilities and practices before awarding the contract.



**SECTION-3**  
**Menu Schedule**

<b>Date</b>		<b>Specification of Items</b>	<b>Quantity (Approx.)</b>
<b>18<sup>th</sup> Dec. 2024</b>	High Tea (10:15–11:15)	Assorted teas, coffees, snacks, biscuits, and mouth refresheners.	150
	Lunch (12:15–14:00)	<p><i>Welcome Drink:</i> Swing</p> <p><i>Salad:</i> Green salad, Chick pea's potato with cilantro, Sprouted bean salad</p> <p><i>Soup:</i> Roasted cauliflower with thyme &amp; brunt garlic</p> <p><i>Starter:</i> Veg strudel, Corn cheese croquette</p> <p><i>Main Course:</i> Paneer lababdar, Vegetable orgatin with Focaccia, Aloo gobi shimla mirchi dry, Dal makhani, Veg quesadilla live with sour cream salsa, Roomali roti, Veg dum biryani, White rice, Rasam+ Papad+ Pickle+ Curd+ Raitha</p> <p><i>Dessert:</i> Mango mousse / Gulab jamun, Ice cream</p>	250
	High Tea (16:15–17:15)	Assorted teas, coffees, snacks, biscuits, and mouth refresheners.	250

<b>Date</b>		<b>Specification of Items</b>	<b>Quantity (Approx.)</b>
<b>19<sup>th</sup> Dec. 2024</b>	High Tea (10:15–11:15)	Assorted teas, coffees, snacks, biscuits, and mouth refresheners.	300
	Lunch (12:15–14:00)	<p><i>Welcome Drink:</i> Roasted mango with mint</p> <p><i>Salad:</i> Fatuous Russian salad black eye bean with pimento</p> <p><i>Soup:</i> Mullgathani soup</p> <p><i>Starter:</i> Jalapeño cheese balls with Mexican salsa, Baby corn curry Patta</p> <p><i>Main Course:</i> Mutter Paneer, Baked Vegetable Creole, Gobi Manchurian, Dal Garhwali, Pasta with Arabiata &amp; Cheese sauce, Green peas Pulao, White rice, Coin paratha, Rasam+ Papad+ Pickle+ Curd+ Raitha</p> <p><i>Dessert:</i> Chocolate walnut pudding / Moong Dal halwa, Butter scotch ice cream</p>	500
	High Tea (16:15–17:15)	Assorted teas, coffees, snacks, biscuits, and mouth refresheners.	500
	Dinner (19:45–21:30)	<p><i>Welcome Drink:</i> Mint lime with basil seed</p> <p><i>Salad:</i> Dice vegetable with quinoa, Orange, cherry tomato with iceberg, Roasted cauliflower with thyme &amp; walnut</p> <p><i>Soup:</i> Roasted spinach with garlic cheese, Bread rolls</p> <p><i>Starter:</i> Hara mutter Kshama, Baby corn tobanjan, Chicken starter</p> <p><i>Main Course:</i> Methi Paneer, Subzi Awadhi kofta, Corn spinach au gratin with garlic bread, Panner keema pav, Dal Amritsari, Hyderabad veg Dum biriyani, Coin paratha / white rice, Rasam+ Papad+ Pickle+ Curd+ Raitha</p> <p><i>Dessert:</i> Gajar halwa /mud cake, Rajbogh Ice cream</p>	350
<b>20<sup>th</sup> Dec. 2024</b>	High Tea (10:15–11:15)	Assorted teas, coffees, snacks, biscuits, and mouth refresheners.	500
	Lunch (12:15–14:00)	<p><i>Welcome Drink:</i> Pinacolada</p> <p><i>Salad:</i> Fatuous Russian salad, Black eye bean with pimento</p> <p><i>Soup:</i> Veg manchow with fried noodles</p> <p><i>Starter:</i> Organic salad, German potato salad, Papadi chaat</p> <p><i>Main Course:</i> Paneer noorjahani, Vegetable lasagna, Subzi Nizami handi, Yellow Dal Tadka, Chloe Punjabi kulcha, Veg zaffroni pulao, White rice, Butter roomali roti, Rasam+ Papad+ Pickle+ Curd+ Raitha</p> <p><i>Dessert:</i> Rasmalai /chocolate brownie, Vanilla ice cream</p>	500
	High Tea (16:15–17:15)	Assorted teas, coffees, snacks, biscuits, and mouth refresheners.	500

<b>21<sup>st</sup> Dec. 2024</b>	High Tea (10:15–11:15)	Assorted teas, coffees, snacks, biscuits, and mouth refresheners.	200
	Lunch (12:15–14:00)	<p><i>Welcome Drink:</i> Mint lime with basil seed</p> <p><i>Salad:</i> Dice vegetable with quinoa, Orange, cherry tomato with iceberg, Roasted cauliflower with thyme &amp; walnut</p> <p><i>Soup:</i> Roasted spinach with garlic cheese, Bread rolls</p> <p><i>Starter:</i> Hara mutter Kshama, Baby corn tobanjan</p> <p><i>Main Course:</i> Methi Paneer, Subzi Awadhi kofta, Corn spinach au gratin with garlic bread, Panner keema pav, Dal Amritsari, Hyderabad veg Dum biriyani, Coin paratha / white rice, Rasam+ Papad+ Pickle+ Curd+ Raitha</p> <p><i>Dessert:</i> Gajar halwa /mud cake, Rajbogh Ice cream</p>	300
	High Tea (16:15–17:15)	assorted teas, coffees, snacks, biscuits, and mouth refresheners.	100



NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL

**SECTION 4 - PRICE BID (for indigenous Supplies)**  
[ To be used by the bidder for submission of the bid]

Reference Number:

Date:

Sr. No.	Description of the Item and Specification	Qty. in Units	Unit Price (Rs.)	Discount %	GST (%)	Other charges if any (please specify details)	Total Price (Rs.)

1. Delivery Mode: Delivery at NITK Surathkal, at the site only.

Total Bid Price in the above column should be inclusive of all taxes and levies transport, loading, unloading etc.

Delivery Period:..... days.

Validity Date: Minimum 90 days from the date of submission of Tender/Tender.

2. Payment Term: Payment within 30 days from the date submission of bill Acceptance Certificate to concerned Dept./ Sect.

PAN No. : .....

GST Registration No. : .....

Seal and Signature:.....

Name & Business Address:.....

**Note: Price Bid should be submitted in given format only.** For additional information/extra items above format may be typed and used.

Place:

Date:

## SECTION 5 : CONTRACT FORM

[ To be provided by the bidder in the business letter head]

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1. (Name of the Supplier's Firm) hereby abide to deliver them by the delivery schedule mentioned in section 3 tender document for the supply of the items if the purchase order is awarded.
2. The item will be supplied conforming to the specifications stated in the tender document without any defect and deviations.
3. Warranty will be given for the period mentioned in the tender document and service will be rendered to the satisfaction of NITK, Surathkal during this period.

**Signature of the Bidder :** \_\_\_\_\_

**Name and Designation :** \_\_\_\_\_

**Business Address :** \_\_\_\_\_

\_\_\_\_\_

**Place :**

**Seal of the Bidder's Firm**

**Date :**