

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
ACADEMIC SECTION



June 10, 2013
A(U)/XLV/Convo/2013/F&B/

NOTICE INVITING QUOTATIONS

Indian Institute of Technology Kanpur invites (2)Two separate sealed quotations from reputed out-door catering agencies/ firms for providing Working Lunch Packets of two different menus (detailed below) in two different quantities (detailed below) in the Institute premises on the occasion of its XLV Convocation Ceremony scheduled to be held on July 5, 2013. The agencies/ firms that fulfill the requirements as laid down in this document shall be eligible to apply.

Applicants may submit the quotations on their letter head in a sealed envelope at the office of the Dean, Academic Affairs, Room No. 201, IIT Kanpur. The sealed quotations will be received up to 12:00 hrs of June 22, 2013.

A. Eligibility Criteria (FOR MENU-01)

1. Firm should be registered under any prevailing law in India.
2. Firm should have excellent goodwill and name-fame in the town.
3. Firm should have minimum 6(Six) years experience of providing out-door catering services.
4. Preference will be given to the reputed firms of the town who are in the business of manufacturing sweets and/or bakery items for atleast last 6(Six) Years and will accept our choice of item and/ or of shop to be kept/used as an meal item in the box at the negotiable rates.

B. Eligibility Criteria (FOR MENU-02)

1. Firm should be registered under any prevailing law in India.
2. Firm should have minimum 6(Six) years experience of providing out-door catering services.
3. Preference will be given to the Firms already engaged/ empanelled with IIT Kanpur for providing catering services on the campus. It may include the services provided during student's festival or conference/ seminar meals.

C. Furnishing of Information:

Applicant is required to submit the following in respect of his organization:
(relevant document(s) may be attached as Annexure – 1)

1. Name and postal address including valid and current telephone number, mobile number, fax number and e-mail address.

2. Applicant should submit the copies of original documents defining the legal status, place of registration, principal place(s) of business.
 3. Name(s) and title of proprietor/ officer(s) to be concerned with proposed work for IIT Kanpur, with designation of individuals authorized to act for the organization.
 4. A copy of Service Tax Registration may also be provided.
- D. The applicant is advised to attach any additional information, which he thinks is necessary in regard to his capabilities to establish that the applicant is capable in all respects to successfully complete the envisaged work. He is however, advised not to attach superfluous information. No further information will be entertained after the quotation is submitted, unless the Institute calls for it.
- E. Prospective applicants may seek clarification regarding the scope of work and/ or the requirement for qualification, in writing, within a reasonable time. No request for clarification will be considered after submission of the quotation.
- F. Even though applicants satisfy the above requirements, they may be disqualified, if they have:
1. Made any misleading or false representation of facts or deliberately suppressed the information provided in the annexes, enclosures of this document;
 2. Records of poor performance, such as abandoning work, record of regular shortage of food, record of using poor quality of ingredients etc.
- G. Award Criteria:**
- The Institute reserves the right to:
1. Amend the scope and value of the work order.
 2. Reject any or all the quotations without assigning any reason.
 3. 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.
 4. Effort on the part of the applicant or his agent to exercise influence or to pressurize the Institute for his quotation shall result in rejection of such quotation.
 5. Canvassing of any kind is strictly prohibited.
- H. Terms & Conditions applicable for the awardees':**
1. The Working Lunch Boxes (with menu 01) should be dispatched from the Firm's outlet latest by 9:00 Hrs so as to reach the Lecture Hall Complex, IITK by 9:45 Hrs.
 2. The Working Lunch Boxes (with menu 02) should be dispatched from the Firm's outlet latest by 12:00 Hrs and reach the Lecture Hall Complex, IITK by 12:45 Hrs.
 3. All items (in menu 01) must be served in a good quality hardboard box.
 4. Menu – 01 should be packed in good quality hardboard box. Water Bottle and softdrink should be provided separately.

5. Menu – 02 should be packed in disposable food plate further sealed and packed in a cardboard box. Minimum weight of the total food should not be less than 400 grams.
6. Adequate number of staff should be deployed to deliver and unloading the Working Lunch Boxes at IITK.
7. The Working Lunch Boxes (for menu 01 & 02, both) should be handed over in counting to a member of the XLV Convocation Food Committee or his nominee which will further be passed on to a party engaged for distribution of the same.
8. Quality of cooking ingredients should be specially taken care of. Only branded spices/ condiments/ ingredients should be used. Only branded (Naturefresh, Dalda, Dhara, Fortune, Sweekar) Vegetable Oil/ Sunflower Oil should be used. Only branded (Pillsbury, Shaktibhog, Aashirwad) wheat flour should be used. Good quality of refined sugar, Milk, Pickle should be used/ served. Branded Basmati rice should be served. Good quality of vegetables and fruits should be used.
9. All preventive measures should be taken against food poisoning. Any such incident will be viewed very seriously by the Institute and appropriate legal action will be taken.
10. Any deficiency in the service will be viewed seriously.
11. The caterer will be fully responsible to hand over the Lunch boxes in the time specified above.
12. Food provided will be checked by Institute staff/ Student Volunteers/ Committee members randomly half an hour before the distribution starts. Hence, the Firm providing lunch boxes will have to provide three extra boxes (over and above the order) free of cost for sample testing.
13. Penalty, as deemed fit by the Institute Committee will be charged in the event of sloppy/ unsatisfactory or sub-standard quality of food and/or service. Damages to property (if any) will be recovered on actual.

I. General Information:

1. Lunch Boxes are to be delivered on July 5, 2013 at the time specified above at IIT Kanpur.
2. Quantity required for Menu-01 is 2500 Nos.
Quantity required for Menu-02 is 500 Nos.
3. The committee will meet on July 22, 2013 at 12:15 Hrs at Room No. 208, Academic Affairs Building, IIT Kanpur to open the quotations. The willing applicants or their representative (only one applicant per firm) can attend this meeting. The applicant should bring along or send a sample box (free of cost) with all contents detailed in menu 01 and/ or 02. The sample lunch box should reach us by 11:45 hrs on June 22, 2013.

J. MENU(S) to be served:

MENU – 01

1. Veg. Mayonnaise Sandwich - 1 Nos. (Packed in cling film and thin cardboard box)
2. Cheese-Corn Role – 1 Nos.
3. Veg. Calzone - 1 Nos.
4. Khasta Kachauri – 2 Nos. (*Kachauri to be packed individually in Aluminum foil*)
5. Muffins - 1 Nos.
6. 50 gm packet of any one (Waffers/ Nut Cracker/ Aloo Bhujija/ Peanuts)
7. Dry Sweet – 2 Pcs
 - a. Magdal
 - b. Roasted Gujiya (Non fried & non-sugar syrup based)
8. Fruit – 1 Nos. (*Preferably Banana*)
9. Paper Napkin - 2 Nos.
10. Tomato Sauce Sachet – 2 Nos.
11. Packaged Drinking Water (200ml ISI mark water bottle, preferably Kinley/ Aquafina)
12. Soft Drink – 1 Can of 300 ml (any one from Coke/ Fanta/ Sprite/ Dew/ Pepsi)

MENU – 02

1. Shahi Paneer
2. Mix Vegetables (dry)
3. Dal fry (Yellow)
4. Fried Rice
5. Butter Roti – 4 Nos. (Tawa roti)
6. Dry Sweet – 1 Nos.
7. Achar
8. Cabbage, Carrot, Green Chilli & Lemon salad
9. Paper Napkin – 2 Nos.
10. Disposable Spoon – 1 Nos.
11. Packaged Drinking Water (200ml ISI mark water bottle, preferably Kinley/ Aquafina)
12. Soft Drink – 1 tetrapack of 200 ml (any one from Frooti/Jumpin/Amul Chach/Nimbuz)

Upadhyay

(C S Upadhyay)

Convener,
Convocation Food Committee' 2013