



INDIAN INSTITUTE OF MANAGEMENT LUCKNOW
Prabandh Nagar, IIM Road,
Lucknow – 226 013

Website: www.iiml.ac.in; E-mail:- purchase@iiml.ac.in, Contact No. 0522-6696945

To, M/s	ENQUIRY No: IIML/PUR/NOSTALGIA /28/2018-19 Date: 07/12/2018
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REQUEST FOR QUOTATION : CATERING SERVICES DURING NOSTALGIA

DURING DECEMBER 21-23, 2018 AT INDIAN INSTITUTE OF MANAGEMENT, LUCKNOW

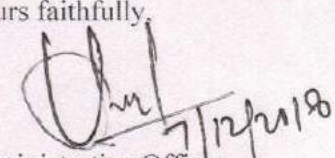
Dear Sirs,

IIM Lucknow intend to hire agency / firms for catering services during Nostalgia scheduled to be held on December 21-23, 2018 at IIM Lucknow Campus, Lucknow for around 250 (Two Hundred Fifty) participants.

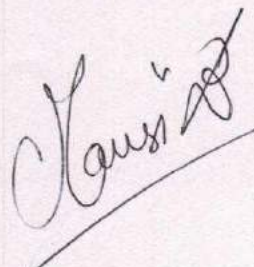
Kindly send us your quotation duly filled in annexure A with the most competitive rates, validity of rates etc. along with Earnest money Deposit of Rs. 6,000/- (Rupees Six Thousand only) within the date mentioned below in a sealed envelope addressed to the **Officer on Special Duty, Indian Institute of Management, Prabandh Nagar, IIM Road, Lucknow – 226 013** before 1400 hours on 17/12/2018 (Monday). The quotations should be sent titled by “ENQUIRY No: IIML/PUR/NOSTALGIA /.../2018-19 Date: 07/12/2018 **REQUEST FOR QUOTATION: CATERING SERVICES DURING NOSTALGIA DURING DECEMBER 21-23, 2018 AT INDIAN INSTITUTE OF MANAGEMENT, LUCKNOW**” through Registered/Speed post / Courier services only. Quotations received after the due date/time i.e. 17/12/2018 after 1400 hrs will not be consider for further processing.

Thanking you,

Yours faithfully,


Administrative Officer
Purchase & Stores

Enclosure : 1. General Terms & Conditions
2. Annexure- A



General Terms and Conditions:

● GENERAL INSTRUCTIONS AND CONDITIONS FOR SUBMISSION OF TENDER

For the purposes of this Tender Document, the Indian Institute of Management Lucknow, Prabandh Nagar, Sitapur Road, Lucknow shall be referred to as 'IIM Lucknow' and the intending, participating and successful bidders to this Tender Document shall be referred to as 'BIDDER/ CONTRACTOR/AGENCY'.

The tender document may downloaded tender document from our web site www.iiml.ac.in. The Bidder who had downloaded the tender document should submit the tender document before last date of along with the supporting document; else tender document for the bid will not be accepted.

(A) INSTRUCTIONS

(1) The Bidders who are interested in participating in the tender must read and comply with the instructions and the terms and conditions contained in the tender document.

(2) The bids shall be filled in by the Bidder clearly, neatly and accurately. Any alteration, erasures or over-writing would be liable to make the tender invalid unless the same is neatly carried out and attested over the full signature of Bidder. The decision of IIML to interpret the information and rates filled in by the Bidder shall be final and binding on the Bidder.

(3) The Bidders are requested to make themselves fully conversant with the General Conditions of Contract, Special Conditions of Contract, Technical Specifications, site conditions, safety and health aspects and norms to be observed, etc. at the time of submitting their bids. The Bidder is deemed to have examined and understood the tender document, obtained his own information in all matters whatsoever that might affect the carrying out the works expressly mentioned or works which may have to be carried out to fulfil his contractual obligation within the scheduled rates and to have satisfied himself to the sufficiency for his offer.

(4) The Bidders are required to fill in complete and accurate details as required under the tender documents. Failure to furnish all the information as required under the bid documents or submission of a bid containing deviations from the contractual terms and conditions, specifications or requirements shall be treated and rejected as being non-responsive.

(5) The Bidders are expected to carefully examine all instructions, forms, terms and specifications in the bid documents and to fully inform themselves as to all the conditions and matters which may affect the subject matter of the work/ tender or the cost thereof. If any errors, discrepancies or omissions are found in the documents or any Bidder is in doubt as to the true meaning or interpretation of any part, he shall seek necessary clarifications. However, no claim of any nature on account of any errors found in the tender documents shall be entertained.

(6) Conditional offers shall be rejected at the outset.

(7) IIML reserves the right to amend and modify the bidding documents at any time prior to the deadline for submission of bids, either at its own discretion or in response to a clarification requested by a prospective Bidder. In such cases, the IIML may in its discretion extend the deadline for submission of bids in order to facilitate the prospective Bidders for incorporating the effect of the amendment in their bids.

(8) The Bidder shall be disqualified if any untrue statement or misrepresentation is made in the bid forms, attachments and other supporting documents submitted by the Bidder.

(9) IIML reserves the right to qualify / disqualify any applicant without assigning any reason.

(10) In case any personnel of the Agency is implicated in any law suit or is injured by any person or group of persons agitating mob etc. during the course of performing his duty/ their duties for IIM Lucknow it shall be the sole responsibility of the Agency to defend its personnel in the court of law or to extend all medical and financial help etc. without charging any cost to the IIML.

(11) The IIML shall pay the agreed amount on production of bill. No other charges of any kind shall be payable except as under the contract.

(12) Under no circumstances Agency is entitled to claim any charges over and above the charges prescribed in the terms of this contract.

13) The tax as applicable shall be deducted from the bill unless exempted by the Income-tax Department.

14) In case of non-compliance/non-performance of the services according the terms of the contract, the IIML shall be at liberty to make suitable deductions from the bill without prejudice to its right under other provisions of the contract.

15) The decision of IIML in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.

(B) EARNEST MONEY DEPOSIT

(1) The Bidder shall deposit an amount of Rs. 6000/- (Rupees Six Thousand only) as earnest money deposit (EMD) along with the bid. The EMD shall be in the form of Demand Draft in favour of Indian Institute of Management Lucknow payable at Lucknow and from any nationalized bank.

(2) The EMD of the successful Bidder will be converted as Security Deposit and will be returned after successful completion of work/event.

(3) Any bid not accompanied with EMD or if the same are found to fall short, the bid will be rejected.

(4) No interest shall be payable on EMD.

(5) The EMD will be forfeited if the BIDDER (i) withdraws his tender after acceptance or (ii) withdraws his tender before the validity date of the tender. Or (iii) not complete the work/event at per instruction received from concerned department.

(C) EFFECT & VALIDITY OF BID

(1) The Bid offer shall be kept valid and shall have the validity period of thirty days from the due date for submission of bid.

(D) AWARD OF CONTRACT

(1) The successful Bidder shall be intimated of his selection through the Letter of Intent or Letter of Award / Work Order which shall be sent to him through e-mail.

(2) Further, the successful bidder shall give his request/consent for conversion of EMD into Security Deposit.

(E) MINIMUM ELIGIBILITY CRITERIA

Director/Officer on Special Duty, IIM Lucknow reserves the right to modify or relax the eligibility criteria in case none of the Bidder is able to fulfil the required criteria.

No relaxations will be given as far as statutory requirements are concerned.

(A) The Tenderer / Bidder should have minimum two years of experience in providing catering service to Department / Ministries of Government of India / PSUs / State Government / Reputed organisations (copies of work orders during each of the two years of past clients should be enclosed).

(B) The Tenderer / Bidder may be a proprietor firm, partnership firm, Limited company, Corporate Body legally constituted engaged in catering services (attested copy to be attached)

(c) Service Tax Registration certificate / GST Registration.

(d) Should not have been blacklisted by the Deptts/ Ministries of the Govt. Of India/ State Govt/PSUs.

(F) Conditions of Engagement of Personnel

(1) The Contractor shall not employ any person of age below 21 years and above the age of 50 years and the persons so engaged shall be sound in health capable of performing their work as per instructions and should not be suffering from any illness, infection and disease.

(2) All liabilities arising out of accident or death of any personnel while on duty shall be borne by the Contractor.

(3) The Contractor and its staff shall take proper and reasonable precautions to prevent loss, destruction, damage or misuse.

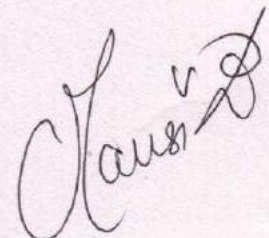
(G) WORK CERTIFICATION

(1) The work done and executed by the Contractor shall be approved and certified by the authorised personnel of IIML in accordance with the terms and conditions of this contract and the rules and norms of IIML. The Contractor shall be required to furnish satisfactory personnel deployment report to NIF in standard approved Performa.

(H) FORCE MAJEURE

The Parties hereto shall be relieved from the performance of the obligations as herein contemplated or from any penal consequences on account of non-performance which is attributable directly to force majeure conditions, which conditions are not in the power, domain or control of the Party affected. The Party seeking protection of such force majeure condition shall be required to send a notice of the existence and continuation of such conditions to the other Party and only thereupon the suspension of obligations shall follow.

For this purposes hereof, force majeure conditions shall mean n event beyond the control of the Party and not foreseeable by the Party and shall include events of floods, explosions, riots, wars, hurricane, epidemics, any other Act of God, quarantine restrictions, terrorism, government actions and provided always that such acts result in the impossibility of the further performance of the contract.



(I) SCOPE OF SERVICES:

(a) Agency shall arrange its own pandals/pagodas necessary for cooking and other activities related to catering services.

(b) Agency shall provide adequate approved good quality crockery and cutlery, utensils for serving warm food shall also be provided by the Agency.

(c) The Agency shall deploy chef and adequate catering staff, trained and well experienced to ensure timely, efficient and prompt service. The Agency shall provide trained manpower services. The Agency has to make own arrangement as per the requirement for the purpose for which he may be required to have other arrangements like fans, candle burners / gas burners, table ware and thermo ware etc.

(d) The waiters/ serving staff shall be well dressed, presentable, well-mannered and trained. Adequate sets of uniform shall be provided by the Agency so that they can present themselves neat and clean daily.

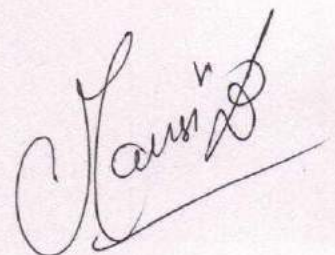
(J) Personal Hygiene

(a) The Agency shall ensure that staff deployed in catering services is not suffering from any infection or communicable diseases. The staff should trim their nails regularly and wear caps & gloves at the work place. Smoking, eating or chewing of tobacco / zarda / gutka etc. spitting is strictly prohibited.

(K) Quality Maintenance

(a) The eatables served by the Agency to the Guests shall be completely hygienic, free from any sort of adulteration or foreign ingredients etc. Dishes containing any foreign ingredient shall not be served.

(b) All vegetables, fruits etc. used shall be fresh and shall not be rotten or overripe. The Agency shall be responsible for their hygiene and safety. Milk and milk products such as curd, yoghurt, cheese etc. shall be of good quality and should be prepared and served fresh. All the items being used shall be stored properly and used much before the expiry date. Maintain hygienic conditions in cooking/ pantry area & dining/ serving areas.

A handwritten signature in black ink, appearing to read 'K. S. Srinivas', is located in the bottom right corner of the page. The signature is written in a cursive style with a long horizontal stroke at the end.

INDIAN INSTITUTE OF MANAGEMENT LUCKNOW
Prabandh Nagar, IIM Road,
Lucknow – 226 013

Website: www.iiml.ac.in; E-mail:- purchase@iiml.ac.in, Contact No. 0522-6696929

S. No.	Descriptions of the Firm	
1	GST No. of the Firm (attach attested copy)	
2	PAN/ GIR No. of the Firm (attach attested copy)	
3.	Registration No. of the Firm	
4.	Name of Tendering Company/ Firm	
5.	Name and Contact No. proprietor/Director of company/Firm/ Contractor	
6.	Address of Tendering Company/ Firm/ Contractor	
7.	E-mail Address of proprietor/Director	
8.	Earnest Money Deposit	Demand Draft..... Dated Bank.....

Certified that all above information's are correct to the best of my/ our information, knowledge and belief.

Dated

Name & Signature with Seal of the Bidder

Annexure-A

Requirement for around 250 (Two Hundred Fifty) participants.

	Veg and non veg Snacks:	Amount per Pax (in Rs.)
1	Spring roll	
2	Potatoes basket	
3	Fish Figures	
4	Chicken Chilli dry.	
5	Panni Puri With four types of water ...with Aloo and matter	
6	Paani Puri with Dahi Sonth.	

	Main Course:	Amount per Pax (in Rs.)
1	Manchow Soup veg and non veg	
2	Kebab platter, paratha and vinegar Onion	
3	Chicken Kaali mirch	
4	Roganjosh	
5	Panner tikka masala	
6	BBQ veg assortment seekh kabab	
7	Gobi matter	
8	Lemon rice	
9	Pindi chola with Aloo kulcha	
10	Sarson ka saag Make ki roti	
11	Dahi Wada with sweet chutney	
12	Assorted bread	
13	Salad...All	
14	Padad Assortment	
15	Chutney acchar	

	Sweets:	Amount per Pax (in Rs.)
1	Coffee	
2	Fresh fruit Cream	
3	Kesariya Doodh	
4	Moong ka halwa.	
5	Paan counter	

	Evening Snacks	Amount per Pax (in Rs.)
1	Peanuts	
2	Sweet Potato	
3	French Fies	
4	Chicken Tikka	

Date:

Signature and seal of the bidder

