

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
ACADEMIC SECTION



May 1, 2012
A(U)/XLIV Convo/2012/DNR/

NOTICE INVITING QUOTATIONS

Indian Institute of Technology Kanpur invites sealed quotations from reputed out-door catering agencies/ firms for providing catering services in the Institute premises on the occasion of its XLIV Convocation scheduled to be held on June 2, 2012. 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 15:00 hrs of May 9, 2012.

A. Eligibility Criteria:

1. Firm should be registered under any prevailing law in India.
2. Firm should have minimum 5(Five) 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.
(Attach relevant document(s) as Annexure – 1)

However, Firms who have provided catering services atleast twice during past at the Institute campus are also eligible to apply. These two services should exclude services provided to organize any marriage/ birthday party or for any individual. However, it may include the services provided during student's festival or conference/ seminar meals.

(Attach relevant document(s) as Annexure – 2)

B. Furnishing of Information:

Applicant is required to submit the following in respect of his organization:
(Attach relevant document(s) as Annexure – 3)

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 propitiator/ officer(s) to be concerned with proposed work for IIT Kanpur, with designation of individuals authorized to act for the organization.

C. 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 it for.

- D.** 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.
- E.** 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.

F. 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.

G. Terms & Conditions applicable for the awardees':

1. Service should start positively by 17:00 Hrs (for Hall V) and by 18:00 Hrs (for Hall II & III) and should continue till all guests have been served.
2. All items must be served hot and displayed properly. Hence, sufficient arrangements should be made for fresh preparation and disbursal of food.
3. Adequate number of staff should be employed.
4. Quality of cooking ingredients should be specially taken care of. Only branded (Everest, MDH, Mothers, Ashok, Catch, Lijjat) 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.
5. Good quality of bone-china crockery, steel cutlery (spoon & form both) and paper

napkins should be used.

6. Food should be displayed on adequate number of service counters to avoid crowding. The waiters should wear clean uniform; the discipline of the waiters and serving staff is the responsibility of the caterer.
7. The cooks, staff, waiters, serving personnel should be medically fit and free from infectious diseases, with good personal hygiene. The cooking utensils should be in good & clean conditions.
8. 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.
9. Any deficiency in the service will be viewed seriously.
10. Institute shall not provide any equipment/ machinery or any other item for the preparation of the meal except the Dining Hall of the respective hostel for service purpose.
11. All staff employed by the caterer should follow the instructions given by the Hall office staff and the Wardens from time to time.
12. It is the responsibility of the caterer to safeguard the property of the Hostel/ Institute and the premises in which he is operating. Any damages to the property of the Institute will be suitably recovered.
13. The caterer is fully responsible to hand over the Dining Space and the adjoining spaces in good clean condition to the satisfaction of the Hostel staff/ Warden.
14. Food preparation will be checked by Institute staff/ Student Volunteers/ Committee members half an hour before the event.
15. Penalty of 10% of the bill will be charged in the event of sloppy/ unsatisfactory service or if the Kitchen and adjoining area is found to be unclean after the event is over. Damages to property will be recovered on actual.

H. General Information:

1. Food has to be served to 700 (+-15%) people in each hostel.
2. Food has to be cooked and served on June 2, 2012 at IIT Kanpur.
3. Food should be cooked in the Kitchen and served in the Dining Hall of the student hostel. The Hostel number will be intimated later to the awardees.

I. MENU to be served:

Following is the proposed Menu to be served:

1. Starters: Mango Pana
 Soft Drinks (Coke, Fanta, Dew)
 Mango Shake
 Banana Shake

2. Main Course: Idlee
Vada
Uttapam
Sambhar
Coconut Chutney
- Chhola
Bhatura
Kulcha (Aloo, Paneer)
Onion Rings, Lemon, Green Chilli
- Aloo Sabji
Kachauri
Achar
Green Chutney
- Veg. Mayonnaise Sandwich
Veg. Cutlet
Tomato Sauce
- Aloo Tikki Chaat
Dahi Gujiya *with* Sweet Chutney
3. Desserts: Kulfi (AMUL)
Sponge Rasgulla
Gulabjamun
4. Packaged drinking water 200 ml glass (ISI mark) (to be served chilled)


(Munmun Jha) 2/5/12
Convener,
Convocation Food Committee' 2012