



Indian Institute of Management Kashipur

Kundeshwari, District – Udham Singh Nagar, Kashipur – 244713

(Web Site: www.iimkashipur.ac.in)



TENDER DOCUMENT

FOR DINNER FOR CONVOCATION AT IIM KASHIPUR

NOTICE INVITING TENDER (NIT) NO.
IIMKASHIPUR/PUR DEPTT / NIT/ CONVO/03/ 2023-24 DATED 02 FEBRUARY 2024

SECTION – I

The Indian Institute of Management (IIM) Kashipur, having its office at Kundeshwari, District – Udham Singh Nagar, Kashipur, Uttarakhand – 244713, is an Institute of national importance under the aegis of the Ministry of Education, Government of India set up to provide management education of high quality and to promote allied areas of knowledge and inter-disciplinary studies.

The IIM Kashipur invites bids in Two - Bid System (Technical and Financial) from reputed, experienced and financially sound bidders/firms.

Brief Tender Details:

Tender Description	Security Deposit (Rs.)
Tender for Dinner for Convocation at IIM Kashipur	30,000/-

The tender document can be downloaded from Institute website: www.iimkashipur.ac.in and Central Public Procurement (CPP) portal <http://eprocure.gov.in/epublish/app> and bids are to be submitted (hard copy) at IIM Kashipur as prescribed in the tender document. Kindly adhere to the last date and time of submission of the tender.

Critical Dates of Tender:

Sl. No.	Particulars	Date	Time
1	Date and Time of online Publication/Download of Tender	02 February 2024	1800hrs
2	Bid Submission start date & time	03 February 2024	1000hrs
3	Bid Submission close date & time	26 February 2024	1500hrs
4	Opening of Technical Bid	26 February 2024	1530hrs

INSTRUCTIONS TO BIDDERS

Bids in sealed cover are invited for Dinner for Convocation at IIM Kashipur under two - bid system from reputed experienced and financially sound parties. Please super scribe the outer cover of the sealed bid as “**DINNER FOR CONVOCATION CEREMONY AT IIM KASHIPUR**”, **NIT/CONVO/03 (dated 02 February 2024)** to avoid the Bid being declared invalid. Bids not super scribed with the details mentioned above may be declared invalid.



Indian Institute of Management Kashipur

Kundeshwari, District – Udham Singh Nagar, Kashipur – 244713

1. The Financial bids of only eligible and technically qualified bidders will be opened, after the same has been ascertained by evaluation of the Technical Bids by the Technical Evaluation Committee. Considering the urgency of the work, no requests for extending the deadline shall be considered.
2. The address, contact numbers, date of issue of quotations document, last date of submission of bids, date and time of opening of bids for sending Bids or seeking clarifications regarding this NIT are given below:-

Bids/queries to be addressed to	STORE AND PURCHASE OFFICER
Postal address for sending the Bids	STORE AND PURCHASE OFFICER INDIAN INSTITUTE OF MANAGEMENT, KASHIPUR KUNDESHWARI, KASHIPUR, DIST. UDHAM SINGH NAGAR, UTTARAKHAND (INDIA) PIN – 244713 Website: www.iimkashipur.ac.in
Name/Designation of the contact personnel	STORE AND PURCHASE OFFICER
Telephone numbers of the contact personnel	91-7088280882,7900444090 / 321,405
e-mail ids of contact personnel	purchase@iimkashipur.ac.in
Last date and time of submission of bid	26 February 2024 at 1500hrs hrs. Any changes of the schedule will be notified on the Institute's website.
Date and time of opening of Technical Bid	26 February 2024 at 1530 hrs onwards. Any changes of the schedule will be notified on the Institute's website. If the date is holiday, the next working day will be the opening date of the tender. Financial Bids of only those firms will be considered, whose Bids are found compliant/suitable after Technical evaluation is done by the duly constituted Committee.

3. Cost of Bid Document/Tender Fee: NIL

4. Issue of Tender: The tender document can be downloaded from the Institute website - www.iimkashipur.ac.in or eprocure.gov.in. Please keep visiting our website for any corrigendum/amendments and submit the bid document accordingly.

5. Manner of depositing the Bids: Sealed Bids should be either dropped in the Tender Box placed at Main Gate of IIM Kashipur or should be sent by registered post/courier at the address given above to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal/courier delay or non-delivery/non-receipt of Bid documents. Bids sent by FAX or e-mail will not be considered.

6. The NIT is to be signed on all the pages by the bidder. This NIT is being issued with no financial commitment. IIM Kashipur also reserves the right to withdraw the NIT, should it become necessary at any stage for withdrawing the NIT.

7. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. This event will not be postponed due to non-presence of your representative.

8. Forwarding of Bids – Bids should be forwarded by Bidders in a sealed envelope by duly super scribed as stipulated above and this should contain two separate envelopes of Technical Bid and Financial Bid, duly marked with the content on each. The Technical Bid should contain copy of NIT document duly signed and stamped on each page along with Annexure-I of the NIT supported by all the documentary proofs to



Indian Institute of Management Kashipur

Kundeshwari, District – Udham Singh Nagar, Kashipur – 244713

establish eligibility and their potential of professional readiness for the services. Financial Bid envelope should contain Annexure-II of the NIT, duly filled and signed.

9. Clarification regarding contents of the NIT: A prospective bidder who requires clarification regarding the contents of the bidding documents shall send their query/queries at purchase@iimkashipur.ac.in latest by **18 February 2024**. Any queries received beyond the above-mentioned timeline shall not be entertained. IIM Kashipur response to the queries shall be uploaded on the website.

10. Modification and Withdrawal of Bids: A bidder may modify or withdraw his bid after submission, provided that the written notice of modification or withdrawal is received by the IIM Kashipur prior to deadline prescribed for submission of bids. A withdrawal notice should on a signed confirmation copy to be sent by post or by email and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security. Submission of bid means that bidder has read all the terms and conditions of this Tender Documents carefully and will comply with them unconditionally. Conditional bids shall not be accepted.

11. Rejection of Bids: Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD.

12. Validity of Bids: The Bids should remain valid till **90 days** from the last date of submission of the Bids.

13. Security Deposit: The Bidder will be required to furnish a Security Deposit by way of Demand Draft through a public sector bank or a private sector bank authorized to conduct government business for an amount of Rs. 30,000/- (Rupees Thirty Thousand only) within 07 days of receipt of the confirmed order. The Security Deposit shall be released after the completion of the work pursuant to this Contract based on the "Completion Certificate" issued by IIM KASHIPUR stating that the Bidder has completed the work in all respects, satisfactorily. The Security Deposit, however, shall be released only after the expiry of the contract period, and after clearance of the final bill.

14. Payment Terms - Payments will be made through ECS/ NEFT on satisfactory supply of items after submission of the ink- signed bills for the completed services. Taxes like GST etc. will be paid as per Govt. norms. No advance payment(s) will be made.

SECTION – II

Conditions of the Contract

1. General Terms and Conditions:

(a) The Contractor shall not appoint any sub-Contractor to carry out any obligations under the contract or sub- let the contract. Any one or more the following action/commission/omission are likely to cause summary rejection of tender:

- (i) If the EMD and / or Tender fee is not found in order or receipts are not attached with the Bid.
- (ii) Any bid received late without conclusive proof that it was delivered before the specified closing time.
- (iii) Any bid received unsealed or improperly sealed
- (iv) Any conditional bid or bid offering rebate
- (v) Any bid in which rates have not been quoted in accordance with specified formats/details as specified in the Bid Documents.
- (vi) Any effort by a bidder to influence the IIM Kashipur in the bid evaluation, bid evaluation, bid comparison or contract award decision.



Indian Institute of Management Kashipur

Kundeshwari, District – Udham Singh Nagar, Kashipur – 244713

(b) The IIM Kashipur reserves the right to accept / reject / select more than one Contractor and to annul the bidding process of any or all bids at any time prior to award of contract without thereby incurring any liability to the affected bidders.

(c) The contractor shall be responsible for registration under the Contract Labour (Regulation & Abolition) Act, 1970 in respect of employees / workers engaged by them. Contractor shall ensure compliance to the provisions of all labour Laws or any other law relating thereto, and rules made hereunder from time to time. IIM Kashipur shall not own any responsibility in this regard.

2. Non-disclosure of Contract documents: Except with the written consent of IIM Kashipur, other party shall not disclose or share any contract/ provision, specification, plan, design, pattern, sample or information about the institute thereof to any third party.

3. Liquidated Damages: In the event of the Seller's failure to submit the Bonds, Guarantees and Documents, supply the stores/goods and conduct trials, installation of equipment, training, etc as specified in this contract, the Buyer may, at his discretion, withhold any payment until the completion of the contract. The Buyer may also deduct from the Seller as agreed, Liquidated Damages to the sum of 0.5% of the contract price of the delayed/undelivered stores/services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores.

4. Termination of Contract: IIM Kashipur shall have the right to terminate this Contract in part or in full in any of the following cases:-

(i) This Agreement may be terminated in whole or in part, by either Party in the event of a material breach by a Party that is not cured within thirty (30) days of a notice from the non-breaching Party.

(ii) This Agreement may be terminated in whole or in part, by a Party for convenience, on ninety (90) days prior written notice to the other Party.

(iii) In addition to the above, either Party may terminate this Agreement if the other Party (a) admits in writing its inability to pay its debts generally as they become due, or (b) makes an assignment for the benefit of its creditors, or (c) institutes or consents to the filing of a petition in bankruptcy, whether for reorganization or liquidation, under federal or similar applicable state laws, or (d) is adjudged bankrupt or insolvent by a court having jurisdiction, then in any of such events, the other Party may, by written notice, immediately terminate this Agreement, without further liability to the other Party, except to produce or pay all accrued payments.

5. Amendments: No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

6. Force Majeure: Neither Party shall be liable for damages for any delay or failure to perform its obligations hereunder, if such delay or failure is due to causes beyond its control or without its fault or negligence, including, without limitation, riots, wars, fires, epidemics, lack of human or material resources, quarantine restrictions, unusually severe weather, earthquakes, explosions, acts of god or state or any public enemy, or acts mandated by any applicable laws, regulation or order (whether valid or invalid) of any governmental body. If a force majeure event occurs the affected Party shall inform the other Party promptly and will use reasonable efforts to mitigate adverse effects and to resume performance as soon as practicable. Should the force majeure event extend beyond fifteen (15) days either Party shall have the right to terminate the Contract upon immediate written notice without any penalty or liability. However, the existing liabilities of the Parties and the IIM Kashipur's payment obligations for services successfully performed, provided the same is not affected by a force Majeure event, shall remain and not be affected by the force majeure event.



Indian Institute of Management Kashipur

Kundeshwari, District – Udham Singh Nagar, Kashipur – 244713

7. **Confidentiality:** Both the Parties hereby undertake that under no circumstances whatsoever they shall disclose any of the Terms of this Contract and all or any Confidential Information belonging to the other party like financial plans, business plans, and others, declared confidential to which they might have access during the association with one another in terms of this Contract, except to the extent that is already in public knowledge/ domain. The Confidential Information as hereinabove detailed shall not be disclosed during the subsistence of this Contract and thereafter for a period of five years from the date of termination of this Contract for whatever reason.
8. **Data Security:** The Bidder shall use inputs provided by IIM KASHIPUR solely for performing its obligations under this Contract, and will not, at any time, transfer, save, download, print, disclose, or in any other way use the inputs other than as directly required for the provision of the services under this Contract or as directed by IIM KASHIPUR in writing.
9. **Notices:** All notices, requests, demands or communications required hereunder shall be in writing inclusive of electronic means as recognized by IT Act 2000 (including any statutory modifications thereof) and shall be deemed to have been given or made (a) if by mail when deposited in the mail by certified mail, postage prepaid return receipt, requested at its address set forth on the signature pages hereto (b) if by telecopy when sent by used telecopy to the telecopy number set forth on the signature page hereto provided. Either Party may change its address or telecopy number for notice, by providing notice to the other Party of such change in the manner and within such time as provided herein.
10. **Counterparts:** This Agreement may be executed in counterparts, each of which shall be deemed an original but all such counter parts shall together constitute but one and the same agreement.
11. **Non-Solicitation:** During the term of the Agreement and for a period of one (1) year thereafter, neither Party shall (either directly or indirectly through a third party) employ, solicit to employ, cause to be solicited for the purpose of employment or offer employment to any employee/s or subcontractor/s of the other Party, or aid any third person to do so, without the specific written consent of the other Party. For the avoidance of doubt, this restriction applies only to those employees who relate to the services performed under this Agreement. The clause does not prevent hiring based on responses by employees to public advertisement on any media that are not specifically targeted at the other Party's employees.
12. **Indemnity:** The Contractor (Indemnifying Party) shall indemnify, defend and hold harmless the IIM Kashipur (Indemnified Party), its directors, officers and employees from and against any and all losses claims, demands, liabilities (including attorney's fees) that arise from any errors and any act/commission/omission on the part of the Indemnifying Party or in connection with any work, obligation, authority delegated to the Indemnifying Party under this Contract.
13. **Arbitration:** In event of any dispute or difference arising out of or in connection with the Contract including the interpretation of its clauses or any other matter arising out of the Contract between the Parties, the same shall be resolved by mutual discussion and if any dispute or difference arising out of this Contract or interpretation of the Contract or any other matter related to it. If the contract still remains unresolved; it shall be then referred to the Sole Arbitrator who shall be appointed by the Director, IIM Kashipur alone. And the arbitral proceedings shall be conducted strictly in accordance with the Arbitration and Conciliation Act, 1996, as amended up-to-date (including the statutory modifications thereof). The place of conducting Arbitration / seat of Arbitration shall be Kashipur, Uttarakhand and the arbitral proceedings shall be conducted in English language only. The cost of arbitration shall be shared equally by both the parties and the decision/ interim orders passed by the Sole Arbitrator shall be final and binding on both the Parties.



Indian Institute of Management Kashipur

Kundeshwari, District – Udham Singh Nagar, Kashipur – 244713

SECTION- IV

SCOPE OF WORK

1. The **Menu for the Dinner for Convocation** ceremony is appended below:

Dinner during Convocation (Buffet Service)

Date: 22nd April 2024 (Tentatively), Time: Will be intimated later,

Venue: IIM Kashipur, Kundeshwari,

Dining-in strength: 1800 (Approx.)

- a. Soup: Tomato Soup
- b. Salad: Green Salad, Sprouted Salad, Russian Salad
- c. Regular Supplements: Papad, Green Chutney, Pickles, Dahi Vada, Curd
- d. Main Course :
- (i) Veg: Paneer Lababdar, Mushroom Masala and Seasonal Veg
- (ii) Dal: Makhani and Yellow Dal Tadka
- (iii) Raita: Pahari Raita
- (iv) Rice: Jeera Rice and Plain Rice
- (v) Tandoor/Tawa: Roti (Full Basket, all types)
- (vi) Non-Veg: Chicken Afghani
- (vii) Dessert: Stuffed Gulab Jamun, Ice Cream (Amul)
- e. Drinkables: Bottled Water (250ml or 200ml), Cold Drinks and Jal- Jeera
- f. Additional Bottled Water required for other Committees: As per actual requirement.

Note:

(a) The contractor should be ready to cater for at least 10% excess number dining-in members than initially anticipated and mentioned above in the Tender. There should be minimum Eight numbers of serving counters during the services at IIM Kashipur.

2. Special terms and Conditions of Contract:

- (a) The contractor shall provide adequate approved good quality crockery and cutlery (Bone China/ Opal ware) and table cloth of good quality on the buffet table.
- (b) Presentable utensils for cooking and serving warm food shall also be provided by the agency.



Indian Institute of Management Kashipur

Kundeshwari, District – Udham Singh Nagar, Kashipur – 244713

- (c) The contractor shall ensure that staff deployed for food preparation and service must use disposable caps and gloves during cooking and food service respectively.
- (d) The contractor shall ensure that staff deployed in catering services are free from any infection.
- (e) All dishes should be made from fresh and good quality raw materials.
- (f) IIM Kashipur reserves the right to reject any or all the bids without assigning any reason also reserve the right to add, delete and modify the terms and conditions at any point of time.
- (g) Cleanliness and hygiene to be strictly maintained in all respects including in the process of cooking, serving places and the serving process.
- (h) Proper dress code is required and the serving staff must wear gloves and cover head during serving any edible or drinkable item.
- (i) If required, the contractor should be ready to cater for at least 10% excess number dining-in members than initially anticipated and mentioned in the Tender. There should be minimum Eight numbers of serving counters during the services at IIM Kashipur.
- (j) There should be no delay in the replenishment of any food item, and the guests must not wait for any item because of its unavailability.
- (k) **There should be a separate hospitality trained and upright professional serving staff for the VIPs and BoG members of IIM Kashipur.**
- (l) The contractor shall be responsible for the behaviour of the staff deployed. The staff deployed should be courteous and co-operative towards every guest in the event.
- (m) The start timing for dining shall be intimated to contractor at least a week advance. The contractor is to adhere the timings strictly and no delay is tolerable. There should not be any case of shortage of any menu items.
- (n) The contractor will coordinate with the tent house contractor in order to have proper layout planning to serve the guests.
- (o) The quality of service delivery will be measured in terms of various parameters which includes: Preparation and delivery process, Quality of food, Reliability, Responsiveness and Assurance.
- (p) IIM Kashipur reserves the right to impose **penalty of adequate amount (of minimum Rs. 25,000/-)** or as decided by the competent authority of the institute for shortcomings in quality of service/delivery, if any. The institute also reserves the right to debar / black list the contractor for future participation in any of such event at IIM Kashipur.

Note:- The contractor has to quote in INR (must be inclusive of taxes as applicable) for the menu as above **(with basic decoration for catering only)**. Water and Electricity will be provided by IIM Kashipur for cooking purpose only while rest all arrangement for smooth operations of catering, serving and hospitality will be the responsibility of the contractor.

SECTION – V

Technical Eligibility Criteria of the Bidders

1. Eligibility Criteria

- (a) The agency should have valid GST registration (documentary evidence to besubmitted).
- (b) Average Turn over in last 03 (three) financial years (2020-21, 2021-22 & 2022-23) shall not be less than Forty lakh. (A self-attested copy of certificate issued by a Chartered Accountant with UDIN number shall be enclosed).



Indian Institute of Management Kashipur

Kundeshwari, District – Udham Singh Nagar, Kashipur – 244713

(c) Minimum 03 (three) years of experience in carrying out similar catering works undertaken for Government / Public Sector Undertakings / Autonomous Body or CFTI's. Reputed Hotels having star ratings (as per Govt. norms) and prior experience in carrying out convocation lunch / dinner shall be preferred. (Documentary evidence, work orders/certificates, to this effect should be enclosed)

(d) The EMD is not required to be submitted by those MSE Bidders who are registered as Micro and Small Enterprises (**MSEs**) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase organization or the concerned Ministry or Department. Exemptions, if any, must be supported with legitimate documents and they shall have to enclose valid self-attested registration certificate(s) along with the tender to this effect.

(e) There should be no criminal case pending with the police against the Proprietor/ Firm/ Partner or the Company (Contractor) and the firm should not be blacklisted by Central Government/ State Government/ PSU/any other Institutes. The declaration to such state as incorporated will be assumed for this purpose.

2. **Evaluation Criteria** - The broad guidelines for evaluation of Bids will be as follows:

(a) Opening of Tender (Financial Bid) – Financial Bid (Tenders) of the Tenderers who are technically qualified shall be opened in the presence of designated Authority and Tenderers who wish to be present there. The date of Financial Bid opening will be intimated to the shortlisted Tenderers subsequently by e-mail.

(b) Evaluation of Tender – The entire bid process will be of three steps as follows –

Step 1 – Technical evaluation (Eligibility criteria & as per Annexure-I of the NIT)

Step 2 – If required, the designated committee shall visit the Hotels of the technically qualified bidders for checking the sample of food. The committee will assess the competency of the firm, experience, and sensitivity to provide services to IIM Kashipur.

The procedure for selection of the Firm / Bidder shall be based on Quality & Cost base selection (QCBS) system for evaluation by the Committee. Based on the details provided and the presentation to the Evaluation Committee, Firms/ Bidders will be awarded technical score on the following dimensions:

Particulars	Maximum Marks
Average Turn over in last 03 (three) financial years (2020-21, 2021-22 & 2022-23) shall not be less than Forty Lakh.	25 marks
Experience in carrying out similar catering works undertaken for Government /Public Sector Undertakings/ Autonomous Body or CFTI's of the same volume. Reputed Hotels having star ratings (as per Govt. norms) and prior experience in carrying out convocation lunch / dinner shall be preferred.	25 marks
Total Marks	50 marks



Indian Institute of Management Kashipur

Kundeshwari, District – Udham Singh Nagar, Kashipur – 244713

Step 3 - The Total mark for Financial Bid is 50 marks.

(a) The Institute will open the Financial Bids of technically qualified bidders. The score for financial bids will be calculated as below –

(Lowest tender price * 50) / (Tender price quoted by individual Firm or Company).

The Firm will be selected basis on the highest marks scored as follows:

Overall score = (Technical Score as per step 2) + (Score from Financial bid)

(b) In the event of the tie in the overall score, then the financial capability of the firm (average of the turnover for last three years) is to be considered for finalizing the vendor. Decision taken by the committee, in this regard, shall be binding to all the applicants contesting for successful bidder position.

Signature of the Bidder with Seal



Indian Institute of Management Kashipur

Kundeshwari, District – Udham Singh Nagar, Kashipur – 244713

ANNEXURE-I

(Refers to IIM Kashipur/NIT/Conv/03)

Technical Bid: Check List

Sl. No.	Technical Criteria	Documentary Evidences duly self- certified to be attached with the Technical Bid
1.	The agency should have valid GST registration	Documentary evidence to be submitted.
2.	Average Turn over in last 03 (three) financial years (2020-21, 2021-22 & 2022-23) shall not be less than Forty lakhs. (A self-attested copy of certificate issued by a Chartered Accountant with UDIN number shall be enclosed).	Certificate issued by a Chartered Accountant shall be enclosed
3.	Minimum 03 (three) years of experience in carrying out similar catering works undertaken for Government / Public Sector Undertakings / Autonomous Body or CFTI's (Documentary evidence, work orders/certificates, to this effect should be enclosed)	Documentary evidence to be submitted.



Indian Institute of Management Kashipur

Kundeshwari, District – Udham Singh Nagar, Kashipur – 244713

ANNEXURE-II

(Refers to IIM Kashipur/NIT/Conv/03)

FINANCIAL BID

Name of the Tenderers Firm: _____

Work Description: <u>Dinner during Convocation (Buffet Service)</u> <u>Date: 22nd April 2024 (Tentatively), Time: Will be intimated later,</u> <u>Venue: IIM Kashipur, Kundeshwari,</u> <u>Dining-in strength: 1800 (Approx.) or actual usage whichever is higher</u>	Price per Plate (Rs.) inclusive of all taxes & charges
a. <u>Soup:</u> Tomato Soup	
b. <u>Salad:</u> Green Salad, Sprouted Salad, Russian Salad	
c. <u>Regular Supplements:</u> Papad, Green Chutney, Pickles, Dahi Vada, Curd	
d. <u>Main Course</u>	
(i) <u>Veg:</u> Paneer Lababdar, Mushroom Masala and Seasonal Veg	
(ii) <u>Dal:</u> Makhani and Yellow Dal Tadka	
(iii) <u>Raita:</u> Pahari Raita	
(iv) <u>Rice:</u> Jeera Rice and Plain Rice	
(v) <u>Tandoor/Tawa:</u> Roti (Full Basket, all types)	
(vi) <u>Non-Veg:</u> Chicken Afghani	
(vii) <u>Dessert:</u> Stuffed Gulab Jamun, Ice Cream (Amul)	
e. <u>Drinkables:</u> Sufficient Bottled Water (250ml or 200ml), Cold Drinks, Butter Milk and Jal- Jeera	
Total Price Per Plate (Rs.)	

Note: Additional Bottled Water required for other Committees: **As per actual requirement and shall be intimated separately and the bills should be raised separately.**

In words, Price Per Plate of Buffet Dinner (inclusive of all taxes and charges) for Convocation:-.....

.....

Note:

(a) The price quoted should be the final price inclusive of all taxes and freight, miscellaneous cost etc. All boarding, lodging and other cost incurred shall be borne by the contractor. The financial bid should be accordingly quoted. No extra amount shall be paid.

(b) The payment shall be made for 1800 persons/plate or actual usage whichever is higher.

Date:

Signature of the Tenderer with Firm's Seal