

NETAJI SUBHAS INSTITUTE OF TECHNOLOGY

Azad Hind Fauj Marg, Sector-3, Dwarka, New Delhi-110078

Instrumentation & Control Engg. Division

To,
M/s _____

Subject: Limited Tender Inquiry for preparation and serving of Food, Beverages and snacks for the International Conference SIGMA 2018 (23.02.2018 to 25.02.2018).

Date of Invitation : 15.02.2018

Last date and Time of Submission : 20.02.2018 by 3:30 PM

GST registered caterers are invited for the preparation and Serving of Food, Beverages and snacks for the International Conference SIGMA 2018 to be held in NSIT campus on 23.02.2018 to 25.02.2018. Following are the details of food to be served to the delegates, speakers, session chairs & co-chairs, NSIT officials, invited guests and organizers at the said Conference.

Day 1: 23-02-2018

	Menu	Tentative Number of Plates	Average Rate/plate in Rs.	Total Cost without GST in (Rs.)
High Tea	Tea, Coffee, Assorted pakodas, Assorted Biscuits, sandwich, Dhokla, Sweets, Cake, chips, cold drinks, water bottle (200 ml).	200		
Lunch	Rice, Dal-Makhni, Paneer, Mix. Veg., Raita, Roti, Papad, Salad, Sweets, Soup, water bottle (200 ml).	300		
Evening Tea	Tea, Coffee, Biscuits, Chips, Sandwich, Samosa, Water Bottle (200 ml).	200		

Day 2: 24-02-2018

	Menu	Tentative Number of Plates	Average Rate/plate in Rs.	Total Cost without GST in (Rs.)
Morning Tea	Tea, Coffee, Biscuits, chips, water bottle (200 ml).	200		
Lunch	Zira Rice, Rajma, Kadai Paneer, Pulav, Roti, Seasonal Vegetable, Papad, Salad, Dahi wada, Sweets, water bottle (200 ml).	300		
Evening Tea	Tea, Coffee, Biscuits, Chips, Samosa, Water Bottle (200 ml)	200		

Gala Dinner	Snacks: French fries, Chilli paneer, Spring rolls, hare kababs, cold drinks. Main Course: Non-Veg: Chicken curry, Mutton Vegetarian: Hakka Noodles, Rice, Chhole, Paneer Kofta, Bhindi Masala, Breads, Papad, Green Salad, Dahi wada, Italian Salad, Sprouts Sweets: Mung-dal halwa, Ice cream, Gulab Jamun, Cofee, water bottel (200 ml).	400		
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Day 3: 25-02-2018

	Menu	Tentative Number of Plates	Average Rate/plate in Rs.	Total Cost without GST in (Rs.)
Morning Tea	Tea, Coffee, Biscuits, Cake, chips, water bottle (200 ml)	200		
Lunch	Fried Rice, Karhi Pakoda, Palak Paneer, Aloo-matar, Mix-veg, Veg. Raita, Papad, Salad, Sweets, Breads, Noodles	300		
Evening Tea	Tea, Coffee, Biscuits, Chips, Bread Pakoda, Water Bottle (200 ml)	200		
Total of all the three days Catering				
GST @ ?????				
Grand Total				

The detailed Terms & Conditions for arranging and serving of above mentioned menus are enclosed herewith.

Required Documents to be submitted along with above documents:

1. Copy of GST Registration Certificate.
2. Copy of PAN Card.
3. Bank Details for the Payment of Successful Bidder/Caterer in following format:
4. Sample of food for two committee members on the last day of bidding preferably at 1:30 PM in the office of ICE Div., Block #6.

Details of the Bidder (Applicant)	
Bank Details	<Account No.> <Bank Name> <Bank Address> <IFSC Code> <RTGS/NEFT Code> <Bank Code>
Bidding Details	<NIT No.> <Name of Goods> <Closing date & time of Tender> <Bidder's Name>
Address	<Bidder's Address>

Note: Please read carefully Specific and General Terms & Conditions enclosed herewith before quoting your rates.

Firm's Name:

Signature with Seal
of Bidder

Address:

Specific Terms and Conditions

1. The food shall be served in good quality Bone China or Melamine crockery with neat and clean good quality napkin of appropriate size.
2. The caterer shall arrange at least 10 No. Stainless Steel dustbins.
3. The caterer shall arrange at least 6 No. waiters to serve the foods.
4. The food waste shall be finally disposed by the caterer in the dustbins of NSIT as instructed by the Organizer of the Conference or his authorized representative. In case the food waste is found scattered anywhere in the campus, the penalty an amount of Rs. 12,500.00 shall be deducted from their bill.
5. In case of quality of food is found to be inferior, the contractor can be black listed for further services in the Institute.
6. All food should be served hot and fresh except cold deserts & salad in superior quality.
7. There should be two sets of food items on the day of gala Dinner.
8. The food shall be served to the guests coming from various parts of India and abroad. Therefore, it is essential that the food is prepared in highly hygienic conditions and served in properly and decently manner. Any deficiency on this account shall not be acceptable at any cost.
9. The Food and Snacks have to be prepared and served as per the date wise specified menu.
10. The Bidder/caterer have to produce sample of food for two committee members on the last day of bidding preferably at 1:30 PM in the office of ICE Dev., Block #6.

General Terms & Conditions:

1. Food serving Time shall be adhered as per the directions of the organizer of the Conference or its authorized member.
2. The rates shall be inclusive of cartage, loading, unloading etc. all complete. Nothing extra shall be paid on any account.
3. Payment shall be made after successful completion of the 3-days event only through ECS mode of payment.
4. Bill/Invoice/Cash Memo etc. should be addressed to:
The General Chair, SIGMA 2018,
Netaji Subhas Institute of Technology
Azad Hind Fauz Marg, Sector-3, Dwarka,
New Delhi-110078.
5. The item shall be inspected by the General Chair and/or Co-Chair, SIGMA 2018 or his authorized representative.
6. Consignee: Head, ICE.
7. GST number must be given on the face of the bill.
8. In all cases of disputes the decision of the General Chair, SIGMA 2018 shall be final.
9. The food requirement for all the three days has already been specified against each day's menu. However, in case of any deviation in requirement on spot, the General Chair, SIGMA 2018 shall inform about it conveniently to the caterer.

10. The caterer shall ensure the quality of the food served is superior and highly hygienic.
11. In case, the quality of the food is found to be inferior or the quantity is found to be insufficient then appropriate penalty shall be levied and the caterer shall be black listed and banned from participating in the tenders at NSIT in future. The decision of the General Chair, SIGMA 2018 shall be final and binding on both the parties i.e. organizer of SIGMA 2018 and the caterer in respect of amount and form of the penalty.

Prof. Smriti Srivastava
General Chair, SIGMA 2018