

## NOTICE INVITING TENDER

Sealed Tenders are invited from reputed vendors on behalf of IEST, Shibpur for **supply and distribution** of food packets on "2<sup>nd</sup> Annual Convocation" to be held on 4th March, 2016.

**NAME OF WORK:** Supply and distribution of Food packets for "2<sup>nd</sup> Annual Convocation" of IEST, Shibpur.

**TYPE OF WORK:** Supply and distribution of Food packet for 2<sup>nd</sup> Annual Convocation" of IEST, Shibpur at 4/5 different places within IEST Campus

**LAST DATE AND TIME FOR RECEIVING THE BIDS:** 24 th February (Wednesday), 2016 at 1300 Hrs.

**DATE AND TIME OF OPENING OF BIDS:** 24 th February (Wednesday), 2016 at 1600 Hrs.

**REQUIREMENTS AND SPECIFICATIONS:** Total number of food packets will be approx 1400 (about 1200 Non.veg + 200 Veg ), Number may vary depending on actual requirement.

Each food packet shall contain adequate food for one person. The menu will be-

### **Non Veg.-**

1. Chicken Biryani with 100 gm India Gate Dehradun Rice, 100 gm chicken (one down stick piece in each packet), one piece half potato (Standard size), one piece poultry egg packed in a plastic container of capacity 750 gm. and
  2. Chicken Chap with 150 gm chicken in each plastic container of required capacity
- OR**
1. Mixed Fried Rice with India Gate Dehradun Rice (100 gm), Chicken, Egg, Prawn packed in a plastic container of required capacity. and
  2. Chic ken Chap with 150 gm chicken in each plastic container of required capacity

### **Veg.-**

1. Veg Biryani with 125 gm India Gate Dehradun Rice, one piece half potato( standard size) packed in a plastic container of capacity 750 gm. and
2. Sahi paneer with 100gm paneer (Mother dairy) in each plastic container of required capacity

### **The foods shall be properly packed and hygienic.**

**INSTRUCTION TO BIDDERS:** The Successful Bidders are expected to provide the above mentioned foods subjected to the following conditions:-

1. The above mentioned food packets will be distributed by the vendor on 4.03.2016 at 4/5 different places within IEST Campus
2. The food packets should be freshly made and packed. The Bidder shall provide qualification information which shall include:- 1. The bidder should provide Valid Licence (Trade, food etc.) along with Company / Proprietor Pan Card, as applicable. 2. The bidder needs to submit Valid Service Tax Registration, VAT Registration as applicable. 3. The bidder need to submit Documentary proof of

Income Tax Return of at least one (1) year from last three (3) financial years. 4. The bidder should submit duly signed and self-attested declaration that, the bidder hasn't been blacklisted by any organisation for performing below standard.

### **Bid Price**

a) The bid shall be for the whole work including delivery and distribution at different counters of food packets. b) The bidders are required to quote their price, in amount of INR only for the whole work. c) All duties, taxes and other levies, payment to persons at delivery counters payable by the vendor under the contract shall be included in the total price d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

### **Submission of Quotations**

1. The quotation submitted by the bidder shall comprise the following:

(a) Quotation in the format given in Annexure-1

(b) Qualification information duly completed.

2. The bidder shall seal the quotation in an envelope addressed to "The Registrar, Indian Institute of Engineering Science and Technology, Shibpur, Howrah-711103".

3. The envelope will also bear the following identification: - "**Quotation for Supply of Food Packets for Convocation 2016, of IEST, Shibpur**". Do not open before \_\_\_\_\_ hours dated \_\_\_\_\_ (time and date of quotations opening.)

4. Quotations must be submitted in the Office of the Registrar, Indian Institute of Engineering Science & Technology, Shibpur, Howrah-711103 latest by the specified time and date.

5. Any quotation received after the deadline for submission of quotations will be rejected and returned unopened to the bidder.

6. Quotation must be submitted **along with** a DD/Pay order/Bankers cheque **of Rs 5000/- (five thousand) only** in favour of "Registrar, IEST, Shibpur" as **EMD**, without which quotation will not be considered.

### **OPENING OF QUOTATIONS:**

Quotations will be opened in the presence of Bidders or their representatives who choose to attend at the specified time and date in Conference room at Ground floor opposite to old VC's Chamber.

### **PRIVACY OF BIDS:**

Information relating to evaluation of quotations and recommendations for the award of contract shall not be disclosed to bidders or any other persons not officially concerned with the process until the award to the successful bidder is announced.

**EVALUATION OF BIDS**

The IESTS authority will evaluate and compare the quotations (the gross amount i.e. inclusive of all taxes, other charges etc) determined to be substantially responsive i.e. which - (a) Meet the qualification criteria specified above, (b) Are properly signed, and (c) Conform to the terms and conditions, specifications without deviations.

**AWARD OF CONTRACT**

The IESTS authority will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price and who meets the specified qualification criteria. Notwithstanding the above, the IESTS authority reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

ANNEXURE-1

**QUOTATION**

To,

The Registrar,

Indian Institute of Engineering Science and Technology, Shibpur,

Howrah-711103

Subject: **Supply and distribution of Food packets for “Convocation 2016” of IEST, Shibpur.”**

Reference: Tender No ..... dated .....

Dear Sir,

I/We offer to execute the works described in tender no referred to above in accordance with the Conditions of Contract enclosed therewith for a total Contract Price of Rs. \_\_\_\_\_ [in figures]\*\* Rs. \_\_\_\_\_ [in words]\*\*

This quotation shall constitute a binding contract between us. We understand that you are not bound to accept the lowest or any quotation you receive. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Yours faithfully,

Authorized Signature

Date:

Name & Title of Signatory

Name of Bidder Address-

\*\* To be filled in by the Bidder, together with his particulars at the bottom of this form.

**To be filled by the bidder ( considering total Number of packets Non-Veg-1200 and Veg-200)**

The Price of a unit quantity: Rs .....

(Including all taxes, including service charges)

The Gross Amount (inclusive of all): Rs.....

(Including all taxes, including service charges)