



भारतीयप्रबधसस्थानकोषिकोड  
आईआईएमकोषिकोडकैम्पस- पीओ  
**INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE**  
IIM Kozhikode Campus P.O, Kozhikode - 673 570, Kerala

**NOTICE INVITING TENDER**

No:06-29(01)/NIT-43/2014-IIMK.GA

Date : 23.01.2019

1.	Name of the work	<b>Catering Services for the 21<sup>st</sup> Annual Convocation of IIM Kozhikode to be held on 06.04.2019</b>
2.	Cost of Bid Document	₹ 1000/- + ₹120/- as 12% GST = ₹1120/- by way of DD drawn in favour of <b>Indian Institute of Management Kozhikode</b> payable at Kozhikode / Calicut Cost of Bid Document should be submitted along with the tender. The same is non refundable. Tender document can be downloaded from IIMK Website <a href="http://www.iimk.ac.in/announcements/Tender.php">http://www.iimk.ac.in/announcements/Tender.php</a>
3.	Period of downloading of Tender Documents from IIMK Website	From <b>23.01.2019 to 21.02.2019</b>
4.	Site visit, if required	During 11:00 AM – 5:00 PM on working days till 20.02.2019
5.	Last date of submission of Tender	<b>22.02.2019 up to 3:00 P.M</b>
6.	Date of Opening of Tender	<b>22.02.2019 at 4:00 PM</b>
7.	Mode of Submission of Tender	Can be sent by Speed Post/Registered Post/ Courier or dropped in the Box marked 'Purchase Section' in the Admin. Building.
8.	Address to which the Tender is to be sent	Chief Administrative Officer Indian Institute of Management Kozhikode IIM Kozhikode Campus P.O. Kozhikode – 673 570
9.	Contact Person	Consultant, Logistics and Administration, Indian Institute of Management Kozhikode IIM Kozhikode Campus P.O. Kozhikode – 673 570 Tel: 0495 – 2809218



## भारतीयप्रबंधसंस्थानकोषिकोड

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**INDIAN INSTITUTE OF MANAGEMENT, KOZHIKODE**

IIM Kozhikode Campus P.O, Kozhikode, Kerala - 673 570

### Notice Inviting Tender

For

### Catering Services for the 21<sup>st</sup> Annual Convocation of IIM Kozhikode to be held on 06.04.2019

No :06-29(01)/NIT-43/2014-IIMK.GA

Date: 23.01.2019

#### 1. General:

Indian Institute of Management Kozhikode (IIMK) invites sealed Tender from experienced and reputed Caterers to serve the Convocation Dinner at the designated venue within the premises of Indian Institute of Management Kozhikode on 06.04.2019. The tentative number of plates are around 3000. The tenders must be sent in **sealed envelope** super scribing Tender for '**Catering Services for the 21<sup>st</sup> Annual Convocation of IIM Kozhikode**' so as to reach the **Chief Administrative Officer, Indian Institute of Management Kozhikode, IIMK Campus P.O., Kozhikode – 673 570 (Kerala) on or before 3:00 PM on 22.02.2019.**

#### 2. Scope of Services:

The caterer is required to provide catering services for the duration of the Convocation 2019 starting from 5th April 2019 to 6th April 2019. The main services include but not limited to the following:

- Convocation Dinner:** Caterer to provide dinner for about 3000 persons as per menu attached.
- Provide Tea and snacks (High Tea) for press persons and other dignitaries when asked for on 6th April 2019.
- Provide bottled water and or juices and snacks for rehearsals on 5<sup>th</sup> April 2019.
- Any other catering services so required for the event.

#### 3. Compliances and Submission of Tender

3.1 The Caterer should comply with the following:

- 3.1.1 Have a valid Food/catering License from Statutory Authority.
- 3.1.2 Statutory compliances such as Income Tax and GST should be compliant.
- 3.1.3 Copies of the catering orders from reputed Academic Institutes/Government Institutions/Departments of repute for serving lunch/dinner for more than 1000 or a single order value of more than 8 lakhs in the past two years, for at least two occasions.
- 3.1.4 Should not have been blacklisted.

- 3.2. The commercial part of the bid has to be quoted in INR (Page 7) for the Convocation Dinner as per menu as specified in *Annexure –II* (Page 6).
- 3.3. Space (with basic requirements), water and electricity will be provided. Rest all other arrangement for smooth operations to include cooking venue arrangements, serving will be the responsibility of the Caterer. The caterer will also be responsible for waste disposal. Waste should be cleared and disposed outside the campus immediately on conclusion of the dinner and other functions, failing which suitable penalty will be imposed.

#### **4. Guidelines for submitting tenders:**

- 4.1 Tenderers are requested to submit the tenders **as per Annexure-I & II attached**, duly signed and stamped along with Demand Draft of ₹1120/- (Rupees one thousand one hundred and twenty only) drawn in favour of Indian Institute of Management Kozhikode, payable at Kozhikode towards the cost of Tender Document. In case desired documents/proof is not enclosed, the tender may be rejected and no clarification/enquiry in this regard will be entertained.
- 4.2 The tenders must be sent in sealed envelope superscribing “Tender for Catering Services for the 20th Annual Convocation of IIM Kozhikode” so as to reach the Chief Administrative Officer, Indian Institute of Management Kozhikode, IIMK Campus P.O., Kozhikode – 673 570(Kerala) on or before 3:00 PM on 22.02.2019. IIMK shall not take responsibility if the Tender is not received within due date and time. The tenders received after the date and time stipulated for receipt of tenders is liable to be rejected. No request for extension of time for submission of tender shall be considered on the plea of delay by Post/Courier, etc.
- 4.3 Tenderers are requested to visit site for ascertaining the exact requirements during the time period mentioned.

#### **5. Earnest Money Deposit (EMD):**

EMD of ₹50,000/- (Rupees Fifty Thousand only) is to be submitted along with the proposal in the form of Demand Draft drawn in favour of Indian Institute of Management Kozhikode, payable at Kozhikode. Proposals received without EMD is liable to be rejected. The EMD will be refunded to the unsuccessful bidders within one month of the acceptance of the tender.

#### **6. Opening of tenders:**

The tenders will be opened at 4.00 PM on 22.02.2019 at IIMK Admin Building. The tenderers or their authorized representatives are welcome to be present during the tender opening.

#### **7. Evaluation of Tenders:**

- 7.1 Tenders will be evaluated based on the profile of the caterer, previous experience, and price quoted for the Convocation Dinner.
- 7.2 IIMK will determine the substantial responsiveness of each proposal with reference to terms and conditions. For this purpose a substantially responsive proposal is one, which conforms to all the terms and conditions of the tender documents without

material deviations. The tenders so received will be evaluated by a Committee, based on past experience, service previously provided to IIM Kozhikode or other similar organizations and General Reputation of the vendor. This will include the profile of the tenderer and past record, ability to provide the desired services and a presentation to be made by the tenderer if called for. However, IIMK does not pledge itself to accept the lowest or any tenders and reserves to itself the right of accepting the whole or any part or portion of the tender or cancel the tender without assigning any reason whatsoever.

- 7.3 IIMK will examine the materiality/significance of the deviation/variation, if any, and shall take its own decision to accept or reject the tenders. IIMK's decision on acceptance/rejection shall be final without assigning any reason thereof. Tender once submitted will not be allowed for revision without the approval of IIMK.

#### **8. Arbitration:**

If any dispute arises after the issue of Work order and during the execution of the work which is not resolved within 30 days of their arising, they shall be referred to a sole arbitrator to be appointed by the Director of IIMK. The governing law in this regard will be The Arbitration and Conciliation Act, 1996 of India. The venue of the Arbitration will be Kozhikode. Further, disputes if any, that may arise at any point of time, shall be subject to Kozhikode jurisdiction only.

9. For further details, if any, please contact Consultant (Logistics Support & Administration) (Phone: 0495-2809218; e-mail: [const-lgs-admin@iimk.ac.in](mailto:const-lgs-admin@iimk.ac.in)) between 9:30 am and 5:00 pm on working days.

Sd/-  
Lt.Col. M. Julius George (Retd.)  
Chief Administrative Officer

**Note:** *The rates may be quoted for per plate. The expected no. of persons are 3000  
Changes, if any, will be communicated, in advance.*

**PARTICULARS OF THE SERVICE PROVIDER**

1. Name of Firm /Owner:
2. Valid Catering service or Food License Number :  
(Copy to be attached)
3. GST Registration No :  
(Copy to be attached)
4. Copy of balance sheet and Profit and loss Account for the Fin Year 2017-18 and 2016-17 (Copy to be attached)
5. Experience in years :
6. Major Events conducted during the last 5 years (copy of catering order to be attached).

SI No	Name of client	Date & Type of Function	Value of Order	Reference Contact person with number	Number	Remarks

# Price Bid

(On Letter Head)

## **Menu for Convocation Dinner**

Welcome Drink - Mint Lime

### **Soup**

1. Veg – Sweet Corn

### **Bread**

1. Appam (live)
2. Wheat Coin Parotha

### **Rice**

1. Ghee Rice
2. Plain Rice

### **Non-Veg**

1. Malabari Chicken Curry cooked in refined oil
2. Egg Roast

### **Veg Main Course**

1. Paneer Makhani
2. Aloo Mutter dry
3. Veg Jaipuri
4. Dal Makhani
5. Veg Stew

### **Salad**

1. Green Salad / Russian Salad / Sweet & Spicy Mango Salad
2. Raita / pappad / pickle / curd

### **Dessert**

1. Tender Coconut Pudding
2. Jalebi Hot (live)
3. Gulab Jamun

## **Mineral Water Bottles (250 ml)**

**Annexure – II (Contd)**

**Rate Quoted (Excluding GST)**

Rate Per Plate: *(in figures)*..... *(in words)*

Rupees.....

.....only (excluding GST) and Rate of GST chargeable is.....per cent.

Name & Signature with Official seal

Dated: