

NIQ No. IISERBpr/NIQ/MTH/2024-25/2

Date: December 11, 2024

NOTICE INVITING QUOTATIONS

Indian Institute of Science Education and Research (IISER), Berhampur, is an autonomous Institute established under Ministry of Education, Government of India. Quotations are invited from prospective bidders for Catering services for NCM workshop. All prospective suppliers are requested to submit their quotations on or before the end date/time of submission in the following ways:

- By speed post to reach the specified address / drop the sealed quotation in tender box kept at the Security Desk of Institute.
- By email to purchase@iiserbpr.ac.in. The scanned soft copy (pdf) of the quotation should be password protected. The password will be obtained from the suppliers at the specified time of opening of NIQ. The unprotected soft copy of quotation may be rejected.

The sealed envelope should be duly super-scribed OR the subject of email providing soft copy of the quotation should be as follows: **"Quotation for Catering services for NCM workshop vide NIQ No. IISERBpr/NIQ/MTH/2024-25/2 dated December 11, 2024"**

Indent No.	IISERBPR/2024-25/MTH/B0069/05 dated 10/12/2024
NIQ No.	IISERBpr/NIQ/MTH/2024-25/2
NIQ Date:	December 11, 2024
Brief Description of the services to be procured	Catering services for NCM workshop (Scope of work as per Annexure- 1)
Quantity	As per annexure-1
Delivery Location:	IISER Berhampur Permanent Campus, Laudigaon, Berhampur 760003
Estimated value	₹ 3,68,550/-
NIQ Submission End Date & Time of submission	December 13, 2024 at 12.00 hrs
NIQ Opening Date, Time & Venue	December 13, 2024 at 12.30 hrs (Store & Purchase Office)
Address for submission of NIQ:	The Stores & Purchase Officer IISER Berhampur Permanent Campus At/Po: -Laudigam, Konisi, Police Station -Golanthara, Dist.- Ganjam, Odisha, India-760003 Through email: purchase@iiserbpr.ac.in (strictly as per the above directive)
Award of Contract:	The bidder who quotes the Lowest amount shall be awarded the contract
For technical Clarifications please contact:	Dr. Amiya Mondal E-mail: amiya@iiserbpr.ac.in
NIQ Inviting Authority:	Stores and Purchase Officer for and on behalf of Director, IISER Berhampur Tel. No.0680 2227-728/709


11/12/2024
Store & Purchase Officer

Annexure-1

Schedule of Requirement
(NIQ NO. IISERBpr/NIQ/MTH/2024-25/2 dated December 11, 2024)

NCM Workshop during December 16-24, 2024 at IISER Berhampur
(Venue: Guest House, IISER Berhampur Permanent Campus)

1. Eligibility criteria:

- (i) The agency should possess License Certificate for Catering Services (Trade license) for the service/manufacture /supply of the item.
- (ii) The agency should possess Income tax PAN number and GST registration.

2. Payment Term

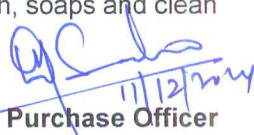
- (i) 100 % Payments shall be made after successful execution of the order against submission of valid tax invoices.
- (ii) If the services/material received do not conform to the description and quality as contained in our schedule of requirement or have substandard, in that case the decision of the Institute on imposing appropriate penalty shall be final and binding on the vendor.

3 Day wise menu

Common items for all days: Plain Rice, Dal fry, Chapati/Roti, Boiled vegetables, Russian salad, Green Salad, Pickle, Raita, Papad, Curd, one different soup and sweet on each day. Seating arrangements at the dining venue for 30 persons. (5-6 tables with chair and fine tabletop cloth)

Date	Tea for 60 pax on each day twice at 11 AM and 03PM	Lunch for 65 pax on each day at 01: 00 PM		High tea for 65 pax at 05:30 PM	Dinner for 70 pax
		Non-veg	Veg		
Dec 16		Chicken butter masala,	Chili mushroom Mixed veg	Two items out of the following each day:	NA
Dec 17		Prawn curry,	Paneer butter masala Dahi Baingan		NA
Dec 18		Chili chicken,	Gobi Manchurian (semi gravy) mushroom Do Pyaza	Veg cutlet, spring Roll, Samosa, Aloo Chop, Veg Sandwich, Petties, Vada, Masala Vada, Bread Pakoda, Kachodi, Paneer Roll, Chinese Roll etc.	NA
Dec 19		Fish tawa fry	Veg Kolhapuri Paneer Hyderabad		Gala Dinner
Dec 20		Chicken lababdar	Veg Manchurian with gravy Paneer Malai		NA
Dec 21		Fish besar	Navratna Khurma Palak Paneer		NA
Dec 22		Chicken kasa	Malai Kofta Veg Shahi Korma		NA
Dec 23		Fish goan	Mushroom Masala Baby Corn Chili		Gala Dinner
Dec 24		Chicken kadai	Paneer Do Pyaza Paneer Jalfrezi		NA

- (i) Tea means Tea, Coffee, Black Tea, Black Coffee and Cookies
- (ii) High Tea means Tea, Black Tea and two snacks
- (iii) Gala Dinner: Veg and Non-Veg Soup, Different salads, Two Veg Starter, One Non-veg Starter, Roti and Stuffed Naan, Main Course containing two Non-Veg and Three Veg curry/semi-gravy, Chinese items, Desert containing ice cream and sweets (exact menu will be finalized day before the dinner)
- (iv) Adequate drinking water arrangement (water dispenser and paper cups) for 80 persons for the entire duration is required.
- (v) All crockeries are to be of the highest standard and no plastics / thermocol items are to be used at the venue.
- (vi) Serving boys should wear uniform, hand gloves, caps. All menus should be displayed. Sufficient numbers of dustbins should be placed at appropriate places. Water dispensers with disposable paper glasses should be positioned at four prominent places. For hand hygiene, handwash, soaps and clean towel etc to be placed at the hand-wash area.


Store & Purchase Officer

QUOTATION FORMAT**Providing Catering Services with dining arrangements for NCM Workshop during
December 16-24, 2024 at IISER Berhampur****(Venue: Permanent Campus, Loudigam)**

Ref : IISER Berhampur, NIQ No. _____ Dt. _____

Name of the Firm: _____ Name of Proprietor _____

Address _____

Quotation No. _____ Dt. _____

Mob No. _____

E-Mail: _____

GSTN. _____

Registration /License No. _____

PAN No. _____

Brief description of the material to be supplied: -

Sl.	Description of item	Qty	Unit Price	Discount Offered	GST %	Total cost with GST
1	Tea	1080 qty				
2	Lunch	585 pax				
3	High Tea	585 pax				
4	Gala Dinner	140 pax				
Total Rs.						

I/we understand that the quantities mentioned above are tentative and subject to change as per the actual requirement at the venue. I/we have visited the site to assess the actual requirement before quoting. The above quote is inclusive of transportation and as per the requirements of the Institute.

- (a) All above prices are F.O.R. Permanent Campus, Loudigam
(b) Validity of quotation 60 days
(c) Delivery period: As mentioned in the schedule of requirement
(d) Bank Account Details:

Name of A/c Holder: _____
Bank Name _____
A/c No. _____
IFSC: _____

I hereby accept all terms and conditions as per the requirements given by the Institute.

Seal of the firm _____

Signature _____