



केन्द्रीय प्रौद्योगिकी संस्थान कोकराझार
CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR

Deemed to be University, MoE, Govt. of India

Kokrajhar, BTAD, Assam 783370

www.cit.ac.in

NO. CITK/3rd Convocation/398/2024/1008

Date: 05/12/2024

TECHNICAL BID FOR LUNCH & REFRESHMENT
For the 3rd Convocation Celebration of CIT Kokrajhar
PARTICULAR OF THE BIDDERS
(TO BE FILLED BY THE APPLICANT)

Sl. No.	Particular	Proof of Supporting Documents to be enclosed	Placed at Annexure/ Page No.
01	Name of The Firm:	Yes/No	
02	Contact Person/Persons:	Yes/No	
03	Postal Address of the firm:	Yes/No	
04	Contact No.:	Yes/No	
05	e-mail Id:	Yes/No	
06	Year of Establishment of Firm:	Yes/No	
07	Bank Details:	Yes/No	
	Name of Bank:	Yes/No	
	Account No.:	Yes/No	
	IFSE Code:	Yes/No	
08	GST Registration No.: (Copy of last GST Return)	Yes/No	
09	Experience Certificate/Credential:	Yes/No	
10	Proof of Turnover of 5 Lakh for the Financial Year 2022-23 & 2023-24 and copy of IT Return:	Yes/No	
11	PAN Card No.:	Yes/No	
12	FSSAI Certificate (Food Safety and standards):	Yes/No	
13	Particulars of Earnest Money Deposits (EMD) of Rs. 20,000/- in the form of Demand Draft (DD) from any nationalized bank "in favour of CIT Kokrajhar" payable at Kokrajhar:	Yes/No	

N.B. Please ensure following Essential Requirements that:

Instructions for Caterer Service and Essential Requirements:

1. Tender Document is available (to be downloaded) from the institute's Website: www.cit.ac.in from the date of publication (i.e. 05.12.2024).
2. The last date for submission (Offline only) of filled up application (Technical Document along-with Financial Bid) is on or before 12th December, 2024 by 3 pm.
3. The tender will be accepted ONLY SPED POST or Dropping Directly to the office of the Registrar(i/c), 3rd Convocation Celebration, CIT Kokrajhar. Late bid will not be acceptable.
4. Technical Bid shall be opened on 13th December, 2024 at 3.30 pm at Registrar's Conference Hall, CIT Kokrajhar. Date of Opening of Financial Bid shall be intimated later on by the Sub-Committee.
5. Sealed envelopes are to be made, i.e. one for Technical Bid and another for Financial Bid. Both these envelopes are to be sealed before keeping these two envelopes in the outer/bigger envelopes. Financial Bid will be opened only if qualified in Technical Bid.
6. The rate quoted in the financial Bid must be exactly be in the same manner as given in Proforma B. Applicable Taxes must be mentioned specifically.
7. Buffet container sets, cutlery, service persons, tent house etc. are to be provided by the vendor.
8. The vendor should submit minimum three government food service (event) experience (with participants not less than 500) certificate or equivalent or relevant document(s) with the tender application.
9. All meal items must be prepared and ready for serving 30 minutes before the scheduled meal timings.
10. All ingredients must be fresh and prepared in hygienic conditions to ensure the quality and taste of the food.
11. Catering staff must wear clean uniforms and have proper identification badges to maintain discipline and transparency.
12. Adequate number of service staff should be available to serve food efficiently and reduce waiting times for guests.
13. Arrangements must be made for prompt waste collection and disposal to keep the dining area clean.
14. Dress code for waiters.
15. Packet system food for securities and press people using coupon system.
16. Feedback forms should be available for guests to provide insights into the quality and service, which can be used for future improvements.
17. Caterers should coordinate with event staffs for seamless service and adherence to the event schedule.
18. To provide meal packets for security staff members using a coupon-based distribution system.
19. Mention the estimated headcount of 1,100 guests.

Date: _____

Signature & Stamp of Bidders

20. Specify that the catering service must comply with food safety and hygiene standards. The contractor will be liable for any consequence arises due to supply of any unhygienic/spoiled food.
21. Include the requirement for caterers to submit a detailed menu, itemized costs, and total estimate.
22. The caterer should provide proof of prior experience with similar large-scale events. GSTN & PAN in the name of the supplier carrying the business will be mandatory.
23. The number of estimates of food packets may increase or decrease by 10%.
24. The EMD of the unsuccessful Bidders will be returned to the respective bidders immediately, however the EMD of successful bidder will be kept as Security Money and will be returned after the completion of the event/passing of final bill. In case of supply of inferior quality of food, authority may be deducted any reasonable amount from SD/EMD.
25. Date of issue of Tender Paper:
26. Incomplete application, wrong information/data will be liable for rejection/cancellation of bids.
27. All the enclosures/documents being submitted must be duly sealed and signed by the authorized signatory, otherwise the technical bid may be rejected. The authority will be free to take legal action in case of submission of any fake/false documents by the bidders.

Sd/-
Registrar (i/c)

Date: _____

Signature & Stamp of Bidders

Details of Items

Table-A

19 th Dec 2024::Time - Evening			
Table / Meal	Items	Quantity per person	Total Quantity
Table- A: Snacks	Tea	1	500
	Samosha	1 Pieces	
	Jalebi	4 Pieces	
20 th Dec 2024::Time - Evening			
Table / Meal	Items	Quantity per person	Total Quantity
Table- B: Hi-Tea For Guest, Faculty & staff and Volunteers. (9:30am to 10:30 am)	Milk and black Tea / Coffee	1 Cup	300 persons
	Assorted Cookies	2 Pieces	
	Fresh Juice (Orange or Mixed Fruit)	1 glass/packet	
	Veg Sandwich	1 Pieces	
	Sweet - Kalakand	1 Pieces	
Table- C: Lunch for Dignitaries, Faculty & Staff Members and Media Persons (12:30 pm to 2:30 pm)	Veg Fried Rice (Long Grain Rice)	300 gm.	250 Person
	Roti/Chapati (Atta)	3 pieces	
	Mix Vegetable (Seasonal vegetables)	150 gm.	
	Paneer Dish (Shahi Paneer or Paneer Butter Masala)	150 gm.	
	Chicken Kasha	150 gm.	
	Mixed Dal (Essential protein dish)	150 grams	
	Salad (Cucumber, Tamato, Onion, Carrot etc.)	100 Grams	
	Sweet Tamato Chatni / Pickles	-	
	Papad	1 Piece	
	Dessert (Gulab Jamun and One cup curd without sweet)	1 serving	
	Mineral Water (500 ml)	1 bottle	
	Orange	1 Piece	
Table- D: Lunch for Student, Volunteers, Police Security, Cleaner (12:30 pm to 2:30 pm)	Veg Fried Rice (Long Grain Rice)	-	600 Person
	Mixed Dal (Essential protein dish)		
	Chicken Kasha / Paneer Butter masala		
	Gulab Jamun		
	Water Bottle		
	Spoon & Fork		
Table- E: Refreshment for the dignitaries in Auditorium (For Guest, Faculty, Students, Staff members)	Tea & Biscuits	-	500 Person
Table- F: Water Bottles (For Dignitaries at Stage)	-	-	500 Person
Table- G: Chair Tables and Tent House (For Cooking and Dining)			
Items	Quantity		
Chair & Tables	500		
Tent House (Cooking, Dining and Pandel)			
Food Coupon Print			
Total Estimated Cost			

Date: _____

Signature & Stamp of Bidders

Financial Bid

Table-B

(To be placed in separate enveloped with tender paper)

19th Dec 2024::Time - Evening						
Table / Meal	Items	Quantity per person	Total Quantity	Per Plate Rate	Estimated Cost	Remarks
Table- A: Snacks	Tea	1	500			
	Samosha	1 Pieces				
	Jalebi	4 Pieces				
20th Dec 2024::Time - Evening						
Table / Meal	Items	Quantity per person	Total Quantity	Per Plate Rate	Estimated Cost	Remarks
Table- B: Hi-Tea For Guest, Faculty & staff and Volunteers. (9:30am to 10:30 am)	Milk and black Tea / Coffee	1 Cup	300 person			Packet
	Assorted Cookies	2 Pieces				
	Fresh Juice (Orange or Mixed Fruit)	1 glass/packet				
	Veg Sandwich	1 Pieces				
	Sweet - Kalakand	1 Pieces				
Table- C: Lunch for Dignitaries , Faculty & Staff Members and Media Persons (12:30 pm to 2:30 pm)	Veg Fried Rice (Long Grain Rice)	300 gm.	250 Person			Per Plate / Buffet
	Roti/Chapati (Atta)	3 pieces				
	Mix Vegetable (Seasonal vegetables)	150 gm.				
	Paneer Dish (Shahi Paneer or Paneer Butter Masala)	150 gm.				
	Chicken Kasha	150 gm.				
	Mixed Dal (Essential protein dish)	150 grams				
	Salad (Cucumber, Tamato, Onion, Carrot etc.)	100 Grams				
	Sweet Tamato Chatni / Pickles	-				
	Papad	1 Piece				
	Dessert (Gulab Jamun and One cup curd without sweet)	1 serving				
	Mineral Water (500 ml)	1 bottle				
	Orange	1 Piece				

Date: _____

Signature & Stamp of Bidders

Table- D: Lunch for Student, Volunteers, Police Security, Cleaner (12:30 pm to 2:30 pm)	Veg Fried Rice (Long Grain Rice)	-	600 Person			Per packet, the veg meal and non-veg packet should be separated.
	Mixed Dal (Essential protein dish)					
	Chicken Kasha / Paneer Butter masala					
	Gulab Jamun					
	Water Bottle					
	Spoon & Fork					
Table- E: Refreshment for the dignitaries in Auditorium (For Guest, Faculty, Students, Staff members)	Tea & Biscuits	-	500 person			Per head
Table- F: Water Bottles (For Dignitaries at Stage)	-	-	500 person			Per head
Table- G: Chair Tables and Tent House (For Cooking and Dining)						
Items			Quantity	Estimated Cost		
Chair & Tables			500			
Tent House (Cooking, Dining and Pandel)						
Food Coupon Print						
Total Estimated Cost						

Date: _____

Signature & Stamp of Bidders