

**INDIAN INSTITUTE OF MANAGEMENT SHILLONG**  
**Umsawli, Shillong-793018**

Website: [www.iimshillong.ac.in](http://www.iimshillong.ac.in)

**Tender No: V1-20/1/2022-SPO**

**Dated: 07 /Dec/2022**



**Notice Inviting e-Tender (NleT)**

For

**“RATE CONTRACT FOR CATERING SERVICE ON REQUIREMENT BASIS AT  
INDIAN INSTITUTE OF MANAGEMENT SHILLONG”**

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**DETAILED NOTICE INVITING e-TENDER**

Online tenders, in two bid system are invited on behalf of Director, IIM Shillong from eligible, experienced agencies /vendors for **RATE CONTRACT FOR CATERING SERVICE ON REQUIREMENT BASIS AT INDIAN INSTITUTE OF MANAGEMENT SHILLONG**

<b>NIT No</b>	
Name and Location of Work	<b>RATE CONTRACT FOR CATERING SERVICE ON REQUIREMENT BASIS AT INDIAN INSTITUTE OF MANAGEMENT SHILLONG</b>
Estimated Cost:	<b>Rs 30.00 Lakhs (tentative)</b>
EMD (Ernest Money Deposit) Refundable	<b>Rs 60,000/-</b> to be paid via following Payment link Online:- <a href="https://erp.iimshillong.ac.in/fee/PaymentPortal/GeneralPayment.aspx?p=unPpDMmNMgyLM9LLfrXUhxOSTjyLVw6DxTjCWVtMbdUcKbkE3r0UFDBoBO0UeybqLN1dgjiVTZEPQ05HmOKcGggei%2fQi38KjtMWwAX7Wcj7GPgSTYb07Rf7JMnyHwUWWe10L18Ry0jMZcuAiRbPYUEPQyzPqVLnt7S8STVPzow4%2fusrkZtIX546QOgFv%2fm5cx83vf4DF7%2f%2f5qMrcQJifv%2bQ%3d%3d">https://erp.iimshillong.ac.in/fee/PaymentPortal/GeneralPayment.aspx?p=unPpDMmNMgyLM9LLfrXUhxOSTjyLVw6DxTjCWVtMbdUcKbkE3r0UFDBoBO0UeybqLN1dgjiVTZEPQ05HmOKcGggei%2fQi38KjtMWwAX7Wcj7GPgSTYb07Rf7JMnyHwUWWe10L18Ry0jMZcuAiRbPYUEPQyzPqVLnt7S8STVPzow4%2fusrkZtIX546QOgFv%2fm5cx83vf4DF7%2f%2f5qMrcQJifv%2bQ%3d%3d</a>
Date of Completion of the Work	As per LoI/ Work Order issued from time to time.
Date of Issue/e-Publishing at CPPP website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>	07 Dec 2022 at 06:00 pm
Document Download Start Date and time at CPPP website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>	07 Dec 2022 at 06:00 pm
Document Download End Date and Time at CPPP website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>	28 Dec 2022 at 03:00 pm
Tender Queries should reach by	Latest by 12 Dec 2022 till 17:00 Hrs. Tender queries received later than the date and time as mentioned above shall not be entertained. Pre-Bid queries should only be emailed to <a href="mailto:spo@iimshillong.ac.in">spo@iimshillong.ac.in</a>

Last Date and Time for receipts of Tender online at CPPP website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>	28 Dec 2022 till 15.00 Hrs
Date and Time for opening of Tender at CPPP website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>	29 Dec 2022 at 16.00 Hrs
Date and Time for Financial Evaluation at CPPP website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>	To be declared after successful evaluation of technical bid documents.
No. of Bids	02 (Two bids) {Technical and Financial}
Bid Validity days	90 days (From the date of opening of financial bid)
Address for correspondence	Store and Purchase Office, IIM Shillong, Umsawli, East Khasi Hills, Shillong-793018, Meghalaya Office Contact No : 0364-2308012/2308070 <b>Email:</b> <a href="mailto:spo@iimshillong.ac.in">spo@iimshillong.ac.in</a>

Sd/-

Chief Administrative Officer  
IIM Shillong

## **1.0 INSTRUCTIONS FOR ONLINE BID SUBMISSION:**

- 1.1 Bidders would be required to register on the Central Public Procurement Portal at <https://eprocure.gov.in/eprocure/app> using a valid Digital Signature Certificate (DSC) and valid email address to be able to participate in the bidding process. On registration with the Portal they will be provided with a user id and password by the system through which they can submit their bids online.
- 1.2 Digital Signature Certificate (DSC) may be obtained from any authorized agencies registered with the Certifying Authority (CA), through National Informatics Center (NIC) in India.
- 1.3 Bidders can download the bid document from Central Public Procurement Portal website at <https://eprocure.gov.in/eprocure/app> and required to submit the bid online by scanning and uploading all the relevant documents through the online Portal only.
- 1.4 Tender information is also available in the Institute's website at <https://www.iimshillong.ac.in/tender-notices/>. Any further detail regarding Amendment /Addendum /Extension/ Corrigendum (if any) will be upload online only at both the given websites.
- 1.5 Earnest Money Deposit (EMD)(Refundable) as mentioned at **Detailed Notice Inviting e-Tender** above, has to be deposited as per separate online link provided. Bidders are required to upload the transaction receipts. A copy of the same has to be mailed [spo@iimshillong.ac.in](mailto:spo@iimshillong.ac.in) and [accountsofficer@iimshillong.ac.in](mailto:accountsofficer@iimshillong.ac.in) clearly mentioning the firm's name and Tender ID no. along with tender description, **No other mode of EMD payment will be accepted.**
- 1.6 The bid submitted shall become invalid if-
  - i The bidder doesn't pay EMD to the Institute on or before the last date and time of online submission of the tender document.
  - ii The bidder doesn't upload all the relevant testimonials as mentioned in this tender document.
  - iii The Bidders will be required to produce the original copies of the eligibility criteria documents along with other document mentioned in the tender whenever needed at the various stages of tendering {if required}. Any discrepancy is noticed in the uploaded documents with reference to the original documents, the bid will be treated as invalid.
- 1.7 The tender document shall be uploaded in two parts as follows:
  - 1.7.1 **"TECHNICAL BID"**: This stage shall contain the Techno-Commercial Bids comprising along with list of the documents.
  - 1.7.2 **"FINANCIAL BID"**: This stage shall contain only the Price Bids
- 1.8 Payment to the vendor for supply of items/services at IIM SHILLONG shall be made through E-payment.

Sd/-

Chief Administrative Officer  
IIM Shillong

## **2.0 GENERAL TERMS & CONDITIONS:**

### **2.1 INSTRUCTIONS TO BIDDERS**

#### ***General Conditions of Tendering***

- 2.1.1 **Tender document:** One set of tender documents along with one set of BOQ are uploaded in the CPPP portal along with the drawings/ specifications/brochures etc (if any). Bidder shall download the tender documents and are advised to read the instructions carefully to ensure that his response complies fully before participating in the CPPP portal along with their offer letter.
- 2.1.2 **Tender validity:** Tender shall remain valid for a period of 90 **days** from the date of opening of the financial bid. The bidder shall not be entitled during the said period to revoke or cancel his tender or to vary the tender given or any term thereof. In case of bidder revoking or cancelling his tender or varying any term in regard thereof, the Institute will forfeit the earnest money paid by him along with the tender. Bids shall be revalidated for extended period as required by Institute and will be published in CPP Portal and Institute's website.
- 2.1.3 **Tender submission:**
1. Bidders must upload their documents by the time and date mentioned in the Notice Inviting e-Tender in the CPP Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)), within stipulated time. Bidder may go through the given special instruction before participation in e-Tendering.
  2. The tender and all details submitted subsequent to the tender shall be e-signed by any one, legally authorised to enter into commitment on behalf of the bidder.
  3. If bidder have a relative or relatives or in the case of a firm or a company, one or more of its shareholders or a relative or relatives of the shareholder(s) employed in IIM SHILLONG, the authority inviting tenders shall be informed of the fact at the time of submission of the tender, failing which the tender may be disqualified or, if such fact subsequently comes to light, the Institute reserves the right to take any other action as it deems fit in accordance with any applicable law, rules, regulations or the like in force for the time being.

### **2.2 Bidder's responsibility for bid & Clarification:**

- 2.2.1 The details presented in this tender document consisting of conditions of contract/ supply, scope of work, technical specifications have been compiled with due understanding of the requirement, it is also the bidder's responsibility to ensure that the information provided are clearly understood.
- 2.2.2 The bidder shall be deemed to have inspected and examined the site of work and the surroundings and information available in connection therewith and to have satisfied himself before submitting his/her tender as to all the prevailing conditions and deemed to have obtained all necessary information as to the risks, contingencies and other circumstances which may influence or effect his/her tender. Bidder's quote is the responsibility of bidder and no relief or consideration can be given for errors and omissions.

2.2.3 Bidder may request clarification at any time up to the mentioned last date of seeking Clarification. Such clarification requests shall be addressed to the **Store & Purchase Officer, IIM Shillong (Email: [spo@iimshillong.ac.in](mailto:spo@iimshillong.ac.in))**

### 2.3 Amendments.

Institute may issue clarifications/ amendments in the form of addendum/ corrigendum during the tendering period. For the addendum/ corrigendum issued during the tendering period, bidders are required to check CPP Portal (<https://eprocure.gov.in/eprocure/app>) and the Institute's website ([www.iimshillong.ac.in](http://www.iimshillong.ac.in)) for details. No other mode of notice will be given.

### 2.4 Scope of Tender

The complete scope of work has been defined in the tender document. Only those Bidders who undertake total responsibility for the complete scope of work in line with basic scheme and scope as defined in the tender document shall be considered.

### 2.5 Deviations in terms and condition

Bidders are required to submit offers strictly as per the terms and conditions and specifications given in the tender document and not to stipulate any deviations /exceptions. **Conditional tenders are liable to be summarily rejected.**

### 2.6 Institute's right

Institute reserves the right to accept a tender other than the lowest and to accept or reject any tender in whole or in part, or to reject all tenders with or without notice or reasons. Such decisions by Institute will bear no liability whatsoever consequent upon such decisions.

### 2.7 Earnest money

2.7.1 The tender is to be accompanied by Earnest Money (interest free) for the amount indicated in NleT.

2.7.2 **The intending bidder registered with the competent government authorities as a Micro or Small Enterprises under MSME Scheme shall be exempted from payment of EMD as per the existing government policies.** Such intending bidder shall furnish valid registration certificate issued by the competent government authorities and the registration certificate must cover the item/work tendered to get cost of tender document/EMD exemptions. If the bidder fails to submit valid registration certificate his claim for cost of tender document/EMD exemptions shall not be entertained.

2.7.3 If the bidder, after submitting his/her tender, revokes his/her offer or modifies the terms and conditions thereof during the validity of his/her offer except where the Institute has given opportunity to do so, the earnest money shall be liable to be forfeited.

2.7.4 **After considering the price bids, the Institute will issue LOI for rate contract to all qualified bidders as per the terms and condition of tender document and submitted EMD will be converted into Performance Security for all qualified bidders. Those bidders were**

**exempted for submitting EMD, are required to deposit Performance Security of Rs 60,000/-, through online payment link provided in LOI.**

- 2.7.5 Should an 'Invitation to Tender' be withdrawn or cancelled by the Institute, which it shall have the right to do at any time, the earnest money paid with the tender will be refunded to Bidders without any interest.

## **2.8 Tender requirement**

### **2.8.1 Technical and Price Bid**

- 2.9.1.1 The technical bids will be opened online by a committee duly constituted for the purpose at the time and date as specified in the tender document. All required documents against Notice Inviting e-Tendering documents need to be uploaded at CPP Portal as per checklist at Annexure II by the bidders and verified by the Digital Signature Certificate (DSC). The same will be downloaded for technical evaluation and the result of technical bid evaluation will be displayed on <https://eprocure.gov.in/eprocure/app> in which can be seen by all bidders who participated in the tender.
- 2.9.1.2 It is important that bidder clearly demonstrates his ability, giving to Institute a high level of confidence that the bidder will be able to perform the works within the schedule and meeting the other requirements listed in the tender document. Failure to do so may result in disqualification of the tender.
- 2.9.1.3 Priced bid of Technically qualified bidders will be opened on designated date.

### **2.9 Completion Certificate:**

Upon satisfactory completion of contract/supply/work, a Completion Certificate will be issued by the Institute.

### **2.11 Work at Risk and Cost**

The institute reserves the right to get the whole or part of the work executed by some other agency at the risk and cost of the bidder to whom the contract has been awarded if it is found that the quality and/or the progress in respect of whole or part of the Work/ contract/ supply is not satisfactory.

### **2.12 Jurisdiction**

Any dispute or difference which may arise shall be referred to the Director IIM Shillong for settlement whose decision shall be final and binding. Any dispute are subject to Shillong court's jurisdiction only.



### 3. ELIGIBILITY CRITERIA

**The prospective bidders should have the following eligibility criteria and should upload the documents as mentioned below.**

1. Registration of ownership.
2. Registration for GST, PAN
3. Registration of FSSAI.
4. Experience of providing catering services to Central Govt. Department/ institution/ PSU or any other organization of repute during the last Five years. (Copies of Works orders to be attached)
5. Bidder must have an average annual turnover of at least Rs.50 Lakh and above during the last five financial years. CA certificate to be attached
6. Bidders must have their Establishment in Shillong.

### 4. SPECIAL TERMS AND CONDITIONS & SCOPE OF WORK

The caterer shall have to make the arrangement of catering for the following items:-

1. The catering service will be generally required at our Umsawli and Nongthymmai campuses apart from this any Outdoor catering within Shillong city limits may also be required. The caterer has to provide the services as per the quoted rate. No additional charge will be paid for any location mentioned.
2. High tea / Lunch / Dinner shall be served in buffet system generally. However in special cases, high tea may be required to be served inside the meeting hall.
3. Table cloth and other utensils for serving and crockery shall be provided by the caterer without any additional charges.
4. In case of catering for more than 250 persons, in addition of point 2 above , Chairs and Tables will also be provided by the caterer without any additional charges.
5. The caterer shall arrange tandoor and other heating arrangement at the site of lunch / dinner.
6. The caterer shall provide sufficient no. of waiters in proper uniform to serve to guests.
7. Drinking water and tissue paper / napkins shall be provided by the caterer.
8. Crockery, utensils and Table cloth should be neat and clean.
9. Electricity supply and running tap water at the venue of the programme shall be provided by the Institute for free of charge.
10. Consumption of alcohol, gutkha and smoking at the place of venue by any of the caterers workers is strictly prohibited.
11. Security of material, utensils etc. is the responsibility of the caterer, Institute will not be responsible for any loss of materials.
12. Bidder has to ensure that the workers engaged for providing services shall be fully vaccinated as per **COVID** norms.
13. It will be the caterer's responsibility to ensure that the obligations under the terms of this agreement are duly performed and observed and a competent and qualified person shall be appointed as Manager whose name should be informed to the Institute and who shall remain in person on the campus to manage and supervise the catering s e r v i c e s properly. The Manager should be conversant with Hindi, English.

#### **14. Standard of Catering**

- (i) The quality of articles of food and provisions should be of good standard. The Institute's officials will have authority to inspect such articles of food and provisions and will have full powers to order discontinuance of use of such articles of food and provision, which are found to be of unsatisfactory standard and on grounds of hygiene.
- (ii) The Contractor shall ensure that the food items supplied are as per the standards of fitness prescribed by the Government authorities and if at any time any fine is imposed by the Government authorities the same shall be borne by the contractor and Institute will not pay any fine or penalty that may arise/or that may be imposed on account of the fault of the Contractor. The Contractor shall be personally and solely responsible for any consequences due to food poisoning. Besides refusal of the entire payment for the sessions, during which such food poisoning has occurred, Institute may initiate further stringent action, as he may deem fit.
- (iii) The standard of cleanliness of kitchen utensils, crockery, glassware, cutlery; linen etc. shall be of very high order and any laxity in this regard will attract severe penalties of the amount to be determined by Institute. The Contractor shall be bound by the decision of Institute.
- (iv) The caterer should have proper in-house arrangements to provide meals as per the requirement.
- (v) The Rates should be quoted separately for High Tea, Lunch and Dinners (Veg. & Non-Veg.) as per the standard menu as mentioned.
- (vi) The rates quoted should be excluding GST.
- (vii) The caterer shall not sub-contract the services of personnel sponsored by them.
- (viii) The empaneled caterer/s shall be responsible to make arrangement of the meals only on the written request of the authorized officer of Indian Institute of Management Shillong.
- (ix) Initially the period of rate contract of service provider would be for One year from the date of issuance of LOI which shall be extendable further with 5% annual increment on the basis of performance and mutual agreement upto a maximum period of 3 years
- (x) The bidders should have the compliance of all the relevant Laws, Acts and regulations as applicable from time to time.
- (xi) In case of non compliance of terms and conditions and non adherence of work orders issued time to time by the Institute, the Institute has the right to discontinue the contract.

**5. TERMS OF PAYMENT:**

The bills raised by the caterer shall clearly mention all billing components plus taxes etc.  
The Caterer shall submit the bills to Chief Administrative Officer, Indian Institute of Management Shillong within 30 days for complete of event/ programme.

**5.1 Rates to be quoted in the BoQ as per the following requirement**

Sl. No	Particular	Category	Rate to be quoted as per the following number of pacs
1	Breakfast	B1	For 7 to 15 people
			For 16 to 30 people
			For 30 to 70 people
			For 70 to 150 people
			Above 150 people
2	Lunch /Dinner Category I	LD1	For 7 to 15 people
			For 16 to 30 people
			For 30 to 70 people
			For 70 to 150 people
			For 150 to 400 people
			For 400 to 1000 people
3	Lunch /Dinner Category II	LD2	Above 1000 people
			For 7 to 15 people
			For 16 to 30 people
			For 30 to 70 people
			For 70 to 150 people
			For 150 to 400 people
			For 400 to 1000 people
4	Lunch /Dinner Category III	LD3	Above 1000 people
			For 7 to 15 people
			For 16 to 30 people
			For 30 to 70 people
			For 70 to 150 people
			For 150 to 400 people
			For 400 to 1000 people
5	Packed Lunch Veg	P1	Above 1000 people
			For 7 to 30 packets
			For 30 to 100 packets
6	Packed Lunch Non-Veg	P2	Above 100 packets
			For 7 to 30 packets
			For 30 to 100 packets
7	High Tea Category I	HT1	Above 100 packets
			For 7 to 15 people
			For 16 to 30 people
			For 30 to 70 people
			For 70 to 150 people
8	High Tea Category II	HT2	Above 150 people
			For 7 to 15 people
			For 16 to 30 people
			For 30 to 70 people
			For 70 to 150 people
			Above 150 people

## 6. CHECKLIST FOR SUBMITTED DOCUMENTS AS PER ELIGIBILITY CRITERIA

Sl. no.	Documents required	REMARKS (Please ✓)	Page nos. (compulsory)
1	<b>Proforma for submission of offer letter of e -tender document, declaration and bidder details</b> in the bidder's letter head duly sealed & signed (as per given Proforma)	YES/NO:	
2	Receipt of payment of Earnest Money Deposit (as per instruction given in the Notice Inviting e-Tender)	YES/NO:	
3	Registration of ownership	YES/NO:	
4	Valid GST registration certificate.	YES/NO:	
5	PAN Card in the name of firm/proprietor.	YES/NO:	
6	Registration of FSSAI	YES/NO:	
7	Experience of providing catering services to Central Govt. Department/ institution/ PSU or any other organization of repute during the last Five years. (Copies of Work Orders & Completion Certificates to be attached)	YES/NO:	
8	Bidder must have an average annual turnover of at least Rs.50 Lakh and above during the last five financial years. C.A. certificate to be attached	YES/NO:	
10	Proof of Shop Establishment in Shillong	YES/NO:	
11	Any other applicable documents (MSME etc.) if applicable.	YES/NO:	

**Signature of the bidder with seal**

## **7. FINANCIAL BID**

1. The bidders should download the BOQ.xls from CPP Portal and fill in the blank spaces provided for mentioning the name of bidder and rates. Bidders need not modify any other text or background shown in the BOQ template or replace it with any other copy of same BOQ in .xls format. The Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) will accept the BOQ template only and hence the rate should not be quoted in any other place except BOQ template.
2. A sample BOQ is placed herewith in excel sheet format.
3. If any column is not applicable, keep the sheet as it is or quote '0'. The BOQ is in excel sheet, as such only number will be taken calculable.
4. Rates to be quoted including all taxes and excluding GST.

**Sample Financial Bid for**  
**RATE CONTRACT FOR CATERING SERVICE ON REQUIREMENT BASIS AT INDIAN**  
**INSTITUTE OF MANAGEMENT SHILLONG**

	Tender Inviting Authority:				
	Name of Work:				
	Contract No:				
Name of the Bidder/ Bidding Firm / Company :					
		<b>PRICE SCHEDULE</b> (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )			
NUMBER #	TEXT #		NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Unit	UNIT RATE Including all taxes and Excl. GST In Figures To be entered by the Bidder in Rs. P	TOTAL RATE AMOUNT Without Taxes in Rs. P	TOTAL RATE AMOUNT In Words
1	2	3	13	53	55
1.01	<b>Breakfast (Category B1)</b>			0.00	INR Zero Only
1.02	For 7 to 15 people	1		0.00	INR Zero Only
1.03	For 16 to 30 people	1		0.00	INR Zero Only
1.04	For 30 to 70 people	1		0.00	INR Zero Only
1.05	For 70 to 150 people	1		0.00	INR Zero Only
1.06	Above 150 people	1		0.00	INR Zero Only
2	<b>Lunch/ Dinner (Category LD 1)</b>			0.00	INR Zero Only
2.01	For 7 to 15 people	1		0.00	INR Zero Only
2.02	For 16 to 30 people	1		0.00	INR Zero Only
2.03	For 30 to 70 people	1		0.00	INR Zero Only
2.04	For 70 to 150 people	1		0.00	INR Zero Only
2.05	For 150 to 400 people	1		0.00	INR Zero Only
2.06	For 400 to 1000 people	1		0.00	INR Zero Only
2.07	Above 1000 people	1		0.00	INR Zero Only
3.0	<b>Lunch/ Dinner (Category LD 2)</b>			0.00	INR Zero Only
3.01	For 7 to 15 people	1		0.00	INR Zero Only
3.02	For 16 to 30 people	1		0.00	INR Zero Only
3.03	For 30 to 70 people	1		0.00	INR Zero Only
3.04	For 70 to 150 people	1		0.00	INR Zero Only

3.-5	For 150 to 400 people	1		0.00	INR Zero Only	
3.06	For 400 to 1000 people	1		0.00	INR Zero Only	
3.07	Above 1000 people	1		0.00	INR Zero Only	
4	<b>Lunch/ Dinner (Category LD 3)</b>			0.00	INR Zero Only	
4.01	For 7 to 15 people	1		0.00	INR Zero Only	
4.02	For 16 to 30 people	1		0.00	INR Zero Only	
4.03	For 30 to 70 people	1		0.00	INR Zero Only	
4.04	For 70 to 150 people	1		0.00	INR Zero Only	
4.05	For 150 to 400 people	1		0.00	INR Zero Only	
4.06	For 400 to 1000 people	1		0.00	INR Zero Only	
4.07	Above 1000 people	1		0.00	INR Zero Only	
5	<b>Packed Lunch Veg (Category</b>			0.00	INR Zero Only	
5.01	For 7 to 30 people	1		0.00	INR Zero Only	
5.02	For 30 to 100 people	1		0.00	INR Zero Only	
5.03	Above 100 people	1		0.00	INR Zero Only	
6	<b>Packed Lunch Non Veg (Category P2)</b>			0.00	INR Zero Only	
6.01	For 7 to 30 people	1		0.00	INR Zero Only	
6.02	For 30 to 100 people	1		0.00	INR Zero Only	
6.03	Above 100 people	1		0.00	INR Zero Only	
7	<b>High Tea (Category HT1)</b>			0.00	INR Zero Only	
7.01	For 7 to 15 people	1		0.00	INR Zero Only	
7.02	For 16 to 30 people	1		0.00	INR Zero Only	
7.03	For 30 to 70 people	1		0.00	INR Zero Only	
7.04	For 70 to 150 people	1		0.00	INR Zero Only	
7.05	Above 150 people	1		0.00	INR Zero Only	
8	<b>High Tea (Category HT 2)</b>			0.00	INR Zero Only	
8.01	For 7 to 15 people	1		0.00	INR Zero Only	
8.02	For 16 to 30 people	1		0.00	INR Zero Only	
8.03	For 30 to 70 people	1		0.00	INR Zero Only	
8.04	For 70 to 150 people	1		0.00	INR Zero Only	
8.05	Above 150 people			0.00	0.00	INR Zero Only

**PROFORMA FOR SUBMISSION OF OFFER LETTER OF E -TENDER DOCUMENT,  
DECLARATION AND BIDDER DETAILS**

(THIS "OFFER LETTER" TO BE SUBMITTED IN BIDDER'S LETTER HEAD)

Ref no. \_\_\_\_\_

Date: \_\_\_\_\_

**To**

**The Chief Administrative Officer  
IIM SHILLONG  
Umsawli, Shillong – 793 018.**

**Sub: "RATE CONTRACT FOR CATERING SERVICE ON REQUIREMENT BASIS AT  
INDIAN INSTITUTE OF MANAGEMENT SHILLONG." against Tender No: -  
\_\_\_\_\_ Dated \_\_\_\_/\_\_\_\_/\_\_\_\_**

In reference to above, I/We are enclosing our irrevocable tender for execution of the work **"Providing Catering Service For The Events On As Required Basis At Indian Institute Of Management Shillong, Umsawli."** as per tender document within the time schedule mentioned therein and accepted by me/us, at the value quoted by me/us for the whole work in accordance with terms and conditions, specifications as detailed in the tender document. Having examined the detail given in Tender Notice and Bid Document for the above work, I/We hereby submit the relevant information.

1. I/We had paid the EMD or I/ We are exempted being MSME registered firm. A valid certificate is enclosed.
2. I/ We had read entire tender documents and unconditionally accept all the terms and conditions laid down in the Tender document.
3. I/We enclose herewith evidence of my/our experience of execution of work of similar nature and magnitude carried out by me/us as per the eligibility criteria along with the other documents mentioned in the tender document.
4. I/ We confirm and declare that we are not blacklisted/ debarred/ de-registered by any Government department/ Public Sector Undertaking/ Autonomous bodies or any other agency for which we have executed/ undertaken the works/ services during the last 5 years.
5. It is certified that all the information given hereby as well as in the enclosed eligibility bid documents are correct to the best of my knowledge and believe. It is also certified that I/We shall be liable to be debarred, disqualified in case any information furnished by me/us found to be incorrect.

Date.....day of.....2022

**Name of the Bidder with Address:**

Name:

Address:

Signature of Bidder(s), with the seal of Firm



**BIDDER's DETAILS**

1.	<b>Name of the Firm/Agency</b>	
2.	<b>Full address with Pin code, Telephone No/Mobile No. E-mail. Address</b>  Telephone/ Mobile no.: Email id:	
3.	<b>Name &amp; Designation of Contact Persons</b>  Name  Designation  Office Phone Number/ Mobile Number:  E-Mail:	
4	<b>Registration Details for Constitution of the Firm/ Agency (if any) (Attached copy)</b>	
5	<b>Nature of Business:</b>	
6	<b>a. GSTIN:</b>  <b>b. PAN:</b>	
7	<b>Bank Account Particulars:</b> Name of the A/c holder Bank Account No. Account type (SB/ CA) Name of the Bank Branch & Address Branch contact phone Nos. 11 digit IFS code: (Please attached a copy of cancelled cheque)	
8	<b>Details of EMD paid:</b> <b>EMD Amount: Rs.</b> <b>Receipt No.</b>	

**Signature of the bidder with seal**

**Detailed Menu****ANNEXURE II**

Details of items included in the menu

Sl. No	Particular	Category	Items Included
1	Breakfast	B1	i. Tea & Coffee and Juice ii. Bread Toast with Butter & Jam iii. Egg – Boiled or Omlette iv. Veg cuttlet/Idli Sambar/ Sambar wada/Dosa/Chole Bhature/ Poori sabji/Poha/ etc. v. Fresh Fruits
2	Lunch /Dinner Category I	LD1	i. One paneer Dish. ii. One seasonal dry veg. iii. One dal iv. One Non-Veg (Chicken/ Fish) v. Salad, pappd, chatni, achar vi. One rice item (plain steam or jeera) vii. One Indian Bread viii. One items in desert (ice cream/fruit cream/ rasgulla/ Gulabjamun etc.)
3	Lunch /Dinner Category II	LD2	i. One Soup (Veg.) ii. One paneer Dish. iii. One seasonal dry veg iv. One Gravy veg. v. One dal vi. One Non-Veg (Chicken/ Fish) vii. Salad, poppadum, chutney, achar viii. One rice item (plain steam or jeera) ix. Two Indian Bread x. One items in desert (ice cream/ halwa/ fruit cream/ rasgulla/ ras malai/ rabadi with jalebi/ Faluda kulfi/ Gulabjamun etc.)
4	Lunch /Dinner Category III	LD3	i. One Soup (Veg.) and One Soup (Non-Veg) and One Mocktail ii. One Non-Veg Starter and One Veg Starter iii. One paneer Dish. iv. One seasonal dry veg v. One Gravy veg. vi. One dal vii. Two Non-Veg (Chicken/ Mutton/ Fish Curry) viii. Veg Salad and Non-Veg Salad, ix. Two rice items (plain steam or jeera or Pulao) x. Choice of Indian Bread – Three Types xi. poppadum, chutney, achar xii. Two items in desert (ice cream/ halwa/ fruit cream/ rasgulla/ rasmalai/ rabadi with jalebi/ Faluda kulfi/ Gulabjamun etc.)

5	Packed Lunch Veg	P1	<ul style="list-style-type: none"> <li>i. Rice or Roti/ Puri</li> <li>ii. One Dal</li> <li>iii. Two Veg (1 dry/ 1 Gravy)</li> <li>iv. Salad, Achar</li> <li>v. One Sweet piece (Kaju burfi), Motichur Laddu</li> </ul>
6	Packed Lunch Non-Veg	P2	<ul style="list-style-type: none"> <li>i. Rice or Roti/ Puri</li> <li>ii. One Dal</li> <li>iii. One Non-Veg Item and One Non- Veg item</li> <li>iv. Salad, Achar</li> <li>v. One Sweet piece (Kaju burfi), Motichur Laddu</li> </ul>
7	High Tea Category I	HT1	<ul style="list-style-type: none"> <li>i. Tea &amp; Coffee</li> <li>ii. Any one. Veg (example: Sandwich / pizza / Veg Cutlets/ Veg Momo/ Veg Chop/Veg cutlet /Veg Samosa/Paneer pakora/ samosa /mutter kachori/Dhokla)</li> <li>iii. Any One Non-Veg item (Nuggets / Sausage/ Cutlet, Kheema samosa /Fish finger or equivalent)</li> <li>iv. Any one. (rasgulla or Gulab jamun, pastry or equivalent)</li> <li>v. Cookies &amp; potato wafers</li> </ul>
9	High Tea Category II	HT2	<ul style="list-style-type: none"> <li>i. Tea &amp; Coffee and Cold Drink, Juices</li> <li>ii. Any two Veg. (example: Sandwich / pizza / Veg Cutlets/ Veg Momo/ Veg Chop/Veg cutlet /Veg Samosa/Paneer pakora/ samosa /mutter kachori/Dhokla/ Potato Wedges)</li> <li>iii. Any Two Non-Veg item (Nuggets / Sausage/ Cutlet, Kheema samosa /Fish finger or equivalent)</li> <li>iv. One pc. (rasgulla or Gulab jamun, pastry or equivalent)</li> <li>vi. Cookies &amp; potato wafers</li> </ul>