



**INDIAN INSTITUTE OF MANAGEMENT SHILLONG**  
**UMSAWLI, SHILLONG: 793018**  
**MEGHALAYA**

**Fax No: 0364-2230041**

**www.iimshillong.ac.in**

**ENQUIRY NO: V1-1904/1/2023-SPO**

**Dated: 09.03.2023**

***Sub: Notice Inviting Quotations for Outdoor Catering services on 2<sup>nd</sup> April 2023.***

Offers are invited on behalf of Director, IIM Shillong from registered/ reputed dealer, supplier for tentative requirement of services in sealed cover addressed to the Director, IIM Shillong, Umsawli, Shillong 793018 with the words “ **Quotations for supply of Outdoor Catering Services on 2<sup>nd</sup> April 2023**”, **Enquiry No. with due date boldly superscribed on the top of the envelope** and the offer be sent by registered cover/ speed post/ dropped in and must reach to The Stores and Purchase Officer, Indian Institute of Management Shillong, Umsawli, Shillong 793018 latest by 17<sup>th</sup> March, 2023 at 12.00 noon.

<b>Items</b>	<b>Menu Description</b>	<b>Rate per head in Rs (Excluding GST)</b>
Main Course	Tea, Coffee, Juice for the entire service period Starter: One Vegetarian and One Non-Vegetarian Soup: One Vegetarian and One Non-Vegetarian Salads: One Vegetarian and One Non-Vegetarian Rice: Two types (1 Plain, 1 Fried rice/ Biryani) Indian Bread: Four types (Phulka, Paratha, Nan, Tandoori) Lentils: One type Vegetable Item: Two types (1 Dry and 1 Gravy) Paneer: One type Fish: One type Chicken: One type Mutton: One type Desserts: Two types (Ice cream/ fresh fruit salad/ Gulab Jamun/ Chocolate mousse) Mouth Freshener Drinking water	
Food packets (Non	Rice: One type Vegetable: One Type Chicken: One Type	

Vegetarian)	Lentils: One Type Salad: One type Dessert: One type Packaged drinking water (250 ml)	
Food packets (Vegetarian)	Rice: One type Vegetable: Two Types (1 Dry and 1 Gravy) Lentils: One Type Salad: One type Dessert: One type Packaged drinking water (250 ml)	
Total		

**The above-mentioned rates is exclusive of GST.**

**Terms and Conditions:**

1. No counter proposal is acceptable and conditional/late quotes are liable to be rejected.
2. **Vendors/Suppliers are required to submit copies of GST Registration, PAN.**
3. **Vendors/ Suppliers are to note that the requirement for Out Door Catering services is for 2 days i.e 1<sup>st</sup> April 2023 and 2<sup>nd</sup> April 2023 which is to be provided by two separate vendors on lot based.**  
**For eg. If Vendor ‘A’ is selected to provide service on 1<sup>st</sup> April 2023, vendor ‘A’ will not be eligible to provide service on 2<sup>nd</sup> April 2023 and accordingly quotation of vendor ‘A’ for 2<sup>nd</sup> April 2023 shall not be opened. Quotations received will first be opened for Out Door Catering service on 1<sup>st</sup> April 2023.**
4. Validity of quoted rates is for a period of 45 days.
5. You are requested to maintain COVID 19 protocol for all your services in Campus.
6. Buffet Lunch to be served at 1.00 p.m sharp for approx. 1000 persons (+/- 20%) on 2<sup>nd</sup> April 2023. Multiple service stations is to be provided as per requirement of the Institute.
7. In case any of the item/ items are found unacceptable to the inspection authorities, alternative items/stores of acceptable quality have to be supplied.
8. The Accepting officer reserves the right to subject the sample to a second inspection by the nominated authority of the Director and may reject them if not found conforming to the specification even if the same had been accepted by the normal inspection authority.
9. Kindly record the following on the bill- certified that the stores mentioned in the bill are not exempted from GST under the existing rules and the said tax has been charged according to the rate specified in the Act or rules made there under.
10. The Institute reserves the right to recover any outstanding dues of the supplier from the bills being processed, pertaining to any other order/supplies.
11. Insurance during transit to be borne by the vendor / supplier/contractor inclusive of handling within the Institute’s premises, till the completion of final Inspection and acceptance.
12. Settlement of disputes – **Director, IIMS** or his authorized representative shall be the final authority in all disputes and decision will be binding on all concerned
13. Bills shall be submitted in **quadruplicate**. Copy of the supply order to be submitted and produced at the time of supply.
14. Receipt of this supply order may be acknowledged as per the terms & conditions mentioned herein and supply of the Stores arranged.

15. Payment shall be made via online mode.
16. Bills / Invoices should indicate supply order number, date and name of the department of this Institute and other correspondence relating to the supply order.
17. In case of exceptional delay in supplies, IIMS shall reserve the right to cancel the supply order, reject delayed supplies and take suitable action deemed fit in the interest of the Institute.
18. Please quote the Institute **GSTIN 17AAAJI0577Q1ZP** in every bill submitted.
19. The Institute reserves the right to reject any quotation or all quotations without any reason.
20. Director, IIM Shillong or his authorized representatives shall be the final authority in setting all disputes and decision will be binding on all concerned.

Sd/-  
**Store and Purchase Officer (i/c)**  
**IIM Shillong**