



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI

Autonomous institution under MOE, Govt. of India

&

Department of Information Technology & Electronics, Govt. of West Bengal

WEBEL IT Park, 14 Adivasi Para Kalyani -741235,

West Bengal, Tel : 033 2582 2240, website : www.iiitkalyani.ac.in

TENDER DOCUMENT

FOR

**SELECTION OF AGENCY FOR PROVIDING REFRESHMENT FOR INTRA COLLEGE
FUTSAL TOURNAMENT FROM**

30th SEPTEMBER, 2023 TO 8th OCTOBER, 2023

Tender No. IIITK/Tender/23-24/10 Date: - 18.09.2023

NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR SELECTION OF AGENCY FOR PROVIDING REFRESHMENT FOR INTRA COLLEGE FUTSAL TOURNAMENT FROM 30th SEPTEMBER, 2023 TO 8th OCTOBER, 2023

Indian Institute of Information Technology, Kalyani invites Expression of Interest (EOI) from reputed restaurants owners and mess catering agencies having experience in running canteens, hostels, messes, restaurants and mass catering services etc., for **providing Refreshment for Intra College Futsal Tournament from 30th SEPTEMBER, 2023 to 8th OCTOBER, 2023.**

It is requested to submit the offer in prescribed application form under two bid systems.

Duly filled in EOI documents, complete in all respects should reach the office of the Deputy Registrar, IIIT Kalyani, Webel IT Park, opposite of Kalyani water treatment plant, Block B, Kalyani, Nadia, W.B. – 741235.

Last date for submission of Tender (EOI) is 25-09-2023 up to 03.00 P.M. and received tender will be opened at 04.00 P.M on the same day in the presence of the tenderers or their representatives, if they so desire, at IIIT Kalyani.

Pre Qualification Criteria

1. The Tenderer should have at least three years experience in running canteens, hostels, messes, restaurants and mass catering services etc. The proof (self attested) of the same is mandatory.
2. The Tenderer should have average annual financial turnover during the 3 years, ending 31st March of the previous financial years, should be at least Rs. 5.00 lacs. Tenderer to submit balance sheet and profit & loss account statement of last three financial years duly certified by CA. The proof (self attested) of the same is mandatory.
3. The Tenderer should have valid Copy of PAN issued in favour of the firm or as applicable, GST number, if applicable. The proof (self attested) of the same is mandatory.

SECTION - I BRIEF DESCRIPTION OF THE SCOPE OF WORKS

The below mentioned Item is to be provided

Items to be Provided on 30th September, 1st October and 2nd October

Sr. No.	Description	Quantity	Total Quantity
1.	Water Can(20 L)	5 Cans per day	15 Cans
2.	Bananas	100 Bananas per day	300 Bananas
3.	Tata Gluco+ (10 Rs/ pack)	88 packs per day	264 Packs
4.	Refreshments for organisers & Umpires(120 Rs/ box (approx)) Item for Refreshment Box Paneer Tikka Masala Roll – 1 No. Cheese Corn Roll – 1 No. Choco Classic pastry – 1 No. Tata Gluco Plus – 1 No.	12 Boxes per day	36 Boxes

FORMS

Form-A: Undertaking

UNDERTAKING

1. I/We undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the Indian Institute of Information Technology, Kalyani and shall abide by them.
2. I/We also undertake that I/we have understood all terms and conditions and shall conduct the work strictly as per the parameter.
3. I/We further undertake that the information given in this tender is true and correct to the best of my/our knowledge and belief in all respects and I/we hold the responsibility for the same.
4. I/We undertaking to the effect that the firm is neither court case/police complaint/black listed by any Govt. of WB/aided/autonomous institution nor any criminal case is registered against the firm.

Date :

Signature of the Tenderer with seal

Form-B: Details of the Organization/Service provider [to be submitted in the Organizational letter head)

Description	Information
Name of the Firm	
Year of Establishment	
Complete Address with contact number and e-mail id.	
Trade License Number (Copy should be enclosed)	
Permanent Account Number (copy should be enclosed)	
GST Registration Number	
Proof of payment of Income Tax (last three years)	
Copy of IT return for last three years	

Declaration :- I hereby certify that the information furnished in this document is complete and correct to the best of our knowledge. I understand that in case, any deviation is found in the above statement at any stage, the company will be blacklisted and will not be allowed to have any dealings with the Hostel and IIIT, Kalyani.

Date :

Signature of the Tenderer with seal

07/09/2020
Sep 29 2020

Items to be Provided on 8th October

Sr. No.	Description	Quantity	Total Quantity
1.	Water Can(20 L)	5 Can per day	5 Cans
2.	Refreshments for Audience (10 Rs packaged beverages paper boat or equivalent)	100 Nos.	100 Nos.
3.	Bananas	50 Bananas per day	50 Bananas
4.	Tata Gluco+ (10 Rs/ pack)	16 packs per day	16 Packs
5.	Refreshments for organisers & Umpires(120 Rs/ box (approx)) Item for Refreshment Box Paneer Tikka Masala Roll – 1 No. Cheese Corn Roll – 1 No. Choco Classic pastry – 1 No. Tata Gluco Plus – 1 No.	12 Boxes per day	12 Boxes

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SEP 20, 2023

Deputy Registrar
Indian Institute of Information Technology, Kalyani

Form-C : Technical Data Sheet (to be submitted in the organizational letter head)

Sl.No.	Particulars	Data/Value
01	Firm's Experience in Years	
02	Average Annual Financial turn-over (gross) of the Firm in the last three financial years	

Declaration :- I hereby certify that the information furnished in this document is complete and correct to the best of our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company will be black listed and will not be allowed to have any dealings with the Hostel and IIIT, Kalyani.

Date :

Signature of the Tenderer with seal

Form-D : Details of all Works of similar Class Completed during the last three years as on the last date of submission

Sl. No	Name of work and location	Owner or sponsoring organization	Nature of the sponsoring organization	Scope of work	Date of commencement as per contract	End date of contract	Stipulated period	Contact details of the reference person	Remarks

Necessary supporting documents must be attached.

Date :

Signature of the tenderer with Seal

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Sep 20, 2023

Form-E: Financial Bid

Sr. No.	Description	Total Quantity	Amount (in Rs)
1.	Water Can(20 L)	20 Cans	
2.	Refreshments for Audience (10 Rs packaged beverages paper boat or equivalent)	100 Nos.	
3.	Bananas	350 Bananas	
4.	Tata Gluco+ (10 Rs/ pack)	280 Packs	
5.	Refreshments for organisers & Umpires(120 Rs/ box (approx)) Item for Refreshment Box Paneer Tikka Masala Roll – 1 No. Cheese Corn Roll – 1 No. Choco Classic pastry – 1 No. Tata Gluco Plus – 1 No.	48 Boxes	
Total Amount:			
In Words:			

Note:

- The rates shall be inclusive of all charges.
- Only one rate shall be quoted. If more than one rate is quoted the tender shall be rejected.
- The rates to be quoted in figure and words. The rates shall be quoted unconditionally and conditional tenders shall be rejected.

Date:

Signature of the tenderer with seal