

Ref. No.- NITMGH/ES/Convo/22/2022-23/921

Dated: 25.08.2022

**NOTICE INVITING QUOTATION (NIQ) FOR SUPPLYING AND SERVING FOOD FOR THE 9th
CONVOCATION, NIT MEGHALAYA**

NIT Meghalaya invites quotations for supplying and serving food for the Institute's 9th Convocation at NIT MEGHALAYA, Bijni Complex, Laitumkhrach, Shillong as per details at ANNEXURE-II in single sealed envelopes to reach the undersigned on or before **12:00 PM on 08.09.2022**.

BID INSTRUCTION:

01. Quotations will have to be submitted in SINGLE BID. The address of the firm submitting the quotation and the Officer to whom the quotation is addressed must appear distinctly on sealed covers. Further, on sealed cover, the following are to be written:

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CONVOCATION, NIT MEGHALAYA**

Ref. No.- .- NITMGH/ES/Convo/22/2022-23/921

Dated: 25.08.2022

LAST DATE OF SUBMISSION: 08-09-2022, 12:00 PM. NIQs will be opened on the same day at 3:00 p.m.

02. Pre-convocation Dinner (250 Pax) [Date: 16-09-2022, 7.00 PM onwards] and Convocation Lunch (650 Pax) [Date: 17-09-2022, 1.00 PM onwards]

03. Bid not transferable: The bid documents are not transferable and the seal and signature of the authorized official of the firm's must appear on all the papers and envelopes submitted.

04. Quantity of the items: It will be buffet type. The rate for the changed items/quantity shall be calculated proportionately.

05. Food Menu (16-09-2022, 7.00 PM onwards):

i. **Starter:** Veg Manchow Soup, Veg Hara Bhara Kebab and Paneer Pakora.

ii. **Main course:** Mineral Water, Assorted Green Salad, Masala Kulcha, Yellow Dal Fry, Veg Polao (good quality basmati rice), Kadhai Paneer, Veg Malai Kofta, Chicken Shahi Korma, Papad, Chatni (seasonal fruits), Hot Gulab Jamun, Ice Cream (good quality) with Syrup.

6. Food Menu Convocation Lunch [Date: 17-09-2022, 1.00 PM onwards]:

i. **Starter:** Veg Sweet Corn Soup, Paneer Tikka, Fish Finger.

ii. **Main course:** Mineral Water, Russian Salad, Assorted Green Salad, Garlic Naan, Kashmiri Polao (good quality basmati rice), Yellow Dal Fry, Veg Shahi Korma, Paneer Do Pyaza, English fried fish, Mutton Rezala, Papad, Plain Curd, Jalebi with Rabri, Fruit Salad with ice cream (good quality).

7. For any queries please contact **Dr. Atanu Singha Roy (mobile – 9402102387 and email - asroy86@nitm.ac.in).**

NIQ TERMS & CONDITIONS:

01. **Rates:** Rates quoted in the NIQ should be **on DOOR DELIVERY NIT Meghalaya basis**, to be submitted in the format given in Annexure II. Please break up CGST/SGST/IGST.
- 02 Bidders shall indicate their rates in clear/visible figures as well as in words and shall not alter/overwrite/make cutting in the quotation. In case of a mismatch, the rates written in words will prevail. Vague terms like “packing, forwarding, transportation etc. extra” without mentioning the specific amount will not be accepted. Such offers shall be treated as incomplete and rejected.
03. Bidders have to submit copy of valid GST Registration.
04. **Validity of Quotation:** Quoted rates must be valid for **30 days** from the date of quotation.
05. **Conditional tenders not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Conditions mentioned in the tender bids submitted by vendors will not be binding on NIT Meghalaya.
06. **Late and delayed tender:** Late and delayed tender will not be considered. In case any unscheduled holiday occurs on the prescribed closing/opening date the next working day shall be the prescribed date of closing/opening.
07. **Payment:** 100% payment will be paid on successful completion of the work within 30 days from the date of receipt of the final bill.
08. TDS @ 2% shall be deducted by the Institute under Section 51 of the GST Act, 2017 as the value of your supply exceeds Rs. 2.5 Lakhs. The GST-TDS registration of NIT Meghalaya is “17SHLN01494DIDQ”, for your reference.
09. All materials and other wastes are to be fully removed within 02 days after the programme and the campus to be cleaned up to satisfaction of NIT Meghalaya.
10. It is the responsibility of the firm to arrange tables and other furnitures/accessories to serve foods.
11. The vendor shall take all necessary precautions to ensure safety and security of their workmen and shall be responsible for any injury that might occur to person/s and bear all cost towards treatment/compensation of them. The Contractor shall have to comply with the provisions of all prevailing Labour Rules, Wages Act and 1948 Worker’s Compensation Act, whichever is applicable. No claim for idle labour will be entertained under any circumstances.
12. The vendor shall take all necessary precautions to prevent any damage that may cause towards any host property during the course of execution of the contract and they will be liable to make good the same at their cost.
13. **Enquiry during the course of evaluation not allowed:** No enquiry from the bidder(s) shall be entertained during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the Purchase Committee or its authorized representative may make enquiries/seek clarification from the bidders. In such a case, the bidder must extend full co-operation. The bidders may also be asked to arrange demonstration of the offered items, in a short period of notice.
14. At any time prior to the date of submission of bid, NIT Meghalaya may, for any reason, either of its own or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment / corrigendum. **Any such amendment / corrigendum will be duly notified through the Institute’s website only.** Prospective bidders are advised to check the Institute’s website every now and then for any amendment / corrigendum. In order to provide reasonable time to take the amendment into account in preparing the bid, NIT Meghalaya may extend the date and time for submission of bids.

15. The acceptance of the quotation will rest solely with the **Director, NIT Meghalaya**, who in the interest of the Institute is not bound to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received without assigning any reasons.

16. Force Majeure:

If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned that party shall be under no obligation to perform the agreement under order after giving notice of 15 days from the date of such an event in writing to the other party, and the events referred to are as follows:

- i. Any law, statute or ordinance, order action or regulations of the Government of India,
- ii. Any kind of natural disaster, and
- iii. Strikes, acts of the Public enemy, war, insurrections, riots, lockouts, sabotage.

17. Termination for default: Default is said to have occurred

- (a) If the any of its component is found having poor quality of materials used.
- (b) If the supplier fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by NIT.
- (c) If the supplier fails to perform any other obligation(s) under the contract.
- (d) Food quality and quantity should be maintained as per requirements.
- (e) The hygienic quality must be maintained. NIT Meghalaya will not compromise on the quality of food items. There shall not be any shortage of foods during the event.

18. Applicable Law:

- (a) The contract shall be governed by the laws and procedures established by Govt. of India and subject to exclusive jurisdiction of Competent Court and Forum in Shillong / India only.
- (b) Any dispute arising out of this purchase shall be referred to the Director NIT Meghalaya, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the Director of the Institute. The decision of such Arbitrator shall be final and binding on both the parties.

Sd/-
Registrar

Encl.: ANNEXURE-I, ANNEXURE-II.

Annexure -I

A. COMPLIANCE CERTIFICATE FOR NIQ TERMS
(To be enclosed along with the NIQ)

| Sl. No. | NIQ Terms and Conditions | Yes/No |
|----------------|--|---------------|
| 01 | Rate quoted as per instruction | |
| 02 | Validity of quoted rate for 30 days agreed | |
| 03 | Payment term agreed | |
| 04 | Time Limit for completion agreed | |
| 05 | Work experience: Certificate (minimum four years of experience is expected) and work order copies to serve foods in reputed Gov't institutes/universities/Organizations for a large number of people of around (300-400)+ in various significant/big events to be provided. | |
| 06 | Applicable law terms agreed | |
| 07 | Agreed to fulfillment of Annexure I, II | |

Signature with Seal:.....

Vendor: M/s.....

Annexure-II

9th Convocation of NIT Meghalaya 2022

| Sl. No. | Type(s) of Food | Proposed Menu |
|----------------|---|---|
| 1 | Pre-convocation Dinner <u>(Buffet Type for 250 people)</u> | Proposed Starter: Veg Manchow Soup, Veg Hara Bhara Kebab and Paneer Pakora. Proposed Main Course: Mineral Water, Assorted Green Salad, Masala Kulcha, Yellow Dal Fry, Veg Polao (good quality basmati rice), Kadhai Paneer, Veg Malai Kofta, Chicken Shahi Korma, Papad, Chatni (seasonal fruits), Hot Gulab Jamun, Ice Cream (good quality) with Syrup. |
| 2 | Convocation Lunch <u>(Buffet Type for 650 people)</u> | Proposed Starter: Veg Sweet Corn Soup, Paneer Tikka, Fish Finger. Proposed Main Course: Mineral Water, Russian Salad, Assorted Green Salad, Garlic Naan, Kashmiri Polao (good quality basmati rice), Yellow Dal Fry, Veg Shahi Korma, Paneer Do Pyaza, English fried fish, Mutton Rezala, Papad, Plain Curd, Jalebi with Rabri, Fruit Salad with ice cream (good quality). |

Signature with Seal:.....

Vendor: M/s.....