



Indian Institute of Teacher Education

Part I: Technical Bid

Part II: Financial Bid

E- Tender Document

for

Hiaring Agency

for

Food Service at

INDIAN INSTITUTE OF TEACHER EDUCATION

At

**Indian Institute of Teacher Education, Ramakrishna Paramhans Vidya Sankul,
“KH” Road, Near Mahatma mandir, Sector-15, Gandhinagar, Gujarat.**

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E-Tender Notice

Notice for Inviting Tender for Submission of Tender for Hiring Agency for Food services at IITE, Gandhinagar.

- The Registrar, IITE invites bids from the agency for foundation day and Bhoomi poojan event conducted by IITE.
- It is mandatory for all bidders to submit their tender/s documents physically in scheduled time. Bidders have to submit Technical as well as Financial Bid in stipulated time. **(financial bid only on online)**

BRIEF DETAILS REGARDING TENDER IS AS UNDER:

| | | |
|----|--|---|
| 1 | Name of work | Inviting Tender for for Hiring Agency for Food Arrangements,IITE, Gandhinagar |
| 2 | Tender fee (Non-refundable) | Rs. 1500 /- |
| 3 | Earnest Money Deposit | Rs. 5000/- |
| 4 | Work Execution Date and venues | 30th june 2026 (at IITE & Town hall sec-17) |
| 5 | Important Dates | Bid document download start date 20/06/2026 Bid document download end date 25/06/2025 upto 15.00 hrs |
| 6 | Last date & time for receipt of technical bid in physical form | 25/06/2025 at 17:00 hrs. |
| 7 | Date of opening Technical bid | 25/06/2025 at 18.00 Hrs |
| 8 | Date of opening Financial bid | 25/06/2025 after the technical evaluation |
| 9 | Validity of offer | 90 Days from the date of opening of Technical Bid. |
| 10 | Type of tender | Total Value Wise Evaluation |
| 11 | Type of Bids | Two Packet Bid (Technical & Financial) |
| 12 | Department Name | UPD Division, IITE |

Registrar

IITE, Gandhinagar

TERMS AND CONDITIONS OF THE CONTRACT

1. The caterer must possess sufficient catering infrastructure including **buffet counters, serving tables with table cloths, refrigerator, oven, crockery, cutlery, and other equipment** to serve **not less than 600 persons at a time**.
2. The caterer must have **adequate in-house arrangements, manpower, and logistics** to provide meals as per the requirements of IITE.
3. The **final number of persons** to be served shall be communicated to the caterer **at least 48 hours prior to the event**.
4. The caterer shall **not subcontract the catering services or personnel** engaged for the event to any third party.
5. IITE reserves the **right to modify, amend, or cancel the tender process or any of the stipulated conditions** depending upon institutional requirements, without assigning any reason.
6. The caterer must ensure **compliance with all applicable laws, rules, and regulations**, including food safety and hygiene standards as applicable from time to time.
7. The catering agency shall arrange the entire catering setup and **no separate payment shall be made for the following arrangements**:
 - Buffet counters and service stations
 - Tables with table cloths
 - Serving utensils, crockery, and cutlery
 - Serving staff and waiters
8. **Lunch shall generally be served in buffet system**. However, if required, the food may need to be served inside the dining area through **table service without any additional charges**.
9. The caterer shall provide **sufficient number of trained waiters and service staff in proper uniform** for serving guests.
10. **Drinking water (only mineral water)** and **paper napkins** shall be provided by the caterer without any additional cost.
11. The **quality, taste, and hygiene of the food must be of high standard** and must not cause any health hazard to the guests.
12. **Electricity supply and running tap water at the venue** shall be provided by IITE **free of charge** for operating catering equipment.
13. The catering agency shall ensure **proper waste management**. All food waste and other waste generated during the programme must be **collected and disposed of safely by the agency at its own cost**.
14. The use of **single-use plastic items is strictly prohibited** within the premises.
15. The caterer shall use **only high-quality ingredients**, including **Groundnut Oil and Amul Ghee**, complying with the regulations of the **Food Safety and Standards Authority of India (FSSAI)**.

16. All spices and food ingredients used must meet **FSSAI and AGMARK quality standards**.
17. The caterer shall ensure **proper hygiene practices**, including the use of **gloves, caps, and clean uniforms** by food handlers.
18. The catering agency shall be responsible for **transportation of food, equipment, and staff to the venue**.
19. The caterer shall ensure that **food is prepared fresh and served at appropriate temperature**.
20. The agency shall ensure **timely setup and readiness of catering arrangements before the scheduled programme time**.
21. The caterer shall **cooperate with the Food Committee or authorized representatives of IITE** for inspection and monitoring during the event.
22. The work order will be of approximately 600 persons but the agency shall raise the bill based on the actual consumed dishes (Plus or Minus).

PAYMENT CONDITIONS

1. The caterer shall submit a **detailed bill clearly indicating the following**:
 - Standard menu charges per person
 - Additional items (if any)
 - Applicable taxes and statutory charges
2. The bill must be accompanied by a **certificate of satisfactory completion of work issued by the Food Committee constituted for the Foundation Day**.
3. Payment shall be processed **only after verification and recommendation by the Food Committee** for the **Foundation Day**.
4. No **advance payment** shall be made unless specifically approved by the Competent Authority.
5. Payment shall be made through **account transfer/cheque as per institutional procedures**.

PENALTY CLAUSE

1. If the work is found to be **unsatisfactory in quality, quantity, hygiene, or service**, it shall be recorded by the committee and the corresponding amount may be **deducted or rejected from payment**.
2. Any **additional expenses incurred by IITE for completing the work due to default of the agency** shall be recovered from the agency on a **risk and cost basis**.
3. The **penalty amount shall be deducted from the pending bill or Security Deposit of the agency**.

4. If the recoverable amount exceeds the payable bill, the balance amount shall be **recovered from the Security Deposit**, which must be **replenished within 15 days**.
5. In case of **food adulteration, contamination, or food poisoning**, the catering agency shall be **fully responsible for all legal liabilities and medical expenses**, including hospitalization or treatment of affected persons.
6. Repeated instances of poor quality service may lead to **termination of the contract and blacklisting of the agency from future tenders of IITE**.

Documents Required from the Agency

1. Tender Fee Demand Draft (DD) of **Rs. 1,500/-** (Non-Refundable).
2. Earnest Money Deposit (EMD) Demand Draft (DD) of **Rs. 5,000/-** (Refundable).
3. Proof of Agency Registration.
4. Valid Food License / FSSAI License.
5. Past Performance Certificate:
 - One order for a minimum of **600 persons**, or
 - Two orders for a minimum of **500 persons each**, along with satisfactory completion certificates issued by any Government Department, PSU, or University during the last three years.
6. Average annual turnover of more than **Rs. 5.00 lakh** during the last three financial years. A CA Certificate is required as proof.
7. Copy of PAN Card and GST Registration Certificate.
8. Non-Blacklisting Affidavit o
9. n a **Rs. 300/- Stamp Paper**.

MENU

Lunch Menu

1. Ladu
2. Mix Bhajiya
3. Chutney
4. Poori / Rotli
5. Green Sabji
6. Ranguni Val
7. Gujarati Dal
8. Basmati Rice
9. Green Salad
10. Papad (Urad)
11. Chhaash (Buttermilk)
12. Mineral Water
13. Mukhwas

Financial Bid:

Rate must be given on online only per person.