

NIQ No. IISERBpr/NIQ/DoAA/2025-26/01

Date: August 1, 2025

NOTICE INVITING QUOTATIONS

Indian Institute of Science Education and Research (IISER), Berhampur, is an Institute of National Importance established under Ministry of Education, Government of India. Quotations are invited from prospective bidders for supply of **"Catering Service for 5th Convocation"**. All prospective suppliers are requested to submit their quotations on or before the end date/time of submission in the following ways:

- By email to purchase@iiserbpr.ac.in. The scanned soft copy (pdf) of the quotation should be password protected. The password will be obtained from the suppliers at the specified time of opening of NIQ. The unprotected soft copy of quotation may be rejected.

The sealed envelope should be duly super-scribed OR the subject of email providing soft copy of the quotation should be as follows: **"Quotation for Catering Service for 5th Convocation vide NIQ No. IISERBpr/NIQ/DoAA/2025-26/01 dated August 1, 2025"**

GEM GARPTS No.	
Indent No.	
NIQ No.	IISERBpr/NIQ/DoAA/2025-26/01
NIQ Date:	August 1, 2025
Brief Description of the item to be procured	Quotation for supply of <u>"Catering Service for 5th Convocation"</u> (Specifications as per Annexure- 1)
Quantity	1 Nos.
Delivery Period (Days/weeks):	Work should be completed by time
Service Location:	IISER Berhampur Permanent Campus
Estimated value	₹ 7,36,500 /-
NIQ Submission End Date & Time of submission	August 4, 2025 at 12:00 hr
Pre-bid Meeting	August 3, 2025 at 12.30 PM (Though online)
NIQ Opening Date, Time & Venue	August 4, 2025 at 12:30 hr (Store & Purchase Office)
Delivery:	(i) FOR IISER Berhampur (ii) LD Charges @0.5 % per week for late delivery.
Payment Terms.	100% payment shall be made after successful completion of work and satisfactory services report.
Security Deposit	₹ 40,000 /- (to be deposited within 1 day from the issuance of Work order)
Address for submission of NIQ:	The Stores & Purchase Officer IISER Berhampur, At/Po: -Laudigam, Konisi, Dist. Ganjam, Odisha-760003 Through email: purchase@iiserbpr.ac.in (strictly as per the above directive)
Award of Contract:	The bidder who complies with the technical compliance, fulfils the eligibility criteria and quotes the lowest amount shall be awarded the contract
Warranty (Onsite)	Not applicable
Mandatory Documents /	The bidder should submit the following documents for evaluation failing which the bid cannot be considered: a. Scope of Work duly signed (Refer Annexure 1) b. Technical compliance (Ref. Annexure- '2') c. Bidder Information Form (Ref. Annexure- '3') d. Quotation Format (Ref. Annexure- '4')
Eligibility Criteria	(i) The agency should possess License Certificate for Event Management/ Catering Services (Trade license). (ii) The agency should possess Income tax PAN number. (iv) The agency should possess GST registration (v) The agency should have a branch office in Odisha. (vi) At least three years' work experience shall be required in the field of event management and/or catering services. (vii) The minimum average annual turnover of the bidding firm, during the

	last three years should not be less than ₹ 7.00 lakh. This turnover should exclusively be related to Catering Services work and a copy of the same duly certified by a Chartered Accountant should be uploaded. (viii) The bidder should have provided catering services for at least 1200 pax in an event in the Central Universities/IITs/IISERs/NITs/IIMs/IIITs/Govt Organization's or other similar type of institutions in the last 03(three) years. (ix) The bidder must submit satisfactory performance certificate not older than five (05) years.
For technical Clarifications please contact:	Stores and Purchase Officer for and on behalf of Director, IISER Berhampur purchase@iiserbpr.ac.in Tel. No.0680 2227-728/709
NIQ Inviting Authority:	Stores and Purchase Officer for and on behalf of Director, IISER Berhampur Tel. No.0680 2227-728/709

Stores & Purchase Officer

Annexure-‘1’**(NIQ NO. IISERBpr/NIQ/DoAA/2025-26/01 dated August 1, 2025)****Scope of the Work**

- (i) (a) Catering Service: To provide cooked food as per menu indicated below for 1800 pax and serving at designated dining area at IISER Berhampur Permanent campus located Laudigam, Kanishi, Pin No.760003 on August 09, 2025.
 - (b) Tea & Coffee, cookies for 1000 pax near the convocation venue.
 - (c) High-tea arrangement at Board Room on August 09, 2025, at around 6 PM for 25 pax following VIP protocol
- (ii) The vendor shall prepare the food at parking area of the Market complex in the campus or at the designed place as indicated by IISER authority inside the campus.
- (iii) The Institute will provide required Water and electricity. However, the vendor needs to arrange power back up in case of disruption of electricity.
- (iv) The venues for dining will be Kitchen Cum Dining hall of the permanent campus (Ground Floor and first Floor) and one venue will be near the Convocation area where dining arrangement for 300 persons to be done.
- (v) All the Lunch counters with food should be ready by 12 Noon.
- (vi) Serving of Tea& Coffee, cookies etc should start by 04 PM.
- (vii) Sufficient water dispenser(atleast 06 nos) with some water bottles (200 ML) (atleast 500 nos) should be made available near the Tea & Coffee Kiosk .
- (viii) Number of Food Counters: In the KCD hall(first floor & Second floor) there should be three full counters in each floor. There should be two Desert counters in each floor.
- (ix) Seating arrangement with round table and chairs (covered with good descent colour clothes) for 150 persons to be provided in KCD first floor only.
- (x) The dining venue near the convocation should have at least two counters with hand wash facility of good quality, seating arrangement with round table and chairs (covered with good descent colour clothes) for 100-150 persons. Further, there shall be one counter specifically for Press & Media personnel (100 numbers). Adequate number of soundless Air coolers should be provided at the dining area(atleast 10).
- (xi) The vendor shall arrange 08 soundless Air Coolers in KCD first floor.
- (xii) All Menus should be displayed at all counters.
- (xiii) Sufficient food should be available in all the counters.
- (xiv) There should be sufficient dining plates, bowls and nobody should be asked to wait for plates.
- (xv) All plates should be wrapped in a cover.
- (xvi) Good quality serving dishware, Crockery, bowls, spoons to be used.
- (xvii) The plates and bowls, spoons to be used should be vetted before one day by showing samples of plates/bowls to IISER Authority.
- (xviii) Sufficient tissue paper of very good quality should be made available at all places.
- (xix) A good number of Serving boys with uniform, hand gloves, caps should be deployed.
- (xx) Enough dustbins should be placed at appropriate places.
- (xxi) Water dispensers with disposal paper glasses should be positioned at four prominent places at each dining area.
- (xxii) For hand hygiene hand-wash, soaps etc to be placed at the wash-basin area
- (xxiii) PLASTIC and THERMO-COOL should be avoided
- (xxiv) Bio-degradable material will be preferred
- (xxv) All waste materials need to be cleared from the site using suitable transport, labour etc. and to be disposed outside the campus by the bidder at municipality authorized dump yards soon after the event is over.
- (xxvi) During High-tea arrangement at Board Room on August 09, 2025 at 6 PM for 50 pax: The vendor should provide trained Serving boys with Uniform, cap, gloves etc (atleast 02-03 nos). All cutlery, water glass, jug, plate, spoons should be of high stand matching VIP protocol. The high-tea should contain good quality dry fruits, fresh fruits, juices, tea/Coffee, Cookies and one sweet etc with good quality tissue paper. Everything should be in place by 05.45 PM. The venue may change at last moment. Hence the vendor should get in touch with IISER Authority before making arrangements.

Menu	
Welcome Drink at the entrance	
Watermelon shakes and custard apple shake/Tetra pack (to be discussed and decided)	
Main Course	
i.	Veg Dum Biryani with Onion Raita
ii.	Tawa Roti & butter nun
iii.	Paneer Hyderabad
iv.	Mushroom Kada
v.	Mixed Veg jalfrezi
vi.	Chicken Butter Masala (thick gravy) or Chicken malai
vii.	Steam Rice
viii.	Dal Fry
ix.	Green Salad
x.	Papad, pickle, Curd
Deserts	
i.	Almond Halwa or any other item as decided
ii.	Hot jalebi with Rabdi or any other item as decided
iii.	Water (Dispensable Jars to be used along with paper cups)
iv.	Tea & Coffee with Biscuits at the venue at 04.30 PM

Note: The above is illustrative only and subject to last minute change as per requirement .

Compliance

(NIQ NO. IISERBpr/NIQ/PHY/2025-26/2 dated August 1, 2025)

Sl. No.	Specification: Item Name	Compliance please write Yes/No	Remark
01	<u>Scope of the Work</u> (xxvii) (a) Catering Service: To provide cooked food as per menu indicated below for 1800 pax and serving at designated dining area at IISER Berhampur Permanent campus located Laudigam, Kanishi, Pin No.760003 on August 09, 2025. (b) Tea & Coffee, cookies for 1000 pax near the convocation venue. (c) High-tea arrangement at Board Room on August 09, 2025, at around 6 PM for 25 pax following VIP protocol (xxviii) The vendor shall prepare the food at parking area of the Market complex in the campus or at the designed place as indicated by IISER authority inside the campus. (xxix) The Institute will provide required Water and electricity. However, the vendor needs to arrange power back up in case of disruption of electricity. (xxx) The venues for dining will be Kitchen Cum Dining hall of the permanent campus (Ground Floor and first Floor) and one venue will be near the Convocation area where dining arrangement for 300 persons to be done. (xxxi) All the Lunch counters with food should be ready by 12 Noon. (xxxii) Serving of Tea& Coffee, cookies etc should start by 04 PM. (xxxiii) Sufficient water dispenser(atleast 06 nos) with some water bottles (200 ML) (atleast 500 nos) should be made available near the Tea & Coffee Kiosk . (xxxiv) Number of Food Counters: In the KCD hall(first floor & Second floor) there should be three full counters in each floor. There should be two Desert counters in each floor. (xxxv) Seating arrangement with round table and chairs (covered with good descent colour clothes) for 150 persons to be provided in KCD first floor only. (xxxvi) The dining venue near the convocation should have at least two counters with hand wash facility of good quality, seating arrangement with round table and chairs (covered with good descent colour clothes) for 100-150 persons. Further, there shall be one counter specifically for Press & Media personnel (100 numbers). Adequate number of soundless Air coolers should be provided at the dining area(atleast 10). (xxxvii) The vendor shall arrange 08 soundless Air Coolers in KCD first floor. (xxxviii) All Menus should be displayed at all counters. (xxxix) Sufficient food should be available in all the counters. (xl) There should be sufficient dining plates, bowls and nobody should be asked to wait for plates. (xli) All plates should be wrapped in a cover.		

(xlii)	Good quality serving dishware, Crockery, bowls, spoons to be used.
(xlili)	The plates and bowls, spoons to be used should be vetted before one day by showing samples of plates/bowls to IISER Authority.
(xliv)	Sufficient tissue paper of very good quality should be made available at all places.
(xlv)	A good number of Serving boys with uniform, hand gloves, caps should be deployed.
(xlvi)	Enough dustbins should be placed at appropriate places.
(xlvii)	Water dispensers with disposal paper glasses should be positioned at four prominent places at each dining area.
(xlviii)	For hand hygiene hand-wash, soaps etc to be placed at the wash-basin area
(xlix)	PLASTIC and THERMO-COOL should be avoided
(l)	Bio-degradable material will be preferred
(li)	All waste materials need to be cleared from the site using suitable transport, labour etc. and to be disposed outside the campus by the bidder at municipality authorized dump yards soon after the event is over.
(lii)	During High-tea arrangement at Board Room on August 09, 2025 at 6 PM for 50 pax: The vendor should provide trained Serving boys with Uniform, cap, gloves etc (atleast 02-03 nos). All cutlery, water glass, jug, plate, spoons should be of high stand matching VIP protocol. The high-tea should contain good quality dry fruits, fresh fruits, juices, tea/Coffee, Cookies and one sweet etc with good quality tissue paper. Everything should be in place by 05.45 PM. The venue may change at last moment. Hence the vendor should get in touch with IISER Authority before making arrangements.

Menu	
Welcome Drink at the entrance	
Watermelon shakes and custard apple shake/Tetra pack (to be discussed and decided)	
Main Course	
xi.	Veg Dum Biryani with Onion Raita
xii.	Tawa Roti & butter nun
xiii.	Paneer Hyderabad
xiv.	Mushroom Kadai
xv.	Mixed Veg jalfrezi
xvi.	Chicken Butter Masala (thick gravy) or Chicken malai
xvii.	Steam Rice
xviii.	Dal Fry
xix.	Green Salad
xx.	Papad, pickle, Curd
Deserts	
v.	Almond Halwa or any other item as decided
vi.	Hot jalebi with Rabdi or any other item as decided

	vii. Water (Dispensable Jars to be used along with paper cups)		
	viii. Tea & Coffee with Biscuits at the venue at 04.30 PM		
	Note: The above is illustrative only and subject to last minute change as per requirement .		

Sign & Seal of the firm

Date: _____

BIDDER INFORMATION FORM
(On company letter head)

(Along with supporting documents, if any)

Bidder's Name _____

[Address and Contact Details]

Bidder's Reference No. _____ Date.....

Tender Document No.: _____; Tender Title: Goods/ Services

Note: Bidder shall fill in this Form following the instructions indicated below. No alterations to its format shall be permitted, and no substitutions shall be accepted. Bidder shall enclose certified copies of the documentary proof/ evidence to substantiate the corresponding statement wherever necessary and applicable. Bidder's wrong or misleading information shall be treated as a violation of the Code of Integrity. Such Bids shall be liable to be rejected as nonresponsive, in addition to other punitive actions provided for such misdemeanours in the Tender Document.

(Please tick appropriate boxes or strike out sentences/ phrases not applicable to you)

1) Bidder/ Contractor particulars:

- (a) Name of the Company:.....
- (b) Corporate Identity No. (CIN):
- (c) Registration, if any, with The Procuring Entity:
- (d) GeM Supplier ID (if registered with GeM, it is mandatory at the time of placement of Contract)
- (e) Place of Registration/ Principal place of business/ manufacture
- (f) Complete Postal Address:
- (g) Pin code/ ZIP code:
- (h) Telephone nos. (with country/ area codes):
- (i) Mobile Nos.: (with country/ area codes):
- (j) Contact persons/ Designation:
- (k) Email IDs:

Company's Legal Status
(tick on appropriate option)

- 1) Limited Company
- 2) Undertaking
- 3) Joint Venture
- 4) Partnership
- 5) Others

Company Category

- 1) Micro Unit as per MSME
- 2) Small Unit as per MSME
- 3) Medium Unit as per MSME
- 4) Ancillary Unit
- 5) SSI
- 6) Others

2) Taxation Registrations:

PAN number:

Type of GST Registration as per the Act (Normal Taxpayer, Composition, Casual Taxable Person, SEZ, etc.):

GSTIN number:in Consignor and Consignee States

Registered/ Certified Works/ Factory where the Goods would be mainly manufactured and Place of Consignor for GST Purpose:

Contact Names, Nos. & email IDs for GST matters (Please mention primary and secondary contacts):

☐ We solemnly declare that our GST rating on the GST portal/ Govt. official website is not negative/ blacklisted.

Documents to be submitted: Self-attested Copies of PAN card and GSTIN Registration.

3) Authorization of Person(s) signing the bid on behalf of the Bidder

Full Name: _____

Designation: _____

Signing as: _____

☐ A sole proprietorship firm. The person signing the bid is the sole proprietor/ constituted attorney of the sole proprietor,

☐ A partnership firm. The person signing the bid is duly authorised being a partner to do so, under the partnership agreement or the general power of attorney,

☐ A company. The person signing the bid is the constituted attorney by a resolution passed by the Board of Directors or in pursuance of the Authority conferred by Memorandum of Association.

Documents to be submitted: Registration Certificate/ Memorandum of Association/ Partnership Agreement/ Power of Attorney/ Board Resolution

4) Bidder's Authorized Representative Information

Name:

Address:

Telephone/ Mobile numbers:

Email Address:

(Signature with date)

.....

(Name and designation)

Duly authorized to sign bid for and on behalf of

[name & address of Bidder and seal)

Annexure- '4'

QUOTATION FORMAT

Ref : IISER Berhampur, NIQ No. _____ Dt. _____

Name of the Firm: _____ Name of Proprietor _____

Address _____

Quotation No. _____ Dt. _____

Mob No. _____ E-Mail: _____

GSTN. _____ Registration /License No. _____

PAN No. _____

Brief description of the material to be supplied: -

Sl.	Description of item	Qty	Unit Price	GST %	Total cost with GST
1					
2					
3					
4					
5					
	Total				
Total in words:					

(a) All above prices are F.O.R. IISER Berhampur.

(b) 100% payment shall be made after successful completion of work and satisfactory services report.

(c) Validity of quotation _ days (e) Delivery period _____ (days/weeks)

(f) Warranty details _____ N/A _____

(g) Bank Account Details: Name of A/c Holder _____

Bank Name _____ A/c No. _____

IFSC _____

Certified that I Hereby accepted all terms and conditions of NIQ under reference.

Sign & Seal of the firm**Date:** _____