

एनआईक्यू संख्या / NIQ No. IISERBpr/NIQ/S&P/2026-27/13

तारीख/ Date: July 09, 2026

कोटेशन आमंत्रित करने वाला नोटिस / 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 items as per description at **sub para 5** below.

“Sr. No. 14” में बताए गए पूरे डॉक्यूमेंट्स अपने कोटेशन जमा करने की आखिरी तारीख/समय पर या उससे पहले नीचे दिए गए तरीकों से जमा करें:/

All prospective suppliers are requested to submit complete documents as mentioned in **“Sr. No. 14”** their quotations on or before the end date/time of submission in the following ways:

- a) purchase@iiserbpr.ac.in पर ईमेल करें। **“NIQ नंबर IISERBpr/NIQ/S&P/2026-27/13, तारीख 09 जुलाई, 2026 के हिसाब से सप्लाय के लिए कोटेशन”** सब्जेक्ट मेंशन करें। कोटेशन की स्कैन की हुई सॉफ्ट कॉपी (pdf) पासवर्ड से प्रोटेक्ट होनी चाहिए। पासवर्ड NIQ खोलने के तय समय पर सप्लायर से लिया जाएगा। कोटेशन की अनप्रोटेक्ट सॉफ्ट कॉपी रिजेक्ट की जा सकती है।
 / By email to purchase@iiserbpr.ac.in. Mentioning subject for **“Quotation for supply against NIQ No. IISERBpr/NIQ/S&P/2026-27/13, dated July 09, 2026”** 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 June be rejected.
- या/OR**
- b) सीलबंद लिफाफे के ऊपर उद्धरण निम्नानुसार लिखा होना चाहिए: **“एनआईक्यू संख्या IISERBpr/NIQ/S&P/2026-27/13, दिनांक 09 जुलाई, 2026 के विरुद्ध आपूर्ति के लिए उद्धरण”।**
 The sealed envelope should be duly super-scribed of the quotation should be as follows:
“Quotation for supply against NIQ No. IISERBpr/NIQ/S&P/2026-27/13, dated July 09, 2026.”

1.	एनआईक्यू नं. / NIQ No.	IISERBpr/NIQ/S&P/2026-27/13
2.	एनआईक्यू दिनांक./ NIQ Date:	July 09, 2026
3.	खरीदी जाने वाली वस्तु का संक्षिप्त विवरण / Brief Description of the item to be procured/ Service	Arrangement of “Catering Service on the occasion of 6th Convocation Ceremony” of IISER Berhampur.
4.	मात्रा /Quantity	As per the Scope of Work
5.	अनुमानित मूल्य / Estimated value	₹ 9,00,000 /-
6.	NIQ सबमिशन की आखिरी तारीख और सबमिशन का समय / NIQ Submission End Date & Time of submission	July 18, 2026 at 11:00 hr
7.	NIQ खुलने की तारीख, समय और स्थान / NIQ Opening Date, Time & Venue	July 18, 2026 at 12:00 hr (Store & Purchase Office)
8.	बोली सुरक्षा / Bid Security	₹ 70,000 /- (to be deposited within 1 day from the issuance of Work Order)
9.	Pre bid meeting	July 13, 2026 1200hrs. (At Board Room, IISER Berhampur)
10.	भुगतान की शर्तें। / Payment Terms.	I. 100% payment shall be made after successful completion of work and satisfactory services report. No advance payment will be provided. II. GST invoice in triplicate should be sent to Deputy Registrar (Stores and Purchase), IISER Berhampur (Permanent Campus), Laudigam, Konisi, Ganjam, Odisha-760003 directly.

11.	NIQ जमा करने का पता / Address for submission of NIQ:	डिप्टी रजिस्ट्रार (भंडार एवं क्रय) आईआईएसईआर बरहामपुर, At/Po: - Laudigam, Konisi, जिला गंजम, ओडिशा-760003 ईमेल से: purchase@iiserbpr.ac.in (पूरी तरह से ऊपर दिए गए निर्देश के अनुसार) / Deputy Registrar (Stores and Purchase) IISER Berhampur, At/Po: -Laudigam, Konisi, Dist. Ganjam, Odisha-760003 Password protected file has to be sent through email: purchase@iiserbpr.ac.in (strictly as per the above directive)
12.	गारंटी / Warranty	NA
13.	पूर्व-योग्यता मानदंड / Pre-Qualification criteria	a. The agency should possess FSSAI License b. The agency should possess Income tax PAN number. c. The agency should possess GST registration d. The agency should have a branch/ office in Odisha. e. At least three years' work experience shall be required in the field of food/catering services. f. The bidder must have 3 Work Order value above 9 lakhs each in last 3 years on the catering of events. Copies of Purchase/Work Orders have to be submitted as evidence of supply. g. The minimum average annual turnover of the bidding firm, during the last three years should not be less than ₹10 lakhs. This turnover should exclusively be related to food/catering services work and the copy of the same should be uploaded. h. The bidder must submit satisfactory performance certificate not older than five (05) years.
14.	अनिवार्य दस्तावेज़ / Mandatory Documents	The bidder should submit the following documents for evaluation failing which the bid cannot be considered: a. Technical Specifications (Refer Annexure- '1') b. Format of Compliance Statement of Specifications (Ref. Annexure- '2') c. Bidder Information Form (Ref. Annexure- '3') d. Declaration for non-blacklisting/debarment (Ref Annexure- '4') e. Quotation Format (Ref. Annexure- '5') f. Copies of Purchase/Work Orders have to be submitted as evidence of supply. g. Last 3 Financial Year turnover certificate should be submitted. h. Satisfactory report of successfully completed catering services in last 1 year.
15.	Compliance of Make in India Policy 2017/DPIIT Guidelines	NA
16.	अनुबंध का पुरस्कार / Award of Contract:	जो बिडर टेक्निकल कम्प्लायंस को पूरा करता है, एलिजिबिलिटी क्राइटेरिया को पूरा करता है और सबसे कम अमाउंट कोट करता है, उसे कॉन्ट्रैक्ट दिया जाएगा। / The bidder who complies with the technical compliance, fulfils the eligibility criteria and quotes the lowest amount shall be awarded the contract.
17.	टेक्निकल क्लैरिफिकेशन के लिए कृपया संपर्क करें:/ For technical Clarifications please contact:	Stores & Purchase Office Email- purchase@iiserbpr.ac.in
18.	NIQ इनवाइटिंग अथॉरिटी:/ NIQ Inviting Authority:	डिप्टी रजिस्ट्रार (स्टोर और परचेज) निदेशक, आईआईएसईआर बरहामपुर की ओर से दूरभाष संख्या 0680 2227-705/709 Deputy Registrar (Stores and Purchase) for and on behalf of Director, IISER Berhampur Tel. No.0680 2227-705/ 709

SD/Xxx
डिप्टी रजिस्ट्रार (भंडार एवं क्रय)
Deputy Registrar (Stores & Purchase)

अनुलग्नक - '1'/Annexure- '1'

तकनीकी विशेष विवरण / TECHNICAL SPECIFICATIONS

(एनआईएस्यू नं. IISERBpr /NIQ/S&P/2026-27/13, दिनांक 09 जुलाई, 2026) /
(NIQ NO. IISERBpr/NIQ/S&P/2026-27/13, dated July 09, 2026)

Scope of the Work**Work: GALA Dinner****Date: July 26, 2026****Strength: 250 Persons****Venue: Parking area of the Market complex**

1. To provide cooked food as per menu indicated below for 250 pax and serving in designated dining area at IISER Berhampur Permanent campus located Laudigam, Konisi, Pin No.760003 on July 26, 2026.
2. 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.
3. The Institute will provide required Water and electricity. However, the vendor needs to arrange power back up in case of disruption of electricity.
4. The venues for dining will be Parking Area of Market Complex of the permanent campus.
5. Dinner counters with food should be ready by 7 evening.
6. Sufficient water dispenser (atleast 10 nos.) with sufficient nos. of drinking water jars should be available at the designated dining area.
7. Number of Food Counters: At the venue there should be total 3 nos. of counters.
8. The dining venue with hand wash facility of good quality, seating arrangement with round table and chairs (covered with good descent color clothes) for 100 persons. Adequate number of soundless Air coolers should be provided at the dining area (atleast 5).
9. Arrangement of sufficient Light (Halogen, Flood, Outdoor Lamp etc.) at the dinner venue.
10. Decoration of the venue will be clean clothes, sound systems and Podium-Acrylic/Digital with flower decoration and IISER Logo with a built-in Amplifier and Speaker should be prepared.
11. Seating arrangements for nearly 100 persons with tent, side wall, corridor, Clean Carpeting in ground area (Tent) (A sample drawing of the venue is attached in Annexure- '1A').
12. Sufficient no. of chairs should be kept in the venue area.

Menu
Welcome Drink at the entrance
Watermelon Juice
Starter
1. Cream Vegetable Soup
2. Bhapa Fish
3. Harabhara Paneer Kabab
Main Course
1. Veg Jalfrezi Pulao with Onion Raita
2. Tawa Roti & Tandoori Roti
3. Paneer 65
4. Mushrooms Do Pyaza
5. Navaratna Khurma
6. Chicken Methi
7. Steam Rice
8. Dal Fry
9. Green Salad
10. Papad, pickle, Curd

Deserts
1. Hot jalebi with Rabdi
2. Apricot delight
3. Water (Dispensable Jars to be used along with paper cups)

Work: Lunch

Date: July 27, 2026

Strength: 650 Persons

Venue: Parking area of the Market complex

- Catering Service:** To provide cooked food as per menu indicated below for 650 pax and serving in designated dining area at IISER Berhampur Permanent campus located Laudigam, Konisi, Pin No.760003 on July 27, 2026.
- 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.
- The Institute will provide required Water and electricity. However, the vendor needs to arrange power back up in case of disruption of electricity.
- The venues for dining will be Parking Area of Market Complex of the permanent campus
- Lunch counters with food should be ready by 12 Noon.
- Sufficient water dispenser (atleast 20 nos.) with sufficient nos. of drinking water jars should be available at the designated dining area.
- Number of Food Counters: At the venue there should be total 6 nos. of counters.
- The dining venue with hand wash facility of good quality, seating arrangement with round table and chairs (covered with good descent color clothes) for 200 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).
- Seating arrangements for nearly 200 persons with tent, side wall, corridor, Clean Carpeting in ground area (Tent) (A sample drawing of the venue is attached in Annexure- '1A').
- Sufficient no. of chairs should be kept in the venue area.

Menu
Welcome Drink at the entrance
Fresh custard apple shake
Main Course
1. Veg Dum Biryani with Onion Raita
2. Tawa Roti & Butter Naan
3. Paneer Hyderabad
4. Paneer Tikka
5. Mushroom Kadai
6. Mixed Veg jalfrezi
7. Chicken Butter Masala (thick gravy) or Chicken malai
8. Steam Rice
9. Dal Fry
10. Green Salad
11. Papad, pickle, Curd
Deserts
4. Almond Halwa or any other item as decided
5. Baked Rasogola or any other item as decided
6. Amul Roasted Almond Ice Cream
7. Water (Dispensable Jars to be used along with paper cups)

Other Terms & Conditions

1. All Menus should be displayed at all counters.
2. Food has to be prepared at the venue and cooking site will be provided by the institute with electricity & water connection
3. Sufficient food should be available in all the counters.
4. There should be sufficient dining plates, bowls (Eco-friendly Bio-degradable Plates & bowls) and nobody should be asked to wait for plates.
5. All plates should be wrapped in a cover.
6. Good quality serving dishware, Crockery, bowls, spoons to be used.
7. The plates and bowls, spoons to be used should be vetted before one day by showing samples of plates/bowls to IISER Authority.
8. Sufficient tissue paper of very good quality should be made available at all places.
9. A good number of Serving boys with uniform, hand gloves, caps should be deployed.
10. Sufficient nos. of dustbins should be placed at appropriate places.
11. Water dispensers with disposal paper glasses should be positioned at four prominent places at each dining area.
12. For hand hygiene hand-wash, soaps etc. to be placed at the wash-basin area with water tanker.
13. PLASTIC and THERMO-COOL should be avoided.
14. Bio-degradable material will be preferred.
15. 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.
16. No wastage will be thrown inside and neighborhood area of IISER Berhampur.

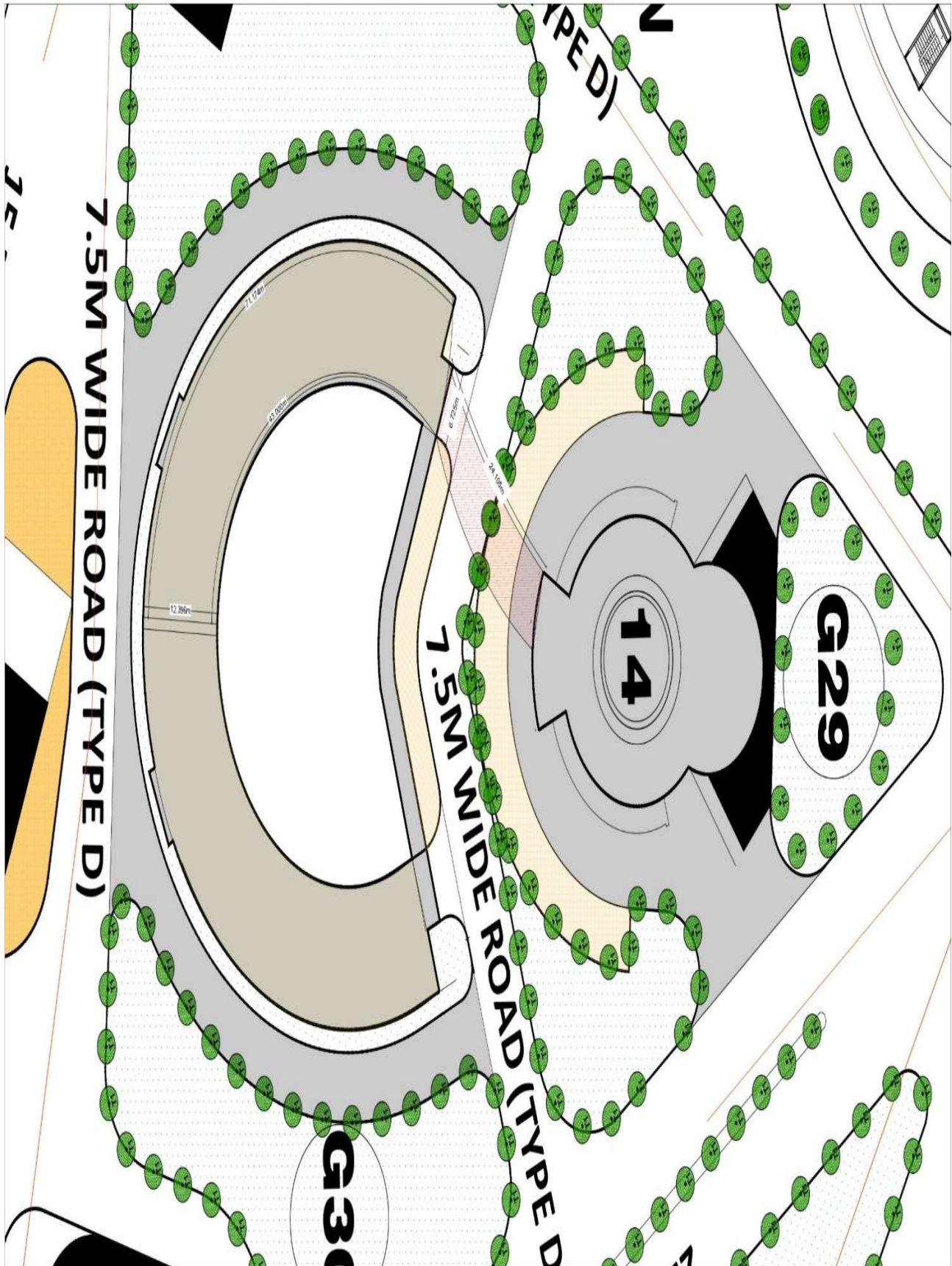
Note: The above is illustrative only and subject to last minute change as per requirement.

For Decoration area details:

A sample drawing of the venue is attached in Annexure- '1A' for reference.

1. From Community center to Commercial market complex parking area:
 - a. For side walls: 30 mtr. (Length) X 05 mtr. (Height) X 2 (nos.)
 - b. For ceiling: 30 mtr. (Length) X 08 mtr. (Height) X 1 (nos.)
 - c. For carpeting: 30 mtr. (Length) X 08 mtr. (Height) X 1 (nos.)
2. For Commercial market complex parking area:
 - a. For side walls 1: 50 mtr. (Length) X 04 mtr. (Height) X 1 (nos.)
 - b. For walls 2: 75 mtr. (Length) X 04 mtr. (Height) X 1 (nos.)
 - c. For Ceiling: 60 mtr. (Length) X 13 mtr. (Height) X 1 (nos.)
 - d. For Carpeting: 60 mtr. (Length) X 13 mtr. (Height) X 1 (nos.)

Note: Bidder are required to visit the venue site on the date of Pre bid meeting.



अनुलग्नक - '2'/Annexure- '2'

FORMAT OF COMPLIANCE STATEMENT OF SPECIFICATIONS

(एनआईक्यू नं. IISERBpr /NIQ/S&P/2026-27/13, दिनांक 09 जुलाई, 2026) /
(NIQ NO. IISERBpr/NIQ/S&P/2026-27/13, dated July 09 2026)

Sr. No.	Specification: Item Name	Compliance please write Yes/No	Remark
1.	Work: GALA Dinner Date: July 26, 2026 Strength: 250 Persons		
2.	Work: Lunch Date: July 27, 2026 Strength: 650 Persons		
3.	Decoration on Date: July 26, 2026 & July 27, 2026		

फर्म का साइन और सील /
Sign & Seal of the firm

तारीख: / Date: _____

अनुलग्नक - '3' / Annexure- '3'

बोलीदाता सूचना प्रपत्र / BIDDER INFORMATION FORM
(कंपनी के लेटर हेड पर) / (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)

अनुलग्नक- '4'/ Annexure- '4'

क्लीन ट्रैक के बारे में घोषणा/कोई कानूनी कार्रवाई नहीं /
DECLARATION REGARDING CLEAN TRACK/NO LEGAL ACTION
(को होना प्रदान किया पर पत्र सिर का व्यवसाय - संघ) / (to be provided on letter head of the firm)

I hereby certify that the above firm namely _____ is neither blacklisted by any Central/State Government/Public Undertaking/Institute nor any criminal case registered / pending against the firm or its owner / partners anywhere in India (or) against any of its branches (or) partners abroad.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm June be summarily terminated and the firm blacklisted.

Date:

Authorized Signatory

Name:

Place:

Designation:

Contact No.:

अनुलग्नक - '5'/ Annexure- '5'

उद्धरण प्रारूप / 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: -

Sr. No.	Description of item	Qty	Unit Price	GST %	Total cost with GST
1.	Work: GALA Dinner Date: July 26, 2026 Strength: 230 Persons	As per the Scope of Work			
2.	Work: Lunch Date: July 27, 2026 Strength: 650 Persons	As per the Scope of Work			
3.	Decoration on Date: July 26, 2026 & July 27, 2026	As per the Scope of Work			
4.					
5.					
6.					
7.					
8.					
9.					
	Total				
	Total in words:				

Note: The cost of optional items shall be indicated separately. The bidder may add rows to include the prices of all taxes, services etc. whichever applicable.

- a) All above prices are F.O.R. IISER Berhampur.
- b) 100% payment shall be made against satisfactory, delivery and successful commissioning of the equipment subject to submission of original invoice and satisfactory report from the indenter.
- c) Validity of quotation _____ days (d) Delivery/Service period _____ (days/weeks)
- d) Warranty details: NA
- e) 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.

The following supporting documents must be submitted along with NIQ, namely: -

- (i) Attested copy of Certificate of Incorporation/Registration of agency.
- (ii) Attested copy of PAN card & GST registration certificate.
- (iii) Any other license/permission mandated by Government for appropriate business.

फर्म के साइन और सील
Sign & Seal of the firm

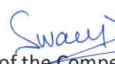
तारीख: / Date: _____

MANDATE FORM FOR INSTITUTE REVENUE ACCOUNT

1	PFMS unique code	ORGN00013874
2 (i)	Agency Name (Name of the Institute)	Indian Institute of Science Education and Research Berhampur
2 (ii)	Agency Type (statutory Bodies/Autonomous/NGO/Society etc)	Registered Societies Act (Government Autonomous Body)
2 (iii)	Hierarchy of Agency (Central/State/District/Block/Tahsil/Panchayat/Village)	Central
2 (iv)	Act/Registration No	GJMNO 8628-08
2 (V)	Date Of Registration	18-10-2016
2(vi)	Registering Authority	Society Registration Act (XXI of 1860)
2 (vii)	State of Registration	Odisha
3	TIN No	-
4	TAN No	BBNI01150C
5	Complete Contact Address of the Agency	
5(i)	Block No/Building/Name of Premises	ITI premises, NH_59, Berhampur, Ganjam, Odisha-760010
5(ii)	Road/Street/Post office	Engineering school road, NH-59
5(iii)	Area/Locality	Berhampur
5(iv)	City/District	Berhampur
5(v)	State	Odisha
5(vi)	Pin code	760010
6	Contact person	
6(i)	Designation	Swarup Narayan Behera
6(ii)	Phone Number (Land Line)	Assistant Registrar
6(iii)	Alternate Phone No/Mobile No	0680-2227783
6(iv)	Official E-mail address	8763258390
7	Bank account detail	
7(i)	Institution's Account Name	fna@iiserbpr.ac.in
7(ii)	Account No	IISER BERHAMPUR REVENUE ACCOUNT
7(iii)	IFSC code	37927733884
7(iv)	Bank Name (in full)	SBIN0000033
7(v)	Branch Name	State Bank Of India
7(vi)	Branch Address	Berhampur Main Branch
7 (vii)	Account Type	Utkal Ashram Road, Berhampur-760001
		Current

Certified that the Institute's account is an RTGS/ECS/NEFT enabled branch. I hereby declare that the particulars given above are correct and complete. The above Agency's Account No. and bank details are registered/mapped under PFMS.

Date: - Dec 21, 2023


 Signature of the Competent Authority
 of the Agency with seal

Certified that the particulars furnished above are correct as per our records

Date: - Dec 21, 2023


 Signature of the Authorised Bank Official with seal
 For State Bank of India
 Asst. Gen. Manager
 Berhampur, Ganjam (0033)