



# **Indian Institute of Management, Lucknow**

**Prabandh Nagar, IIM Road, Lucknow-226013**

**[www.iiml.ac.in](http://www.iiml.ac.in)**

**Notice Inviting Tender (NIT)**

**(Short Notice)**

**For Catering services during the 37<sup>th</sup> Convocation  
of IIM Lucknow scheduled on 18<sup>th</sup> March 2023**

## BACKGROUND INFORMATION

Indian Institute of Management Lucknow, an autonomous public business school, is fourth in the prestigious IIM family to be established after IIM Calcutta, IIM Ahmedabad, and IIM Bangalore.

The 37th Convocation of the Institute will be held on Saturday, 18<sup>th</sup> March, 2023 at the IIM Lucknow Campus. The graduating students of PGP, PGP-ABM, PGP-SM, PGPWE, IPMX, DPM and EFPM will be awarded Degrees during the convocation.

The bids are invited in two-bid system (Technical Bid & Financial Bid in 2 separate envelopes) from reputed vendors, meeting the eligibility criteria mentioned in this tender document, in the format provided with this tender document. A free view of the tender document is available on the website of the Institute (<http://iiml.ac.in>) and CPPP E-Publish (<https://eprocure.gov.in/epublish/app>). Interested vendor/agencies are requested to download the tender document and submit the duly filled bid with the required enclosures on or before the due date and time.

## IMPORTANT DETAILS

<b>Tender submission start date</b>	13/02/2023
<b>Last Date and Time for submission of Tender</b>	20/02/2023 upto 11:00 AM
<b>Date and Time for opening of Technical Bid</b>	20/02/2023 at 11:30 AM
<b>Date, time &amp; Venue for Presentation</b>	Will be intimated later to the technically qualified bidders
<b>Bids are to be submitted</b>	The Chief Administrative Officer Indian Institute of Management Lucknow Prabandh Nagar, IIM Road, Lucknow- 22613(U.P.) Phone No. 0522-6696988 /29/17
<b>Venue for the opening of Technical and Financial Bids</b>	Office of the AO (Pur. & Stores), Samadhan Building Indian Institute of Management Lucknow Prabandh Nagar, IIM Road, Lucknow- 22613(U.P.) Phone No. 0522-6696988 /29/17
<b>Estimated Tender value</b>	Rs. 22,00,000/- (Rupees Twenty Two Lakh only)
<b>Earnest Money Deposit</b>	Rs. 1,10,000/-
<b>Validity of bid</b>	The bid/Rates should be valid for minimum for 60 days.

**Chief Administrative Officer**

## GENERAL CONDITIONS OF TENDER

### 1. TENDER INSTRUCTIONS

- i. Responses to the tender must be submitted in accordance with the following instructions. These instructions are designed to ensure that all providers are given equal and fair consideration. It is important that you provide all the information requested in the format and order specified.
- ii. Indian Institute of Management Lucknow invites offers in prescribed format (**Annexure A & B to be submitted in separate envelopes**) from the reputed hotels having rating of 4 star or 5 star (applied for) and 5 star. The envelope containing Technical Bid shall be superscribed "Technical Bid against NIT No. IIML/PUR/23/2022-23 dated 13/02/2023 for catering services during convocation, IIM Lucknow". Similarly, the envelope containing Financial Bid shall contain "Financial Bid against NIT No. IIML/PUR/23/2022-23 dated 13/02/2023 for catering services during convocation, IIM Lucknow". Both these envelopes shall be put in a bigger envelope. All the envelopes shall be sealed properly and contain the name of bidder and NIT number.
- iii. The duly filled Technical bid (**Annexure-A**) should to be submitted along with the necessary documents in support of the eligibility criteria on or before due date & time.
- iv. The bid should be submitted (by hand/speed post/ courier) within due date by the bidder to "**The Chief Administrative Officer, Prabandh Nagar, Off Sitapur Road Lucknow, UP-226013**". **Late submission of bid will not be accepted.**
- v. Tenderer who has downloaded the tender from the Govt. site shall not tamper/modify the tender document including downloaded price bid (BOQ) template in any manner. In case, if the same is found to be tampered/modified in any manner, the tender will be completely rejected and EMD would be forfeited.
- vi. **Amendments to Bidding Documents:** At any time before the deadline for submission of Bids, the IIM Lucknow may, for any reason deemed fit by it, can modify the Bidding Documents by issuing suitable amendment(s) to it. Prospective bidders are advised to check the same before submission of bids.
- vii. All pages of the Bid should be stamped, signed, page numbered and indexed.
- viii. All Payment will be made electronically through NEFT/RTGS, and therefore the firm is requested to submit the bank details while raising the bill(s) (Name of firm, Name of Bank, Account Number, Name of branch and code & IFS code) and against the bill in duplicate.
- ix. The bidder shall not make any changes in the downloaded tender document. In case any such changes made by bidder, the original bidding documents shall be final for any future reference or clarification.
- x. It is the responsibility of Bidder to go through the Bidding Document to ensure furnishing of all required documents in addition to above.
- xi. IIM Lucknow reserves the right to reject any/all of the offers without assigning any reasons thereof. The bidders may seek clarification with this office from Monday to Friday between 0930hrs. to 1700hrs.) on 0522-6696282 or 6696917.

2. **SCOPE OF WORK:** – The convocation is one of the most important events in any educational institute. IIM Lucknow is looking for service provider(s), who are experienced in carrying out similar nature of work in past and who can provide excellent services during the 37<sup>th</sup> Convocation of IIM Lucknow scheduled on 18<sup>th</sup> March 2023.

**Manage Hospitality Arrangements during Convocation: Providing catering and food support.**

Providing adequate manpower to handle the events. A manager shall be deputed by the successful bidder to manage the event and back-up for all the necessary items shall be maintained to avoid any increase in numbers (10-15%).

Making Food arrangements (as per menu given below) for the dinner for apprx. 2500 persons on 18<sup>th</sup> March, 2023 at 7.30 PM. Venue: Opposite Commercial Complex & beside Chintan Block, IIM Lucknow (the prospective bidders).

**Arrangements provided by IIM Lucknow at the dinner site:** The following arrangements will be provided to cater / successful bidder:

- i. Two kitchens (tent) with Takhat, tables, Water drums etc.
- ii. Sufficient lighting
- iii. Music/ Accouchement system
- iv. Carpeting
- v. Serving counters (10+5)
- vi. Few Round Tables with chairs

**Other arrangements, if required, will have to be made by the caterer.**

The arrangements must be made ready three hours prior to the event. The full details of requirements have been provided in the **Financial Bid (Annexure-B)** The required vendor should meet the minimum criteria as mentioned in this tender document under the 'ELIGIBILITY CRITERIA'.

- i. Starter
- ii. vegetable soup
- iii. salad
- iv. Vegetable raita
- v. Indian condiments
- vi. Vegetable main course (three dishes):
- vii. Lentil (Dal panchmela / Daal tadka)
- viii. Steamed Rice
- ix. Assorted Mixed Indian breads
- x. Desserts (one Indian & one continental)

### **3. ELIGIBILITY CRITERIA:**

- i. The bidder should have valid GST number (Enclosed valid GST Certificate).
- ii. The participating bidder should have be a hotel with a minimum valid 4 star or 5 star (applied for) or 5 star and above (supporting document to be produced)
- iii. The bidder should have served 1200 persons (outside catering) in last 3 years (supporting document to be produced)
- iv. The bidder should not have been black-listed by Central/ State Governments/ PSUs at any point of time. There should not be any criminal proceedings / conviction against the bidder at any point of time (Please submit signed & stamped). – **Annexure-C**
- v. Acceptance of the terms and conditions mentioned in the tender document by the bidder. (Enclose signed & stamped copy of this tender document as a token of acceptance of all terms & conditions of the tender document)
- vi. The participating bidders will be required to present (PPT) their food items/menu and service ideas as part of the 'Technical Evaluation'. The bidders found to be fit by the committee will be declared as 'Technically qualified'

### **4. DISQUALIFICATION:** The proposal is liable to be disqualified in the following cases

- i. Proposal is not submitted in accordance with this document.
- ii. The rates shall not be disclosed in the Technical Bid. Disclosing / mentioning rates in the Technical Bid will result in "Technical Disqualification".
- iii. During validity of the period, or its extended period, if any, the bidder increases his quoted prices.
- iv. Proposal is received after due date and time
- v. Proposal is not accompanied by all requisite documents.

- vi. Information submitted in the tender proposal is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period if any.
- vii. If bid is received without EMD or valid MSME certificate issued to the bidder for similar services.
- viii. If bid is not addressed to The Chief Administrative Officer (CAO), Indian Institute of Management Lucknow, Prabandh Nagar, Lucknow-226013.
- ix. If the bidder has been black listed by any Government/PSU/Autonomous organization.

**5. BID SUBMISSION PROCESS:** The technical bid and the financial bid should be sealed by the bidder in separate covers duly super-scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super-scribed. The technical bids are to be opened by the Tender Evaluation committee at the first instance and the technical bids will be evaluated.

**6. EVALUATION OF BIDS:** The evaluation of bids will be done by the committee constituted for the purpose. The committee members will evaluate the bids as per submitted documents. The participating bidders will be required to present (PPT) their food items/menu and service ideas as part of the 'Technical Evaluation'. The bidders found to be fit by the committee will be declared as 'Technically qualified'.  
The bidders found to be eligible, will be declared as 'Technically qualified bidders'. The Financial bids will be opened of only 'Technically qualified bidders' and the bidder quoting the lowest rate will be awarded the work, subject to the approval of the Competent Authority.

**7. EARNEST DEPOSIT MONEY:** Bidders are required to deposit the aforesaid amount. Towards Earnest Money Deposit (EMD) to below mentioned bank account of Institute on or before the last date & time mentioned above. EMD through any other form will not be accepted. UTR number / Transaction ID and date of Deposit/Transfer of EMD shall be mentioned in Technical Bid at appropriate place. NSIC /MSME registered firms are exempted from submission of EMD on uploading of valid MSME certificate.

Bank Account No.	07231450000294
Name of Bank & Type of Account	HDFC/Savings
IFSC Code	HDFC0000723

EMD of all unsuccessful bidders will be returned after finalization of the tender. EMD of the successful bidder will be kept as Security Deposit and will be returned after completion of the awarded work. In case, the bidders provide false or misleading information or make changes in the downloaded document or provide forged document or hide facts relevant to tender / bidder, EMD of such bidder may be forfeited. Such action can be taken at any stage of the bidding process i.e. during or after process.

**8. SUB-STANDARD MATERIALS AND RISK & COST CLAUSE:** Any material rejected by IIM Lucknow shall be removed from the site and replaced immediately on issue of instructions to this effect by IIM Lucknow. Failing this, IIM Lucknow shall have to the right to get these removed and replaced at the RISK and COST of the contractor (successful bidder) and the contractor shall have no claim whatsoever in this regard.

In case the successful bidder/contractor is not able to provide the services as per the terms and conditions of this tender document and to the satisfaction of IIM Lucknow, IIM Lucknow reserves the right to get the work done from the open market at the risk & cost of successful bidders. In case, the security deposit is not sufficient for such recovery, the successful bidder

will be bound to pay the additional amount i.e. amount spent over and above the contract value plus the security deposit.

**9. PENALTY CLAUSE:** In case the quality of the provided services is not found to be satisfactory by IIM Lucknow, appropriate penalty, as deemed fit by IIM Lucknow, will be imposed on the vendor/service provider.

**10. JURISDICTION:** The contractor shall be subject to the jurisdiction of courts of Lucknow only.

**11. FORCE MAJEURE :** Force majeure is hereby defined as any cause which is beyond the control of the contracted bidder or IIML as the case may, which they could not foresee with a reasonable amount of diligence and which could substantially affect the performance of the contract, such as natural phenomena (including but not limited to floods, droughts, earthquakes, epidemics, etc.), acts / directions of any Government (including but not limited to war, declared or undeclared, priorities quarantines, embargos, etc.); provided that either party shall within 15 days from the occurrence of such a cause notify the other party in writing of such causes. Bidder to note that rains, droughts and monsoons are not part of force majeure and bidder is required to provide all its facility as per the stipulated minimum requirements. The bidder or IIML shall not be liable for delays in performing their obligations resulting from any force majeure cause as referred to the defined above. Hence during the period of force majeure, as indicated and covered above, during which the services are not provided by the contracted bidder or not availed by IIML, both parties will not be liable for their obligations under the contract. Thus the Force Majeure will free both parties from contractual obligations / liability when prevented by such events from fulfilling obligations as the same will be suspended for the period of Force Majeure.

**12. OTHER CONDITIONS:**

- I. No mobilization advance will be paid to the contractor.
- II. The rates quoted by the contractor and accepted by the Institute shall be firm and fix for the above work and no escalation shall be paid to the contractor in this account.
- III. In case Institute is not satisfied with the performance of contractor, the Institute is empowered to get the work completed by other agency and debit the expenditure on contractor's account. No objection or claim, what so ever on this account will be entertained.
- IV. Rates shall be quoted in the format provided at Annexure-B. The rates shall be inclusive of payments of dues by the contractor to the labour in accordance with the prevailing labour laws.
- V. IIML, reserves the right to curtail or enhance the scope of work either by deletion of certain items entirely or by reducing/increasing the quantities of certain items as required reviewed by the Institute from time to time and therefore, the final value of the work shall be worked out and paid to the extent of work actually carried out.
- VI. Income Tax as per the rules will be deducted from the bill and the amount so deducted will be credited to the Income Tax authorities and a certificate of the amount credited will be issued by the account section of IIM, Lucknow.
- VII. Prevailing Turnover Tax will be recovered as per Government rules if applicable.
- VIII. The dispute, if any, will be referred to the Director, IIM and his decision will be final and binding.
- IX. All disputes arising out of the order will fall under jurisdiction of Lucknow Court.
- X. Prior intimation will have to be given to concerned Officer I/c, IIM Lucknow by the contractor, if he proposes to work on Sundays or any other holidays. The additional cost of wages and any other cost by overtime or shift work shall be borne in full by the contractor.

**TECHNICAL BID**

**Information to be furnished by the Bidder**

1.	Name of the Bidder	:	
2.	Address	:	
3.	Contact Phone number/s: Mobile Email ID	: : :	
4.	Year of Establishment	:	
5.	GSTIN (enclose certificate)		No. ....
6.	Details of EMD / MSME certificate	:	UTR No. _____ dt. _____ Or MSME Cert. No. _____
7.	Valid 04 star rating certificate or 05 star rating (applied for) certificate or above		
8.	Enclose filled, signed & stamped Annexure-C and signed copy of the tender document	:	

This is to certify that we have understood the provisions of tender document and all the information given by us in tender document is true to the best of my knowledge. We also understand that in case any information / document submitted by us is found to be false/incomplete/ misleading, IIM Lucknow reserves the right to Technical disqualify undersigned's bid, forfeit the security deposit and blacklist the firm of the undersigned.

**Signature & stamp of the Bidder**

**Date & place:** \_\_\_\_\_

**FINANCIAL BID**

(The filled format shall be sealed in separate envelope)

S. No.	Description of items	Qty	Rate per pax	Amount (in Rs.)
1.	<p><b>Manage Hospitality Arrangements during Convocation:</b></p> <ul style="list-style-type: none"> <li>• Providing catering and food support.</li> <li>• Providing adequate manpower to handle the events.</li> <li>• Making Food arrangements (as per menu given) for 2500 persons for dinner on March 18<sup>th</sup>, 2023 on 7.30 PM. Venue: Opposite Commercial Complex</li> <li>• Food items includes the following: <ul style="list-style-type: none"> <li>i. Starter</li> <li>ii. vegetable soup</li> <li>iii. salad</li> <li>iv. Vegetable raita</li> <li>v. Indian condiments</li> <li>vi. Vegetable main course (three dishes):</li> <li>vii. Lentil (Dal panchmela / Daal tadka)</li> <li>viii. Steamed Rice</li> <li>ix. Assorted Mixed Indian breads</li> <li>x. Desserts (one Indian &amp; one continental)</li> </ul> </li> </ul>	2500 pax		

GST will be extra as applicable @ .....%

**Signature & stamp of the Bidder****Date & place:** \_\_\_\_\_

**UNDERTAKING BY THE BIDDER ON ITS LETTER HEAD**

That the undertaking is submitted with reference to IIM Lucknow's NIT No. \_\_\_\_\_  
\_\_\_\_\_ dated \_\_\_\_\_.

That the undersigned is duly authorised to bid on behalf of M/s  
\_\_\_\_\_ (name & address of the bidder)

That it is declared that our firm (\_\_\_\_\_) has never been black-  
listed by Central/ State Governments/ PSUs at any point of time and there is no criminal  
proceedings / conviction against the this firm at any point of time

That it is further certified that the undersigned understood the provisions of tender document  
(NIT referred above) and all the information given by the undersigned in tender document is  
true and complete. The undersigned also understands that in case any information /  
document submitted as part of the bid is found to be false/incomplete/ misleading, IIM  
Lucknow reserves the right to Technical disqualify undersigned's bid, forfeit the security  
deposit and blacklist the firm of the undersigned.

Signature of the bidder with official stamp

Name of signatory: \_\_\_\_\_

Designation of the signatory: \_\_\_\_\_

Date:

Place: