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Meghalaya, India**

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**Ref. NO. NITMGH/ES/RESEARCH CONCLAVE/PT/2023-24/3023**

**Dated:- 21.02.2024.**

**NOTICE INVITING QUOTATION (NIQ) FOR PROVIDING TEA AND BUFFET LUNCH DURING RESEACRH CONCLAVE 2024 (FEBRUARY 28-29, 2024) AT NIT MEGHALAYA**

NIT Meghalaya invites quotations for providing buffet lunch during the **Research Conclave** (February 28-29, 2024) at NIT MEGHALAYA as per details at ANNEXURE-II in single sealed envelopes to reach the undersigned on or before **12:00 Noon on 26-02-2024**.

**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:**

**NOTICE INVITING QUOTATION (NIQ) FOR PROVIDING TEA AND BUFFET LUNCH DURING RESEACRH CONCLAVE 2024 (FEBRUARY 28-29, 2024) AT NIT MEGHALAYA**

**Ref. No.:**

**Dated:**

**LAST DATE OF SUBMISSION: 26-02-2024, 12:00 Noon. NIQs will be opened on the same day at 2:00 p.m.**

02. **The requirement will be as follows:**

Date	Time	Event
28-02-2024	5:30 pm	Hi Tea
29-02-2024	10:00 am	Tea
	1:00 pm	Lunch
	5:10 pm	Tea

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. **Charges in the quantity specified in Annexure - II shall be calculated on a per plate basis.**
05. **Food Menu is given at Annexure-II.**
06. **The tea and lunch sessions shall be ready at least 15 min before the schedule.**
07. **For any queries, bidders are requested to contact Dr. Manideepa Saha or Dr. Koushik Das, Conveners, Research Conclave 2024 at Mobile No.: 9485177032 or 9485177054.**

## **NIQ TERMS & CONDITIONS:**

01. **Rates:** Rates quoted in the NIQ should be **on DOOR DELIVERY AT NIT Meghalaya basis**, to be submitted in the format given in **Annexure II**.
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. The rates shall be inclusive of all cost + GST.
03. **GST Registration:** Bidders have to submit copy of valid GST Registration.
04. **Food License:** Bidders have to submit a copy of the food license issued by the State Food Safety and Standard Authority. Quotations of those who do not possess valid food license will be summarily rejected.
05. **Validity of Quotation:** Quoted rates must be valid for **30 days** from the date of quotation.
06. **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.
07. **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.
08. **Payment:** 100% payment will be paid on successful completion of the work within 30 days from the date of receipt of the final bill.
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 furniture/accessories to serve foods. The food will be served at three different venues (Conference Room, Mini Auditorium and Basket Ball Court of NIT Meghalaya, Bijni Complex).
11. The vendor shall take all necessary precautions to prevent any damage that may be caused 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.
12. The Contractor will take appropriate safety measures including against outbreak of fire and will be held responsible in case of such an incident occurring.
13. The quality of food, ingredients used, serving manners, hygiene, etc shall be to the satisfaction of NIT Meghalaya.
14. The food should be prepared with great care and caution in a professional manner so that there is no chance of any food poisoning or harm to anybody consuming the food. In the event of any food poisoning or any health hazard, the vendor shall be responsible for its cost and consequences.
15. Prior experience for providing food of the same quantity is necessary. Further an experience of four (04) years in the similar line is required.
16. **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.

17. 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, alter, cancel 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.
18. 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.
19. After award of tender, the L1 vendor shall provide the services within a short period of time.

**20. 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.

**21. Penalty for default:** Default is said to have occurred:-

- a) If any of the food components are found having poor quality.
- b) If the food quality, quantity and hygiene are not maintained as per requirements. NIT Meghalaya will not compromise on the quality of food items.
- c) If there is a shortage of food during the event.
- d) 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.
- e) If the supplier fails to perform any other obligation(s) under the contract.

In such case (s), NIT Meghalaya reserves the right to with hold the final payment or to deduct an appropriate amount as deemed fit by the Competent Authority of the Institute.

**22. 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)**

<b>Sl. No.</b>	<b>NIQ Terms and Conditions</b>	<b>Yes/No</b>
01	<b>Rate</b> quoted as per instruction	
02	<b>Validity</b> of quoted rate for 30 days agreed	
03	<b>Payment</b> term agreed	
04	<b>Time Limit for completion</b> agreed	
05	<b>Work experience:</b> Certificate (minimum four years of experience is expected) and work order copies to serve foods in reputed Govt. Institutes/Universities/Organizations for a large number of people of around 400+ in various significant/big events to be provided.	
06	<b>Applicable law</b> terms agreed	
07	<b>Agreed to fulfillment of Annexure I, II</b>	

Signature with Seal:.....

Vendor: M/s.....

Annexure -II

**MENU FOR PROVIDING TEA AND BUFFET LUNCH DURING RESEACRH  
CONCLAVE 2024 (FEBRUARY 28-29, 2024) AT NIT MEGHALAYA**

(to be printed on the Vendor's letterhead)

Sl. No.	Items (Menu) and Timings	Unit/Quantity
1	<b>Hi Tea:</b> Vegetable Coleslaw Sandwich Vegetable Cutlet Veg Manchurian Roll Dry Kala Jamun Milk Tea & Red Tea Package Drinking Water <b>Start Time: <u>5.30 PM</u> on 28-02-2024</b>	<b>Buffet type for around 400 people</b>
2	<b>Tea Sessions:</b> Tea (Milk and/Red Tea) with Biscuits (Good Quality) <b>Start Time: <u>10.00 AM</u> and <u>5:10 PM</u> on 29-02-2024</b>	<b>To be served for total around 250 people</b>
3	<b>Lunch:</b> Lemon Lemon Coriander Soup Assorted Green Salad Pineapple Raita Papad, Pickle & Chutney Jeera Pulao Masala Kulcha Yellow Dal Tardka Mixed Veg Jalfrezi Paneer Lababdar Fish Kalia (Katla) Chicken Kasha Fruit Trifle Hot Gulab Jamun Package Drinking Water Mouth Freshener <b>Start Time: <u>1.00 PM</u> on 29-02-2024</b>	<b>Buffet type for around 400 people</b>
	Price Per Plate	
	Applicable GST	
	Total amount per plate (in Rupees)	

Signature with Seal:.....

Vendor: M/s.....