Malaviya National Institute of Technology Jaipur

Jawahar Lal Nehru Marg, JAIPUR-302017 (Rajasthan)
Ministry of Education
(Government of India)

Limited Tender Enquiry

For

HIRING OF CATERING SERVICES FOR 20TH CONVOCATION TO BE HELD ON 04TH DEC., 2026 OF MNIT JAIPUR

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

No. F5(1123) ST/MNIT/Academic/2026 Phone : 0141-2713312,2713352

Notice Inviting Quotation (E-Procurement Mode)

Registrar, MNIT, JLN Marg, Jaipur invites limited tenders for the supply of **"Hiring of Catering services" for 20th Convocation to be held on 4th December 2026 of MNIT Jaipur"** of this Institute.

1. Registered Vendors are requested to submit their online bid for mentioned item as per detailed technical specification given and Price Bid as per BOQ on CPP Portal**.** The Important information related to tender are as follows:

Schedule	
Event	**Date & Time**
Date of Issue/Publishing	09.11.2026 (17:00 Hrs)
Document Download/Sale Start Date	24.11.2026 (17:10 Hrs)
Document Download/Sale End Date	24.11.2026 (17:15Hrs)
Last Date and Time for Uploading of Bids	24.11.2026 (17:20 Hrs)
Date & Time of Opening of Technical Bids	25.11.2026 (17:30 His)
Date of Opening of Financial Bids	25.11.2026 (17:30 His)
Earnest Money	**(Rs. 87,100.00)** **EMD in the form of Demand Draft** in the name of The Registrar, MNIT payable at Jaipur or NEFT/RTGS in the bank account details as under**:-** Bank Name: ICICI Bank Ltd., Bank Branch: MNIT Jaipur Account Holder: Registrar MNIT Jaipur, J.L.N. Marg, Jaipur Bank Account No: 676805000011 Bank IFSC Code: ICIC0006768
Delivery	Within 05 days from the date of award of contract
Performance Bank Guarantee	05% will have to be deposited next day of the work order-valid till 60 days.
No. of Covers	01
Bid Validity days	60 days
Email Address (for Technical Clarifications)	storepurchase@mnit.ac.in

2 Bidders

Instructions for Online Bid Submission

Department of Expenditure has issued the directive to publish the tender document on the Central Public Procurement Portal (URL:http://eprocure.gov.in/eprocure/app). The bidders are required to submit soft copies of their bids electronically on the CPP Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. For more information, bidders may visit the CPP Portal http://eprocure.gov.in/eprocure/app. Tender document can also be downloaded from MNIT Jaipur Website (www.storepurchase@mnit.ac.in)

2.1 *Registration Process*

a) Bidders to enroll on the e-Procurement module of the portal http://eprocure.gov.in/eprocure/app by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.

b) The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

c) Bidders to register upon enrolment their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.

d) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible toensure that they do not lend their DSCs to others which may lead to misuse. Foreign bidders are advised to refer "DSC details for Foreign Bidders" for Digital Signature requirements on the portal.

e) Bidder then logs in to the site through the secured login by entering their user ID / password and thepassword of the DSC / eToken.

2.2 *Tender Documents Search*

a) Various built in options are available in the CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.

b) There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.

c) Once the bidders have selected the tenders they are interested in; they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

d) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

2.3 *Bid Preparation*

a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.

c) Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

d) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document /Schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.

e) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents

(e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents maybe directly submitted from the "My Space" area while sub- mitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process

2.4 *Bid Submission*

a) Bidder to log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

b) The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.

c) Bidder to select the payment option as "on-line" to pay the tender fee/ EMD wherever applicable andenter details of the instrument.

d) A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders to note that they should necessarily submit their financial bids in the pre- scribed format andno other format is acceptable.

e) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

f) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized per- sons until the time of bid opening.

g) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

h) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of thebid with all other relevant details.

i) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

2.5 *Assistance to Bidders*

a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

b) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 2337315.

2.6 *General Instructions to the Bidders*

1. The tenders will be received online through portal https://eprocure.gov.in/eprocure/app. In the Technical Bids, the bidders arerequired to upload all the documents in .pdf format.
2. Possession of Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card Token inthe company's name is a prerequisite for registration and participating in the bid submission activities through https: //eprocure.gov.in/eprocure/app. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site https://eprocure.gov.in/eprocure/app under the link `Information about DSC'. Bidders are advisedto follow the instructions provided in the `Instructions to the Bidders for the e- Submission of thebids online through the Central Public Procurement Portal for e-Procurement at https://eprocure.gov.in/eprocure

3. Online Bid Submission

The bids (complete in all respect) must be uploaded online in One Envelops as explained below.

(Following documents to be provided)				
Ser.		**Content**	**Supporting Page Number of bid**	**File Types**
1.	Bid	Index / Table of Content		.PDF
2		UTR No. of payment of EMD. In case of exemption from submission of Bid security, proof of registration with NSIC/MSME.		.PDF
3		Copy of GST Certificate with food license and PAN.		.PDF
4		Compliance Sheet **(Annexure-I)**		
5		Non Blacklisting of Supplier as per **Annexure-II**		.PDF
6		Price reasonabilitydeclaration as per **Annexure-III**		
7		Required past Experience as per **Annexure- IV** (kindly refer clause No. 5.8.B)		.PDF
8		Minimum average annual turnover of the bidder (kindly refer clause No. 5.8.C)		.PDF
9		Declaration of Local Content **(Annexure-V)**		
10.		Price bid as per BOQ format only. (Note: -Comparison of prices will be done ONLY on the bids submitted for the Main Equipment and anything asked as 'Optional' in the specifications is not to be included for overall comparison)		.XLS

FINANCIAL BID (PRICE-BID): Bidder has to quote separately for all the fields as mentioned in Price Schedule. Adding 0 'Zero' shall be treated as unresponsive. Online submission of the bids will not be permitted on the portal after the expiry of submission time and the bidder shall not be permitted to submit the same by any other mode. **The bid will be evaluated 'total value wise' hence it is mandatory for the bidder to quote price for all the items and supply the same to the Institute. If any bidder quote '0' Zero price for any article, his bid will be treated non-responsive and will be rejected.**

4. Invitation for Tender Offers for Procurement of "Hiring of Catering services" for 20th Convocation to be held on 4th December 2026" of MNIT Jaipur"

Malaviya National Institute of Technology Jaipur invites online limited tender enquiry from registered eligible and experienced firms for Procurement, of "**Hiring of Catering services" for 20th Convocation of MNIT Jaipur**" as per terms & Conditions specified in the tender document, which is available on CPP Portal http://eprocure.gov.in/eprocure/app

4**.1.** TECHNICAL SPECIFICATION:

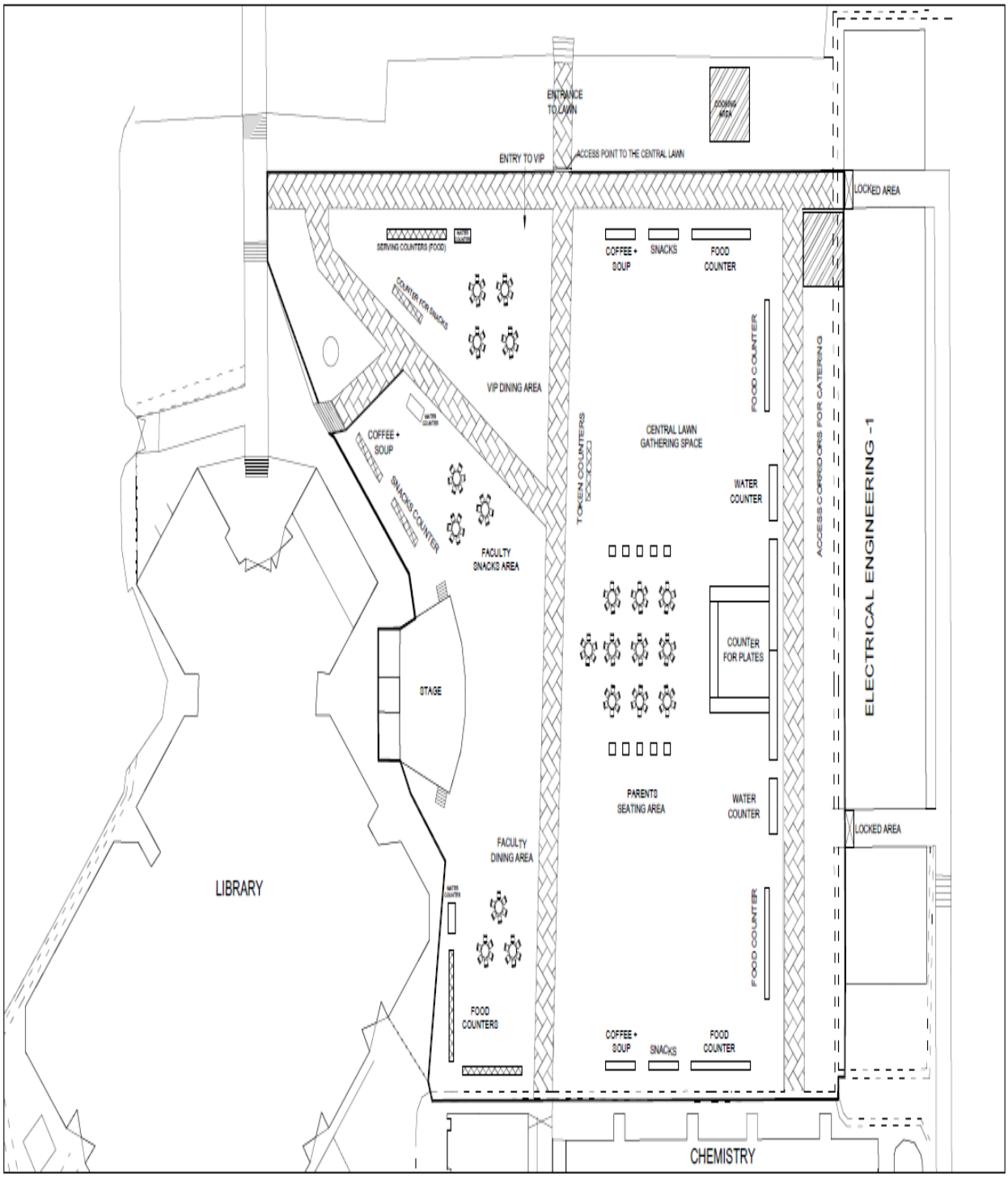
Name of item-" Hiring of Catering services" for 20th Convocation of MNIT Jaipur"

Sr.No.	Material	Qty.
1	**A. Water bottle of glass** (~ 500 ml) for senators inside auditorium	**200 Persons**
2	**B. Morning High Tea (~ 10 AM onwards for about 300 persons)** 1. Tea & Coffee (with / without sugar) 2. Idly – Sambar with chutney coconut/peanut 3. Vegetable Sandwich with ketchup 4. Biscuits (Britannia Good day Cookies, Britannia 50-50 sweet & salty, Bourbon chocolate cookies, Britannia Marie gold, Nutri choice) 5. Khaman Dhokla 6. Aloo- Pyaaz- Methi Pakore 7. Jalebi 8. Moond Daal Halwa 9. Water (disposable bottle (~100 ml)) for 300 persons	**300 Persons**
3	**C. Lunch (~ 1.30 to 4.00 PM for about 3500 persons)/Dinner ((~ 7.30 to 10.00 PM) for about 3500 persons** I. ***Starter*** 1. Tikki Chole 2. Pav Bhaji 3. Pasta (red sauce and white sauce) II. ***Appetizer*** 1. Soup (tomato and hot & sour) to be served in separate disposal paper container 2. Masala-Nimbu-pudina (soda based) to be served in separate disposal paper glass III. ***Salad*** 1. Sprout salad 2. Vegetable Salad	**3500 Persons**
4	**D. Main Course:** 1. Tandoori (sada + missi + tawa) Roti 2. Amritsari Chole 3. Mix vegetable (Green peas, Broccoli, Baby Corn, carrot, Capsicum, Cauliflower) 4. Palak Corn with gravy 5. Dal Tadka 6. Vegetable Pulao 7. Dahi vada with meethi and Green Chutney	

<table>
<tr><td></td><td>8. Achar, chutney (Tomato, Khejur , Amchur, Green Dhaniya) and Papad
9. Water (disposable water bottles 100ml. as per no of plates)
10. Water camphor counter 10 nos. (6 no. for student area, 3no. for faculty and staff area and 1 no. in VIP area)</td><td></td></tr>
<tr><td>5</td><td>E. Sweets/Desserts:
1. Gajjar ka Halwa
2. Gulab Jamun
3. Ice Cream :100ml cup/cone assorted in minimum three flavors (Vanila, Strawberry, Chocolate) of reputed brand (Omni/Vadilal/Kwality etc.).</td><td></td></tr>
<tr><td>6</td><td>F. Espresso Coffee</td><td></td></tr>
<tr><td>7</td><td>G. <u>Tent and Decoration items of venue area</u>
1. Decoration of the venue with frills, Jhalar lights on trees, hedges in the venue and in the front garden and parking and items for Rajasthani Theme is included.
2. Adequate no. of pedestal fans (No 20) for central lawn
3. Table 1: Requirements for Catering Layout (item and specifications wise)
<table>
<tr><th>No.</th><th>Item</th><th>Dimensions/ Specs</th><th>Number /count</th><th>Remarks</th></tr>
<tr><td>1.</td><td>Food Counters</td><td>30'-0" X 2'-0"</td><td>7 Counters</td><td>210'-0" Running feet tables for counters</td></tr>
<tr><td>2.</td><td>Tables for Plates and Salad Counter</td><td>5'-0" X 2'-6"</td><td>30 Nos.</td><td>30 Nos.</td></tr>
<tr><td>3.</td><td>Cooking Tables</td><td>-</td><td>-</td><td>Arranged by the Caterer</td></tr>
<tr><td>4.</td><td>Coffee and Soup Counters (Takhats)</td><td>5'X 2'</td><td>24 Nos</td><td>24 Nos</td></tr>
<tr><td></td><td>Coffee and Soup Counters (Tables)</td><td>5'X 2'</td><td>18 Nos</td><td>18 Nos</td></tr>
<tr><td>5.</td><td>Standing Tables for dining in student area</td><td>2'X 2'</td><td>10</td><td>10 Nos</td></tr>
<tr><td>6.</td><td>Snacks Counter</td><td>15'X 2'</td><td>4 Nos</td><td>60'-0"Running feet of counter</td></tr>
<tr><td>7.</td><td>Power points for Coffee and soup counters</td><td>15 Ampere</td><td>3 NOs</td><td>Multiple point points required</td></tr>
<tr><td>8.</td><td>Power points for cooking areas for grinder etc</td><td>15 Ampere (3HP)</td><td>3 Nos</td><td>Required at near the parking area for cooking prep.</td></tr>
<tr><td>9.</td><td>High intensity halogen lamps for cooking prep area.</td><td>High intensity halogen lamp lights</td><td>6 Nos</td><td>Required at the cooking area and entrance of the lawn</td></tr>
</table></td><td></td></tr>
</table>

Note: All Cutlery, Adequate no of serving staff (1 person over 15 people), Decoration items need to be included while giving the estimate.

20th Annual Convocation
Layout Plan for catering
Venue: Central Lawn, Near Library Block , MNIT Jaipur



5. GENERAL TERMS & CONDITIONS

5.1 **Due date**: The tender has to be submitted online on or before the due date. The offers received after the due date and time will not be considered.

5.2 **EMD (if applicable)**: Bidders can submit the EMD for an amount which is stated at the "Schedule"of the tender document with Account Payee Demand Draft/Banker's Cheque in favour of 'MALVIYA NATIONAL INSTITUTE OF TECHNOLOGY' payable at JAIPUR. Bidder has to upload scanned copy / proof of the DD/ banker cheque along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.
Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name:

MALVIYA NATIONAL INSTITUTE OF TECHNOLOGY
Account No. 676805000011
IFSC Code ICIC0006768
Bank Name ICICI BANK LTD
Branch address MNIT BRANCH.
Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.
The Technical Bid without EMD would be considered as UNRESPONSIVE and will not be accepted. Refer to Schedule (at page 2 of this document) for its actual place of submission. **NSIC / MSE (Micro and small enterprises) registered bidders must submit copy of valid NSIC / MSE Registration Certificate for exemption of EMD.**

5.3 **Refund of EMD**: The EMD will be returned to unsuccessful tenderers **only after the Tenders are finalized**. In case of successful Tenderer, it will be refunded to bidder after award of contract and submission of Performance Bank Guarantee by the vendor.

5.4 **Delivery period:** The stores are required to be delivered positively within **05 days** of the issue of Purchase Order.

5.5 **Quality & Specification of Stores** The items should be confirming strictly to the specification given. The Institute reserves the right to reject such item/items, if found unacceptable on these grounds.

5.6 **Opening of the tender**: The online bid will be opened by a committee duly constituted for this purpose. The financial offer/bid will be opened only for the offer/bid which technically meets all requirements as per the specification, and will be opened subsequently for further evaluation. In case, the day of bid opening is declared a holiday by the government, the Bids will be opened on the next working day at the same time

5.7 **Acceptance/ Rejection of bids:** The Institute reserves the right to reject any bid not fulfilling the eligibility criteria. Submission of incomplete bid/ incomplete bid format would lead to rejection of bids. All documents required to be submitted should be the part of the bid. If any document is not submitted, the bid will be treated as incomplete and this would lead to rejection. No communication in this regard will be entertained.

5.8 **Pre-Qualification Criteria:**

a) **Non-compliance of tender terms, non-submission of required documents, lack of clarity of the specifications, contradiction between tenderer specification and supporting documents etc. may lead to rejection of the bid.**

b) The Bidder must have successfully executed / completed at least one single order of Rs. 27,87,000.00 or 2 orders each of Rs. 17,42,000.00 or 3 orders each of Rs. 13,94,000.00 for similar products in last three years to any IIT/NIT/CFTIs/ any other Govt. organization/Reputed private organization. Copies of contracts / purchase orders and documentary evidence of successful execution / completion in support of Past Experience of Similar product along with names, address and contact details of clients shall be submitted in the format **(Annexure IV)** with the bid for verification by the Buyer. Also furnish proof of experience of catering service for more than 1500 persons.

c) The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be Rs. 50,00,000.00. D**ocumentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be submitted with the bid.** In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for these criteria.

d) Only "Class–I and Class-II local supplier will be eligible to bid. It is mandatory for bidders to quote items having local content more than 20%. Refer revised Public Procurement (Preference to Make in India), Order 2017 P-45021/2/2017-B.E-II dated 04.06.2020 issued by DPIIT, Ministry of Commerce and Industry, Govt. of India. (Submit duly filled Annexure V for the same)

5.9 Performance Security:: The supplier shall require to submit the performance security for an amount which is stated at the "Schedule"of the tender document within 15 days from the date of receipt of the purchase order and should be kept valid for a period of 60 days beyond the date of completion of warranty period. Performance security may be in the form of irrevocable bank guarantee issued by any commercial bank or Demand Draft/ Banker's Cheque in favour of 'MALVIYA NATIONAL INSTITUTE OF TECHNOLOGY' payable at JAIPUR or through NEFT/RTGS in Beneficiary name:

MALVIYA NATIONAL INSTITUTE OF TECHNOLOGY
Account No. 676805000011
IFSC Code ICIC0006768
Bank Name ICICI BANK LTD
Branch address MNIT BRANCH

Format is available at Annexure - VI

5.10 Liquidated Damages (L.D):

If a supplier fails to execute the order in time as per the terms and conditions stipulated therein, it will be open to the purchaser to recover liquidated damages for delay in delivery and installation from the supplierat the rate 0.5% of the value of the order per week subject to a maximum of 10% of the total order value.

5.11 Prices: The price should be quoted in BoQ format only. The offer/bid should be exclusive of taxes and duties, which will be paid by the purchaser as applicable. However, the percentage of taxes & duties shall be clearly indicated. The price should be quoted without custom duty and excise duty, since MNIT Jaipur is exempted from payment of Excise Duty and is eligible for concessional rate of custom duty. Necessary certificate will be issued on demand.

5.12 Place of Jurisdiction: The place of jurisdiction would be Jaipur (Rajasthan).

5.13 Taxes and Duties

Suppliers shall be entirely responsible for all taxes, duties, license fees, octroy, road permits, etc., incurred until delivery of the contracted Goods to the Purchaser. However, GST in respect of the transaction between the Purchaser and the Supplier shall be payable extra, if so stipulated in the order.

MNIT Jaipur is exempted from paying custom duty under notification No.51/96 (partially or full) and necessary "Custom Duty Exemption Certificate" can be issued after providing following information and Custom Duty Exemption Certificate will be issued. MNIT Jaipur will issue Custom Duty Exemption Certificate (CDEC) (for import items).

5.14 Payment:

a) For Indigenous supplies, 100% payment shall be made by the Purchaser against delivery, inspection, and acceptance at MNIT Jaipur in good conditionand to the entire satisfaction of the Purchaser.
b) GST Deduction at source as per Order/ notification of the Govt.
c) GST No of MNIT Jaipur is **08AAAJM0351L1Z6**
d) HSN/SAC No of the items must be clearly mentioned in the quotation along with GST No.

5.15 Compliance Sheet: This sheet must be provided indicating conformity to the technical specifications. (Annexure-I)

5.16 Genuine Pricing: Vendor is to ensure that quoted price is not more than the price offered to any other customer in India to whom this particular item has been sold. (Annexure-III)

5.17 The Institute reserves the right to accept or reject any or all the offer including the lowest bid without assigning any reason. The Institute does not bind itself to accept the lowest offer. The Institute also reserves the right to amend the scope of work, including quantity and quality.

5.18 Dispute: In case of dispute, the matter will be settled mutually, failing which the decision of the Director shall be final and binding on the bidders.

5.19 Comparison of Bids: Comparison of prices will be done only on the bids submitted for the main equipment and anything asked as Optional in the specifications is not be included for overall comparison.

1. To evaluate a Price Bid, the Purchaser shall only use all the factors, methodologies and criteria defined below. No other criteria or methodology will be used. The price bids shall be evaluated onthe basis of final landing cost which shall be arrived as under:

i) The price of the goods quoted Ex-works.
ii) GST which will be payable on the goods if the contract is awarded.
iii) The charges for installation, commissioning, training charges, inland transportation, insurance, packing and forwarding charges and other local services required for delivering the goods at the desired destination as specified in the price schedule form.

5.20 Award of Contract

MNIT Jaipur shall award the contract to the eligible bidder whose technical bid has been accepted and determined as the lowest evaluated commercial bid based on the criteria mentioned above. However, MNIT Jaipur reserves the right and has sole discretion to reject the lowest evaluated bid.

In case more than one bidder happens to quote the same lowest price, MNIT Jaipur reserves the right to decide the criteria and further process for awarding the contract, decision of MNIT Jaipur shall be final for awarding the contract.

5.21 Preference to Make in India Products: The Institute is following and abide with the revised Public Procurement (Preference to Make in India), Order 2017 P- 45021/2/2017 – B. E. –II dated 04.06.20 issued by DPIIT, Ministry of Commerce and Industry, Govt. of India & subsequent amendments/instructions of Ministry. Accordingly, preference will be given to the make in India products while evaluating the bids. However, it is sole responsibility of the bidder(s) to specify the product quoted by them is of Make in India along with respective documentary evidence in the technical bid itself.

5.22 **Purchase preference to Micro and Small Enterprises (MSEs)**: Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for product/services, the bidder must be the manufacturer/Service provider of the offered product/service. Relevant documentary evidence in this regard shall be submitted along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

5.23 **Exemption to Startups**: If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

5.24 **Exemption to MSME:** If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

5.25 **Option Clause**: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

5.26 Branded Desi Ghee (Amul/ Saras/ Krishna/ Britannia etc. or equivalent) should be used by the firm for sweet preparations and Ground nut oil should be used for vegetables and other frying. Branded paneer (Amul/ Saras/ Britannia etc. or equivalent) should be used where required.

5.27 Hygienic conditions should be maintained by the firm during preparation and service of the food.

5.28 Standard crockery such as laminar crockery etc. should be provided by the firm in food catering.

5.29 Number of waiters, supervisors and supporting staff should be adequate in order to cater the desired number of persons on the occasion. For examples: one person is required to cater 15-20 persons. All the waiters, supervisors and supporting staff should be in proper dress of catering and should wear gloves for serving food items. Their heads should be covered by proper cap or turban.

5.30 The Buffet sets should be adequate in number. All plates ordered for the occasion have to be arranged in place at the beginning of the meal at appropriate place. Repeated use of plates by washing them will not be permitted in view of hygienic conditions.

5.31 All plates ordered for the occasion have to be arranged in place at the beginning of the meal at appropriate place. Repeated use of plates by washing them will not be permitted in view of hygienic conditions.

5.32 Sufficient quantity of food should be prepared by the firm for the program. It should be ensured by the firm that scarcity of any item should not be happen at the later stage of food serving. The pure and clean and hygienic water should be used for food preparation by the firm and should be arranged by itself

5.33 All safety measure with regard to fire and theft of raw materials/ ready materials will have to be taken care of by the firm

5.34 The rates should be quoted without adding any Govt. levies/taxes.

5.35 The firm should have office/workshop situated in Jaipur.

5.36 The firm should have GST number along with food license.

5.37 The menu for 20 th convocation is as given and caterer has to strictly adhere to it.

5.38 The firm should have experience of catering service for more than 1200 persons.

5.39 The firm should provide good quality paper napkins, dustbins, etc. in sufficient quantity.

5.40 The firm should have to cover the dining area from sunlight/rain.

5.41 The firm should have to provide proper round table-chair arrangement sitting and sufficient food counters for dining.

5.42 Sufficient counters for drinking water should be provided by the firm along with sufficient water bottles, water campers and paper glasses.

5.43 Penalty clause is applicable as per GFR which shall be up to 10% of work orders in case of delay.

5.44 The firm has to bring all necessary items in sufficient amount (Long tables, medium tables, coffee tables, Round tables, Chairs). The venue need to be enclosed with tent masking, red carpets on foothpaths, Decoration items, water camphor, lighting arrangements of the catering venue which includes Jhalar lights on trees, hedges in the venue and in the front garden etc. items required for successful catering.

5.45 Payment of actual number of plates will be done.

5.46 All the steps related to COVID-19 SOP should be following as per institute guidelines.

I/We have read the above terms & conditions and we agree to above terms and conditions.

ANNEXURE -I

COMPLIANCE SHEET

Sl. No.	**Name of item: Hiring of Catering services" for 20th Convocation of MNIT Jaipur**	**Qty.**	**Comply (Yes/No)**	**Supporting Page No.**
	Item			
1	**Water bottle of glass** (~ 500 ml) for senators inside auditorium	**200 Persons**		
2	**Morning High Tea (~ 10 AM onwards for about 300 persons)** 1. Tea & Coffee (with / without sugar) 2. Idly – Sambar with chutney coconut/peanut 3. Vegetable Sandwich with ketchup 4. Biscuits (Britannia Good day Cookies, Britannia 50-50 sweet & salty, Bourbon chocolate cookies, Britannia Marie gold, Nutri choice) 5. Khaman Dhokla 6. Aloo- Pyaaz- Methi Pakore 7. Jalebi 8. Moond Daal Halwa **9.** Water (disposable bottle (~100 ml)) for 300 persons	**300 Persons**		
3	**Lunch (~ 1.30 to 4.00 PM for about 3500 persons)/Dinner ((~ 7.30 to 10.00 PM) for about 3500 persons** ***I. Starter*** 1. Tikki Chole 2. Pav Bhaji 3. Pasta (red sauce and white sauce) ***II. Appetizer*** 1. Soup (tomato and hot & sour) to be served in separate disposal paper container 2. Masala-Nimbu-pudina (soda based) to be served in separate disposal paper glass ***III. Salad*** 1. Sprout salad 2. Vegetable Salad	**3500 Persons**		
4	**Main Course:** 1. Tandoori (sada + missi + tawa) Roti 2. Amritsari Chole 3. Mix vegetable (Green peas, Broccoli, Baby Corn, carrot, Capsicum, Cauliflower) 4. Palak Corn with gravy 5. Dal Tadka 6. Vegetable Pulao 7. Dahi vada with meethi and Green Chutney 8. Achar, chutney (Tomato, Khejur , Amchur, Green Dhaniya) and Papad 9. Water (disposable water bottles 100ml. as per no of plates) 10. Water camphor counter 10 nos. (6 no. for student area, 3no. for faculty and staff area and 1 no. in VIP area)			

<table>
<tr><td>5</td><td>Sweets/Desserts:
1. Gajjar ka Halwa
2. Gulab Jamun
3. Ice Cream :100ml cup/cone assorted in minimum three flavors (Vanila, Strawberry, Chocolate) of reputed brand (Omni/Vadilal/Kwality etc.).</td><td></td><td></td></tr>
<tr><td>6</td><td>Espresso Coffee</td><td></td><td></td></tr>
<tr><td>7</td><td><u>Tent and Decoration items of venue area</u>
1. Decoration of the venue with frills, Jhalar lights on trees, hedges in the venue and in the front garden and parking and items for Rajasthani Theme is included.
2. Adequate no. of pedestal fans (No 20) for central lawn
3. Table 1: Requirements for Catering Layout (item and specifications wise)
<table>
<tr><th>No.</th><th>Item</th><th>Dimensions/ Specs</th><th>Number /count</th><th>Remarks</th></tr>
<tr><td>1.</td><td>Food Counters</td><td>30’-0” X 2’-0”</td><td>7 Counters</td><td>210’-0” Running tables for count</td></tr>
<tr><td>2.</td><td>Tables for Plates and Salad Counter</td><td>5’-0” X 2’-6”</td><td>30 Nos.</td><td>30 Nos.</td></tr>
<tr><td>3.</td><td>Cooking Tables</td><td>-</td><td>-</td><td>Arranged by the Caterer</td></tr>
<tr><td>4.</td><td>Coffee and Soup Counters (Takhats)</td><td>5’X 2’</td><td>24 Nos</td><td>24 Nos</td></tr>
<tr><td></td><td>Coffee and Soup Counters (Tables)</td><td>5’X 2’</td><td>18 Nos</td><td>18 Nos</td></tr>
<tr><td>5.</td><td>Standing Tables for dining in student area</td><td>2’X 2’</td><td>10</td><td>10 Nos</td></tr>
<tr><td>6.</td><td>Snacks Counter</td><td>15’X 2’</td><td>4 Nos</td><td>60’-0”Running f counter</td></tr>
<tr><td>7.</td><td>Power points for Coffee and soup counters</td><td>15 Ampere</td><td>3 NOs</td><td>Multiple point p required</td></tr>
<tr><td>8.</td><td>Power points for cooking areas for grinder etc</td><td>15 Ampere (3HP)</td><td>3 Nos</td><td>Required at nea parking area for cooking prep.</td></tr>
<tr><td>9.</td><td>High intensity halogen lamps for cooking prep area.</td><td>High intensity halogen lamp lights</td><td>6 Nos</td><td>Required at the cooking area an entrance of the</td></tr>
</table>
</td><td></td><td></td></tr>
<tr><td>8</td><td>UTR No. of payment of EMD. In case of exemption from submission of Bid, proof of registrationwith NSIC/MSME.</td><td></td><td></td></tr>
<tr><td>9</td><td>Copy of GST Certificate with food license and PAN.</td><td></td><td></td></tr>
<tr><td>10</td><td>Compliance Sheet (Annexure-I)</td><td></td><td></td></tr>
<tr><td>11</td><td>Non Blacklisting of Supplier and Price reasonabilitydeclaration as per Annexure-II</td><td></td><td></td></tr>
<tr><td>12</td><td>Price reasonabilitydeclaration as per Annexure-III</td><td></td><td></td></tr>
<tr><td>13</td><td>Required past Experience as per Annexure- IV
(kindly refer clause No. 5.8.B)</td><td></td><td></td></tr>
<tr><td>14</td><td>Minimum average annual turnover of the bidder (kindly refer clause No. 5.8.C)</td><td></td><td></td></tr>
<tr><td>15</td><td>Declaration of Local Content (Annexure-V)</td><td></td><td></td></tr>
<tr><td>16</td><td>Performance Bank Guarantee (Annexure-VI)</td><td></td><td></td></tr>
</table>

Signature of Bidder
Name:_____
Designation:_____
Organization Name:

ANNEXURE-II

<< Organization Letter Head >>

DECLARATION SHEET

We,_____hereby certify that all the information and data furnished by our organization with regard to these tender specifications are true and complete to the best of our knowledge.I have gone through the specifications, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

We, further specifically certify that our organization has not been Black Listed/De Listed or put to any Holiday byany Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.

(Signature of the Tenderer)Name:

Seal of the Company

ANNEXURE-III

PRICE REASONABILITY CERTIFICATE

(to be submitted on firm's letterhead)

This is to certify that we have offered the maximum possible discount to you in our Quotation No. ……. Dated …….. for (Currency) ……. We would like to certify that the quoted price are the minimum and we have not quoted the same item on lesser rates, than those being offered to MNIT Jaipur, to any other customer nor will do so till the validity of offer or execution of purchase order, whichever is later.

Signature ofTenderer
Name:_____
Designation:_____
Organization Name: Contact No.: _____

ANNEXURE-IV

Past Experience details

List of Organizations for whom the bidder has undertaken such work during last three years **(must be supported with Purchase orders)**			
Name of the organization	**Name of Contact Person**	**Contact No.**	**Copy of Purchase Orders (Page no.) along with value**

Note: Without submission of relevant Purchase orders, experience will not be considered.

Signature of Bidder
Name:

Designation:

Organization Name:

Contact No.:

Annexure-V

DECLARATION OF LOCAL CONTENT

For Local Content of Products, Services or Works]

(To be given on Company Letter Head – For tender value below Rs.10 Crores)

(To be given by Statutory Auditor/Cost Auditor/Cost Accountant/CA for tender value above Rs.10 Crores)

To,
The RegistrarMNIT Jaipur

Subject: Declaration of Local Content

Tender reference No._____

1. Country of Origin of Goods being offered:_____
2. With reference to Order No. P- 45021/2/2017-PP(BE-II)-Part (4) Vol.II dated 19-07-2024 read with O. M. No. P- 45021/102/2019-BE-II-Part (1) (E-50310) dt. 04/03/2021 of DPIIT, Ministry of Commerce and Industry, Govt. of India, we fall under the following category of supplier (please tick the correct category) for the items for which this tender has been floated and being bided.

   - Class I local supplier – has local content ≥ 50%. Local contents added at _____ (name of location).
   - Class II local supplier – has local content ≥ 20% but < 50%. Local contents added at _____(name of location).
   - Non-local supplier – has local content < 20%. Local contents added at _____(name of location).

3. Details of value addition in India:

Sr. No.	Particulars	Content (In percentage)
1	Addition of indigenous items (manufactured in India) inclusive of taxes	
2	Addition of Locally sourced imported items inclusive of taxes	
3	License/Royalty paid/Technical expertise etc.	

4. Certificate from OEM for Country of Origin has been attached (mandatory if bidder is reseller) (Strike down if not applicable).
5. We are solely responsible for the above mentioned declaration in respect of category of supplier.False declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the GeneralFinancial Rules for which we may be debarred for up to 2 years as per Rule 151(iii) of the GeneralFinancial Rules along with such other actions as may be permissible under law.

Signature of BidderName:
Designation: Organization Name:Contact No.:

Annexure-VI

Covering Letter

(Required on the Letter head of the Bank)

To
Malaviya National Institute of Technology Jaipur
JLN Marg, Jaipur- 302017

Dear Sir / Madam,

Guarante
e Number
Date of
Issue
Guarante
eAmount
Date of
Expiry
Date of
Claim
Applicant
Name:

We confirm having issued/ extended the captioned Bank Guarantee in your favor on behalf of ourabove named constituent and the same signed by the officers of the bank.

Yours faithfully,

Authorized

Signatory

Name:

Email ID:

(Signed and Stamped)

PERFORMANCE BANK GUARANTEE

(To be executed on Stamp Paper of Rs. 100/- or such higher value as per the Stamp Act of the State in which the Guarantee is issued. Stamp Paper should be in the name of the Bank Issuing the Guarantee.)

BANK GUARANTEE NO. :
DATED :

Dear Sirs,

1. THIS DEED OF GUARANTEE made on this .....day of.....……. between**MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY, JAIPUR** (hereinafter called the **"MNIT"** which expression shall unless excluded by or repugnant to the context includes its successors and assignees) of the one part and the ..... (hereinafter called the **"Bank"** which expression shall unless excluded by or repugnant to the context include its successors and assignees) of the other part.

2. AND WHEREAS as per clause……..……. Of the purchase order in question the supplier shall furnish a Performance Bank Guarantee of 5% of P.O. Value i.e. Rs. …… (in words) …… only) valid for the period of two months beyond warranty period as and by way of security for satisfactory working of the ……. AND WHEREAS at the request of the supplier, the Bank executes these presents.

3.0 THIS DEED WITHNESSETH AND IT IS HEREBY AGREED AND DECLARED BY AND BETWEEN PARTIES HERETO AS FOLLOWS:

3.1 The Bank hereby guarantees to the MNIT, Jaipur that the equipment / service contracted are capable of performing the work as demanded by the MNIT, Jaipur**.** In the event of equipment / service failing to perform to the satisfaction of the MNIT, Jaipur, which shall be final and conclusive of the factum of non-performance, the Bank shall indemnify and keep the indemnified to the extent of ..... of P.O. Value i.e. Rs. ..... (Rupees ....) valid for the period of two months beyond the warranty period against any loss or damage that may be caused to or suffered by the MNIT, Jaipur consequent to non-performance of the contracted equipment / services to be supplied by the supplier.

3.2 In consideration of the aforesaid premise and at the request of the supplier, we the Bank hereby irrevocably and unconditionally guarantee that the supplier shall perform in an orderly manner their contractual obligations in accordance with the terms and conditions set forth in the Purchase order dated ..... and in the event of the supplier's failure to do so, the Bank unconditionally pay to the MNIT, Jaipur on demand, any amount up to the value mentioned in Clause 3.1 above without any reference to the supplier and without questioning the claim.

3.3 The guarantee herein shall remain in full force for a period of two months beyond the warranty period from the date of certification by the MNIT, Jaipur of successful installation and commissioning of the equipment/ service contracted. Date of start of warranty period will be notified by MNIT, Jaipur to the Bank.

3.4 The decision of the MNIT, Jaipur regarding the liability of the Bank under the guarantee and the amount payable there under shall be final and conclusive and binding on us without question. The Bank shall pay forthwith the amount demanded by the MNIT, Jaipur not withstanding any dispute, if any, between the MNIT, Jaipur and the supplier.

3.5 The Bank further agrees that the guarantee herein shall remain in full force during the pendency of aforesaid period mentioned in Clause 3.3 above and also any extension of the guarantee which has been provided by the Bank for this purpose beyond the aforesaid period provided, further, that if any claim accrues or against the Bank by virtue of this guarantee, should be lodged with us within a period of 60 days from the date of expiry of the guarantee period.

3.6 This Guarantee shall not be affected by any change in constitution of the supplier, MNIT, Jaipur or us not shall it be affected by any change in constitution or by any amalgamation or absorption or reconstruction thereof otherwise, but will ensure for and be available to and endorsable by the absorbing amalgamated company or concern.

3.7 The MNIT, Jaipur has the fullest liberty without affecting the guarantee to postpone at any time or from time any of the powers exercisable by it against the supplier, either to enforce or forbear the clause governing guarantee in the terms and conditions of the said contract and Bank shall not be released from its liabilities under the guarantee by any matter referred to or by reason of time being given to the supplier or any other forbearance, act or omission on the part of the MNIT, Jaipur or any material or things whatsoever which under the law relating to sureties shall but for the provisions hereof have the effect of so releasing the Bank from its liabilities.

3.8 We further agree that the MNIT, Jaipur shall have the fullest liberty without affecting in any way our obligations hereunder with or without our consent or knowledge to vary any of the terms and conditions of the said contract or to extend the time of delivery from time to time.

3.9 The Bank undertakes not to revoke this guarantee during its currency except with the previous consent in writing of the MNIT, Jaipur.

3.10 We further agree that in order to give full effect to the guarantee herein contained MNIT, Jaipur shall be entitled to act as if we were its principal debtors in respect of its claim against the Supplier hereby guaranteed by us as aforesaid and we hereby expressly waive all our rights of suretyship and other rights if any which are in any way inconsistent with the above provision of this Guarantee.

Notwithstanding anything herein before, liability of the Bank under this guarantee is restricted to Rs. ..... (Rupees ..... only) and it will remain in force up to the period specified in Clause 3.3 unless a suit to enforce any claim under the Guarantee is filed against the Bank before the period specified in Clause 3.4. All your rights under this Guarantee shall be forfeited and we shall be relieved and discharged from all liabilities thereunder.

COUNTERSIGNED

Signature	:	Signature	:
Name	:	Name	:
Designation	:	Designation	:
Organization	:	Organization	: