



IIM NAGPUR

**INDIAN INSTITUTE OF MANAGEMENT NAGPUR**

Website: [www.iimnagpur.ac.in](http://www.iimnagpur.ac.in)

(Tender Reference NO.: IIMN/EM&ES/2023-24/21, dated 17-11-2023)

**Name of Work:**

**Providing High-Quality Catering Services, Hospitality, Serving, and related services for Zero Mile Samvad (ZMS) programme of IIM Nagpur**

**Client**

CAO  
INDIAN INSTITUTE OF MANAGEMENT NAGPUR  
Plot No-01, Sector-20, MIHAN Notified area,  
Dahegaon Khapri (Rly), Nagpur.441108  
Ph No:07122870354/07122870331

Last date of Submission: 28-11-2023 up to 3.00 PM

Name of Bidder: \_\_\_\_\_

## INDIAN INSTITUTE OF MANAGEMENT NAGPUR

Tender No. IIMN/EMES/2023-24/21, dated 17 -11-2023

### NOTICE INVITING TENDERS

Sealed bids are invited under Single stage (TWO bid system) professional agencies for the work mentioned below:

**Name of Work:** Providing High Quality Catering Services, Hospitality, Serving and related services for Zero Mile Samvad (ZMS) programme of IIM Nagpur.

**Venue:** IIM Nagpur Plot No.1 Sector 20 MIHAN Nagpur – 441108 MH (INDIA)

Bid Downloading Schedule: Tender documents can be downloaded from the IIMN website [www.iimn.ac.in/tender](http://www.iimn.ac.in/tender)

### Critical Timeline and Schedule of the Process:

Bid Publishing Date	17-11-2023
Bid Document Download Start Date	17-11-2023
A pre-bid meeting and site visit	<b>22-11-2023 on 11:30 A.M</b> <b>at IIM Nagpur</b> Plot No-01, Sector-20, MIHAN Notified area, Dahegaon Khapri (Rly), Nagpur.441108
Re-Tendering/Corrigendum (If any)	23-11-2023
Bid Submission End Date	<b>28-11-2023 up to 3.00 P.M</b> <b>at HR Department, IIM Nagpur</b> Plot No-01, Sector-20, MIHAN Notified area, Dahegaon Khapri (Rly), Nagpur.441108
Pre-qualification Bid Opening Date	<b>30-11-2023 at 3.30 PM</b>
Financial Bid Opening Date	Price Bids of only technically qualified bidders shall be opened at a later date in the presence of authorized representatives of bidders & IIMN Officers.

### 1. Bid Submission:

The two sealed envelopes, Technical Bid-(Part-I) and Price Bid (Part-II), shall be again put together in one common envelope and sealed. This sealed cover shall be marked on the left-hand top corner 'Tender for the work Providing High Quality Catering Services, Hospitality, Serving and related services for Zero Mile Samvad (ZMS) programme of IIM Nagpur.

The full name and address of the tenderer shall be written in the bottom left-hand corner. If submitted by courier/ post, the sealed envelope marks as above shall be enclosed in another cover properly addressed.

The date and time for receipt of the Envelope containing tender shall strictly apply in all cases. The tenderers should ensure that the IIMN receives their tender before the expiry of the date and time. No delay on account of any cause will be entertained for the late receipt of the tender. Tender offered or received after the date and time is over will either not be accepted or, if inadvertently accepted, will not be opened and shall be returned to the tenderers unopened.

The tenderer who has downloaded the tender from the IIMN website **[www.iimnagpur.ac.in/tender](http://www.iimnagpur.ac.in/tender)** shall not tamper/modify the tender form, including the downloaded price bid template, in any manner. In case the same is found to be tempered/modified in any manner, the tender will be completely rejected, and the tenderer is liable to be banned from doing business with IIMN.

Intending tenderers are **advised to visit the IIMN website, [www.iimnagpur.ac.in](http://www.iimnagpur.ac.in), regularly till the closing date of submission** of tender for any corrigendum/addendum/ amendment.

The tender shall be submitted as follows:

- Technical Bid- Part-I
- Price bid as per Price Bid format – Part-II

The offers submitted by Fax/email shall not be considered. No correspondence will be entertained in this matter.

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**Part I: Stage- 1 Pre-Qualification Bid:**

The following documents are to be furnished by the tenderer along with the Pre-Qualification Bid as per the tender document.

Sr.no	Description	Document to be attached
	Only those bidders who meet the following minimum criteria will be considered for Technical evaluation.	
1	The bidder must be a registered company/partnership firm/ proprietorship firm operating in the area of Hospitality, Catering and allied food related business. (Joint venture or consortium formed for the sake of this bid are not allowed) with a minimum of one year of existence as of the bid submission date.	Please attach the relevant document as proof that the firm is in business for the period mentioned. (Certificates of Incorporation / Registration Certificates)
2	The bidder must have relevant experience in executing Catering Services. At least one work Order of the State Govt./ Central Govt./ PSU/Institute/Private/university/ or undertaking Corporation with a minimum value of Rs. 15 lakhs for each work. Or Two works of 7.5 lakh each.	Completion certificate of such works to be attached
3	The bidder must have an average Turnover of Rs. 50 lakhs during the last three (03) financial years (FY 2020-21, 2021-22, 2022-23)	CA certified turnover Certificate with valid UDIN or copy of balance sheet
4	IT Returns for Assessment Year 2020-21, 2021-22 & 2022-23	Copy of Acknowledgement of IT Returns
5	Other Desirable conditions i) PAN (ii) GST Registration iii) Must have a valid license (as on bid submission date) for providing catering services as stipulated in the relevant provisions. iv) Must have a valid FSSAI license for the place of the business.	Please attach copies of relevant documents.

## **Part I: Stage 2 of Technical Evaluation:**

### **Technical Bid Evaluation Scheme:**

The shortlisted bidders will be called to meet the technical evaluation committee and make a presentation of their proposal (Technical bid) at IIMN.

The bidders are requested to prepare their own technical proposal. The technical bid shall contain all the relevant information which forms part of the technical bid. The information provided in the technical bid will be used for understanding and assessing/evaluating the quality of the solution being proposed by the bidder

Technical bid score, out of 100, will be arrived at based on the following Parameters/Attributes/Dimensions:

<b>Sl.</b>	<b>Criteria</b>	<b>Marks</b>	<b>Self-Assessment</b>
1	<b>Experience in Catering Services</b>		
	01 Year	3 Marks	
	02 Years to 5 Years	5 Marks	
	5 Years & more	<b>10 Marks</b>	
2	<b>Events organised in the last 4 years with value of more than 15 lakhs of each event</b>		
	1 Event	5 Marks	
	2 events	7 Marks	
	More than 3 Events	<b>15 Marks</b>	
3	<b>Net Worth</b>		
	Net worth up to Rs. 1 Crore	5 Marks	
	Net worth more than 1 Crore	<b>10 Marks</b>	
4	<b>Experience of core team members along with their qualifications and experience in organising various events</b>	<b>5 Marks</b>	
4	<b>Evaluation of Technical presentation before the technical evaluation Committee</b>	<b>60 Marks</b>	
	Based on the technical presentation (To be evaluated by the designated Committee) <ul style="list-style-type: none"><li>• Conceptual Plan for the event</li><li>• Key Understanding of scope of work</li><li>• Detailed Work Plan/Schedule of events planned</li><li>• The agency's credibility, feedback, recognition, awards, etc.</li><li>• Type of kitchen set up for Outdoor catering in Nagpur</li><li>• Quality Certificate (ISO, Food Licenses etc.)</li><li>• Showcase previous work videos and pictures of Catering Services organized and managed by the bidder.</li></ul>		
<b>Total Marks</b>		<b>100 Marks</b>	

**Step -1:** Bidders getting less than 75 marks out of 100 marks in the technical evaluation will not be considered for opening the price bid.

**Step - 2 (for techno-commercial evaluation):** Bidders getting the highest technical score will be considered as 70, and others will be adjusted on a pro-rata rate basis. This will become technical score = X

The final scores for technical bids will be based on the following method:

$$\text{Normalized technical Bid Score} = \frac{\text{Marks obtained in technical bid} \times 70}{\text{Highest technical marks (among all qualified bidders)}}$$

**(70% weightage given for the Technical Marks obtained)**

For Example.

If the technical scores of the qualified bidders are as follows:

<b>Bidder</b>	<b>Marks of technical evaluation out of 100</b>
A	90
B	85
C	70

Then, the Normalized score for the technical bids will be as follows:

<b>Bidder</b>	<b>Technical Score (X) (rounded off to nearest 2 decimal places)</b>
A	70
B	66.11
C	54.44

**Scope of Work**  
(For more details refer to Annexure – II enclosed herewith)

The selected Service Provider / Company / Agency will be required to make the complete arrangements to undertake the following indicative tasks, but not limited to, under the supervision and guidance of designated officers for the successful completion of the cited event.

Sr. No.	Brief Scope of Work	Time	Quantity
1	<b>Gala Dinner on 14<sup>th</sup> December 2023</b> (Hyderabadi Theme)  (Refer to <b>Annexure – II</b> for detailed menu and listed items)	08:00 PM onwards	300 Approx.
2	<b>On 15<sup>th</sup> December 2023:</b> Break Fast  Lunch  High Tea     Dinner  (Refer to <b>Annexure – II</b> for detailed menu and listed items)	07:30 to 09:30 AM  01:00 PM onwards  During 15 minutes break after each session. To be served on rolling basis throughout the event.  08:00 PM onwards	200 Approx.  400 Approx.  400 Approx.
3	<b>On 16<sup>th</sup> December 2023:</b> Break Fast + Extended Break Fast (09:30 to 01:00 PM) [“Khau Gali” – Chat & Snack items] Note: Final menu will be decided with the selected vendor.  Lunch  High Tea    (Refer to <b>Annexure – II</b> for detailed menu and listed items)	07:30 to 09:30 AM  Between 09:30 AM to 01:00 PM  01:00 PM onwards  During 15 minutes break after each session. To be served on rolling basis throughout the event.	300 Approx.  300 Approx.  400 Approx.  400 Approx.

**Note: The number of persons indicated may vary by +/- 15% for each meal. The bidder must take this in consideration while quoting the rate for the meal.**

## **Branding Opportunity - Hospitality Partner:**

The selected vendor will be given an opportunity as hospitality partner for the Event and vendor's name will be displayed at concerned creatives, marketing at social media, banners etc. related to the event.

## **Important Compliances / Other Miscellaneous activities:**

1. All required materials, items, crockery, cutlery, food tops, food counters, decorations and related arrangements will be the responsibility of the selected service provider/agency.
2. The venue for different meals will be different and will be decided by the designated committee within the IIM Nagpur MIHAN Campus and the vendor will have to arrange for the services, kitchen set ups and related services accordingly.
3. The electricity points for heating at the service counters will be provided, all other arrangements will be done by the vendor.
4. All arrangements for the above activities are to be made One hour in advance and to be ensured with designated authorities.
5. Every Item will have at least two or more serving counters as per the requirement.
6. A separate serving counter will be there for VVIPs at the place decided by the authorities on 15<sup>th</sup> and 16<sup>th</sup> December 2023.
7. Table to Table services to be given to all VVIPs tables during the event.
8. Kitchen requirements and places to be decided well in advance and should be at joining places of serving counters decided by the designated authority.
9. All service from the kitchen to service points will be the responsibility of the selected agency.
10. Manpower, Cleanliness, complete maintenance and hygiene, periodical arrangements etc. at decided places will be the responsibility of the selected agency.
11. The selected agency is required to coordinate with other vendors, service providers, and different teams of event management.
12. All serving items, food samples, crockery and cutlery including disposables to be finalized by IIM Nagpur committee before 10<sup>th</sup> December 2023.

The above list is a tentative list, and the bidder would be required to undertake any other relevant activity as required by the IIM Nagpur for smooth and successful completion of the overall event on prevailing market rates, which are not part of the initial scope of work.

**Most Important: All bidders are requested to refer the detailed menu and listed items given in Annexure-II, separately.**

**The amount to be quoted in the Price Bid part - II in due consideration of scope of work & Annexure-II given herewith:**

1. Gala Dinner for 14.12.2023:
2. Breakfast, Lunch, High Tea & Dinner for 15.12.2023:
3. (a) Breakfast, Lunch, High Tea for 16.12.2023:  
(b) Khau Gali for 16.12.2023:

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**Part II: Price Bid**  
**(In separate sealed envelope)**

The bidders have to submit the price bid only as per the price schedule format/template available on the IIMN portal. Any other format for submission of price bid shall be out rightly rejected without any further reference to the bidders.

In case the price bid is found to be tampered/modified in any manner, the tender will be completely rejected, and the bidder is liable to be banned from doing business with IIMN. Do not quote the price in the Pre-Qualification, Technical bid, or elsewhere it would lead to your bid getting disqualified without any further reference to the bidders.

**The prices must include all the applicable taxes and duties, fees, wastages of materials, and any other charges except GST. GST component, if applicable, to be shown separately and will be paid extra, if applicable.**

IIMN reserves the right to negotiate the quoted price with the successful bidder. The quoted rates shall remain firm throughout the tenure of the contract, and no revision is permissible for any reason.

**Price bid score “Y” shall be out of 30**

Price quoted by lowest bidder = f

$Y = \text{Score of Price bid} = \{30 * (f)\} / (\text{Price quoted by the bidder who is being scored})$

**For Example**

Bidder	Amount of price bid	Price bid score Y will be
A	14,00,000/-	17.14
B	8,00,000/-	30.0
C	10,00,000/-	24.00

Formula to calculate the total score of an agency:

**Total Score out of 100 = X + Y**

The bidder getting the highest score may be considered for the award of the contract but at the sole discretion of Director IIM Nagpur.

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**Sealed tenders are invited from bonafide, experienced, and reputed contractors of financial standing for the job given below:**

<b>Clause No</b>	<b>Title</b>	<b>Description</b>
101	Name of work	Providing High Quality Catering Services, Hospitality, Serving and related services for Zero Mile Samvad (ZMS) programme of IIM Nagpur
102	Tender no.	IIMN/EMES/2023-24/21 dated 17-11- 2023
103	Details of Bidder	Annexure- A is to be filled, duly signed, stamped, and submitted along with the tender.
104	Tender submission cost	Not applicable
105	Earnest Money Deposit (EMD)	The bidder will submit a Bid Security Declaration in lieu of EMD. The format (Attached as Annexure B) shall be printed on the bidder's letterhead, signed and stamped by the authorized signatory and submitted with the PQ and Technical Bid.
106	Contract Period	The work contract must be executed in all respects as mentioned in the price bid and scope of work on 14, 15, and 16 <sup>th</sup> Dec., 2023. Failure to complete within the said time may result in levying a heavy fine, as decided by the Institute.
107	Liquidated Damage	Failure to complete the work in time, the agency is liable to be banned from doing business with IIMN. PSD amount will be forfeited.
108	Performance Security Deposit	Not applicable
N109	Running Security Deposit (RSD)	Not applicable
110	Interest in Security Deposit	No interest will be paid on any deposit
111	Release of Performance Security Deposit	Not applicable.
112	Conditional Bids	Conditional bids or Bids based on the process / basic schemes other than those mentioned and/or not conforming to the technical specifications/requirements of the Bidding documents will not be considered.
113	Contract Agreement	Not applicable
114	Insurance	The bidders have to take responsibility for their manpower, material, and workmen. For any incidental loss, IIMN will not be held responsible. The

		successful bidder must indemnify IIMN for any consequential loss arising from the negligent act.
115	Work and risk cost	IIMN reserves the right to get the whole or part of the work executed by some other agency at the risk and cost of the contractor if it is found that the quality and/or the progress in respect of the whole or part of the work is not satisfactory.
116	Compliance with owners' rules and regulations	The Contractor shall comply with all norms stipulated by the Owner, such as Gate Passes, Checking, Maintenance of Cleanliness, Discipline and decency at and around the work site, Safety Precautions, and Safety Regulations.
117	Arbitration	If any dispute, difference, controversy, or claims of any kind whatsoever shall arise between IIMN and the successful bidder, they shall seek to resolve any such dispute or difference by amicable mutual consultation and deliberation in good faith within 21 days from the date of intimation of such dispute, difference, controversies or claims by referring it to the Director of IIMN by the successful bidder. If IIMN and the successful bidder fail to resolve such dispute or difference, controversy, or claim by mutual consultation, then either Party may give the other a formal notice in writing that the dispute, difference, controversy, or claim exists, specifying its nature, the point(s) in issue and its intention to refer such disputes, differences, controversies, or claims to arbitration under the Arbitration and Conciliation Act, 1996. The sole arbitrator shall be appointed by Director IIMN, having the requisite technical expertise to adjudicate such nature of disputes. The decision of the sole arbitrator shall be binding on both parties. The arbitration shall be held in Nagpur, India, and the arbitration proceedings shall be conducted in English. The arbitrator will be requested to give their award in 60 days' time. The award shall be a reasoned award, which shall be final and binding on the Parties. The award shall be entered in the courts at Nagpur, and such courts may order enforcement of the award against the Parties and their respective successors and permitted assignees. The costs and expenses of the arbitration shall be borne equally by both parties. The courts in Nagpur shall have exclusive jurisdiction.
118	Safety and Security	The contractor shall abide by the safety code provisions as per the safety code framed from time to time by the government.
119	Prices, Taxes & Duties	The Bidder should quote firm prices/ rates inclusive of all material wastages, Transportation, Taxes like

		Duties, Levies, Personal Tax, Corporate Tax, worker welfare cess, etc. All other expenditures required to be incurred by him/her for providing required electrification work, etc., during the contract period as indicated under his contract, and afterward, no variation on any account unless otherwise specifically mentioned will be allowed. The <b>GST component is to be shown separately and will be paid extra if applicable.</b> (The contractor will indemnify IIMN against violation of all statutory liabilities, present and future, arising out of this contract.)
120	Bid Validity	The bid submitted by the bidder shall remain valid for a period of THREE Months from the date of opening of the Price Bid. Bidder shall not be entitled during this period to revoke or vary the content of Bid or any term thereof. In such case of making any variation subsequent to submission of the bid on their own, the offer shall be treated as "REJECTED."
121	Award of similar types of work at the same rates	Upon mutual consent, the client may award another similar type of work on campus based on this rate to the contractor, for which the rates may be valid up to ONE year from the date of issue of Work ORDER.
122	Access to site	The Contractor shall allow unhindered access to IIMN and/or any other party or person engaged by the IIMN to work at the same site and/or to check/ regulate / watch /guard/ measure/inspect, solely or jointly with the Contractor.
123	Rejection of bid(s)	<p>IIMN reserves the right to, at any time and at its absolute discretion, the following:</p> <hr/> <p>i) Accept or reject any or all bids</p> <hr/> <p>ii) To permit any bidder to resubmit its shortfall documents</p> <hr/> <p>iii) To negotiate the price with L-1</p> <hr/> <p>iv) To suspend, discontinue, modify, and/or terminate the Tendering process at any time without assigning any reason whatsoever.</p>
124	Quantum of work	This is a lumpsum contract is basically an item rate contract. The quantities/Areas given in the "BILL OF QUANTITIES" (Part-2, Price Bid) are approximate only and may vary in the actual course of execution. The Contractor is, therefore, advised to quote very carefully. No claim for compensation from the Contractor shall be entertained due to any variation in quantities (irrespective of the quantum of variation) OR deletion of any item. The rates fixed shall remain the same throughout the contract execution period.

125	Assignment and sub-contracting	The Contractor shall not assign, sub-contract, or sublet the whole or any part of the contract in any manner. In case of unavoidable circumstances, the contractor shall be able to do it with the approval of the owner of the premises. However, the job shall be sublet only to the party approved by the owner.
126	Misconduct	The Contractor shall keep the Owner indemnified from and against all personal and third-party claims whatsoever arising out of any commission or omission by the Contractor or his employees or representatives as the case may be.
127	Inspection and testing by IIMN	The Owner shall be entitled to inspect and/or test by itself or through any of its representatives or an independent agency.
128	Interpretation	The Special Conditions of Contract, if any, will be read in conjecture with all other documents forming part of this contract. Notwithstanding the subdivisions of the documents into these separate sections, every part of each shall be deemed to be supplementary to and complimentary of every part and shall be read with and into the contract.
129	Payment of Bills	Payments will be made only by e-payment.
130	Advance Payment	Not applicable
131	Payment Terms	Payment will be made based on the certification of the executive in charge of IIMN on full completion of work. Payments will be made within 30 days of submission of bills provided the bills are complete and duly authenticated by the specified Officer(s) of IIMN after completion of the work in all respects and a successful report received from the concerned Officer.

132	Escalation / De-escalation of rates	Prices/Rates quoted will be firm during the entire duration of the contract.
133	Basic Rates	The basic rates mentioned in the tender are FOR IIMN MIHAN Campus.
134	Non-tender items/ Extra Items	In case of items that the contractor has to execute which are not covered in the tender, the rates shall be paid based on rate analysis duly certified by the engineer in charge, and the profit margin would be 15% inclusive of all taxes EXCEPT GST as applicable.
135	Bid format	The bid shall be submitted in order as follows.
135.1	Sealed Envelope - 1	Legible copies of documents mentioned in duly self-attested by the bidder are to be submitted along with the P Q & technical BID documents.
135.2		Tender documents as downloaded from the IIMN website to be submitted and must be stamped with bidder seal and signature.
135.3	Sealed Envelope - 2	Price bid documents downloaded from the IIMN website to be filled and signed with bidder stamp.
136	Force Majeure	If the whole or any part of the performance by the Parties of any part of their respective obligations hereunder is prevented or delayed by causes, circumstances, or events beyond the control of the Parties, including delays due to floods, fires, accidents, earthquakes, riots, explosions, wars, hostilities, acts of government, custom barriers, or other causes of like character beyond the control of the Parties, then to the extent the Parties shall be prevented or delayed from performing all or any part of its obligations hereunder by reason thereof despite due diligence and reasonable efforts to do so notwithstanding such causes, circumstances or events, the Parties shall be excused from performance hereunder for so long as such causes, circumstances or events shall continue to prevent or delay such performance.
137	Taxes, Labour laws, and Other Regulations	The Contractor will be exclusively responsible to meet and comply with all legal requirements related to the work.  The Contractor shall accept and bear full and exclusive liability for the payment of any and all existing taxes of the Central or State Government or of any other authority with respect to the contract or

		any item sold or supplied pursuant thereto or anything done or service rendered pursuant thereto.
		Any legal matter or issues and all court matters that arise for this contract are subjected in Nagpur court jurisdictions only.
138	Precedence Clause:	In the case of any ambiguity in interpretation, the Price bid will supersede the Technical Qualification bid, and the decision by the Manager (A&C), IIMN, on the interpretation of the entire contract terms and conditions, will be final and binding to all.
139	Mathematical error	The total quoted amount will be declared during the opening of price bids. However, during calculation verification, if there is any error found in the total amount, the agency will be called for clarification. The rates quoted by the agency will be considered firm, and hence, the amount will be worked out by multiplying the rate with quantity. The rate will not be allowed to be changed in any case—however, a decision by the Manager (A&C), IIMN, on the interpretation of the entire contract terms and conditions will be final and binding to all.

**GENERAL TERMS AND CONDITIONS:**

1. The contractor will be responsible for the transportation of all materials related to them, and no extra payment will be made by IIM Nagpur on this account.
2. The contractor will be responsible for the safety and security of his material, and IIM Nagpur will not be responsible for any damage/theft of the contractor's material.
3. All materials used should be of very high quality. For the material used, which is not of good quality, appropriate deductions will be made from the bill. In case it is found at some stage that the quality supplied/to be supplied inferior, the contract will be cancelled and the firm/agency will be blacklisted.
4. Before quoting the rates, the agency/firm shall be advised to inspect the site and the working conditions thereof.

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**Separate Enclosure:**

**1. Annexure-II**

**PARTICULARS OF BIDDER**

SR.NO	DESCRIPTION	
1	Name of the bidder	
A	Trade Name (in Block letters)	
B	Status of the Bidder (Proprietorship/Partnership/LLP/Limited Co.) In Block letters)	
C	Name of Proprietor/Partners/CEO/Directors (In Block letters)	
2	Postal Address	
3	Telephone No.	
4	E-mail / Website address (if available)	
5	Name of the Banker, Branch Name & address (In Block letters) (For e-payment purposes)	
A	Account no	
B	IFSC code	
6	PAN (upload self-attested photocopy)	
7	GSTIN (GST Registration No.) (Upload self-attested photocopy)	

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this tender/quotation/NIT as stipulated in the tender notice No IIMN/EM&ES/2023-24/21, dated 17-11-2023. Accordingly, I/ we accept the terms and conditions and hereby offer the rates for “as per Price Bid”

Signature \_\_\_\_\_

Date \_\_\_\_\_

Official seal of bidder \_\_\_\_\_



**Annexure – ‘B’**

**FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD  
(On Bidder’s Letterhead)**

I / We, the authorized signatory of M/s \_\_\_\_\_  
participating in tender No. IIMN/EM&ES/2023-24/21, dated 17-11 -2023 for Providing High  
Quality Catering Services, Hospitality, Serving and related services for Zero Mile Samvad  
(ZMS) programme of IIM Nagpur, do hereby declare:

- (i) That I/we have availed the benefit of waiver of EMD while submitting our offer against the subject tender, and no EMD is being deposited for the said tender.
- (ii) That in the event we withdraw/modify our bid during the period of bid validity or I/we fail to execute a formal contract agreement within the given timeline, or I/we fail to submit a Performance Security within the given timeline, or I/we commit any breach of Tender Conditions / Contract which attracts penal action of forfeiture of EMD

Then, I/we will be suspended from being eligible for bidding/award of all future contract(s) of Indian Institute of Management Nagpur for a period of one year from the date of committing such breach.

Signature of Authorized Signatory of bidder .....

Name of Authorized Signatory .....

Company Name .....

**Annexure – ‘C’**

Events organised in the last 4 years with a value of more than 15 lakh of each event on the bid submission date.

Sr.no	Name of Institute/ firm	Date of start of work	Date of completion of work	Value of order

**Annexure – ‘D’**

**Financial Capacity of the Bidder**

Sr.no	Description	Financial year		
		2020-2021	2021-2022	2022-2023
1	Bidder's Annual turnover for the last three financial years			
2	Average Turnover			

This is to certify that the above information has been examined by us based on relevant documents and other relevant information, and the information submitted above is as per record and as per the details annexed.

(Signature of Authorized signatory with Company Seal)

**BIDDER'S QUERIES**

SL NO	BIDDING DOCUMENT			SUBJECT	BIDDER'S QUERY	OWNER'S REPLY
	PART / VOL.	PAGE NO.	CLAUSE NO.			

## NOTE:

Bidder's Queries may be sent by e-mail to:

1. [asstofficer\\_hr@iimnagpur.ac.in](mailto:asstofficer_hr@iimnagpur.ac.in)
2. [officer\\_hr@iimnagpur.ac.in](mailto:officer_hr@iimnagpur.ac.in)

SIGNATURE OF BIDDER : \_\_\_\_\_

NAME OF BIDDER : \_\_\_\_\_

**Part – II**  
**Price Bid**

**(To be submitted in a separate sealed envelope)**

**Name of work:** “Providing High-Quality Catering Services, Hospitality, Serving, and related services for Zero Mile Samvad (ZMS) programme of IIM Nagpur.”

**Name of the Bidder:** \_\_\_\_\_

Sr. No.	Description	
1.	Gala Dinner for 14.12.2023:	.....
2.	Breakfast, Lunch, High Tea & Dinner for 15.12.2023:	.....
3.	a) Breakfast, Lunch, High Tea for 16.12.2023:	.....
	b) Khau Gali for 16.12.2023:	.....
	<b>For more details: Please refer to the Scope of work &amp; Annexure-II given with the tender document.</b>	
4.	GST @ ____ %	.....
5.	GST Amount	.....
6.	<b>Total Amount, including GST</b>	.....

**Amount in words:** \_\_\_\_\_

Signature of Authorized Person :

Seal of the agency :