



Indian Institute of Management, Lucknow

Prabandh Nagar, IIM Road, Lucknow-226013

www.iiml.ac.in

Notice Inviting Tender (NIT) For Catering Services during the 39th Convocation of IIM Lucknow scheduled on 31st March 2025

NIT Number: IIML/PUR/CATERING-CON/16/24-25

DATED 11/01/2025

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 39th Convocation of the Institute will be held on Monday, 31st March 2025 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 Indian Institute of Management Lucknow (hereinafter referred to as "IIML") invites tenders under "TWO BID SYSTEM". Interested eligible parties/ bidders may submit the bids through Govt. E-Procurement portal i.e. <https://eprocure.gov.in>. A free view of NIT is also available on Govt. E-Procurement portal i.e. <https://eprocure.gov.in> and IIM Lucknow website i.e. <http://iiml.ac.in>. Interested vendors/agencies are requested to sign in (new user sign-in only with DSC) online to obtain user ID and password using Digital Signature. The tender documents comprise of technical and financial bids. It is requested to download the tender by accepting the terms and conditions. The technical and financial bid duly filled may be uploaded on the E-Portal of Govt. site i.e. <http://eprocure.gov.in> using a Digital Signature before the last date and time of submission as mentioned below.

The credentials as listed ahead shall be uploaded online. The bids are to be uploaded on <http://eprocure.gov.in> along with supporting documents. The bids shall be signed by a person duly authorized on behalf of the bidder firm.

Name of work	Catering Services during the 39th Convocation of IIM Lucknow scheduled on 31st March 2024.
Earnest Money Deposit	Rs. 1,40,000/-
Total Estimated Cost	Rs. 28,00,000/- (Inclusive of all taxes) The bidders are not allowed to quote the rate above the estimated tender value. The Financial bids of the bidders, quoting more than the estimated tender value, will not be evaluated.
Date, time & Venue for Presentation	Will be intimated later to the technically qualified bidders
Last Date for submission tender document	01-02-2025 at 1800 Hrs
Date of opening of Technical Bid Opening	03-02-2025 at 1500 Hrs
Date of opening of Financial Bid Opening	Will be informed to the Bidders Qualifying the Technical Bid.
Validity of bid	The bid/Rates should be valid for a minimum of 90 days.

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. The duly filled Technical bid (**Annexure-A**) should be submitted along with the necessary documents in support of the eligibility criteria on or before due date & time.
- iii. The tenderer who has downloaded the tender from the Govt. site shall not tamper/modify the tender document including the 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 will be forfeited.
- iv. **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.
- v. All pages of the Bid should be stamped, signed, page numbered and indexed.
- vi. All Payments 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.
- vii. 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.
- viii. It is the responsibility of Bidder to go through the Bidding Document to ensure furnishing of all required documents in addition to above.
- ix. 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 0522-6696932 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 39th Convocation of IIM Lucknow scheduled on 31st March 2025.

- 2.1 **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 approx. 2800 persons on 31st March 2025 at 7.00 PM.

Venue: Opposite Commercial Complex & beside the Chintan Block, IIM Lucknow.

3. ARRANGEMENTS PROVIDED BY IIM LUCKNOW AT THE DINNER SITE: The following arrangements will be provided to cater / successful bidder:

- a. Four tent kitchens (20 ft x 40 ft with top covering) with 10 Takhats, 40 Tables, and six empty Water drums.
- b. Sufficient lighting in kitchens in the dining areas.
- c. Tent Serving counters of size: 36x18 ft) with top covering (20)
- d. 12 Large Round Tables (seating capacity of 08) with 100 Chairs.

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

3.1 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'.

3.2 **Minimum Required Menu / Food items to be served:**

1. Soup:
 - One Vegetable
2. Starters
 - Six Types of starters (can be veg & non-veg)
3. Main Course Non-veg:
 - Mutton
 - Chicken
4. Main Course Vegetarian:
 - Paneer Gravy or equivalent
 - Dry Veg
 - Dal
 - Rice
 - Raita
5. Chinese:
 - Veg Chowmein
 - Veg Manchurian
6. Assorted Breads:
 - 4 Types
7. Desserts:
 - 2-3 Types
8. Salads, Pickles and Papad

3.3 **Crockery and Cutlery to be used during the dinner:**

- a) Service provider shall provide adequate approved good quality crockery and cutlery (bone china) and clean table cloth of good quality on the buffet table.
- b) Presentable Utensils for cooking and serving warm food shall also be provided by the service provider.
- c) Plates shall be wrapped
- d) Only bio-degradable disposables are allowed.
- e) The napkin quality shall be good.

- f) The service provider shall also ensure that staff deployed for food preparations and services must wear proper and clean uniforms, use disposable caps and also use gloves during cooking and food service.

3.4 Contents of the Food:

- a) The Medium of cooking will be branded Mustard Oil and Saffola Gold Oil or equivalent
b) In case, Jalebi is offered in the dessert, it has to be cooked in Amul Desi Ghee or equivalent.
c) In case, Ice-cream is offered in the dessert it has to be either Amul or Vadilal or an equivalent brand
d) Pickles have to be of brands Nilon's or Mother's Recipe or equivalent.
e) Complete water used in cooking needs to be done with Mineral Water.

4. ELIGIBILITY CRITERIA:

4.1 Eligibility and Evaluation Criteria:

The procedure for selection of the Bidder shall be based on the Quality & Cost base selection (QCBS) system for evaluation by the Committee. The eligibility criteria and evaluation process is explained below:

- **STAGE-I**

- A. The bidder should have valid GST number (Enclosed valid GST Certificate).
B. The bidder must have registration with FSSAI (supporting document to be produced)
C. The bidder should be in business for providing services pertaining to 'Catering / Restaurant' for a **minimum last 10 years** (Enclose Registration Certificate having the date of registration).
D. The bidder should have a functional restaurant in the Lucknow Municipality at least during last 5 years. (Documentary evidence to be enclosed with the Technical Bid).
E. The bidder should have served 1200 persons (outside catering) in the last 3 years (supporting document to be produced)
F. 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/convictions against the bidder at any point of time (Please submit signed & stamped). – **Annexure-C**
G. 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)
H. The bidder should have a minimum **average turnover of Rs. 25 Lakh** during the last 3 Financial Years 2023-24, 2022-23 & 2021-22 (enclose CA certificate with UDIN showing annual turnover or Balance sheet).
I. Bidders are required to enclose proof of deposit of EMD or valid documents for exemption from deposit of EMD.

- **STAGE-II (70 MARKS)**

Bidders qualifying in Stage-I, will be informed by email. These bidders will be eligible to be evaluated in Stage-II and marks will be awarded on following parameters:

S. No.	Parameters	Maximum marks
01.	The bidders shall enclose work orders for providing catering services to any client (registered firms/companies/govt organizations) to 1500 persons at a time. For each such work order issued during the last five years, 2 marks will be awarded subject to a maximum 10 marks. (Enclose work orders/contracts/Certificates with the technical bid)	10
02.	The name and number of food items mentioned under the head 'Menu' in this tender document, are the least requirement. The bidders are free to suggest their own set of food items i.e., Soups, Starters (Veg & non-veg), Main Course (Veg & Non-veg), Chinese items (Veg & Non-veg), Assorted Breads, Desserts etc. It may be noted that an alternative menu must be offered within the estimated bid value. The rate must not be quoted more than the estimated tender value.	25
03.	The eligible bidders will be required to make a presentation before the committee members on the Layout, proposed to be created, based on the Bidder's Inspection of the sites at IIM Lucknow, their food items/menu, number of waiters (photographs of the uniform proposed to be used), number of service managers manage the event, Crockery and Cutlery to be used during the dinner, photographs of similar big events organized by the bidder in past, Garbage disposal, Cleanliness, and hygiene of cooking area, service area, dining area & overall planning for the event, other service ideas, etc. Each bidder will be provided 10 minutes for the presentation and 5 minutes for Questions & Answers. Based on the presentation, the committee will award the marks.	25
04.	Financial capability of the bidder. The bidder with a turnover exceeding Rs.25.00 lakh will be awarded marks i.e., additional annual turnover (FY: 2023-24) of Rs.1.00 crore will fetch 1 mark and so on subject to a maximum of 10 marks.	10
Marks awarded by the committee, shall be final and binding to all the bidders.		

Based on the above parameters, the bidders obtaining a minimum of 42 (60%) will be declared as technically qualified bidders. The financial bids of only the Technically Qualified bidders will be opened.

- **STAGE-III (30 MARKS):** The total mark for the Financial Bid is 30 marks.

Important Note: It may be noted by the bidders, who have offered an alternative menu, or the menu mentioned in the NIT, that the quoted total rate with GST (quoted by the bidder) multiplied by 2800 (quantity) must NOT be more than the estimated bid value. In case the total quoted rate with GST for 2800 units is more than the estimated tender value/bid value, the financial bid will not be evaluated.

- (a) **Opening of Bids (Financial Bid)** – Financial Bid (Tenders) of the Bidders who are technically qualified shall be opened in the presence of designated Authority and bidders, who wish to be present there. The date of presentation and Financial Bid opening will be intimated to Technically Qualified Bidders subsequently by email/through the CPP portal. Based on the quoted rates, the score for financial bid will be calculated as below –

$(\text{Lowest tender price} * 30) / (\text{Tender price quoted by respective Firm/Bidder})$.

The Bidder/Firms will be selected on the basis total marks scored i.e.

Overall score = Technical Score as per stage II) + (Score from Financial bid)

- (b) In the event that the highest marks (total of technical & financial) is obtained by two or more bidders, then the financial capability of the firm (average of the turnover for last three financial years) is to be considered for finalizing the L-1 vendor. Decision taken by the committee, in this regard, shall be binding to all the applicants contesting for successful bidder position.

5. DISQUALIFICATION: The proposal is liable to be disqualified in the following cases

- i. Proposal is not submitted in accordance with this document.
- ii. During validity of the period, or its extended period, if any, the bidder increases his quoted prices.
- iii. Proposal is received after the due date and time.
- iv. Proposal is not accompanied by all requisite documents.
- v. 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.
- vi. If Quotation is received without EMD or valid MSME certificate issued to the bidder for similar services.
- vii. If the bidder has been black listed by any Government/PSU/Autonomous organization.
- viii. If the bidder has mentioned the rate in the Technical Bid, the bidder will be disqualified.
- ix. It may be noted that Annexure-B (Financial Bid format) has been provided only for reference. Separate Excel file is made available on the portal for uploading the financial bid.
- x. It may be noted by the bidders, who have offered an alternative menu, the quoted total rate with GST must NOT be more than the estimated bid value. In case the total quoted rate with GST for 2800 units is more than the estimated tender value / bid value, the Financial bid will not be evaluated.

6. 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.

7. 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/ photographs. The tender evaluation committee may ask the bidder to bring the samples to IIM Lucknow campus for inspection and based on the quality of the material by the tender evaluation committee, the bidder's eligibility will be decided. 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.

8. EARNEST DEPOSIT MONEY: Bidders are required to deposit an amount (mentioned on first page of the NIT) towards Earnest Money Deposit (EMD) to below mentioned bank account of the 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 an appropriate place. NSIC /MSME registered firms are exempted from submission of EMD on uploading of valid MSME certificates.

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

EMD of all unsuccessful bidders will be returned after the finalization of the tender. EMD of the successful bidder will be kept as a 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 documents or hide facts relevant to the tender/bidder, the EMD of such bidder may be forfeited. Such action can be taken at any stage of the bidding process i.e. during or after the process.

9. PERFORMANCE SECURITY/SECURITY DEPOSIT: On the issue of the work order, the successful bidder shall Deposit Security an amount equal to 5% of the contract value in the form of DD/FD/BG from any scheduled bank in favor of 'Indian Institute of Management Lucknow' payable at Lucknow. The validity of FDR/ BG shall be equal or more than the period of the contract plus 60 days. This Security Deposit may, at the option of the IIM Lucknow be forfeited in the event of the contractor's failure to fulfil any of the obligations under the contract/agreement. The security deposit shall be refunded by IIM Lucknow to the contractor after 60 days of the expiry or termination of the contract. The security deposit shall not carry any interest. It is distinctly understood that IIM Lucknow shall be entitled to appropriate all dues and/or expenses that will be due and payable by the contractor to IIM Lucknow under the items hereof, and/or result of IIM Lucknow suffering or incurring any damages and/or extra expenses by employing any services to IIM Lucknow consequent to the failure of the contractor to discharge the said services and/or any part or parts thereof to the satisfaction of IIM Lucknow without prejudice to its right against the contractor for damages under the Law, and that shall be recovered from contractor's monthly bill and/or security deposits.

10. DEBARRED/BLACKLISTING OF BIDDER:

- a) The bidder shall be debarred from the bidding if he has been debarred by any procurement entity on the grounds convicted of an offence, under the prevention of corruption act 1988 or the IPC or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
- b) In case the bidder hides the fact of his debarments and found it later stage during the evaluation, the bidder shall be disqualified for further evaluation or the contract shall be terminated, if awarded. More over the bidder shall be debarred for two years for hiding the fact of debarment. In this case earnest money/Performance Security (whatever is applicable) will be forfeited.
- c) Breaching of Integrity pact 1975 or whatsoever provisions exists in this regard.
- d) In case the bidder with draws his bid after last date for submission of bid or does not accept the work order on award of work, the bidder (s) may be debarred / blacklisted.
- e) In case the bidder provides false or misleading information in the bid or encloses forged / fake documents with the bid, the bidder (s) will be debarred / blacklisted.
- f) Any attempt to cheat or hiding of material facts related to the information sought in the Technical bid will lead to disqualification and the bidder will be debarred/blacklisted
- g) If the vendor is found to have engaged in campaigning, or using other means to impress upon institute to award the tender to their firm or creating a propaganda against the committee through internal staff will be out rightly disqualified and blacklisted.

11. SUB-STANDARD MATERIALS AND RISK & COST CLAUSE:

Any material rejected by IIM Lucknow shall be removed from the site immediately on issue of instructions to this effect by IIM Lucknow. Failing this, IIM Lucknow shall have the right to get these removed and replaced at the RISK and COST of the contractor 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.

12. PENALTY CLAUSE: The agency will bear the responsibility for any default, shortage of items, and adherence to schedule and make good of the losses, if any. A suitable penalty, as deemed fit by the IIM Lucknow will be imposed up to a maximum of 10% of the Order value.

If any sort of food poisoning, either minor or major, is reported for any of the food items, the complete responsibility shall be with the contractor. The contractor shall take immediate steps for the medical aid for the diners, fully at their own cost. Under any such case, the contract can be terminated with the recommendation of the hospitality committee and management by forfeiting the security deposit.

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

14. 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 the bidder is required to provide all its facilities 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.

15. SPECIAL CONDITIONS

1. All signatures in tender documents shall be dated as well as all the pages of all sections of the tender document shall be initiated at the lower right-hand corner and signed wherever required in the tender papers by the tenderer or by a person holding power of attorney authorizing him to sign on behalf of the tenderer before submission of tender.
2. No mobilization advance will be paid to the contractor.
3. Predatory pricing would lead to disqualification and will not be considered in the financial evaluation process.
4. 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.
5. Rates given should be inclusive of all Central, State and Local taxes including GST) on works contract.
6. Rates shall be deemed, inclusive of payments of dues by the contractor to the labour in accordance with the prevailing labour laws.
7. 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.
8. In case of defective works the same shall be rectified by the Contractor at his cost.
9. IIM, Lucknow reserves the right to terminate the agreement/work contract even without giving notice in the event performance of the contractor is not found satisfactory.

10. 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.
11. Prevailing Turnover Tax will be recovered as per Government rules if applicable.
12. The dispute, if any, will be referred to the Director, IIM and his decision will be final and binding.
13. All disputes arising out of the order will fall under jurisdiction of Lucknow Court.
14. Prior intimation will have to be given to Engineer In-charge/AE 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.
15. The terms & conditions given in quotation Inviting Notice are also the part of the General terms & condition.

INFORMATION TO BE FURNISHED BY THE BIDDER

1.	Name of the Supplier/ Organization /Agency/Firm.	
2(a)	Registered Address	
2(b)	Local Address	
3.	Contact Phone number/s: Mobile Email ID	
4.	Year of Establishment	
5.	GSTIN	No.
6.	Year of Establishment	
7.	Annual Turnover during the last three financial years	2023-24: _____ 2022-23: _____ 2021-22: _____
8.	Details of EMD or valid document for exemption from deposit of EMD	UTR No. _____ dt. _____ OR Cert. type: _____ No. _____
9.	Undertaking for non-blacklisting as per <u>Annexure-C</u>	
10.	Work experience details to be provided in <u>Annexure -D</u>	

It is declared that the information provided above is true & complete and the enclosures are genuine. I understand that in case, any information provided by the undersigned is found to be false or misleading or the enclosures are found to be forged, my bid will be technically qualified, EMD will be forfeited and my firm (the bidder) may be blacklisted for a period of 2 years.

Signature of Bidder (owner or authorized signatory)

Name of Bidder: _____

Name of signatory _____

(In case of an authorized signatory, an authorization letter from the bidder shall be enclosed)

FINANCIAL BID

(NOTE: THIS FORMAT IS ONLY FOR REFERENCE PURPOSE. THIS FORMAT SHALL NOT BE FILLED. RATES SHALL NOT BE DISCLOSED IN THE TECHNICAL BID. A SEPARATE EXCEL SHEET BOQ HAS BEEN PROVIDED ON THE PORTAL FOR FILLING THE RATES AND UPLOADING)

S. No.	Description of items	Qty	Rate per pax (including GST)	Amount (including GST)
1.	Manage Hospitality Arrangements during Convocation as per the menu proposed by the bidder, which shall not have less items than the menu mentioned in the tender document.	2800 pax	---NA---	---NA---

Don't fill this format. This is only for reference. For quoting rate use Excel BoQ provided on eProcure portal with this NIT

Important Note: It may be noted by the bidders, who have offered an alternative menu, the quoted total rate with GST must NOT be more than the estimated bid value. In case the total quoted rate with GST for 2800 units is more than the estimated tender value / bid value, the Financial bid will not be evaluated.

Date & place: _____

Signature & stamp of the Bidder

UNDERTAKING FOR NON-BLACKLISTING AND ACCEPTANCE OF TERMS & CONDITIONS OF THE BID

(To be submitted by the bidder on its letterhead)

With reference to your NIT No. _____ dated _____ the following are submitted:

1. This is to declare that I/We before signing this tender document have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves to abide by the said terms and conditions of the tender document.
2. This is to certify that my/our firm/ agency is neither blacklisted/debarred by any Government Department/PSU/Autonomous Body nor there is any criminal case registered/pending against the firm or its owner/partners anywhere in India.
3. The undersigned is duly authorized to submit this bid and sign this declaration on behalf of the firm (in case, the bid is submitted by other than sole proprietor, authorisation letter is enclosed).

Signature of Bidder (owner or authorized signatory)

Name of Bidder: _____

Name of signatory _____

(In case of authorized signatory, authorization letter from the bidder shall be enclosed)

(To be printed on bidder’s letter head)

S. No	Name of the Client and Address	Number of persons served*	Order Value in INR	Work Order attached (Yes/No) with Page Number

* The bidders shall enclose work orders for providing catering services to any client (registered firms/companies/govt organizations) to 1500 persons at a time.

Signature of the Bidder with Stamp