भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR
प्रशासनिक भवन, अरगूल , जटनि, भुवनेश्वर – 752050
ADMINISTRATIVE BUILDING, ARGUL, JATANI – 752050
www.iitbbs.ac.in

Request for Quotation (RFQ)

Tender Enquiry No.: IITBBS/ACAD/ENQ/CONVOCATION/2026-27/003 **Date: 20/11/2026**

To

Sub: **RFQ FOR PROVIDING 15th CONVOCATION LUNCH**

Dear Madam/Sir,

Sealed bids are invited for providing Convocation Lunch at Institute Campus, Argul, Jatani 752050.Kindly submit your best offer in sealed condition at the following address **on or before 27/11/2026 @15.00 Hrs.**

Assistant Registrar (S&P)
IIT Bhubaneswar, S & P Section, Administrative Building,
3rd Floor, Argul, Jatani – 752050

TERMS AND CONDITIONS:

1. **End time & date for bid submission: 15.00 Hrs. 27/11/2026**
2. **Time and date for bid opening: 15.30 Hrs. 27/11/2026**
3. Please mention the enquiry no. & due date on the top of the envelope.
4. Please submit copy of Food License for outdoor catering, PAN and Goods & Services Tax (GST) registration certificate etc., with your offer. Quotation, document (s) and all enclosures must contain the signature of the competent authority of the firm.
5. **CONVOCATION LUNCH DATE:** Convocation Lunch should be provided on **12/12/2026@ 11.45 Hrs.** at IIT Bhubaneswar, Argul, Jatani, 752050. [The counter should be ready by 11.30 am]
6. Lunch will be provided/served in two different places [Venues are at a distance of 50 mtr. from each other, however the caterer is advised to visit the venues prior.] for about 1800 to 2000 persons (Exact number will be provided on 11/12/2026). Venue details are as follows:
   a) Udaygiri Hall of Learning (UHL) for approx.900-1000 persons.
   b) Ratnagiri Hall of Learning (RHL) for approx.900-1000 persons.
7. A buffer food for 200 person to be made available by the vendor if required.
8. **Udaygiri Hall of Learning (Approx 900 persons):**
   a) **Ground Floor:** 5 Complete food counters, 2 Soup Counters and 2 water Counters with 2 dispensers each.
   b) **First Floor:** 2 Complete food counters, 1 Soup Counters and 1 water Counters with 1 dispenser.
   c) Each counter have sufficient Melamine Plates (white), Bowls (white), stainless steel/wooden spoons/forks, tissue papers.

9. **Ground Floor at Ratnagiri Hall of Learning (Approx 900 persons):**

   a) **Ground Floor:** 5 Complete food counters, 2 Soup Counters and 2 water Counters with 2 dispensers each.

   b) **First Floor:** 2 Complete food counters, 1 Soup Counters and 1 water Counters with 1 dispenser.

   c) Each counter have sufficient Melamine Plates (white), Bowls (white), stainless steel/wooden spoons/forks, tissue papers.

10. All counters to be opened at the same time. Plates, spoons to be kept at all complete counters. Adequate number of serving tables, serving utensils, Manpower to cook and serve at the counter and fill the food at all the counters. Chips and Puri/Kulcha to be made separately in each of the learning halls for easy service.

11. Counters with proper cover and serving utensils to be placed at the designated place by 9.00 am on 12/12/2026 for initial verification by the authority and food to be filled in the servicing utensils by 11.30 am.

12. The vendor should report to campus one day in advance and all cooking related arrangements at the venue to be made by 11/12/2026 (5.00 pm).

13. Agency must arrange cooking near RHL and UHL within campus. There are small pantry rooms for cooking are available in RHL and UHL. However, if any additional kitchen arrangement is required, that tent arrangements for cooking area should be taken care by agency.

14. Institute will provide Water and Electricity.

15. Serving tables, Table Covers, adequate serving utensils for all serving counters, cooking utensils, Kitchen utensils and other kitchen related items should be arranged by the agency. Dustbin for plate collection, waste collection during lunch to be arranged by the vendor.

16. The serving plates (white melamine/bone china) should be brought in full numbers including the buffer numbers. No washing and reusing of plates will be permitted at the venue. Still it is advised to keep some additional buffer biodegradable plates by the vendor incase of requirement. For raita, dal, kheer and water biodegradable material/paper cups/glass to be used. Preferably steel spoons or large size wooden lunch spoons to be used. **NO plastic/polythene gas/cup/spoon to be used.**

17. The serving personnel should be professional (Hotel Management Professionals) and having neat & clean and well maintained uniform with proper dress code.

18. All serving counters should have adequate number of staffs for serving (at least one person for 2 serving items) and adequate number of staffs should be available for refilling. A details number of staff list to be provided to the institute one day in advance.

19. Quality of the Food should be hygienic and tasty failing which LD may be imposed.

20. Bidders must submit the Technical bid of Caterers Profile in the format prescribed in **Annexure – I.**

21. Rates quoted for items as per Price bid format at **Annexure – II.**

22. Vendor Master Form should be provided as per the format at **Annexure – III**.

23. **TERMS OF PAYMENT**: 100% Payment will be made within 30 days from the date of completion of the event and submission of the bills. However, Payment will be made as per actuals or the minimum number communicated to vendor, whichever is more.

24. The Caterer shall solely responsible for unhygienic any damage and losses due to outdoor catering services within the campus.

25. IIT Bhubaneswar reserves the right to accept or reject or cancel any or all enquiries or quotations at any stage without assigning any reason thereof.

Yours Sincerely

Sd/-
Asst. Registrar(S&P)

ANNEXURE – I

Tender Enquiry No.: IITBBS/ACAD/ENQ/CONVOCATION/2026-27/003, Date: 20/11/2026

TECHNICAL BID - CATERERS PROFILE

Sl. No	Description	Information
1	**Name of the Caterer/Agency**	
	Complete Address:	
	Phone No.	**E-mail ID**
2	**Contact Person / Representative of firm Name** **Designation**	
	Phone	**Mobile Phone:**
3	**Type of Organisation (whether proprietorship, Partnership, Private Ltd. Company or Co-operative body etc. in case the applicant is a non-individual, certified copy of a Partnership deed / certificate of incorporation / certificate of Registration issued by the Registrar of Co-operative Societies / as the case may be enclosed)**	
4	**Name of the Proprietor, Partners/ Directors of the applicant with addresses and phone numbers**	
5	**FASSI License No:**	**Registration No & Date:**
	PAN:	**GST:**
	(Enclose copies of above)	
6	**Proof for Payment of Income Tax and GST (last three years) copy of IT and GST payments to be enclosed)**	
7	**Whether Quality Certification obtained for any of the Food courts / Dining facilities / Catering Services provided (if yes, copy to be enclosed)**	
8	**Turnover per annum Rs. (in Lakh) Authenticated copy of audited statement of accounts / Balance sheet for the last three years should be enclosed (in case the work was executed for private firm / persons, TDS certificate should be submitted)**	
9	**List of similar work executed during the last 5 years for Institutional / commercial complexes**	
10	**Any other information, tendered wishes to be provided in support of their credentials.**	

Date and Signature with Seal of the bidder

Note: Applicants not providing details or with insufficient details shall be rejected.

ANNEXURE – II

Tender Enquiry No.: IITBBS/S&P/ENQ/CONVOCATION/2026-27/003, Date: 20/11/2026

PRICE BID: LUNCH MENU FOR 15th CONVOCATION

Due Date for Tender: 15.00 Hrs. 27/11/2026 Opening Date & Time: 15.30 Hrs. 27/11/2026

Sl. No.	Particulars	Quoted Price in INR per plate/cup
1.	a) Veg. Sweet Corn Soup b) Salad with accompaniments: Mix Salad, Papad, Amba Khatta, Ambula Rai, Dahi Bada c) Peas Pulao (Long grain basmati Rice) d) Puri/Masala Kulcha e) Dal makhani f) Phool Ghobi, Aloo, Tomato, Muttor Khasa g) Kadai Paneer h) Gobhi, Beans, Aloo, Bhindi etc. chips i) Chhena Rabidi j) Water Jar with paper glass	
	Total Price :	
	Add: Labour charge / Transportation / any other charges, if any	
	Add GST @ ……. %	
	Grand Total (FOR IIT Bhubaneshwar)	
In words: Rupees_____ only		

1) **Date & Time of Convocation Lunch**: **12/12/2026 at 12.00 PM**
2) **Venue**: IIT Bhubaneswar, Argul, Jatani – 752050.
3) Total Bid price should be inclusive of all taxes and levies, transportation, Labour charges, Serving Tables, Table Covers, loading, unloading, etc.
4) If any other charges, please mention clearly along with GST.
5) **Payment Term**: 100% Payment will be made within 30 days from the date submission of bills.

PAN No.:
GST Registration No.:

Signature:

Name of the Bidder:
Affix Rubber Stamp of the firm:

Date:
Place:

ANNEXURE – III

Tender Enquiry No.: IITBBS/ACAD/ENQ/CONVOCATION/2026-27/003, Date: 20/11/2026

VENDOR MASTER FORM

(To facilitate registration under PFMS and fund transfer through RTGS, NEFT/ INTRA BANK Transfer-One time information required)

Sl No.	Information required	Data furnished
1	Name of the supplier company /firm	
2	CIN Number (in case of company)	
3	Complete contact address with PIN number	
4	Landline phone number	
5	Mobile number of contact person/ Finance Executive (for SMS on payment details)	
6	e-Mail ID (for receiving payment details)	
7	PAN Number	
8	GST Registration Number (with copy of GST registration certificate)	
9	TAN Number	
10	Bank account number (with a copy of cancelled cheque or Xerox copy of cheque leaf)	
11	Name of the Bank	
12	Name of the Bank Branch	
13	IFSC Code of Bank	
14	MICR Code of Bank	
15	Bank Account details where LC is to be opened in case of foreign suppliers	

I / We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or credit is not effected at all for reason of incomplete or incorrect information, the Indian Institute of Technology, Bhubaneswar will not be responsible.

Authorised signatory with date and seal