

“भारतीय प्रौद्योगिकी संस्थान (काशी हिंदू विश्वविद्यालय) वाराणसी के 15वें दीक्षांत समारोह (2026) में 4500 व्यक्तियों के लिए नाश्ता, लंच और कैटरिंग सेवाएँ उपलब्ध कराने संबंधित कार्य हेतु प्रतिष्ठित एवं अनुभवी फर्मों/एजेंसियों से ई-टेंडर मंगाने के लिए”

(सीपीपीपी के ई-प्रोक्योरमेंट पोर्टल के माध्यम से)
ऑनलाइन बोली आमंत्रित है

निविदा संख्या: IIT(BHU)/DOAA/CONVOCATION/2026-27/02, दिनांक: 10.09.2026

जमा करने की अंतिम तिथि: 30.09.2026, (04:00 PM)

निविदा खुलने की तिथि: 01.10.2026, (04:00 PM)



अधिष्ठाता (शैक्षणिक कार्य) कार्यालय
भारतीय प्रौद्योगिकी संस्थान
(काशी हिंदू विश्वविद्यालय), वाराणसी
वाराणसी – 221005, उत्तर प्रदेश, भारत
ई-मेल: office.exam@itbhu.ac.in



**INDIAN INSTITUTE OF TECHNOLOGY
(BANARAS HINDU UNIVERSITY), VARANASI
Varanasi-221005, Uttar Pradesh, India**

**NOTICE INVITING E-TENDER FROM REPUTED AND EXPERIENCED
FIRMS/AGENCIES FOR PROVIDING REFRESHMENT, LUNCH AND
CATERING SERVICES FOR 4500 PEOPLE FOR THE 15th CONVOCATION
(2026) OF IIT (BHU) VARANASI**

Tender No.: IIT (BHU)/DOAA/CONVOCATION/2026-27/02, Dated: 10.09.2026

Indian Institute of Technology (BHU), Varanasi, Varanasi-221005, Uttar Pradesh, India invites online tender from reputed and experienced Firms/Agencies for Providing Refreshment, Lunch and Catering Services for 4500 People for the 15th Convocation (2026) of IIT (BHU), Varanasi.

Tender Documents may be downloaded from Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> or IIT (BHU) website <https://www.iitbhu.ac.in/tenders>

Bid Submission Start Date	:	10.09.2026, (05:00 PM)
Pre-Bid Meeting Date	:	18.09.2026, (11:00 AM)
Bid Submission End Date	:	30.09.2026, (04:00 PM)
Bid Opening Date	:	01.10.2026, (04:00 PM)

Sd/-
Dean (Academic Affairs)
Indian Institute of Technology
(Banaras Hindu University), Varanasi
Varanasi-221005

CONTENTS OF TENDER DOCUMENT

Providing Refreshment, Lunch and Catering Services for 4500 People for the 15th Convocation (2026) of IIT (BHU), Varanasi

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SECTION- I

(NOTICE INVITING E-TENDER)

1. On behalf of the Dean (Academic Affairs), IIT (BHU) Varanasi, online tender from eligible and experienced Firms/Agencies for Providing Refreshment, Lunch and Catering Services for 4500 People for the 15th Convocation (2026) of IIT (BHU), Varanasi is invited.
2. Tender Documents may be downloaded from Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> or IIT(BHU) website <https://www.iitbhu.ac.in/tenders>.
3. Bidders can access tender documents on the CPP Portal. They are required to select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <https://eprocure.gov.in/eprocure/app> as per the time schedule given in this tender document. Aspiring Bidders who have not enrolled/registered in e-procurement should enrol/register before participating through the website <https://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost.
4. Bidders are advised to go through instructions provided at "Instructions for online Bid Submission". Bidders are requested to follow the instructions carefully as per the tender document and the instructions given in the above said website. The bidder should go through the tender documents/instructions carefully before submitting/uploading the bids.
5. No bid will be accepted manually. All bids (both Technical and Financial) should be submitted on the E-procurement portal on <https://eprocure.gov.in/eprocure/app> on or before the last date as specified in the critical data sheet. Further, all communications should be addressed to the Dean (Academic Affairs), IIT (BHU) Varanasi.
6. The Institute shall not be responsible for any delay in submission of online Bids. The Institute reserves the right to accept or reject any bid, cancel the tender without assigning any reason thereof. The institute's decision in this regard shall be treated as final. No correspondence in this regard will be entertained.
7. The tender processing fee of **Rs. 5,900/- (inclusive of 18% GST)** (non-refundable) has to be paid to the **Institute's account no. 32778803937, A/c Name- IIT (BHU)-Main Account (Institute Development Fund), IFS Code-SBIN0011445** maintained with the SBI IT-BHU Branch through RTGS/NEFT, failing which the bid will be rejected. The scanned copy of proof of tender fee deposit in PDF format is to be uploaded online. If applicable, the Bidders registered with National Small Industries Corporation (NSIC)/Small Scale Industries (SSI)/Micro Small & Medium Enterprises (MSME), for the tendered work will be exempted for submission of Tender Processing Fee. The Bidder should upload an authenticated/notarized copy of their valid registration certificate (current) with NSIC, MSME and SSI for grant of exemption.
8. The Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand Only) shall be submitted offline in the form of Demand Draft (DD) drawn on Nationalized/Scheduled Bank in India in favour of "REGISTRAR, IIT (BHU)" payable at VARANASI and be sent in Original to the Dean (Academic Affairs), IIT(BHU) Varanasi- 221005, Uttar Pradesh (Scanned copy of Demand Draft in .pdf format to be uploaded online). Earnest Money will be refunded to unsuccessful bidders after the finalization of the contract.
9. After finalization of tender, the Institute shall issue the Letter of Award (LOA) to the successful Bidder(s). The Company/Firm/Agency has to deposit specified Performance Security Deposit in the form of Bank Guarantee before issuance of LOA. The Performance Security should

remain valid for a period of three (03) months beyond the date of completion of all the contractual obligations. The Financial Bids of only those bidders who qualify in the technical bid shall be opened after evaluation by a Committee constituted for the purpose. No bidder will be allowed to withdraw its bids after opening of technical bids.

10. The Institute reserves the right to reject any or all the bids submitted by the bidders at any time or relax/withdraw/add any of the terms and conditions contained in the Tender Documents without assigning any reason thereof. Conditional bids shall not be considered and will be rejected out rightly.
11. Any subsequent Updates, Addendums, corrigendum, etc., if any, will be published only on the website <https://eprocure.gov.in/eprocure/app> and www.iitbhu.ac.in . All bidders are required to regularly check the websites for any update(s).

SECTION- II

CRITICAL DATE SHEET

Date of Issue/Publication of E-Tender Notice	10.09.2026 (17:00 Hrs)
Bid Document Download Start Date	10.09.2026 (17:00 Hrs)
Last Date and Time for submitting e-mail queries regarding technical specifications and other conditions of tender document	17.09.2026 (17:00 Hrs) (Kindly note that all queries are to be sent on the e-mail address given at the bottom row of this sheet. No e-mail queries shall be entertained after the aforementioned date and time.)
Pre-Bid Meeting Date, Time & Venue (All E-Mail queries received shall be discussed in the Pre-Bid Meeting in the presence of Prospective Bidders)	18.09.2026 (11:00 Hrs) Venue-Committee Room (1st Floor), Office of the Dean (Academic Affairs), IIT(BHU), Varanasi
Bid Document Download End Date	30.09.2026 (16:00 Hrs)
Last Date and Time for Uploading of Bids	30.09.2026 (16:00 Hrs)
Bid Opening Date	01.10.2026 (16:00 Hrs)
Tender Processing Fees (Non-Refundable)	Rs. 5,900/- (through NEFT/RTGS) Details of bank account given at Section-IV
Earnest Money Deposit	Rs. 50,000/- (Through Demand Draft only)
Address For Communication	Dean (Academic Affairs), Indian Institute of Technology (BHU) Varanasi – 221005, U.P. Email: office.exam@iitbhu.ac.in

Sd/-
Dean (Academic Affairs)
Indian Institute of Technology
(Banaras Hindu University)
Varanasi – 221005
E-mail: office.exam@iitbhu.ac.in

SECTION- III

INSTRUCTION FOR ONLINE BID SUBMISSION

As per the directives of the Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL: https://eprocure.gov.in/eprocure/app](https://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. The instructions given below are meant only to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information for submission of online bids on the CPP Portal may be obtained at <https://eprocure.gov.in/eprocure/app>.

1. Registration

- 1.1 Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal ([URL: https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)) by clicking on the link “Click here to Enrol”. **Enrolment on the CPP Portal is free of charge.**
- 1.2 As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 1.3 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.
- 1.4 Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class-II or Class-III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/TCS/n-Code/e-Mudhra etc.), with their profile.
- 1.5 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 1.6 Bidder has to logon to the site through secured log-in user ID/password, and the password of the DSC/e Token.

2. Searching for Tender Documents:

- 2.1 There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. 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 key words etc. to search for a tender published on the CPP Portal.
- 2.2 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 Tender” 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.
- 2.3 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 Help desk.

3. Preparation of Bids:

- 3.1 Bidder should take into account any corrigendum published, if any in respect of the tender document before submitting their bids.
- 3.2 Bidder, in advance, should be ready for the bid documents to be submitted as indicated in the tender document/schedule as PDF/XLS/RAR/DWF formats. Bid documents may be scanned with 100 DPI with black and white option.
- 3.3 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, audit or certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Documents Comprising the Bid

The Two Bid System, i.e. “Technical Bid” and “Financial Bid” to be prepared by the Bidder shall comprise the following:

A. Technical Bid: [Upload online scanned copies in PDF format]

- (i) Scanned copy of Tender Form (Technical Bid), and Tender Acceptance Letter.
- (ii) Scanned copy of proof for submission of Tender Document Fee/ Earnest Money Deposit/Exemption Certificate, if any etc.
- (iii) Scanned copy of quoted product brochure, if any.
- (iv) Scanned copy of completely filled Annexure-I & Annexure-II with supporting documents.
- (v) Scanned copy of Technical Bid and essential Pre-Bid Details, if any.
 - Scanned copy of documentary evidence in compliance to Section-VIII (Minimum Eligibility Criteria-cum-Technical Bid) regarding the Bidder’s Minimum Eligibility Criteria to perform the contract if its bid is accepted.
 - Scanned copy of documentary evidence, that the Goods and Related Services to be supplied by the Bidders are of eligible origin and conform to the Bidding Documents.
- (vi) Scanned copy of Checklist, Bidder’s Information Form and any other document required as per the tender.

B. Financial Bid: [Upload online in prescribed PDF format as per Bidding Document]

- (i) Financial Bid duly filled up with all the details.
- (ii) It is the responsibility of the Bidder to go through the Bidding Document to ensure submission of all required documents.
- (iii) The authorized signatory of the Bidder must sign the Bid duly stamped at appropriate places and initial all the remaining pages of the Bid.
- (iv) A Bidder, who does not fulfil any of the above requirements and/or gives evasive information/reply against any such requirement shall be liable to be ignored and rejected.

Note: All documents should be submitted in PDF format.

4. Submission of Bids

- 4.1 Bidder should logon to the site well in advance for bid submission so that he/she uploads the bid in time, i.e., on or before the bid submission date. Bidders will be responsible for any delay due to other issues.
- 4.2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 4.3 Bidders are requested to note that they should necessarily submit their financial bids in the form as provided and no other format is acceptable. Once the details have been completed, the bidder should submit it online. If the format of financial bid is found to be modified by the bidder, the bid will be rejected.
- 4.4 The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referring the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 4.5 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 4.6 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 number and the date & time of submission of the bid with all other relevant details.
- 4.7 Kindly submit a scanned PDF of all relevant documents.

5. Assistance to Bidders

- 5.1 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.
- 5.2 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 numbers for the help desk are 0120-4200462, 0120-4001002, 0120-4001005 and 0120-6277787.

6. General Instructions to the Bidders

- 6.1 The tenders will be received online through the portal <https://eprocure.gov.in/eprocure/app.in>. In the Technical Bids, the bidders are required to upload all the documents in **pdf format only**.
- 6.2 Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the 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".
- 6.3 Bidders are advised to follow the instructions provided in the Instructions to the Bidder for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>.
- 6.4 Bidder who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> and www.iitbhu.ac.in **shall not tamper/modify the tender form including downloaded price bid template in any manner**. If the same is found to be tempered/ modified in any manner, tender will be completely rejected.

SECTION- IV

INSTRUCTIONS TO BIDDERS

1. Scope of Work

Scope of work is provided in Section-VII of this document.

2. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Institute will, in no case, be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.

3. Tender Processing Fee

The tender processing fee of Rs. 5,900/- (inclusive of 18% GST) (non-refundable) is to be paid to the Institute's account through RTGS/NEFT, failing which the bid will be rejected. The scanned copy of proof of deposition in PDF format is to be uploaded online. If applicable, the Bidders registered with National Small Industries Corporation (NSIC)/Small Scale Industries (SSI)/Micro Small & Medium Enterprises (MSME), for the tendered work will be exempted for submission of Tender Processing Fee. The Bidder should upload an authenticated/notarized copy of their valid registration certificate (current) with NSIC, MSME and SSI for grant of exemption. The details of account for deposition of tender processing fee are as under:

Name of Account – IIT (BHU)-Main Account (Institute Development Fund)
Name of the Bank - State Bank of India
Name of Branch - IIT BHU Varanasi
Account No. - 32778803937
IFSC Code - SBIN0011445

4. Earnest Money Deposit (E.M.D.)

The Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand Only) shall be submitted offline in the form of Demand Draft (DD) drawn on Nationalized/Scheduled Bank in India in favour of “**REGISTRAR, IIT (BHU)**” payable at **VARANASI** and be sent in Original to the Dean (Academic Affairs), IIT (BHU) Varanasi- 221005, Uttar Pradesh (Scanned copy of Demand Draft in .pdf format to be uploaded online).

5. Content of Bidding Documents

5.1 The services required, bidding procedures and contract terms are prescribed in the bidding documents.

In addition to Invitation of Bids, the bidding documents shall include:

- (a) Instructions for Online Bid Submission
- (b) Instructions to Bidders (ITB);
- (c) Introduction of the Institute
- (d) Definitions
- (e) Terms of Reference (Scope of Work)
- (f) Minimum eligibility criteria-cum-Technical Bid
- (g) Proforma for Technical & Financial Bids
- (h) Technical and Financial Evaluation Criteria

- (i) General Conditions of Contract (GCC)
- (j) Special Conditions of Contract (SCC)

5.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information sought by the bidding documents or submission of a bid not responsive to the bidding requirements in every respect will be at the Bidder's risk and may result in rejection of bid.

6. Amendment of Bidding Documents

- 6.1 At any time prior to the deadline for submission of bids, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.
- 6.2 In order to facilitate prospective bidders reasonable time within which the amendment, if any, may be accounted for in preparing their bids, the Institute, at its discretion, may extend the deadline for the submission of bids.

7. Language of Bid

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid shall be written in English language.

8. Documents Comprising the Bid

8.1 Technical Bid and Financial Bids:

The bids are to be uploaded in two parts in pdf format i.e. Technical Bid and Financial Bids.

- (a) Technical Bid shall be submitted through CPP Portal. If the proof of Tender Processing Fee Deposit and EMD is not uploaded along with the technical bid, such bid will not be considered.
- (b) Financial Bid.

8.2 Technical Bid:

Proforma for Technical Bid is given at Section -IX.

8.3 Financial Bid

The Financial bid shall comprise the Proforma for the price component for each and every item. The scanned copy of completely filled financial bid in the proforma provided at Section- X is to be uploaded in pdf format.

- (i) The prices quoted must be net per unit including GST or other applicable taxes as shown in the Section- X.
- (ii) Bidders quoting less than minimum rate prescribed by IIT (BHU) shall not be considered for further evaluation.
- (iii) The rate must be stated for each item separately both in words and figures. If there is a discrepancy between the price quoted in word and figures, the higher price quoted will be treated as final.

- (iv) In the event there is a reduction or increase in Government levy/duties/taxes during the period of execution of the order, the rates shall be suitably adjusted with effect from the date notifying the said reduction or increase in the Government levy/taxes/duty, if any.

9. Bid Currencies

Prices shall be quoted in Indian Rupees only.

10. Period of Validity of Bids

- 10.1 Bids shall remain valid for **90** days after the date of bid opening prescribed by the Institute. A bid valid for a shorter period shall be rejected as non-responsive.
- 10.2 In exceptional circumstances, the Institute may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A Bidder may refuse the request. A Bidder granting the request will not be required nor permitted to modify the bid.
- 10.3 Financial Bid evaluation will be based on the bid prices without taking into consideration the above modifications.

- 11. 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. **Manual submission of bids will not be considered.****

12. Deadline for Submission of Bids

- 12.1 Bids must be received ONLINE not later than the time and date specified in the Invitation for Bids.
- 12.2 The Institute may, at its discretion, extend this deadline for submission of bids by amending the bid.

13. Late/Delayed Bids

The offers received after the due date and time will not be considered.

14. Modifications and Withdrawal of Bids

- 14.1 The Bidder may modify or withdraw its bid after the ONLINE bid's submission, as per the provision of CPP Portal.
- 14.2 No bid may be modified subsequent to the deadline for submission of bids. No documents will be accepted in support of essential pre-bid criteria after the last date of submission of bids.
- 14.3 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity specified by the Bidder in the bid form.

15. Opening of Technical Bids

All Technical Bids will be opened in the first instance.

16. Clarification of Bids

- 16.1 During evaluation of the bids, the Institute may, at its discretion, ask the Bidder for clarification of its bid. The request for clarification and the response shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted.
- 16.2 No Bidder shall contact the Institute authority on any matter relating to its bid from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Institute, it should be done in writing.
- 16.3 Any effort by a Bidder to influence the Institute's authority in its decisions on bid evaluation, bid comparison or contract award decisions may result in rejection of the Bidder's bid.

17. Evaluation of Technical Bid

- 17.1 Prior to the detailed technical evaluation, the authority of the Institute will determine the substantial responsiveness of each bid after the pre bid meeting. A substantially responsive bid is one, which conforms to all the terms and conditions of the Bidding Documents without material deviations and meets all the essential criteria. If any bidder does not meet the essential criteria as laid down in this bid document, then his bid will be rejected. No document will be accepted in support of essential criteria after the last date of submission of bids.
- 17.2 The bidders short-listed by the Institute based on meeting the essential criteria and detailed evaluation regarding satisfying the technical criteria laid down in this tender document may be called for detailed discussions with a team selected for the purpose, at a specified date, time and venue, if needed.

18. Opening of Financial Bid

- 18.1 Financial Bids of only those bidders who meet the minimum eligibility criteria, whose Technical Bid have been found to be eligible and substantially responsive will be opened.
- 18.2 The Financial Bids of the technically qualified bidders shall be opened in the presence of the tender committee.

19. Evaluation and Comparison of Financial Bid

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between words and figures, whichever is the higher of the two shall be taken as bid price. If the Vendor does not correct the errors, its bid will be rejected.

20. Institute's right to accept any bid and to reject any bid or all bids

The Institute reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for the Institute's action.

21. Award Criteria

- 21.1 Evaluation of Technical Score of each bidder will be done as per the weightage defined in the Section- XI.
- 21.2 The Bidder having Technical Score less than 30 will be rejected.
- 21.3 **The financial bid rank, shown in BOQ comparative chart generated by the Central Public Procurement Portal (CPPP) will be considered for evaluation.**
- 21.4 Evaluation of financial score will be done according to the formula given in the Section- XI.
- 21.5 The Bidder having maximum total score i.e. technical score plus financial score, will be selected for the award of works. In case any Firm fails to complete the assigned work, the Institute may assign the work to the next bidder as per the score.

22. Notification of Award

Prior to the expiry of the period of validity, the authority of the Institute will notify the successful Bidder in writing by e-mail/speed-post or hand delivered letter that its bid has been declared qualified.

SECTION- V

INTRODUCTION OF THE INSTITUTE

Indian Institute of Technology (BHU), an Institute of National Eminence under the Ministry of Education, Government of India requires the services from eligible and experienced Firms/Agencies for Providing Refreshment, Lunch and Catering Services for 4500 People for its 15th Convocation.

A pre-bid meeting with the prospective bidders will be held **18.09.2026** at **11.00** a.m. at Committee Room, 1st Floor, Office of the Dean, Academic Affairs, IIT (BHU) to apprise the bidders about the expectations of the Institute and to familiarize them with the scope of work and obligations in the proposed contract. The prospective bidders, desirous to bid, should visit the Institute and acquaint themselves with the scope and schedule of work, supervision and commitment needed on or before the date set for the pre-bid meeting.

SECTION- VI

DEFINITIONS

1. “Bid” (including the term ‘tender’, ‘offer’, ‘quotation’ or ‘proposal’ in certain contexts) means an offer to supply goods, services or execution of works made in accordance with the terms and conditions set out in a document inviting such offers;
2. “Bidder” (including the term ‘tenderer’, ‘consultant’ or ‘Firm/Agency’ in certain contexts) means any eligible firm or company or agency participating in a procurement process/work contract with a Procuring/offering Entity;
3. “(Standard) Bid(ding) documents” (including the term ‘tender (enquiry) documents’ or ‘Request for Proposal Documents’ – RFP documents in certain contexts) means a document issued by the Procuring Entity, including any amendment thereto, that sets out the terms and conditions of the given procurement and includes the invitation to bid;
4. Term ‘Earnest Money Deposit’(EMD), in certain contexts] means a security from a bidder securing obligations resulting from a prospective contract award with the intention to avoid: the withdrawal or modification of an offer within the validity of the bid, after the deadline for submission of such documents; failure to sign the contract or failure to provide the required security for the performance of the contract after an offer has been accepted; or failure to comply with any other condition precedent to signing the contract specified in the solicitation documents.;
5. “Competent authority” means the officer(s) who finally approves the decision.
6. “e-Procurement” means the use of information and communication technology (especially the internet) by the Procuring Entity in conducting its procurement processes with bidders for the acquisition of goods (supplies), works and services with the aim of open, non-discriminatory and efficient procurement through transparent procedures;
7. “Notice inviting tenders” (including the term ‘Invitation to bid’ or ‘request for proposals’ in certain contexts) means a document and any amendment thereto published or notified by the Procuring Entity, which informs the potential bidders that it intends to procure goods, services and/or works.;
8. “Outsourcing of Services” means deployment of outside agencies on a sustained long term (for one year or more) for performance of other services which were traditionally being done in-house by the employees of Organisation (e.g. Security Services, Horticultural Services, Janitor/Cooking/Catering/Accounting Management Services for Hostels and Guest Houses, Cleaning/Housekeeping Services, Errand/Messenger Services and so forth).
9. “Procurement Contract” (including the terms ‘Purchase Order’ or ‘Supply Order’ or Withdrawal Order’ or ‘Work Order’ or ‘Contract for other services’ under certain contexts), means a formal legal agreement in writing relating to the subject matter of procurement, entered into between the Procuring Entity and the supplier, Firm/Agency or Company/Firm/Agency on mutually acceptable terms and conditions and which are in compliance with all the relevant provisions of the laws of the country.
10. “Service” is defined as any subject matter of procurement other than goods or works, except those incidental or consequential to the service and includes physical, maintenance, professional, intellectual, training, consultancy and advisory services or any other service classified or declared as such by a Procuring Entity but does not include appointment of an individual made under any law, rules, regulations or order issued in this behalf.

SECTION- VII

TERMS OF REFERENCE

1. Scope of Work

The works consists of following Items/Jobs Categories:

Sl. No.	Item/Job Description	Expected Plate/Quantity
Item/Job Category-1 : Providing Lunch & Catering Services for Kitchen No.-1 at Rampur Garden, IIT (BHU)		
Name of Items/Menu for each Plate :		
1.	Three types of Poori (Plain Poori, Palak Poori and Kachori)	For 1500 People
2.	Tandoori Roti (both Plain and with Amul Butter)	
3.	Jeera Basmati Rice	
4.	Paneer Butter Masala (Thick Gravy)	
5.	Mix Vegetable Dry [Gajar (Carrot), Hari Matar (Green Peas), Phool Gobhi (Cauliflower), Paneer, Aloo (Potato), Beans, etc.]	
6.	Arhar Dal Tadka (Unpolished)	
7.	Dahi vada (Urad Dal ka)	
8.	Sweets- Gulab Jamun	
9.	Ice Cream-100 ml in cup (Amul/Mother Dairy)	
10.	Salad [Only sliced pieces of Gajar (Carrot), Kheera (Cucumber), Tamatar (Tomato), Pyaj (Onion), Chukandar (Beetroot) & Nimbu (Lemon)] and Green Chilli.	
11.	Mix Achaar (Pickle)	
12.	Mithi Chutney	
13.	Fried Papad (Lizzat/Haldiram/Bikaner)	
14.	Curd-100 ml in cup (Amul/Mother Dairy)	
15.	Water Dispenser for drinking water – 4 nos. & 40 Water Refill Gallon (20 Litre each)	
Disposable Items		
1.	Biodegradable water glass (hard disposable) for drinking water without plastic.	
2.	Biodegradable hard core plate with 4 sections for meal.	
3.	Biodegradable hard core desired size of bowls/cups for meal.	
4.	Biodegradable Spoons (desired size) for meal, sweet and ice cream, respectively.	
5.	Napkin/Tissue Paper	
Item/Job Category-2 : Providing Lunch & Catering Services for Kitchen No. 2 at Rampur Garden, IIT (BHU)		
Name of Items/Menu for each Plate :		
1.	Three types of Poori (Plain Poori, Palak Poori and Kachori)	For 1500 People
2.	Tandoori Roti (both Plain and with Amul Butter)	
3.	Jeera Basmati Rice	
4.	Paneer Butter Masala (Thick Gravy)	
5.	Mix Vegetable Dry [Gajar (Carrot), Hari Matar (Green Peas), Phool Gobhi (Cauliflower), Paneer, Aloo (Potato), Beans, etc.]	
6.	Arhar Dal Tadka (Unpolished)	
7.	Dahi vada (Urad Dal ka)	
8.	Sweets- Gulab Jamun	

9.	Ice Cream-100 ml in cup (Amul/Mother Dairy)	
10.	Salad [Only sliced pieces of Gajar (Carrot), Kheera (Cucumber), Tamatar (Tomato), Pyaj (Onion), Chukandar (Beetroot) & Nimbu (Lemon)] and Green Chilli.	
11.	Mix Achaar (Pickle)	
12.	Mithi Chutney	
13.	Fried Papad (Lizzat/Haldiram/Bikaner)	
14.	Curd-100 ml in cup (Amul/Mother Dairy)	
15.	Water Dispenser for drinking water – 4 nos. 40 Water Refill Gallon (20 Litre each)	
Disposable Items		
1.	Biodegradable water glass (hard disposable) for drinking water without plastic.	
2.	Biodegradable hard core plate with 4 sections for meal.	
3.	Biodegradable hard core desired size of bowls/cups for meal.	
4.	Biodegradable Spoons (desired size) for meal, sweet and ice cream, respectively.	
5.	Napkin/Tissue Paper	
Item/Job Category-3 : Providing Lunch & Catering Services for Kitchen No. 3 at Rampur Garden, IIT (BHU)		
Name of Items/Menu for each Plate :		
1.	Three types of Poori (Plain Poori, Palak Poori and Kachori)	
2.	Tandoori Roti (both Plain and with Amul Butter)	
3.	Jeera Basmati Rice	
4.	Paneer Butter Masala (Thick Gravy)	
5.	Mix Vegetable Dry [Gajar (Carrot), Hari Matar (Green Peas), Phool Gobhi (Cauliflower), Paneer, Aloo (Potato), Beans, etc.]	
6.	Arhar Dal Tadka (Unpolished)	
7.	Dahi vada (Urad Dal ka)	
8.	Sweets- Gulab Jamun	
9.	Ice Cream-100 ml in cup (Amul/Mother Dairy)	
10.	Salad [Only sliced pieces of Gajar (Carrot), Kheera (Cucumber), Tamatar (Tomato), Pyaj (Onion), Chukandar (Beetroot) & Nimbu (Lemon)] and Green Chilli.	
11.	Mix Achaar (Pickle)	For 1000 People
12.	Mithi Chutney	
13.	Fried Papad (Lizzat/Haldiram/Bikaner)	
14.	Curd-100 ml in cup (Amul/Mother Dairy)	
15.	Water Dispenser for drinking water – 4 nos. 35 Water Refill Gallon (20 Litre each)	
Disposable Items		
1.	Biodegradable water glass (hard disposable) for drinking water without plastic.	
2.	Biodegradable hard core plate with 4 sections for meal.	
3.	Biodegradable hard core desired size of bowls/cups for meal.	
4.	Biodegradable Spoons (desired size) for meal, sweet and ice cream, respectively.	
5.	Napkin/Tissue Paper	
Item/Job Category-4 : Providing Refreshment, Lunch & Catering Services for Kitchen No. 4 at Swatantrata Bhawan BHU		
Name of Items/Menu for each Plate :		

1.	Three types of Poori (Plain Poori, Palak Poori and Kachori)	For 500 People
2.	Tandoori Roti (both Plain and with Amul Butter)	
3.	Jeera Basmati Rice	
4.	Paneer Butter Masala (Thick Gravy)	
5.	Mix Vegetable Dry [Gajar (Carrot), Hari Matar (Green Peas), Phool Gobhi (Cauliflower), Paneer, Aloo (Potato), Beans, etc.]	
6.	Arhar Dal Tadka (Unpolished)	
7.	Dahi vada (Urad Dal ka)	
8.	Sweets- Gulab Jamun	
9.	Ice Cream-100 ml in cup (Amul/Mother Dairy)	
10.	Salad [Only sliced pieces of Gajar (Carrot), Kheera (Cucumber), Tamatar (Tomato), Pyaj (Onion), Chukandar (Beetroot) & Nimbu (Lemon)] and Green Chilli.	
11.	Mix Achaar (Pickle)	
12.	Mithi Chutney	
13.	Fried Papad (Lizzat/Haldiram/Bikaner)	
14.	Curd-100 ml in cup (Amul/Mother Dairy)	
15.	Water Dispenser for drinking water – 4 nos and 20 Water Refill Gallon(20 Litre each)	
16.	Packaged Drinking water bottle of 200 ml – 1000 bottles	
	Refreshment Arrangement and Water Dispenser with Water Glass on the day of Convocation at Swatantrata Bhawan BHU	
	Name of Items/Menu:	
17.	Coffee/Tea & Cookies	For 4500 People
18.	Water Dispensers of 20 liters each for placing at different points-	
19.	Disposable Drinking water glass (200 ML) without plastic	
	Crockery & Disposal Items	
1.	Bone china Crockery with necessary accessories for 500 people at Swatantrata Bhawan (i.e. Kitchen No.-4 at Swatantrata Bhawan BHU)	For 500 People
2.	Biodegradable water glass (hard disposable) for drinking water without plastic.	
3.	Napkin/Tissue Paper	

2. Essential Terms & Conditions:

- Bidder has to arrange at least 12 independent counters at each venue of 1500 People, 8 independent counters at the venue of 1000 people and 4 independent counters at the venue of 500 people for serving the food.
- Each service counter has to be manned by at least 4 people subject to actual requirements for serving the meals, water, collecting the used plates and similar services.
- Service Personnel must wear a proper uniform.
- The bidder shall establish three (03) food serving areas, one for 1500 people each along with proper tent / samiyana (estimated size: 40x6 meters for food counters and size: 40x12meters for chairs), 10 round tables with cover and 200 chairs without cover for each Kitchen No.-1, 2 and 3 (i.e. at Rampur Lawn) at their own cost, a day in advance by 07:00 PM i.e. 30.10.2026. About 50% of the serving area

under each kitchen in Rampur Lawn should be covered. This shall include the food serving area. Rest will remain uncovered.

- (v) An estimated 150 (one hundred fifty) meters vertical boundary must be installed with proper clothing to cover the outer boundary of the Rampur Lawn.
- (vi) The bidder shall establish one (01) food serving area for 500 people along with proper tent/samiyana (size: 40x20meters), 10 round tables with cover and 50 chairs with covers at Kitchen No-4 (i. e. Swatantrata Bhawan) at their own cost, a day in advance by 07:00 PM i.e. 30.10.2026. The tent/samiyana installed for lunch shall also be used for serving of Light Refreshment. Hence, the Bidders must ensure proper management of tent-waste disposal-counters for serving light refreshment. About 50% of the serving area under each kitchen in Rampur Lawn should be covered. This shall include the food serving area. Rest will remain uncovered.
- (vii) On 31.10.2026, the required supply & services at the designated Venues will be done by the bidder.
- (viii) The start time for lunch shall be from 12.00 noon for all 04 Venues and Light Refreshment shall be served from **(a)** 9.00 a.m. to 10.00 a.m. for serving of 500 people out of 4500 people and **(b)** 2.00 p.m. to 5.00 p.m. for serving of 4000 people at Venue-4 i.e. Swatantrata Bhawan, BHU.
- (ix) The bidder will also arrange to collect the used plates and dispose-off the same in the biodegradable garbage bags at a designated place marked for the purpose for all the venues.
- (x) Payment of the items/jobs shall be made against the bill basis after satisfactory completion of its installation/supply at Institute. No reimbursement of out-of-pocket expenses/ conveyance/accommodation etc. will be made.
- (xi) If the number of estimated attendees at the convocation lunch is exceeded, the bidder has to cater the same and an additional confirmatory order shall be placed to the bidder after mutually ascertaining the actual increased number.

3. Preparation of Food

The food is to be prepared using following oils/ghee:

- (i) **For Vegetables:** Mustard oil of Engine/Bail-Kolhu/Dhara/Fortune Brands only.
- (ii) **For Frying of Poori:** Sunflower oil of Sundrop/Fortune/Saffola Brands only.
- (iii) **For Arhar Dal Tadka:** Desi Ghee of Amul/Mother Dairy Brand only.

4. Site Visit & Clarifications

Interested bidders may visit the Office of the Dean (Academic Affairs), IIT (BHU) (Contact Person–Sri Bhanu Pratap Singh, Sr. Superintendent and Sri Balram Pandey, Superintendent) from 12.09.2026 to 30.09.2026 between 11:00 AM to 5:00 PM for any clarifications.

5. Site Handover

The Institute will hand over the site to the Awarded Bidder a day before for the tent installation and food preparation.

6. Presentation

- (i) The bidders shall make a detailed presentation specifying/highlighting their portfolios before the Competent Committee/Committees of the 15th Convocation, IIT (BHU) within a week after the opening of technical bids.
- (ii) The presentation must highlight the bidder's past experience and capabilities in handling services of similar nature and specified scale.
- (iii) Demonstration of Quality of plate and other serving material/items before the Lunch Arrangement Committee & Purchase Committee of the 15th Convocation, IIT (BHU).
- (iv) Based on the correctness of the documents received and presentation given by the bidders, the list of qualified/disqualified bidder will be prepared as per the Technical & Financial Evaluation Criteria.

****The date of Presentation shall be informed to the technically qualified bidders only.***

****The presentation shall be done in PHYSICAL MODE only (request regarding online presentation will not be entertained).***

7. Performance Bank Guarantee

The successful bidder will be required to deposit 5% of the bid amount towards Performance Security in the form of Bank Guarantee before issuance of Letter of Award (LOA). The Bank Guarantee must remain valid for a period of 90 (ninety) days beyond the date of completion of all contractual obligations.

8. Arbitration Clause

In the event of any difference of dispute arising out of this contract, all efforts shall be made by both the Parties to settle the same amicably. Failing an amicable settlement, the dispute shall be finally settled through arbitration conducted under the Arbitration and Conciliation Act, 1996 by three arbitrators appointed in accordance with the said Act. The arbitrators shall give reasoned and speaking awards. The venue of arbitration, if any, shall be at **Varanasi**.

SECTION- VIII
MINIMUM ELIGIBILITY CRITERIA-CUM-TECHNICAL BID

The bids of only those firms will be considered which satisfy all the following eligibility criteria:

1. The Firm must have its registered Head/Branch office in Varanasi, U.P.
2. The firm should have the valid Proprietorship/Partnership/FSSAI License/LLP/Govt. Registration Certificate, Income Tax Permanent Account Number and GST Registration.
3. The Firm should have been in operation for at least 3 years after its registration. The firm should have a minimum of Rs. 10 Lakhs as yearly Turn- over for preceding three (03) Financial Years. The Firm should provide copies of the Income Tax Return Filed for the preceding three years up to 31st March.
4. The Firm will have to submit an undertaking regarding acceptance of all the points mentioned under General Conditions of Contract at Section-XII and Special Conditions of Contract at Section-XIII.
5. An affidavit, in original: Duly certified by a Notary that:
 - a) The Firm/Agency has never been black-listed and the name of the Firm or Agency has not been changed.
 - b) That there is no vigilance enquiry pending against the Firm/Agency and that they have never been punished by any Court.
6. The Firm must not have been convicted by the court of law (they must give a declaration).
7. Production of originals for verification: The bidder may be asked to produce the original documents for verification at any stage of tender process as and when sought for, failing which the bids are liable for disqualification.
8. Exemption to comply with any of the above criteria should be duly supported by the Government orders/ other Government documents. Non-compliance with any of the above conditions by the Firm/Agency will amount to non-eligibility for the services for which tender has been floated and its tender will be rejected being non responsive.
9. **Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice the purpose. All documentary proof must be listed on the letter pad of the company and enclosed in a cover, to be submitted with the technical bid.**

SECTION- IX

PROFORMA FOR TECHNICAL BID

Sl. No.	Criterion	Details	
1.	Office Address of the Firm/Agency		
	Name and address of the authorized official		
	Telephone no., Mobile, Email		
2.	The firm should have the valid Proprietorship/Partnership/LLP/Govt. Registration Certificate, Income Tax Permanent Account Number and GST Registration.	Proprietorship/Partnership/FSSAI License/LLP/Govt. Registration Certificate, Income Tax Permanent Account Number and GST Registration (Date of Registration No.)	
		PAN of the Firm	
		GST Registration no.	
3.	The firm should be in operation for at least last 3 years after its registration (provide necessary evidence)	Year of Registration/ Starting of operation	
		Nos. of years in operation after registration (in years)	
4.	The firm should have a minimum of Rs. 10.00 Lakhs as Yearly Turn- over for preceding three (03) Financial Years.	To be enclosed as per Annexure-I.	
5.	Provide copies of the Income Tax Return for all the previous three years up to 31 st March.	To be enclosed.	
6.	Experience of doing similar works of at least a scale of order value of Rs. 10.00 Lakh in Central Universities or Educational Institutions of National Importance such as IITs, NITs, IISERs, IIMs, State Government Educational Institutions, PSUs, Central Government Organisations, Reputed Private Organisation	To be enclosed as per Annexure-II	
8.	Details of Earnest Money Deposit (i) DD No.- (ii) Date (iii) Amount		
9.	Details of Tender Processing Fees (i) UTR No.- (ii) Date (iii) Amount		

Certified that the above particulars are correct. In the event of any information found to be incorrect the Institute is at liberty to reject the bid of Firm/Agency.

Date:

Signature.....

SEAL:

Name and Designation.....

Annexure- I

Details of Firm's Annual Turn Over

Particular	Financial year 2023-24	Financial year 2024-25	Financial year 2025-26
Annual Turnover* (Rs. in Lakh)			

*Furnish the Audited Accounts of the Firm And/or copy of the acknowledgement of Income Tax Return for all the 03 (three) years.

Date :

Signature.....

SEAL :

Name and Designation.....

Annexure- II

FORMAT FOR WORK EXPERIENCE

Job No.	Details of Works	Experience of doing similar works of at least a scale of order value of Rs. 10.00 Lakh in Central Universities or Educational Institutions of National Importance such as IITs, NITs, IISERs, IIMs, State Government Educational Institutions, PSUs, Central Government Organisations, reputed private institutes. (please indicate Yes / No)	If yes, please mention the Institution(s)/ Organisation(s)/ PSUs Name	Reference of page no. on which the Documentary evidence is attached
1.	Providing Refreshment, Lunch and Catering Services with the installation of tent/samiyana (for food serving area)			

Note: Please provide all the experience of works related information in the above mentioned format, failing which, the bid may be rejected.

SECTION- X

PROFORMA FOR FINANCIAL BID

Sl. No.	Item/Job Description	Unit	Minimum Prescribed Rate by IIT (BHU)	Rate per Unit (in INR) (including all the application Taxes)	
				Rupees (in figure)	Rupees (in words)
1.	Item/Job Category-1: Providing Lunch & Catering Services for Kitchen No.-1 at Rampur Garden, IIT (BHU) for 1500 people (As per the items/menu specified in Section-VII)	Per Plate	Rs. 400/- Per Plate		
2.	Item/Job Category-2: Providing Lunch & Catering Services for Kitchen No. 2 at Rampur Garden, IIT (BHU) for 1500 people (As per the items/menu specified in Section-VII)				
3.	Item/Job Category-3: Providing Lunch & Catering Services for Kitchen No. 3 at Rampur Garden, IIT (BHU) for 1000 people (As per the items/menu specified in Section-VII)				
4.	Item/Job Category-4: Providing Lunch & Catering Services for 500 people and Refreshment for 4500 people for Kitchen No. 4 at Swatantrata Bhawan BHU. (As per the items/menu specified in Section-VII)				

Note:

1. The rate may be quoted in view of the quantum under each Item/Job Category as mentioned at Section-VII and the quoted rate should be inclusive of all applicable taxes. No other charges on account of travelling, accommodation, food and other expenses will be paid.
2. Bidders quoting less than minimum rate prescribed by IIT (BHU) shall not be considered for further evaluation.
3. If any bidder quotes the price rate in the technical bid, such an act render/liable to be disqualified

SECTION- XI

TECHNICAL AND FINANCIAL EVALUATION CRITERIA

1.	Experience of the Firm	Marks	
		Break-up of marks	Total marks
(a)	Firm's Existence in years after its registration For 3 years 5 marks and 1 extra mark for every additional completed year and maximum 10 marks.	-	10
(b)	Experience of doing similar works of at least a scale of order value of Rs. 10.00 Lakh in Central Universities or Educational Institutions of National Importance such as IITs, NITs, IISERs, IIMs, State Government Educational Institutions, PSUs, Central Government Organisations, Reputed Private Organisation		20
	i. Institutions of National Importance such as IITs, NITs, IISERs, IIMs, etc. and Central Universities	6	
	ii. Central Government Organisations/PSUs	6	
	iii. State Government Educational Institutions/Organisations	4	
	iv. Private Organization	4	
2.	Presentation before the Committee		20
3.	Total Technical Score (1 + 2):		50
4.	Score on Financial Bid*		50
	Grand Total (3 + 4)		100
* Formula for calculation of Financial Proposal The technically evaluated and accepted bid with least financial cost (i.e. L-1) will be assigned a score of 50. The score of other technically accepted firms will be evaluated as per following formula: $= (L1 \text{ amount}) \times 50 / (\text{Financial amount of bid being evaluated})$			

Note:

1. Evaluation of technical score of each bidder will be done as per the weightage defined in the Section-XI.
2. The Bidders scored a minimum of 20 out of 30 marks for sl. No.-1 of Section-XI will only be qualified for presentation, subject to Maximum of Top Ten only.
3. The qualifying marks for presentation at sl. No.-2 of Section-XI will be 10 marks. Bidders scoring less than 10 marks in the presentation will be disqualified from the financial evaluation.
4. The Bidder having Technical Score less than 30 will be rejected.
5. The financial bid rank, shown in BOQ comparative chart generated by the Central Public Procurement Portal (CPPP) will be considered for evaluation.

6. Evaluation of financial score will be done according to the formula given in the Section-XI.
7. The Bidder having maximum total score i.e. technical score plus financial score, will be selected for the award of works. In case any Firm fails to complete the assigned work, the Institute may assign the work to the next bidder as per the score.
8. The criteria "Presentation before the Committee", as mentioned at point no.-2 in table above is a mandatory activity and bid(s) of those bidders who even qualify all the criteria but not present before the Committee for presentation on the stipulated date will be rejected.

SECTION- XII

GENERAL CONDITION OF CONTRACTS

1. Application

These General Conditions shall apply to the extent that they are not superseded by provisions in other parts of the Contract.

2. Standards

The service provided under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standard appropriate to such standards as shall be the latest issued by the concerned Institution.

3. Use of Contract Documents and Information

3.1 The Firm/Agency shall not, without the Institute's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Institute in connection therewith, to any person other than a person employed by the Firm/Agency in performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

3.2 The Firm/Agency shall not, without the Institute's prior written consent, make use of any document or information except for purposes of performing the Contract.

3.3 Any document, other than the Contract itself, shall remain the property of the Institute and shall be returned (in all copies) to the Institute on completion of the Firm/Agency's performance under the Contract if so required by the Institute.

3.4 Patent Rights

The Firm/Agency shall indemnify the Institute against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of the Goods or any part thereof.

4. Submission of the bids.

4.1 All bids complete in all respects must be submitted online on or before the Bid Closing date and time as mentioned on Critical Data Sheet. Tenders received without Tender Processing Fee and Earnest Money Deposit. shall be rejected.

4.2 Tender documents are available on IIT (BHU) website: www.iitbhu.ac.in/iitnotifications/purchase_enquiries/ and Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app>.

4.3 Interested bidders may submit their bid through Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app>.

5. Other Conditions for bid submission

5.1 Any conditional bid shall not be considered and will be outrightly rejected in the very first instance.

5.2 The bidder shall quote the Technical and Financial bids as per the format enclosed for the same.

- 5.3** The bidder must include the list of Organisation where they have provided similar services at least in the last 3 years, along with name, phone and fax number of the contact person there, so that references for their services can be obtained, if required.

6. Other General Conditions

- 6.1** IIT (BHU) being an Educational Institution, the Firm/Agency will not allow or permit his employees to participate in any trade union activities or agitation in the premises of the owner.
- 6.2** All personnel/employees/workmen employed by the Firm/Agency shall be, between 18 years to 55 years with good health and sound mind. The personnel/employees/workmen of the Firm/Agency shall be liable to security screening by the Security Staff deployed by IIT (BHU).
- 6.3** The Firm/Agency shall appoint fully qualified and competent workers as per the requirement and eligibility mentioned at para 3 (b) above at their own cost, to ensure that the services rendered by them are the best.
- 6.4** The employees employed by the Firm/Agency shall always be under the direct and exclusive control and supervision of the Firm/Agency and the Firm/Agency may transfer its employees /workmen and in accordance with their needs in consultation with the Institute. Adequate and necessary numbers of employees / workmen are deployed by the Firm/Agency for fulfilment of their contractual obligations under this agreement. It shall be the sole responsibility of the Firm/Agency to ensure that employees/workmen, deployed by him, fulfil the obligations undertaken by the Firm/Agency under this agreement and the Firm/Agency shall provide such employees/workmen at his own cost, with such equipment as may be considered necessary.
- 6.5** The successful bidder shall furnish a list of Manpower deputed by Firm/Agency for various works along with their AADHAR Number and photocopy of unmasked AADHAR Card and passport size of colour photos.
- 6.6** Any theft or damage caused due to negligence of the Firm/Agency shall be borne by the Firm/Agency. The appropriate amount of penalty after due consideration and hearing will be imposed by the Director, IIT (BHU) or an officer nominated by him on his behalf, and the same will be deducted from the monthly bill of the Firm/Agency.
- 6.7** No Accommodation shall be provided by the Institute. The Firm/Agency shall have to make its own arrangement for the lodging and boarding for their workmen, if required.
- 6.8** IIT (BHU) will not be responsible for any injury, accident, disability, or loss of life to the Firm/Agency or to any of its Personnel that may take place while on duty. Any compensation or expenditure towards treatment of such injury, accident or loss of life shall be the sole responsibility of the Firm/Agency. The Firm/Agency has to make its own arrangements towards health insurance, accidental and disability coverage and domiciliary treatments of all personnel engaged by them under their pay roll and submit a proof to this effect.
- 6.9** The selected Firm/Agency shall be solely responsible for the redressal of grievances of the people employed. IIT (BHU) shall in no way be responsible for settlement of such issues.

- 6.10** IIT (BHU) shall not be responsible for any damages, losses, financial or other injury claims to any people deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.
- 6.11** The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of the Tax Department, as amended from time to time and a certificate to this effect shall be provided to the Firm/Agency by IIT (BHU).
- 6.12** Delivery of the Services and performance of the Services shall be made by the Supplier in accordance with the time schedule specified by the Purchaser.
- 6.13** A delay/variation-in-Quality by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of penalty pursuant to GCC & SCC, unless an extension of time is agreed upon pursuant to GCC & SCC.

7. Terms of Payment:

All the payments shall be made on bill basis after satisfactory completion of works.

8. Legal Compliances:

- 8.1** Compliance of policy regulation viz., payment of central government minimum wages act, employer's liability act, contract labour (regulation & abolition) act, the workmen compensation act, industrial dispute act, maternity benefit act, employee state insurance act, provident fund act, miscellaneous provision act and labour license of state and central government, as on the date in existence or revised/changes in the future, will be whole sole responsibility of the Firm/Agency. In this regard the Firm/Agency at all-time should indemnify IIT (BHU) against all claims and will maintain necessary books, logs, register, verification, returns, receipts, computerized database etc., mandatory as per the law and as per the government rules and make its available for inspection/verification to the concerned government officer/labour enforcement officer/regional provident fund commissioner, as and when required. Failure to comply such instructions will lead to imposition of fine by State/Government machinery and summary termination of contract and/or such other action as the Government may deem fit. A copy of all such compliances, statements, payments made to the statutory authorities etc., including registration number shall be provided to the IIT (BHU) authority for verification and record.
- 8.2** For all intents and purposes, the bidder shall be the "Employer" within the meaning of different Labour Legislations in respect of manpower so employed and deployed at IIT (BHU).
- 8.3** The manpower deployed by the Firm/Agency for the contract job shall not be entitled for claim, pay, perks and other facilities which may be admissible to casual, ad-hoc regular / confirmed employees of IIT (BHU) during the currency or after expiry of the contract. In case of termination of the contract also, the people deployed by the Firm/Agency shall not be entitled to or and will have any claim for absorption or relaxation for absorption in the regular / otherwise capacity in IIT (BHU). The Firm/Agency should communicate the above to all the manpower deployed in IIT (BHU) by the Firm/Agency.
- 8.4** The selected agency shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to IIT (BHU) to concerned tax collection authorities from time to time as per extant rules and regulations.

- 8.5** The selected agency shall maintain all statutory registers under the applicable Law. The agency shall produce the same on demand to the concerned authority of IIT (BHU) or any other authority under Law.
- 8.6** In case, the Firm/Agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof IIT (BHU) is put to any loss / obligation, monetary or otherwise, IIT (BHU) will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.
- 8.7** The selected agency will indemnify IIT (BHU) from all legal, FINANCIAL, statutory, taxation, and associated other liabilities.
- 8.8** All the documents submitted during the process of tendering by the Firm including the Tender Document issued by the IIT (BHU) for the purpose, shall form part of the Agreement.

9. Contract Amendments

No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

10. Subcontracts

The Firm/Agency shall notify the Institute in writing of all subcontracts awarded under this Contract if not already specified in the bid. Such notification, in his original bid or later, shall not relieve the Firm/Agency from any liability or obligation under the Contract.

11. Delays in the Firm/Agency's Performance

If at any time during performance of the Contract, the Firm/Agency or its sub-Firm/Agency(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Firm/Agency shall promptly notify the Institute in writing of the fact of the delay, it's likely duration and its cause(s). As soon as practicable after receipt of the Firm/Agency's notice, the Institute shall evaluate the situation and may, at its discretion, extend the Firm/Agency's time for performance with or without penalty, in which case the extension shall be ratified by the parties by amendment of the Contract.

12. Damages and Losses

Upon end of contract/termination thereof, the Firm/Agency is liable to return materials, if any issued to him to IIT (BHU) in good working condition barring normal wear and tear. For shortage/misplacement/theft, replacement cost of the items will be recovered from the final bill or security deposit of the Firm/Agency as the case may be.

13. Complaints

The Firm/Agency shall attend to all the complaints and address as early as possible to the satisfaction of IIT (BHU).

14. Force Majeure

In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under this agreement, the relative obligation of the affected party by such force majeure shall be suspended for the period during which such cause lasts. The term "force majeure" as employed herein shall mean, acts of God,

war revolt, riots, fire, flood and act and regulations of the Government of India or any of its authorized agencies.

Upon the occurrence of such cause and upon its termination the party alleging that it has been rendered unable as aforesaid thereby shall notify the other party in writing within 7(seven) days of the alleged beginning and ending therefore giving full particulars and satisfactory proof.

Time for performance or relative obligation suspended by the Force Majeure shall be extended by the period for which the cause lasts or condoned by the Institute without any penalty. If the work is suspended by force majeure conditions lasting for more than 1 (one) month, the Institute shall have the option to authorize the contract in whole or part therefore at its own discretion. Any situation of force majeure shall not be payable by the Institute under any circumstances. For the period of force majeure, no amount shall be payable to the Firm/Agency.

15. Penalty

Subject to General Conditions of Contract (GCC), if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Purchase shall, without prejudice to its other remedies under the Contract, deduct appropriate amount from the Contract Price, as penalty, as decided by the Competent Committee of IIT (BHU), as per General Financial Rules.

16. Dispute Resolution and Arbitration

16.1 In the case of any dispute **under or relating to the contract**, the decision of the Director of the Institute shall be final.

16.2 However, if the dispute even after the decision of the Director still persists and the dispute, difference, question or disagreement or matter whatsoever, during continuance of the Contract, before or after completion or abandonment of work or during extended period of the Contract, arises between the parties, as to the meaning, operation or effect of the contract or in respect of or relating to the contract or breach thereof, shall be referred to a Sole Arbitrator to be appointed by the Director of the Institute. The provisions of the Arbitration and Conciliation Act 1996 and any statutory modification or re-enactment thereof and the rules made thereunder and for the time being in force shall apply to the arbitration proceedings under this clause. The venue of arbitration, if any, shall be at Varanasi only.

17. Termination of Contract

17.1 In the event of the appointed Firm/Agency failing to fulfil or committing any breach of any of the terms and conditions of this contract or indulge in omission or commission as detailed in the terms & conditions and scope of work of the tender document, then without prejudice to the Institute's rights and remedies to which otherwise, the Institute shall be entitled, the contract shall be terminated without notice; the performance bank guarantee shall be forfeited and encashed; the Firm/Agency shall be blacklisted and the services shall be hired from any third party at the absolute discretion of the Institute without prejudice to any other action which may be taken by the Institute. The cost of such hiring together with all incidental charges or expenses may be recoverable from the Firm/Agency at the absolute

discretion of the Institute. The omission or commission may include inter-alia the following: -

- If the Firm/Agency or its employees are found guilty of fraud and/or misrepresentation in respect of the contract or any other contract entered into by the Firm/Agency with the Institute or any of his partners or representatives thereof; or
- If the Firm/Agency becomes insolvent or applies for relief as insolvent debtor or commences any insolvency proceedings or makes any composition with its/their creditors or attempts to do so; or if
- In case, any document/declaration furnished by the Firm/Agency is found to be false/ forged at any stage, it would be deemed to be a breach of terms of contract and thereby, making the Firm/Agency liable for legal action, besides termination of contract and/or forfeiture of performance guarantee

17.2 The Firm/Agency shall comply with all statutory liabilities and obligations of Central Government, State Government, and Local Bodies Rules & Regulations etc. Any contravention/ non-compliance on the part of the Firm/Agency would be construed as a sufficient ground for termination of the contract without notice at the discretion of the Institute. Further, in the event of the Institute being imposed with any penalty/ fine etc., by any agency/authority due to the non- compliance/contravention on the part of the Firm/Agency to any statutory laws/rules/regulations etc., the Institute reserves the right to recover such fine/penalty etc., from the Firm/Agency.

17.3 If the services provided by the Firm/Agency are not found satisfactory at any time, the Institute shall have the power to terminate the contract without notice. Upon such termination, the performance guarantee of the Firm/Agency shall be liable to be forfeited.

17.4 In case of termination of the contract not related to (a) act or omission of the Firm/Agency, (b) noncompliance of statutory liabilities and obligations by the Firm/Agency(c) related to performance of the Firm/Agency, the Institute will give a notice of termination of the contract at least 30 days before the intended date of termination of the contract.

SECTION- XIII

SPECIAL CONDITIONS OF CONTRACT

1. Essential Pre-Bid Criteria

- a. The quantities of required items/services are approximate, it may increase or decrease up to a maximum value of Rs. 2.50 Lakhs of the estimated Tender Value. Accordingly, per unit cost needs to be mentioned as needed.
- b. Place of Services are indicative places and which may change as per the requirements within the Institute premises.
- c. The installation of tents/samiyana, arrangement of tables & chairs, dustbin and dust bags, water dispensers, etc. must be completed by 05:00 p.m. on 30th October 2026 at the Designated Venues.
- d. A Penalty as per the extent provisions of General Financial Rules by the Competent Committee/Committees shall be levied, if the services are of poor quality and not up to the mark as proposed in the quotation.

2. Installation & Arrangement

- a. The supplier is required to do the necessary installation and arrangements within stipulated time given by the IIT (BHU).
- b. The bidder shall establish three (03) food serving areas, one for 1500 people each along with proper tent / samiyana (estimated size: 40x6 meters for food counters and size: 40x12meters for chairs), 10 round tables with cover and 200 chairs without cover for each Kitchen No.-1, 2 and 3 (i.e. at Rampur Lawn) at their own cost, a day in advance by 07:00 PM i.e. 30.10.2026. About 50% of the serving area under each kitchen in Rampur Lawn should be covered. This shall include the food serving area. Rest will remain uncovered.
- c. The bidder shall establish one (01) food serving area for 500 people along with proper tent/samiyana (size: 40x20meters), 10 round tables with cover and 50 chairs with covers at Kitchen No-4 (i. e. Swatantrata Bhawan) at their own cost, a day in advance by 07:00 PM i.e. 30.10.2026. The tent/samiyana installed for lunch shall also be used for serving of Light Refreshment. Hence, the Bidders must ensure proper management of tent-waste disposal-counters for serving light refreshment. About 50% of the serving area under each kitchen in Rampur Lawn should be covered. This shall include the food serving area. Rest will remain uncovered.
- d. The start time for lunch shall be from 12.00 noon for all 04 Venues and Light Refreshment shall be served from **(a)** 9.00 a.m. to 10.00 a.m. for serving of 500 people out of 4500 people and **(b)** 2.00 p.m. to 5.00 p.m. for serving of 4000 people at Venue-4 i.e. Swatantrata Bhawan, BHU.
- e. In case of any mis-happening/damage to equipment and supplies during the carriage of supplies from the origin of equipment to the installation site, the supplier has to replace it with new equipment/supplies immediately at his own risk. The supplier will settle his claim with the insurance company as per his convenience. IIT (BHU) will not be liable to any type of losses in any form.
- f. Bid should include FOR IIT(BHU), Varanasi prices. The Institute will provide requisite certificate, if any, required by the Bidders as per the applicable Govt. of India norms.
- g. The supplier shall provide the compliance statement with respect to each technical specification in the tender document Any other claim will not be accepted and may lead to rejection of the bid.

- h. Exemption is allowed from payment of Tender processing fees as per Government of India norms against submission of currently valid certificate specifically for the item(s) proposed to be procured through this Tender.

3. Presentation

- a. The bidders shall make a detailed presentation specifying/highlighting their portfolios before the Competent Committee/Committees of the 15th Convocation, IIT (BHU) within a week after the opening of technical bids.
- b. The presentation must highlight the bidder's past experience and capabilities in handling services of similar nature and specified scale.
- c. Demonstration of Quality of plate and other serving material/items before the Lunch Arrangement Committee & Purchase Committee of the 15th Convocation, IIT (BHU).
- d. Based on the correctness of the documents received and presentation given by the bidders, the Competent Committee/Committees of the 15th Convocation, IIT (BHU) will finalize the list of qualified/disqualified bidders.

****The date of Presentation shall be informed to the technically qualified bidders only.***

****The presentation shall be done in PHYSICAL MODE only (request regarding online presentation will not be entertained).***

IMPORTANT NOTE

- 1. Non-compliance of tender terms, non-uploading of required documents, lack of clarity of the specifications, contradiction between Bidders specifications and supporting literature etc. may lead to rejection of the bid.
- 2. The bidder is essentially needed to clear all the waste materials, tent/samiyana and tables-chairs from all four venues the next day of the events i.e. 01.11.2026. A penalty of Rs. 2000/- per day shall be imposed on the bidder for any delay post 01.11.2026.
- 3. In case of any contradiction, the Special Condition of Contracts (SCC) shall prevail over the General conditions of contract (GCC).

ANNEXURE- III

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date:

To,
Dean (Academic Affairs)
Indian Institute of Technology (BHU) Varanasi
Varanasi-221005, Uttar Pradesh, India

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No.

Name of Tender/Work:

Dear Sir,

1. I/We have downloaded/ obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:
as per your advertisement, given in the above-mentioned website(s).
2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. to (including all documents like section(s), schedules(s) etc.), which form part of the contract agreement, and I/we shall abide hereby by the terms/conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s)/ corrigendum(s) in its totality/entirety.
5. In case any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender.

Yours faithfully,

(Signature of the Bidder with Official Seal)

Annexure- IV

FORMAT FOR PERFORMANCE BANK GUARANTEE (PBG)

(To be typed on non-judicial stamp paper of the value of Indian Rupees of One Hundred)
(TO BE ESTABLISHED THROUGH ANY OF THE NATIONALISED COMMERCIAL BANKS
(WHETHER SITUATED AT VARANASI OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE
SAME ON THEIR LOCAL BRANCH AT VARANASI)

To,

The Registrar,
Indian Institute of Technology (BHU),
Varanasi-221005

LETTER OF GUARANTEE

WHEREAS Indian Institute of Technology (BHU), Varanasi (Procuring Entity) has invited tender vide Tender No..... dated..... for procurement of AND WHEREAS the said tender document requires that eligible successful bidder (Firm/Agency)..... wishing to supply the service.....

in response thereto shall establish an irrevocable Performance Bank Guarantee in favour of "The Registrar, Indian Institute of Technology (BHU), Varanasi" in the form of Bank Guarantee for Rs **(5% of the contract value)** and the Performance Bank Guarantee shall remain valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligations of the Firm/Agency, including warranty obligations from the date of issue of Performance Bank Guarantee and the eligible successful bidder (the Firm/Agency) shall submit the same within 14 (Fourteen) days from the date of Award of Contract.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said bidder (Firm/Agency) fails to abide by any of the conditions referred to in tender document / Award of Contract, this Bank shall pay to Indian Institute of Technology (BHU), Varanasi on demand and without protest or demur Rs (Rupees.....).

This Bank further agrees that the decision of Indian Institute of Technology (BHU), Varanasi (Procuring Entity) as to whether the said bidder (Firm/Agency) has committed a breach of any of the conditions referred in tender document / Award of Contract shall be final and binding.

We, (name of the Bank & branch) hereby further agree that the Guarantee herein contained shall not be affected by any change in the constitution of the bidder (Firm/Agency) and/ or Indian Institute of Technology (BHU), Varanasi (Procuring Entity).

Notwithstanding anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed Rs. Indian Rupees only).
2. This Bank Guarantee shall be valid up to(date) and
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if IIT (BHU), Varanasi serve upon us a written claim or demand on or before(date). This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at situated at (Address of local branch).

Yours truly,

Signature and seal of the guarantor:

Name of Bank:

Address: Date:

ANNEXURE- V

BIDDER'S INFORMATION FORM

Date:

Tender. No.:

1. Bidder's Name:
2. In case of Joint Venture, legal name of each member: <i>[insert legal name of each member in Joint Venture]</i>
3. Bidder's Actual or Intended Country of Registration:
4. Bidder's Year of Registration:
5. Bidder's Address in Country of Registration
6. Bidder's Authorized Representative Information Name: Telephone: Email: Address:
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> ☐ Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above. ☐ In case of Joint Venture, letter of intent to form Joint Venture or Joint Venture agreement. ☐ In case of Government-owned enterprise or institution, documents establishing: ☐ Legal and financial autonomy ☐ Operation under commercial law ☐ Establishing that the Bidder is not dependent agency of the Purchaser Included are the organizational chart, a List of Board of Directors, and the beneficial ownership.

Yours faithfully,

(Signature of the Bidder with Official Seal)

ANNEXURE – VI

CHECKLIST

S. No.	Particulars	Yes/No
1	Have you uploaded the Technical and Financial Bid form duly filled appropriately?	
2	Have you uploaded the valid Proprietorship/Partnership/FSSAI License/LLP/Govt. Registration Certificate, Income Tax Permanent Account Number and GST Registration?	
3	Have you uploaded the Audited Accounts of the Firm And/or copy of the acknowledgement of Income Tax Return for all the 03 (three) years as per Annexure I?	
4	Have you uploaded the Experience of doing similar works on a scale of order value of Rs. 10.00 Lakhs in Central Universities or Educational Institutions of National Importance such as IITs, NITs, IISERs, IIMs, State Government Educational Institutions, PSUs, Central Government Organisations and reputed Private Organizations as per Annexure-II?	
5	Have you uploaded the proof of payment of Tender Processing Fee and Earnest Money Deposit.	
6	Have you uploaded a notarized affidavit as specified at point no. 5 of Section-VIII?	
7	Have you uploaded the compliance of Minimum Eligibility Criteria-Cum-Technical Bid as specified at point 9 of Section- VIII?	
8	Have you uploaded the undertaking that the Firm has not been convicted by the court of law?	
9	Have you uploaded the signed Tender acceptance letter as mentioned at Annexure-III?	
10	Have you uploaded the Bidder's Information Form as per Annexure- V?	
11	Have you uploaded the schedule of requirements duly priced i.e., BOQ and its pdf version?	