

**IIITM-K
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY AND
MANAGEMENT-KERALA**

**Notice Inviting EoI
Expression of Interest for offering catering services for IEEE RAICS 2025**

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(EoI Ref No)



Expression of Interest for offering catering services for IEEE RAICS 2025

Notice inviting Eol	Offering catering services for IEEE RAICS 2025 event.
Name of work	Providing catering services for IEEE RAICS 2025 event to be held from 20 th to 23 rd November 2025 at Maker Village, ISC, Kinfra Hi-Tech Park, Kalamassery, Kochi.
Eol Reference No.	
EMD (Earnest Money Deposit)	Rs: 5,000/-
Last date of Eol submission	12.11.2025, 4 PM
Date and time for opening of quotations	12.11.2025, 5 PM
Eol validity period	1 month
Address for communication	IIITMK Building, Technopark Rd, Technopark Campus, Karyavattom, Kazhakkootam, Thiruvananthapuram, Kerala 695581 Tel: + 91 471 2700777/ 8281750754 Email: info@iiitmk.ac.in

Sealed Eol are invited for the Rate contract for providing catering services for IEEE RAICS 2025 event to be held from 20th to 23rd November 2025 at Maker Village, Kochi. Interested vendors, those who have prior experience in providing catering services are requested to submit the expression of interest to

"The Director,
IIITM-K,
IIITMK Building,
Technopark Campus,
Karyavattom,
Kazhakkootam,
Thiruvananthapuram, Kerala 695581".



1.Eligibility Criteria

SI No	Clause	Documents Required
1	The vendor should have experience in successful providing catering services of service order of Rs.2 Lakhs and above. A maximum of 2 service orders could be clubbed together to meet the above-mentioned criteria.	Copy of service order / service completion Letter in this regard to be submitted. The contact details of the client should be provided.

2. Scope of Work

Providing catering services for IEEE RAICS 2025 event to be held from 20th to 23rd November 2025 at Maker Village, Kochi.

SINo	Date	No of Days	Item	Description	No of servings
1	20 th November 2025 to 23 rd November 2025	4	Morning Tea/Coffee & Snacks	Tea/coffee and 1 variety of cookie & 1 sandwich (Veg)	150
2	20 th November 2025 to 23 rd November 2025	4	Lunch	Breads (Chappathi/Appam/Parotta) Rice Veg.Fried Rice/Ghee Rice/Jeera Rice One Chicken Dish (Semi Gravy) One Vegetarian Dish (Semi Gravy) 1 Desert (Ice Cream/ Pudding/ Gulab Jamun)	150
3	20 th November 2025 to 23 rd November 2025	4	Evening Tea/Coffee & Snacks	Tea/coffee and 1 variety of cookie & 1 variety of Kerala Snack (Vada, Pazhampuri, Samosa)	150
4	22 nd November 2025	1	Dinner	Chappathi Appam Chicken Fried Rice Ghee Rice One Chicken Dish (Semi Gravy) One Fish Dish (Gravy) One Vegetarian Dish (Semi Gravy) Chilly Gobi (Dry) 1 Desert (Ice Cream/Pudding/Gulab Jamun)	150



Note:

1. Pet water bottles to be supplied along with Lunch & Dinner.
2. Water dispensers & paper glasses to be provided at the event place during the event period.
3. Necessary paper cups, Paper plates for Morning & Evening Tea & snacks to be provided.
4. All serving utensils along with serving tables to be arranged.
5. Required number of serving staff to be arranged.
6. Sufficient tissues papers to be provided during Morning & Evening Tea & snacks, Lunch & Dinner to be provided.
7. Necessary arrangements to be made for the handling and collection of plastic, paper and food waste.
8. Menu should not be repeated. Type of dishes served on a particular day to be different for other days.

3. Delivery Location

At Maker Village, Kerala Technology Innovation Zone, Kinfra Hi-Tech Park Main Rd, HMT Colony, North Kalamassery, Kalamassery, Kochi, Kerala 683503

4. Financial Bid:

SI No	Description	Total Price (Lumpsum) - (Including GST, inclusive of all taxes, transportation, serving arrangements etc.)
1	Providing catering services from 20 th November to 23 rd November 2025 at Maker Village for IEEE RAICS 2025 event as per the menu provided in the scope of works for 150 people.	

5. Terms & Conditions

1. No Eol shall be accepted after the stipulated date and time. IIITM-K reserves the right to accept or reject the entire quotation, without assigning any reason thereof at any stage.
2. Validity: The rates quoted shall be valid upto 1 month. IIITM-K however, reserve the right to call for fresh quotations at any time during the period if considered necessary or extend the current rate with consent of L1 bidder.
3. Prices to be quoted must be inclusive of GST, transportation, Loading & unloading, serving charges, waste management etc.
4. IIITM- K will seek clarification from the vendor for the evaluation of Eols and the decision taken by IIITM- K will be final. The vendor will be qualified for evaluation, only if the firm meets the eligibility criteria and submitted the proof of the documents as mentioned in this tender document.
5. Earnest Money Deposit (EMD) and tender fee shall be submitted in the form of DD to Director, IIITM-K at the time of submission of bid. The bids will be rejected if the EMD is not submitted. MSME firms will be exempted from EMD and tender fee.
6. The financials to be submitted as per the format given above, and in sealed cover.
7. Any Eol received after the time fixed on the due date is liable to be rejected.
8. IIITM-K reserves the right to reject any Eol or cancel the Eol process without assigning any reasons whatsoever and without incurring any liability to the bidder.



6. Payment Terms

1. On successful delivery of catering services from 20th November to 23rd November in line with the menu mentioned in the scope of works 100 % of payment will be released within 20 days from the date of submission of the invoice.
2. In case of failure on the part of the vendors to provide quality food as per the menu provided in the scope of works to the satisfaction of IIITM-K, IIITM-K reserves the right to withhold the entire amount or such amount deemed to be proportionate to compensate the loss/damage caused to the Institute due to such action by the vendor from any of the dues payable to the vendor.

7.Document check list

Cover No	Clause	Documents required	Compliance
1.	Demand Drft and Tender Fee in favour of Director, IIITM-K for the mentioned amount.	Original Demand Draft	Yes / No
		Copy of work order	
2	The bidder should have experience in Providing catering services above Rs. 2 Lakh.	Service completion Letter in this regard to be submitted. The contact details of the Client should be provided.	Yes / No
	Financial Bid as per section IV (in a sealed cover)	Financial bid	Yes / No

Director
IIITMK

* This is a computer system (Digital File) generated letter. Hence there is no need for a physical signature.

