

Indian Institute of Technology (Indian School of Mines) Dhanbad

No. PS-INS-CPPP-009-25-26

Date:21.04.2025

NOTICE FOR REGISTRATION OF VENDORS FOR CATERING SERVICES

The Indian Institute of Technology (Indian School of Mines) Dhanbad is an Institute of National Importance under the Ministry of Education, Government of India.

Registration for the empanelment of vendors is invited from eligible and interested Indian Service providers who are in the business of Catering Services.

The main objective of the registration of vendors is to have a broad-based panel of technically capable, financially sound and reliable service providers to which Limited Tender Enquiry can be sent for providing Catering Services to the Institute on an event basis. The Registration will be valid for 2 years.

Registration Fee: Rs. 1000/- . A Demand Draft (DD) of ₹ 1000/- (One thousand only) in favour of “The Registrar IIT(ISM) Dhanbad” towards registration fee must be enclosed with the registration form. The form submitted without a registration fee shall be outrightly rejected.

The last date of submission of the Vendor Registration Form is **13.05.2025**. The duly filled Registration Form along with Registration Fee and supporting documents in a sealed envelope, super scribed as “Vendor Registration for Catering Services”, must reach to the IIT(ISM) Dhanbad on or before **13.05.2025**. The Institute shall not be liable for any postal delay/loss. The address is as under:

Deputy Registrar (Purchase and Stores)
IIT (ISM) Dhanbad,
Distt. Dhanbad – 826004
Jharkhand.

Eligibility Criteria for Registration of Vendors for Catering Services:

1. The vendor/firm must have an experience minimum of five (05) years of catering services in the Central/State Govt. Departments/ PSUs/ Educational Institutions/ CFTIs.
2. The vendor/firm should have an average annual turnover of a minimum of Rs. 20 Lakhs in the last three Financial Years (2021-22, 2022-23 & 2023-24) in catering services.
3. The vendor/firm must have executed 10 catering works, each having not less than 50 persons on its dining strength during the last three Financial Years.
4. The vendor/firm should have GST Registration, PAN and FSSAI License.
5. The vendor/firm should have a valid catering license issued by the Competent Authority.
6. The vendor/firm must have registration with statutory authorities such as Labour Welfare, ESI, EPF etc. as applicable.
7. MSME compliances shall be as per Govt. of India guidelines.
8. The vendor/firm should have a registered office in Dhanbad, Jharkhand.

Terms and Conditions for Registration of Vendors for Catering Services.

1. The IIT(ISM) Dhanbad will provide the space to the vendor only during the event.
2. Tables with tablecloths and other utensils for serving and crockery shall be provided by the vendor without any additional charges.
3. The vendor shall arrange the tandoor and other heating arrangement at the site of Breakfast/Lunch/Dinner.
4. Drinking water (only mineral water) and tissue paper/napkins shall be provided by the caterer without any additional cost.
5. The vendor shall be liable for all labour and statutory compliance. It shall be the sole responsibility of the vendor to obtain and keep ready the necessary applicable license/permission from various Government bodies/departments.
6. The vendor shall abide by and comply with all Local and National Laws in connection with catering services.
7. The vendor shall be liable for all Fire and safety compliances.
8. The vendor shall ensure that all employees during their working hours, wear neat and clean uniform and use hygiene gloves and a hair mask.
9. The vendor should be in position to cater to the North Indian, South Indian, Chinese and Continental dishes for Breakfast/Lunch/Dinner.
10. The vendor shall be responsible for engaging an adequate number of trained manpower required for providing good catering services.
11. The vendor shall ensure proper discipline among his/her workers and further ensure that they do not indulge in any unlawful activity.
12. Employment of child labour is strictly prohibited under the law. Therefore the vendor will scrupulously follow all the statutory provisions in this regard.
13. The vendor shall be personally responsible for the conduct and behaviour of its workers, and any loss or damage to any property of the IIT(ISM) Dhanbad due to the conduct of workers shall be recovered from the vendor.
14. The vendor shall provide electronic fly kill/ insect repellent equipment at their own cost.
15. The vendor shall ensure that either he/she or his/her representative is available for proper administration and supervision at the venue/site all the time.
16. The vendor will bring his own tools, cookers, hot boxes, trolleys, utensils, plates, jugs etc. in sufficient quantity as needed to provide smooth catering services.
17. The IIT (ISM) Dhanbad reserves the right to impose a penalty (to be decided by the Institute authorities) on the vendor for any lapse in maintaining the quality of the food and catering service.
18. Any dispute arising between the vendor and the Institute shall be referred to arbitration under the Arbitration and Conciliation Act 1996. The sole Arbitrator shall be appointed by the IIT (ISM) Dhanbad. The seat of arbitration shall be Dhanbad. The language of arbitration shall be English. Each party shall bear its own arbitration cost unless otherwise decided by the sole arbitrator in the award.

Guidelines and Instructions for Filling out the Vendor Registration Form

1. All columns in the Registration Form are to be duly filled up. An incomplete form will be summarily rejected.
2. Only correct/relevant information/data has to be furnished at the appropriate places. Any vendor that provides false information or grossly inaccurate or forged documents will be disqualified for consideration of registration. Vendors must submit all necessary information/documents in support of data/information mentioned in the Vendor Registration Form.
3. Mere registration of vendors does not entitle the registered entity towards any claim for the award of work/purchase order.
4. IIT(ISM) Dhanbad reserves the right to call for additional information and/or check, verify all the information furnished in the Vendor Registration Form.
5. IIT(ISM) Dhanbad reserves the right to accept or reject, any or all Vendor Registration Forms without assigning any reasons thereof.

Application for Vendor Registration for Catering Services

Sl. No.	Particulars	To be filled by the Vendor		
1.	Name of the Vendor/ Company/Firm			
2.	Address			
	Local Address in Dhanbad City.			
	Telephone. No.			
	Mobile No.			
	Email ID			
	Website			
3.	Name of Chief Executive/Proprietor/ Partner (in case of firm/company)			
	Telephone. No.			
	Mobile No.			
	Fax No.			
	Email ID			
4.	Name of Contact Person			
	Telephone. No.			
	Mobile No.			
	Fax No.			
	Email ID			
5.	Annual Turnover (Please attach the Certificate issued by the Chartered Accountant with valid UDIN)			
	2021-22	2022-23	2023-24	

6.	Experience of Catering Services (in years) <i>(Please attach the relevant documents/certificates)</i>	
7.	GST Number	
8.	PAN Number	
9.	Are you Registered on GeM ?	
10.	Central Public Procurement (CPPP) ID	
11.	Details of Registration Fees. <i>(Please attach the original Demand Draft)</i>	(i) Amount : _____ (ii) Demand Draft No. _____ (iii) Date _____ (iv) Issuing Bank Name _____
12.	Bank Details <i>(Please attach the copy of passbook or attach a cancelled cheque)</i>	(i) Account Name _____ (ii) Account No. _____ (iii) Bank Name _____ (iv) IFSC _____
13.	Name of the Government departments/ Institutions/ PSU/ Organizations where vendor/firm/ company is registered	(i) _____ (ii) _____ (iii) _____ (iv) _____ (v) _____

Declaration by the Vendor

I, _____ hereby confirm that the information furnish above is correct to the best of my knowledge and belief. I further confirm that no employee or direct relation of any employee of IIT(ISM) Dhanbad is in any way connected as Partner/Shareholder/Director/Advisor/Consultant/Employee etc. with the firm/company or with me.

Date:

(Signature of the Vendor/Proprietor)

Place:

Name _____

Check List

Sl. No.	Details of Documents	Attached (Yes/No)	Page No.
1.	Documents/Certificates related to experience minimum of five (05) years of catering services in the Central/State Govt. Departments/ PSUs/ Educational Institutions/ CFTIs.		
2.	Certificate of Chartered Accountant average annual turnover of a minimum of Rs. 20 Lakhs in the last three Financial Years (2021-22, 2022-23 & 2023-24) in catering services.		
3.	Documents related to the execution of 10 catering works, each having not less than 50 persons on its dining strength during the last three Financial Years.		
4.	Documents related to GSTN, PAN and FSSAI License.		
5.	Documents related to EPF and ESIC registration.		
6.	Documents related to the registered office in Dhanbad, Jharkhand.		