



**QUOTATION NOTICE**

Quotation number	IAV/433/R&D/2025/QN/01
Date of issue	24/06/2025
Due date and time for receipt of quotations	01/07/2025; 11:00 AM
Date and time of opening the quotations	01/07/2025; 12:00 PM
Designation and address of the officer to which the quotation is to be addressed	The Director, Institute of Advanced Virology, Bio 360 Life Sciences Park, Thonnakkal.P.O., Thiruvananthapuram
Mode of bidding	Single bid
Superscription: <b>Providing catering service for conference</b>	

1. Sealed quotations are invited from experienced firms having the necessary licences towards providing **Catering services** for the conference to be held at Institute of Advanced Virology (IAV) on 11<sup>th</sup> July 2025.
2. The bidder should have minimum '**three years**' experience in providing catering services for similar functions.
3. The services are required to be provided for approximately 300 persons. The requirement may increase or decrease based on the registrations for the conference. The bidder should manage the increase or decrease in the requirement at pro-rata basis of the agreed rates.
4. The scope of services includes preparation and supply of food/beverages as per the agreed menu, arrangement of serving counters, supply of utensils/ceramic plates/ glass tumbler for serving/ food/ water/ beverages and other items, deploying of sufficient number of serving staff, clearing of used utensils, collection and disposal of organic and inorganic waste generated at site.
5. The indicative menu is attached for reference at **Annexure I**. The bidder has to attach the detailed menu being offered along with the financial bid.
6. The guidelines issued by the government authorities are to be strictly followed during the preparation and serving of food items. The disposable materials which are not allowed as per govt. regulations should not be used during the event.
7. The tenderers may submit the quotations as per the format attached as **Annexure II and Annexure III** in their own papers/letter head. The rates offered should be valid for a period of 30 days from date of quoting.



8. The technical details such as compliance to the scope of services, experience details, FSSAI registrations, GST certificate are to be submitted along with the quotation.
9. The quotations will be opened at the prescribed time in the presence of such of the tenderers or their authorized representatives who may wish to be present at that time.
10. The required services shall be provided on the prescribed date and time.
11. The rates quoted should be for providing the mentioned services at **INSTITUTE OF ADVANCED VIROLOGY, Bio 360 Life Sciences Park, Thonnakkal, Thiruvananthapuram, Kerala-695 317.**
12. The necessary superscription, due date for the receipt of quotations, the date up to which the rates will have to remain firm for acceptance and the name and address of officer to whom the quotation is to be sent shall be as noted in the table above.
13. Any quotation received after the due date and time fixed is liable to be rejected. Quotations not stipulating period of firmness and with price variation clause and/or 'subject to prior service' condition are liable to be rejected.
14. All bidders are required to inspect and examine the site at their own expense before submitting their quotations. They must fully understand the service requirements and ensure that they are satisfied with all aspects. By submitting a tender, the bidder confirms that they have read this notice and all related contract documents, and that they are fully informed about the scope and specifications of the services, as well as the local conditions and other relevant factors that may affect service execution
15. Further details of the requirements and conditions governing the tender can be obtained on request from the office till 27/06/2025; 4:00PM.
16. The acceptance of the quotations will be subject to the following conditions:
  - a. Acceptance of the quotation constitutes a concluded contract.
  - b. Withdrawal from the quotation after it is accepted or failure to provide the services within a specified date & time or according to specifications will entail cancellation of the order and obtaining the services at the offeror's expenses from elsewhere, any loss incurred thereby being payable by the defaulting party. In such an event the Institute reserves also the right to remove the defaulter's name from the list of service providers permanently or for a specified number of years.
  - c. No representation for enhancement of price once accepted will be considered during the currency of the contract.



# INSTITUTE OF ADVANCED VIROLOGY

(Autonomous Institute under Science & Technology Department, Kerala)  
Thonnakkal P O, Thiruvananthapuram  
Kerala-695317

- d. Any attempt on the part of tenderers or their agents to influence the Officers concerned in their favour by personal canvassing will disqualify the tenderers.
- e. If any license or permit is required for execution of the proposed services, the tenderers must specify the same in their quotation and also state the authority to whom application is to be made.
- f. Any sum of money due and payable to the contractor (including security deposit returnable to him) under this contract may be appropriated by the authorities of the Institute or any other person authorized by the Institute and set-off against any claim of the authorities of the Institute for the payment of a sum of money arising out of or under any other contract made by the contractor with the Institute or any other person authorized by the Institute.
- g. The prices quoted should be inclusive of all taxes, duties etc., which are or may become payable by the contractor under existing or future laws or rules of the country during the course of execution of the contract.
- h. The payments for the services will be made after the satisfactory completion of services. The firms shall produce stamped pre-receipted invoices to the Institute after completion of the services.
- i. Any sum of money due and payable to the successful tenderer or contractor from Institute shall be adjusted against any sum of money due to the Institute from him under any other contracts.
- j. Special conditions, if any, printed on the quotation sheets of the tenderer or attached with the tender will not be applicable to the contract unless they are expressly accepted in writing by the Institute.

**Sd/-  
Director**



# INSTITUTE OF ADVANCED VIROLOGY

(Autonomous Institute under Science & Technology Department, Kerala)  
Thonnakkal P O, Thiruvananthapuram  
Kerala-695317

## ANNEXURE I

### INDICATIVE MENU

Sl No.	Description of the item
1.	<b>Morning Tea</b> Tea & Coffee OR Veg Cutlet <b>OR</b> Veg Samosa <b>OR</b> Veg Sandwich (with sauce/chutney) Cookies Hot & Cold Water
2.	<b>Lunch</b> <u>Common Menu</u> Chappathi Veg Pulao <b>OR</b> Ghee Rice Dal fry Veg Masala curry Chammanthi <b>OR</b> Salad, Pickle, Papad <u>Non vegetarian:</u> Chicken dish <u>Vegetarian curry:</u> Paneer dish <u>Desserts:</u> Carrot halwa with ice cream <b>OR</b> Gulab Jamum with ice cream <b>OR</b> Sahi Tukda Hot & Cold Water
3.	<b>Evening;</b> Tea & coffee Spring Roll <b>OR</b> Parippu vada Cookies Hot & Cold Water



# INSTITUTE OF ADVANCED VIROLOGY

(Autonomous Institute under Science & Technology Department, Kerala)  
Thonnakkal P O, Thiruvananthapuram  
Kerala-695317

## ANNEXURE II

### FINANCIAL BID

Name of the service: **Catering service for conference held at IAV on 11<sup>th</sup> July 2025**

Name of firm:

Quotation No: IAV/433/R&D/2025/QN/01

SI No.	Description of the item	Quantity required	Unit rate ₹	GST@ rate	Total rate ₹
1.	Morning Tea & Coffee (specify the menu)	300			
2.	Lunch (specify the menu)	300			
3.	Evening Tea & Coffee (specify the menu)	300			
6.	Any other additional charges, specify				
7.	<b>Total amount in figure (inclusive of all taxes):</b>				
8.	<b>Total amount in words (inclusive of all taxes):</b>				

Place: \_\_\_\_\_

Date: \_\_\_\_\_ (Authorized name & signatory of the agency/firm with stamp)



# INSTITUTE OF ADVANCED VIROLOGY

(Autonomous Institute under Science & Technology Department, Kerala)  
Thonnakkal P O, Thiruvananthapuram  
Kerala-695317

## ANNEXURE III

To:

**The Director**

**Institute of Advanced Virology**

(Tender Inviting Authority)

## UNDERTAKING BY THE TENDERER

I/We have carefully gone through the various terms and conditions mentioned in the quotation notice No. ....for providing **Providing catering service for conference** at Institute of Advanced Virology on **11<sup>th</sup> July 2025** including annexures.

I/We hereby sign this undertaking as token of our acceptance of all the conditions including the scope of service mentioned in tender document.

Place: \_\_\_\_\_

Date: \_\_\_\_\_ (Authorized name & signatory of the agency/firm with stamp)