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TENDER NO: IIITDMJ/Tender/2019-20/५५५, Dated: June 27, 2019

INVITATION OF TENDER
FOR CENTRAL MESS
MESS-I & II



PDPM
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
DESIGN & MANUFACTURING, JABALPUR
Dumna Airport Road, P.O. Khamaria, Jabalpur - 482005

Tender document sold to: M/s.

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TIME LINE OF TENDER

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| Tender for work of | : | Mess Contract for Mess – I & II |
| Tender Floating date | : | June 27, 2019 |
| Date of Pre-bid meeting | : | July 04, 2019 (at 16.00 hrs.) |
| Last date for submission of tender | : | July 12, 2019(till 15.00 hrs.) |
| Date of opening of technical bids | : | July 12, 2019(at 16:00 hrs.) |
| Date of opening of commercial bids | : | July 19, 2019 |

12 *12/12/19* *12/12/19* *12/12/19*

I. Scope of Work:

The contract of central mess-I will be awarded to successful bidder. The number of student members in each mess will be approximately $600 \pm 10\%$. However approx. 1500 students are residing in the campus and register in one of the mess. In addition to the students, faculty members/staff/visitors also take food in one of the mess as per their choice, on daily basis for which rates may be higher than the monthly rates decided by the competent authority.

To prepare and serve breakfast, lunch and dinner for students, guests and visitors of the Institute as per weekly menu decided by both the parties. It is required to maintain the mess and its surroundings neat and clean. The employees of the contractor have to work under the guidance of mess manager appointed by the contractor and coordinate with the authorized representative of PDPM-IIITDM Jabalpur.

The contractor shall provide other prepared food items in consultation with the Professor Incharge central Mess/ Dean (S) whenever such need arises. Extra food items like lassi, ice cream etc. can also be sold by the Contractor to the registered mess members with Prior Permission of the competent authority.

NOTE- The L-1 firm will be issued work order on provisional basis for a period of one (01) month only, which will be extended for further 11 months on satisfactory performance during probation period and successful submission of Aadhar Card/Medical Report/PVR details of all employees and all other relevant documents.

II. Job Specification:

- 1) The food has to be prepared in clean, hygienic and safe conditions as per the menu given in Annexure-2.
 - 2) The garbage collected from the kitchen, dining hall, dish wash area will be disposed of every morning and evening through garbage van in closed bins by separation of bio-degradable waste from non-biodegradable waste. The surroundings shall be kept clean and hygienic.
 - 3) If Nagar Nigam Van does not come to campus for collecting garbage then, contractor would be responsible for dispose of garbage at designated place by Nagar Nigam.
 - 4) The kitchen, dining hall, hand wash area, dish wash area etc. will be washed with water and soap solution and mopped, after every meal (breakfast, lunch, and dinner) and be disinfected once in 15 days or as and when required.
 - 5) High quality of hygiene, sanitation and safety will be maintained at kitchen and dining halls. All the surrounding area of the mess premises should be cleaned and washed daily.
 - 6) Food is served through counters on self-service basis. Water should be served on the dining tables.
 - 7) After every meal (breakfast, lunch and dinner) all the utensils (plates, cups, katoris, water glass, spoons, forks, knives etc.), are to be cleaned with soap solution with hot water, dried and kept
- Tender Contract for Mess I & Mess II at PDPM-IIITDM Jabalpur



ready for the next meal. All the vessels used for cooking also should be washed in soap solution with hot water and properly cleaned vessels should be available for use for cooking the next meal.

- 8) After every round of meal, table should be cleaned/wiped before serving next batch of students. Cleaners will not be engaged for kitchen work.
- 9) Food should also be served to the hostel rooms for sick students only as and when required.
- 10) Water coolers should be cleaned after every 15 days and should be maintained as per the instructions by the authority.
- 11) Proper cleaning of all vessels, utensils, dining area, kitchen, water coolers etc. should be of high quality. Any shortcoming in this will be penalized strictly.
- 12) The tea spoons, table spoons, forks, knives, stainless steel tumbler glasses, katories, should be counted once in a month and the contractor will be responsible for the loss of any items and make the loss if it is found shortage.
- 13) Preferred mess timings are **Breakfast: 7.30 AM-9:30 AM, Lunch: 12.15 PM-2.15 PM, Dinner: 7.30 PM-9.30 PM.** However, the timings may be changed as and when required.
- 14) **Central Mess I & II** is having following equipments:-

| Mess-I | | | Mess-II | | |
|---------|--------------------------|------|---------|------------------------|------|
| Sr. No. | Name of Equipment's | Nos. | Sr. No. | Name of Equipment's | Nos. |
| (i) | Chapati making machine. | 01 | (i) | Potato peeling machine | 01 |
| (ii) | Dough kneading machine | 01 | (ii) | Bain-marie. | 04 |
| (iii) | Potato peeling machine | 01 | (iii) | Bread toaster | 01 |
| (iv) | Masala grinding machine. | 01 | | | |
| (v) | Bain-marie. | 04 | | | |
| (vi) | Bread toaster | 01 | | | |

The contractor is required to use these equipments for cooking. The machine/equipments should always be maintained in working condition. Maintenance cost is to be borne by the mess contractor.

III. Technical Eligibility

For a tenderer to qualify in the technical bid following eligibilities are required.

- 1) Tenderer should be a registered and a licensed contractor for the said job types specified in Scope of work, e.g. Food License, Labour License. Appropriate documents/ Certificates issued from appropriate authorities should be enclosed to support this.
- 2) Tenderers should have a minimum of **five years' experience** in providing similar type of services. Experience should be with the Government **Central Funded Technical Institutions (CFTIs)/ State Govt. Funded Engineering Institutes** of repute. A certificate of organizations indicating satisfactory performance should be enclosed duly indicating the period of contract and type of payment received.

Tender Contract for Mess I & Mess II at PDPM-IIITDM Jabalpur

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- 3) An undertaking that the tenderer has not been blacklisted by any govt. organization in the last 05 years (As Annexure-8).
- 4) The tenderer should have a turnover of **Rs. Fifty Lakh (Specificly as mess in CFTI's/Govt. State Funded Engineering Institutes)** or more on average basis for each year in the last three year financial years(2015-16; 2016-17; 2017-18) i.e. minimum Rs1.5 crore total turnover in last 03 financial years. Duly supporting balance sheets for these years, certified by Chartered Accountant, to be submitted with the tender document. Turnover from **mess only** will be considered for professionally qualifying the vendor. (Preferably supported by the certificate in the format given in Annexure 8).
- 5) The tenderer should have valid PAN & GST Registration.
- 6) The Tenderer shall deposit EMD(Earnest Money Deposit) of Rs. 2,00,000/- (Rupees Two Lakh only) by way of crossed Demand Draft/Fixed Deposit receipt/Banker's Cheque, drawn in favour of **PDPM-IIITDM Jabalpur**, payable at Jabalpur. EMD should be valid for at least 45 days beyond final bid validity period. EMD will not carry any interest and the same will be refunded to the unsuccessful tenderer within 30 days from the date of tender opening or finalization of the tender whichever is later. Any tender without EMD in Part-A will be summarily rejected.

IV. Mess allocation procedure

- 1) **There are two tenders floated for Mess-I and Mess-II. To maintain the quality, options, proper service and competitiveness, a tenderer will be awarded contract for only one mess i.e. either Mess-I or Mess-II. (This means that there will be two contractors)**
- 2) **Financial bids for Mess-I will be opened first and L-1 tenderer will be awarded the contract, if the awardee contractor has also participated in tender for Mess-II, his financial bids will not be opened and returned.**
- 3) **Financial bid for Mess I & II has to be submitted separate in sealed envelope. Kindly note that menu is same.**
- 4) **The tenderers who have participated in both the tenders but fail to win the contract for Mess-I their bids for Mess-II will be opened. Final L-1 for both the messes will be decided based on lowest rates quoted for Mess-I and Mess-II. Thus, the tenderer who has won contract for Mess-I as mentioned in point 2 above have to agree with the overall L- 1 for same menu.**



Example:-

Suppose Firms M/s A, B, C, D and E participates in tenders for both the Messes I & II and firm M/s F & G are participant in Mess-II.

Rates quoted by participants for Mess-I (financial bids opened first)

| Sl.No | Name of the firm | Total rates quoted |
|-------|------------------|--------------------|
| 1 | M/s A | Rs 510/- |
| 2 | M/s B | Rs 550/- |
| 3 | M/s C | Rs 650/- |
| 4 | M/s D | Rs 540/- |
| 5 | M/s E | Rs 850/- |

Rates quoted by participants for Mess-II (financial bids opened after Mess-I)

| Sl. No | Name of the firm | Total rates quoted |
|--------|------------------|--------------------|
| 1 | M/s A | Not opened |
| 2 | M/s B | Rs 550/- |
| 3 | M/s C | Rs 650/- |
| 4 | M/s D | Rs 500/- |
| 5 | M/s E | Rs 850/- |
| 6 | M/s F | Rs 490/- |
| 7 | M/s G | Rs 790/- |

- (1) As per example tender for mess-I will be awarded to M/s A being L-1Rs 510/- and M/s A's financial bid for Mess-II will not be opened.
- (2) M/s A who has been awarded contract for Mess-I has to agree to overall L-1 rates i.e Rs 490/- quoted by M/s, F.
- (3) If M/s A fails to agree to overall L-1 rates, then L-2 i.e. M/s D for Mess I tenderer can be asked to agree to overall L-1 rates i.e. Rs 490/- quoted by M/s F for Mess II.
- (4) If one fails to agree on overall L-1 then similar offer would be given to next lower firm.
- (5) If no one agreed on overall L-1 rates then overall L-1 firm (M/s F) has to run both the messes.

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- (6) **In case of any unforeseen scenario/disputes decision of the competent authority will be final and binding.**

II. Important Instructions

- 1) Each page of the tender document must be signed with seal of the firm/agency.
- 2) Each page of the tender document must be serial numbered.
- 3) Tender should be submitted in three parts, namely, **Part “A” (Technical bid) and Part “B” (Financial Bid) for Mess I and Part “C” (Financial Bid) for Mess II.**
- 4) **Part “A”** i.e. Technical bid should contain
 - a) Profile of the firm/agency, with all statutory signed documents as mentioned in Technical eligibility.
 - b) EMD Sealed cover with superscription “Tender for Mess Contract Central Mess–I & Mess–II at PDPM-IIITDMJ”.
- 5) **Part “B” and Part “C”** should contain only Commercial Bid as in Annexure-3 & Annexure-4.
- 6) Put **Part “A”, Part “B” and Part “C”** in separate sealed covers and put all the sealed covers in one cover addressed to “The Registrar, PDPM-IIITDM, Dumna Airport Road, P.O.Khamaria, Jabalpur, Pin 482005 with superscription on the covers as Tender for Mess Contract at Mess–I & Mess–II of PDPM IIITDM Jabalpur, and send it to us and it should reach on or before the closing date and time.
- 7) Application form can be downloaded from Institute website. Completed application should be accompanied with the Demand Draft for Rs. 2000/-, drawn in favour of ‘PDPM-IIITDM Jabalpur’ payable at ‘Jabalpur’ towards the cost of the Tender Document.
- 8) Only successful vendor’s EMD will be retained as a part of security deposit and is refundable after termination of the contract without any interest, after deducting dues if any, to the Institute.
- 9) If the contractor fails to carry out the jobs as per the terms and conditions agreed upon, he is liable for forfeiture of EMD/Security Deposit in additions to penalty.
- 10) The contractor shall be solely responsible either for any injury, damage, accident to any worker by the agency or for any loss or damage to the equipment/ property in the areas of work.

The workers employed by the contractor shall wear uniform and name badge, which is provided by the contractor and the agency, shall be responsible for the discipline of his workers. The workers are not employees of the Institute and shall not have any claim whatsoever on the Institute and shall not act detrimental to the interest of the Institute. The workers shall have to follow the security regulations as directed by Security and Fire Fighting unit of the Institute. Workers shall not form union or carry out trade union activities in the campus.



- 11) The contractor can terminate the contract by giving 2 (Two) months' notice and clearing all the dues to the Institute, if he is not willing to continue the contract. In this case contractor will not be eligible to participate in further tender process for at least next 3 year.
- 12) The institute reserves the right to terminate the contract on 1 (One) month notice, if the performance is not satisfactory.
- 13) If, at any time it is found that the tender was awarded based on any false / misleading information furnished by the tenderer, the institute reserves the right to terminate the contract immediately.
- 14) Sub-letting/sub-contracting the work is not permissible under any circumstances.
- 15) The mess employees should be medically fit to work in Kitchen and dining hall in the mess.They should not suffer from any contagious disease.
- 16) A checklist of documents to be submitted by the tenderer is at Annexure-5 same may be filled and submitted with the technical bid.

III. Submission of Tender

Part A (Technical Bid)

- a) Profile of the Tenderer
- b) All the other statutory documents and certificates detailed in technical qualification criteria.
- c) Tender Document duly signed and stamped.
- d) EMD.

Part B (Financial Bid) for Mess I

Part C (Financial Bid) for Mess II

- a) Commercial Bid stating the rates

The tender should be submitted under "Three Cover System", the first cover is termed as **Part-"A"** which shall contain technical bid including tender document, profile of the tenderer, EMD of Rs. 2,00,000/- (Rupees Two lakh only). This cover should be superscribed with "**Part-A**" Tender for Mess-I. The second cover is termed as **Part-"B"**, which should be superscribed with "**Part-B**" Tender for Mess I. The Third cover is termed as **Part-"C"**, which should be superscribed with "**Part-C**" Tender for Mess II. All covers should be placed in a bigger cover with superscription **Tender for Mess Contract at Mess-I & II**, addressed to the Registrar, PDPM-IIITDM Jabalpur, Dumna Airport Road, PO: Khamaria, Jabalpur-482005 and submitted on or before the last date of tender submission.

- 1) Quoted price should be inclusive of all taxes and duties.

Tender Contract for Mess I & Mess II at PDPM-IIITDM Jabalpur



- 2) The offer should be valid for a period of at least 90 days beyond the date of the tender opening.
- 3) The contract will be for a period of one year, which could be extended further for one more year, on satisfactory services and on mutual consent of both the parties at the end of one year on the same term and conditions.
- 4) All tenders and covers should bear the name and address of the tenderer and all the pages of the tender document must bear the seal, signature and page number of the tenderer.
- 5) The tenderer should be prepared to come to the Institute to take part in discussions, if required at a short notice.
- 6) Pre Bid Meeting: A pre bid meeting would be held as per the schedule.
- 7) The tenderers who require any clarifications of terms and conditions or other items of the tender documents may attend the meeting either by themselves or through their authorized representatives. A authorization letter required in case of representative attending the meeting.
- 8) The completed tenders should reach to the office of the Registrar, PDPM-IIITDM, Jabalpur as per the schedule mentioned.
- 9) The technical bids will be opened as per schedule the at the Core Lab Complex of the Institute in the presence of such of the tenderers who may wish to be present, either by themselves or through their authorized representatives. A authorization letter required in case of representative attending the meeting.
- 10) On the above date, only Part-A i.e, technical bids will be opened. Tenderers will be shortlisted based on the information provided in Part-A. Part B/C submitted by the short listed tenderers will be opened at the later date with intimation to such tenderers.
- 11) The Institute may form a committee to inspect the food quality provided by the tenderer elsewhere. The institute may also ask the tenderer to provide the items for sample testing before the finalization of the bids.
- 12) The contractor shall fulfill all statutory requirements pertaining to minimum wages and other statutory benefits like EPF, ESI, Minimum Wages Act etc., and proper account of payments including minimum wages being made to the workers of the agency. The contractor shall be solely responsible for any failure to fulfill the statutory obligations and shall indemnify the Institute against all such liabilities, which are likely to arise out of the agencies failure to fulfill such statutory obligations.
- 13) In case of any conflicting and/ or conditional terms submitted by the tenderer, the respective tender shall be summarily rejected.
- 14) At least (32) skilled employees – Mess Manager (1), Mess Supervisor (3), head cook (2), Cook (4), Cook Helper (8), Serving Staff (8), Utensil Washers (4), Cleaner (2), are required to be

Tender Contract for Mess I & Mess II at PDPM-IIITDM Jabalpur



deployed by the contractor. The Mess Manager should be at least graduate having 05 years of experience in Hotel/Mess management after graduation.

- 15) The workers employed by the contractor should not have any criminal background; an affidavit to this effect must be attached with the tender by the tenderer. The contractor should submit police verification report/Aadhar number copy/Medical report of employees deployed to the Institute within One month of the award of the contract.
- 16) All the documentation in the tender should be in English/Hindi.
- 17) Successful contractor shall execute an agreement on a prescribed format.
- 18) The Tender shall be complete in all respects.

V. General Definitions

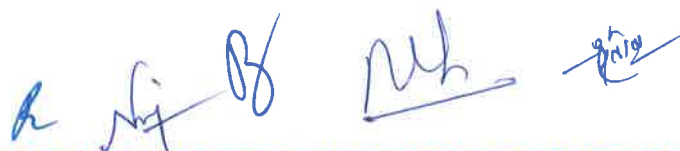
- 1) PDPM-IIITDMJ or Institutions means the Pt. Dwarka Prasad Mishra-Indian Institute of Information Technology, Design and Manufacturing Jabalpur.
- 2) Director, means the Director of PDPM-Indian Institute of Information Technology, Design and Manufacturing Jabalpur or his/ her authorized representatives.
- 3) Registrar, means the Registrar of PDPM-Indian Institute of Information Technology, Design and Manufacturing Jabalpur or his/ her authorized representatives.
- 4) Tenderer also means the contractor who would be the successful bidder.

VII. Terms and Conditions as part of agreement

- 1) **Disputes:** -All disputes that may arise shall be referred to the Director, PDPM-Indian Institute of Information Technology, Design and Manufacturing Jabalpur, whose decision shall be final.
- 2) **Insurance to Employees:** All employees engaged by the contractor shall be comprehensively insured for accidents and injuries by the contractor at his cost. The tenderer must make ESI and EPF payment in respect of each employee and details (payment vouchers) need to be furnished within one month after payment.
- 3) **Payment Terms:-** The payment will be made monthly on satisfactory completion of job contract services and related miscellaneous works mentioned in the scope of work and job specifications and as per actual manpower supplied. Detailed mode of payment and rebate conditions are given section XI.
- 4) **License Fee:** – Rupees 25,000/- Per Month shall be paid by the contractor.
- 5) **Electricity Bill:** - Electricity bill as per actual per month.

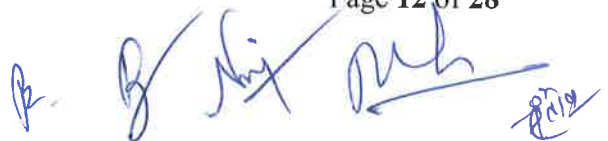


- 6) **Indemnity:** The Institute shall be indemnified for all losses due to commissions and omissions of any person deployed by the contractor. There shall not be any loss or damage caused to the Institute (people and / or property) on account of any negligence, carelessness, acts of omissions/ commissions of contractors, his employees or staff and the same shall be compensated/ repaired by the contractor. It shall be made very clear that the employees/ staff engaged by the contractor shall not be treated or considered as employees of the Indian Institute of Information Technology, Design and Manufacturing Jabalpur under any circumstances. The contractor shall defend, indemnify and hold the Institute harmless from any liability or damage, law suits, penalties imposed by any State and Central Government Department or statutory body or by a third party for reasons of violation of any of their statutory provisions or requirements. The Institute shall not be liable for any damage or compensation payable to any worker or to any person as a consequence of his work and the Institute shall be completely indemnified accordingly.
- 7) **Security Deposit:** The contractor shall provide **Performance Bank Guarantee** as Security Deposit of **Rs.5,00,000/- (Rupees Five Lakhs Only)** from the nationalized bank in favour of the PDPM-IIITDM Jabalpur payable at Jabalpur before the commencement of the contract.
- 8) After completion of work order, Mess cleaning and white wash in the kitchen area of the mess must be done by the contractor.
- 9) If the contractor fails to carry out the entrusted job contract services and related miscellaneous works within the stipulated time and as per the scope of work and job specification, Institute reserves the right to impose penalty as specified in the Penalty Clause and has the right of get the work done through someone else.
- 10) The security deposit furnished by the contractor will not carry any interest and will be refunded:-
- On completion of job contract service entrusted to the contractor satisfactorily. If the work is not satisfactory he is liable for forfeiture of security amount deposited.
 - The security deposit made by the contractor to be released only after producing the proof of compliance and provident fund, minimum wages etc.
- 11) The books of accounts regarding attendance, acquaintance, wage paid, PF accounts etc., are to be maintained properly and produced for inspection to the Institute, whenever asked for and the Institute can take penal action for non-compliance.
- 12) The contractor shall provide the required number of efficient and reliable workers, in the respective categories for all shifts on all the days of week.
- 13) The contractor shall be responsible for the discipline of his workers.
- 14) The normal working hours of all the mess are from 6.00 am to 10pm. However, the Institute may call for special services that may be at times beyond these hours on special occasions, without any additional payments.



IX. The guidelines for the workers employed by the contractor

- 1) Shall not act in any way detrimental to the interest of the Institute.
- 2) Contractor workers are not employees of the Institute and shall not have any claim whatsoever on the Institute.
- 3) Uniform: All personnel appointed by the contractor shall wear approved uniforms (Apron type only) provided by the agency during working hours for proper identification of employees of different agencies.
- 4) The Contractor shall provide ID cards to the staff. It will be verified and certified by IITDMJ officer.
- 5) Contractor workers must follow the security instructions as directed by the Security Supervisor.
- 6) They shall not participate in any strike or protest in any form.
- 7) The Contractor workers can take rest in the dormitory provided in the messes during break timings in day time only.
- 8) All the contractor workers are required to do their duty maintaining hygienic, cleaning and safety.
- 9) A list of workers profile has to be submitted to Central mess In-charge of the Institute for approval and should be employed only on the approval by the Competent Authority.
- 10) Contractor shall ensure that the behavior of the workers/staff with the students/mess users is decent. Contractor shall be responsible for any miss-behavior and/or abusive language by the workers/staff and necessary action may be taken in any of such occurrence.
- 11) Smoking and consumption of alcohol by any of the mess staff in the Institute premises is strictly prohibited.
- 12) All the required quantity of materials and labourers for Mess Contract and related miscellaneous works will be at the cost of the contractor, he shall furnish the staff position, implements, equipments, tools and plants for this work as proposed to be deployed by him
- 13) The contractor has to follow all labour laws/government laws in regard of employing themes worker sand has to submit an undertaking as per Annexure-9. The contractor shall be solely responsible for any dispute/violation of labour laws /government laws.
- 14) Whenever any claim for the payment of whether liquidated or not, money arises out of or under this contract against the contractor, the Institute shall be entitled to recover such sum by appropriating in part or whole, the security deposit by the contractor. In the event of security deposit money being insufficient, then the balance or the total sum recoverable, shall be deducted from any sum then due or which at any time thereafter may become due to the contract under this or any Security Deposit shall be withheld till such claims of the Institute and finally adjudicated upon and paid by the contractor.



X. Other Conditions

- 1) All records shall be maintained by the contractor as a part of record of day-to-day work done, they shall be daily authenticated by the concerned person designated for the work. They shall become the basic documents for preparation of bills on monthly basis. They shall be maintained in duplicate, one set each with the supervisor of the contractor and the Institute.
- 2) The works as specified in job specifications have to be carried out as per the schedule and also within the stipulated time given.
- 3) A complaint book / register is to be maintained by the contractor in each mess and should be made immediately available on demand by any of the mess user. This register should be provided to mess committee for periodic examination.

XI. Mode of Payment:

- 1) Payment will be made on monthly basis. Contractor will submit the bills to central mess office in first week of every month.
- 2) Since rates are inclusive of GST, therefore, actual amount will be bifurcated and GST rates have to be mentioned explicitly.
- 3) GST amount of first month will be on hold which will be reimbursed along with the bill of next month after successful compliance and submission of GST challan and GST return along with the next month bills.
- 4) GST challan and GST return of every month will be verified by the audit department or authorized chartered accountant of Institute.
- 5) Payment of contractor will be kept on hold, if GST is not deposited by the contractor for three consecutive months and payment will be made after submission of GST challans and GST returns only.
- 6) Institute will make the payment through online transaction only. Contractor has to submit complete bank details to the office for the purpose.
- 7) Institute will pay mess bill only. Any bank transaction charges, if applicable, will be borne by the contractor.
- 8) Dealing in cash by the contractor for any purpose will not be allowed.
- 9) If a student is absent from the mess for continuous three or more days on account of holidays/approved leave from academic office, rebate in monthly mess payment will be given to students for these days and they will pay less amount after deducting the amount for said dates of absence.
- 10) In each semester, there is one mid-semester break of 09 days during which student strength may go down and absent student would be on rebate. However, the mess will be running for the

Tender Contract for Mess I & Mess II at PDPM-IIITDM Jabalpur



students staying in the campus. Further, end-semester vacations falls during the summer (03 months approx.) and winter (01 month approx.). However during mid semester break/ End Semester approx. 300 PG should would be on campus.

- 11) Apart from point no (9) students can avail maximum 15 days rebate in one semester during the academic period without taking academic leave from the academic office. For availing this facility student will write in the register kept for the purpose in the central mess atleast one day in advance. This rebate facility is available in a block of FIVE continuous days at a time, i.e. three times (5+5+5) in a semester.

XII. Termination of contract in the initial stage

The Institute reserves the right to cancel the award of the contract in case the food items/ meals are not found satisfactory for first 30 days from the date of the commencement of the contract.

Penalty Clause

- 1) Work not done satisfactorily would be recorded and rejected for payment. Reasons for rejection would also be recorded (Cleanliness, sufficient staff, service quality, food quality & quantity, quality of raw material etc. are some of the parameters for evaluation.)
- 2) Penalty shall be a maximum of **Rs.10,000/-** per fault/ unsatisfactory work to be decided by Faculty in-charge as per the recommendations of the Mess Committee.
- 3) If a written complaint is received (verified by a minimum of 10 students) on shortage of food, an amount equivalent to 100 student's meals shall be deducted from the payment on three such occasions the contract shall be liable to be terminated.
- 4) The cost of execution of the work at the risk as well as the penalty shall be recovered in the next bill that falls due and if the amount of recovery exceeds the bill amount, recoveries shall be made from the Security Deposit, which has to be made good within 15 days of the short fall.
- 5) If the quality of raw materials are not up to the mark in surprise/routine checking by the authority, 10-50% amount of that day will be deducted based on the low grade quantity. If any eatable of expiry date is found, penalty of **Rs. 2000/-** per incidence shall be imposed and all such material will be seized by the Institute. On three such occurrences the contract will be liable to be terminated.
- 6) If the food quality is not up to the mark and/or insufficient quantity on inspection, 10-50% amount of that day will be deducted. On three such occurrences, the contract will be liable to be terminated.
- 7) In case of Shortfall in supply of manpower, the payment will be deducted **Rs. 1000/-** Per Person Short fall on each incident.



- 8) If employee of the contractor do not wear approved uniforms provided by the agency during working hours then penalty of **Rs. 100/-** (one hundred only) per person per day will be impose on the contractor.
- 9) If contractor do not supply water on tables during meal time then penalty of **Rs 1000/-** on single instance would be imposed.
- 10) Cleaner to clean dining tables after every round of meal before serving next batch of students. If found absent then penalty of **Rs 1000/-** on single instance would be imposed.
- 11) The contractor will not be provided any accommodation or space in the campus for his mess-employees, etc. Institute authorities might conduct surprise checking/inspection in the night and if the employees are found staying in central mess during the night then a flat penalty of **Rs. 5000/-** (Five Thousand Only) will be imposed on the contractor per instance. However maximum Five Members may be allowed to stay at night for preparing food in morning with permission of FIC Mess/Dean (S).
- 12) Non-availability of complaint register on the counter / discouraging students from registering complaints would lead to a fine of **Rs. 5000/-** on the caterer / agency.
- 13) Three or more complaints within a two week period of insects and /or foreign object cooked along with food or found in any food item would invite a fine of **Rs. 10,000/-** on the caterer / agency.
- 14) Each instance of complaint of a foreign object that is deemed dangerous by the mess committee would invite fine **Rs. 10,000/-** on the caterer.
- 15) Change in menu of any meal without permission of mess committee would result in a fine of **Rs 5000/-** on the caterer / agency.
- 16) Each instance of unprofessional behavior (lack of personal hygiene of staff, misbehavior by worker etc as determined by the mess committee etc) will lead to fine of **Rs. 5000/-** on the caterer / agency.
- 17) Mess staff member are not allowed to use any part of the mess premises for any other purpose. Mess staff members are not allowed to sleep in the mess premises at any time. Each instance of violation will lead to a fine of **Rs. 5000/-** on the caterer / agency.
- 18) If mess committee (student / FIC Central Mess) including FIC Central Mess/Dean (S) agrees that certain meal was not cooked properly / not maintained cleanness (mess area and utensils) and any others then a fine of **Rs. 5000/-** would be imposed on the caterer / agency.
- 19) Absence of contractor or his representative empowered to take decision from mess committee meetings on due invitation (which will be held approximately once every month) will attract a fine of **Rs. 10,000/-** on the caterer / agency.
- 20) Using of brand not mentioned in the contract without prior permission and/ or adulteration shall invoke a hefty fine beyond the limit of any fine mentioned above and decided by the mess committee.

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21) For any rule stated in the agreement,

- a) First violation of the rule or first complaint regarding the quality and test of food implies fine as per the rule.
- b) Second and subsequent violations of the same as mentioned in(a) above within **30 days of the previous fine, 50% of previous fine will be added** in the initial amount of the fine on the caterer/ agency.
- c) Further, if work is not found satisfactory and fine amount will exceed more than **Rs. 25,000/- (Twenty Five Thousand Only)** during contract period then warning letter will be issued from FIC Central Mess with consultation of Dean (S).

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ANNEXURE-1

Note- Put in Part A of the bid Profile of the Tenderer (Technical Bid)

Part A

Tender for job contract for students mess at IIITDM Jabalpur

1. Name of the firm/ Organization:
2. Address:
3. Telephone No./ Mobile No. & Name of the Contract person:
4. Fax No.
5. Email ID:
6. Do you have an office at Jabalpur? if so, please provide the address and Telephone No.
7. Month and year of establishment:
8. Name of Proprietor/ Partners/Directors:
9. No. of years of experience in this field, with references and Certificate:
10. Annual Turnover during the last three financial year:
(Enclose copies of Audited Financial Statement)
2015-16 :
2016-17 :
2017-18 :
11. PAN No. and Copy of the latest assessment in order:
12. Registration No. (Attach Proof):
13. EPF No. (Attach Proof):
14. ESI No. (Attach Proof):
15. GST Registration (Attach Proof):
16. Bank Details (Bank Name, No., & Address)(For ECS Payment):
17. Details of EMD:

Tender Contract for Mess I & Mess II at PDPM-IIITDM Jabalpur

Note: Put in Part A of the bid

Details of Successful Contracts executed in the last 05 years

| Sl. No | Period of Contract | | Name and address of the organization with reference letters | Name of the contact person & Phone No. | Value of contract and other details | Successful completion certificate | Remarks |
|--------|--------------------|----|---|--|-------------------------------------|-----------------------------------|---------|
| | From | To | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Give details of current contracts, if any, of similar services being rendered by you and which will be available for inspection by our officials

| Sl. No | Period of Contract | | Name and address of the organization with reference letters | Name of the contact person & Phone No. | Value of contract and other details | Remarks |
|--------|--------------------|----|---|--|-------------------------------------|---------|
| | From | To | | | | |
| | | | | | | |

Place:

Date:

Signature of the Tenderer:

Tender Contract for Mess I & Mess II at PDPM-IIITDM Jabalpur

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ANNEXURE-2

Menu

| | Breakfast | Lunch | Dinner |
|-----------|--|--|--|
| Monday | Tea, Milk, sprouts (200ML), Bread, Amul Butter (10gm pack)/ Jam and any one item from option 1 | Rice and Chapati, Mixed Picle (Nilons), Seasonal Vegetable, Green Salad (at least Two variety & lemon, chat masala) and any one item from Option 2 | Rice and Chapati, Mixed Picle (Nilons), Seasonal Vegetable, Green Salad (at least Two variety & lemon and any one item from Option 2 |
| Tuesday | Tea, Milk sprouts (200ML), Bread, Amul Butter (10gm pack)/ Jam and any one item from option 1 | Rice and Chapati, Mixed Picle (Nilons), Seasonal Vegetable, Green Salad (at least Two variety & lemon, chat masala) and any one item from Option 2 | Rice and Chapati, Mixed Picle (Nilons), Seasonal Vegetable, Green Salad (at least Two variety & lemon and any one item from Option 2 |
| Wednesday | Tea, Milk sprouts (200ML), Bread, Amul Butter (10gm pack)/ Jam and any one item from option 1 | Rice and Chapati, Mixed Picle (Nilons), Seasonal Vegetable, Green Salad (at least Two variety & lemon, chat masala) and any one item from Option 2 | Rice and Chapati, Mixed Picle (Nilons), Seasonal Vegetable, Green Salad (at least Two variety & lemon and any one item from Option 2 |
| Thursday | Tea, Milk sprouts (200ML), Bread, Amul Butter (10gm pack)/ Jam and any one item from option 1 | Rice and Chapati, Mixed Picle (Nilons), Seasonal Vegetable, Green Salad (at least Two variety & lemon, chat masala) and any one item from Option 2 | Rice and Chapati, Mixed Picle (Nilons), Seasonal Vegetable, Green Salad (at least Two variety & lemon and any one item from Option 2 |
| Friday | Tea, Milk sprouts (200ML), Bread, Amul Butter (10gm pack)/ Jam and any one item from option 1 | Rice and Chapati, Mixed Picle (Nilons), Seasonal Vegetable, Green Salad (at least Two variety & lemon, chat masala) and any one item from Option 2 | Rice and Chapati, Mixed Picle (Nilons), Seasonal Vegetable, Green Salad (at least Two variety & lemon and any one item form Option 2 |
| Saturday | Tea, Milk sprouts (200ML), Bread, Amul Butter (10gm pack)/ Jam and any one item from option 1 | Rice and Chapati, Mixed Picle (Nilons), Seasonal Vegetable, Green Salad (at least Two variety & lemon, chat masala) and any one item from Option 2 | Rice and Chapati, Mixed Picle (Nilons), Seasonal Vegetable, Green Salad (at least Two variety & lemon and any one item from Option 2 |
| Sunday | Tea, Milk sprouts (200ML), Bread, Amul Butter (10gm pack)/ Jam and any one item from option 1 | Rice and Chapati, Mixed Picle (Nilons), Seasonal Vegetable, Green Salad (at least Two variety & lemon, chat masala) and any one item from Option 2 | Mutter-Paneer, Arhar-Daal, Rice and Chapati |



Permissible Brands of various items

| Item | Brand |
|--------------------|--|
| Salt (iodized) | Tata, Annapurna, Nirma, Ashirwad |
| Ketchup / Sauce | Maggi, Kissan, NOGA, Del Monte |
| Oil (Sunflower) | Dhara, Fortune, Sunflower, Sundrop, Saffola, Gemini (use of Hydrogenated (vanaspati) oil is strictly prohibited) |
| Atta | Ashirvad, Pillsbury, Annapurna, Shaktibhog, Rajdhani, Sona-Sikka |
| Rice | Sona Masuri, HMT, Sriram, Chinnor, Dawat, India Gate |
| Milk | Full Cream milk of Dinshawas, Sanchi, Amul, Haldiram, |
| Butter | Amul, Britannia, Dinshaws, Sanchi |
| Jam | Kisan or Maggi |
| Tea | Brook bond, Lipton, Tata, Taj |
| Ice-Cream | Amul, Dinshaw, Quality Walls, Sanchi |
| Ghee | Amul, Dinshaw, Anik, Sanchi |
| All type of Masala | Badshah, Everest, MDH, Kitchen King |
| Paneer | Amul, Britannia, Dinshaws, Sanchi |
| Curd | Amul, Britannia, Dinshaws, Sanchi |

Note: Approval should be taken from the Mess Incharge and Mess Committee for the items which are not listed above before procuring or changing the items.

Note:

1. The menu as in Annexure-2 will be decided by the mess committee and mess contractor. In case of any dispute, matter will be referred to the faculty in-charge of central mess and his decision will be final. However, before any final decision, In-charge will take consent of both the parties.
2. Contractor will provide one item every day from each. Option, i.e., one item from option 1 in breakfast, one item from option 2 in lunch and dinner. List of items option wise in given below.

Option 1

(1) Poha-Jalebi (2) Puri & Sabzi, (3) Halwa (Suji/Moong/Gazar) & Channa (Boiled)

(4) Idli & Sambhar (5) Utpam (6) Paav-Bhaji (7) Aloo-Paratha (8) Shambar Dosa with Nariyal Chatni

(9) Veg cutlet (10) Shambarwada (11) Namkeen Sewai (12) Veg Potato Sandwich (13) Bread Pakoda

Option 2

a) Daal : (8 Times) Arhar, Chana, Urad, Khadi-Massor, Masoor, Moong-Daal, Daal-Makhni

b) Paneer : (3 times) Mutter-Paneer, Shahi-Paneer, Palak-Paneer etc.

c) Beans : (3 times) Rajma, Chole etc.

3. Mess Committee and contractor will meet once in a month for any change in menu or seasonal vegetables.

In addition to items detailed in Menu at Annexure-2, contractor has to provide following items also.

a) Sweets (FIVE times in a week): Gulab-Jaamun, Rasgulla, Emariti (2piece), Ice cream (single scoop), Gazar/ Moong daal ka halwa, Nariyal barfi etc.

b) Curd with sugar (SIX times in a week) (1bowl) or Raita (1bowl).

c) Rasam (THREE times in a week).

d) Jeera Rice or Veg Pulao (THREE times in a week).

e) One special meal in a week including two piece of sweet, raita, paneer, tawasabji, papad, veg pulao, puri or paratha etc.

f) papad (THREE times in a week)

g) Green Chatni (THREE times in a week)

h) Fennel seeds (saunf) and Misri (Every day & every meal)

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ANNEXURE-3

Part B

Commercial Bid for Mess-I, PDPM-IIITDM Jabalpur

Rates to be quoted per students per month per meal (breakfast/ lunch/ dinner) as per attached menu.

| Breakfast (Rates per students per month) | Lunch (Rates per students per month) | Dinner (Rates per students per month) | Total (Inclusive of all taxes) |
|--|--|---|--------------------------------------|
| | | | |

NOTE: 'Month' means 30 days for any calculation purpose, irrespective of actual number of days in a particular month.

K
Signature *Signature* *Signature*
Date

ANNEXURE-4

Part C

Commercial Bid for Mess II, PDPM-IIITDM Jabalpur

Rates to be quoted per students per month per meal (breakfast/ lunch/ dinner) as per attached menu.

| Breakfast (Rates per students per month) | Lunch (Rates per students per month) | Dinner (Rates per students per month) | Total (Inclusive of all taxes) |
|---|---|--|---|
| | | | |

NOTE: 'Month' means 30 days for any calculation purpose, irrespective of actual number of days in a particular month.



ANNEXURE-5

Checklist

Pre-Qualification criteria (Minimum Eligibility Criteria)

Please fill up this Checklist" and indicate the appropriate reference (Page Number) for following items to establish technical eligibility. Failing to fill up this sheet may lead to disqualification. Keep this sheet on top of all other documents, for easy evaluation.

| Sl. No | Minimum Eligibility Criteria | Proof Attached Y/N | Proof Attached at page No. |
|--------|--|--------------------|----------------------------|
| 1. | Copy of valid Food licenses | | |
| 2. | Copy of Firm Registration certificates | | |
| 3. | Affidavit for not convicted by the court of law | | |
| 4. | Copy of balance sheet for the last three financial years or any authentic document in support of Annual Turnover (FY. 2015-16, 2016-17, 2017-18) | | |
| 5. | Blacklist Undertaking | | |
| 6. | Documents in support of experience for last five years | | |
| 7. | Copy of GST registration certificates | | |
| 8. | Copy of EPF certificates | | |
| 9. | Copy of ESI certificates | | |
| 10. | EMD in favour of PDPM IIITDM Jabalpur payable at Jabalpur | | |
| 11. | Copy of PAN Card | | |
| 12. | Technical bid (all pages) signed by tenderer | | |
| 13. | Financial bid for Mess I (all pages) signed by tenderer | | |
| 14. | Financial bid for Mess II (all pages) signed by tenderer | | |

(Signature of the Tenderer)
With name and Seal

Place: _____

Date: _____

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ANNEXURE-6

Undertaking

I hereby certify that all the information's furnished in the tender document are true to the best of my knowledge and belief. I have no objection to institute verifying any or all the information furnished in this document with the concerned authorities, if necessary.

I also certify that, I have understood all the scope of work, terms and conditions and instructions indicated in the tender document and hereby accept all the same completely.

I understand that misleading or wrong information supplied may lead to summarily rejection of tender document/award of the contract.

Date:

Place:

Stamp & Seal:

(Signature of the Contractor)

Name:



ANNEXURE-7

Declaration regarding warning /blacklisting taking part in Tender

(To be executed & attested by public Notary / Executive Magistrate on Rs. 10/- non judicial Stamp paper by the Contractors /Tenderer)

I _____ /
We _____ (Contractors/
ractors

/Tenderer) hereby declare that the Contractors/tenderer/agency namely M/s. _____ has not been warned or blacklisted in the past by Union/State Government or private organization from taking part in Government tenders/private tenders in India and should not have any litigation in any of the labor courts.

Or

I / We _____ (Contractors/Tenderer) hereby declare that the firm/agency namely M/s. _____

Was warned or blacklisted by Union/State Government or any Organization from taking part in Government tenders for a period of _____ Years w.e.f. _____ to _____. The period is over on _____ and now the firm/company is entitled to take part in Government tenders.

In case the above information found false I/We are fully aware that the tender/contract will be rejected/cancelled by Director, PDPM-IIITDMJ and EMD / performance security shall be forfeited.

In addition to the above, Director, PDPM-IIITDMJ, will not be responsible to pay the bills for any completed/partially completed work.

DEPONENT

Attested:

(Public Notary/Executive Magistrate)

Name : _____

Address: _____

Tender Contract for Mess I & Mess II at PDPM-IIITDM Jabalpur

Page 26 of 28

(Handwritten signatures and initials)

ANNEXURE-8

Format for Turnover Certificate (to be issued on Institute letter head)

Date:

Name of Work :
Name of the contractor : M/s.
Contract Period : Academic Year
2015-16 -
2016-17 -
2017-18 -
No. of Students Served : _____ (Approx.)
No. of worker Engaged : _____ (Approx.)
Average monthly Turnover : _____ (Lakhs/month)
Executed total value of contract :
2015-16 - Rs. _____ /-
2016-17 - Rs. _____ /-
2017-18 - Rs. _____ /-

(Signature)

Important Note: This document is to be supported along with the contract award letter and complete agreement by the bidder.

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ANNEXURE-9

Declaration in regard of Labour License

(To be executed & attested by public Notary / Executive Magistrate on Rs. 10/- non judicial Stamp paper by the Contractors /Tenderer)

CERTIFICATE BY CONTRACTOR

I _____ Certify _____ that
_____ as a
contractor vide work order No. _____ dated _____ for
providing _____

_____ at _____
_____ (Name of the Institute) undertake to be bound by
all the provisions of the Contract Labour (Regulation and Abolition) Act, 1970 (37 of 1970) and the
Contract Labour (Regulation and Abolition) Central Rules, 1971 in so far as the provisions are
applicable to me in respect of the employment of Contract Labour by the applicant in my
establishment. The engagement of contract labour in the said work is not prohibited under sub section
(1) of section 10 of the Contract Labour (Regulation and Abolition) Act, 1970 (37 of 1970) or an
award or a settlement.

Registration Certificate No: _____

I/We endorse that all provisions of labour contracts shall be ensured by me/us.

DEPONENT

Attested:

(Public Notary/Executive Magistrate)

Name : _____

Address : _____

Tender Contract for Mess I & Mess II at PDPM-IIITDM Jabalpur

[Handwritten signatures in blue ink]