



# भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद Indian Institute of Information Technology, Allahabad

An Institute of National Importance by Act of Parliament  
Deoghat, Jhalwa, Allahabad-211015 (U.P.) INDIA

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Ref. No. : IIIT-A/Purchase/Mess Catering/1336/2009/ 2023  
Date: 03/07/2023

## **"SHORT TERM TENDER NOTICE"** **for Providing Mess Catering Services at IIIT, Allahabad**

S.No.	Description	Date	Time
1.	Last date of bid submission	10.07.2023 up to 12:00 Noon	12:00 Noon
2.	Opening of Technical Bid	10.07.2023	4:00 PM
3.	Opening of Financial Bid	After finalization of technical evaluation report.	

1. Sealed Tender are invited under **Two Bid Systems** for the **proposal, for providing mess catering services at Boys-V hostels** at Indian Institute of Information Technology, Allahabad. The detailed specifications and terms & conditions are given in **Annexure I, II, III, IV**. Tender document may be downloaded from the Institute website <http://iita.ac.in/tenders.html>.
2. Tenderers are requested to submit the quotation by courier/speed post with complete details of specifications, terms & conditions etc. Quotation should be in two separate sealed envelopes "Technical Bid" and "Commercial Bid" and placed in a single envelope with name of the tender, ref. number and closing date superscripted on the top of the envelope addressed to "Joint Registrar (S&P), Indian Institute of Information Technology, Deoghat, Jhalwa Prayagraj-211015" upto- **07/07/2023, 12:00 Noon. Quotations duly sealed may also be dropped in the tender box placed in the office of the Joint Registrar (S&P), IIIT-Allahabad.** Basic rate, taxes and other charges if applicable etc. must be quoted separately. F.O.R. destination at IIIT-A, Jhalwa, Prayagraj. Please note that tender document will not be accepted after the expiry of stipulated date and time for the purpose.
3. Details of Bank account of Firm for returned of BID SECURITY and/or Performance Security  
**Bank's Account Holder Name:**.....  
**Type of Account Name:**.....  
**Address of Branch:**.....  
**Account No:**.....  
**IFSC Code:**.....
4. **Bid Security:** Bid Security fee Rs. 50,000/- (Rupees Fifty Thousand Only) should be directly transfer into the bank account (IIIT-A EMD And Security Deposit Account) of Indian Institute of Information Technology Allahabad through RTGS/NEFT and the tender document should be accompanied with the transaction receipt of RTGS/NEFT (Any bid without Bid Security will not be considered). However, the bid security may be accepted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's cheque or Bank Guarantee from any of the Commercial Banks.

**Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department are exempted from BID SECURITY. Such bidder needs to submit relevant document along with technical bid of tender. Bid Security receipt should be enclosed with the Technical Bid document. The Bid Security is to remain valid for a period of 45 days beyond the final bid validity period.**



The detail of institute's Bank account is as below;

**Account Name : IIIT A EMD And Security Deposit Account**  
**Bank name : Punjab National Bank**  
**Address : Pipalgaon Branch, Allahabad, Prayagraj**  
**Account No. : 8636000100031943**  
**IFSC Code : PUNB0863600**

**Amount of BID SECURITY as below:**

S.No	Description	BID SECURITY Amount	Transaction receipt No. with
1.	Providing mess catering services at Boys Hostel-V	Rs. 50,000.00	

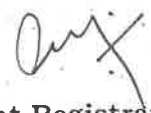
- (i) The Bidder/Tenderer shall furnish, as part of its bid, a Bid Security (BS)/Earnest Money Deposit (EMD) (BS)/Earnest Money Deposit (EMD) for an amount as specified in the Invitation for Bids. In the case of foreign bidders/tenderers, the BS shall be submitted either by the principal or by the Indian agent and in the case of indigenous bidders/tenderers; the BS shall be submitted by the manufacturer or their specifically authorized dealer/Bidder/Tenderer.
  - (ii) The Bid Security (BS)/Earnest Money Deposit (EMD) is required to protect the Purchaser against the risk of Bidder/Tenderer's conduct, which would warrant the security's forfeiture.
  - (iii) The Bid Security (BS)/Earnest Money Deposit (EMD) shall be in Indian Rupees for offers received for supply within India and denominated in the currency of the bid or in another freely convertible currency in the case of offers received for supplies from foreign countries in equivalent Indian Rupees. The Bid Security (BS)/Earnest Money Deposit (EMD) shall be in one of the following forms at the Bidder/Tenderers option:
    - (iv) A bank guarantee issued by a Nationalized/Scheduled bank/Foreign Bank in the form provided in the bidding documents and valid for 45 days beyond the validity of the bid; or
    - (v) A Banker's cheque or demand draft in favour of the purchaser.
    - (vi) BS must be issued in favour of IIITA EMD and Security Deposit Account. The Bid Security (BS)/Earnest Money Deposit (EMD) shall be payable promptly upon written demand by the purchaser.
    - (vii) The Bid Security (BS)/Earnest Money Deposit (EMD) should be submitted in its original form. Copies shall not be accepted.
    - (viii) Any bid not secured in accordance with above will be rejected by the Purchaser as non-responsive.
    - (ix) The Bid Security (BS)/Earnest Money Deposit (EMD) of unsuccessful Bidder/Tenderer will be discharged /returned as promptly as possible but not later than 15 days after the expiration of the period of bid validity or placement of order whichever is later.
    - (x) The successful Bidder/Tenderer's Bid Security (BS)/Earnest Money Deposit (EMD) will be discharged upon the Bidder/Tenderer furnishing the performance security.
    - (xi) The Bid Security (BS)/Earnest Money Deposit (EMD) may be forfeited:
      - (a) If a Bidder/Tenderer withdraws or amends or impairs or derogates its bid during the period of bid validity specified by the Bidder/Tenderer on the Bid Form; or
      - In case of a successful Bidder/Tenderer, if the Bidder/Tenderer fails to furnish order acceptance within 15 days of the order and/or fails to furnish Performance Security within 21 days from the date of contract/ order.
5. The **technical bids will be opened** in the presence of the tenderers, or authorized representatives interested to be present on 10.07.2023 at 4:00 p.m. Financial Bid of the technically qualified firm will be opened on after final technical evaluation report generated. Information to the technically qualified firms will be sent through email/phone before the opening of financial bid. The financial bids of only those bidders, who have been declared technically qualified by the designated committee, shall be opened by concerned committee. **Vendors are desired to submit their authorization letter along with a photocopy of their photo identity card at the time of participation in the opening of Technical/Financial bid. Only one representative will be allowed to attend the technical/Financial bid for a particular firm. Please carry the same original proof of identity for verification purpose at the time of opening the tender/enquiry.** The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, the time remaining unaltered. For any queries regarding the tender, please send a mail to [info.purchase@iiita.ac.in](mailto:info.purchase@iiita.ac.in).



6. Tenderer should take into account any corrigendum published on the Tender document before submitting their bids. All such corrigendum will be placed on IIIT-A website [www.iiita.ac.in](http://www.iiita.ac.in) Intending tenderers are advised to visit [www.iiita.ac.in](http://www.iiita.ac.in) for regular update, if any, till the closing date of tender for any corrigendum/ addendum/ amendment. IIITA will not be responsible for ignorance of corrigendum.

7. **Tentative Strength of Hostels:** The strength is subject to change by (+/-) 10%

	Hostel Name	Tentative Strength
Boys Hostel	BH-V	650

  
Joint Registrar (S&P)





**Technical Bid \***

**(On letter head of the Firm & in a separately sealed envelope)**

**PROFORMA FOR APPLICATION**

1. Name of the firm :- .....
2. Address of the firm :- .....
3. Mobile Number :-.....
4. Proprietor's name: - .....
5. Address of Proprietor: - .....
6. Proprietor's Mobile No. :- .....
7. Email Id: .....  
(for all official communication with the bidder)
8. Details of the firm:-
  - (a) Date from which the firm is operating: - .....
  - (b) Turnover of the firm during: -  
FY 2020-21 (Rs.)-----  
FY 2021-22 (Rs.)-----  
FY 2022-23 (Rs.)----- (CA certified is also accepted)

**(Please attach documentary evidence)**

- (c) PAN No. :- .....
- (d) GST No. :- .....

**\* Mandatory to fill all the above details.**

**Signature of Tenderer with Seal**

*Ar*



**Eligibility Criteria:**

The invitation for bids is open to all entities registered in India, who fulfill prequalification criteria as specified below:

- i) The Bidder MUST satisfy all of the criteria below on its own.
- ii) The tenderer should have minimum Three (03) years of experience in works for similar nature, i.e., mess services.
- iii) The bidder shall necessarily be a valid legal entity, having following registrations:
  - (a) Valid FSSAI License
  - (b) Registration under Labour Laws
  - (c) Employee provident fund registration
  - (d) Employee state insurance corporation registration
  - (e) GSTIN Registration
  - (f) PAN/ TIN Registration

Please provide a self attested copy of each registration certificate from (a) to (f), in support of your claim of fulfilling the eligibility criteria 2(iii).

- iv) The Bidder should have minimum average annual turnover of **Rs. 50 lakhs for applying for Boys Hostel of IIIT-A during** the last THREE (03) financial years 2020-2021, 2021-22, 2022-2023 (Balance sheet/Profit Loss Account/ CA certificate to be enclosed, duly supported by the income tax return).
- v) The tenderers should have undertaken/completed the following works in the last THREE (03) Financial years:  
One **SIMILAR WORK (Please refer Note below), per annum**, of value not less than Rs. 60 Lakh for boy's hostel in last THREE (03) financial years.
- vi) An undertaking (self-Certificate) is to be submitted by bidder that the organization has not been blacklisted by any Central/state Government Department/Organization and educational Institutes (attached the declaration certificate).
- vii) **Minimum meal price may be decided by the Institute Committee announced before opening of financial bid.**

**NOTE**

1. The meaning of 'SIMILAR WORK' for this work is "Providing of Catering Services" in any organization among NITs/IITs/IIMs/IITs/Central Universities/Defense Establishments/ IISERs/CSIR laboratories/PSUs/Central Government Departments and Offices.
2. The work executed in the own name of the bidder only will be considered for similar works, to meet the eligibility criteria. JVs / Consortiums / MOUs shall not be considered.
3. Tenderer should submit documents in support of eligibility criteria along with the tender/bid.
4. NO document in support of minimum eligibility criteria will be accepted / entertained after opening of tender. Technical Bid not accompanied by these documents would be summarily rejected.
5. Proposals not meeting any of the above Eligibility Criteria shall be rejected.



**GENERAL CONDITIONS OF CONTRACT**

1. **Period of Contract:** The contract will be initially for a period of one year and it may be extended upto one more year on the basis of satisfactory performance of the bidder/tenderer during the first year and agreed upon term & Conditions/ rates after reviewing the performance of the firm.
2. **Tentative Strength of Hostels:** The strength is subject to change by (+/-) 10%

	<b>Groups</b>	<b>Hostel Name</b>	<b>Tentative Strength</b>
Boys Hostel	<b>Group A</b>	BH-V	650

**In view of Covid, vendor has to provide food in proper sanitization and hygienic environment.**

3. **Food Preparation will done at follows: Boys hostel - 05**
4. Bidder should quote and render all items and services required in the tender document.
5. **Goals of this Tender :**
  - i) The objective of this tender is to solicit proposals from the interested bidders for participation in a bid process for Providing Mess Catering Services for Boys/Girls hostel inmates at IIT, Allahabad which is henceforth referred to as hostels of IIT, Allahabad.
  - ii) The successful bidder will be responsible for providing Mess Catering Services at Boys/Girl(s) Hostels of IIT, Allahabad as and when required, initially for a period of one month only. On the basis of satisfactory performance of the Bidder/Tenderer during the one month the same can be extended for another period of 1(one) month on mutual understanding.
  - iii) The Tender intends to bring out the details with respect to scope of works/services that are deemed necessary to share with the interested bidders.
  - iv) **Billing by vendor shall be on number of inmates served/per day basis. This will be done on actual attendance data of the respective mess. The criteria of student's absence will be prior information of leave to the warden office.**
6. **Termination of Tender/Work order :**
  - (i) The Institute shall at any time be entitled to determine and terminate the contract assigning without any reason for any other reason including unsatisfactory performance or violation of Minimum Wages Act or of any of the other terms and conditions of the contract. A notice in writing from the institute to the Bidder/Tenderer shall be issued giving 30 (Thirty) days time for such termination and vacation of the premises, without assigning any reasons thereof. Under pressing/exceptional circumstances this 15 (Fifteen) day's period may be appropriately reduced by the Institute.
  - (ii) If all or part of the contract is terminated in accordance with the provisions contained above, the institute shall pay to the Bidder/Tenderer charge up to the effective date of termination. However, the termination of the contract shall not relieve the Bidder/Tenderer of any of his obligations imposed by the contract with respect to the work performed by them prior to such termination.
  - (iii) Caterer may also terminate the contract similarly, BUT by giving at least 15 days advance notice to the Warden of respective hostel/COW.
7. **Time of Mobilization:** The work covered by this contract shall have to commence within 15 (Fifteen) days after the receipt of communication in the form of an offer letter through registered post /email/fax message.
8. **Regarding compliance of statutory provisions:**
  - (i) The service provider shall be required to obtain requisite license from the authorized office of the Contract Labour (Regulation and Abolition) Act, 1970.
  - (ii) The Bidder/Tenderer shall have his own set-up including registration under the relevant laws governing the type of work he is to perform.
  - (iii) The Bidder/Tenderer shall abide by all the rules and regulations of the labour laws and rules framed there under and maintain all the registers required under the above mentioned Act, Rules and regulations, including the Contract Labour (Regulation and Abolition) Act, 1970.
  - (iv) The Bidder/Tenderer shall be wholly & solely responsible regarding the payment of minimum wages (as per central government norm) to the mess workers. As and when the minimum wage rate is changed as per central government norm the Bidder/Tenderer shall have to pay the revised rate to his workers as on that date.



- (v) The Bidder/Tenderer provider shall be liable to comply with the Employees' State Insurance (ESI) Act 1948 and Employees' Provident Fund (EPF) and Miscellaneous Act 1952.
- (vi) The Bidder/Tenderer shall be liable to deduct the employees' contribution of EPF and ESI and deposit the same along with the his part of the contribution of EPF and ESI to the respective authorities within the statutory periods and shall provide a copy of the deposit challan with his signature to the Warden/COW within one week of depositing the same to the respective authorities. The service provider shall regularly maintain proper record in this regard, which can be inspected by the appropriate authority/COW at any time.
- (vii) The Bidder/Tenderer shall pay wages directly to the workmen without any intervention of anybody else. The Bidder/Tenderer shall also ensure that no amount by way of commission or otherwise is deducted from the wages of the workmen.
- (viii) The Bidder/Tenderer shall be solely responsible with regard to the supervision, salary/wages, and service conditions in respect of his employees/workmen, which shall be fair and in no case be less than the wages prescribed by the Regional Labour commissioner (CENTRAL) under the Minimum Wages act as in force from time to time.
- (ix) All employees of the Bidder/Tenderer shall carry Employment/Identity Cards issued by the Bidder/Tenderer at all times, in terms of Rule 76 of the Contract Labour (Regulation and Abolition) Central Rules, 1971.

9. Labour Laws:

- (i) **No worker below the age of 18 (eighteen) years shall be employed at the work. Upon Violation of this requirement, legal action would be taken.**
- (ii) The Bidder/Tenderer shall not pay less than what is provided under the law to Labourers engaged by him for the work.
- (iii) The Bidder/Tenderer shall at his own expense comply with all labour laws and keep the Institute indemnified in respect thereof.
- (iv) The Bidder/Tenderer shall employ specified manpower to ensure due performance of the contract to the satisfaction of the warden and of quality specified in the contract.
- (v) EPF and ESIC facilities must be provided to the workers and proof of doing so must be submitted to the hostel on a monthly basis.
- (vi) The Bidder/Tenderer shall be solely responsible as regards salary/ wages and service conditions and terms extended by the Bidder/Tenderer to his workmen and shall in this connection maintain requisite records and comply with all laws/ enactment, rules and regulations and orders applicable to the Bidder/Tenderer's employees/ workmen in general and in particular laws/ enactments, rules and regulations and orders dealing with employment of contract labour, payment of minimum wages, fire and safety regulations relating to employment of female workforce, security arrangements and such other rules and regulations as may be applicable at present or made applicable hereafter. In particular proper procedures and due process shall be followed as per laws and act in force when a worker has to be removed from service.

10. **Safety Regulations:** In respect of all labour, directly or indirectly employed in the work for the performance of the Bidder/Tenderer's part of this agreement, the Bidder/Tenderer shall at his own expense arrange for all the safety provisions as per safety codes of the CPWD, Indian Standards Institution, the Electricity Act, regulations, rules and orders made there under and all such other acts, rules, regulations, orders etc., as applicable.

11. **Responsibility for Proper Upkeep of Buildings and Services:** The Bidder/Tenderer shall be the custodian of the mess premises, all installations, furniture, furnishings, equipment, utensils, gadgets, etc., supplied by the Institute as part of the establishment. It is the responsibility of the Bidder/Tenderer to ensure that the establishment is not misused or carelessly handled by his workmen. It is an inviolable term of the contract that the Bidder/Tenderer takes all necessary steps to ensure proper upkeep of the establishment. The responsibility to keep the establishment in good condition shall devolve upon the Bidder/Tenderer. For this purpose the Bidder/Tenderer shall have to maintain close liaison with the Mess Committee and the Warden/COW or it's authorize representatives to seek their support and advice in matter.

12. **Arbitration:**

- a) Except as otherwise provided elsewhere in the contract, if any dispute, difference, question of disagreement or matter whatsoever, shall, before/ after completion or abandonment of work or during extended period, hereafter arises between the parties, as to the meaning, operation or effect of the contract or out of or relating to the contract or breach thereof, shall be referred to a sole arbitrator to be appointed by the COW of the Institute at the time of the dispute. The award given by the arbitrator so appointed shall be binding on the parties. It will not be open to the parties to challenge the jurisdiction of the arbitrator after the award has been made.
- b) If the arbitrator to whom the matter is originally referred dies or refuses to act or resigns/



withdraws for any reason from the position of arbitration, it shall be lawful for the COW of the Institute to appoint another to act as arbitrator in the manner aforesaid. Such person shall be entitled to proceed with reference from the stage at which it was left by his predecessor if both the parties consent to this effect failing which the arbitrator shall be entitled to proceed de- novo.

- c) It is a term of the contract that the party invoking arbitration shall specify all disputes to be referred to arbitration at the time of the invocation of arbitration under the clause.
- d) It is a term of the contract that the cost of arbitration shall be borne by the parties themselves.
- e) The sole arbitrator on any dispute matter will be Director, IIIT-A & arbitration shall be at IIIT, Allahabad.
- f) Subject as aforesaid the provisions of the Arbitration and Conciliation Act 1996 and any statutory modifications or re-enactment thereof rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.

13. **Jurisdiction:** The contract shall be governed by and constructed according to the laws in force in India. The Bidder/Tenderer shall hereby submit to the jurisdiction of the courts situated at Allahabad for the purpose of actions and proceedings arising out of the contract and the courts at Allahabad shall have the sole jurisdiction to hear and decide such actions and proceedings.

14. **General Rules:**

- (i) Smoking and drinking within the entire area of the Mess/Hostel in particular and the Institute campus in general are strictly prohibited. Violators of this rule shall be prosecuted as per law and discharged immediately.
- (ii) All the workers engaged for the work shall wear clean uniform to be approved by warden/COW while on duty.
- (iii) If at any stage the involvement of the Service provider in any uncalled for activity is found, inside or outside the premises of the Institute, which may bring disrepute to the Institute, the license is liable to be terminated by the Competent Authority by giving one months notice. In case Service provider wants to terminate the contract, he/ she shall have to give a minimum of three months notice.
- (iv) The Licensee/ his servant(s)/ his nominee will **not be permitted** to stay overnight in the mess premises.
- (v) The premises of the mess will be used for the purpose for which the allotment will be made and not for any other purpose without the written permission of the Competent Authority.
- (vi) The Licensee will not be permitted to franchise the Hostel Mess for any other commercial activity outside the scope of student hostel.
- (vii) No person with any offensive police record shall be employed to work in the Hostel/Institute Mess.
- (viii) Safety measures are to be provided by the Service provider himself/ themselves.
- (ix) The Service provider will ensure and comply with the provisions of various municipal and other Rules/ Regulations/ Laws of the Government in respect of wages and other benefits to his employees.
- (x) The Institute shall not be the party in case any dispute takes place between the Service provider and his employees.
- (xi) Tenderer can apply for providing mess & catering services for any one or more hostels. In that case separate bid has to be made through separate tender documents for each hostel. Any one tenderer/bidder will at best be allowed mess & catering services for Two Hostels only.
- (xii) Other than the selected bidder/ tenderer, COW shall be free to maintain the panel of bidders/ tenderers from the applicants responding to this call, for its use in emergencies other needs.

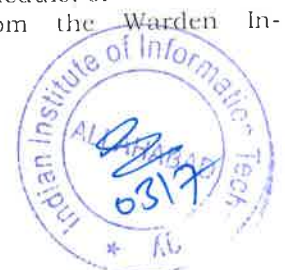
15. **Interpretation of Contract Documents:**

- (i) Several documents forming the contract are to be taken as mutually explanatory. Should there be any discrepancy, inconsistency, error or omission in the contract, the matter may be referred to the Warden/COW who shall give his decision and issue to the Bidder/Tenderer instructions directing in what manner the work is to be carried out. The decision of the Warden/COW shall be final and conclusive and the Bidder/Tenderer shall carry out work in accordance with this decision.
- (ii) Wherever it is mentioned in the scope of work that the Bidder/Tenderer shall Perform certain work or provide certain facilities, it is understood that he shall do so **at his cost** and the value of the contract shall be deemed to have included the cost of such performance and provision so mentioned.
- (iii) All material and services shall satisfy the high standards befitting the reputation of the Institute.





- (iv) The Bidder/Tenderer, in accepting the quoted rates/prices shall for all purposes whatsoever be deemed to have independently obtained all necessary information for the purposes of the present contract and shall be deemed to have taken into account all contingencies as may arise due to such information or the lack of the same. **The scope of work is only broadly defined and the details shall be finalized by the Warden during the course of the execution of work.**
- (v) The Bidder/Tenderer shall be deemed to have examined the contract documents, to have obtained his own information in all matters whatsoever that might affect the carrying out of the work at the scheduled rates and to have satisfied himself to the sufficiency of his tender. Any error in the description or quantity or omission there from shall not vitiate the contract or release the Bidder/Tenderer from executing the work comprised in the contract according to specifications at the scheduled rates. He is deemed to have known the scope, nature and magnitude of the works and the requirements of the material and labour and the type of work involved, etc., and as to what all works he has to complete in accordance with the contract document whatever be the defects, omissions or errors that may be found in the contract document. The Bidder/Tenderer shall be deemed to have visited the surroundings and to have satisfied himself to the nature of all existing conditions, about matters affecting the work. He is deemed to have acquainted himself as to his liabilities for payment of Government taxes, other charges, levies, etc.
- (vi) Any neglect or failure on the part of the Bidder/Tenderer in obtaining necessary and reliable information upon the foregoing or any other matters affecting the contract shall not relieve him from any risks or liabilities or the entire responsibility from completion of the work at the scheduled rate and time in strict accordance with the contract document.
- (vii) It is expected that in case the Bidder/Tenderer have any doubt as to the meaning of any portion of the Bidder/Tenderer document he shall set forth the particulars thereof in writing to the Warden/COW before signing the contract. The Warden/COW shall provide such clarification as may be to the Bidder/Tenderer. Such clarification as provided by the Warden/COW shall form a part of the contract document.
- (viii) No verbal agreement or inference from conversation with any officer or employee of the Hostel/COW before, during or after the execution of the agreement, shall in any way affect or modify any of the terms/ obligations contained herein.
- (ix) If the Bidder/Tenderer or his employees break, deface or destroy the property or the establishment belonging to the Institute during the execution of the contract, the same shall be made good by the Bidder/Tenderer at his own expense and in default thereof, the Warden may cause the same to be made good by other agencies and recover expenses from the Bidder/Tenderer (for which the certificate of the mess committee shall be final).
- (x) All compensation or other sums of money payable by the Bidder/Tenderer to the Institute and the recoveries to be made under terms of this contract may be deducted from his Security Deposit or from any sums which may be due/may become due to the Bidder/Tenderer or any account whatsoever and in the event of his security deposit being reduced by reasons of any such deduction the Bidder/Tenderer shall within 10 (ten) days make good in the form of a bank draft any sum or sums which may have been deducted from his Security Deposit, or any part thereof.
- (xi) No interest shall be payable by the Institute for sums deposited as Security Deposit.
- (xii) The Security Deposit shall be refunded to the Bidder/Tenderer without any interest within 60 (Sixty) days after the contract is over to the full satisfaction of Warden/COW as stipulated in the contract or within 15 (fifteen) days from the date of issue of a "No Dues Certificate" from the Hostel authorities, whichever is later.
16. **Forfeiture of Security Deposit:** In case of complaints, same should be ratified within 10 days otherwise forfeiture will be done by the Institute, failing which the Bidder/Tenderer shall have to pay an interest of 12% (percent) per annum for the period of delay in making good the Security Deposit.
17. **Sub-Letting of Works:** No part of the contract nor any share or interest therein shall in any manner or degree be transferred, assigned or sublet by the Bidder/Tenderer directly or indirectly to any person, firm or whosoever
18. **Power of Entry:**  
If the Bidder/Tenderer does not commence the work in the manner described in the contract document or if at any time in the opinion of the warden, the Bidder/Tenderer:
- (i) Fails to carry out the works in conformity with the contract documents; or
  - (ii) Violate any of the statutory provisions including but not restricted to the Minimum Wages Act, ESI Act and EPF Act; or
  - (iii) Fails to carry out the works in accordance with the contract schedule; or
  - (iv) Substantially suspends the work without authority from the Warden In-



- charge/Warden; or
- (v) Fails to carryout and execute the works to the satisfaction of the Warden In-charge/Warden; or
- (vi) Fails to facilitate procurement of sufficient/suitable raw material or things; or
- (vii) Commits or suffers, or permits any other breach of kind or observes or persists in any of the above mentioned breaches of the contract, after a notice in writing being given to the Bidder/Tenderer by the Warden/COW requiring such breach to be remedied; or
- (viii) If the Bidder/Tenderer abandons the works:  
then, in any of the such cases, the COW shall have the power to enter upon the premises and take possession thereof and of the material and stock thereon and to rescind the contract, and to carry on with the work by his agents, workmen and the supervisors as the COW in its absolute discretion may think proper to employ without making payment to the Bidder/Tenderer for the said material other than such as may be certified in writing by the warden to be reasonable, then the amount of such excess as certified by the warden shall be deducted from any money which may be due for work done by the Bidder/Tenderer and be made good under the contract and not paid for. Any deficiency shall forthwith be made good and paid to the COW by the Bidder/Tenderer and the COW shall have the power to sell in such manner and for price as it may think fit all material pertaining to the Bidder/Tenderer and to recover the said deficiency out of the proceeds of the sale.
19. **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, riot, fire, flood and acts 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 thereof giving full particulars and satisfactory proof.  
The time for performance or relative obligations 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 ONE (01) month i.e. thirty days, the Warden/COW shall have the option of cancelling the contract in whole or in part thereof its own discretion. Any situation of force majeure shall not be payable by the Warden/COW under any circumstances. For the period of force majeure, no amount shall be payable to the Bidder/Tenderer.
20. **Release of Information:** The Bidder/Tenderer shall not communicate or use in advertising, publicity, sales releases or in any other medium, photographs, or other reproduction of the work under this contract.
21. Kindly mention enquiry number, subject, due date, contact address etc., on your quotation. Incomplete quotation will not be accepted.
22. Bid: The tenders are to be submitted in two part viz. "Technical Bid" and "Commercial Bid" in two separate sealed envelopes separately. The commercial bid will be opened only after acceptance of "Technically Bid".
23. Performance Security : The successful bidder has to deposit Performance Security of Rs.75,000/- in favour of 'IIT-Allahabad' for the period of defect liability period, which has to be electronically transfer through the RTGS/NEFT into the bank account of Institute as mentioned below:  
**Account Name : IIT A EMD And Security Deposit Account**  
**Bank name : Punjab National Bank**  
**Address : Pipalgaon Branch, Allahabad, Prayagraj**  
**Account No. : 8636000100031943**  
**IFSC Code : PUNB0863600**
- However, the performance security may be accepted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's cheque or Bank Guarantee from any of the Commercial Banks.
24. Performance Security should remain valid for a period of fifteen days beyond the contract period (i.e. 45 days). **No interest shall be paid on Performance Security.** The Performance Security will be forfeited by order of the Competent Authority in the event of any breach or negligence or non-observance of any terms & conditions of the contract or for unsatisfactory performance or for non- acceptance of the supply order. Bid Security will be released after receiving of performance security.



25. **Bidder/Tenderer's Subordinate Staff and their Conduct:**

- (i) The Bidder/Tenderer on or after the award of the work shall name and depute a qualified manager with sufficient experience in carrying out work of similar nature, to whom the establishment shall be handed over and the instructions for work shall be given. The Bidder/Tenderer shall also provide services to the satisfaction of the Warden/COW with sufficient and qualified staff to supervise the execution of the work, including those specially qualified by previous experience to supervise the types of work comprised in the contract in such manner as shall ensure work of a high standard commensurate with the reputation of the Institute. The Bidder/Tenderer shall appoint skilled chefs/cooks so as to ensure that the food preparations are of good taste and to the satisfaction of the residents.
- (ii) The Bidder/Tenderer shall at his own cost submit to the Warden/COW a medical fitness certificate (every six months) as proof of workers being healthy and fit to work in the mess. ~~Though, in principle this certificate shall be submitted once in six months, the warden may direct the service provider for additional documents at any time for which the cost etc. shall be borne by the Bidder/Tenderer.~~
- (iii) The Bidder/Tenderer shall submit to the warden a list of workers, with complete details including local / permanent addresses, contact details, and their photographs etc. for approval who may be allowed to work in the mess. The warden may reject any or all the names without assigning any reason. Only those workers who have been cleared by the warden shall be allowed to enter the premises of the mess.
- (iv) If and whenever any of the Bidder/Tenderer's employees shall, in the opinion of the Warden/COW, be guilty of any misconduct or be incompetent or insufficiently qualified or negligent in the performance of their duties or that in the opinion of the Warden/COW, it is undesirable for administrative or any other reason for such person or persons to be employed in the work, the Bidder/Tenderer if, so directed by the warden, shall remove such person/persons from employment within a reasonable time. Any person or persons so removed from work shall not again be employed in connection with the work without the written permission of the warden.
- (v) Any person so removed from work shall be immediately replaced at the expense of the Bidder/Tenderer by a qualified and competent substitute. Should the Bidder/Tenderer be requested to repatriate any persons removed from work, he shall do so and bear all cost in connection therewith.
- (vi) The Bidder/Tenderer shall be responsible for the proper behavior of all the staff, employed directly or indirectly, and shall exercise a proper degree of control over them and in particular and without prejudice to the said generality, the Bidder/Tenderer shall be bound to prohibit and prevent any employees from trespassing/acting in anyway detrimental or prejudicial to the interest of the community or of the properties. The Bidder/Tenderer shall be responsible thereof and indemnify the institute of all consequent claims or actions for damages or injury or on any the other grounds whatsoever. The decision of the warden on any matter arising under this clause shall be final, though an appeal may be preferred by him to the COW within seven days, of the decision of Warden.
- (vii) If and when required by the Institute, all Bidder/Tenderer's personnel upon entering the Institute premises shall be properly identified by badges of a type acceptable to the Institute which must be worn by them at all times during their duty hours.
- (viii) The details of the workers should be provided by the firm to COW within a week or two from the date of functioning of mess. The manager has to inform COW if there is a change in their staff and has to provide the details of the newly admitted staff. Proper ID cards should be given to the workers.

26. **Completion of Contract:**

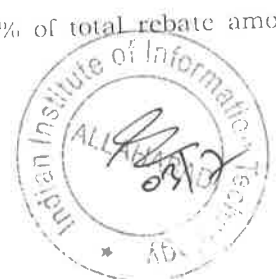
Unless otherwise terminated under the provisions of any other relevant clause, this contract shall be deemed to have been completed at the expiration of the duration of the contract.

27. **Schedule of Rates and Payments:** The price to be paid by the Institute to the Bidder/Tenderer for the whole of the work to be done and the performance of all the obligations undertaken by the Bidder/Tenderer as per the terms of the contract shall be ascertained by the application of the schedule of rates and payment shall be made accordingly to the work actually executed and approved by the warden

28. **Schedule of Rates to be Inclusive :** The prices/rates accepted by the Bidder/Tenderer shall remain firm till the completion of first year shall not be subjected to any escalation except applicable of any new tax.



29. **Receipts for Payment:** The receipt for payment made on account of the work when executed by a firm must be signed by a person holding due power of attorney in this respect on behalf of the Bidder/Tenderer, except when the Bidder/Tenderer described in their tenders as a limited company in which case the receipts must be signed in the name of the company by one of its principal officers or by some other person having authority to give effectual receipt for the company.
30. **Completion Certificate/ No Dues Certificate:** When the Bidder/Tenderer fulfills his obligations under the contract, he shall be eligible to apply for a Completion/No Dues Certificate in respect of the work. The Warden office shall normally issue to the Bidder/Tenderer the completion certificate within ONE (01) month of receiving an application from him to the effect that the work has been completed in accordance with and as set out in the contract. The Bidder/Tenderer, after obtaining the completion certificate, is eligible to present the final bill under the terms of the contract.
31. **Accident or Injury to Workman:** The Institute shall not be liable for any damage or compensation payable in respect of or in consequence of any accident or injury to any workman or other person in the employment of the Bidder/Tenderer through claim from insurance company. The Bidder/Tenderer shall indemnify and keep the Warden/COW Institute indemnified against all such damage and compensation whatsoever in respect or in relation thereto.
32. **Damage to Property:** The Bidder/Tenderer shall be responsible for making good to the satisfaction of the Warden/COW any loss or damage to any structures and properties within the mess premises. If such loss or damage is due to fault and/ or the negligence or willful acts or omission of the Bidder/Tenderer, his employees, agents, representatives or sub-Bidder/Tenderers, he shall make good the loss as assessed by the Warden/Mess Committee/COW.
33. **Mode of Operation :**
- (i) The service provider would provide breakfast, lunch, evening tea and dinner. Each of these will have certain items mandatory for the service provider to provide as a part of the basic menu.
  - (ii) The hostel mess has a "Mess Committee" consisting of the hostel Students, Staff and Wardens. The mess committee is authorized to regulate the mess related activities on a day to day basis. The hostel Warden Committee shall act on-behalf of the institute, for operation of the mess contract and overall supervision.
  - (iii) The mess premises comprising, cooking and dining facilities, furniture, utensils, containers, few general appliances, water shall be provided by the institute free of cost. However service provider will be charged electricity bill for using electrical appliances and for any other purpose in the kitchen area as per institute rules. Electricity shall however not be the general cooking fuel.
  - (iv) The required cooking utensils, furniture and cooking appliances shall be provided by the hostel administration. The service provider is expected to use them and maintain these in good condition. Each vendor may visit the hostel to apprise himself of the available general infrastructure. Any equipment/appliance other than the ones available shall have to be arranged by the vendor at his cost.
  - (v) Hostel messes are equipped with procured kitchen automation appliances and utensils. Institute shall provide these to the Service provider free of cost. However cleaning, washing, maintenance, any material/tools used, man power required to properly maintain them shall be arranged by service provider at his own cost. Any loss/breakage shall have to be made good by the service provider at his own cost.
  - (vi) The specific vegetables and dals to be served for each meal will be divided by the Mess Committee in consultation with the service provider at the beginning of each week.
  - (vii) The service provider shall ensure procurement of only good quality fresh vegetables from the market. He shall not be allowed to store the vegetables for more than one day.
  - (viii) The service provider shall ensure sufficient stock of raw material (other than vegetables and other perishable items as decided by mess committee) in the store for a minimum period of 15- days.
    - a) The mess committee shall have the right to check the quality of any/all the food articles and vegetables from time to time. In case of sub-standard quality of food items, lack of hygiene or any other violation of rules the mess committee shall be authorized to impose an appropriate fine on the service provider.
    - b) The concerned student must inform the Mess Supervisor & Hostel Warden office minimum 01 (One) days in advance.
    - c) In case of rebate, student will get maximum refund 75% of total rebate amount

payable in one semester and remaining will be given to mess contractor. (maximum 25 days may be consider for refund in one semester.)

- c) However, in case special cases decision of Competent Authority will be final for refund of mess fee/rebate.
- e) **One Supervisor will always be present during breakfast, lunch, dinner, in case of any change, the Hostel Warden/COW should be kept informed & in advance.**
- f) Service provider need to provide breakfast, lunch, dinner to Institute guests as and when required and Institute will settle the bills through the respective Warden.
- g) For each of the meals or food items, it will be mandatory for the service provider to serve the items of a fixed weight/size at price decided apriori and approved by Warden/COW.
- h) All items will be cooked in the kitchen of the hostel. No cooked item, except some snacks identified beforehand, will be brought from outside.
- i) On special occasions, the menu will be identified by the Mess Committee and the rates for the same will be approved by the Warden before the actual event. The payment for the special meal will be made as per the approved rates after deducting the rates of the corresponding regular meal.
- j) The mess shall normally function throughout the academic year and will not be allowed to close on any days including Sundays and Holidays. However, the mess will be closed during the vacations and semester breaks at the discretion of the institute.

34. **Employees:**

- (i) The service provider will have to register all his employees who will be working in the hostel premises along with a copy of their photographs, residential details for clearance by the IIIT-A Security. EPF and ESIC facilities must be provided to the employees and proof of doing so must be submitted to the hostel on a monthly basis.
- (ii) The service provider will have to ensure that the employees are in clean and proper uniform and maintain personal hygiene and maintain discipline in the campus.
- (iii) It should be noted that the staff involved would be properly dressed and shall be well trained for well equipped kitchen together with hygiene, etc., aspects. in all respects.
- (iv) No space is provided to the employees during the day/night time. If such a facility is provided, the service provider will have to pay for the facility. The rate will be decided by the COW and mutually agreed by the service provider.
- (v) The service provider shall ensure sufficient manpower, on his pay roll. These manpower shall be deployed for preparation and service of each meal including cleaning, washing and overall up-keeping of mess assets and premises. An indicative distribution of the manpower required for 300 residents is given below.

S. No.	Manpower type for 300 ± 10% Students	Nos.
1	Manager (one for each Boys Hostel & Girls Hostel III)	1
	Supervisor (one for each Hostel)/Accountant	1
2	Accountant cum clerk	
3	Store keeper	
4	Expert Cook	1
5	General Cook	2
6	Workers (counter service, seat service, cook helpers, cleaning Service etc.)	8+3
7	Sweeper	1
	<b>TOTAL</b>	<b>17</b>

- (vi) The mess worker count will be checked from time to time and in case of deficiency found in deployment of man power, appropriate penalty may be imposed by mess committee.
- (vii) The service provider shall not pay less than what is provided under the law to workers engaged by him for the work. The service provider shall be required to comply with all statutory norms including the provisions of Minimum Wages. The mess workers shall not work for more than one shift staggered over **08 hours**.
- (viii) The service provider will make sure that **no child labour is engaged**.

35. **Accounting and Payment:**

- (i) The monthly bills will be submitted by the service provider to the Warden Office at the end



- of this specified duration. The office would normally clear the bills within 10-15 days of their submission. The rates for all the items for which the bills are raised, must have been prior approved by the competent Authority.
- (ii) The rates so fixed shall be inclusive of all taxes, duties, and levies etc. imposed by the state/central Government and Local bodies as on the dates of award of the work. However, if any new tax, duty or levy is imposed or enhanced by the government/Local Bodies subsequent to the award of work, the same shall be reimbursed on production of proof of payment.
  - (iii) The service provider Manager/Supervisor shall be accountable for on-the-spot sales of coupons and its accounting and POS machine should be installed at counter to avoid the cash transactions/ payment received through online apps as per directives of the Govt of India for additional & add on facilities.
  - (iv) The aforementioned rates shall be in force for the entire period of contract and shall not be revised under any circumstances, except in case of wage revision according to the minimum wages act applicable to central Govt. In case of any extension granted on expiry of one year contract, a revision of aforementioned rates may be specifically requested by the service provider.
  - (v) In the cases of service provider extend messing facilities to cause participants (other than inmates of IIT, Allahabad), with the approval of Warden, the caterer shall submit the bill to IIT, Allahabad for the food served to the participants of the course soon after the course is over on the basis of menu/rates approved. The payment to the caterer shall be made through cheque after making necessary deductions i.e. TDS etc.
  - (vi) Documents required along with bills for processing of payment.
    - a) Attendance sheet duly verified by the concern authority of hostel
    - b) All payment to the workers to be made as per minimum wages Act applicable to Central Govt. organization time to time. The payment of wages to the workers to be released through their Bank Account only. The details of bank account of all mess workers will mandatory be shared with Institute, while providing wages sheet as per prescribed format (Form-XVII). [See Rule 78 (1) (a) ] Register of Wages].
    - c) Copy of EPF and ESI Challans (ECR), Bank Statement showing wages payment.
    - d) Cash payment of wages/cash transactions strictly not allowed.
36. **Important Notes:**
- (i) The Institute reserves the right to:
    - (a) Amend the scope and value of the contract.
    - (b) Amend the rate of the contract.
    - (c) Award any of the Mess to the empanelled agencies.
  - (ii) For any of the above actions, the COW of IIT-A or Institute shall neither be liable for any damages, nor be under any obligation to inform the applicants of the grounds for the same.
  - (iii) Effort on the part of the agencies or it's agent to exercise influence or to pressurize the Institute for this contract shall result in rejection of the application. Canvassing of any kind is prohibited.
37. Conditional quotations are liable to be rejected. In the event of acceptance, Director's decision will be final. The rates should be quoted as per our required specifications.
38. The rates should be quoted in Indian rupees. Evaluation of offers will be made on the basis of total amount of all items inclusive of all charges, taxes, duties, etc., for the indicated quantity in the attached format. Rate for all the items is to be quoted by the tenderer.
39. The right to accept or reject any tender/ quotation, partially or wholly, including lowest quotation without assigning any reason whatsoever thereof or incurring any liability thereby is reserved with the Director, IIT, Allahabad. The Director, also reserves the right to split the tender. The decision of the Director, with regard to enforcement of these terms and conditions herein contained, as a result of breach of these conditions by successful Tenderer/s, shall be final and the Director, shall not be liable for any damage/liability put forth by the Tenderers at any stage of the transaction arising out of the enforcement of any or all herein contained terms and conditions.
40. All the documents submitted must be legible and self attested. Otherwise it is likely to be rejected.
41. The EMD shall be returned to the bidder (s) whose offer is not accepted by the Institute within 15 days after finalization and award of the contract without any interest through NEFT/RTGS into their bank account. If the return of EMD is delayed for any reason, no interest/penalty shall be payable to the bidder.
42. All pages of the tender documents should be signed and stamped by the tendering firm.
43. Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or



- accept any tender.
44. Director, Indian Institute of Information Technology, Allahabad will be the sole arbitrator of all the dispute and his decision will be binding on both the parties.
  45. Director, Indian Institute of Information Technology, Allahabad reserves the right to alter/modify any or all conditions of this tender notice.
  46. May feel free to contact Purchase Section through E-mail-[info.purchase@iiita.ac.in](mailto:info.purchase@iiita.ac.in) (Ph.No. : 0532-2922051) for other queries.
  47. **This work is awarded for one month only and Institute may be extended further after the approval of the Competent Authority if applicable.**
  48. All disputes are subject to Jurisdiction of Allahabad.

**For any query pertaining to this bid correspondence may be addressed to**

**Joint Registrar (S&P)  
Indian Institute of Information Technology,  
Deoghat, Jhalwa Campus  
Prayagraj -211015 (U.P.)  
Phone : +91 0532-2922051.  
E-mail: [info.purchase@iiita.ac.in](mailto:info.purchase@iiita.ac.in)**

**Joint Registrar (S&P)**

I/We duly certified that the information provided in the proforma is true. I/We agree to the contents of terms & condition of the quotation/tender.

**Seal and Signature of the Proprietor/Authorized Representative**



## SCOPE OF WORK:

**(i) The service provider is expected to provide the following services:**

- a) Cooking and serving meals (breakfast, lunch and Dinner).
- b) Managing and control of stocks and inventories, as per agreement.
- c) Caterer shall arrange separate cooking facility for every Dining hall/Kitchen of any hostel.
- d) Coupon sales: Mess users may use these coupons to get extra items not included in the basic menu of the serving items in consultation with Warden and member of Mess Committee.
- e) Cleaning of utensils, kitchen and serving items.
- f) The use of aprons, caps and gloves by the workers should be mandatory. Moreover the workers should be provided with Identity cards.
- g) Cleaning of cooking, dining and auxiliary areas.
- h) Security of the equipment, utensils and other items in the mess, as provided by the Institute.
- i) Maintenance of the equipment in the kitchen and dining area, as provided by the Institute.
- j) Pest control in the Kitchen area, Dining area and the Storage area should be carried out once in a month by the caterer.
- k) Maintenance of books, ledgers, other records and documents related to running the mess.
- l) Deployment and supervision of required man power for the above mentioned tasks.

As can be noted from the above, operational services shall not include preparation of menu and any policy matter related to running the mess. All such decision will be the direct responsibility of the relevant executives Council of Wardens, Assistant Wardens, or its representatives.

**(ii)**

- a) Initially, the agreement with the successful bidder will be for **One month**. Awarded bidder will have to complete the agreement process with 15 days from the date of award of contract.
- b) The list of residents, who will compulsorily join the mess, shall be provided by the respective Hostel Warden from time to time. The number of residents may vary depending upon academic sessions and vacations. However, a significant variation is not envisaged on a day to day basis.
- c) The mess premises comprising, cooking and dining facilities, furniture, few food/raw material containers, appliances, electricity and water shall be provided at fixed fee of **Rs. 5000/30 days with 18% GST** or as applicable. However, cleaning /washing materials/tools and manpower to properly maintain this infrastructure shall be arranged by the Bidder/Tenderer at his/their own cost.
- d) The inventory of articles shall be handed over to the Bidder/Tenderer in good and working condition at the commencement of the contract. The Bidder/Tenderer shall be the custodian of this Institute property and mess inventory during the period of contract and shall make good any loss to the inventory by way of misuse, breakage, theft, etc., at his own cost. Also, to return the same in good condition to the Institute shall be the onus of the tenderer upon completion/cessation of tender period or cost of repairs/losses as assessed by the Institute in this respect thereof, upon completion/termination of contract, whichever is earlier.
- e) Similarly, the inventory in good condition shall be handed over by the Bidder/Tenderer to the COW/warden on the expiry of the contract period. The security deposit shall be refunded only after a **"NO DUES CERTIFICATE"** is granted by the COW/warden.
- f) The Bidder/Tenderer shall not be allowed to use electricity as a cooking fuel. However, he shall be permitted to use toasters, refrigerators, geysers, water coolers, mixer/ grinder, oven and other equipments for cutting/grilling vegetables, etc. Any other electrical cooking appliance may also be used by the Bidder/Tenderer after obtaining prior permission of the Warden in writing. **Service provider will be charged electricity bill for using electrical appliances and for any other purpose in the kitchen area as per institute rules. Cooking fuel shall be LPG contained in authorized commercial cylinders only, as permissible under law.**
- g) The Bidder/Tenderer shall procure only good quality fresh vegetables from the market. He shall not be allowed to store the vegetables for more than 1 (one) day in summer months and 3 (THREE) days in winter months at a stretch. However, the Bidder/Tenderer shall ensure that a sufficient stock of other raw material is stocked in the store for consumption for a minimum period of 15 (Fifteen) days. The COW/Student Mess Committee/or office of warden shall have the right to check the quality of food articles and vegetables from time to time. They may also accompany the vendor representatives to market for purchases.
- h) The food shall be cooked, stored and served under hygienic conditions. The Bidder/Tenderer shall ensure that only freshly cooked food is served, and that stale food is not recycled. Stale food shall be removed from the mess premises as soon as possible. Un-refrigerated cooked food, not consumed within 5 (five) hours in summer months and 08 (eight) hours in winter months, shall be deemed to be stale and unfit for human consumption.
- i) **No payment shall be made to Bidder/Tenderer when the mess is closed. The mess may**





be closed during the vacations at the discretion of COW. The actual dates of these vacations are generally decided well in advance and are readily available in the Institute calendar. The decision of COW regarding the running of mess during the vacations shall be final and binding on the Bidder/Tenderer. During the academic session being on, the mess will not be allowed to be closed on any day, including Sundays and other holidays, for any reasons whatsoever, without express permission of COW.

- j) The Bidder/Tenderer shall not be allowed to use the hostel or mess premises to offer any messing facility beyond the scope of the contract unless agreed to by COW/Warden in advance.
- k) For sick students, the Bidder/Tenderer shall arrange to serve "sick diet" in the rooms. The sick diet shall be defined and provided by mess committee to the Bidder/Tenderer.
- l) Issues, not specifically clarified in this contract document, shall be settled with mutual consent between the bidder and the COW/Warden, without prejudice to the basic premises of the contract. In case of any issue remaining unresolved, decision of COW shall be final and binding.
- m) Hostel administration reserves the right to incorporate any additional term as it will deem fit for the smooth operation of Mess.
- n) The CoW/Warden shall be authorized to impose an appropriate fine on the Bidder/Tenderer in case of sub-standard quality of food items, malpractice, lack of hygiene or violation of any of the conditions of the contract **PENALTIES FOR VIOLATION OR RULES, TERMS AND CONDITIONS Based on complaint received from mess committee.**

The caterer will be fined in case of violation of the following rules:

Rule Violation	Minimum Fine per complain
Non-availability of complaint register on the counter / discouraging students from registering complaints and short deployment of manpower	Rs. 5,000/-
Insects cooked along with food	Upto Rs. 25,000/-
Soft objects like hair, rope, plastic, cloth etc. in food	Rs. 5,000/-
Any complaint of stones / pebbles of diameter more than 2 mm	Rs. 8,000/-
Hard and / or sharp objects like glass pieces, nails, hard plastic etc.	Rs. 10,000/-
Three or more complaints of unclean utensils in a day week	Rs. 5,000/-
If mess council in consultation with students in present mess agrees that certain item of a meal was not cooked properly / overcooked / extra spicy / extra oily	Rs. 5,000/-
Food Poisoning	At least Rs. 2 lakhs or more
Timings mentioned in the tender or decided with the respective council should be followed strictly	Rs. 8,000/-
If food for any meal gets over within timings of mess and waiting time is more than 15 minutes for lunch and dinner, and 10 minutes for breakfast and Tiffin	Rs. 5,000/-
Changes in menu of any meal without permission of mess committee	Rs. 8,000/-
If the quality of milk is not found up to be appropriate, or it is diluted. It should have 3-4% fat content or as recommended by council.	Rs. 10,000/-
Inappropriate personal hygiene of workers including their dress and / or misbehavior by workers etc.	Rs. 15,000/-



Failure to maintain a proper health checkup of the workers	Rs. 10,000/-
Using brands not mentioned in the contract without prior permission and adulteration	At least Rs 10,000/-
Any tampering with gas cylinders/ gas pipelines	At least Rs 20,000/-
Use of newspapers to keep fried items or any cooked food will be fined severely	At least Rs 1,000/-
<b>Mis-management of mess service</b>	At least Rs 20,000/-

**Please Note-**

1. Food Poisoning shall invoke a hefty fine of at least Rs. 2 Lakhs or more, along with cancellation of contract and possible blacklisting of the caterer. The security money deposited by the institute will not be refunded to caterer in case contract is cancelled for the above reason.

2. For any rule stated in the agreement first violation of the rule implies fine as per the rule. Second and subsequent violations of the same rule on a different day within 30 days of previous will attract 5 times the initial amount of fine on the caterer.

3. Absence of proprietor or his representative empowered to take decision from mess council meetings (which will be held once every month) on due invitation will attract a fine of Rs. 20,000/- on caterer.

**Pre Bidders' Conference**

COW, IIT-A will host a bidder's Conference at IIT, Allahabad, as per the schedule fixed in advance. The AUTHORIZED representatives of the interested organizations (restricted to two persons) may attend the bidder's conference at their own cost. The purpose of the conference is to provide bidders with any clarifications regarding the tender. It will also provide each bidder with an opportunity to seek clarifications regarding any aspect of the tender and the project.



## **Bidding Terms and Pre - Qualification Criteria**

### **1. Conditions under which this Tender is issued:**

- a) This TENDER is not an offer and is issued with no commitment. Director IIT-A reserves the right to withdraw the TENDER and change or vary any part thereof at any stage. Director IIT-A also reserves the right to disqualify any bidder, should it be so necessary at any stage.
- b) Director IIT-A reserves the right to withdraw this TENDER if Director IIT-A determines that such action is in the best interest of the Institute.
- c) The document is only a request for proposal. Without limiting its rights in law or otherwise, Director, IIT-A reserves the right, in its absolute discretion, at all times, in relation to accepting or rejecting any TENDER response; Varying or discontinuing the TENDER and related processes. Director IIT-A shall not be bound to give reasons for any decision made under this clause and its decision will be final and binding on all respondents to this TENDER.
- d) Timing and sequence of events resulting from this TENDER shall ultimately be determined by Director, IIT-A.
- e) No oral conversations or agreements with any official, agent, or employee of COW, IIT-A shall affect or modify any terms of this TENDER and any alleged oral agreement or arrangement made by a bidder with any department, agency, official or employee of COW, IIT-A shall be superseded by the definitive agreement that results from this TENDER process. Oral communications by COW, IIT-A to bidders shall not be considered binding on COW, IIT-A, nor shall any written materials provided by any person other than COW, IIT-A.
- f) Neither the bidder nor any of the bidder's representatives shall have any claims whatsoever against COW, IIT-A or any of their respective officials, agents, or employees arising out of, or relating to this TENDER or these procedures (other than those arising under a definitive service agreement with the bidder in accordance with the terms thereof).
- g) Applicants who are found to canvass, influence or attempt to influence in any manner the qualification or selection process, including without limitation, by offering bribes or other illegal gratification, shall be disqualified from the process at any stage.
- h) Each applicant shall submit ONLY ONE proposal in one tender document. Bidder shall bear all cost associated with the preparation and submission of their proposals. Director IIT-A is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability in any form, to the bidders.
- i) If any information sought in this document is missing or not clearly specified by the applicant, it will be assumed that the organization is not in a position to supply the information.
- j) For information already specified and required in the TENDER document, no additional supporting documents will be accepted later.
- k) If need arises, Director IIT-A Allahabad can call for any additional information NOT SPECIFIED in this document.
- l) No Subletting will be allowed at any stage.

### **2) Rights to the content of the proposal:**

For all the bids received before the last date and time of bid submission, the proposals and accompanying documentation of the pre-qualification proposal will become the property of COW, IIT-A and will not be returned after opening of the pre-qualification proposals. COW, IIT-A is not restricted in its rights to use or disclose any or all of the information contained in the proposal and can do so without compensation to the bidders. COW, IIT-A shall not be bound by any language in the proposal indicating the confidentiality of the proposal or any other restriction on its use or disclosure.

### **3) Acknowledgement of understanding of terms:**

By submitting a proposal, each bidder shall be deemed to acknowledge that it has carefully read all sections of this TENDER, including all forms, schedules and annexure hereto, and has fully informed itself as to all existing conditions and limitations.

### **4) Evaluation of pre - qualification proposal:**

1. The bidders' Pre-Qualification Proposal in the bid document will be evaluated as per the requirements specified in the TENDER and adopting the pre-qualification criteria and evaluation criteria spelt out in this TENDER. The Bidders are required to submit all required documentation in support of the pre-qualification criteria specified (e.g. detailed



project citations and completion certificates, Client contact information for verification, profiles of project resources and all others) as required for evaluation.

- II. If required, COW, IIIT-A can call for any additional information NOT specified in this TENDER .
- III. If any information sought in this document is missing or not clearly specified by the applicant, it will be assumed that the organization / firm is not in a position to supply the information.
- IV. All claims made by the bidder in their Tender documents, must be supported by authenticated documents.

**5) Evaluation Criteria:**

For Providing Mess Catering Services, the evaluation shall be done as under:

All the applications will be scrutinized for their eligibility based on the Eligibility Criteria clause no. 2 at „Chapter-1. Application not meeting any one or more of the qualifying criteria will be rejected. Financial Bids of only those agencies will be opened who qualify in Technical bid. The Providing Mess Catering Services at IIIT, Allahabad Hostels would be provided on the basis of lowest rates received (L-1 bidder) in the Financial Bid. The decision of the committee shall be final and binding and no correspondence shall be entertained in this regard.

**6) Language of proposals:**

The proposal and all correspondence and documents shall be written in English.

**7) Response requirements:**

- a) An authorization letter, authorizing the Bidder to sign/ execute the proposal as a binding document and also to execute all relevant agreements forming part of TENDER shall be included in this envelope.
- b) The original Tender documents shall be typed or written in indelible blue ink and shall be signed by the Bidder/ Tenderer or a person or persons duly authorized to bind the Bidder/Tenderer to the Contract. All pages of the Tender documents, except for unamended printed literature, shall be initialed by the person or persons signing the bid.
- c) Any interlineations, erasures or overwriting shall be valid ONLY if they are initialed by the persons or persons signing the bid.
- d) COW, IIIT-A will not accept the Tender documents in any manner other than that specified in this TENDER . Proposal submitted in any other manner shall be treated as defective, invalid and rejected.

**8) Pre- qualification requirements proposal**

Bidders are requested to submit their responses in two (02) parts, clearly labeled according to the following categories:



## CHECK LIST

(ON THE COMPANY LETTER HEAD OF THE BIDDER)

Bid for Boys Hostel I/II/III/IV/V &amp; Girls Hostel (I&amp;II)/III) (Pl. specify clearly)

S.N.	PARTICULARS	To be Filled by Bidder		
		YES	NO	Enclosure No.
1.	A list of all submitted documents			
2.	Required EMD in the form of a Demand draft / Pay order			
3.	Annexure – A : Check List for Tender documents			
4.	Annexure – B : Covering Letter from the Bidder			
5.	Annexure – C : Affidavit			
6.	Annexure – D : Authorization/Accreditation Letter			
7.	Annexure – E : Bidders Statement			
8.	Annexure – F: Summary Sheet for Evaluation			
9.	Legal Status (Attach copies of original document defining the legal status):			
	(a) An individual			
	(b) A proprietary firm			
	(c) A Firm in partnership			
	(d) A limited company			
10.	(e) corporation or co-operative society			
	Copy of Firms Registration for <b>FSSAI</b>			
11.	Copy of the PAN no. of the Firm (REF.: Item 6 (f) of Annexure - E)			
12.	Copy of the GSTIN no. of the Firm (REF.: Item 6 (f) of Annexure -E)			
13.	Copy of the Service Tax Registration No. of the Firm (REF.: Item 6 (e) of Annexure -E)			
14.	Supporting Document showing Annual Turnover for the last 3 years (REF.: Item 7 of Annexure -E)			
	a) Auditor Certified financial statements for the last three financial years; 2020-21, 2021-22 & 2022-23 (Please include only the sections on Profit & Loss, revenue and the Assets, not the entire balance sheet.)			
	b) Unaudited financial statements certified by the Company auditor for the latest year (2022-23) (in case the auditor certified statement for 2022-23 is not available)			
	c) Certification by the company auditors supporting the revenue break-up for Catering business.			
15.	Company administrative organization chart			
16.	All documentary proofs showing satisfaction of the eligibility criteria, as laid down in the Tender document, are attached.			
17.	In case of becoming successful bidder, the bidder agrees to submit a performance Bank Guarantee of Rs. Seventy Five thousands only, along with the Acceptance.			
18.	The bidder agrees that all disputes, if arising related to this TENDER Proposal shall be in courts of Allahabad.			



19.	The bidder agrees that the submitted Tender documents is duly paginated, from page 1 to the last page, and will be submitted in an organized and structured manner, in a sealed envelope.			
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Place:

Date:

Manufacturer/Bidder

Signature and seal of the



**COVERING LETTER (ON THE COMPANY LETTER HEAD OF BIDDER)**

[Date]

To,  
The Chairman  
Council of Wardens  
Indian Institute of Information Technology  
Deoghat, Jhalwa, Allahabad-211015

**Subject:** Our proposal against your notice of Tender for Providing Mess Catering Services at IIIT, Allahabad (Boys Hostel V) Hostel (Pl. specify clearly).

Hostel, Dear Sir,  
Having examined the Tender the receipt of which is hereby duly acknowledged, We, the undersigned, intend to submit a Pre-qualification requirements proposal in response to the Tender for Providing Mess Catering Services at IIIT, Allahabad

We attach hereto the response as required by the TENDER , which constitutes our proposal.

Ref. No. : IIIT-A/Purchase/Mess Catering/1000/ / 2022, dated				
EMD of amount <b>Rs. 50,000/- (Rs. Fifty Thousand only)</b> <b>SUBMITTED</b>			<b>YES / NO</b>	(Please strike off whatever is not applicable)
Mode	No.	Date of issue	Name of Bank	Valid up to
Demand Draft / Pay Order				

Primary and Secondary contacts for our company are:

	Primary Contact	Secondary Contact
Name:		
Title:		
Company Name:		
Address:		
Phone:		
Mobile:		
Fax:		
E-Mail:		

- (i) We confirm that we satisfy the qualifying criteria and have attached the requisite documents as documentary proofs. In case you require any further information/documentary proof in this regard during evaluation of our bid, we agree to furnish the same in time to your satisfaction.
- (ii) I/We certify that no addition/modification/alteration has been made in the Original TENDER Document. If at any stage addition /modification /alteration is noticed in the Original Document. I/We will abide by the terms and conditions contained in the original TENDER document. failing which IIIT, Allahabad reserves the right to reject the tender and/or cancel the contract
- (iii) It has been certified that all information provided in this Tender documents is true and correct to the best of my knowledge and belief. We hereby declare that our proposal is made in good faith, without collusion or fraud. No forged /tampered document(s) are produced with Tender documents for gaining unlawful advantage.



We understand that COW, Allahabad/or its authorized officers are authorized to make enquiry to establish the facts claimed and obtained confidential reports from clients.

- (iv) In case it is established that any information provided by us is false / misleading or in the circumstances where it is found that we have made any wrong claims, we are liable for forfeiture of EMD and/or any penal action and other damages including withdrawal of all work /purchase orders being executed by us. Further COW, Allahabad is also authorized to blacklist our firm/company/agency and debar us in participating in any tender/bid in future.
- (v) I/We assure the Institute that neither I/We,nor any of my /our workers, will do any act which is improper/illegal during the execution in case the tender is awarded to us.
- (vi) I/We assure the Institute that I/We will NOT be outsourcing any work specified in the tender document, to any other firm.
- (vii) Neither I / We, nor anybody on my /our behalf will indulge in any corrupt activities /practices in my/our dealing with the Institute
- (viii) Our Firm / Company / Agency has not been blacklisted or banned by any Govt. Department, PSU, University, Autonomous Institute or any other Govt. Organization.
- (ix) I/We certify that, I have understood all the terms & conditions and scope of work, as indicated in the TENDER document, and hereby accept all the same completely.
- (x) I/We, further certify that I/We, possess all the statutory /non-statutory registrations, permissions, approvals, etc., from the Competent Authority for providing the requisite services,
- (xi) We understand that you are not bound to accept the lowest or any bid you may receive.
- (xii) I/We certify that the submitted Tender documents is duly paginated and contains from page no. 1 to .....

Dated this            Day of 2023

(Signature)

(In the capacity of

(Name)

Duly authorized to sign the Tender Response for and on behalf of:

(Name and Address of Company)

Seal/Stamp of bidder

Witness Signature:

Witness Name:

Note: 1) Bidders are requested to sign on all pages as indicated.

2) Bidders are deemed to have undertaken that any overwritten entries shall be deleted unless duly cut. re-written and counter signed.





**Format for Affidavit to be submitted by the Bidder on Rs.100/- (Rupees Hundred only) Non Judicial Stamp Paper duly notarized**

To,

The Chairman  
Council of Wardens  
Indian Institute of Information Technology  
Deoghat, Jhalwa, Allahabad-2110015

With reference to our proposal submitted for "Tender" for Providing Mess Catering Services at COW, Allahabad Hostels", I, -----, on behalf of M/s -----, solemnly declare that:

- 1) We are submitting our proposal for **Tendder for providing Mess Catering Services at COW, Allahabad Hostels** against your notification no. -----  
Dated -----, after having gone through the terms and conditions stated therein, carefully.
- 2) We agreed for unconditional acceptance of all the terms and conditions set out in the TENDER document.
- 3) All information furnished by us in respect of fulfillment of eligibility criteria and qualification information of this Tender is complete, correct and true.
- 4) All documents/ credentials, submitted along with this Tender documents, are genuine, authentic, true and valid.
- 5) The firm/company namely M/S.-----  
-----has not been blacklisted or debarred in the past by IIIT, Allahabad or any other Government organization from taking part in Government tenders.

**OR**

The firm/company namely M/S.-----  
-----was blacklisted or debarred by COW, Allahabad, or any other Government Department from taking part in Government tenders for a period of ----- years, w.e.f.-----.

The period is over on-----and now the firm/company is entitled to take part in Government tenders.

- 6) At no point we have entered into any dispute / litigation / legal proceedings against any of our clients. in any of our projects. within the last 10 years, i.e., during financial years 2008-2018.
- 7) If any information and document submitted is found to be false/ incorrect any time, COW, IIIT, Allahabad may cancel our proposal and action as deemed fit may be taken against us, including termination of the contract, forfeiture of all dues including Earnest Money Deposit and banning / delisting of our firm and all partners of the firm etc. In addition to the above COW, IIIT, Allahabad, will not be responsible to pay the bills for any completed/ partially completed work.
- 8) It is hereby conformed that I/We are entitled to act on behalf of our company/corporation/firm organization and empowered to sign this document as well as such other documents, which may be required in this connection.




Signature of the Bidder

.....

Name.....

Capacity in which assigned: .....

Name & address of the firm: .....

Dated----- Seal of Notary



**ANNEXURE-D**

CERTIFICATE AS TO AUTHORIZED SIGNATORIES  
(ON THE COMPANY LETTER HEAD OF THE BIDDER)

I, the Company Secretary of \_\_\_\_\_ certify that Who signed the above Tender proposal is authorized to do so and bind the company by authority of its board/ governing body.

Date:

Signature:

(Company Seal)

(Name)



**BIDDER'S STATEMENT****(ON THE COMPANY LETTER HEAD OF THE BIDDER)**

[NOTE: Bidders MUST submit **ALL** required documents in support of minimum eligibility criteria along with the Tender proposal. No document in support of minimum eligibility criteria will be accepted / entertained **after** last date for submission of TENDER Response. **A list of all submitted documents should be provided.**]

1.	Name & Address of the Bidder organization/firm			
2.	Date of Commencement of Business			
3.	Address of the Headquarters			
4.	Name of the Chief Executive of the firm			
5.	Legal Status (Attach copies of original document defining the legal status):			
	(f) An individual			
	(g) A proprietary firm			
	(h) A Firm in partnership			
	(i) A limited company			
	(j) corporation or co-operative society			
6.	<b>Details of Registrations:</b>			
A	Income Tax Registration <i>(Attach attested copy)</i>			
B	Registration under Labour Laws <i>(Attach attested copy)</i>			
C	Employee Provident Fund Registration <i>(Attach attested copy)</i>			
d	Employee state insurance corporation registration <i>(Attach attested copy)</i>			
E	Service Tax Registration <i>(Attach attested copy)</i>			
F	PAN / VAT / CST / TIN Registration No. <i>(Attach attested copy)</i>			
7.	Annual Turnover for the last three (03) financial years from catering business <b>ONLY (Attach supporting documents)</b>			
	<b>Financial Information</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>
	(i) Revenue (in INR crores)			
	(ii) Profit Before Tax (in INR crores)			
	(iii) Revenue from CATERING business ONLY (in INR crores)			
	(iv) Other Relevant Information, if any			
	<b>Mandatory Supporting Documents:</b>			
	a) Auditor Certified financial statements for the last three financial years; 2020-21, 2021-22, and 2022-23 (Please include only the sections on Profit & Loss, revenue and the Assets, not the entire balance sheet.)			
	b) Certification by the company auditors supporting the revenue break-up for catering business.			



**Average Annual Turnover** for last THREE financial years, ending 31<sup>st</sup> March 2023.

8. Classifications of Bidder

- (i.) Authorized agent
- (ii.) Dealer
- (iii.) Others (please specify)

9. Name and address of the contact person to whom all references shall be made regarding this TENDER proposal.

- (i.) Name
- (ii.) Address
- (iii.) Telephone No.
- (iv.) Fax No.
- (v.) Mobile No
- (vi.) e-Mail

10. Details of catering works to reputed Indian government organizations/NITs/ IITs/IIITs/ Central Universities/ IISERs/CSIR labs/Army/Air force/BSF/CSIF etc., during last **THREE financial years (2020-2023)**, as on date of signing the TENDER proposal. **(Attach supporting documents)**

Sl.No.	Work order Placed by (full address of Purchaser)	Work order No. and date	Description Value of order	Purchaser/ Consignee Contact person (along with Telephone No., FAX No. and e-mail Address)
(i)				
(ii)				
(iii)				
(iv)				
(v)				

11. Details of received work orders **(of catering works only)** of **AGGREGATED VALUE NOT LESS THAN Rs. 60 LAKH PER ANUM IN EACH OF LAST 03 (THREE) FINANCIAL YEARS (2020-2023), FROM A SINGLE ORGANIZATION** among NITs/IITs/IIMs/IIITs/Central Universities/IISERs/CSIR laboratories/ PSUs/Central Government Departments and Offices/ Defence establishment, as on date of signing the TENDER proposal. **[NOTE: Copies of work orders as a proof may be provided.]**

Financial Year	Sl. No.	Work order Placed by (full address of Purchaser)	Work order No. and date	Description	Value of order (In Rs.)	Purchaser's Contact person along with Telephone No., FAX No. and e-mail address
	(i)					
	(ii)					



(iii)					
Details of Firms.					
(i)	Address				
(ii)	Phone No.				
(iii)	Year of Establishment				
(iv)	Name of contact person and contact details				
(v)	Status of working Days and Hours				
(vi)	No. of skilled employees				
(vii)	No. of Unskilled employees				




**FINANCIAL BID (on Company letter head)**

MENU FOR MESS CATERING AT BH- V at IIIT-A Hostel, GH-III at IIIT-A

Sl. No.	Description	Amount (Rs.)	
		In figures	In words
<b>Rate per Student</b> (Inclusive of all taxes),			
(a)	Breakfast		
(b)	Lunch		
(c)	Dinner		
	Rates for one full day messing in one lump sum (Rs.) inclusive of all taxes etc. (a+b+c)		

**Important Note:**

- i) Separate Bids are required for each hostel, clearly super scribed for the Hostel bid for.
- ii) Each bid shall be treated as an individual entry.
- iii) Bidders desirous of bidding for more than one hostel may do so, but should then be able to satisfy the financial criterion as specified in Chapter 1, clause (v), individually, such that past total turnover suffices the requirement collectively.
- iv) For the purpose of (L-1) determination, total of a+b+c shall be considered.
- v) It is mandatory for every bidder to quote individual prices for ALL items listed in the price bid.



## Menu Detail:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
BREAKFAST	CHHOLA + SAMOSA + CHUTNEY/SAUCE	UTTAPAM+SAMBHAR+ COCONUT CHUTNEY	VEG SANDWICH + TOMATO KETCHUP(Brand: Maggi/Kissan)	ICLI+ SAMBHAR + COCONUT CHUTNEY	POHA JALEBI + NANIPEEN (Haldi+myBilane)- NIKIEU	AALOO PARATHA + DAHI+ GREEN CHUTNEY/SAUCE	MASALA DOOSA + SAMBHAR+ COCONUT CHUTNEY
	CORN FLAKES + SPROUTS	CORN FLAKES + SPROUTS	DALIA+ SPROUTS	CORN FLAKES + SPROUTS	DALIA	DALIA	CORN FLAKES + SPROUTS
	BREAD BUTTER JAM	BREAD BUTTER JAM	BREAD BUTTER JAM	BREAD BUTTER JAM	BREAD BUTTER JAM	BREAD BUTTER JAM	BREAD BUTTER JAM
	MILK, TEA, COFFEE	MILK, TEA, COFFEE	MILK, TEA, COFFEE	MILK, TEA, COFFEE	MILK, TEA, COFFEE	MILK, TEA, COFFEE	MILK, TEA, COFFEE
	Seasonal Fruits	Seasonal Fruits	Seasonal Fruits	Seasonal Fruits	Seasonal Fruits	Seasonal Fruits	Seasonal Fruits
LUNCH	SOYA CURRY(Soyabean Bar+ Nutrella)	KALA CHANA	MALAI KOFTA	SEV TAMATAR SABJI	AALOO CHOKHA	AMRITSARI CHHOLE	AALOO JEERA DRY
	ARHAR DAAL	AALOO MATAR	CHANA DAL FRY	KADHI PAROHA	ARHAR DAAL	MIX PICKLE	YELLOW MOONG DAAL
	CURD	CUCUMBER RAITA	CURD	MIX VEG RAITA	CURD	BONDI PUDINA RAITA	CURD
	MATAR FULAAD	JEERA RICE	JEERA RICE	RICE	VEG BIRYANI	YELLOW JEERA RICE	JEERA RICE
	ROTI, SALAD	AJWAIN POORI, SALAD	ROTI, SALAD	ROTI, SALAD	ROTI, SALAD	BHATORE SALAD	ROTI, SALAD
DINNER	MIX VEG BEANS + PHOOL GOBHI - SHITALA MIRCH - MATAR + FYRAZ - TAMATAR+ ADRAK+ DHANIYA)	BHINDI MASALA DRY	PARWAL GRAVY SABZI	MATAR CHAT MASALA	PANEER BUTTER MASALA	LAUSI KOFTA	KADHAI PANEER
	DAL FRY	MIX DAAL (Arhar Dal +Chana Dal + Masoor+Moong (Hilka+Urad)	DAAL TAQEA	ARHAR DAAL	YELLOW MOONG DAAL	ROTI, SALAD	DAAL MALKHANI
	RICE	RICE	LEMON RICE	RICE	JEERA RICE	RICE	PLAIN RICE
	ROTI, SALAD	ROTI, SALAD	ROTI, SALAD	ROTI, SALAD	ROTI, SALAD	ROTI, SALAD	ROTI, SALAD
	GULAB JAMUN	ICE CREAM	KARU KATLI	RASGULLA	ICE CREAM	KALFA AND	FRUIT CUSTARD

NOTE: Weekend Timings for Breakfast and Dinner = 8:30 to 10:30 a.m. / p.m. For Special Dinner- Veg starts at 7:30 p.m.

1 SPROUTS = CHANA + MOONG

2: SALAD = ONION + LEMON + CUCUMBER + CARROT/BEETROOT+TOMATO + GREEN CHILI

Note: Milk: 200-250 ml, Sweet: 1 piece daily. Undiluted curd: 200-250 gm, Paneer (excluding gravy) : 100-150 gm. Seasonal Fruits : 150:200 gm, rest items of the above menu chart will be Unlimited.

### Quality of ingredients and other items (indicative items only):

Sl. No.	Items	Brand
1.	Wheat Flour Packed	Saktibhog/Ashirvad/Patanjali/Fortune
2.	Baisan	Saktibhog/Ashirvad/Patanjali/Fortune
3.	Dalia	Saktibhog/Ashirvad/Patanjali/Fortune
4.	Maida	Saktibhog/Ashirvad/Patanjali/Fortune
5.	Suji	Saktibhog/Ashirvad/Patanjali/Fortune
6.	Arhar Dal	(Patka, Sadi)
7.	Chana Dal	Loose
8.	Desi Chana	Loose
9.	Hara Matar	Green Valley or equivalent
10.	Kabuli Chana (Large)	Loose-Medium
11.	Lobia (Big)	Loose
12.	Masoor Lal	Loose
13.	Masoor Kali	Loose
14.	Moong Chhilka	Loose
15.	Moong Dhuli	Loose
16.	Moong Sabut	Loose
17.	Rajma GradeI	Loose
18.	Rice Basmati (MiniDubar Quality)	Indiagate/Kohinoor/Daawat
19.	Rice Golden Sela	Indiagate/Kohinoor/Daawat





20	Bhuna Chana	Loose
21	Layce	Loose
22	Safed Matar	Loose
23	Soyabeen Bari	MDH/Nutrela/Lijjat
24	Urad Chilka	Green/Black
25	Urad Dhuli	Loose
26	Urad Sabut	Bkak Sadi
27	Ice Cream	Amul/Mother Dairy/Vadilal/Creambell
28	Cheese	Amul/Mother Dairy/Britannia
29	Desi Ghee	Amul/Mother Dairy/Britannia/ Patanjali
30	Musterd Oil (Ag)	Fortune 15kg/15Lt/ Patanjali
31	Refined Oil	Fortune/ nutrela
32	Chili Sauce	Kisan/Maggi/Tops
33	Jam	Kisan/Maggi
34	Mishrambu	(Kesariya Badam)
35	Thandai	guruji
36	Roohafza	Hamdard
37	Milk(Packed milk only)	Amul/Parag/Mother dairy
38	Soya Sauce	Tops/Kissan/Del Monte
39	Tomato Sauce	Maggi/Kissan/Del Monte
40	Vinegar Ka Paani	Tops
41	Coffee	Nescafe/Bru
42	Tea	Tata Premium/Brooke Bond/Lipton/Taaza
43	Chiraunji	Loose
44	Chhuara	Loose
45	Gari Gola	Loose
46	Gari Powder	Manglam
47	Kismish	Green
48	Kaju	Two picce
49	Makhana	Amul/Mother Dairy /Govardhan
50	Achar(Mixed)	Nilon's/Tops/Mother's
51	Achar(Mango)	Lijjat/Nilon's/Tops/Mother's
52	Custerd Powder	Wiekfield/BP
53	Cheora	Shaktibhog
54	Corn Flakes	Meakins/Kellogg's
55	Chowmeen Packed	Maggi/Yippece
56	Chowmeen	Maggi/Yippece
57	Namkeen	Haldiram/Bikaner
58	Mongphali Dana	Loose
59	Papad	Lizzat
60	Siwai	Bombino/MTR
61	Sabudana	
62	Amchoor Powder	Everest/MDH
63	Ajwain	Everest/MDH
64	Arrarot	Everest/MDH
65	Ajeenomoto	Agmark
66	Baking Powder	Catch/everest/MDH
67	Bcej(Tarbuz)	Loose
68	Bcej(Kharbuz)	Loose
69	Badi Ilaichi	Loose
70	Dalchini	Loose
71	Haldi Powder	Badshah/MDH/Everest/Patanjali
72	Dhania Powder	Badshah/MDH/Everest/Patanjali
73	Dhania Khada	Loose
74	Gur	Loose
75	Heeng Dibiya 50gm	MDH/Everest
76	Javitri	Loose
77	Jaiphal	Loose
78	Jeera(Safed)	Everest/catch
79	Jeera(Sivah)	Loose



80	Kabawchini	Loose
81	Kashmiri Mirch	MDH
82	Kasoori Methi	MDH
83	Kali Mirch(Sabit)	Everest/Catch/MDH
84	Mirch Safed (Pisi)	MDH/Catch/Everest
85	Kala Namak (Powder)	
86	Laung	Loose
87	Makroni	
88	Mirch (Powder)	MDH/Everest/Catch
89	Mirch(Khada)	MDH/Everest
90	Mangrail	Goldiee/Tripti
91	Misri (Crystal)	Loose
92	Methi	Everest/MDH
93	Namak Sada	Tata/Nature Fresh
94	Nagkeshar	Loose
95	Posta Dana	Goldiee/Tripti
96	Panch Phoran	Goldiee/Tripti
97	Rayee	Ashok/Goldie/Tripti
98	Rang	Ajanta
99	Saunf (Moti)	Goldiee/Tripti
100	Saunf (Mahin)	Goldiee/Tripti
101	Soda Sweet	Weikifield
102	Safed Ilaichi	Local
103	Sugar (White)	Loose
104	Tejpatta	Loose
105	Sendha Namak	Local
106	Cholla Masala	MDH/Everest/Catch
107	Chat Masala	MDH/Everest/Catch
108	Damalu Masala	MDH/Everest/Catch
109	Garam Masala	MDH/Everest/Catch /Patanjali
110	Kachauri Masala	MDH/Catch / Everest
111	Kichenking Masala	MDH/Catch / Everest
112	Meat Masala	MDH/Everest/Catch
113	Matar paneer Masala	MDH/Everest/Catch
114	Pao Bhaji Masala	MDH/Everest/Catch
115	Rajma Masala	MDH/Everest/Catch
116	Raita Masala	MDH/Catch/Everest
117	Samosa Masala	MDH/Catch/Everest
118	Sanbhar Masala	MDH/Everest/Catch
119	Shahi paneer Masala	MDH/Everest/Catch
120	Sabji Masala	MDH/Everest/Catch
121	Kewrajal	Dabur
122	Oil(Sunflower)	Sundrop/Saffola/Fortune/ Patanjali/Naturefresh
123	Bread	Kwality/Britannia
124	Ghee	Amul/Mother Dairy /Britannia/Patanjali

**NOTE :** For the item where brand is not mentioned or loose, in such a case the vender has to nominate 2 brands which he can provide throughout the functioning of the mess. Non-edible items (like Arrowroot, colours etc.) are not allowed in Mess.

**Tentative Timings:**

The following timings will be followed:

**Breakfast:** 8.00 am to 10.00 am on weekdays (Monday to Friday)  
8.30 am to 10.30 am on Sat. Sun and Insutute Holidays

**Lunch:** 1.00 pm to 3.00 pm on all days

**Dinner:** 8.00 pm to 10.00 pm

**Note:** The above schedule is subject to change by the order of mess committee in consultation with the service provider.



- Any dispute between the contractor and his employees/ local suppliers will be settled by mess contractor .In case the services are affected due to such conflicts the contractor will be liable to provide the same at his own cost, failing which the contract will be terminated.
- Payment date of Salary to the Workmen - The Contractor has to pay the salary to workmen by 5th of every month for immediate previous months work without waiting for clearance of his pending bills.
- Wages calculation for Manpower requirement

Sl. No	Type of Manpower	Category wise requirements of Manpower	Central wages w.e.f 01.04.2023	Per month wages	Deductions		
					PF & Admin charges 13.61 %	ESI 3.75 % (or as applicable)	Cost to contractor
1	highly skilled workmen						
2	semi skilled workmen						
3	skilled workmen						
4	unskilled workmen						
	Total	17					

Note: It is only for the reference of mess contractor to calculate the wages cost of workmen.




**FORM-**

**CERTIFICATE OF ETHICAL PRACTICES**

*(This document shall be duly signed by the tenderer and to be attached with tender document)*

1. *I/We assure the Council of Warden, IIIT-A, Prayagraj that neither I/We nor any of my /our workers will do any act/s, which are improper / illegal during the execution of the contract awarded to us.*
2. *Neither, I/We nor anybody on my/our behalf will indulge in any corrupt & fraudulent activities /practices in my/our dealing with the organization/institution.*
3. *I/We will have no conflict of interest in any of our work/contract at the institution.*
4. *Efficient, promptness, good behavior, hygienic condition and politeness of the Caterer and his staff are the essence of the contract.*

Place:.....

Date:.....

Yours Faithfully,

*(Signature of the Bidder, with Official Seal)*



**BOYS HOSTEL-V**

Sl. No.	Name of Items	Quantity (No.)
	<b>DINING HALL</b>	
1	DINING TABLE	50
2	INSECT KILLER	4
3	WATER COOLER AND BESIN	5
4	RACK	4
5	A.C	6
6	AIR CUTTER	4
7	CONVIER BELT	1
8	FOOD COUNTER	4
9	FOOD CONTINER WITH COVER	10
10	FIRE EXITINGUISHERS	3
	<b>KITCHEN</b>	
12	DISH WASHER	
13	ROTI MAKING MACHINE	
14	ATTA MACHINE	3
15	POTATO MACHINE	2
16	BREAD TOASTER	4
17	IDLY MAKER MACHINE	3
18	BIG REFRIGERATOR	1
19	EXHAUST FAN	4
20	CEILING FAN	8
21	WORKING TABLE	10
22	REGULATER	6
23	WASHING BASIN	6
24	FIRE EXITINGUISHER	3
25	Burner	8
26	Roti Tava	4

*(Handwritten signature)*

