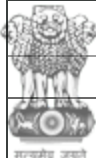



Government eProcurement System		eProcurement System Government of India			
		Tender Details			
		Date : 16-Jun-2023 04:26 PM			
		 Print			
Basic Details					
Organisation Chain	Indian Institute of Information Technology Allahabad				
Tender Reference Number	IIITA/COW/Mess/1327/2023-24				
Tender ID	2023_IIITA_758034_1	Withdrawal Allowed	Yes		
Tender Type	Open Tender	Form of contract	EOI		
Tender Category	Services	No. of Covers	1		
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No		
Payment Mode	Not Applicable	Is Multi Currency Allowed For BOQ	No		
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No		
Cover Details, No. Of Covers - 1					
Cover No	Cover	Document Type	Description		
1	Fee/PreQual/Technical/Finance	.pdf	Expression of Interest		
Tender Fee Details, [Total Fee in ₹ * - 0.00]				EMD Fee Details	
Tender Fee in ₹	0.00	EMD Amount in ₹	0.00	EMD through BG/ST or EMD Exemption Allowed	No
Fee Payable To	Nil	Fee Payable At	Nil	EMD Fee Type	fixed
Tender Fee Exemption Allowed	No			EMD Percentage	NA
				EMD Payable To	Nil
				EMD Payable At	Nil
Click to view modification history					
Work / Item(s)					
Title	Expression of Interest for Mess Catering Services at IIIT-A				
Work Description	Providing Token/Coupon based mess services for the students residing in the hostel of IIIT-Allahabad				
Pre Qualification Details	AS PER EOI DOCUMENT				
Independent External Monitor/Remarks	NA				
Show Tender Value in Public Domain	No				
Tender Value in ₹	0.00	Product Category	Hotel/ Catering	Sub category	Mess Services
Contract Type	Tender	Bid Validity(Days)	90	Period Of Work (Days)	365
Location	IIIT-ALLAHABAD	Pincode	211015	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	ROOM NO. 1812 ADMIN EXTN.II, IIIT-ALLAHABAD
Should Allow NDA Tender	No	Allow Preferential Bidder	No		
Critical Dates					
Publish Date	16-Jun-2023 05:00 PM	Bid Opening Date	27-Jun-2023 04:00 PM		
	16-Jun-2023 05:00 PM		26-Jun-2023 12:00 PM		

Document Download / Sale Start Date		Document Download / Sale End Date	
Clarification Start Date	16-Jun-2023 05:00 PM	Clarification End Date	23-Jun-2023 09:00 AM
Bid Submission Start Date	16-Jun-2023 05:00 PM	Bid Submission End Date	26-Jun-2023 12:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	Expression of Interest	489.76

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	EOI.pdf	EOI	475.67

Auto Extension Corrigendum Properties for Tender

Iteration	No. of bids required for bid opening a tender	Tender gets extended to No. of days
1.	2	10
2.	2	7
3.	2	5

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	sanjaykumar@iiita.ac.in	SANJAY KUMAR	SANJAY KUMAR
2.	avinash@iiita.ac.in	AVINASH MISHRA	AVINASH MISHRA
3.	vntripathi@iiita.ac.in	VINOD NARAYAN TRIPATHI	VINOD NARAYAN TRIPATHI

GeMARPTS Details

Reason for non availability of GeMARPTS ID	Urgent nature of Procurement
Remarks	URGENT PUBLISHING OF EOI
Document Name	EOI.pdf
Document Size (in KB)	475.67

Tender Properties

Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid status	Yes	Show Bids Details	Yes
BoQ Comparative Chart model	NIL	BoQ Compative chart decimal places	2
BoQ Comparative Chart Rank Type	NIL	Form Based BoQ	No

Tender Inviting Authority

Name	ASSITANT REGISTRAR(PURCHASE)
Address	ROOM NO. 1811 ADMIN EXTN.II, IIIT-ALLAHABAD

Tender Creator Details

Created By	SANJAY KUMAR
Designation	JR SUPERINTENDENT
Created Date	16-Jun-2023 01:47 PM

CRITICAL DATE SHEET

Publish Date	16.06.2023
EOI Document Download Start Date	16.06.2023
EOI Submission Start Date	16.06.2023
Query submission last date	23.06.2023
EOI Submission End Date	26.06.2023 (12:00 PM)
EOI Meeting/Presentation with Vendors	30.06.2023 (04:00 PM)
Note: The information regarding extension of date, time or corrigendum if any, will be floated at Institute website https://iiita.ac.in/tenders.php and Central Public Procurement Portal (CPPP) .	

Instructions for Online EOI Submission:

The applicants are required to submit soft copies of their EOI electronically on the CPP Portal, Using valid Digital Signature Certificates. The instructions given below are solely to assist the applicants in registering on the CPP Portal, prepare their EOI in accordance with the requirements, and submitting their EOI online on the CPP Portal.

More information useful for submitting online EOI on the CPP Portal may be obtained at:

<https://eprocure.gov.in/eprocure/app>.

REGISTRATION

1. Applicants are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online Applicant Enrolment**” on the CPP Portal which is free of charge.
2. As part of the enrolment process, the Applicants will be required to choose a unique username and assign a password for their accounts.
3. Applicants are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the Applicants will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra / Capricorn etc.), with their profile.
5. Only one valid DSC should be registered by an Applicant. Please note that the Applicants are responsible to ensure that they do not lend their DSC’s to others

which may lead to misuse.

6. Applicant then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC /e-Token.

SEARCHING FOR EOI DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate Applicants to search active EOIs by several parameters. These parameters could include EOI ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for EOIs, wherein the Applicants may combine several search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a EOI published on the CPP Portal.
2. Once the applicants have selected the EOIs they are interested in, they may download the required documents / EOI schedules. These EOIs can be moved to the respective 'My EOIs' folder. This would enable the CPP Portal to intimate the Applicants through SMS / e-mail in case there is any corrigendum issued to the EOI document.
3. The Applicant should make a note of the unique EOI ID assigned to each EOI, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF EOI

1. Applicant should consider any corrigendum published on the EOI document before submitting their EOI.
2. Please go through the EOI advertisement and the EOI document carefully to understand the documents required to be submitted as part of the EOI. Please note the number of covers in which the EOI documents must be submitted, the number of documents - including the names and content of each of the document hat need to be submitted. Any deviations from these may lead to rejection of the EOI.
3. Applicant, in advance, should get ready the EOI documents to be submitted as indicated in the EOI document / schedule and generally, they can be in PDF/XLS/RAR/DWF/JPG formats. EOI documents may be scanned with 100 dpi with black & white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every EOI, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the Applicants. Applicants can use "My Space" or "Other Important Documents" area available to them to upload

such documents. These documents maybe directly submitted from the “My Space” area while submitting an EOI, and need not be uploaded again and again. This will lead to a reduction in the time required for EOI submission process.

SUBMISSION OF EOI

1. Applicant should log into the site well in advance for EOI submission so that they can upload the EOI in time i.e. on or before the EOI submission time. Applicant will be responsible for any delay due to other issues.
2. The Applicant must digitally sign and upload the required EOI documents one by one as indicated in the EOI document.
3. The server time (which is displayed on the Applicants’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the EOI by the Applicants, opening of EOI etc. The Applicants should follow this time during EOI submission.
4. All the documents being submitted by the Applicants would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of EOI opening. The confidentiality of the EOI is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any EOI document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/EOI opener’s public keys. Overall, the uploaded EOI documents become readable only after the EOI opening by the authorized EOI openers.
5. The uploaded EOI documents become readable only after the EOI opening by the authorized EOI openers.
6. Upon the successful and timely submission of EOI (i.e. after Clicking “Freeze EOI Submission” in the portal), the portal will give a successful EOI submission message and a EOI summary will be displayed with the EOI No. and the date& time of submission of the EOI with all other relevant details.
7. The EOI summary has to be printed and kept as an acknowledgement of the submission of the EOI. This acknowledgement may be used as an entry pass for any EOI opening meetings.
8. Manual submission of EOI shall not be accepted.

ASSISTANCE TO APPLICANTS

1. Any queries relating to the EOI document and the terms and conditions

contained therein should be addressed to the EOI Inviting Authority for an EOI or the relevant contact person indicated in the EOI.

2. Any queries relating to the process of online EOI submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232, 91- 7878007972 and 91-7878007973.

Terms of Reference:

Terms of reference for this EOI are as follows:-

- a) After EOI stage, Tender will be issued in Two part Bid system (1.Technical or Techno-Commercial and 2. Price Offer or Financial Bid) through CPP Portal as well as IIIT Allahabad website. The second stage bidding may or may not be restricted only to the shortlisted bidders of EOI stage. Normal OTE/GTE bidding may be done.
- b) Agency/firm, if found, to have indulged in any corrupt or fraudulent practices, their EOI document will not be considered.
- c) For technical queries related to enquiry, please contact to COW Office, Phone: 0532-292-2112, Email- cow@iiita.ac.in
- d) For any other clarification you may contact Store & Purchase Section (0532-2922051, 2217) or mail to info.purchase@iiita.ac.in.
- e) Director, Indian Institute of Information Technology Allahabad reserves the right to alter/cancel the process, if the necessity so arises, or to seek further information/details.

For other queries pertaining to this EOI, correspondence to be addressed to:

JR (Store & Purchase)

Indian Institute of Information Technology Allahabad

Devghat, Jhalwa, Prayagraj -211015

Phone: +91 0532-2922061

Email: info.purchase@iiita.ac.in

Indian Institute of Information Technology Allahabad
Deoghat, Jhalwa, Prayagraj, UP

Ref. No. : IIITA/COW/Mess/1327/2023-24

Date: 16/06/2023

Expression of Interest

The Expression of Interest (EoI) is hereby invited from the interested caterers possessing valid FSSAI licenses to provide TOKEN based mess services for the students residing in the hostels of IIIT Allahabad.

Expression of Interest Form

1. Name of the agency (As registered):
2. Address of the agency:
3. Phone number(s) of the agency:
4. Email Id of the agency:
5. Details of the firm :
 - (a) Date from which the firm is operating:
 - (b) Turnover of the firm during:
 - i. FY 2020-21 (Rs.) :
 - ii. FY 2021-22 (Rs.) :
 - iii. FY 2022-23 (Rs.) :
 - (c) PAN No. (enclosed photocopy) :
 - (d) GST No (enclosed photocopy) :
 - (e) PF Reg. No. (enclosed photocopy) :
 - (f) ESI No. (enclosed photocopy) :
 - (g) FSSAI Licence No. (enclosed photocopy):
6. Latest Client List (ongoing) with complete address and contact number:
7. Experience (enclosed photocopy of the documents in support of experience):

Sl. No.	Client Name	address and phone number	Period of engagement	From up to

Note: For any other information, attach an extra sheet.

At present in IIIT Allahabad, the students have to take food in the mess regardless they like it or not. Huge wastage of food occurs because of this compulsion as hostellers tend to purchase food from outside and many of the students do not consume food from mess. The mess provides us food for the whole semester on a single payment basis from students to the Institute and because of this students are bound to consume the food as per the current practices . Token system will provide students with a flexibility to choose, whether they want to eat the food or not from the mess. This will definitely prevent huge wastage of food by students which are not preferred by them and thus a token base system may be initiated to minimize the food wastages and financial loss of the students.

SCOPE OF WORK

The Indian Institute of Information Technology Allahabad (IIIT-A) was established in 1999. It was declared as an “Institute of National Importance” by the Act of the Parliament, Govt. of India in 2014. The Institute is expected to have a student strength of around 2300 + starting from July 2023. To cater to the dining needs of the above fraternity, the Institute possesses four dining halls (**BH-5: 750, BH1&4 : 650, BH 2&3 : 550, GH1, 2&3: 500**) with adequate kitchen space (referred to as *mess*) that can accommodate all diners in batches.

The Institute is looking for a suitable Agency to handle the TOKEN based catering service at the students’ mess located within the IIITA campus. The profile of the Agency for our catering services should have the following attributes: Rich, varied, and vast experience in handling similar services at large and reputed academic campuses. Highly motivated, disciplined, and experienced workforce in catering service Dedicated and trained team of workforce and supervisors of good disposition.

In particular, the details of the catering services that the Agency is required to provide are as follows:

SL NO	DESCRIPTION OF THE CATERING SERVICE	DINER/OCCASION	ESTIMATED NO. OF DINERS PER DAY/OCCASION	SUBSCRIPTION TYPE
1.	BREAKFAST, LUNCH, EVENING TEA/COFFEE, DINNER	HOSTELLERS	BH 5: 750, BH 1 & 4 : 650, BH 2 & 3 : 550, GH1, 2 & 3: 500	REGULAR
2.	TEA/COFFEE & BISCUITS/SNACKS	OFFICE MEETINGS	10 TO 20	ON DEMAND
3.	HIGH TEA	OFFICE MEETINGS	10 TO 20	ON DEMAND
		SPECIAL OCCASIONS SUCH AS INSTITUTE FUNCTION ETC.	DEPEND UPON THE EVENT	ON DEMAND
4.	SPECIAL LUNCH/DINNER	SPECIAL OCCASIONS SUCH AS INSTITUTE FUNCTION ETC.	DEPEND UPON THE EVENT	ON DEMAND

IMPORTANT REMARKS

- A. There might be a variation of (+/-) 5% in the above referred estimated number of diners.
- B. During *normal times* the Institute will **NOT** guarantee a minimum of diners for the day-to-day catering service in SL No. 1
- C. The above numbers will however go down during
 - (a) Term breaks (May to June, and December months) and holidays
 - (b) Outstation projects and assignments of the students during the academic year
 - (c) Unforeseen situations such as pandemic, etc. The Agency should be willing to cope up with the reduced numbers during such times.
- D. The winning Agency would begin operations from the existing mess from the month of August 2023.

IMPORTANT NOTES TO THE BIDDING AGENCIES

NOTES REGARDING MESS OPERATIONS

- A. Efficiency, promptness, quality of food, quality service, good behaviour and politeness of the Agency and its staff are the essence of the contract. The Agency is required to ensure that this essence of the contract is maintained at all times. Quality of services, hygiene, and preparation should be maintained as per industrial practices/compliances and to the entire satisfaction of the committee of Warden's office(COW office) comprising the Wardens, Chairman committee of Wardens, and members from the Students' committee.
- B. The existing dining hall with seating capacity of 1000 in all hostels (which can accommodate more than 2500 diners in batches) as mentioned earlier is as per the existing set-up. In addition to this, the COW office reserves the right to enhance/reduce the seating capacity of the dining hall as per the administrative requirement during the duration of the work order.
- C. The list of item/equipment available with the Institute are given in the table below:

LIST OF EQUIPMENTS AVAILABLE IN HOSTELS MESS		
GIRLS HOSTEL-I		
Sl. No.	Name of Items	Quantity (No.)
KITCHEN		
1	Oven	02
2	Oven mari	01
3	Refrigerator	02
4	Tawa burner	01
5	Exhaust	
6	Gas Pi Gas Pipeline	
DINING HALL		
7	TV with table	01
8	Fridge (Double Door)	01
9	Water Cooler	01
Furniture Details and other amenities		
11	Steel Table	02
12	Rack-Plate	01
13	Dining Table	06
14	Basin	02
GIRLS HOSTEL-II		
Sl. No.	Name of Items	Quantity (No.)
KITCHEN		
1	Gas Stove	02
2	Fridge	01
3	Tava	01

4	Food dispenser kit	01
5	Wash basin fixed	01
	DINING HALL	
6	Dining table	06
7	LCD TV (Samsung)	01
8	Double door fridge	01
9	Water cooler	01
10	Common Roti Maker(GH-1)	01
GIRLS HOSTEL-III		
Sl. No.	Name of Items	Quantity (No.)
	DINING HALL	
1	Dining tables	31
2	Water cooler	02
3	A.C.	04
4.	LCD TV	01
5.	Fridge	01
	KITCHEN	
4	Mixer	01
5	Food dispenser	02
6	Wheat flour machine	01
7	Potato peeler	01
8	Freezer	02
9	Sandwich griller	01
10	Gas stoves	06
11	Weighing machine	01
12	Machine for plates washing	01
13	Machine for carrying plates	01
14	Tables (big + small)	10+4
15	Basin for washing (big + small)	01+04
16	Dustbin Racks	02
BOYS HOSTEL-I		
1	Gas Chulha Single Burner wala	2
2	Gas chulha Double Burner wala	1
3	Roti Tava	2
4	exhaust Fan	1
5	Cooler Fan	1
6	D Freezer	1
7	Bartan Dhone Ki Sink	4
8	Khana Lagane Ki dish	6
9	khana lagane ka set	1
10	khana khane ki table	25
11	Salad Table	1
12	Plate rakhne ka rack	1

13	Gas lagane ka regulator	6
14	conveyer Belt	1
15	Roti Machine	1
16	Plate rakhne ki table	1
17	Geysar	1
18	Insect Killer	3
19	Water Cooler	2
20	Aqua Guard	2
21	Television LED	1
22	Oven Toaster	1
BOYS HOSTEL-II		
1	Plate Rack	2
2	Gas chulha (Single Burner)	1
3	Gas chulha (Double Burner)	2
4	Roti Tava	2
5	Exhaust Fan with Hood	2
6	Air Freshener Hood (Cooler Fan)	1
7	Deep Freezer	1
8	Geysar	1
9	Utensil/Vessel Cleaning Sink (3 sink)	1
10	Utensil/Vessel Cleaning Sink (1 sink)	1
11	Roti Making Machine	1
12	Conveyor Belt	1
13	Plate Table	1
14	Food Warmer Set	7
15	Insect Killer	2
16	Water Cooler	1
17	Dining Table with attached chairs	25
18	Salad Table (Side Counter)	1
19	A .C at Dining Hall	4
20	Fire Extinguisher	1
BOYS HOSTEL-III		
Sl. No.	Name of Items	Quantity (No.)
1	DINING TABLE	25
2	SALAD TABLE	1
3	BAIN MARIE	1
4	FOOD CONTAINER WITH COVER	6
5	PLATE STORING RACK	2
6	WORKING TABLE	7
7	ATTA MACHINE	1
8	POTATO MACHINE	1
9	ROTI MAKING MACHINE	1
10	FOUR DOOR REFRIGERATOR	1
11	ROTI TAVA	2

12	GAS BURNER	6
13	BREAD TOASTER	1
14	SINK (3 Set)	2
15	WATER COOLER with Aquaguard	1
16	AQUA GUARD	1
17	INSECT KILLER	3
18	CONVEYER BELT	1
19	DISHWASHERS	1
20	EXHAUST FAN WINDOWS HOOD	1
21	FRESH AIR WINDOWS HOOD	1
22	CEILING FAN	14
23	AIR CONDITIONERS	4
24	GEYSER	1
25	AIR CURTAIN	2
26	FIRE EXTINGUISHERS	2
27	T.V.	1

BOYS HOSTEL-IV

Sl. No.	Name of Items	Quantity (No.)
	DINING HALL	
1	DINING TABLE	30+10
2	INSECT KILLER	4+4
3	WATER COOLER AND BESIN	3+1
4	RACK	2
5	A.C	4
6	AIR CUTTER	2
7	CONVEYOR BELT	1
8	FOOD COUNTER	1
9	FOOD CONTAINER WITH COVER	6
10	FIRE EXTINGUISHERS	
	KITCHEN	
12	DISH WASHER	
13	ROTI MAKING MACHINE	
14	ATTA MACHINE	1
15	POTATO MACHINE	1
16	BREAD TOASTER	1
17	IDLI MAKER MACHINE	1
18	BIG REFRIGERATOR	
19	EXHAUST FAN	2
20	CEILING FAN	4
21	WORKING TABLE	8
22	REGULATOR	4
23	WASHING BASIN	4
24	FIRE EXTINGUISHER	1
25	Burner	6
26	Roti Tava	2+1

BOYS HOSTEL-V		
Sl. No.	Name of Items	Quantity (No.)
1	HOOD TYPE DISHWASHER	1
2	LPG GAS FITTING	1
3	LPG PIPE LINE(160 RFT X 150	1
4	DUCTING (6760 SQ FT X 75)	1
5	EXHAUST BLOWER CENTRIFUGAL	1
6	AIR WASHER COOLING SYSTEM	1
7	EXHAUST HOOD	2
8	EXHAUST HOOD	1
9	STOCK POT	3
10	THREE BURNER RANGE	1
11	TOASTER	2+1
12	POTATO PEELER	1
13	KNEADING MACHINE	1
14	WORK TABLE	3
15	SINGLE SINK UNIT	1
16	WORK TABLE	3
17	CHAPATI PLATE WIN PUFFEX	2
18	FOUR DOOR REFRIGERATOR	1
19	PANTRY TABLE	4
20	DISH LANDING TABLE WITH OHC	1
21	WORK TABLE	1
22	THREE SINK UNIT	1
23	UNLOADING TABLE	1
24	CLEAN DISH RACK	2
25	STORAGE RACK	4
26	DINING TABLE	29+10
27	CHEST FREEZER	1

28	HOT PLAIN BAIN MARIE	2+2
29	SIDE TABLE FOR BAIN MARIE	2
30	FAN	40
31	INSERT KILLER	4+4
32	GEYSER	1
33	WAAL WATCH	1
34	RO	1
35	Water Tank	1
36	TUBE ROAD	102

D. The Agency will be responsible for repairing and regular preventive maintenance of all the property of the Institute given to the Agency for use in the student's dining hall. The Agency shall replace inventory items, equipment, furniture and fixtures provided by the Institute in case of loss, theft or damage to the satisfaction of the Institute at its own cost and expense. On termination of the contract, the Agency has to hand over all the equipment/articles as supplied by the Institute in good working condition back to the Institute. In case of any damage beyond normal wear and tear, the Institute can recover the cost from the bank guarantee/ current bill payment of the Agency.

E. The daily menu (e.g., breakfast item, specific dal, curry items, extras etc. (List will be provided) will be decided by the Mess Committee. The Mess Committee may also choose to vary the daily menu on a periodic basis (e.g., weekly, fortnightly, or monthly).

F. Tentative mess timings are as given in the table below (Note that the below timings are subject to change by the order of the Mess Committee):

DAY	BREAKFAST	LUNCH	EVENING TEA/COFFEE	DINNER
WEEKDAYS	8:00 AM TO 10:00 AM	1:00 PM TO 3:00 PM	5:00 PM TO 6:30 PM	8:00 PM TO 10:00 PM
WEEKENDS	8:30 AM TO 10:30 AM	1:00 PM TO 3:00 PM	5:00 PM TO 6:30 PM	8:00 PM TO 10:00 PM

G. In addition to the regular diners (i.e., hostellers), the Agency needs to provide breakfast, lunch, evening snacks and dinner to Institute guests, employees and day scholars on demand subscription for which the employee will settle the bills directly. Means for making digital payment (via card, UPI, etc.,) for settlement of bills should be made available at all times by the agency.

- H. The Agency should ensure that a sufficient number of extra items are prepared for each day. In particular, the Agency should be skillful in estimating the number of extras that the diners may demand on a given day. Note that it is not necessary for students to make any prior booking for an extra item. The Agency must also be prepared to cook and serve extra items on demand basis by the Mess Committee (e.g., meeting delegates, guests, etc.,).
- I. On special occasions, the menu to be prepared by the Agency will be suggested by the Mess Committee.
- J. Agency will ensure that at least one Supervisor will always be present during breakfast, lunch, evening tea/coffee, and dinner. It is desirable that the supervisor continues at least for one semester. In case of any change, the COW Chairman, Mess Committee and Hostel Wardens should be informed well in advance.
- K. The Agency must provide the service throughout the contract period without closing the dining hall on any day unless instructed by the COW Chairman.
- L. The kitchen, dining hall, hand wash area, dish wash area, etc., should be washed with water and soap solution and mopped after every meal, and should be disinfected once in a week (or as and when required) by the Agency. Other locations/items e.g., roof, ceiling fans, dining tables, chair, etc., should be cleaned at regular intervals by the Agency. The Agency will also provide hand wash liquid at the wash basins in the dining, cooking and catering areas. All the fly traps will be cleaned on a daily basis and kept in serviceable condition. It should also be ensured that there is no stagnation of water in food zones. Any violation with respect to this clause will invoke a financial penalty. Penalty should be according to the penalty clause and as decided by the Mess Committee.
- M. After every meal, all the plates, cups, water glasses, spoons, forks, knives, etc., are to be cleaned with soap solution, dried and kept ready for the next meal. All the vessels used for cooking should also be washed with soap solution and dried before using them for cooking the next meal.
- N. The quality of food will be inspected item wise by Mess Committee Members , Wardens and the Cow chairman frequently and the mess vendor shall not deny access for such inspections. The Mess Committee has the right to take samples of all material used in cooking and check the same for quality at recognized laboratories/ institutions. Further, the store and kitchen of the Agency can also be inspected by the mess committee/Wardens/Care Takers/Cow Chairman so as to ensure that only the brands allowed are being used. In case any violation is found, the Mess Committee , Wardens and Cow Chairman reserves the right to impose a financial penalty. Upon repeated violation, the Director, COW Chairman and Mess Committee holds the right to cancel the contract.
- O. Use of plastic tea cups and plastic carry bags is discouraged and the Agency shall use environment-friendly material only for serving coffee/ tea, packing and carrying the food items.
- P. Food should also be served at the designated places in the campus as and when required/ ordered.

- Q. In the event of COW implementing automated dining entry, the Agency will be responsible for maintaining the system, generating mess bills of the students, and ensuring that the students have scanned entry to the dining hall.
- R. The vendor will ensure that no instance of fire or accident takes place and no injury to any of its employees or that of the Institute occurs. If such incidents occur, the vendor will be responsible for fulfilling the loss. The Institute shall neither be liable for any damages, nor be under any obligation to inform the applications of the grounds for the same. Damage here means to property or individuals.
- S. The Agency will ensure that its employees are free from any communicable diseases. The police verification records of all the workers will have to be maintained by the Agency, and a copy of the same should be submitted to COW. The Agency/ its staff/ its nominee will not be permitted to stay overnight in the mess premises under any circumstances.
- T. The Agency will ensure a separate menu/ staff meal for its employees/ staff working in the dining hall. The Agency will not be permitted to franchise the services to any other party. The Institute is not bound to provide any mode of transport in respect of men or material required for the Agency.
- U. Any changes to the mode of operation (e.g., mess menu, timings etc.,) will require the prior permission of the Mess Committee.
- V. All students who have not taken a TOKEN for food will be eligible for full mess rebate. All Students are not bound by the number of rebate days.
- W. In the face of unexpected calamities such as pandemics or disasters beyond the control of the Institute, the Agency will continue mess operations with the same rate and menu, within due reason, unless the number of diners in the mess is unreasonably low.
- X. The Agency will liaise with the Mess Committee and report on a regular basis about all the activities of the mess service. The Agency shall extend full co-operation.
- Y. Agency must store food samples as per safety standards and testing.
- Z. **Billing by vendor shall be on the number of inmates served/per day basis. This will be done on actual attendance/ TOKEN data of the respective mess. The criteria of student's absence will be prior information of leave to the warden office.**

NOTES REGARDING FOOD STORAGE AND PROCESSING

- A. Agency should ensure that all food items will be stored in clean, dry, closed containers away from moisture and sunlight.
- B. FEFO (First Expired First Out) and FIFO (First in First Out) practices should be followed by the Agency for food storage and disposal.
- C. Raw material and produce will be procured from local vendors or licensed/registered suppliers, and the date of expiry will be checked from all purchased ingredients and food items. In particular, record of the certificate of analysis, Form E, name and address of the supplier, batch no., quantity procured, etc. should be maintained by the Agency. Raw material and the record book will be checked regularly by the COW and Mess Committee to ensure no damaged or spoiled items have been received for mess food preparation.
- D. Agency should ensure that all food items are to be stored in temperatures suitable for them in hygienic environment to prevent damage and deterioration. Specifically:
 - i. Food of animal origin should be stored in 4⁰ C or lesser temperature.
 - ii. Frozen food is thawed hygienically. No thawed food is stored for later use. Meat, fish, and poultry is thawed in the refrigerator at 5⁰ C or below or in the microwave. Shellfish/seafood is thawed in cold potable running water at 15⁰ C or below within 90 minutes.
 - iii. Vegetarian items are cooked to a minimum of 60⁰ C for 10 minutes or 65⁰ C for 2 minutes' core food temperature. Non-vegetarian items are cooked for a minimum of
 - iv. 65⁰ C for 10 minutes or 70⁰ C for 2 minutes or 75⁰ C for 15 seconds core food temperature.
 - v. Cooked food intended for refrigeration is cooled appropriately. High risk food is cooled from 60⁰ C to 21⁰ C within 2 hours or less and further cooled to 5⁰ C within two hours or less.
 - vi. Food portioning is done in hygienic conditions. High risk food is portioned in a refrigerated area or portioned and refrigerated within 30 minutes. Large amount of food is portioned below 15⁰ C.
 - vii. Hot food intended for consumption is held at 65⁰ C and non-vegetarian food intended for consumption is held at 70⁰ C. Cold foods are maintained at 5⁰ C or below and frozen products are held at -18⁰ C or below. Hot food is kept above 65⁰ C and cold food is kept below 5⁰ C but below 10⁰ C up to 42 hours for not more than two hours only once.
 - viii. Reheating is done appropriately and no indirect reheating such as adding hot water or reheating under bain-marie or reheating under lamp are being used. The core temperature of food reaches 75⁰ C and is reheated for at least 2 minutes at this temperature.
- E. Packaging and wrapping material coming in contact with food is clean and of food grade quality.
- F. Food served during mealtime should be hot, and served from bain-marie, allowing for reasonable exceptions.

- G. The Agency shall ensure proper disposal of the collected solid/liquid waste on a daily basis under its own arrangements or as instructed by the Mess Committee. Accumulation of garbage/waste at dining hall premises will not be acceptable and should never be kept overnight in the Institute campus. It is the responsibility of the Agency to segregate and dispose of garbage at least twice in a day and/or at any time when garbage is accumulated in a larger quantity than the capacity of a dustbin/garbage drum at its own cost and as per prescribed norms/practice of the local authority/Institute. The Agency would ensure clearance of all the drains in and around the kitchen and dining hall frequently and regularly at its own cost. Institute will not pay any extra amount for the same. For any lapse on this front, a financial penalty will be levied. The weight of food waste (dry and wet) should be monitored daily and recorded by the agency; audits of the same will be done by COW, and the Mess Committee.
- H. The Agency should ensure that the vehicles intended for food transportation are clean and maintain the required temperature. Note that hot foods are to be held at 65^o C, cold foods at 5^o C and frozen food items at -18^o C during transportation and/or transported and served within 2 hours of food preparation. Food and non-food products transported at the same time in the same vehicle are to be separated adequately to avoid any risk to the food.
- I. The Agency at all times will keep the kitchen/dining hall/washing area/raw material stores free from flies/cockroaches/mosquitoes/rats and other pests, as well as ensure there are no signs of pest activity or infestation in premises and food (eggs, larvae, faeces etc.) Frequent pest control and scientific pest control measures are required to be adopted by the Agency at all times. Scope of pest control to be administered via the Agency will include the premises of the dining area, kitchen, washing area.
- J. Firefighting arrangement provided by the Institute at the start of the contract to be kept serviceable at all times and handed over back to the Institute after completion of the contract.
- K. The food shall be cooked, stored and served under hygienic conditions. The Agency shall ensure that only freshly cooked food is served, and the stale is not recycled. Stale food shall be removed from mess premises as soon as possible. In case of any food related disease to any member of the Institute community, the Agency will be responsible for reimbursement of complete medical expenses.
- L. Non-vegetarian food, if required, will be cooked in a separate area with separate utensils, stored and served separately. The food shall be neither too spicy nor too oily. The food preparation shall be wholesome and shall generally cater to the taste of the Institute community. The oil that remains from deep frying at the end of the day shall have to be disposed of and should not be used for the purpose of cooking again.
- M. Jain food to be served as per the requirement.
- N. The Agency has to ensure that drinking water is provided at dining tables regularly.
- O. The Agency will be required to provide khichdi, curd rice or any other suitable item for sick residents in lieu of the regular meals on demand. The Agency will not serve any item that has not been approved by the Mess Committee beforehand.
- P. Under no circumstances will any expired item be used in cooking. Use of colours/banned items as per industrial practices is prohibited. Menu will be checked by

nutritionists quarterly and record will be kept for the same by the Agency at its own cost. Oil being used will be checked by the Mess Committee.

OTHER RULES:

1. **Jain Food and Boiled Food should be served as per requirement, which is to be decided by the mess council on separate counters.**
2. The use of monosodium glutamate (Ajinomoto) is strictly prohibited. Colouring agents known to cause health effects are strictly prohibited from use. Any items prohibited under the tender agreement should not be kept in the hostel mess or premise.
3. A sufficient number of counters, as decided by the Mess Council, should be operational. No mess worker should stay/sleep in the mess during night time after 10:30/11:00 PM except when midnight snacks (midnight maggi) is requested by the council.
4. A list of management or supervisory positions must be given by the agency to the mess council, which states the name of the person whom the mess council should contact for a particular issue in the mess. This list should be maintained formally and given to the mess council. Any changes in these positions should be told beforehand unless there is an emergency.
5. agencies should maintain a complaint and suggestion register and every complaint should be responded to by taking corrective measures in consultation with the hostel council.
6. Catering services for the institute and any other events held within the premises of the hostel may be undertaken only after obtaining written permission from the Warden/Assistant Warden, at least three days prior to the event.
7. Coupons for guest meals and extra items will be sold to the customer either on the basis of the requisition of a resident of the hostel or against cash payment for the same to the agencies. The price of the same shall be decided by the mess council in consultation with the agency.
8. For every guest meal through coupon the Hostel will get a 20% share for every guest meal.
9. **Students approved for the rebate should get a 100% rebate 30 days in an academic year. Rebate applications will be submitted to the hostel office online/offline and the mess office will be informed online/offline at least before 2 PM of the previous day as per rule. The agency must submit an email id to receive the rebate application.**
10. Pest control in the Kitchen area, dining area, and Storage area should be carried out through licensed agencies at least once a month by the agency. In case if the hostel council conducted pest control and paid the agency, the full amount of the Pest control contract should be reimbursed to the hostel.

Records of pest control carried out in the kitchen and dining area should be maintained in the Mess Office all the time for inspection.

11. In case the mess is closed on any occasion or for pest control then special dinner/lunch shall be provided, in lieu of the missed meals, at no extra cost, if mess council requests. **For every two pest control there would be one special Dinner/lunch.**
12. In case special Dinner / lunch are not provided as per clause number 12, full refund for the missed meals has to be given to all students.
13. Agencies should use fresheners regularly in the mess dining, kitchen and washing area to avoid foul smell.
14. Disposable Glasses and plates, spoons or any other disposable items, as instructed by mess council, should be provided to students at no extra cost at the time of breakfast and tiffin. Such items being provided should be food grade
15. No stale (not fresh, items used in a meal) items should be found in a mess after 36 hours of its preparation. Fine will be imposed as decided by the mess council & Warden.
16. Food wastage should be weighed daily for all meals and should be displayed in the mess. The surplus mess food from each meal could be distributed to the workers of the hostel as decided by the hostel council.
17. All the coupons purchased shall be punched properly and shouldn't be reused in any circumstances, failing To do so, the council has rights to take strict actions against the agency.
18. A bifurcation of prices of each meal should be done and shared with the hostel council.
19. All decisions related to fines/violations etc are needed to be discussed in the mess council meeting and the same to be minuted appropriately and signed by all members present, which will be later shared with the residence after approval from the wardens. Sharing or distribution of any material or information without the approval of wardens is strictly not allowed. This applies both to the agency and hostel student council.
20. Dining area cannot be partitioned based on any food type/criteria.
21. Sample food should be kept separately by agencies which should include all the items served in the mess for every meal and it should be preserved by them for the next 3 days. It should be stored with proper covering
22. Vegetarian and Non-Vegetarian food should be cooked, stored, and served separately.
23. Facility of a first aid box with adequate capacity is mandatory to be provided to the mess workers.

24: The Director of the institute, in consultation with CoW Chairman, Warden and Mess Committee, reserves all rights to make changes in the tender, for the smooth functioning of the mess.

INGREDIENT BRANDS

The ingredients used must be of reputed brands from the list given below. In case of non-availability of the reputed brand, any other brand needs to be approved by the Warden and Mess Committee of the Institute before use.

Sl. No.	Items	Brand
1.	Wheat Flour Packed	Shakti Bhog/Ashirvad/Patanjali/Fortune
2.	Baisan	Shakti Bhog/Ashirvad/Patanjali/Fortune
3.	Dalia	Shakti Bhog/Ashirvad/ Patanjali/Fortune
4.	Maida	Shakti Bhog/Ashirvad/ Patanjali/Fortune
5.	Suji	Shakti Bhog/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 Chilka	Loose
15	Moong Dhuli	Loose
16	Moong Sabut	Loose
17	Rajma GradeI	Loose
18	Rice Basmati (MiniDubar Quality)	India Gate/Kohinoor/Daawat
19	Rice Golden Sela	India Gate/Kohinoor/Daawat
20	Bhuna Chana	Loose
21	Layee	Loose
22	Safed Matar	Loose
23	Soyabean Bari	MDH/Nutrela/Fortune
24	Urad Chilka	Green/Black
25	Urad Dhuli	Loose
26	Urad Sabut	Sadi
27	Ice Cream	Amul/Mother Dairy/Vadilal/Creambell
28	Cheese	Amul/Mother Dairy/Britannia
29	Desi Ghee	Amul/Mother Dairy/Britannia/ Patanjali
30	Mustard Oil (Ag)	Fortune15kg/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 (Packaged Full Cream Milk))	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/Red Label
43	Chiraunji	Loose
44	Chhuara	Loose
45	Gari Gola	Loose
46	Gari Powder	Mangalam
47	Kishmish	Green
48	Kaju	Two pieces
49	Butter	Amul/ Mother Dairy
50	Achar(Mixed)	Nilon's/Tops/Mother's
51	Achar(Mango)	Lijjat/Nilon's/Tops/Mother's
52	Custard Powder	Weikfield/BP
53	Cheora	Shakti Bhog
54	Corn Flakes	Meakins/Kellogg's
55	Chowmein Packed	Maggi/Yippee
56	Chowmein	Maggi/Yippee
57	Namkeen	Haldiram/Bikaner
58	Mongphali Dana	Loose
59	Papad	Lijjat
60	Siwai	Bombino/MTR
61	Sabudana	
62	Amchoor Powder	Everest/MDH
63	Ajwain	Everest/MDH
64	Arrarot	Everest/MDH
65	Ajinomoto	Agmark
66	Baking Powder	Catch/everest/MDH
67	Beej(Tarbuz)	Loose
68	Beej(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(Siyah)	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	Makaroni	Maggi
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 Elaichi	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	Dum Aloo Masala	MDH/Everest/Catch
109	Garam Masala	MDH/Everest/Catch /Patanjali
110	Kachori Masala	MDH/Catch /Everest
111	Kitchen King Masala	MDH/Catch /Everest
112	Meat Masala	MDH/Everest/Catch
113	Matar paneer Masala	MDH/Everest/Catch
114	Pav Bhaji Masala	MDH/Everest/Catch
115	Rajma Masala	MDH/Everest/Catch
116	Raita Masala	MDH/Catch/Everest
117	Samosa Masala	MDH/Catch/Everest
118	Sambar Masala	MDH/Everest/Catch

119	Shahi paneer Masala	MDH/Everest/Catch
120	Sabji Masala	MDH/Everest/Catch
121	Kewra Jal	Dabur
122	Oil (Sunflower)	Sundrop/Saffola/Fortune/Patanjali/Nature Fresh
123	Bread	Kwality/Britannia
124	Ghee	Amul/Mother Dairy/Britannia/Patanjali
125	Meat (Chicken/Mutton)	Raw (Quality to be checked by mess committee)
126	Noodles	Maggi, Top Ramen, Yipee
127	Shrikhand	Amul
128	Frozen Yogurt	Mother Dairy
129	Frozen Peas	Safal (off season), Al Kabeer
130	Custard Powder	Brown Polson

NOTE: For the item where brand is not mentioned or loose, in such a case the vendor has to nominate 2 brands (with the approval of the mess committee) which he can provide throughout the functioning of the mess.

-> All non-branded/loose items to be served on the approval of the mess committee.

S NO	ITEM	BRAND
1	SALT	TATA, ANNAPURNA, EVEREST, ASHIRVAD
2	SPICES	MTR, EVEREST, AACHI, TATA,
3	KETCHUP	HEINZ, KISSAN, VEEBA, DEL MONTE
4	PICKLE	PRIYA, MOTHER'S, TOPS
5	DAL/DALHAN	TENALI, LALITHA, TATA, PATANJALI, HARVEST,
6	POHA	TATA SAMPANN
7	BASMATI RICE	INDIA GATE, DAWAT
8	BUTTER/GHEE	DURGA, AMUL, HERITAGE, JERSEY, TIRUMALA
9	CORNFLAKES	MOHANS, KELLOGGS
10	JAM	KISSAN, SUNFEAST, MAGGI
11	MILK (Packaged Full Cream Milk)	AMUL, MOTHER DAIRY, PARAG
12	PANEER	AMUL, MOTHER DAIRY, PARAG
13	TEA	BROOKE BOND, LIPTON, TATA
14	COFFEE	NESCAFE, BRU
15	ICE CREAM	AMUL, VADILAL, MOTHER DAIRY

IMPORTANT REMARKS:

- GRADE-I QUALITY OF ALL PRODUCTS MENTIONED ABOVE SHOULD BE PROCURED.
- VEGETABLES AS WELL AS ANY OTHER PRODUCT NOT MENTIONED IN THE TABLE ABOVE THAT MAY BE PROCURED FROM LOCAL MARKETS/MANDI, SHOULD ALSO BE OF GRADE-I QUALITY.

MANPOWER DEPLOYMENT

The minimum number of Employees of different categories to be engaged by the Agency for every meal is given below:

STAFF CATEGORY	NUMBER OF STAFF TO BE EMPLOYED PER SHIFT (ON A TWO-SHIFT BASIS)	PREFERABLE COLOUR OF UNIFORM
MANAGER	1 PER MESS	WHITE
SUPERVISORS	2 PER MESS	WHITE
EXECUTIVE CHEF	1 PER MESS	WHITE
COOKS	1 FOR EVERY 75 STUDENTS	BROWN
COUNTER STAFF	6 PER MESS	MAROON
HELPERS	1 FOR EVERY 50 STUDENTS	PINK
CLEANER/WASHER	1 FOR EVERY 100 STUDENTS	BLUE
SAFAIWALA	2 PER MESS	BLUE
SERVERS FOR DRINKING WATER	2 PER MESS	BLUE

A. It is mandatory for staff on duty to wear a uniform in the colour specified in the above table.

B. The Mess Committee reserves the right to order additional staff if the services are inadequate. Details of staff employed by the Agency, under each category should be maintained in the standard format and should be available for inspection by the Mess Committee. Servers must be available in enough numbers to serve the basic items like sambar, rasam, rice etc., at the serving counter. In addition, for the smooth running of the mess, a feedback and complaint register should be made available at a prominent place in the Dining hall. Mobile phone numbers of the Mess Manager and Supervisors on duty should be displayed in the dining hall.

C. Minimum of one chef is to be available at all times, he should be sufficiently qualified and trained with adequate experience at some renowned

hotel/restaurant/institution and should have the knowledge and aptitude of preparing Indian food.

- D. All the personnel deployed by the Agency should have relevant professional qualifications and adequate experience in the related field as per the industry standards.
- E. The above deployment of manpower is indicative. This may be altered on any day as per the needs and requirements with the prior permission of the Mess Committee and COW Chairman.
- F. 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**.
- G. The Agency should engage a Manager, Supervisors, Chef and Cooks with manpower relevant Degree/Diploma in catering from a recognized Institution with sufficient experience. Managers and Supervisors should be able to communicate in Hindi and English. (Penalty for not hiring qualified managers and staff will be levied as per the penalty clause).**

H. Accounting and Payment:

- I. The monthly bills will be submitted by the service provider to the Warden Office at the end of the 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 the 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 IIIT, Allahabad), with the approval of Warden, the agency shall submit the bill to IIIT, 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 agency 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 from time to time. The payment of wages to the workers to be released through their Bank Account only. The details of bank accounts of all mess workers will be shared with the Institute. Submit Bank statement for remittance made.**
- c. Copy of EPF and ESI Challans (ECR).
- d. Cash payment of wages/cash transactions strictly not allowed.

Signature Not Verified

Digitally signed by SANJAY KUMAR
Date: 2023.06.16 13:32:20 IST
Location: eProcure-EPROC

