



**Government  
eProcurement  
System**

**eProcurement System Government of India**

**Tender Details**

Date : 21-Jul-2023 11:28 AM

Print

**Basic Details**

<b>Organisation Chain</b>	Indian Institute of Information Technology Allahabad		
<b>Tender Reference Number</b>	IIIT-A/SP/1342 /2025/ 2023		
<b>Tender ID</b>	2023_IIITA_762939_1	<b>Withdrawal Allowed</b>	Yes
<b>Tender Type</b>	Open Tender	<b>Form of contract</b>	Works
<b>Tender Category</b>	Services	<b>No. of Covers</b>	2
<b>General Technical Evaluation Allowed</b>	No	<b>ItemWise Technical Evaluation Allowed</b>	No
<b>Payment Mode</b>	Offline	<b>Is Multi Currency Allowed For BOQ</b>	No
<b>Is Multi Currency Allowed For Fee</b>	No	<b>Allow Two Stage Bidding</b>	No

**Payment Instruments**

Offline	S.No	Instrument Type
	1	Bankers Cheque
	2	Bank Guarantee
	3	Demand Draft
	4	R-T-G-S
	5	FDR
	6	NEFT

**Cover Details, No. Of Covers - 2**

Cover No	Cover	Document Type	Description
1	Fee/PreQual /Technical	.pdf	DULY SIGNED SEALED COPY OF PREQUALIFICATION CRITERIA OF 5.1 TO 5.9
		.pdf	DULY SIGNED AND SEALED COPY OF ALL ANNEXURES AND REQUIRED DOCUMENTS IN TENDER CONDITIONS.
2	Finance	.xls	PRICE SCHEDULE

**Tender Fee Details, [Total Fee in ₹ \* - 0.00]**

<b>Tender Fee in ₹</b>	0.00		
<b>Fee Payable To</b>	Nil	<b>Fee Payable At</b>	Nil
<b>Tender Fee Exemption Allowed</b>	No		

**EMD Fee Details**

<b>EMD Amount in ₹</b>	2,50,000	<b>EMD through BG/ST or EMD Exemption Allowed</b>	Yes
<b>EMD Fee Type</b>	fixed	<b>EMD Percentage</b>	NA
<b>EMD Payable To</b>	IIIT ALLAHABAD	<b>EMD Payable At</b>	PRAYAGRAJ

[Click to view modification history](#)

**Work /Item(s)**

<b>Title</b>	Providing Mess Catering Services at IIITA
<b>Work Description</b>	Providing Mess Catering Services at IIITA
<b>Pre Qualification Details</b>	Providing Mess Catering Services at IIITA
<b>Independent External Monitor/Remarks</b>	NA

<b>Show Tender Value in Public Domain</b>	No				
<b>Tender Value in ₹</b>	0.00	<b>Product Category</b>	Hotel/ Catering	<b>Sub category</b>	MESS CATERING SERVICES
<b>Contract Type</b>	Tender	<b>Bid Validity(Days)</b>	90	<b>Period Of Work(Days)</b>	365
<b>Location</b>	PRAYAGRAJ	<b>Pincode</b>	211015	<b>Pre Bid Meeting Place</b>	NA
<b>Pre Bid Meeting Address</b>	NA	<b>Pre Bid Meeting Date</b>	NA	<b>Bid Opening Place</b>	IIIT ALLAHABAD
<b>Should Allow NDA Tender</b>	No	<b>Allow Preferential Bidder</b>	No		

### **Critical Dates**

<b>Publish Date</b>	21-Jul-2023 05:00 PM	<b>Bid Opening Date</b>	14-Aug-2023 10:00 AM
<b>Document Download / Sale Start Date</b>	21-Jul-2023 05:00 PM	<b>Document Download / Sale End Date</b>	11-Aug-2023 12:00 PM
<b>Clarification Start Date</b>	21-Jul-2023 05:00 PM	<b>Clarification End Date</b>	02-Aug-2023 10:00 AM
<b>Bid Submission Start Date</b>	21-Jul-2023 05:00 PM	<b>Bid Submission End Date</b>	11-Aug-2023 12:00 PM

### **Tender Documents**

<b>NIT Document</b>	<b>S.No</b>	<b>Document Name</b>	<b>Description</b>	<b>Document Size (in KB)</b>
	1	Tendernotice_1.pdf	TENDER DOCUMENTS	1739.43

  

<b>Work Item Documents</b>	<b>S.No</b>	<b>Document Type</b>	<b>Document Name</b>	<b>Description</b>	<b>Document Size (in KB)</b>
	1	Tender Documents	FINALTENDERDOC.pdf	TENDER DOCUMENT	1725.32
	2	BOQ	BOQ_802051.xls	PRICE SCHEDULE	325.50

### **Auto Extension Corrigendum Properties for Tender**

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

### **Bid Openers List**

<b>S.No</b>	<b>Bid Opener Login Id</b>	<b>Bid Opener Name</b>	<b>Certificate Name</b>
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**

<b>Reason for non availability of GeMARPTS ID</b>	Urgent nature of Procurement
<b>Remarks</b>	MESS CATERING SERVICES
<b>Document Name</b>	Tendernotice_1.pdf
<b>Document Size (in KB)</b>	1739.43

### **Tender Properties**

<b>Auto Tendering Process allowed</b>	No	<b>Show Technical bid status</b>	No
<b>Show Finance bid status</b>	No	<b>Show Bids Details</b>	No
BoQ Comparative Chart model	Normal	BoQ Compartive chart decimal places	2
BoQ Comparative Chart Rank Type	L	Form Based BoQ	No
Show Bid Details in Public Domain stage	Do not visible		

**GEM/TIA Undertaking**

S.No	Undertaking	Mandatory	Status	Remarks
1	<a href="#">PPP-MII Order 2017</a>	No	Agreed	
2	<a href="#">MSEs Order 2012</a>	Yes	Agreed	

**Tender Inviting Authority**

<b>Name</b>	AR PURCHASE
<b>Address</b>	IIIT ALLAHABAD AR PURCHASE

**Tender Creator Details**

<b>Created By</b>	SANJAY KUMAR
<b>Designation</b>	JR SUPERINTENDENT
<b>Created Date</b>	21-Jul-2023 11:16 AM



Date: 21/07/2023

### NOTICE INVITING TENDER (E-Tendering mode)

1. E-bids are invited through **Central Public Procurement Portal (CPPP)** under Two Bid system for the **“Providing Mess Catering Services”** at Indian Institute of Information Technology, Allahabad (IIITA). The complete Bid document may be downloaded from CPPP and IIITA website. Physical bids will not be accepted.

### TENDER SCHEDULE

<b>Date of issue/publishing</b>	:	<b>21/07/2023</b>
<b>Document download/sale start date</b>	:	<b>21/07/2023</b>
<b>Document download/sale end date</b>	:	<b>11/08/2023 ( Till 12:00 Noon)</b>
<b>-Last date and time for uploading bids</b>	:	<b>11/08/2023 ( Till 12:00 Noon)</b>
<b>Last date and time for receipt of queries</b>	:	<b>02/08/2023 ( Till 10:00 am)</b>
<b>Date of issuing corrigendum, if any</b>	:	<b>04/08/2023 ( Till 04:00 pm)</b>
<b>Date and time of Technical Bid opening</b>	:	<b>12/08/2023 ( Till 04:00 pm)</b>
<b>Date and time of Price Bid opening</b>	:	<b>Will be informed later</b>
<b>Bid Security (Earnest Money)</b>	:	<b>Bid Security fee is Rs. 2,50,000.00 (Rupees Two Fifty Thousand Only) (see Bid Security details given below). Any bid without Bid Security will not be considered. The valid registered form with MSME/NSIC will be considered for exemption of earnest money deposit.</b>
<b>Performance Security</b>	:	<b>Rs. 5,00,000.00 (Rupees Five lakh Only)</b>
<b>Number of covers</b>	:	<b>2</b>
<b>Bid validity period</b>	:	<b>90 days from the date of opening of Technical Bid</b>
<b>Address for communication</b>	:	<b>Jt. Registrar (Store &amp; Purchase), IIIT Allahabad, Jhalwa, Prayagraj – 211015</b>
<b>Contact number</b>	:	<b>Tel: 0532-2922804</b>
<b>Email address</b>	:	<b>Bidder may submit their <b>Queries/Clarification</b>, if any, latest by <b>02/08/2023 ( Till 10:00 am)</b> through cpp portal. <b>Queries/Clarification sent to any Email ID will not be entertained.</b></b>

**Note:** If any of the above days happens to be a IIIT-A holiday, the next working day shall be considered.



2. **Details of Bid Security:**

- a. Bid Security may be provided through direct transfer (RTGS/NEFT), Account Payee Demand Draft, Fixed Deposit Receipt, Banker's cheque or Bank Guarantee from any of the Commercial Banks. If Bid Security has been submitted by any other mode than NEFT/ RTGS, then hard copy of the Bid Security has to be sent by Registered Post. It should reach IIITA Campus before the bid submission deadline to the name of Jt. Registrar (Stores & Purchase), Indian Institute of Information Technology Allahabad, Deoghat, Jhalwa, Pincode-211015, Prayagraj. In envelope super scripted the tender Id or tender reference Number and with company full address.
- b.

S.No	Description	BID SECURITY Amount (for each group)	Transaction receipt No. with date
1.	Providing mess catering services at Boys/Girls Hostels	Rs.2,50,000.00	

- c. The details for payment are as follows:

**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**

**Validity :** The Bid Security is to remain valid for a period of 45 days beyond the final bid validity period.

- d. **Exemption for Bid Security:** Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprise (MSMEs) or are registered with the Central Purchase Organization or Concerned Ministry or Department or Startups as recognized by Department of Industrial Policy and Promotion are exempted from BID SECURITY. Such bidder needs to submit relevant certificate issued by competent authority along with technical bid of tender.
3. Complete Bidding document is available in Government of India's E-tender website. The bids should be submitted through the same website (<https://eprocure.gov.in/eprocure/app>). All amendments, time extension, clarifications etc. will be uploaded in the CPPP website and [www.iiita.ac.in](http://www.iiita.ac.in) and it will not be published in newspapers.
4. Bidders should regularly visit the above websites to keep themselves updated.
5. Bidder may note that Bid shall be submitted on the basis of "ZERO DEVIATION" and shall be in full compliance to the requirements of Bidding Document, failing which bid shall be considered as non-responsive and may be liable for rejection.
6. The Director of IIIT-Allahabad reserves the right to reject any or all the bids, or cancel the tender, without assigning any reason and the decision of the Director; IIIT-Allahabad shall be final and binding.

(Purchase Section)



## **1 INSTRUCTIONS FOR ONLINE BID SUBMISSION**

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidder in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at <http://eprocure.gov.in/eprocure/app>.

### **1.1 REGISTRATION**

- 1.1.1 Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
- 1.1.2 As part of the enrolment process, the bidder will be required to choose a unique username and assign a password for their accounts.
- 1.1.3 Bidders 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.
- 1.1.4 Upon enrolment, the bidders 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 / TCS / nCode / eMudhra / Capricon etc.), with their profile.
- 1.1.5 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 1.1.6 Bidder 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.

### **1.2 SEARCHING FOR QUOTATION /TENDER DOCUMENTS**

- 1.2.1 There are various search options built in the CPP Portal, to facilitate bidder to search active Tender by several parameters. These parameters could include tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tender, wherein the bidder may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 1.2.2 Once the bidders have selected the tender they are interested in, they may download the required documents schedules. These tenders can be moved to the respective ‘My Tender’ folder. This would enable the CPP Portal to intimate the bidder through SMS / e-mail in case there is any corrigendum issued to the Tender document.
- 1.2.3 The bidder should make a note of the unique Tender ID assigned to each Tender in case they want to obtain any clarification / help from the Helpdesk.

### **1.3 PREPARATION OF BIDS**

- 1.3.1 Bidder should take into account any corrigendum published on the Tender document before submitting their bids.
- 1.3.2 Please go through the Tender / Tender advertisement and the Tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 1.3.3 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the Quotation document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 1.3.4 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 bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidder. Bidder can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.



## 1.4 SUBMISSION OF BIDS

- 1.4.1 Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 1.4.2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the Tender document.
- 1.4.3 A standard BOQ format has been provided with the Tender document to be filled by all the bidder. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidder are required to download the BOQ file, open it and **complete the white colored (unprotected) cells** with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

OR

In some cases, Financial Bids can be submitted in RAR format as well (in lieu of BOQ).

- 1.4.4 The server time (which is displayed on the bidder' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidder, opening of bids etc. The bidder should follow this time during bid submission.
- 1.4.5 All the documents being submitted by the bidder 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 bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128bit encryption technology. Data storage encryption of sensitive fields is done.
- 1.4.6 The uploaded Tender documents become readable only after the Tender opening by the authorized bid openers.
- 1.4.7 Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 1.4.8 Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

## 1.5 ASSISTANCE TO BIDDER

- 1.5.1 Any queries relating to the Tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a Tender or the relevant contact person indicated in the Tender.
- 1.5.2 Any queries relating to the process of online bid 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 233 7315.

## 1.6 GENERAL INSTRUCTIONS TO THE BIDDER

- 1.6.1 The Tender will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidder is required to upload all the documents in .pdf format.
- 1.6.2 Possession of a Valid Class- III Digital Signature Certificate (DSC) in the form of smart card/e- token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".

## 1.7 COST OF BIDDING DOCUMENTS

- 1.7.1 The vendor (bidder) shall bear all costs associated with the preparation and submission of its bid and IIITA will in no case be held responsible or liable for the costs, regardless of the conduct or outcome of the bidding process.



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

	<b>Groups</b>	<b>Hostel Name</b>	<b>Tentative Strength</b>
Boys Hostel	<b>Group A</b>	1 & 4	550
	<b>Group B</b>	2 & 3	450
Girls Hostel	<b>Group C</b>	1,2 & 3	450

Indian Institute of Information Technology, Allahabad invites online Bids (Technical bid and Commercial/Price bid) from eligible and experienced in work Providing Mess Catering Services at IIIT-A.

1. **Note: No vendor will be given contract for Mess Catering Services for more than one group:**
2. **Note: For each Group separate tender is required to be submitted. Boys Hostel (A, B ) & Girls Hostel- (C)**





**3 Annexure-I**

**Annexure-I**

**Technical Bid \***

**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)
- (Please attach documentary evidence)**
- (c) PAN No. :- .....
  - (d) GST No. :- .....

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

**Signature of Tenderer with Seal**



## 4 GENERAL CONDITIONS OF CONTRACT

- 4.1 Bidder must fill the Letter of Undertaking (**Annexure-IV**) and Declaration Performa (**Annexure-V**) complete in all respect.
- 4.2 Bidder must quote their rates exclusive of all taxes and duties. Taxes applicable may be quoted separately giving full details.
- 4.3 **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, IIIT-A and will not be returned after opening of the pre-qualification proposals. COW, IIIT-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, IIIT-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.
- 4.4 **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.
- 4.5 Evaluation of pre - qualification proposal:**
- 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.
  - If required, COW, IIIT-A can call for any additional information NOT specified in this TENDER.
  - 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.
  - All claims made by the bidder in their Tender documents, must be supported by authenticated documents.
- 4.6 "The Contract" means the agreement entered into between the Owner and the Bidder, as recorded in the contract form signed by the parties, including all the attachments and appendices there to and all documents incorporated by reference therein.
- 4.7 **Language of proposals:** The proposal and all correspondence and documents shall be written in English.
- 4.8 Response requirements:**
- 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.
  - 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.
  - Any interlineations, erasures or overwriting shall be valid ONLY if they are initialed by the persons or persons signing the bid.
  - 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.
- 4.9 "The Contract Value" means the amount payable to the Bidder under the contract for the full and proper performance of its contractual obligations.
- 4.10 No oral conversations or agreements with any official, agent, or employee of COW, IIIT-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, IIIT-A shall be superseded by the definitive agreement that results from this TENDER process. Oral communications by COW, IIIT-A to bidders shall not be considered binding on COW, IIIT-A, nor shall any written materials provided by any person other than COW, IIIT-A.
- 4.11 For the Bidding/ Tender Document Purposes, Indian institute of information Technology, Allahabad shall be referred to as 'Institute' and the Bidder/ Successful Bidder shall be referred to as 'Contractor and / or Bidder or Tenderer / Supplier/ Vendor'.
- 4.12 While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
- 4.13 All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids not accompanied with Bid Security



- receipt of RTGS/NEFT of requisite amount or the proof of exemption from Bid Security and an Undertaking In lieu of Bid Security, or any other requirements stipulated in the tender documents are liable to be rejected.
- 4.14 The Bid Security shall be returned through electronic transfer if submitted online to the bidder(s) bank account as provided by the bidder(s) or it will be returned by post whose offer is not accepted by the Institute within 15 days after finalization and award of the contract without any interest. If the return of Bid Security is delayed for any reason, no interest/penalty shall be payable to the bidder.
- 4.15 **Arbitration clause :** Any dispute or difference whatsoever arising out of or in connection with this Agreement, including any question regarding its existence, validity, interpretation, application, meaning, scope, operation or effect or termination there, shall be referred to and finally resolved by a Sole Arbitrator, who will be appointed by Director of IIIT-A and such proceedings shall be conducted in accordance with the Arbitration and Conciliation Act 1996 for the time being in force or as amended from time to time. The award made in pursuance thereof shall be final and binding on the parties.
- 4.16 The Parties to the Contract/Agreement shall be the successful bidder (to whom the Services or Supply has been awarded) and the Institute, IIIT-Allahabad.
- 4.17 For all purposes of the contract including arbitration there under, the address of the bidder mentioned in the bid shall be final unless the bidder notifies any change of address by a separate letter sent by registered post with acknowledgement due to IIIT-Allahabad. The bidder shall be solely responsible for the consequences of any omission or error to notify any change of address in the aforesaid manner.
- 4.18 Each page in the bid document must be numbered properly and duly signed & sealed by the bidder. Submit the tender document as per Instruction for Online Bid Submission.
- 4.19 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.
- 4.20 In preparing the financial bids, bidders are expected to take into account the requirements and conditions laid down in this Tender document. The financial bids should be uploaded online as per the specified “.xls” format i.e. Price Bid in Excel sheet attached as ‘.xls’ with the tender and based on the scope of work, service conditions and other terms of the Tender document. It should include all costs associated with the Terms of Reference/Scope of Work of the assignment.
- 4.21 Quoted rate should be valid as asked in “Tender Schedule”. The mentioned quantity may vary  $\pm 10.0\%$ .
- 4.22 All figures etc. must be in English Language only.
- 4.23 Only tender processing fee & Earnest money deposit (EMD) is exempted for MSME/NSIC valid registered firm and other documents are mandate to provide as asked in pre-qualification criteria of this tender otherwise it will be considered not qualified technically.
- 4.24 Any sort fall & unreadable document of the any firm will not ask by the Institute again once the documents uploaded on CPP Portal.
- 4.25 The lowest rate will not be the basis of claim to get the order at any stage.
- 4.26 **The firm blacklisted by any IIT/ IIIT/ NIT/ Government Department/PSU/PSU Banks/ Autonomous Bodies/ Statutory Bodies in India at any stage need not to apply.**
- 4.27 Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any tender.
- 4.28 Director, Indian Institute of Information Technology, Allahabad will be the sole arbitrator of all the disputes and his decision will be binding on both the parties.
- 4.29 Director, Indian Institute of Information Technology, Allahabad reserves the right to alter/modify any or all conditions of this tender notice.
- 4.30 **Consignee:** Dr. Seema Shah, Jt. Registrar (Stores), IIITA (Ph: 0532-2922081, 2922143). Except under specific instructions, delivery to Stores Section (if applicable) is restricted between 9:30 A.M to 5.30 P.M. on all working days except Saturday & Sunday and Holyday.
- 4.31 **Any conditional tender will not be accepted.**
- 4.32 **Tenderer should take into account any corrigendum published on the tender document before submitting their bids. All such corrigendum will be placed on Central Public Procurement Portal as well as 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) and <https://eprocure.gov.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.**



- 4.33 Participant should be submitted the tender in two envelop cover. (1 for Technical bids and 2 for price offer or schedule of rate).
- 4.34 ANTI COMPETITIVE AGREEMENTS/ABUSE OF DOMINANT POSITION: The Competition Act, 2002 as amended by the Competition (Amendment) Act, 2007 (the Act), prohibits anti- competitive practices and aims at fostering competition and at protecting Indian markets against anti- competitive practices by enterprises. The Act prohibits anti- competitive agreements, abuse of dominant position by enterprises, and regulates combinations (consisting of acquisition, acquiring of control and M&A) wherever such agreements, abuse or combination causes, or is likely to cause, appreciable adverse effect on competition in markets in India. IIITA reserves the right to approach the Competition Commission established under the Act of Parliament and file information relating to anti-competitive agreements and abuse of dominant position. If such a situation arises, then Vendors are bound by the decision of the Competitive Commission and also subject to penalty and other provisions of the Competition Act.
- 4.35 The tenderer who submits false, forged or fabricated documents or conceals facts with intention to win over the tender or procure purchase order; Bid Security of such tenderer firm shall be forfeited and firm shall be liable for blacklisting for a period of not Less than 2 years. The firm shall also be liable for Legal action depending on the facts & circumstances of the case.
- 4.36 If the supplier fails to execute the purchase order and informs IIITA about its inability to execute the order and non-compliance of the purchase order, firm shall be liable for blacklisting for a period of not less than 2 years.
- 4.37 Indian Institute of Information Technology reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason or to cancel the tender. The decision of Director – IIIT-Allahabad shall be final and binding on all.
- 4.38 All disputes are subject to Jurisdiction of Allahabad Courts.
- 4.39 May feel free to contact Purchase Section through email id [info.purchase@iiita.ac.in](mailto:info.purchase@iiita.ac.in) for any queries (Ph: 0532-2922051)



## 5 MANDATORY PREQUALIFICATION CRITERIA FOR BIDDER

5.1 The tenderer should have minimum three (03) years of experience in works for similar nature, i.e., catering services.

5.2 The bidder shall necessarily be a valid legal entity, having following registrations:

- I. Valid and upto date FSSAI Certificate (Empaneled in "Eat Right India" campaign by FSSAI will be preferred).
- II. Valid ISO 9001:2015 certification
- III. Statutory registrations/licenses must be under the judication of the local government, wherever applicable.
- IV. PAN, TAN, GST, EPF/ESIC Registration Certificate etc.
- V. Audited Balance Sheet, fixational statement including profit ,loss since last three year
- VI. Registration under Labour Laws

Please provide a self attested copy of each registration certificate from (I) to (VI), in support of your claim of fulfilling the eligibility criteria 5.2.

5.3 **Bidder should have technical experience of having successfully completion Certificate of similar Nature of work during the last 3 years in any Government department/ PSU etc., Before last date of tender submission for the purpose of consideration as technical experience.** Bidder should Satisfying below condition with in the last years. For the purpose of consideration as technical experience bidder should Satisfying below condition:

5.3.1 One work completion Certificate costing not less than Rs. **60 Lakhs.**

(Attested copies of all the above work Completion certificates must be submitted along with the tender).

5.4 The bidder should submit proof of average annual turnover of Rs. 80 Lakhs for the Last 3 financial years (2020-21, 2021-22 and 2022-23). Audited and certified copies of balance sheet, letter mentioning turnover and profit and loss statement of these three years duly certified by chartered accountant should be submitted.

**Note:** If any bidder does not furnish the turnover value for any financial year out of the last 3 financial years, the turnover for that financial year shall be taken as 'Zero' and the average annual financial turnover shall be calculated accordingly.

5.5 Bidder must have a registered office in India. An undertaking on letter head of the firm by mentioning, the office details, contact no, & contact person etc.

5.6 Any IIT/IIIT/NIT/ Government Department/PSU/PSU Banks/Autonomous Bodies/Statutory Bodies/ Central Universities in India should not have blacklisted the Bidder at any stage. Self-declaration to that effect should be submitted along with the technical bid on company letter head.

5.7 The firm must have valid GST Registration Certificate by showing the registered office address, GST no., Contact no. & person. (Attach self attested copy)

5.8 Preference would be given to firms/ caterers having national presence and ISO 9000:2000 certification.

5.9 **Minimum meal price will be decided by the Institute Committee before opening of financial bid.**

### Note

1. The meaning of 'SIMILAR WORK' for this work is "Providing of Catering Services" in hostel mess of any organization among NITs/IITs/IIMs/IIITs/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.

## 6. SPECIAL 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%

	Groups	Hostel Name	Tentative Strength
Boys Hostel	Group A	1 & 4	550
	Group B	2 & 3	450
Girls Hostel	Group C	1,2 & 3	450

3. Food Preparation will done at three palaces as follows:
  1. Boys hostel - 04 (For BH-1 & 4)
  2. Boys Hostel – 02 (For Bh-2 & 3)
  3. Girls Hostel – 03 (For Gh-1,2&3)
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 IIIT, Allahabad which is henceforth referred to as hostels of IIIT, Allahabad.
  - ii) **The successful bidder will be responsible for providing Mess Catering Services at Boys/Girl(s) Hostels of IIIT, Allahabad as and when required, initially for a period of one year only. On the basis of satisfactory performance of the Bidder/Tenderer during the first year the same can be extended for another period of 1(one) year 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 30 (Thirty) 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 60 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 Labourer's 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 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 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 Prayagraj 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 the Institute makes any recoveries on any account from the Security Deposit of the Bidder/Tenderer, the Bidder/Tenderer shall make good the Security Deposit amount within a period of 10 (Ten) days after the receipt of information in this regard, 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 carry out 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.5,00,000/- in favour of 'IIIT-Allahabad'** for the period of 14 months from the date of the contract, which has to be electronically transfer through the RTGS/NEFT into the bank account of Institute as mentioned 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**

24. 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. Performance Security should remain valid for a period of sixty days from the date of the contract period (i.e. 14 months). **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. The same can be extended for another period of ONE (01) year on the basis of satisfactorily performance of the Bidder/Tenderer during contract period with mutual consent.
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 then 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 decided 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.
- (ix) 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.

**(x) Rebate**

- a) Minimum 4 days at a stretch rebate amount will not be refunded to the students and more than 4 days approved absentees rebate amount may be refunded to students and not to be paid to the contractor.
- b) The concerned student must inform the Mess Supervisor & Hostel Warden office minimum 24 hours days in advance.
- c) Maximum 25 days mess rebate will be given to the students during the semester.
- d) However, in case special cases decision of Competent Authority will be final for refund of mess fee/rebate.
- e) ***The guests staying at Visitor Hostel -I, II, III may opt for fooding facility from vendor operating Girls Hostel-III mess at IIIT-Allahabad, Jhalwa Campus at a higher rate, the rate chart and menu are available at Visitor Hostel -I.***
- f) ***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.***
- g) 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.
- h) 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 and approved by Warden/COW.
- i) All items will be cooked in the kitchen of the hostel. No cooked item, except some snacks identified beforehand, will be brought from outside.
- j) 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.
- k) 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 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. This 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.



(vi)

S. No.	Manpower type for 300 ± 10% Students	Nos.
1	<b>Manager (one for each Boys Hostel &amp; Girls Hostel III)</b>	<b>1</b>
	<b>Supervisor (one for each Hostel)/Accountant</b>	<b>1</b>
2	<b>Accountant cum clerk</b>	
3	<b>Store keeper</b>	
4	<b>Expert Cook</b>	<b>1</b>
5	<b>General Cook</b>	<b>3</b>
6	<b>Workers (counter service, seat service, cook helpers, cleaning Service etc.)</b>	<b>10+3</b>
7	<b>Sweeper</b>	<b>1</b>
	<b>TOTAL</b>	<b>20</b>

(vii) 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.

(viii) 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**.

(ix) 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 IIIT, Allahabad), with the approval of Warden, the caterer 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 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).
  - 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 empaneled agencies.
- (ii) For any of the above actions, the COW of IIIT-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, IIIT, 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. : 0532-2922804) for other queries.
  47. 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 0532-2922804.  
E-mail: [info.purchase@iiita.ac.in](mailto:info.purchase@iiita.ac.in)**

**Joint Registrar (S&P)**  
(Purchase section)

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**



## 7. 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 Year**. 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, 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 equipment's 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:

<b>Rule Violation</b>	<b>Minimum Fine per complain (GST 18% on penalty amount)</b>
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.

## 8. Evaluation Process

For Providing Mess Catering Services, the evaluation process is given below.

**STEP 1 Pre-Qualification:** All the applications will be scrutinized for their eligibility based on the Eligibility Criteria. (Mentioned below)

**STEP2 Technical BID:** Technical and Financial evaluation will be done as per the institute approved procedure for eligible bids.

**STEP 3 Financial BID:** Financial Bids of only those agencies will be opened who qualify the technical bid cutoff score. There will be financial bid cutoff in this step, proposed by committee. Bid decision will be given to the applicants with the highest total score (Technical score + Financial score), subject to meeting minimum technical cutoff score and comes under financial bid cutoff. The cut off will be proposed by the Institute Committee before opening of Financial Bid.

**STEP 4** Equal weightage will be given for technical and financial evaluation. There will be a technical bid cutoff proposed by technical committee during the evaluation.

**Selection process through QCBS method.**

**Table 1: Technical Parameters (Eligible Criteria-Compulsory)**

S.No.	Technical Parameters
1.	Valid and upto date FSSAI Certificate ( <b>Empaneled in "Eat Right India" campaign by FSSAI will be preferred.</b> )
2.	Valid ISO 9001:2015 certification. (Document enclosed)
3.	Statutory registrations/licenses must be under the jurisdiction of the local government, wherever applicable.
4.	PAN, TAN, GST, EPF/ESIC Registration Certificate etc.
5.	Audited Balance Sheet, fixational statement including profit ,loss since last three year ( <b>Refer Annx-II, Eligibility Criteria, point i) to Vii</b> )

**Table 2: Technical Evaluation**

S. No	Criteria	Maximum Score	Additional details and supplementary Evidence
1.	Plan of Operation/ SOP/ Working Plan Methodology through Interview and Presentation (To ensure quality food, mess hygiene, sensible waste management)	10	
2.	Student Support and Complaint Resolution System (To ensure good service throughout the year.	05	
3.	Feedback from Previous/ Other working sites to be submitted. Certificate, Award letter proving three years of experience in govt institution/reputed private institutions catering to ~ 500 people	15	5 Different recommendations: 15 marks 3 & above Different recommendations:12 marks 2 Different recommendations: 10 marks (The Tenderer should provide letter of recommendation from at least two organizations/Institutes stating the nature of services they have provided.)
4.	Management Staff who will be Physically available at site (Briefly explain their role also and their role should be genuine only)	10	
5.	The bidder or its parent organization should be in the business of providing mess services	20	Experience $\geq$ 3 years-10 marks Experience $\geq$ 5 years-15 marks Experience $\geq$ 7 years-20 marks
6.	The bidder or its parent organization Total turnover during last five financial years	20	$\geq$ INR-3 crores : 10 marks $\geq$ INR-6 crores : 15 marks $\geq$ INR-10 crores : 20 marks
7.	The bidder should have experience in managing and operating a minimum 300 dining inmates/Students	10	$\geq$ 300 Students : 4 marks $\geq$ 500 Students : 8 marks $\geq$ 650-Students : 10 marks
8.	The bidder should have experience in providing similar services to other IITs/IIITs/NITs or public Institutions	10	Experience of 3 years Yes – 10 Marks NO – 0 Marks



## **Total 100 marks for technical evaluation basis**

### **Final Evaluation**

- i. The Financial bid of those bidders will be opened who will be declared qualified in technical qualification.
- ii. The qualified bidder with lowest price will be awarded as 100 marks in the evaluation of financial proposal, Other bidders will get the marks as described below.

#### **For Example:**

**The lowest price bid of vendor  $P = \text{INR } X$**

**The price bid of vendor  $Q = \text{INR } Y$**

**The Score of vendor P in financial proposal = 100**

**The score of vendor Q in financial Proposal =  $100 - ((Y - X)/X) * 100$**

The total score will be compound on the basis of QCBS (100 marks weightage to technical bid score and 100 marks weightage to financial bid score).

- iii. The work will be awarded to the highest scorer bidder.
- iv. The decision of the committee shall be final and binding and no correspondence shall be entertained in this regard.

### **9. AWARD OF CONTRACT:**

1. Two bid system shall be adopted, i.e. two envelop (Cover) 2 ( **1<sup>st</sup> envelop for Techno-Commercial Offer or technical bid & 2<sup>nd</sup> envelop for Financial bid or schedule of rate only**).
2. IIT-Allahabad shall award the contract to the eligible Bidder whose bid has been determined as the lowest evaluated Financial Bid. If more than one Bidder happens to quote the same lowest price, IIT-A reserves the right to award the contract to more than one Bidder or any Bidder with the lowest price bids (say equal), the bidder with the highest 'cumulative annual turnover of the last 3 financial year would be deemed as 'Successful Bidder' with respect to the submission of proof of documents as submitted by the bidder.
3. The lowest rate will not be the only basis of claim to get the order.
4. **Purchaser's right to vary quantities at the time of award.**



10.0 ANNEXURES

10.1 ANNEXURE-A

**CHECK LIST**

**(ON THE COMPANY LETTER HEAD OF THE BIDDER)  
Bid for Boys Hostel I/II/III/IV & Girls Hostel (I&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			
	(e) corporation or co-operative society			
10.	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; 2018-19, 2019-20, and 2020-21 (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 (2020-21) (in case the auditor certified statement for 2020-21 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 <b>performance Bank Guarantee of Rs. Five lakh only</b> , along with the Acceptance.			
18.	The bidder agrees that all disputes, if arising related to this TENDER Proposal shall be in courts of Prayagraj.			
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.			

Place:  
Date:

Signature and seal of the Manufacturer/Bidder



10.2 ANNEXURE-B

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

[Date]

To,  
Associate Dean (S&P)  
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 I/II/III/IV or Girls Hostel I/II/III) 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.

EMD of amount <b>Rs. 2,50,000/- (Rs. Two lakh 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 IIIT-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





10.3 ANNEXURE-C

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

To,

Associate Dean (S&P)  
Indian Institute of Information Technology  
Deoghat, Jhalwa, Allahabad-2110015

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

- 1) We are submitting our proposal for **Tender for providing Mess Catering Services at IIIT- 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 IIT, 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 2011-2021.
- 7) If any information and document submitted is found to be false/ incorrect any time, , 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 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





## 10.4 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)



10.5 Annexure-E

**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 <b>(Attach attested copy)</b>			
B	Registration under Labour Laws <b>(Attach attested copy)</b>			
C	Employee Provident Fund Registration <b>(Attach attested copy)</b>			
d	Employee state insurance corporation registration <b>(Attach attested copy)</b>			
E	Service Tax Registration <b>(Attach attested copy)</b>			
F	PAN / VAT / CST / TIN Registration No. <b>(Attach attested copy)</b>			
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 organizations, especially 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 INo. and e-mail nAddress R s . )
--------	--	----------------------------	-------------------------------	--



- (i.)
- (ii.)
- (iii.)
- (iv.)
- (v.)

11. Details of received one nos. of work orders (of catering works only) of AGGREGATED VALUE NOT LESS THAN Rs. 60 LAKH during LAST 03 (THREE) FINANCIAL YEARS (2020-2023), FROM ANY ORGANIZATION among NITs/IITs/IIMs/IIITs/Central Universities/IISERs/CSIR laboratories/PSUs/Central Government Departments and Offices/Defence Establishments, 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					



**10.6 Annexure-F**

**SUMMARY SHEET FOR EVALUATION (ON THE COMPANY LETTER HEAD OF THE BIDDER)**

Sl.No.	Eligibility Criteria	Information to be provided by Bidder	
1)	The Bidder has an average annual turnover of minimum of Rs.80 lakh for Boys Hostels& Girls Hostel at IIIT-A, (Balance sheet/CA certificate to be enclosed, duly supported by the income tax return) (2020-21, 2021-22, 2022-23) for last THREE financial years (2020-2023), <b>from Catering works ONLY. [Documents of Balance sheet &amp; Profit and Loss account are enclosed along with application.]</b>	<b>Yes / No</b>	
	(i) <b>Annual Turnover</b> for F.Y. 2020-21		
	(ii) <b>Annual Turnover</b> for F.Y. 2021-22		
	(iii) <b>Annual Turnover</b> for F.Y. 2022-23		
2)	The Bidder is a <b>profitable company</b> for the last THREE years from <b>Catering works ONLY. [Documents of Balance sheet &amp; Profit and Loss account are enclosed along with application.]</b>	<b>Yes / No</b>	
	(i) Net Profit for F.Y. 2020-21		
	(ii) Net Profit for F.Y. 2021-22		
	(iii) Net Profit for F.Y. 2022-23		
3)	The Bidder must have received WORK ORDER ( <b>of Catering works only</b> ) of aggregated value not less than Rs.60 lakh in during the last 03 (THREE) financial years (2020-2023), from any organization among NITs/IITs/IIMs/IIITs/ Central Universities/IISERs/ CSIR laboratories/PSUs/Central Government Departments and Offices/Defence Establishments, as on date of signing the TENDER proposal. <b>[NOTE: Copies of work orders as a proof may be provided.]</b>	F.Y. 2020-21	<b>Yes / No</b>
		F.Y. 2021-22	<b>Yes / No</b>
		F.Y. 2022-23	<b>Yes / No</b>
6)	The bidder has furnished an undertaking to the effect that the firm has not been blacklisted in India by any organization.	<b>Yes / No</b>	
7)	<b>Performance Security Deposit:</b> Does Bidder/Tenderer agree to submit <b>Performance Security Deposit, i.e., Rs. Five lakh only</b> , valid for 14 months from the date of the contract.		
8)	The bidder has PAN, TIN, GSTIN, Service Tax Registration, EPF, ESIC and FSSAI Registration. <b>[NOTE: A copy of each of these documents provide]</b>	<b>Yes / No</b>	

Place:

Date:

Signature and seal of the Bidder



## Annexure-IV

### FINANCIAL BID (on Company letter head)

MENU FOR MESS CATERING AT BH-I/II/III/IV 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	Price not to be quoted here.	Price share in BOQ file in .XLS format.
(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,
- 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.



ANNEXURE-V

AGREEMENT

An agreement made this on \_\_\_\_\_ day of \_\_\_\_\_ between Registrar , Indian Institute of Information Technology, Allahabad \_\_\_\_\_ (herein referred to as Employer) of the part and M/s \_\_\_\_\_ (herein referred as the Contractor of the other part).

Whereas in response to call for tender for the \_\_\_\_\_ as per tender paper at \_\_\_\_\_ hereto contractor has submitted a Tender as per Annexure 'A' hereto and whereas the said Tender of the contractor has been accepted the total estimated contract value of Rs. \_\_\_\_\_ as per copy of letter of acceptance of Tender No. \_\_\_\_\_ Dated \_\_\_\_\_ completed with enclosures at the accepted rates and agreed deviations from Tender Papers as per annexure hereto. Now this agreement witness that consideration of premises and the payment to be made by the Employer to the contractor provided for herein below the contractor shall supply all equipments and materials and executed and perform all works for which the said Tender of the contractor has been accepted strictly according to the various provisions in Tender papers hereto and upon such supply execution and perform to the satisfaction of the Employer, the employer shall pay to the contractor at the several rates accepted as per the said annexure and in terms of provisions herein.

In witness whereof the parties have here unto set and subscribed their respective hands and /or seals the day and years respectively mentioned against their respective signatures.

Signed and delivered at \_\_\_\_\_ by Sri \_\_\_\_\_ For and on behalf of M/s \_\_\_\_\_ the contractor within named in the presence.

Authorized Signatory

Witness:

1. Signature  
Name in Block Capitals \_\_\_\_\_  
Address \_\_\_\_\_

2. Signature  
Name in Block Capitals \_\_\_\_\_  
Address \_\_\_\_\_

Signed and delivered at \_\_\_\_\_ by Sri \_\_\_\_\_ Registrar, Indian Institute of Information Technology, Allahabad in the presence of:

Registrar

Witness:

Signature

Name in Block Letter \_\_\_\_\_

Address \_\_\_\_\_

Signature

Name in Block Letter \_\_\_\_\_

Address \_\_\_\_\_



## **Menu Detail:**

### **1. Breakfast**

The Bidder/Tenderer would provide a packaged "breakfast plate" consisting of following items.

Students will have two-options daily in the breakfast.

#### **COMMON: (Everyday)**

Milk: 200 ml or Tea/Coffee: 150 ml. (Branded Coffee and Tea)  
(Branded Toned Milk (Amul/Mother dairy/Parag) to be used)

Cornflakes or Dalia

BoiledEgg (1) OR Banana (1)

Bread Slices with Butter (10 gm)/Jam (10 gm)

#### **PLUS (One item from the list given below): Unlimited**

The Bidder/Tenderer would make available at least one item from the list below everyday decided by the mess committee. Additional items may also be added decided by mess committee.

(i) Bread Pakora

(ii) Bread slices with vegetable cutlet.

(iii) Seasonal fruit.

(iv) Jalebi-poha or dahi

(v) Upma-Chatani

(vi) Stuffed Dosa or uttapam -Chatani-Sambhar.

(vii) Stuffed parantha-Sauce or Green Chatani.

(viii) Idli or Bada- sambar-Chatani.

(ix) Khasta Kachori with Aloo Sabzi

### **2) Lunch (Mandatory Items)**

Dal/Kadhi: Unlimited

Sambhar/Rasam: Unlimited

Cooked Vegetable (Seasonal): Unlimited or Paneer :100 gm without gravy

Undiluted Curd/Raita: 75g-100g

Tawa /Poori: Unlimited

Rice (plain): Unlimited

Green salad: normal and seasonal

Pudina/Dhania Chutney/ Achar: normal

#### **LUNCH ITEMS (to be included in menu weekly)**

**Rajma chawal, chole bhatoore, kadhi pakori.**

### **3) Dinner (mandatory items): Regular**

Dal : Unlimited, Vegetable: Unlimited or Paneer :100 gm without gravy,

Tawa/ Poori : Unlimited

Rice: Unlimited

Green salad: normal and seasonal

Pudina/Dhania Chutney/ Achar: normal

Dessert: one piece (or one serving)

\*Different dessert is to be provided on all days of the week.

### **4) Dinner (Non-Veg : Chicken (02 pieces in approx-150 gm))**

Once a week (To be decided by the Mess Committee)

### **5) Special Dinner: (one day (Sunday) per month):**





- 1 StarterSalad
- 1 Special Veg item/ Paneer 100 gm without gravy
- 1 Special Non-Veg : Chiken- 02 Pieces
- 1 Drinks (lassi/roohafza)
- 1 Dessert
- Roti/ Poori
- Rice

Note: Paneer will be served two times in a week.

### **ADD ONS -**

**NOTE** -The rates for the items are given assuming that only the main ingredient (example paneer/chicken/egg) is to be purchased and basic materials (rice/mashalas/oil) are already available and the student has paid for it.

Payments are to be received before serving the food.

Flexibility In rates by Rs.5.

### **DAILY ITEMS**

These items are to be made available by the mess caterer on a daily basis.

<b>S.No.</b>	<b>Items</b>	<b>Price (in Rs.)</b>	<b>Quoted Rate</b>
1	Omelette (2 eggs)	25	
2	Egg Bhurji (2 eggs)	30	
3	Egg fried rice	30	
4	Chicken fried rice (2 pcs. of 100gm.)	50	
5	Paneer Fried Rice(50 gm. paneer)	50	
6	Paneer Paratha	40	
7	Aloo pyaz Paratha	30	

The below mentioned items are to be made available to the students with days fixed for each item.A student has to inform the caterer about his choice of add-on at least 2 hours before the serving time.

<b>S.No.</b>	<b>Items</b>	<b>Price (in Rs.)</b>	<b>Quoted Rate</b>
1	Butter Chicken (2 pcs. of 100gm.)	50	
2	Chicken Handi(2 pcs. of 100gm.)	45	
3	Egg Curry (150 gm. of 2 egg)	40	
4	Chicken Biryani (2 pcs. of 100gm.)	60	
5	Matar Paneer(50gm. Paneer)	30	
6	Paneer Handi( 50gm. Paneer)	35	
7	Paneer butter masala(50gm. Paneer)	35	
8	Paneer Bhurji (50 gm.)	30	
9	Butter/Ghee(10gm.)	10	

### **NOTE:**

- (i) Dessert in the dinner as specified in the detailed menu will include custard (Apple/banana/pine-apple/grapes), Mewa- kheer, gulab jamun, rasgulla, halwa (carrot/suji/dal), shahi toast, Sewain, or any other item as decided by the respective hostel Mess Committee.
- (ii) For lunch and dinner a variety must be ensured. Dal of different varieties must



be served on different days and for lunch and dinner. This may include the following: Moong dhuli, Moong sabut, Moong chilke wali, Masur Dhuli, (Red)Masur Sabut (Black), Chana dal, Arhar Dal, Arhar, Kaala chana, Kabuli chana, Lobia/ raungi, Rajma, Urad sabut etc. No dal must be served more than twice during a week. Similarly, the vegetables of different varieties preferably, seasonal vegetables, must be served. The same vegetable must not be served more than twice during a week. The contents of potato in any cooked vegetable must not be more than 25% except when potato vegetable is identified in the menu. If any dal or vegetable is served more than twice on any occasion, the residents will have the right not to pay for that item on that day or call for an extra vegetable dish on some other day without any extra payment after the Mess Committee has certified the extra repetition of the item.

- (iii) The detailed daily meal wise menu specifying the dals and vegetables to be served will be identified in the beginning of each month by the Mess Committee in consultation with the service provider. It will be mandatory for the service provider to serve this menu. In case of any difficulty in the same Mess Committee must be informed well in time (at least 24 hrs. before).
- (iv) The service provider will be required to provide khichri or any other suitable item for sick residents in lieu of the regular meals.
- (v) For residents observing fasts, the Service provider will provide the substitute items in lieu of the regular meal after a minimum number of ten residents ask for the substitute meal, after due advance intimation.
- (vi) The service provider will not serve any item whose rates have not been approved by the competent authority beforehand.

**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	Indiagate/Kohinoor/Daawat
19	Rice Golden Sela	Indiagate/Kohinoor/Daawat
20	Bhuna Chana	Loose
21	Layee	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 piece
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/Yippee
56	Chowmeen	Maggi/Yippee
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	Beej(Tarbut)	Loose
68	Beej(Kharbut)	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	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.**

**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

Institute 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 4.75 %	Cost to contractor
1	highly skilled workmen						
2	semi skilled workmen						
3	skilled workmen						
4	unskilled workmen						
	<b>Total</b>	<b>20</b>					

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



**Annexure-VI**

**FORM-**

**CERTIFICATE OF ETHICAL PRACTICES**

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

1. *I/ We assure the 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)*



**LIST OF EQUIPMENTS AVAILABLE IN HOSTELS MESS**

**GIRLS HOSTEL-I**

<b>Sl. No.</b>	<b>Name of Items</b>	<b>Quantity (No.)</b>
	<b>CKITCHEN</b>	
1	Oven	02
2	Oven mari	01
3	Refrigerator	02
4	Tawa burner	01
5	Exhaust	
6	Gas Pi Gas Pipeline	
	<b>DINING HALL</b>	
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**

<b>Sl. No.</b>	<b>Name of Items</b>	<b>Quantity (No.)</b>
	<b>KITCHEN</b>	
1	Gas Stove	02
2	Fridge	01
3	Tava	01
4	Food dispenser kit	01
5	Wash basin fixed	01
	<b>DINING HALL</b>	
6	Dining table	06
7	LCD TV (Samsung)	01
8	Double door fridge	01
9	Water cooler	01
10	Common Roti Maker(GHI)	01

**GIRLS HOSTEL-III**

<b>Sl. No.</b>	<b>Name of Items</b>	<b>Quantity (No.)</b>
	<b>DINING HALL</b>	
1	Dining tables	31
2	Water cooler	02
3	A.C.	04
4.	LCD TV	01
5.	Fridge	01



	<b>KITCHEN</b>	
4	Mixer	01
5	Food dispensor	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
	<b>BOYS HOSTEL-I</b>	
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
	<b>BOYS HOSTEL-II</b>	
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 Fresher Hood (Cooler Fan)	1
7	Deep Freezer	1
8	Geysers	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	1.1.1 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 Aqwaguard	1
16	AQUA GUARD	1
17	INSECT KILLER	3
18	CONVEYER BELT	1
19	DISH WASHERS	1
20	EXHAST 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 EXTINGUSHERS	2
27	T.V.	1

**BOYS HOSTEL-IV**

Sl. No.	Name of Items	Quantity (No.)
	<b>DINING HALL</b>	
1	DINING TABLE	30
2	INSECT KILLER	2



3	WATER COOLER AND BESIN	3
4	RACK	2
5	A.C	4
6	AIR CUTTER	2
7	CONVIER BELT	1
8	FOOD COUNTER	1
9	FOOD CONTINER WITH COVER	6
10	FIRE EXITINGUISHERS	
	<b>KITCHEN</b>	
12	DISH WASHER	
13	ROTI MAKING MACHINE	
14	ATTA MACHINE	1
15	POTATO MACHINE	1
16	BREAD TOASTER	1
17	IDLY MAKER MACHINE	1
18	BIG REFRIGERATOR	
19	EXHAUST FAN	2
20	CEILING FAN	4
21	WORKING TABLE	8
22	REGULATER	4
23	WASHING BASIN	4
24	FIRE EXITINGUISHER	1
25	Burner	6
26	Roti Tava	2

Signature Not Verified

Digitally signed by SANJAY KUMAR  
Date: 2023.07.21 11:06:48 PDT  
Location: eProcure-EPROC