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भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद
देवघाट, झलवा, प्रयागराज-211015, भारत
Indian Institute of Information Technology Allahabad
Deoghat, Jhalwa, Prayagraj-211015, India

मेस कैटरिंग सेवा को उपलब्ध करने हेतु “निविदा आमंत्रण सूचना”

“NOTICE INVITING TENDER” for Providing Mess Catering Services at IIIT, Allahabad

निविदा संख्या / Tender No. NIT-5/IIIT-A/Mess Catering/525 / 724 / 2019 Dated: 14.06.2019

सेवा में / To,

विषय:— मेस कैटरिंग सेवा को उपलब्ध करने हेतु “निविदा आमंत्रण सूचना” प्रस्ताव का आमंत्रण

Subject: Invitation of “Notice Inviting Tender” proposal, for providing mess catering services at Boys/Girls Hostels of IIIT, Allahabad.

प्रिय महोदय/ Dear Sir,

निदेशक, भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद, योग्य पात्र एवं प्रतिष्ठित एजेंसियों/फर्मों से, दस्तावेज के अनुसार नियम व शर्तों पर, ‘निविदा आमंत्रण सूचना’ (NIT) का प्रस्ताव आमंत्रित करते हैं।

Director, Indian Institute of Information Technology, Allahabad invites proposal of “**Notice Inviting Tender**” (NIT) from reputed Agencies/firms, on the terms and conditions as per NIT document.

मौजूदा प्रणाली, दायरा, पूर्व योग्यता मानदंड, बोली के नियम व शर्तों एवं प्रस्तावित उत्तर प्रारूपों के अवलोकन हेतु कृपया हमारी वेबसाइट <http://iiita.ac.in/tenders.html> का अवलोकन करें।

For overview of the existing system, scope, pre-qualification criteria, bidding terms and conditions and suggested response formats, please visit our website <http://iiita.ac.in/tenders.html>

इच्छुक एजेंसियां/फर्म, जो निर्धारित पूर्व योग्यता मानदंडों को पूरा करते हों, सभी आवश्यक दस्तावेजों सहित अपनी “निविदा आमंत्रण सूचना” का प्रस्ताव अधिकृत हस्ताक्षर कर्ता द्वारा हस्ताक्षरित प्रावरण पत्र व निर्धारित शुल्क के साथ एक मुहरबंद लिफाफे में दिनांक 04 जुलाई 2019 समय 12:00 बजे दोपहर तक निम्न पते पर प्रस्तुत कर सकते हैं।

Interested Agency/firm, who meets the pre-qualification criteria, may furnish their Notice Inviting Tender with all the necessary documents in a sealed cover along with the covering letter duly signed by an authorized signatory and prescribed fee, payable at Allahabad, on or before **04.07.2019 by 12:00 Noon** at the following address:

प्रभारी संकाय क्रय अनुभाग
भारतीय सूचना प्रौद्योगिकी संस्थान
इलाहाबाद, देवघाट, झलवा,
प्रयागराज- 211015, उ०.प्र०.

Faculty In-Charge, Purchase Section
Indian Institute of Information Technology
Allahabad, Deoghat, Jhalwa
Prayagraj-211015 (U.P.) India
Ph: 0532-2922051

सभी प्राप्त "निविदा आमंत्रण सूचना" के प्रस्तावों को निविदाकर्ताओं/बोलीदाताओं के उन अधिकृत प्रतिनिधियों की उपस्थिति में दिनांक 04.07.2019 को 16:00 बजे खोला जाएगा, जो प्रक्रिया में भाग लेंगे तथा अपनी उपस्थिति के साक्ष्य में एक रजिस्टर पर हस्ताक्षर करेंगे।

All received proposals of "Notice Inviting Tender" will be opened on 04.07.2019, at 16:00 hours in the presence of authorized representatives of tenderers/bidders, who choose to attend and shall sign a register evidencing their attendance.

मेस कैटरिंग सेवा को उपलब्ध करने हेतु "निविदा आमंत्रण सूचना" "Notice Inviting Tender" (NIT) for providing Mess Catering Services at Boys/Girls Hostels at IIIT, Allahabad	
Note: Separate Tender is required to be filled for each group A,B,C,& D	
SUMMARY	
निविदा दस्तावेज सूचना संख्या / NIT Notification No.	Tender No. NIT-5/IIIT-A/Mess Catering/525 /724 /2019 Dated: 14.06.2019
कार्य प्रकृति / Nature of work	Mess Catering Services for Boys & Girls hostel inmates at IIIT, Allahabad
धरोहर राशी (रु)/ Bid Security Amount (Rs.)	Rs. 2,00,000/- for each Group A,B,C and D at IIIT-A (Rupees Two Lakh only) in the form of DD/Fixed deposit receipt/Bank Guarantee.
अनुबंध अवधि / Contract Period	Initially for a period of one year. The same can be extended, for another period of ONE (01) year on the basis of satisfactorily performance of the Bidder/Tenderer during the entire contract period with mutual consent.
अभिरूचि की अभिव्यक्ति' दस्तावेज को जमा करने का स्थान /Address for the submission of NIT Response	Faculty In charge, Purchase Section Indian Institute of Information Technology Allahabad Deoghat, Jhalwa, Prayagraj-211015 (U.P.) India
अभिरूचि की अभिव्यक्ति' दस्तावेज का जारी होना / Release of Notice Inviting Tender (NIT) document	14.06.2019
प्री बिड सम्मेलन / Pre-bid conference	28.06.2019 (4.00 p.m.)
जमा करने की अंतिम तिथि / Last date & time for Submission of NIT Response	04.07.2019 upto 12:00 Noon
प्राप्त 'अभिरूचि की अभिव्यक्ति' प्रस्तावों का खोला जाना / Date and time of opening of NIT Responses	04.07.2019 at 4.00 p.m.
चुनी गई फर्मों की घोषणा / Declaration of technically responsive firms	09.07.2019
चुनी गई फर्मों की मूल्य बोली प्रस्तावों का खोला जाना / Date and time of opening of Financial/Price Bid(Part-II) of shortlisted firms/ technically qualified bidders	10.07.2019
स्थान / Venue	Office of COW, IIIT, Allahabad

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

	Groups	Hostel Number	Tentative Strength
Boys Hostel	Group A	1 & 4	550
	Group B	2 & 3	450
	Group C	5	600
Girls Hostel	Group D	1,2 & 3	300

No vendor will be given more than one group

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सामान्य सूचनाएँ (General Information)–

- (a) जिस लिफाफे में इस प्रकार के निवेदन भेजा जा रहा हो उसके उपर “निविदा दस्तावेजों के लिए अनुरोध” अंकित होना चाहिए।
The Envelope containing such request shall be marked with 'REQUISITION FOR TENDER DOCUMENTS'
- (b) डिमाण्ड ड्राफ्ट विज्ञापन की तिथि से पूर्व तिथि का नहीं होना चाहिए।
Demand Draft should not be dated prior to the date of advertisement.
- (c) प्रत्येक बिड दस्तावेज के लिए अलग निवेदन पत्र एवं अलग डिमाण्ड ड्राफ्ट भेजा जाय।
Separate Bid request letter and separate Demand Draft shall be sent for each group.
- (d) डिमाण्ड ड्राफ्ट के पीछे निविदाकर्ता का नाम एवं निविदा संख्या दर्ज होनी चाहिए।
Tenderer's name and tender number shall be indicated on the reverse side of the D.D.
- (e) नियत निविदा तिथि बढ़ाए जाने के निवेदन पर कोई विचार नहीं किया जाएगा।
No request for extension of the due tender date will be considered.
- (f) अंतिम समय सीमा से पूर्व प्राप्त निविदाएँ उपस्थिति निविदाकारों/उनके द्वारा प्रधिकृत प्रतिनिधियों की उपस्थिति में उसी दिन नियत समय व स्थान पर खोली जाएंगी।
Tenders received before the deadline shall be opened in the presence of attending tenderers/their authorized representatives on the same day at scheduled time and venue.
- (g) उपर निर्दिष्ट किसी तिथि को यदि अवकाश घोषित हो जाता है तो संस्थान का अगला कार्य दिवस निविदाओं की प्राप्ति एवं खोलने के लिए नियत तिथि माना जाएगा।
In the event any date indicated above is declared as holiday, the next working day at Institute shall be considered as the due date for receiving & opening of tenders.
- (h) विलम्ब/देरी से प्राप्त निविदाएँ स्वीकार नहीं की जाएंगी।
Late/Delayed tenders will not be accepted.

महत्वपूर्ण सूचना IMPORTANT INFORMATION

इस निविदा से संबंधित सभी सुधार/शुद्धिपत्र/संशोधन, यदि जारी किये जाते हैं तो, निविदा दस्तावेज का भाग/अंश होंगे।

Corrigendum, if issued any for the tender, shall form part of the Tender Document.

सुधार/शुद्धिपत्र/संशोधन भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद की वेबसाइट (www.iiita.ac.in) एवं सी0पी0पी0 पोर्टल (CPP Portal) पर ही उपलब्ध होंगे। बोलीकर्ताओं/निविदादाताओं से अनुरोध है कि इस संबन्ध में नियमित रूप से वेबसाइट देखते रहें, तथा निविदा दस्तावेज के सुधार/शुद्धिपत्र /संशोधन को बिना किसी त्रुटि के नोट करें व उसके अनुसार निविदा जमा करें।

Corrigendum will be posted on IIIT, Allahabad website (www.iiita.ac.in) and CPP portal. Bidders/Tenderers are requested to visit IIIT, Allahabad website regularly and note the corrigendum/amendments to the tender without fail and submit the offer accordingly.

सुधार/शुद्धिपत्र/संशोधन की अनभिज्ञता के लिए भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद जिम्मेदार नहीं होगा।

IIIT, Allahabad will not be responsible for ignorance of corrigendum.

निविदा दस्तावेज जमा करने की अंतिम तिथि के उपरान्त कोई भी अंतरिम जानकारी/प्रश्न ग्रहण नहीं किया जायेगा।

Tender Document is self explanatory and no interim query will be entertained.



CHAPTER -1
GENERAL CONDITIONS OF CONTRACT (GCC)

1) Goals of this Notice Inviting Tender (NIT)

- 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 NIT 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.

2) Eligibility Criteria:

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

- i) The Bidder MUST satisfy all of the criteria below on its own.
- ii) The tenderer should have minimum THREE (03) years of continuous experience in works for similar nature, i.e., catering services, ending on 31st March 2019.
- iii) The bidder shall necessarily be a valid legal entity, having following registrations:
 - (a) Valid FSSAI License
 - (b) Registration under Labour Laws
 - (c) Employee provident fund registration
 - (d) Employee state insurance corporation registration
 - (e) GSTIN Registration
 - (f) PAN/ TIN Registration

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

- iv) The Bidder should have minimum average annual turnover of **Rs.80 lakhs for applying for Boys Hostels & Girls Hostel of IIIT-A during** the last THREE (03) financial years 2016-17, 2017-18, 2018-2019 (Balance sheet/CA certificate to be enclosed, duly supported by the income tax return). Preference will be given to firms/caterers having national presence and ISO 9000:2000 certification.
- v) The tenderers should have undertaken/completed the following works in the last THREE (03) Financial years:
One **SIMILAR WORK (Please refer Note below), per annum**, of value not less than Rs. 60 Lakh for boy's hostel and girls hostels in last THREE (03) financial years.
- vi) **The Bidder should not have been blacklisted by any organization at any point of time.**
- vii) Preference would be given to firms/ caterers having national presence and ISO 9000:2000 certification.
- vii) Minimum meal price may be announced before financial bid.



NOTE

1. The meaning of '**SIMILAR WORK**' for this work is "Providing of Catering Services" in 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. 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.**
4. Proposals not meeting any of the above Eligibility Criteria shall be rejected.

3) 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 a period of one year. The same can be extended for another period of 1(one) year on the basis of satisfactorily performance of the Bidder/Tenderer during the entire contract period with mutual consent.
- b) The list of residents, who will compulsorily join the mess, shall be provided by the respective Hostel Warden from time to time. The number of residents may vary depending upon academic sessions and vacations. However, a significant variation is not envisaged on a day to day basis.
- c) The mess premises comprising, cooking and dining facilities, furniture, few food/raw material containers, appliances, electricity and water shall be provided at fixed fee of Rs. **5000 /30 days with 18% GST** or as applicable. However, cleaning /washing materials/tools and manpower to properly maintain this infrastructure shall be arranged by the Bidder/Tenderer at his/their own cost.
- d) The inventory of articles shall be handed over to the Bidder/Tenderer in good and working condition at the commencement of the contract. The Bidder/Tenderer shall be the custodian of this Institute property and mess inventory during the period of contract and shall make good any loss to the inventory by way of misuse, breakage, theft, etc., at his own cost. Also, to return the same in good condition to the Institute shall be the onus of the tenderer upon

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completion/cessation of tender period or cost of repairs/losses as assessed by the Institute in this respect thereof, upon completion/termination of contract, whichever is earlier.

- e) Similarly the inventory in good condition shall be handed over by the Bidder/Tenderer to the COW/warden on the expiry of the contract period. The security deposit shall be refunded only after a **"NO DUES CERTIFICATE"** is granted by the COW/warden.
- f) The Bidder/Tenderer shall not be allowed to use electricity as a cooking fuel. However, he shall be permitted to use toasters, refrigerators, geysers, water coolers, mixer/ grinder, oven and other equipments for cutting/grilling vegetables, etc. Any other electrical cooking appliance may also be used by the Bidder/Tenderer after obtaining prior permission of the Warden in writing. **Service provider will be charged electricity bill for using electrical appliances and for any other purpose in the kitchen area as per institute rules. Cooking fuel shall be LPG contained in authorized commercial cylinders only, as permissible under law.**
- g) The Bidder/Tenderer shall procure only good quality fresh vegetables from the market. He shall not be allowed to store the vegetables for more than 1 (one) day in summer months and 3 (THREE) days in winter months at a stretch. However, the Bidder/Tenderer shall ensure that a sufficient stock of other raw material is stocked in the store for consumption for a minimum period of 15 (Fifteen) days. The COW/Student Mess Committee/or office of warden shall have the right to check the quality of food articles and vegetables from time to time. They may also accompany the vendor representatives to market for purchases.
- h) The food shall be cooked, stored and served under hygienic conditions. The Bidder/Tenderer shall ensure that only freshly cooked food is served, and that stale food is not recycled. Stale food shall be removed from the mess premises as soon as possible. Un-refrigerated cooked food, not consumed within 5 (five) hours in summer months and 08 (eight) hours in winter months, shall be deemed to be stale and unfit for human consumption.
- i) The mess will normally be operational for at least 9 to 11 months in a year. 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 préjudice 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.**

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

Rule Violation	Minimum Fine per complain (GST 18% on penalty amount)
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/-
Mis-management of mess service	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

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(which will be held once every month) on due invitation will attract a fine of Rs. 20,000/- on caterer.

4) Availability of the NIT Documents

NIT document can be downloaded from the IIIT-A website <http://iiita.ac.in/tenders.html>. The bidders are expected to examine all instructions, forms, terms, requirements and other details in the NIT documents. Failure to furnish complete information as mentioned in the NIT documents or submission of a proposal not substantially responsive to the NIT documents in every respect will be at the bidder's risk and may result in rejection of the proposal.

5) Pre Bidders' Conference

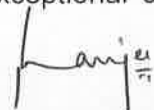
COW, IIIT-A will host a bidder's Conference at IIIT, Allahabad, **as per the schedule** fixed in advance. The **AUTHORIZED** representatives of the interested organizations (restricted to two persons) may attend the bidder's conference at their own cost. The purpose of the conference is to provide bidders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

6) Bid Security (BS)

- (i) The Bidder/Tenderer shall furnish, as part of its bid, a Bid Security (BS) for an amount as specified in the Invitation for Bids. In the case of foreign bidders/tenderers, the BS shall be submitted either by the principal or by the Indian agent and in the case of indigenous bidders/tenderers; the BS shall be submitted by the manufacturer or their specifically authorized dealer/Bidder/Tenderer.
- (ii) The Bid Security (BS) is required to protect the Purchaser against the risk of Bidder/Tenderer's conduct, which would warrant the security's forfeiture.
- (iii) The Bid Security (BS) shall be in Indian Rupees for offers received for supply within India and denominated in the currency of the bid or in another freely convertible currency in the case of offers received for supplies from foreign countries in equivalent Indian Rupees. The Bid Security (BS) shall be in one of the following forms at the Bidder/Tenderers option:
 - (iv) A bank guarantee issued by a Nationalized/Scheduled bank/Foreign Bank in the form provided in the bidding documents and valid for 45 days beyond the validity of the bid; **or**
 - (v) A Banker's cheque or demand draft in favour of the purchaser.
 - (vi) BS must be issued in favour of **COW, IIIT- Allahabad**. The Bid Security (BS) shall be payable promptly upon written demand by the purchaser.
 - (vii) The Bid Security (BS) should be submitted in its original form. Copies shall not be accepted.
 - (viii) Any bid not secured in accordance with above will be rejected by the Purchaser as non-responsive.
 - (ix) The Bid Security (BS) of unsuccessful Bidder/Tenderer will be discharged /returned as promptly as possible but not later than 15 days after the expiration of the period of bid validity or placement of order whichever is later.
 - (x) The successful Bidder will be discharged upon the Bidder/Tenderer furnishing the performance security.
 - (xi) The Bid Security (BS) may be forfeited:
 - (a) If a Bidder/Tenderer withdraws or amends or impairs or derogates its bid during the period of bid validity specified by the Bidder/Tenderer on the Bid Form; or
In case of a successful Bidder/Tenderer, if the Bidder/Tenderer fails to furnish order acceptance within 15 days of the order and/or fails to furnish Performance Security within 21 days from the date of contract/ order.

7) Termination

- (i) The Institute shall at any time be entitled to determine and terminate the contract for any 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.

8) Regarding compliance of statutory provisions:

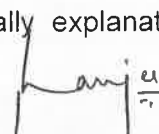
- (i) The service provider shall be required to obtain requisite valid license from the authorized office of the Contract Labour (Regulation and Abolition) Act, 1970.
- (ii) The Bidder/Tenderer shall have his own set-up including registration under the relevant laws governing the type of work he is to 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) 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.


10) 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.

11) 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.

12) 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.

13) 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.

14) 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

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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.

15) 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.

16) Power of Entry:

If the Bidder/Tenderer does not commence the work in the manner described in the contract document or if at any time in the opinion of the warden, the Bidder/Tenderer:

- (i) Fails to carry out the works in conformity with the contract documents; or
- (ii) violate any of the statutory provisions including but not restricted to the Minimum Wages Act, ESI Act and EPF Act; or
- (iii) Fails to carry out the works in accordance with the contract schedule; or
- (iv) Substantially suspends the work without authority from the Warden In-charge/Warden; or
- (v) Fails to carryout and execute the works to the satisfaction of the Warden In-charge/Warden; or
- (vi) Fails to facilitate procurement of sufficient/suitable raw material or things; or
- (vii) Commits or suffers, or permits any other breach of kind or observes or persists in any of the above mentioned breaches of the contract, after a notice in writing being given to the Bidder/Tenderer by the Warden/COW requiring such breach to be remedied; or
- (viii) If the Bidder/Tenderer abandons the works:
then, in any of the such cases, the COW shall have the power to enter upon the premises and take possession thereof and of the material and stock thereon and to rescind the contract, and to carry on with the work by his agents, workmen and the supervisors as the COW in its absolute discretion may think proper to employ without making payment to the Bidder/Tenderer for the said material other than such as may be certified in writing by the warden to be reasonable, then the amount of such excess as certified by the warden shall be deducted from any money which may be due for work done by the Bidder/Tenderer and be made good under the contract and not paid for. Any deficiency shall forthwith be made good and paid to the COW by the Bidder/Tenderer and the COW shall have the power to sell in such manner and for price as it may think fit all material pertaining to the Bidder/Tenderer and to recover the said deficiency out of the proceeds of the sale.

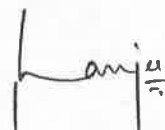
17) Force Majeure:

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.



18) 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.

19) 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.

20) 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.

21) 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.

22) 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.

23) 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.

24) 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.

25) 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.



26) Labour Laws:

- (a) **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.**
- (b) The Bidder/Tenderer shall not pay less than what is provided under the law to Labourers engaged by him for the work.
- (c) The Bidder/Tenderer shall at his own expense comply with all labour laws and keep the Institute indemnified in respect thereof.
- (d) 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.
- (e) 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.
- (f) 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.

27) 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.

28) Arbitration:

- a) Except as otherwise provided elsewhere in the contract, if any dispute, difference, question of disagreement or matter whatsoever, shall, before/ after completion or abandonment of work or during extended period, hereafter arises between the parties, as to the meaning, operation or effect of the contract or out of or relating to the contract or breach thereof, shall be referred to a sole arbitrator to be appointed by the COW of the Institute at the time of the dispute. The award given by the arbitrator so appointed shall be binding on the parties. It will not be open to the parties to challenge the jurisdiction of the arbitrator after the award has been made.
- b) If the arbitrator to whom the matter is originally referred dies or refuses to act or resigns/ withdraws for any reason from the position of arbitration, it shall be lawful for the COW of the Institute to appoint another to act as arbitrator in the manner aforesaid. Such person shall be entitled to proceed with reference from the stage at which it was left by his predecessor if both the parties consent to this effect failing which the arbitrator shall be entitled to proceed de-novo.
- c) It is a term of the contract that the party invoking arbitration shall specify all disputes to be referred to arbitration at the time of the invocation of arbitration under the clause.
- d) It is a term of the contract that the cost of arbitration shall be borne by the parties themselves.
- e) The venue of arbitration shall be at IIT, 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.

29) Jurisdiction: _

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



30) 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.

31) Venue & Deadline for Submission of Proposals

Proposals, in its complete form in all respects as specified in the NIT, must be submitted, as per the schedule, to the following address:

प्रभारी संकाय क्रय अनुभाग
भारतीय सूचना प्रौद्योगिकी संस्थान
इलाहाबाद, देवघाट, झलवा,
प्रयागराज- 211015, उ०.प्र०.

Faculty In-Charge, Purchase Section
Indian Institute of Information Technology
Allahabad, Deoghat, Jhalwa
Prayagraj-211015 (U.P.) India
Ph: 0532-2922051

Bidders are free to inspect the sites, prior to their bidding, BUT with prior appointment only with the Secretary, COW, Contract no. 0532-2922045



CHAPTER - 2

Bidding Terms and Pre - Qualification Criteria

1) Conditions under which this NIT is issued

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

2) Rights to the content of the proposal

For all the bids received before the last date and time of bid submission, the proposals and accompanying documentation of the pre-qualification proposal will become the property of COW, 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.


3) Acknowledgement of understanding of terms

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

4) Evaluation of pre - qualification proposal

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

The pre-qualification criteria specified (e.g. detailed project citations and completion certificates,



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

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

5) Evaluation Criteria

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

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

6) Language of proposals

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

7) Response requirements

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

8) Pre- qualification requirements proposal

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

(A.) PART-ONE (TECHNICAL BID)

- i) Annexure-A should be the first page of the Technical Bid.
- ii) A list of all submitted documents should be provided.
- iii) An **Bid Security amount (REFUNDABLE) of Rs.2,00,000/- (Rupees Two lakh only)** as the case may be, in the form of a Demand Draft / Pay order drawn in favour of COW, IIIT, Allahabad, payable at Allahabad has to be submitted along with the NIT Response.
- iv) NIT proposal submission checklist as per the format provided in Annexure-A.
- v) Covering Letter from the Bidder as per the format provided in Annexure-B.
- vi) Affidavit as per the format provided in Annexure-C.
- vii) An authorization/Accreditation letter authorizing/Accredited the bidder to sign/ execute the proposal as a binding document and also to execute all relevant agreements forming part of NIT, as per the format provided in Annexure-D.
- viii) Bidders Statement from the Bidder as per the format provided in Annexure-E.
- ix) Summary Sheet for Evaluation as per the format provided in Annexure-F.



ANNEXURE-A

CHECK LIST

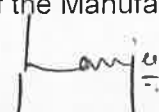
(ON THE COMPANY LETTER HEAD OF THE BIDDER)
Bid for Group _____ (Pl. specify clearly)

S.N.	PARTICULARS	To be Filled by Bidder		
		YES	NO	Enclosure No.
1.	A list of all submitted documents			
2.	Required Bid Security in the form of a Demand draft / Pay order			
3.	Annexure – A : Check List for NIT proposal			
4.	Annexure – B : Covering Letter from the Bidder			
5.	Annexure – C : Affidavit			
6.	Annexure – D : Authorization/Accreditation Letter			
7.	Annexure – E : Bidders Statement			
8.	Annexure – F: Summary Sheet for Evaluation			
9.	Legal Status (Attach copies of original document defining the legal status):			
	(a) An individual			
	(b) A proprietary firm			
	(c) A Firm in partnership			
	(d) A limited company			
10.	(e) corporation or co-operative society			
	Copy of Firms valid License for FSSAI			
	Copy of the PAN no. of the Firm (REF.: Item 6 (f) of Annexure -E)			
11.	Copy of the GSTIN no. of the Firm (REF.: Item 6 (f) of Annexure -E)			
12.	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; 2016-17, 2017-18, and 2018-19 (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 (2018-19) (in case the auditor certified statement for 2018-19 is not available)			
15.	c) Certification by the company auditors supporting the revenue break-up for Catering business.			
	Company administrative organization chart			
16.	All documentary proofs showing satisfaction of the eligibility criteria, as laid down in the Tender document, are attached.			
17.	In case of becoming successful bidder, the bidder agrees to submit a performance security of Rs.Two lakh only, along with the Acceptance.			
18.	The bidder agrees that all disputes, if arising related to this NIT Proposal shall be in courts of Allahabad at Prayagraj.			
19.	The bidder agrees that the submitted NIT proposal 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



ANNEXURE-B

COVERING LETTER (ON THE COMPANY LETTER HEAD OF BIDDER)

[Date]

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

Subject: Our proposal against your notice of Notice Inviting Tender (NIT) for Providing Mess Catering Services at IIIT, Allahabad (Group- A,B,C,D) Hostel (Pl. specify clearly).

Hostel, Dear Sir,

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

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

Bid Security of amount Rs. 2, 00,000/- (Rs. Two lakh only) SUBMITTED			YES / NO	(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 NIT 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 NIT 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 NIT proposal 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 NIT proposal for gaining unlawful advantage. We understand that COW, Allahabad/or its authorized officers are authorized to make enquiry to establish the facts claimed and obtained confidential reports from clients.

Handwritten signature

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

Dated this Day of 2019

(Signature)

(In the capacity of)

(Name)

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

(Name and Address of Company)

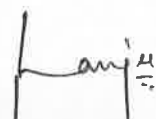
Seal/Stamp of bidder

Witness Signature:

Witness Name:

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

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



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

To,

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

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


- 1) We are submitting our proposal for **Notice Inviting Tender (NIT) for providing Mess Catering Services at COW, Allahabad Hostels** against your notification no. -----
Dated -----, after having gone through the terms and conditions stated therein, carefully.
- 2) We agreed for unconditional acceptance of all the terms and conditions set out in the NIT 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 NIT proposal, are genuine, authentic, true and valid.
- 5) The firm/company namely M/S.-----has not been blacklisted or debarred in the past by IIIT, Allahabad or any other Government organization from taking part in Government tenders.

OR

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

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

- 6) At no point we have entered into any dispute / litigation / legal proceedings against any of our clients, in any of our projects, within the last 10 years, i.e., during financial years 2009-2019.
- 7) If any information and document submitted is found to be false/ incorrect any time, COW, IIIT, Allahabad may cancel our proposal and action as deemed fit may be taken against us, including termination of the contract, forfeiture of all dues including Bid Security and banning / delisting of our firm and all partners of the firm etc. In addition to the above COW, IIIT, Allahabad, will not be responsible to pay the bills for any completed/ partially completed work.



8) It is hereby conformed that I/We are entitled to act on behalf of our company/corporation/firm organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Signature of the Bidder

Name.....

Capacity in which assigned:

Name & address of the firm:

Dated-----

Seal of Notary

Handwritten signature

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

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

Date:

Signature:

(Company Seal)

(Name)

Handwritten signature
11/2

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 NIT proposal. No document in support of minimum eligibility criteria will be accepted / entertained after last date for submission of NIT 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	Details of Registrations:			
A	Income Tax Registration (Attach attested copy)			
B	Registration under Labour Laws (Attach attested copy)			
C	Employee Provident Fund Registration (Attach attested copy)			
d	Employee state insurance corporation registration (Attach attested copy)			
E	Service Tax Registration (Attach attested copy)			
F	PAN / VAT / CST / TIN Registration No. (Attach attested copy)			
7	Annual Turnover for the last three (03) financial years from catering business ONLY (Attach supporting documents)			
	Financial Information	FY 2016-17	FY 2017-18	FY 2018-19
	(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			
	Mandatory Supporting Documents:			
	a) Auditor Certified financial statements for the last three financial years; 2016-17, 2017-18, and 2018-19 (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.			

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Average Annual Turnover for last THREE financial years, ending 31st March 2019.

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 NIT 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 (2016-2019)**, as on date of signing the NIT proposal. (**Attach supporting documents**)

Sl.No.	Work order Placed by (full address of Purchaser)	Work order No. and date	Description Value of order	Purchaser/ Consignee Contact person along with Telephone No., FAX No. and e-mail Address
1.				
2.				
3.				
4.				
5.				

11. Details of received work orders (**of catering works only**) of **AGGREGATED VALUE NOT LESS THAN Rs. 60 LAKH PER ANUM IN EACH OF LAST 03 (THREE) FINANCIAL YEARS (2016-2019), FROM A SINGLE ORGANIZATION** among NITs/IITs/IIMs/IIITs/Central Universities/IISERs/CSIR laboratories/ PSUs/Central Government Departments and Offices/ Defence establishment, as on date of signing the NIT 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 received Two nos. of work orders (*of catering works only*) of **AGGREGATED VALUE NOT LESS THAN Rs. 60 LAKH PER ANNUM IN EACH OF LAST 03 (THREE) FINANCIAL YEARS (2016-2019), FROM ANY ORGANIZATION** among NITs/IITs/IIMs/IITs/Central Universities/IISERs/CSIR laboratories/PSUs/Central Government Departments and Offices/Defence Establishments, as on date of signing the NIT 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 (InRs.)	Purchaser's Contact person along with Telephone No., FAX No. and e-mail address
	(i)					
	(ii)					
	(iii)					

Details of received Three nos. of work orders (*of catering works only*) of **AGGREGATED VALUE NOT LESS THAN RS. 60 LAKH PER ANNUM IN EACH OF LAST 03 (THREE) FINANCIAL YEARS (2016-2019), FROM ANY ORGANIZATION** among NITs/IITs/IIMs/IITs/Central Universities/IISERs/CSIR laboratories/PSUs/Central Government Departments and Offices/Defense Establishments, as on date of signing the NIT proposal. [NOTE: Copies of work orders as a proof may be provided.]

Financial Year	si. 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)					

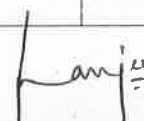
Details of Firms.

(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	

Handwritten signature

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) (2016-17, 2017-18, 2018-19) for last THREE financial years (2016-2019), from Catering works ONLY . [Documents of Balance sheet & Profit and Loss account are enclosed along with application.]	Yes / No	
	(i) Annual Turnover for F.Y. 2016-17		
	(ii) Annual Turnover for F.Y. 2017-18		
	(iii) Annual Turnover for F.Y. 2018-19		
2)	The Bidder is a profitable company for the last THREE years from Catering works ONLY . [Documents of Balance sheet & Profit and Loss account are enclosed along with application.]	Yes / No	
	(i) Net Profit for F.Y. 2016-17		
	(ii) Net Profit for F.Y. 2017-18		
	(iii) Net Profit for F.Y. 2018-19		
3)	The Bidder must have received WORK ORDER (of Catering works only) of aggregated value not less than Rs.60 lakh per annum as the case may be in each of last 03 (THREE) financial years (2016-2019), 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 NIT proposal. [NOTE: Copies of work orders as a proof may be provided.]	F.Y. 2016-17	Yes / No
		F.Y. 2017-18	Yes / No
		F.Y. 2018-19	Yes / No
4)	The Bidder must have received Two nos. of WORK ORDERS (of Catering works only) of aggregated value not less than Rs. 60 Lakh per annum in each of last 03 (THREE) financial years (2016-2019) as the case may be, from a single 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 NIT proposal. [NOTE: Copies of work orders as a proof may be provided.]	F.Y. 2016-17	Yes / No



		F.Y. 2017-18	Yes / No
		F.Y. 2018-19	Yes / No
5)	The Bidder must have received Three nos. of WORK ORDERS (of Catering works only) of aggregated value not less than Rs. 60 Lakh per annum in each of last 03 (THREE) financial years (2015-2018) as the case may be, from any organization among	F.Y. 2016-17	Yes / No
		F.Y. 2017-18	Yes / No
	NITs/IITs/IIMs/IIITs/Central Universities/IISERs/ CSIR Laboratories/ PSUs/ Central Government Departments and Offices/Defence Establishments, as on date of signing the NIT proposal. [NOTE: Copies of work orders as a proof may be provided.]	F.Y. 2018-19	Yes / No
6)	The bidder has furnished an undertaking to the effect that the firm has not been blacklisted in India by any organization.	Yes / No	
7)	Security Deposit: Does Bidder/Tenderer agree to submit Security Deposit, i.e., Rs. Two lakhs only , valid till 90 days after the warranty period, on receipt of the notification of Award / Purchase Order / Agreement?		
8)	The bidder has PAN, TIN, GSTIN, Service Tax Registration, EPF, ESI and FSSAI Registration. [NOTE: A copy of each of these documents provide]	Yes / No	

Vendors applying for more than one group will have to provide priority.

Name of Hostels	Groups	Tentative Strength	*Priority of group (1-4)
Boys Hostel	Group A	550	
	Group B	450	
	Group C	600	
Girls Hostel	Group D	300	

*Please mention priority against each group A to D (1-4). 1 denotes highest priority & 4 denotes lowest priority.

Note- If vendor is L1 in more than one group then allotment will be on priority basis.

Place:

Date:

Signature and seal of the Bidder



(B.) PART-TWO (FINANCIAL BID)

MENU FOR MESS CATERING AT Group- A, B, C, D at IIIT-A

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

Important Note:

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



CHAPTER - 3
SPECIAL CONDITIONS OF CONTRACT (SCC)

1. Mode of Operation

- (i) The service provider would provide breakfast, lunch, evening tea and dinner. Each of these will have certain items mandatory for the service provider to provide as a part of the basic menu.
- (ii) The hostel mess has a "Mess Committee" consisting of the hostel Students, Staff and Wardens. The mess committee is authorized to regulate the mess related activities on a day to day basis. The hostel Warden Committee shall act on-behalf of the institute, for operation of the mess contract and overall supervision.
- (iii) The mess premises comprising, cooking and dining facilities, furniture, utensils, containers, few general appliances, water shall be provided by the institute free of cost. However service provider will be charged electricity bill for using electrical appliances and for any other purpose in the kitchen area as per institute rules. Electricity shall however not be the general cooking fuel.
- (iv) The required cooking utensils, furniture and cooking appliances shall be provided by the hostel administration. The service provider is expected to use them and maintain these in good condition. Each vendor may visit the hostel to apprise himself of the available general infrastructure. Any equipment/appliance other than the ones available shall have to be arranged by the vendor at his cost.
- (v) Hostel messes are equipped with procured kitchen automation appliances and utensils. Institute shall provide these to the Service provider free of cost. However cleaning, washing, maintenance, any material/tools used, man power required to properly maintain them shall be arranged by service provider at his own cost. Any loss/breakage shall have to be made good by the service provider at his own cost.
- (vi) The specific vegetables and dals to be served for each meal will be divided by the Mess Committee in consultation with the service provider at the beginning of each week
- (vii) The service provider shall ensure procurement of only good quality fresh vegetables from the market. He shall not be allowed to store the vegetables for more than one day.
- (viii) The service provider shall ensure sufficient stock of raw material (other than vegetables and other perishable items as decided by mess committee) in the store for a minimum period of 15- days.
- (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 will not be refunded to the students and more than 4 days approved absentees 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 01 (One) days in advance.
 - c) In case of rebate, student will get maximum refund 75% of total rebate amount payable in one semester and remaining will be given to mess contractor.(maximum 25 days may be consider for refund in one semester.)
 - d) However, in case special cases cow decision will be final for refund of mess fee/rebate.
- (xi) **The guests staying at Visitor Hostel -I, II, III may opt for fooding facility from vendor operating Girls Hostel - 3 mess at IIIT-Allahabad Jhalwa Campus at a higher rate, the rate chart and menu are available at Visitor Hostel -1.**
- (xii) **One Supervisor will always be present during breakfast, lunch, dinner. It is desirable that the same supervisor continues for at least for one semester, in case of any change, the Hostel Warden/COW should be kept informed & in advance.**
- (xiii) 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.

Kanji

- (xiv) For each of the meals or food items, it will be mandatory for the service provider to serve the items of a fixed weight/size at price decided apriori and approved by Warden/COW.
- (xv) All items will be cooked in the kitchen of the hostel. No cooked item, except some snacks identified beforehand, will be brought from outside.
- (xvi) 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.
- (xvii) 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.

2. Employees:

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

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

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

3. 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

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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.

4. Important Notes:

- (i) The Institute reserves the right to:
 - (a) Amend the scope and value of the contract.
 - (b) Amend the rate of the contract.
 - (c) Award any of the Mess to the empanelled agencies.
- (ii) For any of the above actions, the COW of 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.

5. 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

Boiled Egg (1) OR Banana (1)

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



PLUS (One item from the list given below)

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 (two).
- (iii) Seasonal fruit (two).
- (iv) Jalebi-poha or dahi (Unlimited)
- (v) Upma-Chatani (unlimited).
- (vi) Stuffed Dosa or uttapam -Chatani-Sambhar (unlimited).
- (vii) Stuffed parantha-Sauce or Green Chatani (unlimited).
- (viii) Idli or Bada- sambar-Chatani. (Unlimited)
- (ix) Khasta Kachori with Aloo Sabzi

2) Lunch (Mandatory Items)

Dal/Kadhi: Unlimited
Sambhar/Rasam: Unlimited
Cooked Vegetable (Seasonal): Unlimited
Curd/Raita: 75g-100g
Tandoori/Tawa/ Rumali/Naan/Poori: Unlimited
Rice (plain): Unlimited
Green salad: normal
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
Tandoori/Tawa/Rumali/Naan/ Poori : Unlimited
Rice: Unlimited
Green salad: normal
Pudina/Dhania Chutney/ Achar: normal
Dessert: one piece (or one serving)

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

Special Dinner: (one day (Sunday) per month):

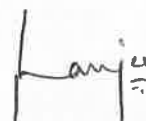
1 Starter Salad
1 Special Veg item
1 Special Non-Veg item
1 drinks (lassi/roohafza)
1 Dessert
Roti/Naan/Tawa/Tandoori
Rice

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.

S.No.	Items	Price (in Rs.)
1	Omelette (2 eggs)	17
2	Egg Bhurji (2 eggs)	17
3	Egg fried rice	17
4	Chicken fried rice (2 pcs. of 100gm.)	33
5	Paneer Fried Rice(50 gm. paneer)	22
6	Paneer Paratha	17
7	Aloo pyaz Paratha	11

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.

S.No.	Items	Price (in Rs.)
1	Butter Chicken (2 pcs. of 100gm.)	44
2	Chicken Handi(2 pcs. of 100gm.)	44
3	Egg Curry (150 gm. of 2 egg)	22
4	Chicken Biryani (2 pcs. of 100gm.)	44
5	Matar Paneer(50gm. Paneer)	28
6	Paneer Handi(50gm. Paneer)	28
7	Paneer butter masala(50gm. Paneer)	28
8	Paneer Bhurji (50 gm.)	28
9	Butter/Ghee(10gm.)	6

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.

6. 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 Gradel	Loose
18	Rice Basmati (MiniDubar Quality)	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)	Fortune15kg/15Lt/ Patanjali
31	Refined Oil	Fortune/ nutrela
32	Chili Sauce	Kisan/Maggi/Tops
33	Jam	Kisan/Maggi
34	Mishrambu	(Kesariya Badam)
35	Thandai	guruji
36	Roohafza	Hamdard
37	Milk(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

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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(Tarbuz)	Loose
68	Beej(Kharbuz)	Loose
69	Badi Ilaichi	Loose
70	Dalchini	Loose
71	Haldi Powder	Badshah/MDH/Everest/Patanjali
72	Dhania Powder	Badshah/MDH/Everest/ Patanjali
73	Dhania Khada	Loose
74	Gur	Loose
75	Heeng Dibiya 50gm	MDH/Everest
76	Javitri	Loose
77	Jaiphal	Loose
78	Jeera(Safed)	Everest/catch
79	Jeera(Siyah)	Loose
80	Kabawchini	Loose
81	Kashmiri Mirch	MDH
82	Kasoori Methi	MDH
83	Kali Mirch(Sabit)	Everest/Catch/MDH
84	Mirch Safed (Pisi)	MDH/Catch/Everest
85	Kala Namak (Powder)	
86	Laung	Loose
87	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

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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.

2. 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 01.04.2019	Per month wages	Deductions		
					PF & Admn charge s 13.61 %	ESI 4.75 %	Cost to contracto r
1	highly skilled workmen						
2	semi skilled						

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	workmen						
3	skilled workmen						
4	unskilled workmen						
	Total	17					

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

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FORM-

CERTIFICATE OF ETHICAL PRACTICES

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

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

Place :-----

Date :-----

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

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LIST OF EQUIPMENTS IN HOSTELS MESS		
GIRLS HOSTEL-I		
Sl. No.	Name of Items	Quantity (No.)
KITCHEN		
1	Oven	02
2	Oven mari	01
3	Refrigerator	02
4	Tawa burner	01
5	Exhaust	
6	Gas Pi Gas Pipeline	
DINING		
7	TV with table	01
8	Fridge	01
9	Water Cooler	01
Furniture Details and other amenities		
11	Steel Table	02
12	Rack-Plate	01
13	Dining Table	06
14	Basin	02
GIRLS HOSTEL-II		
Sl. No.	Name of Items	Quantity (No.)
KITCHEN		
1	Gas Stove	02
2	Fridge	01
3	Tava	01
4	Food dispenser kit	01
5	Wash basin fixed	01
DINING HALL		
6	Dining table	06
7	LCD TV (Samsung)	01
8	Double door fridge	01
9	Water cooler	01
10	Common Roti Maker(GHI)	01
GIRLS HOSTEL-III		
Sl. No.	Name of Items	Quantity (No.)
DINING		
1	Dining tables	35
2	Water cooler	02
3	A.C.	07
KITCHEN		
4	Mixer	01
5	Food dispensor	02
6	Wheat flour machine	01

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7	Potato peeler	01
8	Freezer	02
9	Sandwich griller	01
10	Gas stoves	06
11	Weighing machine	01
12	Machine for plates washing	01
13	Machine for carrying plates	01
14	Tables (big + small)	10+4
15	Basin for washing (big + small)	01+04
16	Dustbin Racks	02
BOYS HOSTEL-I		
1	Gas Chulha Single Burner wala	2
2	Gas chulha Double Burner wala	1
3	Roti Tava	2
4	exhaust Fan	1
5	Cooler Fan	1
6	D Freezer	1
7	Bartan Dhone Ki Sink	4
8	Khana Lagane Ki dish	6
9	khana lagane ka set	1
10	khana khane ki table	25
11	Salad Table	1
12	Plate rakhne ka rack	1
13	Gas lagane ka regulator	6
14	conveyer Belt	1
15	Roti Machine	1
16	Plate rakhne ki table	1
17	Geyser	1
BOYS HOSTEL-II		
1	Plate Rack	2
2	Gas chulha (Single Burner)	1
3	Gas chulha (Double Burner)	2
4	Roti Tava	2
5	Exhaust Fan with Hood	2
6	Air Fresher Hood (Cooler Fan)	1
7	Deep Freezer	1
8	Geyser	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	2
14	Food Warmer Set	7
15	Insect Killer	2
16	Water Cooler	1
17	Dining Table with attached chairs	25

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18	Salad Table (Side Counter)	1
19	A .C at Dining Hall	4
20	Fire Extinguisher	1
BOYS HOSTEL-III		
Sl. No.	Name of Items	Quantity (No.)
1	DINING TABLE	25
2	SALAD TABLE	1
3	BAIN MARIE	1
4	FOOD CONTAINER WITH COVER	6
5	PLATE STORING RACK	2
6	WORKING TABLE	7
7	ATTA MACHINE	1
8	POTATO MACHINE	1
9	ROTI MAKING MACHINE	1
10	FOUR DOOR REFRIGERATOR	1
11	ROTI TAVA	2
12	GAS BURNER	6
13	BREAD TOASTER	1
14	SINK	2
15	GAS REGULATOR	5
16	WATER COOLER	1
17	AQUA GUARD	1
18	INSECT KILLER	3
19	CONVEYER BELT	1
20	DISH WASHERS	1
21	EXHAST FAN WINDOWS HOOD	1
22	FRESH AIR WINDOWS HOOD	1
23	CEILING FAN	15
24	AIR CONDITIONERS	4
25	GEYSER	1
26	AIR CURTAIN	2
27	FIRE EXTINGUISHERS	2
BOYS HOSTEL-IV		
Sl. No.	Name of Items	Quantity (No.)
	DINING HALL	
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	
	KITCHEN	
12	DISH WASHER	
13	ROTI MAKING MACHINE	
14	ATTA MACHINE	1

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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	REGULATOR	4
23	WASHING BASIN	4
24	FIRE EXTINGUISHER	1
25	Burner	6
26	Roti Tava	2

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