

PDPM- INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
DESIGN AND MANUFACTURING, JABALPUR

TENDER NO: IIITDMJ/Tender/2015/11/40 Dated 20/11/2015

**TENDER DOCUMENT FOR
Canteen at Hall of Residence - I**



PDPM

Indian Institute of Information Technology,
Design & Manufacturing Jabalpur
Dumna Airport Road, PO: Khamaria
Jabalpur- 482005

Fact sheet

1	Pre bid conference schedule	01/12/.....2015 at 15:00 Hrs
2	Last date for receipt of sealed tender form	14/12/..... 2015 at 15:00 Hrs
3	Date of opening sealed Tenders (Technical Bids only)	14/12/.....2015 at 16:00 Hrs
4	Date of opening the Financial Bids of Tenders (Those who qualify in Technical bids only)	Will be decided later

Contain Total 13 Pages.

Tender Document Cost Rs. 1000/- only

*- To be paid in the form of Demand Draft drawn
in favour of PDPM- IIITDM Jabalpur payable at Jabalpur

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PDPM
**Indian Institute of Information Technology,
Design & Manufacturing Jabalpur**

TENDER DOCUMENT FOR CANTEEN AT HALL OF RESIDENCE - I

1. TENDERS ARE REQUIRED TO BE SUBMITTED IN TWO PARTS IN TWO SEPARATE SEALED COVERS 'A' & 'B'.

(A) 1st COVER (ENVELOPE "A") SHOULD CONTAIN TECHNICAL DETAILS:-

(Envelope "A") should contain the following documents:

- i. Registration certificate of the firm/tenderer.
- ii. Copy of VAT Registration to firm/Proprietor.
- iii. Experience Certificate(s) of firm/Proprietor for any one of last three financial Years.
- iv. Audited statement of turnover of Rs.3.0 (Rupees Three Lakh only) per annum for any one of last three financial years (Statement audited by CA is to be attached).
- v. Copy of PAN card to firm/Proprietor.
- vi. Terms and Conditions of the tender duly signed and stamped on all the pages.
- vii. An undertaking that the tenderer must not have been convicted by the court of law. (he must give an affidavit.)
- viii. The EMD of Rs.10,000/- (Rupees Ten Thousand only) must be enclosed in the Technical bid cover only. Technical bid received without EMD will be summarily rejected.
- ix. Tender fee of Rs.1000/- (Rupees One Thousand only) must be enclosed in the Technical bid cover only. Technical bid received without Tender fee will be summarily rejected.

(B) 2nd COVER (ENVELOPE 'B') SHOULD CONTAIN PRICE BID DETAIL:-

- i. Second cover (ENVELOPE 'B') should contain price bid only. Price bids of only technically shortlisted firms shall be opened on pre-notified date, time & venue of the Institute for which, Institute shall send necessary information by post/email/fax etc.

1. SCOPE OF WORK

The successful bidder shall be permitted to run the CANTEEN at Hall of Residence - I of PDPM-IIITDM Jabalpur for the students & visitors.

2. ELIGIBILITY CRITERIA

- 2.1 The contractor must be holding valid license (Shop and Establishment, TIN and PAN) as on the date of Bid submission and Bid opening.
- 2.2 The contractor must not have been convicted by the court of law. (he must give an affidavit.)



- 2.3 The annual turnover of the bidder should be minimum Rs 3 lakhs on any one of last three financial years should be supported with audited statement.

3. GENERAL TERMS AND CONDITIONS:

- 3.1 Contractor needs to provide the eatables as per the price decided by the Institute and given in **Annexure 1**.
- 3.2 It is mandatory for the tenderer to provide all the items listed in Annexure-1 all the time in canteen.
- 3.3 The contractor will pay rent in first week of every month in advance as quoted in the tender (mentioned as Annexure B), electricity and other allied charges/dues for the premises occupied for running of the shop as assessed by the Institute or local bodies. At present, the water charge is Rs. 200/- per month and electricity charge is Rs 8.4 per unit.
- 3.4 The contract will be provided to the qualified tenderer on the basis of highest license fee offered by the contractor. However, minimum license fees will be Rs.7000/- (Seven Thousand only) per month.
- 3.5 Approximately 500 students are residing in the Hall of Residence - I and they stay in the hall for 24 hours even on weekends.
- 3.5 Normally Canteen at Hall of Residence - I shall open from 6:00 am to 02:00 am throughout the week including Saturday and Sunday. Timings to open and close the Canteen at Hall of Residence - I both in summer and winter vacation shall be decided by the Competent Authorities of the Institute.
- 3.6 The Canteen Committee may visit and inspect the tenderer's existing set up of similar services to check all material/equipment and taste the food/eatables. The committee shall have the right to reject or accept the Technical Bid based on the findings of the inspection
- 3.7 The Director of PDPM-IIITDM Jabalpur reserves the right to accept or reject any tender or all tenders without assigning any reason(s).
- 3.8 The Successful Tenderer shall start running canteen within next fifteen days of acceptance of offer given by the Institute. If the successful tenderer fails to start the Canteen the earnest money will be forfeited and next eligible Tenderer will be offered the contract.
- 3.9 In case the Tenderer fails to pay license fee by the prescribed date, a penalty of Rs.1000 per month or 10% of the License Fees whichever is higher, will be imposed.
- 3.10 If eatable of expiry date are found in the canteen, a penalty of Rs.2000/- will be imposed and all such material will be seized. The competent authority will have the right to cancel the contract with immediate effect in such cases.
- 3.11 The Successful Tenderer shall have to supply and serve refreshment/meal for the meeting and functions held in the Institute on mutually agreed rates of Specified eatables not covered in Annexure 1.
- 3.12 The Canteen at Hall of Residence - I shall be operational throughout the week and will not observe any holiday without the prior written permission of competent authority.
- 3.13 The Successful Tenderer shall sale and serve only such items which are approved by the Institute.

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- 3.14 The items, which are not included in the list, these items will be sold on the rates mutually agreed by the Institute and the Successful Tenderer.
- 3.15 The Successful Tenderer shall not deploy any minor child to work in the Canteen at Hall of Residence - I.
- 3.16 The Successful Tenderer shall submit performance bank guarantee of Rs. 20,000/- (Rupees Twenty Thousand only) as security deposit within 10 days after allotment order in the favour of "PDPM-IIITDM Jabalpur" payable at Jabalpur.
- 3.17 In case the preparations for the eatables, served in the Hall Canteen are found unhygienic/unsatisfactory or the Successful Tenderer fails to fulfill his obligations of the contract at any time during the contract period, Institute shall have the power to terminate the contract and in that case the security deposit of Rs. 20,000/- (Rupees Twenty Thousand only) or any part thereof shall be forfeited at the discretion of the Institute as a fine/penalty.
- 3.18 The Successful Tenderer shall display the Rate List of approved eatable at the appropriate place outside the canteen.
- 3.19 The Successful Tenderer will make the arrangements for keeping all eatables in glass-covered showcases, protected from flies and insects. Tenderer will also ensure to serve the eatables with Hand Gloves or with Chimti.
- 3.20 The Institute may constitute a Committee to Monitor and advice on the eatables to be served in the Canteen at Hall of Residence - I.
- 3.21 The Competent Authority or its authorized representative will inspect the preparation of food, time to time and reject such preparations, which are not considered wholesome or hygienic without any compensation and may impose monetary fine.
- 3.22 The crockery & other serving items should be of good quality as approved by the Competent Authority or his representative.
- 3.23 The Successful Tenderer is bound to maintain cleanliness conditions in and around the Canteen at Hall of Residence - I at his own cost. No staff member of the Institute will be engaged for the purpose.
- 3.24 The Successful Tenderer will pay necessary fee, taxes as applicable, according to the rates prescribed by the Government or any other Authority for running the Canteen at Hall of Residence - I directly to concerned Authorities and submit the details as a proof to the Registrar.
- 3.25 In case of dispute arising between the Successful Tenderer and Institute the decision of the Director shall be final and binding on the Successful Tenderer.
- 3.26 All legal disputes shall be subject to the Jurisdiction of Jabalpur.
- 3.27 The Successful Tenderer should have sufficient equipment & crockery and other items normally required in a good running condition for Canteen at Hall of Residence - I.
- 3.28 The Institute reserves the right not to allow the Successful Tenderer for the sale of a particular brand/make items. The list of the items to be sold may be changed by the Competent Authorities as per the requirement of the students/ employees/visitors.
- 3.29 The Successful Tenderer should have sufficient utensils, crockery and other infrastructure to provide the service and will be required to arrange Buffet Lunch/ Dinner/ Tea Party and the rates for the same will be decided with mutual consent.



- 3.30 The Successful Tenderer should take all safety measures while running Canteen at Hall of Residence - I and will keep a First Aid Box duly updated/replenished from time to time. Tenderer will also be responsible for the safety of the manpower engaged by him.
- 3.31 It is the responsibility of the Successful Tenderer to get the verification of character and antecedent of the employees, employed by the Successful Tenderer.
- 3.32 The Successful Tenderer shall not employ in the Canteen at Hall of Residence - I any person suffering from any contagious or infectious disease and will ensure their personal hygiene from time to time.
- 3.33 The Successful Tenderer shall not sublet a part or whole of the premises to any other agency for any purpose what so-ever.
- 3.34 The Successful Tenderer shall be allowed to run movable trolleys in the Institute campus if required.
- 3.35 The Successful Tenderer shall not indulge himself in carrying out activities other than the purpose stipulated here under.
- 3.36 The Successful Tenderer shall keep the Licensor indemnified against any or all claims for damages, which may be caused to any workman of the licensee.
- 3.37 The Successful Tenderer shall provide identity cards to its employs approved by the General Administration of the Institute at its own cost.
- 3.38 After the expiry of the contract period or termination of the license to run the Canteen at Hall of Residence - I, the Successful Tenderer shall wind up its business and vacate the entire canteen premises. In case he fails to vacate the canteen premises the Institute reserves the right to remove his items at the contractors risk and cost.
- 3.39 All employees working in Canteen at Hall of Residence - I should be in uniform decided by the Institute authority on the cost of successful tenderer.
- 3.40 The tenderer shall have to abide by the terms and conditions, besides as given above as per the orders of the competent authority.
- 3.41 The formal agreement shall be made and the same will be valid initially for a period of two years and extendable for further period (up to one year) if required as per the order of Competent Authority.
- 3.42 Performance of firm/ agency shall be continuously inspected and watched by PDPM-IIITDM officials deputed for the purpose. If at any time the performance of the firm/ agency is not found satisfactory, the PDPM-IIITDM Jabalpur reserves the right to terminate the contract during its validity period without assigning any reasons.
- 3.43 Please note that the number of students and employees is only an indicative number of potential customers. The Institute does not give any guarantee that all of the Institute employees/students will be using the services of the canteen.
- 3.44 The requisite furniture will be provided by the Institute for the sitting area to the contractor for smooth running of Canteen at Hall of Residence - I. But successful bidder will be responsible for repairs and maintenance for the furniture and all electrical fittings and fixtures alongwith their security. The successful bidder will be borne for any type of losses or damages in those items which have been provided by the Institute.
- 3.45 The garbage (Kachra) generated by the canteen will be disposed off by the Contractor out of the Institute premises. No garbage or left over should be disposed or spread



outside the canteen by the students or the employees of the canteen which could cause health hazard for the students.

- 3.46 The tender will be finalized based on license fees offered by the bidder.
- 3.47 Contractor should ensure perfect separation of utensils used for veg and non-veg items and this will be monitored by a committee constituted by the competent authority and breach of this condition will result in penalty as per decision of the competent authority.
- 3.48 Layout design of canteen is attached as Annexure 2.

4 CONTRACT PERIOD


- i. A formal agreement shall be made and the same will be valid initially for a period of two years and extendable for further period(s) (up to one year) if required as per the order of the competent authority but not more than 06 months at a time, subject to the satisfactory performance of the contractor.
- ii. If the monitoring committee of the institute gives the report of unsatisfactory services during the contract period, the contract may be terminated by the Institute after giving an opportunity to the contractor for giving his justification. The loss to the Institute, if any, incurred on account of such termination will be recovered from the contractor. The decision of the Director, PDPM-IIIDM Jabalpur shall be final in this regard.
- iii. In case of any breach of the contract/agreement or any terms and condition therein by the tenderer, the Director, PDPM-IIITDM Jabalpur may cancel the contract/contracts for the remaining period of the contract/contracts after giving a show cause notice of a reasonable time as deemed fit by the Director, PDPM-IIITDM Jabalpur in writing to the contractor. In the event of such cancellation security deposit amount of the contractor will be forfeited. The decision of the Director of the institute shall be final in the matter.
- iv. The Director of the Institute may at any time terminate the agreement without assigning any reason after serving one month notice in writing.

5 WAGES, WELFARE AND PAYMENT CONDITIONS

- i. The contractor shall abide by with all labour laws enforced by the Central Government from time to time such as medical expenses, accidental benefits, workman compensation, minimum wages, bonus and other welfare measures and other statutory requirement as applicable.
- ii. The Service Provider shall be liable to pay any penalty at its own end which may be imposed by the labour department or any other department or court of law, for violation of any rule/law.
- iii. No child labour should be employed.
- iv. Weekly off be given to all deployed employees as per rules of Government of India/ Labour laws/ Minimum wages act.



- v. Contractor will have to pay wages to all deployed employees as per rates prescribed by Government authorities in accordance with minimum wages act.

A handwritten signature in black ink, appearing to be 'S. R. S. S. S.', written in a cursive style.

UNDERTAKING

1. I/we undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the PDPM-IITDM Jabalpur and shall abide by them.
2. I/We also undertake that I/We have understood "Parameters and Technical Specifications for conducting the Work" and shall conduct the work strictly as per these parameters.
3. I/We also undertake that the firm is not black listed by any of the Government Departments or Institution.
4. I/We also undertake that the firm has been convicted by Court of law.
5. I/We further undertake that the information given in this tender are true and correct in all respect and we hold the responsibility for the same.

Dated: _____

Place: _____

(Dated Signature of Tenderer
with stamps of the firm)

Handwritten signature and initials in black ink, appearing to be 'B. P. Singh' and 'S. K. Singh'.

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

Name of Work: To run Canteen at Hall of Residence - I in the Institute

TECHNICAL BID

(Technical Bid should be kept in separate sealed cover super scribing "Technical Bid" on it).

1. Name of Tenderer:
2. Name of Agency:
3. Details E.M.D. With Draft No.:
4. Details of Experience in the similar Field (attach copies from the Agency)

S. No.	Period		Organization	Details of Services
	From	To		

(If required enclose separate sheet)

5. Annual Turnover for any one of last Three years (Attach audited statement of account from practicing Chartered Accountant)

Year	Turn over in Rs. Lacs	Document (Attach Photocopy)

6. V.A.T. Regn. No. (Attach proof):
7. PAN No. (attach proof):
8. Registration No of Firm/Shop (Attach Proof):
9. Copy to Income Tax return filed for any one of last three years. (attach certified copy)
10. Please Specify as to whether Tenderer is Sole Proprietor/Pvt. Ltd./ Partnership firm (Name of the partner should be specified In this case).



Signature of the Tenderer

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

FINANCIAL BID

(Keep this Financial Bid in Separate Sealed Envelope)
(Submit along with Tender)

Name of work: To run the Canteen at Hall of Residence - I in the Institute

1. Name of Tenderer and Agency:
2. Period of contract: One year from the date of actual engagement.
3. Monthly License fee offered (in figures):
4. Monthly License fee offered (in words):

Note: In case of any discrepancy in figures and words, monthly license fee offered in words will prevail.

Signature of the Tenderer



Price List for various items to be sold at Canteen at Hall of Residence – I

S.No.	Name of the Items	Quantity	Amount
1	Tea (one cup)	125 ml.	5.00
2	Coffee (one cup) Nescafe	150 ml	7.00
3	Samosa (Aaloo, mutter or both)	75 gm.	5.00
4	Bread Pakora (potato filled)	75 gm.	8.00
5	Matthi	50 gm.	5.00
6	Vegetable Pakora	100 gm.	10.00
7	4 Puri (50 gm each) + Sabzi (150 gm)	Per plate	20.00
8	Laddu (besan/ bundi)	50 gm.	6.00
9	Sambhar + vada 60 (gm each)	Two pieces (60 gm)	20.00
10	Plain Dosa with Sambhar & Chatni	Each	25.00
11	Masala Dosa with sambhar & Chatni	Each	30.00
12	Idli (one plate) with sambhar & Chatni (2 idli)	60 gm each	20.00
13	Uttipam (200 gm) with chatni	Plate	25.00
14	Chow mein	200 gm.	20.00
15	Mix Veg. Cutlet- Two Pieces (75 gm each)	1 plate	15.00
16	Burger Small	1 piece	10.00
17	Burger (Mac Donald Size)	1 piece	20.00
18	Sand witch with butter/ cucumber/ tomato	1 piece	15.00
19	Patties (Aaloo)	Standard	10.00
20	Patties (Paneer)	Standard	12.00
21	Biscuit/toffee/ curd/dahi/milk/ packed juice	Per pack	On MRP
22	Packed drinking water/ cold drinks/ chips etc	Standard	On MRP
23	Juice bottles, packed juice	Per pack	On MRP
24	Poha	Per plate	10.00
25	Noodles and Maggi	200gm	20.00
26	Jalebi	100 gm	20.00
27	Pav bhaji	1 piece	20.00
28	Dry fruit packets	Per pack	ON MRP
29	Fried Chana, Matter etc.	Per pack	ON MRP
30	Vegetable Upma	200 gm	20.00
31	Gobi/ Aaloo/ Mooli paratha	1 piece each	15.00
32	Paneer paratha	1 piece each	20.00
33	Plain paratha	1 piece each	10.00
34	Pani puri	7 pieces with Masala	10.00
35	Veg Biryani (Basmati rice) with dry fruits and pickle	1 plate	30.00
36	Pickles and Sauce	Per pack	ON MRP
37	Chicken Tikka (dry)	Per piece	10.00
38	Garlic chicken/zinger chicken (dry)	Per piece	10.00
39	Chicken Biryani (Basmati rice) and raita (cucumber +curd)	one plate	40.00
40	Bread and Omelette	4 piece and 2 eggs	20.00
41	Boiled egg with Onion and sauce	4 piece	20.00
42	Veg and egg sand witch	1 piece	20.00
43	Chhole Rice/Rajma Rice with pickle	One plate (250g.)	30.00

Packaging should be of good quality & approved by the Canteen Committee. The rates for the items mentioned above are inclusive of all taxes.

NOTE: Sale of Alcohol, Cigarettes, Gutkha & other intoxicating items will not be permitted in the Canteen at Hall of Residence - I. If contractor found violating this condition on verification by a competent committee, the contract will be terminated with immediate effect and SD will be forfeited.

I have understood completely about this tender document and the terms and conditions therein. I agree to sale the eatables and packaged (Snacks) on the rates mentioned in Annexure 1, attached with this Financial Bid and signed by me. I have also understood that I have to maintain quality of eatable. Especially packaged (Snacks /Lunch) for meeting the quality of eatables served should be at par Haldiram/Bikaner sweets.

I have understood the above and agree to provide the above eatables at the rates mentioned.

Signature of Tenderer

A handwritten signature in black ink, appearing to be 'S. K. Singh', written over a horizontal line.