

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,  
DESIGN AND MANUFACTURING KANCHEEPURAM  
Melakottaiyur, Off Vandalur-Kelambakkam Road, Chennai – 600 127.**

**CPPP – NOTICE FOR INVITING TENDER FOR  
PROVIDING HOSTEL MESS SERVICES AT  
IIITDM KANCHEEPURAM**

1.	Tender Enquiry No	:	IIITDMK/2025-26/GSS/Hostel Mess/01
2.	Tender Issue Date	:	21 April 2025
3.	Tender Mode	:	E-tender through the CPP Portal
4.	Closing date	:	Date: 14 May 2025 Time: 14:00 Hrs
5.	Pre-bid Meeting	:	Date: 28 April 2025 Time: 11:00 Hrs
6.	EMD amount in INR	:	All participating vendors have to submit a EMD of Rs. 9,00,000/-.

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## **INDEX TO BIDDERS**

The Director, IIITDM Kancheepuram proposes to operate TWO MESSES namely Mess A and Mess B, each with an approximate strength of approximately 1000 resident students (during the regular semester) conforming to the specifications given in the annexed schedules. The Institute functions from its campus at Melakottaiyur, Chennai 600127 and both Mess A and Mess B are located within the Akshaya Building (4 Story Building), on the Campus.

The Tender Document can be downloaded from Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app>. (OR) Institute website- <https://iiitdm.ac.in/tenders>.

The bid is to be submitted online only through the E-procurement portal of <https://eprocure.gov.in/eprocure/app> up to the last date and time of submission of tender.

1.	Work	:	Hostel Mess A and Hostel Mess B at IIITDM Kancheepuram (Scope of work is provided).
2.	Tender Enquiry No	:	IIITDMK/2025-26/GSS/Hostel Mess/01 dated 21 April 2025
3.	Value of Work	:	Rs. 3.60 crore each Mess
4.	Eligibility Criteria	:	<ol style="list-style-type: none"><li>1. The contracting agency/firm/company should have at least 5 years' prior experience (. i.e., the agency must have been in the business before 01.04.2020) and providing similar Hostel Mess services at Central Govt Educational Institutions: IIT/NITs/IIITS /IISER/IIM, etc. E-commerce operators are not eligible to apply.</li><li>2. They must have an average turnover of at least Rs 5.00 crore for the FY 2021-22, 2022-23 and 2023-24. A certificate duly signed by the CA is required to be submitted by the agencies.</li><li>3. The agencies should have successfully carried out at least one work for annual value of Rs.2.90 Crore without GST OR two works each for annual value of Rs.2.15 Cr without GST each executed on or after 01.04.2020. Copies of relevant work order need to be enclosed as a proof without fail.</li><li>4. Satisfactory services certificate from the Institutes where experience is claimed as per Para 3 above.</li><li>5. The firm should have FSSAI Certification and other statutory registration with EPFO, ESIC, GST.</li><li>6. EMD Rs. 9,00,000/- (Start Up / MSME 2024-25 vendors are exempted from submission of EMD).</li></ol>
5.	Submission of Offer	:	CPPP Portal in TWO BID SYSTEM
6.	Pre bid Meeting	:	28 April 2025 Time: 11:00 Hrs
7.	Last Date for submission of bids	:	14 May 2025 Time: 14:00 Hrs
8.	Opening of Technical bid	:	15 May 2025 Time: 14:00 Hrs ONLINE

9.	Technically Eligibility verification	:	16 – 22 May 2025
10.	Presentation of the Bidders	:	19 May 2025 (Mail intimation will be sent to those who are technically eligible)
11.	Selection of Mess bidders	:	<ul style="list-style-type: none"> <li>❖ L-1 will have the choice of Ground &amp; 1<sup>st</sup> floors / 2<sup>nd</sup> &amp; 3<sup>rd</sup> floors</li> <li>❖ L-2 bidder will be offered the opportunity to serve at IIITDM Kancheepuram, subject to the condition that L-2 agree to serve at L-1 price.</li> <li>❖ If a tenderer does not agree to match the price of the lower price bid, the opportunity will be given to the tenderer third lowest (L-3 onwards) and so on.</li> <li>❖ Mess floor allocation will be at the discretion of the Chief Warden of the Hostel IIITDM Kancheepuram</li> </ul>

## **TERMS AND CONDITIONS OF THE CONTRACT**

1. Intending tenderers are advised to visit and inspect the Mess building before submission of their tenders. The tenderer shall themselves obtain all necessary information as to risks, contingencies, and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. Submission of tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and local conditions and other factors having a bearing on the execution of the work.

**A pre-bid meeting is scheduled on 28 April 2025 at 11.00 Hrs and interested tenderers at their own cost can attend to inspect, examine the site and seek any clarification on the scope of work.**

### **2. Contract Period:**

The contract is initially for a period of ONE YEAR, which may be extended ANNUALLY for a further period of TWO years subject to satisfactory performance of the work, under the mutual agreement and at the discretion of the Institute.

### **3. Preparation and submission of tender document:**

Tenders which are submitted without following the two-bid offer system will summarily be rejected through online mode. The instructions regarding online bidding is enclosed as **Annexure 8**.

(a) **Bid-1** : **Technical Bid** : **Annexure 3**

(b) **Bid-2** : **Commercial Bid** : **Annexure 4**

The bid evaluation methodology is at **Annexure 5**. Late bids will not be considered.

### **Bid -1: Technical Bid**

**The online Technical bids should be submitted containing the scanned copy of the following documents in (.pdf file) (SINGLE PDF FILE ONLY)**

- i.** Partnership Deed / Articles and Memorandum of Association / Certificate of Incorporation, as applicable, on or before 01.04.2020.
- ii.** Proof of having works after 01.04.2020 for providing Catering Services / Mess services.
- iii.** Chartered Accountant Certificate for average turnover of at least Rs 5.00 crore for the FY 2021-22, 2022-23 and 2023-24.
- iv.** Work Order and Satisfactory Certificate for successfully completion of
  - ONE WORK of annual value Rs 2.90 crores OR
  - TWO WORKS of annual value Rs 2.15 crores OR
- v.** Only Purchase order issued in the name of vendor will be considered for eligibility
- vi.** A valid FSSAI Certification.
- vii.** Registration copies of EPFO, ESIC and GST.

**viii.** A notary affidavit for not black listed / debarred from the Mess Service Contract for the last THREE YEARS from any organization. **Notary affidavit should be dated after the release of this tender document. Format is placed at Annexure – 10.**

**ix. EMD Payment**

- a. Payment of EMD **Rs. 9,00,000/-** OR Startups / MSME 2024-25 certificate for exemption of EMD.
- b. The Technical Bid without EMD/or with a valid Startup / MSME certificate will be rejected.
- c. Please find below the steps for submission of Earnest Money Deposit (EMD) payments through **SBI E-collect**;
- d. Visit the following link: <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm>
- e. From the drop-down list, select the category “IIITDM -KANCHEEPURAM A/C”.
- f. Choose the payment category: Earnest Money Deposit (EMD) and proceed with the payment.
- g. However, the scanned copy of the EMD payment along with the Bid must be uploaded electronically on the e-Procurement site. No other mode of payment is accepted.
- h. In the case of payment failure/ mismatch of particulars leads to rejection of bid.

**x. A bidder can quote for only one Mess/ submit only one Bid.**

**xi.** The tender shall be signed by the authorized person, and his / her full name and status shall be indicated below the signature, along with the official stamp of the firm.

**Bid-2: Commercial Bid**

- a. This should contain only the price information along with commercial terms & conditions and shall be submitted in electronic form (**.xls file**) through **online** only.
- b. Submission of commercial bids by any other means shall not be accepted by the Institute in any circumstances.
- c. Online submission of the bid will not be permitted on the portal after expiry of submission time, and the bidder shall not be permitted to submit the same by any other mode.

**4. Successful Bidder shall:**

- a. Execution of Agreement:** The successful tender will have to execute an agreement with IIITDM Kancheepuram on Rs. 100/- stamp paper, the cost of which will be borne by the contracting agency/firm/company.
- b. Performance security deposit.** The successful bidder is required to deposit **3% of total contract value** as Performance Security Deposit with the Institute. This shall cover the entire period of contract and shall remain valid for a period of 60 days beyond the period of contract. If a contract is further extended beyond the initial period, the Performance guarantee shall have to be renewed for the extended period.
- c. FSSAI Certification:** Should obtain FSSAI certification for providing services in the campus (IIITDM) within 30 days of beginning of operations at site.

**5. Service and Manpower Deployment:**

- a.** The tenderer shall need to provide the services continuously as per the award of contract period. In case of discontinuation of services by the contractor in the middle of the period or non-satisfactory services, breach of any terms and conditions of the contract, non-compliance of the orders of competent authority, etc. the contractor shall be liable for necessary legal action and the tenderer shall also forfeit their performance security deposit.
- b.** The designated Mess Management Committee of the Institute will supervise the overall catering operations. The tenderer shall get suitable instructions from the Registrar / Designated

Official of IIITDM Kancheepuram and shall provide the services promptly as per requirement.

**c.** The Contractor shall also make arrangements for provisions, labour including commercial Gas Connection.

**d.** The Institute will provide kitchen, dining hall, store rooms etc. and the firm/agency shall pay

- License fee of Rs. 10,000 per month/per mess and applicable GST
- Electricity charges on actual consumption basis
- A fixed charge of Rs. 2,000 per month /per mess for consumption of water.

**e.** The tenderer shall use good quality ingredients for cooking (Standard Brands). The items used in food preparation are subject to Inspection by authorized officers / warden of the Institute. Use of Ajinomoto is strictly prohibited.

**f.** Personal hygiene of employees and preparation of food under hygienic conditions will be of utmost importance for continuation of contract. Any default on the part of hygiene will attract heavy penalties.

**g.** Employees should be free from all kinds of contagious diseases. A medical certificate for fitness to this effect should be submitted for all the employees.

**h.** The tenderer will have to deploy sufficient housekeeping staff at respective sites to keep the area i.e. Kitchen, Stores, Dining, Passage, Washing, Accesses etc. neat and clean. Commercial Exhaust System needs to be cleaned regularly and maintenance of the same is mandatory in scope of the vendor.

**i.** The tenderer will carry out pest control activity including housefly, mosquito, cockroach, rodents and other insects control every month (minimum) in mess premises. The vendor is to maintain record of pest control activities. Failing which Hostel admin office will execute the work and charged to the vendor.

**j.** Further the company / agency is responsible for removal and disposal of waste / garbage on daily basis from the mess premises.

**k.** Also ensure disposal of used oil as per statutory provisions.

**l.** The successful tenderer shall depute a FSSAI certified coordinator/supervisor who shall be responsible for immediate interaction with IIITDM Kancheepuram so that optimal services could be availed without any disruption.

**m.** It shall be the responsibility of the service provider to transport provision and other materials at their own cost. Provisions and other food material to be stored as per FSSAI regulations. Service provider is fully responsible in case of non-adherence of FSSAI norms.

**n.** The tenderer shall employ adequate staff and they may be medically fit. They shall be provided proper uniforms, gloves, head gear, ID card etc. No child labor should be employed.

**o.** In case, the employees employed by the successful tenderer commits any act of omission / commission that amounts to misconduct / indiscipline /incompetence, the agency/firm/company shall be liable to take appropriate disciplinary action against such employees, including their removal from site of work, if required by the IIITDM Kancheepuram.

**p.** The tenderer shall immediately replace any of its employees who are found unacceptable to the IIITDM Kancheepuram because of security risks, incompetence, conflict of interest, improper conduct etc, upon receiving necessary orders from the competent authority of IIITDM Kancheepuram.

**q.** For all intents and purposes, the successful tenderer shall be the “Employer” within the meaning of different Labour Legislations in respect of employees so employed and engaged at IIITDM Kancheepuram under this contract. The employees deployed by the agency at IIITDM Kancheepuram shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against IIITDM Kancheepuram.

**r.** The tenderer shall be solely responsible for the redressal of grievances/resolution of disputes relating to employees engaged by them. IIITDM Kancheepuram shall, in no way, be responsible for settlement of such issues whatsoever.

**s.** IIITDM Kancheepuram shall not be responsible for any damages, losses, theft, claims, financial or other injury to any employees deployed by the tenderer in the course of their performing the functions/ duties, or for payment towards any compensation.

**t.** The employees deployed by the service provider shall not claim nor shall be entitled for pay, perks and other facilities from IIITDM Kancheepuram admissible to casual, ad hoc, regular/ confirmed employees during or after expiry of the contract period. Night stay of mess employees not permitted at mess premises.

**u.** In case of termination of this contract on its expiry or otherwise, the mess employees engaged by the service provider shall not be entitled to and shall have no claim for any absorption nor for any relaxation for absorption in the regular / otherwise capacity in IIITDM Kancheepuram.

**v.** The tenderer shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this contract to any other agency without prior written consent of IIITDM Kancheepuram.

**w.** bidder shall not make any change in the technical/price bid.

**x.** Bidder should take into account the pre-bid minutes / corrigendum/Addendum published from time to time before submitting the bid.

**y.** Limited night stay accommodation is available in Mess. Hostel Administration will permit minimum numbers for night stay at this accommodation.

## **6. Statutory Compliance:**

**a.** The tenderer shall be responsible for compliance of all statutory provisions relating to Minimum Wages, etc. in respect of the employees engaged by it at IIITDM Kancheepuram.

**b.** The tenderer shall obtain FSSAI certification for running the mess at Institute campus (IIITDM) within 30 days of beginning of operation at site.

**c.** The tenderer shall also be liable for depositing all taxes, levies, cess, etc. on account of services rendered by it to IIITDM Kancheepuram to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

**d.** The tenderer shall maintain all statutory registers under the applicable Law. The tenderer shall produce the same, on demand, to the concerned authority of IIITDM Kancheepuram or any other authority under Law.



e. The Income Tax (T.D.S.) shall be deducted at prevailing rate from the monthly bills, as amended from time to time in accordance with the provisions of Income Tax Department, and a certificate to this effect shall be provided to the agency by IIITDM Kancheepuram.

f. In case, the tenderer fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof IIITDM Kancheepuram is put to any loss / obligation, monetary or otherwise, IIITDM Kancheepuram shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.

g. The tenderer shall abide by the Rules and Regulations of the Ministry of Labour, Govt. of India regarding engagement of Contract labour services.

## **7. Payment Terms:**

a. The payment for the Mess services / food supplied to the students during semesters shall be made by IIITDM Kancheepuram. No interest will be payable on the nonpayment due to delayed submission of bill and non-satisfactory services. No advance payment will be made.

b. The tenderer shall submit the monthly bill preferably on or before 10th of the succeeding month, in duplicate, for providing catering services. The payment will be made by RTGS payment.

c. The payment will be made by the institute under fixed and variable components taking into account the student strength which are detailed in the subsequent paragraph.

- **Fixed Component:** 85% of the student strength.
- **Variable Component:** Average of students dined over and above 85% of the total students during the month with the stipulation that the total of fixed and variable components should not exceed the total strength in a single day.
- Institute shall pay fixed component in all circumstances. In addition, variable component will be paid if the actual strength of students is more than 85% of the total student strength based on the Biometric Attendance.

d. The contractor is required to provide a Biometric machine with required software at his own cost for recording of diners

e. The contractor shall ensure the installing sufficient Bio-Metric Machine to prevent the failure.

f. The Firm/agency shall pay license fee and charges for monthly electricity/water charges latest by 15<sup>th</sup> of every month.

g. The payment will be made by the institute under fixed and variable components and the Institute will provide the student dining strength at the start of every month. However, the 85:15 scheme will not be applicable during summer and winter vacation period notified by the Institute.

## **8. Vacating of Premises and Return of utensils/Fixtures etc:**

a. The caterer shall hand over the premise and return all furniture, fixtures, equipment and other items made available by IIITDM Kancheepuram in good condition after the contractual period is over or if the contract is earlier terminated.

b. Handing over of the premise and equipment etc. shall be effected within 4 (four) days of the completion of the period of contract or termination of the contract. If the contractor fails to do so,

the Institute shall be free to take possession of the premises by opening the lock(s), if necessary, and make out an inventory of all furniture material and equipment and shall be free to deduct from the contractor's bill(s) or security deposit, cost of any item found to be missing at the replacement cost of the material/equipment, furniture etc. given to the contractor by the Institute.

**9. Right of IIITDM Kancheepuram:**

- a. The Director, IIITDM Kancheepuram reserves the right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.
- b. The Director, IIITDM Kancheepuram reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and his decision shall be final and binding on the Tenderer.
- c. The Director, IIITDM Kancheepuram reserves the right to terminate the contract at any time without assigning any reasons by giving a one-month notice to the tenderer.
- d. IIITDM Kancheepuram reserves the right to suitably increase / reduce the scope of work put to this tender.
- e. In the case of unsatisfactory performance of successful bidders, the contract with them will be terminated and the same will be awarded to the caterers in the wait list on L1 price without floating any fresh tender.

**10. Students feedback and Evaluation for payment of Bills**

- (a) Model Feedback form for evaluation need to be submitted by the caterer along with monthly bills.
- (b) Format of the feedback form is attached as Annexure- 9.

**11. Breach of Terms and Conditions:**

- a. Serving Quality and Quantity Food as per terms of Work is the essence of contract. If the quality of service remains poor in spite of communication from IIITDM Kancheepuram, the contract may be terminated at the discretion of Competent Authority.
- b. In case of breach of any terms and conditions as mentioned above, the Competent Authority shall have the right to cancel the work order / job without assigning any reason thereof and nothing shall be payable by IIITDM Kancheepuram in that event the performance security deposit shall also stand forfeited.

**12. Dispute Settlement:**

- a. It is mutually agreed that all differences and disputes arising out of or in connection with this agreement shall be settled by mutual discussions and negotiations if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the sole Arbitrator appointed by the Director, IIITDM Kancheepuram whose decision shall be final and binding on both the parties.
- b. It is also agreed that in case of any disagreements / disputes in connection with the contract, the same shall be settled under the Court of Law within its jurisdiction in the District of Chengalpattu. The resultant contract will be interpreted under Indian Laws.

c. In case of any ambiguity in the interpretation of any of the clauses in the Tender document or the contract document, interpretation of the clauses by the IIITDM Kancheepuram shall be final and binding on all parties.

13. **INTEGRITY PACT:** The Bidder / Contractor is required to enter into an Integrity Pact with the Employer, in the Format in Annexure-11.

The Integrity Pact enclosed as Annexure-11 will be signed by the IIITDM for and on behalf of the Employer as its representative at the time of execution of the Agreement with the successful Bidder. **While submitting the Bid, the Integrity Pact shall be signed by the duly authorized signatory of the Bidder.** In case of failure to submit the Integrity Pact duly signed and witnessed, along with the Bid, the Bid is likely to be rejected. In case of any contradiction between the Terms and Conditions of the Bid Document and the Integrity Pact, the former will prevail.

**For monitoring of the Integrity Pact, IIITDM has appointed the following officials as**

**Independent External Monitor(s) (IEM) :**

1. Shri Umesh Kumar, IPS(Retd.)  
House No.60, 2<sup>nd</sup> Floor, M.G. Road, River Front  
Near Videkananda Kendra, Uzan Bazar  
Guwahati 781001

2. Shri Amrit Lugun, IFS (Retd.)  
D-1, External Affairs Hostel,  
K.G. Marg, New Delhi

S/d

कुलसचिव / Registrar

भा सू प्रौ अ ए वं वि सं कांचीपुरम / IIITDM Kancheepuram

## **SCOPE OF WORK**

1. At Present, IIITDM Kancheepuram has an approximate total of 2000 resident students. Institute intends to operate two Messes Namely Mess A and Mess B. Both Mess A and Mess B have similar facilities and have two dining halls each with individual kitchens and washing facilities. The caterer is responsible for serving in both dining halls in each mess.
2. The tenderer must be ready to cook only vegetarian food in one of the kitchens upon request from the Hostel Admin Office without any increase in the tender prices.
3. Every Month, students will enroll with either of the mess for the ensuing month, and IIITDM hostel office will provide the list of students enrolled in each mess in advance to the Caterer. In IIITDM approximate strength of 1000 students for each caterer every month during regular operation of the semester. The maximum number of students that can be allocated to any mess in a month will be approximately 1400.
4. However, during any unforeseen circumstances and the occasional deep cleaning, all students may have to dine in a single mess/dining hall. During the first month of operation, effort will be made to distribute the students equally between the two mess.

### **Description of Mess Facilities at IIITDM Kancheepuram**

5. The Hostel Admin Office reserves the right to assign any of the mess/kitchen facilities such as furniture or the kitchen equipment to the caterer based on availability/requirement. The tenderer may visit these facilities and assess the available infrastructure before submitting the tender. Any additional requirements, necessary for efficient services must be arranged by the caterer without any extra charge.

### **Provisions for different types of diners and Vacation mess**

6. All the students staying at IIITDM hostels are required to subscribe to the dining facility during the semester and IIITDM will pay the mess fee directly to the caterers for these students. Day-scholars, staff, and interns will have the option to avail the mess facility on pay-per-meal or pay-per-month basis.
7. Both messes will be operational during the regular semester period and one mess will be operational during student vacation period. The Hostel admin office will decide the duration of the vacation mess and the caterer. The vacation period, and No. of students for the dining facilities can be different from the regular strength.

#### **a. Tentative Mess Timings:**

Breakfast	Lunch	Evening Snacks	Dinner
07 00 to 09 30 Hrs	12 00 to 14 30 Hrs	16 45 to 18 00 Hrs	19 00 to 21 30 Hrs

- b. Daily rate:** The caterer should quote daily rate per person (inclusive of provisions, vegetables, fruits, transportation, loading/unloading, labour, all statutory taxes, levies, duties etc including fluctuation in rates of the commodities) for hostel mess services as per the Base Menu at Annexure-1 for Basic Menu (ODD & EVEN Weeks) and GST payable extra.

- c. Type of Service:** Self Service

## 8. Mess Menu

**Basic Menu:** There are two basic menus which need to be served in alternate week and the same is provided as Annexure. The menu also has a provision for a special Dinner every week, the item for the same is provided separately. The caterer is required to quote the rate taking into two menus.

### Additional Serve Menu

In addition to the basic menu, snacks and additional curries are required to be served on payment basis. At least two egg preparations during the breakfast, two snacks (minimum one vegetarian) during the evening tea, and two curries (minimum one vegetarian) during lunch should be made available for purchase by diners every day. If there is a significant demand, the extras may be served during dinner as well. The items, the quantities to serve, are listed in Annexure 2 and are to be adhered to strictly. The items to be made available every day should be decided in consultation with the Hostel Admin Office and student representatives. One cannot buy an extra item without paying for the basic meal.

## 9. Materials:

Caterers shall procure and utilize only hygienic and branded provisions and other materials (FSSAI approved/AGMARK) for cooking and the same may be decided in consultation with the mess committee/ Warden. Use of tasting agents/ artificial colors is prohibited.

## 10. Manpower Deployment:

In order to ensure quality, both caterers are required to engage required experienced cooks (South Indian/North Indian Food) required assistants in each shift. In addition, 2 supervisors are to be engaged for proper service. The number of Cooks/Assistants, etc. will be deployed in consultation with the Institute. The caterers are expected to engage sufficient numbers of unskilled laborers for serving and cleaning purposes. **A team of 40 each manpower including Managers, Supervisors, Cooks, Assistant, Servers, Cleaning & Washers etc for each mess.** All the caterers are expected to intimate the deployment of manpower in clear terms in the tender document. Further manpower needs to be increased proportionately to the students' strength allocated at the beginning of the month. Accordingly, manpower should be deployed during dining hours.

Mess Manager / Coordinators need to communicate with the authorities in either English or Local Language (Tamil). At least 20% of cooks / Chefs / Managers / Asst Managers should be local language (Tamil) speakers. Manager should be in a position to speak both Tamil and English.

## 11. Quality Inspection:

Warden/PIC-Hostel Mess committee members or any person authorized by the Director shall inspect and taste the food at periodic intervals. A complaint book is required to be placed in prominent position for registering complaints and the same shall be intimated to warden. The caterer is bound to implement suggestions for overall improvement in quality of food. In case of non-compliance, the following penalty will be imposed:

**Fines defined are for the first Instance of violation 'X'.**

**2<sup>nd</sup> Instance of violation will attract 2X and 3<sup>rd</sup> Instance of violation will attract 3X. For every repeat of quality rule violation penalty will be multiplied by the Instance number accordingly.**

<b>Rule Violation</b>	<b>Fine per instance 'X'</b>
Non-availability of complaint register on the counter / discouraging students from registering complaints	Rs. 10,000/-
Insects cooked along with food	Rs. 50,000/-
Soft objects like hair, rope, plastic, cloth etc. in food	Rs. 20,000/-
Any complaint of stones / pebbles of diameter more than 2 mm	Rs. 30,000/-
Hard and / or sharp objects like glass pieces, nails, hard plastic etc.	Rs. 40,000/-
Three or more complaints of unclean utensils in a week	Rs. 30,000/-
If Hostel Admin Office in consultation with students in present mess agrees that certain item of a meal was not cooked properly / overcooked / extra spicy / extra oily	Rs. 20,000/-
Food poisoning	Upto Rs. 3,00,000/- depending upon severity
Timings mentioned in the tender or decided with the respective council should be followed strictly	Rs. 20,000/-
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. 30,000/-
Changes in menu of any meal without permission of mess committee	Rs. 20,000/-
If the quality of milk/curd is not found to be appropriate, or it is diluted. It should have 3-4% fat content or as recommended by the council.	Rs. 30,000/-
Inappropriate mess area hygiene or personal hygiene of employees including their dress and / or misbehavior by employees etc.	Rs. 40,000/-
Failure to maintain a proper health checkup of the employees	Rs. 20,000 /-
Using brands not mentioned in the contract without prior permission and adulteration	Rs. 50,000/-
Improper maintenance of gas cylinders / gas pipelines, related services.	Rs. 60,000/-
Use of newspapers to keep fried items or any cooked food will be fined severely	Rs. 30,000/-
Trespassing restricted areas	Rs 10,000/-

**Base Menu**  
**EVEN WEEK**

MEAL	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>BREAKFAST</b>	ONION DOSA	POORI	RAGI DOSA , UPMA	MASALA DOSA	CHOW CHOW BATH	RAVA IDLY , VADA (2)	ONION PARATHA
	SAMBAR, COCONUT CHUTNEY	ALOO MASALA CURRY	SAMBAR , GROUNDNUT CHUTNEY	SAMBAR,Toma to onion CHUTNEY	MYSORE BONDA (3) , COCONUT CHUTNEY	SAMBAR, Tomato onion CHUTNEY	KABULI CHANNA MASALA , CURD, PICKLE
	BBJ, SPROUTS*	BBJ, SPROUTS*	BBJ, SPROUTS*	BBJ, SPROUTS*	BBJ, SPROUTS*	BBJ, SPROUTS*	BBJ, SPROUTS*
	SEASONAL CUT FRUITS***	BANANA (1)	SEASONAL CUT FRUITS***	BANANA (1)	SEASONAL CUT FRUITS***	BANANA (1)	SEASONAL CUT FRUITS***
	TEA, COFFEE, MILK, SUGAR, SALT	TEA, COFFEE, MILK, SUGAR, SALT	TEA, COFFEE, MILK, SUGAR, SALT	TEA, COFFEE, MILK, SUGAR, SALT	TEA, COFFEE, MILK, SUGAR, SALT	TEA, COFFEE, MILK, SUGAR, SALT	TEA, COFFEE, MILK, SUGAR, SALT
<b>LUNCH</b>	TAWA CHAPATHI, PANEER BUTTER MASALA ***	PULKHA , SOYA CURRY***	TAWA CHAPATHI, MANGO DAL	PULKHA,SAM BAR,GREEN MONG CURRY	TAWA CHAPATHI	PHULKA,GRE EN PEAS CURRY	TAWA CHAPATHI , SAMBAR,BAI GAN METHI CURRY***
	VEG BIRYANI, RAITHA	ALOO MASALA DRY***,	SPINACH KOOTU,VEG KURMA	KOVAKAI FRY ***	BINDI MASALA CURRY***	RICE, GOBI FRY***,ANDH RA TOMATO DAL	CHILLI SOYA BEAN DRY***, PERUGU PACHADI
	PLAIN GRAVY	RICE,VATHAKOL AMBU,CURD,FRY UMS	RICE,RASAM, CURD,PAPAD	RICE,RASAM, CURD,FRYUM S	RICE,MIX VEG KARAKOZH AMBU,RASAM, CURD,PAPAD	RASAM, CURD,FRYUM S	RICE,RASAM, PAPAD
	CURD RICE,ICE CREAM ***	PICKLE	PICKLE	PICKLE	GONGURA CHUTNEY	PICKLE	PICKLE
		SUGAR ,SALT ,GHEE,PODI	SUGAR , SALT , GHEE , PODI	SUGAR , SALT , GHEE , PODI	SUGAR , SALT , GHEE , PODI	SUGAR , SALT , GHEE , PODI	SUGAR , SALT , GHEE , PODI
	SALAD	SEASONAL FRUIT JUICE	SALAD	SEASONAL FRUIT JUICE	SALAD	SEASONAL FRUIT JUICE	BANANA JUICE
<b>SNACKS</b>	PANI PURI(6),TAMA RIND CHUTNEY,GR EEN CHUTNEY	SUNDAL*(Boiled channa black,boiled green gram dal)	BREAD PAKORA (2) , TOMATO SAUCE	SWEET POTATO	CHANNA CHAT	MIX VEG MAGGI (130 gm ) ,TOMATO SAUCE	ALOO SAMOSA(SHO ULD CONTAIN PEAS ALSO) ,TOMATO SAUCE
	TEA,COFEE,MI LK,SUGAR,BO OST SACHETS	TEA,COFEE,MILK ,SUGAR,BOOST SACHETS	TEA,COFEE,MI LK,SUGAR,BO OST SACHETS	TEA,COFEE,MI LK,SUGAR,BO OST SACHETS	TEA,COFEE,MI LK,SUGAR,BO OST SACHETS	TEA,COFEE,MI LK,SUGAR,BO OST SACHETS	TEA,COFEE,MI LK,SUGAR,BO OST SACHETS
<b>DINNER</b>	IDIYAPPAM , SAMBAR, IDLI KARAM, GHEE	TAWA CHAPATHI,CHAN NA MASALA	TOMATO RICE	SPECIAL DINNER	CHOLE BATURE	TAWA CHAPATHI, VEG BIRYANI RAITHA	DOSA, PEANUT CHUTNEY
	LEMON RICE,PICKLE, BINDI FRY	RICE,SAMBAR,FR YUMS,RASAM	PHULKA, ALOO BRINJAL CURRY***		BAGARA RICE, BUTTERMILK	PANEER CURRY***	PLAIN RICE, MIXED DAL
	TOMATO ONION CHUTNEY,CU RD RICE	CAULIFLOWER WITH PEAS CURRY***	PAPAD, BUTTERMILK		PARIPPU PAYASAM WITH JAGGERY	SWEET BOONDI***	BUTTER MILK, BREAD HALWA***
	SWEET PONGAL***	BOONDI LADDU(1)	GULAB JAMUN(2)				



## ODD WEEK MENU

MEAL	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>BREAKFAST</b>	RAVA DOSA,SEMIYA UPMA	PONGAL , VADA(3)	IDLI ,RICE BONDA	PURI	WHEAT RAVA UPMA,POHA	RAVA IDLI,VADA (3)	ALOO PARATHA
	SAMBAR, COCONUT CHUTNEY	SAMBAR, GROUNDNUT CHUTNEY	SAMBAR,COC ONUT CHUTNEY	ALOO CURRY	MYSORE BONDA(3), Tomato onion CHUTNEY	SAMBAR,GRO UNDNUT CHUTNEY	CHANNA MASALA, CURD, PICKLE
	BBJ, SPROUTS*	BBJ, SPROUTS*	BBJ, SPROUTS*	BBJ, SPROUTS*	BBJ, SPROUTS*	BBJ,SPROUTS*	BBJ, SPROUTS*
	SEASONAL CUT FRUITS***	BANANA (1)	SEASONAL CUT FRUITS***	BANANA (1)	SEASONAL CUT FRUITS***	BANANA(1)	SEASONAL CUT FRUITS***
	TEA, COFFEE, MILK, SUGAR, SALT	TEA, COFFEE, MILK, SUGAR, SALT	TEA, COFFEE, MILK, SUGAR, SALT	TEA, COFFEE, MILK, SUGAR, SALT	TEA, COFFEE, MILK, SUGAR, SALT	TEA, COFFEE, MILK, SUGAR, SALT	TEA, COFFEE, MILK, SUGAR, SALT
<b>LUNCH</b>		PULKHA , DAL MAKHANI	TAWA CHAPATHI, DUM ALOO	PULKHA , ANDHRA TOMATO DAL	TAWA CHAPATHI ,	PULKHA ,RAJMA DAL,	TAWA CHAPATHI, PLAIN GRAVY
	KAJU CURRY***	BHINDI FRY***	BEANS CARROT PORIYAL***	ONION PAKODA***, PERUGU PACHADI	KADAI PANNER***	JEERA RICE,DUM ALOO	LAUKI CHANA DAL, GOBI 65***
	VEG BIRYANI , RAITHA,TAWA CHAPATHI	RICE,SAMBAR, RASAM, CURD	RICE,PANCHR ATAN DAL,RASAM, CURD,FRYUM S	RICE, RASAM,MASA LA PAPAD,CABBA GE MOONG DAL PORIYAL AND COCONUT***	RICE,MASALA SAMBAR, CURD,FRYUM S	RICE,RASAM, CURD,FRYUM S	RICE,RASAM, CURD,FRYUM S
	BADUSHA(1)	PICKLE ,PAPAD	PICKLE	PICKLE	PICKLE	`	PICKLE
	SEASONAL FRUIT JUICE , ICE CREAM ***	SUGAR , SALT , GHEE , PODI	SUGAR , SALT , GHEE , PODI	SUGAR , SALT , GHEE , PODI	SUGAR , SALT , GHEE , PODI	SUGAR , SALT , GHEE , PODI	SUGAR , SALT , GHEE , PODI
		PULKHA , DAL MAKHANI	TAWA CHAPATHI, DUM ALOO	PULKHA , ANDHRA TOMATO DAL	TAWA CHAPATHI ,	PULKHA ,RAJMA DAL,	TAWA CHAPATHI, PLAIN GRAVY
<b>SNACKS**</b>	PANI PURI(6),GREEN CHUTNEY,TAM ARIND CHUTNEY	PASTA	ONION PAKODA***	BOILED GROUNDNUTS	SWEET CORN (half piece-6cm)	MASALA VADA(3),TOM ATO SAUCE	MILLET SNACK*
	TEA*,COFFEE, MILK,SUGAR,BO OST SACHETS	TEA,COFFEE,M ILK,SUGAR,BO OST SACHETS	TEA,COFEE,MI LK,SUGAR,BO OST SACHETS	TEA,COFEE,MI LK,SUGAR.,BO OST SACHETS	TEA,COFEE,MI LK,SUGAR,BO OST SACHETS	TEA,COFEE,MI LK,SUGAR,BO OST SACHETS	TEA,COFEE,MI LK,SUGAR,BO OST SACHETS
<b>DINNER</b>	CHAPATTI , MIX VEG CURRY(Punjabi style)***	CHOLE BATURE, ONION MIRCH SALAD	RICE,SAMBAR	PHULKA,,VEG BIRYANI , RAITHA	LACHA PARATHA ,SALNA	TAWA CHAPATHI ,VEG PULAO, RAITHA	PULKA, CHANNA PEAS PALAK,
	TAMARIND RICE, BUTTERMILK,FRYUMS	WHITE RICE, SNAKE GOURD KOOTU(Sufficie nt Vegetables)	TAWA CHAPATHI ,CHANNA MASALA	PANEER MANCHURIAN ***	KOVAKAI PORIYAL***,R ICE, RASAM	KAJU CURRY***	SAMBAR RICE*, CURD RICE,
	LIME PICKLE,GHEE	CURD,RASAM	FRYUMS,BEET ROOT PORIYAL***	DAL FRY	ONION SALAD	KESARI BAT***	ALOO 65***, PICKLE , GULAM JAMUN(2)
	SEASONAL CUT FRUITS***	BANANA(1)	BREAD HALWA	SABUDHANA KHEER ,KHULFI(1) (MEDIUM SIZE) (MALAI, PISTA, MANGO, STRAWBERRY)	BADAM MILK HOT,VERMICE LLI PAYASAM		



## NOTE:

- Veg Biryani/Veg Pulao -Vegetables Needed To Be Added Carrot,Beans,Peas (Good Quantity)
- Veg Kurma-Carrot,Beans,Potato
- \*\*\* Limited Quantity
- Items In Which Quantity Is Not Mentioned Should Be Unlimited
- Seasonal Cut Fruits-Papaya,Watermelon,Orange,Mosambi,Muskmelon(Once A Fruit Is Served It Should Not Be Repeated Until All In The Specific List Are Completed)
- Seasonal Fruit Juice-Watermelon,Mosambi,Muskmelon,Lemon(Once A Juice Is Served It Should Not Be Repeated Until All In The Specific List Are Completed)
- Bbj-Bread ,Butter, Jam
- Salad-Cucumber+Onion,Raddish,Lemon,Carrot,Beetroot (At Least Three Among These Should Be Kept In Equal Quantities)
- Different Types Of Fryums To Be Served
- Items In Which Quantity Is Not Mentioned Should Be Unlimited
- Curd Rice(Should Contain Pomegranate,Grapes)
- Podi-Groundnut Podi
- Set Curd -Thick Curd
- If The Sizes Of Mysore Bonda,Vada,Bonda, Gulab Jamun,Badusha, Boondi Ladoo Etc Are Too Small , Caterer Has To Provide Additional Pieces On That Day
- Ice Cream-Vanilla ,Strawberry
- Pickle-Tomato,Mango,Garlic ,Ginger,Lemon
- Bread-Brown Bread
- Sprouts-Green Moong(Should Be Given After They Reach At Least One Inch In Length.)
- Paneer Currys Should Contain Capsicum(Gravy Should Be Thick)
- Paneer -120grams
- A Sweet On Every Festival Other Than The Given Menu
- Dosa Mela And Chat Night Mandatory And No Extra Payment Will Be Given For Them
- A ‘Dosa Mela’ Twice A Year, Featuring Seven Varieties of Dosa—Paneer Dosa, Masala Dosa, Onion Dosa, Ghee Dosa, Chicken Dosa, Egg Dosa and Podi Dosa. Additionally, The Mela Should Include at Least Two Varieties of Chutney and Sambar. The Dosa Servings Shall Be Unlimited for All Students During the Event. (Place: Dosa Mela – Outside the Mess)
- A ‘Chat Night’ Shall Be Conducted Once A Year, Offering Five Varieties Of Chaat—Pani Puri, Dahi Puri, Masala Puri, Pav Bhaji,Channa Chaat (Unlimited, and Place: Chat Night – Inside the Mess)
- Seasonal Cut Fruits - 200grams
- Sambar Rice Should Contain Drum Sticks,Beans,Carrots.
- Tea( Ginger,Ilachi,Cardamon) Compulsory Any Of The Them
- Fruyms-Masala Papad,Urad Dal Papad And Some Other Types.
- Kaju Curry->Kaju- 7 Full Pieces
- Kaju Curry(With Carrot And Beans)\*\*\*
- Chutney(Thick Required)
- Kulfi -Malai,Pista,Mango,Strawberry

## SPECIAL DINNER MENU

French Fries/Veg Nuggets/Veg Cutlet

(Veg Dum Biryani+Paneer Curry/Kaju Curry) Or (Panner Biryani + Veg Garvy/Veg Kurma)

Ice Cream-Vannila/Strawberry

Tawa Chapathi/Phulka

Raita

Lemon Juice

**Additional Menu**

<b>Special Items</b>	<b>Quantity</b>	<b>Rate (Rs.)</b>
<b>Veg Varieties</b>		
Baby Corn	120g	50.00
Palak Panner	120g	60.00
Matar Panner Masala	120g	60.00
Panner 65	120g	60.00
Veg Manchurian	150g	60.00
Baby Corn Manchurian	120g	60.00
Chilli Panner Manchurian	120g	60.00
Mushroom Curry	120g	60.00
Pav Bhaji	2 pieces	40.00
Dahi Puri	5 pieces	40.00
<b>Egg Varieties</b>		
Egg Bhurji	100g	30.00
Egg Fry	2 eggs	30.00
Egg Curry	2 eggs	30.00
Boiled Egg	1 piece	10.00
Omelette	1 piece	20.00
Bread Omelette	2 pieces	30.00
<b>Chicken Varieties</b>		
Chicken 65	150g	60.00
Chilli Chicken	150g	80.00
Butter Chicken Masala	150g	100.00
Kadai Chicken	150g	100.00
Chicken Curry	150g	100.00

- ❖ New items can be added by the Hostel Admin Office and price will be decided on negotiation with the caterer. Rate for the additional items will not be considered for selection of L1 bidder.
- ❖ Vacation/ Lean Period menu is as same as EVEN week menu (Twice a month Special Dinner).

**TECHNICAL BID**  
**INFORMATION TO BE PROVIDED BY TENDERER**  
**All documents to be uploaded as single PDF file**

Sl. No.	Particulars	Details Concerning Firm	Page No.
1	Name and address of the caterer with Phone No. and E-mail ID		
2	Registration / Establishing Certificate (The contracting agency/firm/company should have at least 5 years' prior experience (i.e., agency must have been in the business on or before 01.04.2020).		
3	Turnover Certificate duly certified by a Chartered Accountant (They must have average turnover of at least Rs 5.00 crore for the FY 2021-22, 2022-23 and 2023-24)		
4	List of Works Successfully Completed with Work Order, Work Completion and Performance Certificate with turnover.  (The agencies should have successfully carried out at least one work for annual value of Rs.2.90 Crore OR two works each for annual value of Rs.2.15 Crore each OR executed on or after 01.04.2020. Copies of relevant work order need to be enclosed as a proof without fail. All the value of work should be excluding Tax)		
5	The firm should have FSSAI Certification		
6	Proof of EMD Payment of Rs 9,00,000/- OR Valid Startup / MSME 2024 - 25 certificate for exemption of EMD		
7	Notarized affidavit mentioning that No Litigation/ Not Blacklisting if any, in connection with catering work. <b>Notary dated after the issue of this tender document.</b>		
8	Presentation by the vendor <ul style="list-style-type: none"> <li>● Comprehensive operational plan</li> <li>● Ability and expertise to extend quality service.</li> <li>● Brand of materials proposed to be used.</li> <li>● Takeover plan for smooth operation</li> <li>● Number of manpower proposed to be employed for regular and lean periods</li> </ul>		
9	Brief details of litigation connected with catering work if any during current or last three years opposite party and dispute amount		

- ❖ All the above documents to be uploaded as Single PDF file at Technical Bid.
- ❖ List to be enclosed with full address and phone numbers.

Place :

Signature of the Contractor with seal

Date :

Name &amp; Address:

**COMMERCIAL BID**  
**HOSTEL MESS SERVICE**  
**(Rate per person per day)**

Sl. No.	Particulars	Rate per Person per day (Inclusive of all as per tender document)	
		RUPEES	
		In figures	In Words
1.	Breakfast, lunch, Dinner with Tea/Coffee/ Snacks/Milk as per BASE MENU provided as <b>Annexure 1 per person per day.</b>  <b>Bidder has to download the BOQ from CPP Portal and fill the prices and upload the same on the CPP Portal. No hard copy of Price bid required to be submitted.</b>		

Note: The GST payment is extra as applicable.

Place :

Signature of the Contractor with seal

Date :

Name & Address:

Note: Facilities provided by IIITDM Kancheepuram is attached at **Annexure 7**.

**BID EVALUATION SCHEME**

All the technical Bids will be scrutinized by the duly constituted committee and the firm/agency submitted all relevant documents as sought in the Technical bid, meeting the eligibility criteria will be called for a presentation.

**Technical bid evaluation process**

<b>Sl. No.</b>	<b>Parameter</b>	<b>Self-assessment by the vendor</b>
1.	Marks Background of the organization (Type of company, certification for quality, Turn Over etc.) Reputed/Valuable clients ( <b>MAXIMUM – 25 Marks</b> )	
	a. Type of Company i. Corporate / Public Ltd = 5 marks ii. Private Limited Company = 3 Marks iii. Proprietary / Partnership Company = 2 Marks	
	b. Certification for quality i. ISO (above 10 years) =4 Marks ii. ISO (5-10 years) = 3 Marks iii. Any other certification = 2 Marks	
	c. Average Turn over for the FY 2021-22, 2022-23 and 2023-24 i. Above 50 Cr = 8 Marks ii. 50Cr – 10 Cr = 5 Marks iii. 4-10 Cr = 2 Marks	
	d. Reputed / Valuable Clients i. Students Mess in similar Institutes IIT / NIT/ IIIT/IIM/IISERs = 8 Marks ii. Other Institutes = 4 Marks	
2.	Past experience in carrying out similar works on or after 01.04.2020. (Type and Number of Organization served, Contract value, Duration of service etc.) ( <b>MAXIMUM – 25 Marks</b> )	
	e. Number of Organizations served i. More than 5 CFTIs IITs/ NITs/ IIIT/IIM/IISERs served after 1.04.2020 = 10 Marks ii. Less than 5 CFTIs IITs/ NITs/ IIIT/IIM/IISERs served after 1.04.2020 = 8 Marks iii. More than 5 other Institutes = 5 marks iv. Less than 5 other institutes = 3 marks	
	f. Single Contract Value i. More than 10 Cr = 5 Marks ii. 5-10 Cr = 3 Marks iii. Below 5 Cr =2 marks	

	g. Duration of Service i. Service for last 5 Years (from 01.04.2020) at CFTIs IITs / NITs / IIIT/IIM / IISER = 10 marks ii. Services for last 5 Years (from 01.04.2020) at other educational Institutes = 5 Marks iii. Last one year in CFTIs / Other Institutes = 2 marks	
3.	Proposed Work plan and ability to extend quality service including customer feedback / complaint Redressal mechanism, plan to maintain quality of services, specialization in maintaining hygiene food preparation standards etc. Tenderer is required to submit a detailed plan for the evaluation purpose.	50
	a. Quality control Mechanism adopted by the management = 20 marks b. Feedback / Complaint Redressal mechanism = 10 Marks c. Measures for maintaining hygiene food preparation = 10 marks d. Qualification experience of Managers / Cooking staff proposed to be deployed at site = 10 Marks  (10-15 MINUTES PRESENTATION IN PERSON WILL BE CALLED FOR THE PURPOSE).	
4.	<b><u>NEGATIVE MARKS</u></b> Negative remarks/discontinuation/ terminations/ Fine Penalty etc. from previous works/ Institutes in last 3 years i.e., on or after 01.04.2022; a. 1 Complaint - 5 marks b. 2 Complaints - 10 marks c. 3 Complaints - 20 marks d. 4 Complaints will be rejected	

- ❖ **Necessary supporting documents are to be furnished. Failing submission of supporting documents marks will not be awarded.**
- ❖ **Feedback/ Complaints if any will be obtained by our Institute directly from the other Institute to arrive at final score.**
- ❖ **Only bids technically qualified with minimum 60% marks will be considered for commercial bid opening.**

#### **Commercial bid evaluation Process**

1. L-1 will be arrived purely on the basis of Commercial bid alone. No carry forward of marks / credits of Technical bid evaluation will be considered.
2. In case of tie between two bids, the winning bid would be selected on merit of Technical Bid Evaluation marks. Even in case of tie between technical evaluation also, then the winning bid would be selected by way of drawing lots.

Place :

Signature of the Contractor with seal

Date :

Name & Address:

**PROVIDING HOSTEL MESS SERVICE 2025 AT IIITDM, KANCHEEPURAM**

**UNDERTAKING CONSENT TO SERVE AT L-1 RATE OF COMMERCIAL BID**

To  
The Registrar,  
IIITDM Kancheepuram

Dear Sir/Madam,

1. I / We Mr/Ms ..... authorized person on behalf  
of .....(Company name) HEREBY AGREE TO THE CONDITION  
TO SERVE AT THE RATES OF L-1 BIDDER IN THE TENDER PROCESS.

2. I/We further declare that we will not withdraw our bid or modify our offer during the  
period of validity of the bid after the deadline for submission of such documents

3. If I/we withdraw or modify the bids during the period of validity, or if I/We are awarded  
the contract and fail to sign the contract, or failed to submit a performance security before the  
deadline as defined in the tender document/PO, we will be suspended for the period of time  
specified in the debarment clause in the tender document from being eligible to submit  
bids/proposals for contracts with IIITDM Kancheepuram.

4. Further we agree that our EMD will be forfeited by the Institute.

Signature of Bidder with seal of firm

(Name of Bidder)

Place ..... Date.....

## **ANNEXURE 7**

### **FACILITIES PROVIDED BY IIITDM KANCHEEPURAM**

1.	Electricity	:	Electricity chargeable for entire consumption.
2.	Water	:	Will be provided by IIITDM Kancheepuram on chargeable basis.
3.	Kitchen	:	Will be provided by IIITDM Kancheepuram and the caterer shall pay license fee of Rs. 10,000/- per month/per mess (During the operational period).
4.	Furniture & Fixtures, Equipments and Utensils	:	<ul style="list-style-type: none"><li>● Boiler, dining hall furniture, cutlery/plates, SS storage racks, SS containers, bain-Marie etc., will be provided by IIITDM Kancheepuram on as is where is basis.</li><li>● Institute provides a Central Chimney Exhaust facility, which needs to be maintained and handed over in working condition. The same will be returnable on working conditions upon expiry of contract.</li><li>● The contractor shall be responsible for ensuring safety and maintenance of all the equipment / fixtures installed / provided by the institute, during the entire period of the contract. If any damage / loss of equipment / fixtures found, then the same will be recovered from the contractor. The contractor shall take adequate fire precautions.</li><li>● Any additional requirement to run efficient services will be borne by the tenderer only.</li></ul>



**INSTRUCTIONS FOR ONLINE BID SUBMISSION**

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

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

**Registration:**

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

**Searching for Tender Documents:**

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

**Preparation of Bids:**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

**Note:** *My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.*

#### **Submission of Bids:**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been

completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

**Assistance to Bidders:**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact details of the helpdesk are +91 0120-4711 508, +91 0120-4200462, +91 0120-4001002, +91 0120-4001005 and [support-eproc@nic.in](mailto:support-eproc@nic.in).

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**CHECK LIST FOR DOCUMENTS TO BE ENCLOSED**

**FORMAT OF MODEL FEEDBACK FORM FOR EVALUATION**

Sl. No.	Description	Excellent	Good	Average	Poor	Very Poor
		10	8	6	4	<4
1	Quality of the food served					
2	Adherence to menu/quantity					
3	Cleanliness and hygiene					
4	Catering service and Punctuality					
Total						

Based on the points obtained in the performance evaluation (Out of 40), the following deductions shall be made from the monthly bill, payable to the caterer.

Sl.No.	Points	Percentage Deduction
1	>28	nil
2	24-27	2
3	20-23	4
4	16-19	6
5	<16	8

The final decision on the feedback evaluation points will be carried out by the Hostel Admin. Feedback will be considered only on 50% of allocated students' responses submission.

The caterer is expected to get overall "good" and at least "average" in each category in all months. "Very poor" in any month and "poor" twice in a row or three times in a year will attract additional penalty and / or termination of contract.

I/We agree to the above terms and conditions specified.

**Signature of Caterer**  
**Official seal and address**

**AFFIDAVIT****(Document should be made after Tender Issue Date)**

I/We(Name)\_\_\_\_\_Agency/ Partner/ Sole  
Proprietor (strike out which is not applicable) of (Firm) \_\_\_\_\_ do hereby solemnly affirm  
and declare that the individual/firm/companies are not black listed by any Government Department or an  
autonomous body.

DEPONENT

DATE, THE

ADDRESS \_\_\_\_\_  
\_\_\_\_\_**VERIFICATION**

Verified that the content of the above affidavit is true and correct to the best of my/our knowledge and  
belief. No part of it is false and nothing has been kept concealed therefrom.

DATE, THE      DEPONENT

**(NOTE : To be furnished on non-judicial stamp paper duly attested by a Magistrate/Notary Public)**

The specimen of the Pre-Contract Integrity Pact which is part of tender documents is as follows:  
**INTEGRITY PACT**

(to be submitted by the bidder on Rs. 100/- non-judicial paper)

This INTEGRITY PACT is made and executed at \_\_ on this day of  
 \_\_\_\_\_ 2025

**BY AND BETWEEN**

Indian Institute of Information Technology, Design and Manufacturing, Kancheepuram (IIITDM Kancheepuram), an autonomous organization under Ministry of Education, Govt of India having its campus at Melakottaiyur, Off Vandalur-Kelambakkam Road, Chennai – 600127, Tamil Nadu (hereinafter referred to as “The Principal” which term or expression shall, unless excluded by or repugnant to the subject or context, mean and include its successor-in-office, administrators or permitted assignees) of the First Part;

**AND**

M/s. \_\_\_\_\_ a company incorporated under the Companies Act through its representative/ authorized signatory \_\_\_\_ (Name and Designation of the Officer) having its office at \_\_\_\_\_ (hereinafter referred to as “The Bidder/Contractor” which terms or expression shall, unless excluded by or repugnant to the subject or context, mean and include its successor-in-office, administrators or permitted assignees) of the Second Part.

**PREAMBLE**

The Principal intends to award, under laid down organizational procedures, contract/s for \_\_\_\_\_. The Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of and of fairness/transparency in its relations with its Bidder(s) and/or Contractor(s).

In order to achieve these goals, the Principal had appointed the Independent External Monitors (IEMs), who will monitors the tender process and the execution of the contract for compliance with the principles mentioned above.

**Section 1: Commitments of the Principal**

1. The principal commits itself to take all measures necessary to prevent corruption and to observe the following principles: -
  - a) No employee of the principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the personal is not legally entitled.
  - b) The principal will during the tender process treat all Bidder(s) with equity and reason. The principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the process or the contract execution.
  - c) The principal will exclude from the process all known prejudiced persons.
2. If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

**Section 2: Commitments of the Bidder(s)/Contractor(s)**

1. The Bidder(s)/Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and

during the contract execution.

- a. The Bidder(s)/contractor(s) will not, directly or through any other persons or firm, offer promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage or during the execution of the contract.
  - b. The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
  - c. The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s)/Contractors will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or documents provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
  - d. The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the bidder(s)/contractor(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. All the payments made to the India agent/representative have to be in Indian Rupees only.
  - e. The Bidder(s)/Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
  - f. The Bidder(s)/Contractor (s) who have signed the Integrity Pact shall not approach the courts while representing the matter to IEMs and shall wait for their decision on the matter.
2. The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

### Section 3: Disqualification from tender process and exclusion from future contract

If the Bidder(s)/Contractor(s), before award or during execution has committed a transgression through a violation of Section 2 above or in any other form such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or to terminate the contract, if already signed, for such reasons.

### Section 4: Compensation for Damages

1. If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.
2. If the Principal has terminated the contract according to Section3, or if the Principal is entitled to terminate the contract according to Section3, The Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

### Section 5: Previous Transgression

1. The Bidder declares that no previous transgressions occurred in the last three years with any other organization/ company in any country or with any other public sector enterprise in India that could justify his exclusion from the tender process.
2. If the bidder makes incorrect statement on this subject, he can be disqualified from the tender process and appropriate action can be taken including termination of the contract, if already awarded, for such reason.

### Section 6: Equal treatment of all Bidders / Contractors / Subcontractors.

1. In case of sub –contracting, the Principal Contractor shall take the responsibility of adoption of Integrity Pact by the Sub – Contractor.
2. The Principal will enter into agreements with the identical conditions as this one with all bidders and



Contractors.

3. The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

#### Section 7: Criminal charges against violation Bidder(s) / Contractor(s) / Sub-contractors(s).

If the Principal obtains knowledge of conduct of a Bidder(s)/ Contractor(s) which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

#### Section 8: Independent External Monitors/Monitors

1. The Principal appointed competent and credible Independent External Monitors for this Pact after approval of Central Vigilance Commission. The task of the Monitors is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
2. The Monitors is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. The Monitors will have access to all contract documents, whenever required. It will be obligatory for him to treat the information and documents of bidders /contractors as confidential. He reports to the Director, IIITDM Kancheepuram.
3. The Bidder(s)/Contractor(s) accepts that the Monitors has the right to access without restriction to all project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitors, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Sub-contractors.
4. The Monitors is under contractual obligation to treat the information and documents of the Bidder(s)/Contractor(s)/Subcontractor(s) with confidentiality. The Monitors has also signed declarations on “Non – Disclosure of Confidential Information” and of “Absence of Conflict of Interest” In case of any conflict of interest arising at a later date, the IEM shall inform the Director, IIITDM Kancheepuram.
5. The Principal will provide to the Monitors sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitors the option to participate in such meetings.
6. As soon as the Monitors notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitors can in this regard submit non-binding recommendations. Beyond this, the Monitors has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
7. The Monitors will submit a written report to the Director, IIITDM Kancheepuram within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposals for correcting problematic situations.
8. If the Monitors has reported to the Director, IIITDM Kancheepuram, a substantiated suspicion of an offence under relevant IPC/PC Act, and the Director, IIITDM Kancheepuram has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitors may also transmit this information directly to the Central Vigilance Commissioner.

#### Section 9: Pact Duration

This pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidder 6 months after the contract has been awarded.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by the Director, IIITDM Kancheepuram.



## Section 10: Other Provisions

- This agreement is subject to Indian Law. Place of performance and jurisdiction is the registered office of the Principal i.e. Chennai, Tamil Nadu.
- Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- If the contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- Issues like Warranty/Guarantee etc. shall be outside the purview of the IEMs.
- In the event of any contradiction between the Integrity Pact and its Annexure, the clause in the Integrity Pact will prevail.

(For & on behalf of the Principal)

(For & on behalf of Bidder/Contractor)

(Office Seal)

(Office Seal)

Place : .

Date : \_

Witness 1 (Name & Address):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Witness 2 (Name & Address):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Witness 1 (Name & Address):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Witness 2 (Name & Address):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_