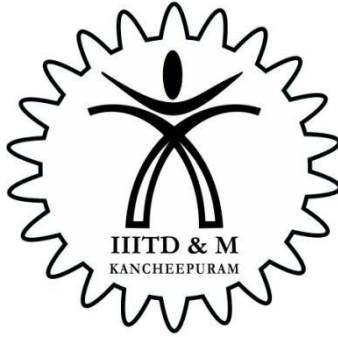


TENDER NOTICE FOR PROVIDING HOSTEL MESS SERVICE

AT IIITDM, KANCHEEPURAM

Tender Enquiry No	:	IIITDMK/2022-23/Admn/Hostel Mess Service/05	
Last Date for submission of bids	:	Date: 09.12.2022	Time: 15 00Hrs
Opening of Technical bid	:	Date: 09.12.2022	Time: 16 00 Hrs



Indian Institute of Information Technology,
Design and Manufacturing, Kancheepuram

Melakkottaiyur, Off Vandalur-Kelambakkam Road,

Chennai-600127

Ph: +91 44 2747 6313/6300

Email: administration@iiitdm.ac.in

I. **INSTRUCTION TO BIDDERS**

Tender Document for providing “HOSTEL MESS SERVICES”

1	Work	:	Hostel Mess services at IIITDM Kancheepuram (Scope of work is provided at Annexure-I).
2	Tender Enquiry No	:	IIITDMK/2022-23/Admn/Hostel Mess Service/05 dated 15. 11.2022
3	Value of Work	:	Rs.5.00 Crore for a year (approximately)
4	Eligibility Criteria	:	<ol style="list-style-type: none"> 1. The contracting agency/firm/company should have at least 5 years prior experience in providing similar Hostel Mess services at Central Govt. Educational Institutions: IIT/NITs/IIITs /IISER/IIM etc, /Large Industrial companies. They must have turnover of at least Rs 10.00 crore in a financial year on or after 01/04/2017. A certificate duly signed by the CA is required to be submitted by the agencies. 2. The agencies should have successfully carried out at least one work for annual value of Rs 4.00 Crore OR two works each for annual value of Rs.2.50 Crore (excluding taxes) each executed on or after 01.04.2017 at single campus/industrial company. Copies of relevant work order need to be enclosed as a proof without fail along with customer satisfactory report 3. The firm should have registration with EPFO, ESIC, GST and FSSAI Certification. The firms are also required to submit at least 2 Customer Satisfactory Performance Reports from the organization served during the last 5 years.
5	Bid Security Declaration	:	The tenderer shall deposit an Earnest Money Deposit of Rs. 8,00,000/- through online mode payment in e-procurement site, which will be refunded in respect of unsuccessful tenderer. No interest will be paid on EMD.
6	Submission of Offer	:	E - Tendering
7	Pre bid Meeting		Date: 23.11.2022 Time: 15 00 Hrs
8	Last Date for submission of bids	:	Date: 09.12.2022 Time: 15 00Hrs
9	Opening of Technical bid	:	Date: 09.12.2022 Time: 16 00 Hrs
10	Commencement of Operation	:	The selected agency will start the services from 01.01.2023

II. **TERMS AND CONDITIONS OF 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 23 November 2022 15:00 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.

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 II.**

Bid -1 : Technical Bid : Annexure III

Bid-2: Commercial Bid

- (a) The format and details to be included in these bids are at **Annexure IV.** 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)

- i. Partnership Deed / Articles and Memorandum of Association / Certificate of Incorporation, as applicable.
- ii. Copy of catering license issued by the State / Central Govt.
- iii. PAN Number (Aadhar Linked)
- iv. ESI, EPF, GST No. and details

- v. Turn Over Certificates duly signed by the Chartered Accountant.
 - vi. Copy of work order : one order for value of Rs.4.00 crore or two orders for Rs.2.50 crore each (excluding taxes) completed after 01.04.2017 in a single campus of Large industrial companies/Universities/ CFTIs like IIT, IIM etc.
 - vii. Customer Satisfactory Performance Report from at least 2 organizations served during the last 5 years.
 - viii. FSSAI Certificate
- (b) The Technical Bid should accompany an Earnest Money Deposit of Rs. 8,00,000/- through online mode payment in e-procurement site. Tender received without EMD or lesser amount will be summarily rejected. No exemption will be granted with regard to submission of EMD. The contractor should note that the EMD shall be forfeited by IIITDM Kancheepuram, if any of the tenderer withdraws his tender after opening of the tender.
- (c) The rates quoted in the Financial / Price bid shall be valid for at least 3 months from the date of tender. Tender valid for a shorter period shall be rejected.
- (d) The tender shall be signed by the authorized person and his / her full name and status be indicated below the signature along with the official stamp of the firm.
- (e) The tenderer not in possession of valid statutory sanctions / registrations will be rejected. In addition, the tender of firms blacklisted by any Govt. Institutions will not be considered.

Bid-2: Commercial Bid

- i. This should contain only the price information along with commercial terms & conditions and shall be submitted in electronic form **(.pdf file)** through **online** only.
- ii. Submission of commercial bids by any other means shall not be accepted by the Institute in any circumstances.
- iii. 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.

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 a license fee of Rs. 20,000 per month. Electricity charges on actual consumption basis will be borne by the contracting firm/agency and Water charges will be 2000/- per month.
- (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 workers 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) **All the mess workers should be vaccinated against the Covid-19, preferably two doses.** Workers should be free from all kinds of contagious diseases. A medical certificate for fitness to this effect should be submitted for all the workers.
- (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 every month in mess premises. Further the company / agency is responsible for removal and disposal of waste / garbage from daily mess operation. House fly controlling measures.
- (j) The successful tenderer shall depute a coordinator/supervisor who shall be responsible for immediate interaction with IIITDM Kancheepuram so that optimal services could be availed without any disruption.
- (k) It shall be the responsibility of the service provider to transport provision and other materials at their own cost.

- (l) 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.
- (m) In case, the workers 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 workers, including their removal from site of work, if required by the IIITDM Kancheepuram.
- (n) The tenderer shall immediately replace any of its workers 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.
- (o) For all intents and purposes, the successful tenderer shall be the “Employer” within the meaning of different Labour Legislations in respect of workers so employed and engaged at IIITDM Kancheepuram under this contract. The workers 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.
- (p) The tenderer shall be solely responsible for the redressal of grievances/resolution of disputes relating to workers engaged by them. IIITDM Kancheepuram shall, in no way, be responsible for settlement of such issues whatsoever.
- (q) IIITDM Kancheepuram shall not be responsible for any damages, losses, theft, claims, financial or other injury to any workers deployed by the tenderer in the course of their performing the functions/ duties, or for payment towards any compensation.
- (r) The workers 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 workers not permitted at mess premises.
- (s) In case of termination of this contract on its expiry or otherwise, the mess workers 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.
- (t) 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.

6. Statutory Compliance:

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

- (c) 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.
- (d) 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.
- (e) 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.
- (f) 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 local crossed cheque or RTGS.
- (c) The Firm/agency shall pay license fee, water charges and charges for monthly electricity charges latest by 15th of every month.
- (d) The payment will be made by the institute under fixed and variable components taking into account the student strength, on serving of food once the full strength of students are dining the mess.

8. Vacation 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.

10. 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.

11. 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.

Sd/-
Registrar
IIITDM Kancheepuram

III. SCOPE OF WORK**1. Mess:**

- i. The essence of this contract is to prepare and serve food as per the requirement of the institute. The Institute has adopted highest quality standards for all its activities and the bidder is required to render services meeting stringent standards.
- ii. **The present menu includes Non-Veg items and the caterer is required to cook and serve the Non-Veg food separately. No relaxation of any kind on this matter is permitted. Presence of non-veg items in Veg food will attract severe penalties. Mess will have two cook houses for Veg and Non-Veg separately.**
- iii. Food needs to be served at 1st, 2nd and 3rd floors as per directions. The total number of students will be appx 1600.
- iv. When circumstances warrant, the caterer should extend service for a large number of students/staff members at very short notice. Similarly, fluctuations in strength during vacation and other occasions shall also be accommodated.
- v. **Tentative Mess Timings:**

Breakfast	Lunch	Evening Tea/Snacks	Dinner
07 00 to 09 15 Hrs	12 00 to 14 00 Hrs	16 30 to 17 30 Hrs	19 00 to 21 00 Hrs

- vi. **Daily rate:** The caterer should quote daily rate per person (inclusive of provisions, vegetables, fruits, transportation, loading/unloading, labour, levies, duties etc including fluctuation in rates of the commodities) for hostel mess services as per the Menu at **Appendix I for ODD WEEK, Appendix –II for EVEN WEEK.** GST payable extra.
- vii. **Type of Service:** Self Service

2. Menu:

There are two menus which need to be served in alternate week and the same is provided as Appendix I. 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.

3. 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. The list of brand required Item wise is enclosed as **Annexure VI**. The contractor has to seal and sign the same and upload along with technical bid.

4. **Manpower Deployment:**

In order to ensure quality, the 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. All the caterers are expected to intimate the deployment of manpower in clear terms in the tender document.

5. **Quality Inspection:**

Warden/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:

Violation	Minimum penalty to be imposed	Second and further Occurrence
Presence of harmful items like blade, glass, metal wires, nails, piece of plastics etc and /or insects/cockroach etc in the food	Rs.10,000	Rs 20,000
Presence of Non-Veg item in Vegetarian dishes	Rs.10,000	Rs 20,000
Unclean utensils of proven complaint	Rs 5000	Rs 10000
Two or more proven complaints in a month that certain meal was not cooked properly	Rs.2000	Rs 4000
Non availability of any food item listed in the menu within the prescribed timings/ More than 15 minutes of waiting time	Rs.5000	Rs 10000
Poor Personal hygiene of any workers	Rs.10,000	Rs 20000
Use of brands not provided in the work order or adulteration	Rs.25,000	Rs 50000

6. Payment:

The payment will be made by the institute under fixed and variable components taking into account the student strength, on serving of food once the full strength of students are dining the mess.

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. The contractor is required to provide a Biometric machine at his own cost for recording of diners and the biometric details of the students will be taken by the Contractor on each mess dining. The hostel office will take the data in the presence of the contractor and shall record the details which will be signed by both parties for record purpose for effecting payments.

7. Summer Mess / Lean Period Mess:

During summer / winter break to institute, or Covid kind unexpected situations - leading to reduction of students strength, vendors are expected to run lean period mess with special menu specified at Appendix III.

This document will become a part of the Contract agreement.

8. Bid Evaluation Scheme:

- (a) All the technical Bids will be scrutinized and the firm/agency submitted all relevant documents as sought in the Technical bid, meeting the eligibility criteria and minimum 60% marks for technical evaluation as per details given below.

Technical bid evaluation process

Parameter	Maximum Marks
Background of the organization (Type of company, certification for quality, Turn Over etc.) Reputed/Valuable clients	30
Past experience in carrying out similar works on or after 01.04.2017. (Type and Number of Organization served, Contract value, Duration of service etc.)	30
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.	40
Total Technical Score (TS)	100

- (b) The cost evaluation of the bid will be done for the bids which are qualified in the technical evaluation with 60% marks and above.
- (c) Financial marks will be carried out under Combined Cost Based Systems having 97% weightage for regular period menu i.e., ODD WEEK & EVEN WEEK and 3% weightage for LEAN PERIOD MENU as mentioned in Appendix I, II and III.

Place :
Date :

Signature of the Contractor with seal
Name & Address:

Instruction to Bidders:

MHRD, Govt of India had implemented e-tendering system solution through the ITI limited (a government of India enterprise) and mandated to adopt the e-wizard system and the accordingly the tender documents are published in <https://mhrd.euniwizarde.com>. The tender notification is also available in the IIITDM Kancheepuram website ([www. iiitdm.ac.in](http://www.iiitdm.ac.in))

The bidders are required to submit soft copies of their bids electronically on using valid Digital Signature Certificates.

Below mentioned instructions are meant to guide the bidders for registration on the Ewizard Portal, prepare their bids in accordance with the requirements and submitting their bids online on the Ewizard Portal. For more information, bidders may visit the Ewizard Portal <https://mhrd.euniwizarde.com>.

Registration Process:

- a) Bidders to enroll on the Ewizard portal <https://mhrd.euniwizarde.com> “Click here to Enroll”.
- b) Bidders to register upon enrolment their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
- c) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse. Foreign bidders are advised to refer “DSC details for Foreign Bidders” for Digital Signature requirements on the portal.
- d) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.

Tender Documents Search:

- a) Various built in options are available in the Ewizard Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
- b) 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 Ewizard Portal.
- c) 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 Ewizard Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- d) 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 Help desk.

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-Procurement Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-Procurement Portal. More information useful for submitting online bids on the e-tender Portal may be obtained at: <https://mhrd.euniwizarde.com>.

REGISTRATION:

1. Bidders are required to enroll on the e-Procurement Portal (URL: <https://mhrd.euniwizarde.com>) with clicking on the link “Online bidder Registration” on the e-Procurement Portal.
2. As part of the enrolment process, the bidders will be required to choose a unique user name 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 with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / 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.
7. For any Query contact to our helpdesk Number 011-49606060, Email: ewizardhelpdesk@gmail.com
8. The scanned copies (.pdf files) of all original documents should be uploaded on portal.

SUBMISSION OF BIDS:

1. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well 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 for EMD as **“EMD to be paid online”**
4. 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 colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
5. 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.
6. 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. 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 public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. upon the successful and timely submission of bid click “Complete “(i.e. after Clicking “Submit” in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
9. The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.

TECHNICAL BID
INFORMATION TO BE PROVIDED BY TENDERER

S.No	Particulars	Details concerning Firm
1.	Name and address of the caterer with Phone No. and E-mail ID, if any	
2.	Registration Details	
	a. Catering License Number/ Registration Number of the Firm	
	b.PAN Number	
	c. GST Number	
	d. PF/ESI Number	
	e. FSSAI Registration Number	
3.	Experience certificate and Copy of Work orders for last five year on or after 01/04/2017 onwards. Successfully carried out at least one work for annual value of Rs.4.00 Crore OR two works each for annual value of Rs.3.0 Crore each executed on or after 01.04.2017.	Attach as annexures
4.	Turnover per at least Rs 10.0 crore in a year on or after 01/04/2017. duly signed by the Chartered Accountant.	
5.	Customer Satisfactory Performance Report from at least 2 organizations served during last 5 years.	
6.	Litigation/ Blacklisting if any, in connection with catering work	
7.	Any other Information including: <ul style="list-style-type: none"> ● Comprehensive operational plan ● Ability and expertise to extend quality service. ● Brand of materials proposed to be used. ● Takeover plan for smooth operation ● Number of manpower proposed to be employed for regular and lean periods 	Enclose separate document as annexure
8.	Acceptance to the materials/Ingredients as per IIITDM Kancheepuram request	Enclosed

Place : _____ Signature of the Contractor with seal

Date : _____ Name & Address:

* List to be enclosed with full address and phone numbers.

Note:

1. Authenticated certificates, testimonials and proof of experience to be produced in support of SI no 2, 3, 4 & 5

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

S.No	Particulars	Rate per Person per day (Inclusive of all as per tender document)	
		In figures	In Words
1.	Breakfast, lunch, Dinner with Tea/Coffee/ Snacks/Milk as per Menu provided as Appendix I and II with alternate week Menu for a strength of more than 300 - 1600		
2.	Breakfast, lunch, Dinner with Tea/Coffee/ Snacks/Milk as per Menu provided as Appendix III During Lean Period / Summer Break where 100 -300 students are expected to be present		
	Total [(SI No 1 X97%) + (SI No 2X3%)		

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 VI**.

Table of Permissible Brands

Sl.No.	Items	Brands
1	Salt	Tata/ Aashirvaad/ Nirma Shudh
2	Spices	Catch/ Everest /MDH/ / Dzure
3	Ketchup	Maggie/ Kissan/ Everest
4	Mustard Oil	Fortune/ Dhara
5	Pickle	Priya/ Sun Grow/ Nilons
6	Wheat flour	Aashirvaad/ Laxmi Bhog/ Pillsbury Chakki Fresh
7	Noodles	Maggie Nestle/ Sunfeast Yipee/Chings
8	Butter	Amul/ Heritage/ Aavin/ Mother Dairy/ Nutralite
9	Brown Bread	Spencers/ Britannia/ Harvest Gold
9	White Bread	Spencers/ Britannia/ Harvest Gold
10	Jam	Kissan/ Tops/ Surabhi
11	Ghee	Aavin/ Amul/ Mother Dairy/ Annapurna
12	Maida	Fortune/ Rockfort/ Naga
13	Milk	Amul/ Avain/ Mother Dairy/ Purabi
14	Paneer	Amul/ Avain/ Sudha/ Nandini
15	Tea	Tata/ Red Label/ Wagh Bakri
16	Coffee	Tata/Nescafe/ Bru
17	Ice-Cream	Amul/ Kwaliti Walls/ Wadilal
18	Soya	Fortune/ Nutrella/ Saffola
19	Frozen-Peas	Fresho/ Indine/ Patwa
20	Cheese	Amul/ Mother Dairy/ Gowardhan
21	Rice	Fortune Rozzana Basmati/ Laxmi Bhog/ Sona Masoori
22	Packet Curd	Amul/ Mother Dairy
23	Washing material	Vim/ Pril/ Presto/ Colin
24	Jaggery	24 Mantra/ Star 555
25	Vermicelli	Bambino/ Manna rice Sevai
26	Vegetable Oil	Saffola/ Sundrop/ Nature Fresh /Godrej
27	Sugar	Any standard brand
28	Dal	Good quality, clean, fresh and stone/ dust free any standard brand
* Brands in Bold formatting are preferred. The caterers shall consult concern authority for replacing the brand.		

The use of Hydrogenated (Vanaspati) oil is prohibited.

In the case of specific brands for any other items not mentioned in the contract (or) unavailability of the brands in the market mentioned in the above Table 1, the caterer can use any other FSSAI approved brands (except 23) only if permitted by the competent authority, in writing.

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

Date:

Place:

Signature of Caterer
along with official seal and address

FACILITIES PROVIDED BY IIITDM KANCHEEPURAM

1.	Electricity	:	Electricity chargeable for entire consumption.
2.	Water	:	Will be provided by IIITDM Kancheepuram
3.	Kitchen	:	Will be provided by IIITDM Kancheepuram and the caterer shall pay license fee of Rs.20,000 p.m (During the operational period of 10 months)
4.	Furniture & Fixtures, Equipments and Utensils	:	<ul style="list-style-type: none">● 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.● 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.● 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.● Any additional requirement to run efficient services will be borne by the tenderer only.

[illegible]

LEAN PERIOD MENU							
MEAL	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
BREAKFAST	RAVA DOSA	PESARATTU,UPMA	ONION DOSA	CHOW CHOW BATH	POORI	IDLY,VADA (2)	ALOO PARATHA
	SAMBAR, C CHUTNEY	SAMBAR , RED GINGER CHUTNEY	SAMBAR,C CHUTNEY	MYSORE BONDA (2) , C CHUTNEY	CHANNA MASALA	SAMBAR, P CHUTNY	CHANNA MASALA, RAITHA, PICKLE
	BBJ, SPROUTED GRAINS	BBJ, SPROUTED GRAINS	BBJ, SPROUTED GRAINS	BBJ, SPROUTED GRAINS	BBJ, SPROUTED GRAINS	BBJ, SPROUTED GRAINS	BBJ, SPROUTED GRAINS
	SEASONAL CUT FRUITS*	BOILED EGG (1)/ BANANA (1)	OMELETTE (1) / FRUIT*	BOILED EGG (1)/ BANANA (1)	OMELETTE (1) / FRUIT*	BOILED EGG (1)/ BANANA (1)	OMELETTE (1) / FRUIT*
	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
LUNCH	PHULKA , KADAI CHK * (for NV)	CHAPATTI , RAJMA MASALA, POTATO CHIPS	POORI , DUM ALOO	POORI , PUNJABI ALOO MATTAR	PHULKA , RAJMA DAL, PEAS MASALA	PHULKA, BRINJAL CURRY.PALAK SAG	CHAPATTI , CORN PEAS MASALA
	PHULKA , PANEER BUTTER MASALA * (for Veg)	CARROT CHANNA PORIYAL	BEANS CARROT PORIYAL	KOVAKAI FRY *,	CABBAGE PEAS PORIYAL	TOMATO RICE, GOBI 65 *	RAW BANANA FRY,SPROUTED DAL
	VEG BIRYANI , RAITHA	RICE,SAMBAR,RASAM, CURD,FRYUMS	CURD,FRYUMS	RICE,SAMBAR,RASAM, CURD,PAPAD	CURD,FRYUMS	RICE,RASAM, CURD,FRYUMS	CURD,FRYUMS
		TOMATO PICKLE	POTATOCHIPS*,TOMATO PICKLE	PULICHAKEERAI PICKLE	PULICHAKEERAI PICKLE	MIXVEG PICKLE	MANGO PICKLE, BEETROOT PORIYAL
		SUGAR ,SALT ,GHEE	SUGAR ,SALT ,GHEE	SUGAR ,SALT ,GHEE	SUGAR ,SALT ,GHEE	SUGAR ,SALT ,GHEE	SUGAR ,SALT ,GHEE
	JUICE	JUICE	JUICE	JUICE	JUICE	JUICE	JUICE
SNACKS	ALOO SAMOSA(1-150gm)/ GREEN CHUTNEY	ONION PAKODA	BANANA BAJJI (2) / C CHUTNEY	BOILED PEANUT	SWEET CORN (half piece-6cm)	VEG CUTLET (2) /TOMATO SAUCE	Pav Bhaji
	TEA,COFEE,MILK,SUGAR	TEA,COFEE,MILK,SUGAR	TEA,COFEE,MILK,SUGAR	TEA,COFEE,MILK,SUGAR	TEA,COFEE,MILK,SUGAR	TEA,COFEE,MILK,SUGAR	TEA,COFEE,MILK,SUGAR
DINNER	AVA IDLY , G CHUTNEY, PODI, GHEE	CHAPATTI, TOOR DAL , BHINDI FRY WITH PEANUT*, DUM ALOO KASHMIRI	PHULKA, MEAL MAKER CURRY		KAL DOSA,G CHUTNEY	PHULKA, VEG KOFTA	ACHA PAROTTA (3),VEG KOFTA
	RICE,SAMBAR,RASAM, CURD,FRYUMS	RICE, RASAM, PAPAD,CURD	FRIED RICE, VEG BALL MANCHURIAN	SPECIAL DINNER	SAMBAR RICE, ALOO JEERA	GONGURA RICE, CURD RICE	SAMBAR RICE, CURD RICE
	RED GINGER PICKEL	MANGO PICKLE	TOMATO,CHILLI SAUCE		PAPAD, BUTTERMILK	YAM FRY *, PAPAD	MASALA PAPAD, ONION SALAD
	LADDOO*/BOONDI*	GULAM JAMUN(2)	CURD RICE , BANANA (1)		GULAB JAMUN(2)	VANILLA FLV MILK*	BADAM MILK HOT*
NOTE:- * LIMITED QUANTITY BBJ->BREAD ,BUTTER & JAM DIFFERENT TYPES OF FRYUMS TO BE SERVED ITEMS IN WHICH QUNATITY IS NOT MENTIONED SHOULD BE UNLIMITED CHICKEN SHOULD BE SKINLESS PROPERLY CLEAND AND WEIGHT OF BONES SHOULD NOT BE MORE THAN 25% OF CHICKEN PIECES STUDENTS CAN CHOOSE EITHER VEG OR NON VEG IN A MEAL A SWEET ON EVERY FESTIVAL OTHER THAN THE GIVEN MENU & DOSA MELA,CHAT NIGHT (WITH 5 VARITIES) IS NECESSARY G CHUTNEY-GROUND NUT CHUTNY, P CHUTNEY-PULSES CHUTNEY, C CHUTNEY-COCONUT CHUTNEY QUANTITY OF PANEER 100 GMS & CHICKEN 150 GMS TO BE SERVED SET CURD -THICK CURD IF THE SIZES OF VADA, KOFTA, ETC ARE TOO SMALL , CATERER HAS TO PROVIDE ADDITIONAL PIECES ON THAT DAY. ADDITIONAL SUPPLY OF BOILED EGG AT ₹7 AND OMLETE AT ₹10 (T&C APPLY) ICECREAM AND EGG BHURJI TO BE ORGANIZED DURING SPCL DINNER VEG SALAD WILL BE ONION, CUCUMBER, CARROT, BEETROOT JUICES SHOULD BE LEMON,GRAPE, PAPAYA, PINE APPLE Mess timings :- Break fast 7am-9am Lunch 12pm-2pm Snacks 4:45pm-6:15pm Dinner 7pm-9pm DIFFERENT TYPES OF SAMBAR TO BE SERVED like Drumstick sambar, Mix veg, Capsicum & Pumpkin sambar, Onion & Avar							