



IIITDM/GSS/Hostel/Night Canteen/ 2024

Date: 10 June 2024

**CALL FOR BIDDERS FOR PROVIDING NIGHT CANTEEN SERVICE
AT INSTITUTE HOSTEL PREMISES**

Indian Institute of Information Technology Design and Manufacturing (IIITDM), Kancheepuram invites bidders for providing Night Canteen services (kiosk outside Hostel Buildings) at IIITDM Campus.

Interaction with the bidder: **02:00 pm on 26 June 2024 at Seminar Hall, Administration Building.**

Chief Warden

IIITDM Kancheepuram

Melakottaiyur

Chennai 600127

Calling for bidders

IIITDM Kancheepuram invites bids for operating a night canteen outside Hostel Premises for serving snacks, fast-food items, fresh fruit salad, fresh juice and shakes etc.

All interested bidders should be present with the necessary documents and the interaction will occur on the same day. The bidding agency /company/ cooperative must have good experience of running the relevant canteen, proven capability of providing similar services in the past for at least two years.

As part of the interaction, an interested bidder should submit the following items:

- (a) It shall contain details of rate as per the menu the vendor is able/capable to provide.
- (b) It would also contain details of the persons and their numbers to be deployed in the canteen for providing services.
- (c) Also, all statutory documents required for running canteen.

The contract will be awarded initially for a period of one year to the successful bidder. This period may be extended on mutual consent on satisfactory performance after a review each year. The successful caterer shall be bound to execute an agreement on non-judicial stamp paper of Rs.100/-.

Institute reserves the right to reject some or all the applications without assigning any reasons whatsoever. Further, only lower rates shall not be sole criteria for selection of the vendor.

The menu items to be supplied in the night canteen is attached at **Annexure-1**. Vendor is expected to provide these items on all days. Further additional items and their rates may be got approved from the Hostel Administration.

GENERAL TERMS & CONDITIONS FOR THE AWARD OF CONTRACT

- (1) That the products served by the caterer shall be wholesome and clean. The competent authority at any time may enter upon the premises allotted to the caterer for the purpose of this agreement/contract and take away samples free of charge for purposes of inspection, trial or analysis and the competent authority decision about the desirability or quality of the food offered for consumption in the canteen shall be treated as final.
- (2) If either of the parties wants to discontinue the service, a one-month written notice signed by the Chief Warden/Caterer should be given to the other party. No reason needs to be provided.
- (3) The service hours of the canteen shall be as given by the Chief Warden of Hostels.
- (4) The caterer shall be required to use Gas Operated OR electrical equipment/appliances for preparation. All expenses shall be borne by the caterer.
- (5) IITDM Kancheepuram may call for the advice of the medical officer on matters of hygiene at any time. The caterer strictly needs to abide by the suggestions of the medical officer.
- (6) The caterer would provide a sufficient number of workers in the canteen and shall take all reasonable precautions to see that they are professional, civil, sober and honest in their dealings with all users of their services.
- (7) The vendor should make his own arrangements for setting up of Kiosk / container. Institute hostel will provide location space only.
- (8) The caterer shall only employ in his service, such persons whose antecedents have been verified by the police and who have also been medically examined at the caterer's own cost and to the satisfaction of the Institute. The caterer shall be required to give an undertaking to the Institute to this effect. The caterer **SHOULD NOT EMPLOY ANY FEMALE WORKER** in the NIGHT CANTEEN.
- (9) After the initial health check-up, every year between 1st -31st of January and 1st -31st August, the caterer may consult IITDM Kancheepuram Medical Officer for getting health check-up done for all the staff handling food in the canteen, and provide chairperson of the student canteen committee a Letter/Certificate signed by the Medical Officer, certifying that the canteen staff are fit to work in the canteen. This is to be done only to assist the health condition of the staff handling the food and in case the staff requires medical attention the caterer should provide necessary medical service on his own cost.
- (10) The caterer shall provide a list of the persons employed by him with their name, address, photo and other details, to the student canteen committee at the start of the academic session. If the caterer desires to change the workers, he needs to inform the chairperson of the student canteen committee and provide the details of the new workers before they start the service at the canteen.
- (11) The caterer or his employees will not be permitted to stay overnight in the institute premises.
- (12) The caterer will ensure & comply with the statutory provisions for running canteen service.
- (13) The caretaker should provide a copy of the FSSAI license within one month from the service start date.
- (14) If any employee and/staff member of the caterer in the opinion of IITDM Kancheepuram, is not rendering proper service or is otherwise guilty of any misdemeanor or is found otherwise undesirable, the caterer shall forthwith remove that person from the IITDM Kancheepuram campus, with immediate effect and replace him with a suitable person.
- (15) The Caterer shall take sole responsibility of paying at least the minimum wages as per Government norms to his employees and also take proper care of their welfare by provisioning leave and other benefits. The caterer should make payment of the wages of his employees through their bank account.
- (16) The caterer shall not make any additions/alterations in the premises provided by the Institute.

(17) The caterer shall maintain a suggestion/complaint box for noting suggestions/complaints, all the time in the canteen, for improvement by the users. Such suggestions/complaints after having the approval of the Chief Warden and student canteen committee should be forthwith acted upon by the caterer. The suggestions/complaint book should be kept open for the inspection of the users and competent authority.

(18) All the workers providing the services under this agreement shall be employees of the caterer and the IITDM Kancheepuram shall not have an employer-employee relationship with the employees of the caterer. The caterer undertakes to keep the IITDM Kancheepuram, harmless and indemnified against any demand/claim of wages, provident fund, Employees State Insurance and any other such dues of its employees. The relationship between the caterer and IITDM Kancheepuram is purely contractual and IITDM Kancheepuram is not responsible and/liable for the employees of the caterer.

(19) The caterer shall have no right or interest in the premises allotted for kitchen, canteen area and other allied purposes and he shall have no right or interest to remain in possession thereof at the end of this agreement or on termination thereof at any time.

(20) When a student fest will be organized and sponsorship will be taken from the external restaurants or food chain groups, Institute will reserve the right to ask the Canteen to be closed on such days.

(21) The caterer shall display the menu (as approved by the Chief Warden) prominently in the canteen.

(22) The caterer shall be provided by IITDM Kancheepuram with necessary area and requisite furniture and/or gadgets and he/she shall be responsible for the proper maintenance of both the premises as well as the furniture and other gadgets provided by IITDM Kancheepuram.

(23) The caterer shall pay rent and water charges every month by 10th in advance.

(24) Electricity charges on actual basis will also be paid by the caterer to IITDM Kancheepuram.

(25) The caterer shall make available all other implements for running the canteen, things like crockery, cutlery, etc. for the canteen.

(26) The caterer will not provide food/service to unauthorized persons inside the canteen premises.

(27) The caterer should not use disposable cutlery.

(28) The caterer should operate throughout the year.

(27) On the expiry/termination of the contract the caterer shall hand-over/vacant physical possession of the canteen space on the date of expiry/termination.

(28) Legal disputes, if any, shall be subject to the jurisdiction of Chengalpattu Dist Courts only.

(29) If the Caterer forfeits the contract before the end of tenure without one-month notice, then the security deposit will not be refunded.

(30) In case of any disputes between the parties above, the Director IITDM Kancheepuram shall have the sole power to appoint an arbitrator whose decision will be final and binding.

(31) The caterer is required to vacate the premises by the end of this contract and handover the gadgets/equipment to Mess Caretaker, if not asked to do otherwise in written by the competent authority before the end of this contract. Penalty of Rs. 5,000/- per day will be imposed for unauthorized possession. Besides, suitable action will be taken as deemed appropriate by the competent authority.

(32) The agreement will automatically get null and void on completion of one year, if not extended further.

Penalty Clauses:

(1) Cleanliness and hygiene will be given utmost care. If the utensils, premises (cooking, serving, storage, etc.) are not maintained cleanly, a penalty of Rs. 1000/- will be levied for the first time and Rs. 5000/- thereafter.

(2) Expired products should not be used or served. If found, a penalty of Rs. 1000/- will be levied for the first time and Rs. 5000/- thereafter. If this persists continuously, the institute reserves the right to terminate the contract immediately, even with a short notice.

(3) The canteen workers should be in proper clean uniform including head cap (as approved by the student canteen committee), while on duty, and should maintain good personal hygiene (trimmed nails, clean clothes, combed hair, etc.) from day 1. If any of the workers is found to be in ununiform/unclean, a penalty of Rs. 1000/- will be levied from the caterer for the first time and Rs. 5000/- thereafter.

(4) The canteen should sell only approved items by the Chief Warden. If any unapproved items found to be sold in the canteen or even found in the canteen, a penalty of Rs. 1000/- will be levied from the caterer for the first time and Rs. 5000/- thereafter.

(5) The caterer shall deposit a security deposit of Rs. 20,000/- (rupees twenty thousand) with the Registrar, IIITDM Kancheepuram, in the form of demand draft in the name of 'Registrar IIITDM Kancheepuram', which shall be refunded, without any interest thereon, 30 days after the end of the contract after adjusting the amount of any damage caused to IIITDM Kancheepuram by any omission or discrepancy on the part of the caterer or his employee.

Sd/-

Chief Warden

IIITDM Kancheepuram

LIST OF MENU ITEMS: RATE CARD

Sl No	Menu	Qty	Price in Rs
Fresh Juices			
1.	Lemon	300 ml	
2.	Watermelon	300 ml	
3.	Guava	300 ml	
4.	Lime mint	300 ml	
5.	Lime grape	300 ml	
6.	Lime Pineapple	300 ml	
7.	Lime Watermelon	300 ml	
8.	Amla	300 ml	
9.	Papaya	300 ml	
10.	Muskmelon	300 ml	
11.	Grape	300 ml	
12.	Chikku	300 ml	
13.	Pineapple	300 ml	
14.	Sweet lime	300 ml	
15.	Orange	300 ml	
16.	Beetroot	300 ml	
17.	Fig	300 ml	
18.	Apple	300 ml	
19.	Carrot	300 ml	
Fruit Milk Shakes			
20.	Guava	300 ml	
21.	Chikku	300 ml	
22.	Fig	300 ml	
23.	Red banana	300 ml	
24.	Kiwi	300 ml	
25.	Strawberry	300 ml	
26.	Dragon	300 ml	

Sl No	Menu	Qty	Price in Rs
27.	Apple	300 ml	
28.	Mango	300 ml	
29.	Avacado	300 ml	
30.	Pomogranate	300 ml	
Drinks (300 ml)			
31.	Lemon Soda	300 ml	
32.	Lemon mint soda	300 ml	
33.	Rose milk	300 ml	
34.	Cold boost	300 ml	
35.	Cold coffee	300 ml	
Falooda (300 ml)			
36.	Falooda	300 ml	
37.	Royal Falooda	300 ml	
Shakes (300 ml)			
38.	Oreo/Kitkat/Diarymilk shake	300 ml	
39.	Butterscotch shake	300 ml	
40.	Blackcurrent shake	300 ml	
41.	Vanilla shake	300 ml	
42.	Chocolate shake	300 ml	
43.	Strawberry shake	300 ml	
Dates Joint (300 ml)			
44.	Dates Apple	300 ml	
45.	Dates Chikku	300 ml	
46.	Dates Fig	300 ml	
47.	Dates Red Banana	300 ml	
Mocktails (400 ml)			
48.	Mint Mojito	400 ml	
49.	Blue Lagoon Mojito	400 ml	
50.	Green Apple Mojito	400 ml	
51.	Pineapple Mojito	400 ml	
52.	Strawberry Mojito	400 ml	

Sl No	Menu	Qty	Price in Rs
53.	Watermelon Mojito	400 ml	
Fruit Bowls (400 gms)			
54.	Bowl 1	Apple + Guava + Pineapple +Muskmelon	
55.	Bowl 2	Pineapple + Papaya + Guava	
56.	Bowl 3	Cucumber +Pineapple+ Watermelon +Musk	
Bites			
57.	French Fries		
58.	PeriPeri Fries		
59.	Cheesy Fries		
60.	Chicken Nuggets (5pc)	5 pc	
61.	Veg Nuggets (5pc)	5 pc	
62.	Veg Roll (2pc)	2 pc	
63.	Chicken roll (2pc)	2 pc	
64.	Chicken Popcorn (8pc)	8 pc	
65.	Spicy Chicken hot wings (4pc)	4 pc	
66.	Smiley (5pc)	5 pc	
67.	Cheese balls (5pc)	5 pc	
Momos (5 Pc)			
68.	Veg momos	5 pc	
69.	Paneer momos	5 pc	
70.	Chicken momos	5 pc	
71.	Chicken Tikka momos	5 pc	
72.	Chicken Szechuan momos	5 pc	
Sandwich			
73.	Veg Sandwich		
74.	Veg Cheese Sandwich		
75.	Mushroom Sandwich		
76.	Mushroom Cheese Sandwich		
77.	Chicken Sandwich		

Sl No	Menu	Qty	Price in Rs
78.	Chicken Cheese Sandwich		
Maggie & Pasta			
79.	Classic Veg Maggie		
80.	Egg Maggie		
81.	Spicy Chicken Maggie		
82.	Veg Pasta		
83.	Chicken Pasta		
Wraps			
84.	Veg Wrap		
85.	Paneer Wrap		
86.	Chicken Wrap		
Burgers			
87.	Veg Burger		
88.	Veg Cheese Burger		
89.	Schezwan Veg cheese Burger		
90.	Paneer Cheese Burger		
91.	Egg Cheese Burger		
92.	Chicken Burger		
93.	Chicken cheese Burger		
94.	Schezwan Chicken cheese Burger		

Signature of the Vendor