

**Indian Institute of Information Technology,  
Design and Manufacturing Kancheepuram,  
Chennai – 600 127**



## **Tender**

**to**

**Re-Develop, Operate, Lease and Transfer**

**A) Tea/Juice and snacks Parlor**

**B) Cafeteria**

**At**

**Cafeteria Building of IIITDM Kancheepuram**

## Notice Inviting E-Tender

Date: 21/06/2023

The Director, IITDM Kancheepuram is interested in following services as per the terms and conditions attached. Please submit your bid documents on by **SEALED COVER IN TWO BID SYSTEM** as per the due date and time.

<b>Name of the work</b>	<b>Re-Develop, Operate, Lease and Transfer</b> <b>A) Tea/Juice and snacks Parlor</b> <b>B) Cafeteria</b>
<b>Tender Enquiry No</b>	<b>IITDMK/2023-24/Admin/Cafeteria/006</b> <b>Dated: 21<sup>st</sup> June 2023</b>
<b>EMD</b>	Earnest Money Deposit (EMD) for Rs.5,000/- (or) Rs.10,000/- in the form of Demand Draft drawn in favour of “ <b>The Registrar, IITD&amp;M Kancheepuram</b> ” payable at <b>Chennai</b> . Bidders if they withdraw or modify their Bids during the period of validity, the EMD shall be forfeited. The EMD amount will be refunded to the unsuccessful bidders after the award of contract.
<b>Submission of Offer</b>	<b><u>Two Bid System:</u></b> Two bid system will be followed in this tender. In this system the bidder must submit his offer in <b>two separate sealed envelopes</b> . Both the technical bid and commercial bid envelopes should be securely sealed and stamped separately and clearly marked as “ <b>Envelope No : 1 - Technical Bid</b> ” and “ <b>Envelope No : 2 - Commercial Bid</b> ” respectively. <b>EMD should be placed in the Technical Bid. This two separate sealed envelopes should be placed in single envelope superscribing the tender No and description of the item.</b>
<b>Place of Submission of Bid</b>	Administration Block, Ground Floor Indian Institute of Information Technology, Design and Manufacturing, Kancheepuram, Off Vandalur – Kelambakkam Road, Melakkottaiyur, Chennai – 600 127.

### Critical Date Sheet

Stage	Date & Time
Pre Bid Meeting	05.07.2023 Wednesday 11.00 AM
Bid Submission End Date & Time	12.07.2023 Wednesday 03.00 PM (any bid received after the due date and time by any means will be summarily rejected)
Technical Bid Opening Date & Time	12.07.2023 Wednesday 04.00 PM

## Terms and Conditions

1. **The bid are invited as mentioned below**

**a. Part A – Tea/Juice and snacks Parlor**

**b. Part B – Cafeteria**

**The willing bidders can quote either for Part A or Part B separately or for both. However, the tender will be awarded based on L1 price of each item separately.**

2. The Bidders are requested to give detailed tender in two bid format.

**Bid-I : Technical Bid**

**Bid-II : Commercial Bid**

3. The tender document can be downloaded from the IITDM Kancheepuram Website. The duly filled tenders should be submitted **on or before due date 3.00 PM, 12<sup>th</sup> July 2023**. Extension of due date will not be entertained. Tenders which are submitted without following the two bid offer system will summarily be rejected.

4. **Bid -1: Technical Bid:**

The Technical bids should be submitted containing the following documents

- i. The technical bid form duly filled.
- ii. Proposed plan of development of the allotted area with estimated cost of development
- iii. FSSAI Registration certificate to be enclosed
- iv. GST Registration certificate.
- v. Original EMD in the form demand draft for Rs.5,000/- or Rs.10,000/- if applied for both.
- vi. Latest Solvency certificate for an amount not less than Rs.10.00 Lakh obtained from their bankers.
- vii. Bids should have a validity of **45 days**. The technical offer should not contain any price information.

5. **Bid-2: Commercial Bid:**

- i. This should contain only the price information for the items given in the appendix. **The bidder to quote separately for**

**Part A – Tea/Juice and snacks Parlor (Annexure- II)**

**Part B – Cafeteria (Annexure – III)**

**The willing bidders can quote either for Part A or Part B separately or for both. However, the tender will be awarded based on L1 price of each item separately.**

6. **Pre Bid Meeting:** A pre bid meeting is organized on 05.07.2023, 11.00 AM at Seminar hall, Admin building of the Institute to explain the objective of the tender for better understanding by the bidder. The Bidders can also visit the cafeteria premises to know the infrastructure available in the cafeteria.

7. **Period of Contract:** The period of contract will be for (05) five years. The contractor shall hand over the allotted space along with infrastructure developed to Institute, at the time of completion of the contract period.

8. **Institute Obligations:**

- i. Provision of the space in the cafeteria. (Site Plan Enclosed)
- ii. Provision of electricity and water on chargeable basis
- iii. Sewage and waste disposal on payment basis
- iv. The existing infrastructure as on where basis
- v. **The institute shall not provide any space for the employees of the contractor for the operations of the cafeteria for night stay.**
- vi. Timings of the cafeteria: **7 AM to 10 PM on all days**

9. **Obligation of the contractor:**

a. **Infrastructure:**

- i. **Provide an architectural plan as per the given operating area in the technical bid.**
- ii. **Develop and operate the retail space within 3 months of Letter of Acceptance.**
- iii. **Security Deposit for an amount of Rs.25,000/- refundable after the commencement of the operations**
- iv. **The contractor shall pay the monthly lease rent to the institute.**
- v. **After completion of the contractor the contractor shall transfer the developed space and infrastructure to the institute**
- vi. Operation of the space must be strictly restricted to the boundaries of the space allotted and any violations are subject to suitable penalty.
- vii. The Washbasins, Bathrooms and toilets in the cafeteria space is common to all the licensees.
- viii. The bidder shall be liable to pay both Electricity and Water usage charges incurred at the allotted retail space on the basis of actual meter reading.
- ix. The renovations and other maintenance during the lease of the retail space shall be a liability of the bidder.

b. **Operations:**

- i. **Brand of Materials:** Caterer shall use only branded raw materials and best quality items (FSSAI approved/AGMARK) for preparing the food. Brands of products will be decided in consultation with competent authority of the Institute. The list for the same may be submitted along with the technical bid.
- ii. Deploy staff required for smooth operation in the Cafeteria space set up.
- iii. Door delivery service facility in the administrative and academic building should be provided without any additional cost.
- iv. The bidder shall ensure supervision, monitoring and control of the operation and maintenance of the facilities, as may be necessary to ensure the proper performance.
- v. The work-timings of the retail space shall be from 07:00 AM to 10:00 PM . The retail space shall not be shut for business without the prior consent of Institute.
- vi. The retail space will cater to Institute Students/ Staff and other visitors of the Institute. Consumers to be treated equally with utmost respect and courtesy.
- vii. The Bidder is responsible for any damages caused during the period of the contract and is liable to make necessary fixtures. Failure to do so will lead to a monetary compensation as quoted by Institute.
- viii. **Selling of alcohol, tobacco or any contraband item/product is completely banned or prohibited.**
- ix. Commodities for sale must not be of expiry date. The bidder must, at all times ensure that all products are of standard quality.
- x. The bidder shall, in carrying out retail services ensure the usage of Paper/Cloth bags, preferable eco-friendly/biodegradable material instead of plastic bags.
- xi. **The contractor shall operate only in the allotted space and permitted to operate/sell only as per the category of tender and prohibited from serving other category.**

10. **Rate:** The price (Inclusive of taxes) may be furnished in the Commercial Bid for the respective tenders of part A and B (Appendix II) and shall remain fixed for the period of one year ( **Rates are subject to revision of 5 % increase every year** ). The method of arrival of L1 based on the weightages is appended at the bottom of the commercial bid.

11. **Lease amount:** An amount of Rs.2,000/- per month (Rupees Two Thousand only) as lease rent. Increase of 10% every year during the contract period.

12. **Breach of Contract:** In case(s) of breach of contract/default(s) as defined below (but not restricted to the said reasons), the contract can be terminated prematurely after serving a One-month show-cause notice. Following (not restricted to) may constitute breach of contract:
- Non-payment of Licensee Fee within two months of the due date.
  - Poor quality of food
  - Repeated Non-compliance of contractual obligations/provisions pertaining to up-gradation/maintenance/hygiene of premises.
  - Corrupt or corrosive practices.
  - Violation of conditions stipulated in the conditions of the contract.
  - Repeated instances of over-charging.
  - Engaging in unlawful activities.
- In such cases, the Institute will assess the cost of redevelopment incurred by the contractor and after allowing the depreciation for the same shall settle the amount and terminate the contract.**
13. **Force Majeure:**
- IIITD&M Kancheepuram may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that the delay, in performance or other failure to perform its obligations under the contract, is the result of a force majeure.
  - If the due date of submission of tender / tender opening is declared a holiday for the Institute, the due date for submission of tender / tender opening will be extended to same time on next working day.
14. **Acceptance of the terms and conditions of tender document:** The bidders has to accept all the terms and conditions of this tender document and it is made known that the bidders quoting for this tender had impliedly accepted the terms and conditions of this tender.
15. **Interpretation of the clauses in the Tender Document:** In case of any ambiguity / dispute in the interpretation of any of the clause in this tender document, interpretation of Director, IIITD&M Kancheepuram shall be final and binding on all parties. The IIITD&M Kancheepuram reserves the right to accept the offer in full or in parts or reject the offer summarily or partly without assigning any reasons.
16. **Integrity Clause:** No official of a procuring entity or a bidder shall act in contravention of the codes which includes prohibition of making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.
17. **Arbitration:** All disputes of any kind arising out of supply, commissioning, acceptance, warranty maintenance etc., shall be referred by either party (IIITD&M Kancheepuram or the bidder) after issuance of 30 days' notice in writing to the other party clearly mentioning the nature of dispute and will be referred to the arbitrator to be nominated by Director, IIITD&M Kancheepuram, India. The Venue for arbitration shall be Chennai, India.
18. **Jurisdiction:** The disputes, legal matters, court matters, if any, shall be subject to Courts in the district of Chengalpattu Jurisdiction only.

Sd/-

कुलसचिव / Registrar

IIITD&M Kancheepuram

## SCOPE OF WORK

### **Re-Develop, Operate, Lease and Transfer**

#### **A) Tea/Juice and snacks Parlor**

#### **B) Cafeteria**

**at Cafeteria Building of IITDM Kancheepuram.**

### **1. Background**

- i. Indian Institute of Information Technology Design and Manufacturing Kancheepuram (IITDM Kancheepuram) is an institution of National Importance established in 2007 by the Ministry of Education, Government of India.
- ii. The institute is located on a 51 acre campus on the outskirts of Chennai, off the Vandalur-Kelambakkam road. It is a fully residential campus with more than 1800 students residing within the campus.
- iii. There are approximately 80 families also reside in the campus.
- iv. The Institute has employee strength of 100 and daily visitors of 100 people who may visit the cafeteria.

**2. Objective:** The institute is having a built in cafeteria space for an area of 385 Sqm. The institute wants to re-develop the existing cafeteria space in the modern outlook to provide students with a comfortable and supportive environment that enhances their overall dining experience in the cafeteria into two parts.

**a) Tea/Juice and snacks Parlor (Portion A in the attached drawing+ Adjoining open garden area)**

**b) Cafeteria (Portion B in the attached drawing+ Adjoining open garden area)**

These areas should be designed to cater to the diverse needs of the students and provide a range of facilities that foster their growth and comradeships.

The Washroom/ Toilets/ Hand wash area is common to both the bidders.

### **3. Evaluation Criteria and Method of Evaluation of Technical Bid**

- a. The institute shall evaluate the technical bids based on the experience, solvency certificate and the development plan of the allotted space. Decision of the institute in this regard shall be binding on all the bidders.
- b. The price bids of the shortlisted in the technical evaluation will be opened

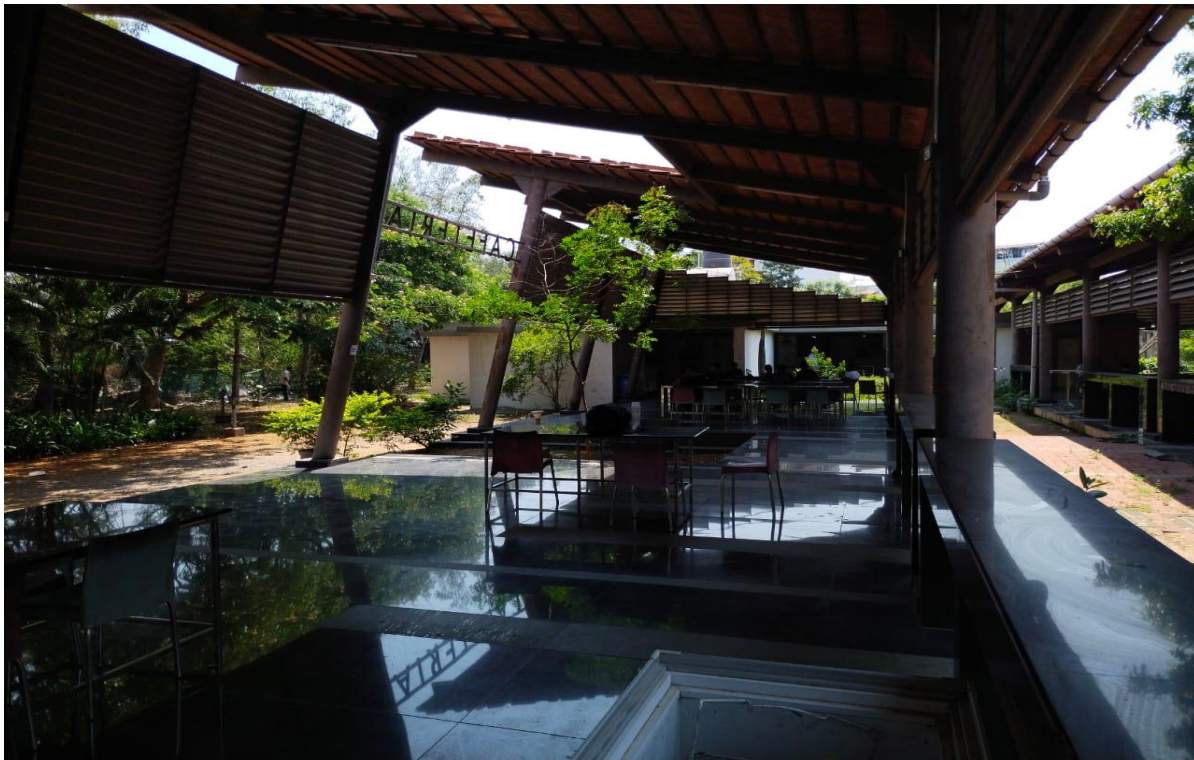
**4. Evaluation and arrival of lowest Bid:** The bidder to quote separately for Tender A – Tea/Juice and snacks Parlor and Tender B – Cafeteria. The willing bidders can quote either for Tender A or Tender B separately or for both.

The required items are grouped as Group I and Group II of the respective tenders. The weightage assigned are

Tender	Group I	Group II
Part A	60 % weightage	40 % weightage
Part B	75 % weightage	25 % weightage

Thus the lowest bids will be arrived separately for Tender of Part A and B by calculating the rates based on weightage assigned.

EXISTING CAFETERIA WITH STALL PHOTOS:



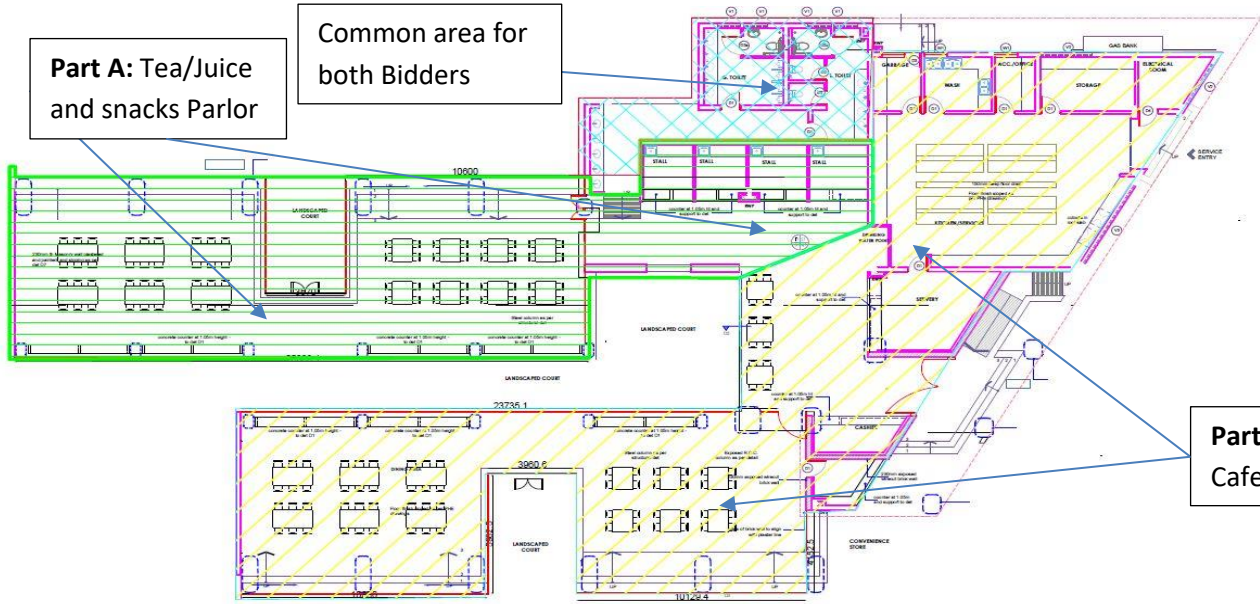


AREA OF DEVELOPMENT REQUIRED: 385 SQM

**Part A:** Tea/Juice and snacks Parlor

Common area for both Bidders

**Part B:** Cafeteria





**TECHNICAL BID****INFORMATION TO BE PROVIDED BY TENDERER**

<b>S.No</b>	<b>Particulars</b>	<b>Details</b>
1.	Name and address of the caterer with Phone No. and E-mail ID, if any	
2.	Registration Number of the Firm	Enclosed as appendix I
3.	PAN Number	Enclosed as appendix II
4.	GST Number	Enclosed as appendix III
5.	FSSAI Registration Number	Enclosed as appendix IV
6.	ONE Solvency certificate for an value of not less than Rs.10.00 lakhs is required whether quoted for Part-A/Part-B or both	Enclosed as appendix V
7.	Proposed development plan with estimated cost of development	Enclosed as appendix VI
8.	EMD for Rs.5000/- if quoted for Part-A or Part-B alone (or) EMD for Rs.10,000/- if quoted for both Part-A and Part-B in the form of demand draft drawn in the name of "The Registrar, IIITDM Kancheepuram".	Enclosed as appendix VII

**(The non-submission of any of the document will lead to disqualification of the bid)**

**Place:**

**Signature of the Contractor with seal**

**Date:**

**Name & Address:**

**COMMERCIAL BID****SCOPE OF SUPPLY AND SCHEDULE OF RATES FOR****A. TEA/JUICE AND SNACKS PARLOR**

<b>Group</b>	<b>Item</b>			<b>Rates in Rs.</b>
<b>No</b>	<b>No</b>	<b>Item Beverages</b>	<b>Weight</b>	<b>(Inclusive of Tax)</b>
I.	1	Coffee / Tea	120 ml	
	2	Lemon Juice	250 ml	
	3	Watermelon Juice	250 ml	
	4	Orange/ Sweet Lime/ Grapes / Pomegranate juice	250 ml	
	5	Apple/ Pineapple/ Carrot / Amla/ Mango	250 ml	
		<b>Milkshake</b>		
	6	Apple/ Pineapple/ Sharja/ Apricot/ Chikoo/ Mango	250 ml	
	7	Oreo/ Chocolate/ Strawberry/ Kiwi/ Dates	250 ml	
		<b>Group I – Total (Item S.No 1 to 7)</b>		
		<b>Snacks</b>		
II.	8	Samosa (with chutney/ sauce / ketchup)	50 gm	
	9	Cutlet	75 gm	
	10	Veg Puff	75 gm	
	11	Egg Puff	75 gm	
	12	Chicken Puff	75 gm	
	13	Vada/Bonda (with chutney)	50 gm	
	14	Bread Omlet (2 bread, double egg)	-	
	15	Veg. Sandwich		
	16	Chicken Sandwich		
	17	Omlet (Single egg)	-	
		<b>Chat Items</b>		
	18	Pani Pooori (6 No's)		
	19	Masala Pooori		
	20	Dahi Papdi		
	21	Bhel Pooori		
	22	Paav Bhaji		
		<b>Group II – Total (Item S.No 8 to 22)</b>		
		<b>Extra Packaged Items</b>		
		Ice Creams and corns, Besets and packed juices		As per MRP rates

**Note: Weightages assigned for arriving lowest Bid.**

**Group I : 60 % Weightage, Group II : 40 % Weightage**

I have understood the terms of price bid and agree to the decision of the institute in arriving in the lowest bid

**Signature of the contractor with date and Seal**

**COMMERCIAL BID****SCOPE OF SUPPLY AND SCHEDULE OF RATES FOR****B. CAFETERIA**

<b>Group</b>	<b>Item</b>	<b>Item Beverages</b>	<b>Weight</b>	<b>Rates in Rs.</b>
<b>No</b>	<b>No</b>			<b>(Inclusive of Tax)</b>
		<b>Regular Menu</b>		
I.		<b>Breakfast</b>		
	2.	Dosai - 1 no (with sambar and chutney)	100 gm	
	3.	Masala Dosai – 1 no (with sambar and chutney)	150 gm	
	4.	Onion Dosai – 1 no (with sambar and chutney)	150 gm	
	5.	Idli - 2 nos (with sambar and chutney)	100 gm	
	6.	Pongal / Kichdi (with sambar and chutney)	200 gm	
	7.	Poori or 2 nos (with aloo masala )	-	
	8.	<b>Lunch</b>		
	9.	Limited Meals – Chappati - 2, Rice-250gm, Curry, Sambar, Rasam, Curd-50ml, Papad, Pickle )	-	
	10.	Variety Rice (Lemon / Tomato / Curd / Tamarind / Sambar)		
	11.	Fried Rice – Chicken (with ketchup or sauce )	250 gm 400 gm	
	12.	Fried Rice – Egg (with ketchup or sauce )	250 gm 400 gm	
	13.	Fried Rice – veg (with ketchup or sauce )	250 gm 400 gm	
	14.	<b>Dinner</b>		
	15.	Parotta/ Chapati – 2 No’s (With Veg gravy 150 gm )		
	16.	Parotta/ Chapati – 2 No’s(With Egg gravy 01 egg +150gm)		
	17.	Parotta/ Chapati – 2 No’s (With Chicken gravy 150gm)		
	18.	Noodles – Chicken (with ketchup or sauce )	250 gm 400 gm	
	19.	Noodles – Egg (with ketchup or sauce )	250 gm 400 gm	
	20.	Noodles – veg (with ketchup or sauce )	250 gm 400 gm	
		<b>Total I</b>		
		<b>Special Menu</b>		
II.	1.	Veg Briyani	250 gm 400 gm	
	2.	Chicken Briyani	250 gm 400 gm	
	3.	Egg Briyani	250 gm 400 gm	
	4.	Fish Curry	250 gm 400 gm	
	5.	French Fries	250 gm 400 gm	
	6.	Gobi Manchurian	250 gm 400 gm	
	7.	Paneer Manchurian	250 gm	

			400 gm	
	8.	Mushroom Masala	250 gm	
			400 gm	
	9.	Paneer Butter Masala	250 gm	
			400 gm	
		<b>Total II</b>		

**Note: Weightages assigned for arriving lowest Bid.**

**Group I : 75 % Weightage, Group II : 25 % Weightage**

I have understood the terms of price bid and agree to the decision of the institute in arriving in the lowest bid

**Signature of the contractor with date and Seal**