

# TENDER DOCUMENT FOR COMPLEMENTARY CATERING SERVICES (CANTEEN/CAFETERIAS)

NIT: IITJ/Admin(catr/messing)/TEN/15-16/01

<u>NIT Issue Date and Time</u>	: <u>04 Sep 2015 at 1500 Hrs (Friday)</u>
<u>Pre-bid Meeting</u>	: <u>21 Sep 2015 at 1500 Hrs (Monday)</u>
<u>Tender Submission Date and Time</u>	: <u>29 Sep 2015 at 1500 Hrs (Tuesday)</u>
<u>Tender Opening Date &amp; Time</u> (Technical Bid)	: <u>29 Sep 2015 at 1530 Hrs (Tuesday)</u>
<u>Tender Opening Date &amp; Time</u> (Financial Bid)	: Date Later



॥ त्वं ज्ञानमयो विज्ञानमयोऽसि ॥

Indian Institute of Technology, Jodhpur  
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**TENDER DOCUMENT FOR COMPLEMENTARY CATERING SERVICES**  
**(CANTEEN)**

1. Indian Institute of Technology Jodhpur, (hereinafter referred to as the “Institute”) an Educational Institute of National importance invites sealed tenders for complementary catering services (canteens/cafeterias) on fixed cost basis at IIT Jodhpur Academic Campus, GPRA and BSNL residential campus, from reputed Firms / Agencies / Vendors. The tender document can be downloaded from the Institute website at URL Link: <http://www.iitj.ac.in> or from Central Public Procurement Portal link: <http://www.eprocure.gov.in>.

2. Quotation should be sealed and superscribed with tender number and due date of submission and address to:

“The Director  
IIT Jodhpur  
Administration  
Old Residency Road, Ratanada  
Jodhpur – 342011, Rajasthan”

3. The sealed quotations should reach the institute, latest by **29 Sep 2015** between **1500 h** and it will be opened on same day at **1530 h** in the **S1 Administrative Block** of the Institute in the presence of the bidder(s) or their authorized representative(s), who will be present at the scheduled date and time.

**4. The Scope of Work**

(a) The institute requires canteen contractor(s) to run the canteen services at Academic Campus, GPRA & BSNL residential campuses on subsidized rates as fixed by the institute to cater for the needs of the students, staff, beneficiaries and visitors attending the Institute. **But any terminated Vendor cannot apply for same.**

(b) The canteen services are also required to be extended during the examinations seminars, workshops, farewell tea, annual events and orientation courses etc.

(c) To fix the menu in consultation with the Institute canteen committee from time to time.

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- (d) To supply Tea / Coffee / Cold Drinks and other beverages as and when required.
- (e) To supply grocery items to students as per list attached.
- (f) To organise photocopier facility at Canteen.

## 5. **Terms & Conditions**

- (a) The contract will be prevalent initially for a period of 1 (one) year which is extendable subject to the successful fulfilment of the contract and also at the sole discretion of the Institute.
- (b) The successful bidder / contractor will be required to enter into an Agreement / Contract.
- (c) Contractor shall be required to **deposit Rs. 50,000/- drawn in favour of “Director, IIT Rajasthan” Payable at Jodhpur**, in the form of fixed deposit receipt (FDR) / irrevocable bank guarantee issued by any nationalized bank in prescribed format with the Institute at the time of signing the agreement, as security deposit which will be refunded on expiry of the contract.
- (d) Cost of the food & beverages must be competitive and reasonable. Price of some basic items should be as per the format enclosed, subject to negotiation and revision by the canteen committee. The prices of different items will be fixed in consultation with the canteen committee.
- (e) The catering services will be provided to the institute at the **fixed rate**. **No rate increase will be acceptable.**
- (f) The **timings and working days** of the canteens (INSTITUTE, BSNL, GPRA) will be regulated by the **canteen committee**.
- (g) The contractor shall **display the list of items & rates in the premises**. **Any Change in Menu and associated aspects be approved by MMC Secretary before implementation.**
- (h) The canteen should **be kept neat & clean and free of unhygienic conditions**.
- (j) The **responsibility** of maintaining the cleanliness and hygienic condition of the canteens will be of the contractor, at his own cost and proper disposal of waste. In case of violation of this condition, Mess Management Committee (MMC) may have the right to

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impose a fine and the contract may be cancelled by giving a month's notice to vacate the premises. **If Tender gets cancelled then vendors have to continue service till arrangement of new tender.**

(k) The bearer / staff (not below the age of 18 years) employed by the contractor shall have to be medically fit and free from any ailment. The contractor shall not employ young children as prohibited under the law / rules / regulations.

(l) The contractor will make his own arrangement for cooking gas, crockery, cutlery, glasses and other kitchen equipment. Disposable good quality paper made items for tea etc shall be allowed but not of plastic material.

(m) 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 pre-cautions.

(n) The contractor shall maintain the institute premises in good condition and shall not cause any damage thereto. If any damage is caused to the premises by the contractor or his workers, employees or agents the same shall be rectified by the contractor at his own cost either by rectifying the damage or by paying cash compensation as may be determined by the institute.

(o) The successful tenderer shall not sub-let the premises either in whole or in part. **The premises shall not be used for residential purposes even for the canteen staff.** No additions or alterations of the premises will be made without permission of the institute. **No bathing and washing of clothes etc will be allowed in the canteen.**

(p) The contractor and his employees would be governed by the **disciplinary** rules as may be laid down by the institute while they are in the institute premises.

(q) **Electricity & Water Charges** shall be paid as per actual consumption on the prevailing rates of Jodhpur Vidyut Vitran Nigam Limited (JDVVNL) & Public Health Engineering Department (PHED) or at such higher rates as may be decided by the Institute from time to time. Rent will be paid by the contractor as applicable and specified by the Institute authorities.

(r) **Quality of Food / Services** Will be inspected / checked from time to time and if found unsatisfactory the contract may be cancelled at any time by the institute with / without furnishing any notice. The institute reserves the right to impose a fine, if deemed

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necessary.

(s) The conduct/ characters/ antecedents and proper bona fides of the workers in the canteen shall be the sole responsibility of the contractor. However, the contractor should provide the necessary details of all its employees (permanent, temporary, casual) to the Institute. All the employees are police verified.

(t) The decision to award the canteen services contract will be taken on the basis of prices quoted, feasibility, quality and quantity.

(u) The contractor will use only the commercial cylinder and ISI marked gas stove for the purpose of cooking.

(v) Police verification and worker's identity cards will be compulsory before taking the charge of complementary catering services (canteen). Employees will be in proper Uniform provided by the contractor, medically found fit, hygienically suitable, nails trimmed, haircut and shave taken.

(w) Electronic billing machine for token system will be displayed and used on daily basis.

## **6. Technical and Financial Bids**

As per **Appendices A, B and C** respectively. No cutting/overwriting will be acceptable to Institute.

## **7. Applicable Laws**

(a) The supplier shall be governed by the laws and procedures established by Govt of India, within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings / processing.

(b) Any disputes are subject to exclusive jurisdiction of Competent Court and Forum in Jodhpur, Rajasthan, India only.

(c) The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Jodhpur. The decision of the Arbitrator shall be final and binding on both the parties.

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**TECHNICAL BID**

The Tenderers will submit and be in possession of following valid documents as part of technical bids:-

- (a) Food Licence issued by CMHO
- (b) Trade Licence issued by Nagar Nigam
- (c) Shop licence issued by Taxation Department
- (d) Owner's Tin No & PAN No

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## Appendix B

### COMPANY'S ORGANIZATIONAL STRUCTURE

**Name of Company:** \_\_\_\_\_

1.	Name and Address of Applicant		
2.	Telephone No, Mobile No and E-mail address		
3.	Legal status (Attach copies of original document defining the legal status)		
	(a)	An Individual	
	(b)	A Proprietary Firm	
	(c)	A Firm in partnership	
4.	(d)	A Limited company or corporation	
	(a)	Registration Number	
	(b)	Organization/ Place of Registration	
5.	Name and title of Owner and contact numbers who will be directly concerned with this work.		
6.	Have you or your constituent partner(s) been debarred / black listed from tendering in any organization at any time? If so, give reasons and outcome.		
7.	Any other information considered necessary but not included above.		
8.	States where canteen services provided and Registration obtained		

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**Financial Bid**

<b>Sl. No.</b>	<b>Items</b>	<b>Serving size</b>	<b>Quoted Price INR</b>
1	Plain Noodles	Packet of 75 gms	
2	Veg Noodles	Packet of 75 gms	
3	Veg. Sandwich	3 Slices	
4	Cheese Sandwich	3 Slices	
5	Bread & Butter	3 Bread Slices	
6	Burgers Veg Allo Tikki	150 gms	
7	Pizza Veg Cheese	150 gms	
8	Plain Cheese Pizza	150 gms	
9	Masrum Cheese Pizza	150 gms	
10	Onion Cap Pizza	150 gms	
11	Frying fries	125 gms	
12	Samosa / Pyaj Kachori	Standard Size	
13	Milk (Amul Gold)	250 ml.	
	<b>Tea</b>	100 ml	
14	Tea (Vending Machine)	100 ml	
15	Normal Tea	100 ml	
16	Lemon Tea	100 ml	
17	Ice Tea	100 ml	
18	Cold Drinks (all brands & sizes available in the market)	% Discount on MRP	
19	Fruit Juices (packed)	% Discount on MRP	
20	Mineral Water (standard)	% Discount on MRP	
21	Biscuits & other packed foods	% Discount on MRP	
22	<b>Juice</b> (Mausambi, Orange, Pineapple, Apple)	200 ml.	
23	<b>Fresh Shakes</b> (Pineapple, Banana, Badaam, Chocolate, Mango, lychee)	200 ml.	

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24	Lemon Water	200 ml.	
25	Ice Cream	% Discount on MRP	
	<b><u>Coffee</u></b>	100 ml.	
26	Coffee (Vending Machine)	100 ml.	
27	Hot Coffee Normal	100 ml.	
28	Cold Coffee	200 ml.	
29	Potato Patties	Standard Size	
30	Paneer Patties	Standard Size	
31	Chasse Patties		
32	Idli-Sambhar with Chatni	2 Idli and Sambhar 250 ml	
33	Masala Dosa with Sambhar & Chatni	Sambhar 250 gms	
34	Pavbhaji	2 pav and bhaji 100 gms	
35	Bhelpuri	150 gms	
36	Panipuri	6 pics with allo, pani	
37	Poha Plate	150 gms	
38	Dhokla	4 pics (200 gms total)	
	<b><u>Cake</u></b>		
39	Fresh Strawberry Cake	1 Kg	
40	Fresh Pineapple Cake	1 Kg	
41	Black Forest Cake	1 Kg	
42	Dry Torte Cake	1 Kg	
43	Choco Walnut Cake	1 Kg	
44	Fruit Gateau Cake	1 Kg	
45	Choco Torte Cake	1 Kg	
46	Dark Devil Cake	1 Kg	
47	Celebration Cake	1 Kg	
48	Fresh Mango Cake	1 Kg	
	<b><u>Cheese Cake</u></b>		
49	Lemon Cheese Cake	1 Kg	
50	Strawberry Cheese Cake	1 Kg	
51	Chocolate Cheese Cake	1 Kg	
52	Blueberry Cheese Cake	1 Kg	
	<b><u>Pastries</u></b>		
53	Chocolate Praline Pastries	200 gms	
54	Blackberry Pastries	200 gms	
55	Mango Tango Pastries	200 gms	
56	Pineapple Pastries	200 gms	
57	Raspberry Pastries	200 gms	
58	Blueberry Pastries	200 gms	
59	Lemon Pastries	200 gms	

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	<b><u>Muffins</u></b>		
60	Vanilla Muffins	100 gms	
61	Choco Chip Muffins	100 gms	
62	Butter Scotch Muffins	100 gms	
63	Lemon Muffins	100 gms	
64	Blueberry Muffins	100 gms	
	<b><u>Chocolates</u></b>		
65	Butter Scotch Chocolates	% Discount on MRP	
66	Lemon Chocolates	% Discount on MRP	
67	Caramel Chocolates	% Discount on MRP	
68	Strawberry Chocolates	% Discount on MRP	
69	Cherry Chocolates	% Discount on MRP	
70	Blueberry Chocolates	% Discount on MRP	
	<b><u>Pies</u></b>		
71	Apple Pies	100 gms	
72	Walnut Pies	100 gms	
73	Blueberry Pies	100 gms	
74	Fruits of forests Pies	100 gms	
75	Black cherry Pies	100 gms	
	<b><u>Grocery Items</u></b>		
76	A <sub>4</sub> Papers, Bond papers, Note books (Ruled and Un ruled)	% Discount on MRP	
77	Compact Disc ( CD and DVD's)	% Discount on MRP	
78	Eraser, Stapler and Pins, File, Markers & Highlighters,	% Discount on MRP	
79	Hair oil, Soaps (Pears, Lifebuoy, Hamam, Rexona, Dove, Ponds, etc.,)	% Discount on MRP	
80	Tooth Paste, Tooth Brush	% Discount on MRP	
81	Face wash & Face creams	% Discount on MRP	
82	Deodorant and Body spray	% Discount on MRP	
83	Raw noodles, pasta	% Discount on MRP	
84	Eno	% Discount on MRP	
	<b><u>Photocopier Print Rates</u></b>		
85	A3	Single Sided	
		Double Sided	
86	A4	Single Sided	
		Double Sided	
87	Legal	Single Sided	
		Double Sided	

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