

**TENDER DOCUMENT FOR COMPLEMENTARY  
CATERING SERVICES  
(CANTEENS/CAFETERIAS)**

**NIT: IITJ/Admin(catr/messing)/TEN/15-16/02**

**NIT Issue Date and Time** : **28 Dec 2015 at 1500 Hrs (Monday)**

**Pre-bid Meeting** : **12 Jan 2016 at 1500 Hrs (Tuesday)**

**Tender Submission Date and Time:** **19 Jan 2016 at 1500 Hrs (Tuesday)**

**Tender Opening Date & Time** : **19 Jan 2016 at 1530 Hrs (Tuesday)**  
(Technical Bid)

**Tender Opening Date & Time** : **Date Later**  
(Financial Bid)



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

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 (Cafeterias/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 **1500 h on 19 Jan 2016 (Tue)** and will be opened on same day at **1530 h** in **S1 Administrative Block** of 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 Cafeteria contractor(s) to run the Cafeteria services at Academic Campus, GPRA & BSNL residential campuses on subsidized rates as fixed by the institute committee to cater for the needs of the students, staff, beneficiaries and visitors attending the Institute. The Vendor be also in a position to provide complementary catering services at the New Campus (Karwad) as and when requirement arises. Any Vendor whose services have been terminated by IIT Jodhpur shall not apply for the same. It has been decided by the Competent Committee that contractor providing Canteen services currently, shall not participate in this tender process.

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

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

(d) To supply Tea / Coffee / Cold Drinks and other beverages as and when required. The Vendor be also in a position to install tea & coffee machine at Admin or any other block when called for.

(e) To supply grocery items to students as per list attached.

(f) To organise photocopier facility at Cafeterias.

## 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) **Deposit of Drafts** – Following drafts shall be enclosed:-

(i) **Tender Fee** :- Draft in favour of “**Director, IIT Jodhpur**” Payable at Jodhpur, amounting to Rs 500/-.

(ii) **Earnest Money Deposit (EMD)** – Draft in favour of “**Director, IIT Jodhpur**” Payable at Jodhpur, amounting to Rs 50,000/-.

(iii) **Security Deposit** :- Fixed Deposit Receipt (FDR) / irrevocable bank guarantee issued by any nationalized bank amounting to Rs 50,000 in favour “**Director, IIT Jodhpur**” Payable at Jodhpur on issue of work order and not repeat not with Tender documents.

(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 Cafeteria committee. The prices of items not listed in Appendix `C` will be fixed in consultation with the Cafeteria committee.

(e) The catering services will be provided to the institute at the **fixed rate**. **No rate increase will be acceptable during the contract duration.**

(f) The **timings and working days** of the Cafeterias (INSTITUTE, BSNL and GPRA) will be regulated by the **Cafeteria 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 Cafeteria should **be kept neat & clean and hygienic in all respects.**

(j) The **responsibility** of maintaining the cleanliness and hygienic condition of the Cafeterias will be of 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 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 alternative arrangements are made.**

(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 Cafeteria staff.** No additions or alterations to the premises will be made without permission of the Institute. **No bathing and washing of clothes etc will be allowed in the Cafeteria.**

(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 necessary.

(s) The conduct/ characters/ antecedents and proper bona fides of the workers in the Cafeteria 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 employees must be police verified.

(t) The decision to award the Cafeteria 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 (Cafeteria). **Employees will be in proper Uniform provided by the contractor**, medically found fit, hygienically suitable, nails trimmed, haircut and shave taken.

(w) The Vendor and his staff shall park their vehicles including two wheelers only at the specified/earmarked place and not in-front of mess and cafeteria. Violation may attract penalty.

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

(y) The contractor shall ensure payment of Minimum wages & compliance of relevant labour laws including (but not restricted) to provision of adequate rest & working hour's norms etc to all his employees.

(z) Non-quoting of bids for the photocopier services and grocery items or for reasonable number of food items, will result in technical rejection of the Bids. Institute's decision as to rejection or otherwise on this or any other ground will be final.

**Technical and Financial Bids** – Bids should be in 2 parts – Technical & Financial to be enclosed in separate sealed envelopes.

**6. Technical Bids** – Following documents will be enclosed & checked 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.
- (e) Company's Organisational Structure.

(f) Draft favouring Director, IIT Jodhpur amounting to Rs 500/- and Rs 50,000/- for Tender fee and EMD respectively.

(g) List of items (as shown in Annexure – C) proposed to be supplied (including photocopier & services mentioned in the said Annexure) **without** indicated rates. Non-inclusion of grocery items (located at S No 76 to 84 of Annexure C) and of photocopier services (S No 85 to 87 of Annexure C) will result in rejection of technical bid.

7. Technical & Financial bids shall be attached as under:-

(i) **Technical Bids**: - As per Appendix A

(ii) **Company's Organisational Structure**: - As per Appendix B.

(iii) **Financial Bid**: - As per Appendix C.

8. Financial bids of only those firms found technically suitable will be opened. **No cutting/overwriting will be acceptable to Institute.** Financial bids will be evaluated based on weightage assigned for each item categorised as indicated in Appendix C with cumulative total being taken for assessment.

## **9. Preparation of Envelopes**

(a) Three envelopes shall be prepared as under:

(i) **Envelope `X`** - Shall contain Technical bids (Appendix A, B and both drafts) superscribed as `**Technical bids`**.

(ii) **Envelope `Y`** - Shall contain financial bids (Appendix C) superscribed as `**Financial bid`**.

(iii) **Envelope `Z`** - Shall contain both Envelopes X & Y with superscription as "**Technical and Financial bids**".

## **10. 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.

**TECHNICAL BID**

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

- (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.
- (e) Company's Organisational Structure.
- (f) Draft favouring Director, IIT Jodhpur amounting to Rs 500/- and Rs 50,000/- for Tender fee and EMD respectively.
- (g) Appendix `C` confirming willingness to supply but **without** indicating rate of item/service.

## 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 Cafeteria services provided and Registration obtained		



## Appendix C (Revised)

### Financial Bid

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

S No	Items	Category	Weightage	Serving size	Quoted Price INR
30	Paneer Patties	F 1	5	Standard Size	
31	Cheese Pasties	F 2	3	Standard Size	
32	Idli-Sambhar with Chatni	F 1	3	2 Idli and Sambhar 250 ml	
33	Masala Dosa with Sambhar & Chatni	F 1	5	Sambhar 250 gms	
34	Pavbhaji	F 1	5	2 pav and bhaji 100 gms	
35	Bhelpuri	F 1	5	150 gms	
36	Poha Plate	F 1	5	150 gms	
37	Dhokla	F 1	5	4 pics (200 gms total)	
38	Panipuri	F 2	3	6 pics with allo, pani	
	<b><u>Cheese Cake</u></b>				
39	Lemon Cheese Cake	F 2	3	1 Kg	
40	Strawberry Cheese Cake	F 2	3	1 Kg	
41	Chocolate Cheese Cake	F 2	3	1 Kg	
42	Blueberry Cheese Cake	F 2	3	1 Kg	
	<b><u>Pastries</u></b>				
43	Chocolate Praline Pastries	F 2	3	200 gms	
44	Blackberry Pastries	F 2	3	200 gms	
45	Mango Tango Pastries	F 2	3	200 gms	
46	Pineapple Pastries	F 2	3	200 gms	
47	Raspberry Pastries	F 2	3	200 gms	
48	Blueberry Pastries	F 2	3	200 gms	
49	Lemon Pastries	F 2	3	200 gms	
	<b><u>Chocolates</u></b>				
50	Butter Scotch Chocolates	F 2	3	% Discount on MRP	
51	Lemon Chocolates	F 2	3	% Discount on MRP	
52	Caramel Chocolates	F 2	3	% Discount on MRP	
53	Strawberry Chocolates	F 2	3	% Discount on MRP	
54	Cherry Chocolates	F 2	3	% Discount on MRP	
55	Blueberry Chocolates	F 2	3	% Discount on MRP	
	<b><u>Cake</u></b>				
56	Fresh Strawberry Cake	F 3	2	1 Kg	
57	Fresh Pineapple Cake	F 3	2	1 Kg	
58	Black Forest Cake	F 3	2	1 Kg	
59	Dry Torte Cake	F 3	2	1 Kg	
60	Choco Walnut Cake	F 3	2	1 Kg	
61	Fruit Gateau Cake	F 3	2	1 Kg	
62	Choco Torte Cake	F 3	2	1 Kg	
63	Dark Devil Cake	F 3	2	1 Kg	

S No	Items	Category	Weightage	Serving size	Quoted Price INR
64	Celebration Cake	F 3	2	1 Kg	
65	Fresh Mango Cake	F 3	2	1 Kg	
	<b>Muffins</b>				
66	Vanilla Muffins	F 3	2	100 gms	
67	Choco Chip Muffins	F 3	2	100 gms	
68	Butter Scotch Muffins	F 3	2	100 gms	
69	Lemon Muffins	F 3	2	100 gms	
70	Blueberry Muffins	F 3	2	100 gms	
	<b>Pies</b>				
71	Apple Pies	F 3	2	100 gms	
72	Walnut Pies	F 3	2	100 gms	
73	Blueberry Pies	F 3	2	100 gms	
74	Fruits of forests Pies	F 3	2	100 gms	
75	Black cherry Pies	F 3	2	100 gms	
	<b>Grocery Items</b>				
76	A <sub>4</sub> Papers, Bond papers, Note books (Ruled and Un ruled)	F 1	5	% Discount on MRP	
77	Compact Disc ( CD and DVD's)	F 1	5	% Discount on MRP	
78	Eraser, Stapler and Pins, File, Markers & Highlighters,	F 1	5	% Discount on MRP	
79	Hair oil, Soaps (Pears, Lifebuoy, Hamam, Rexona, Dove, Ponds, etc.)	F 1	5	% Discount on MRP	
80	Tooth Paste, Tooth Brush	F 1	5	% Discount on MRP	
81	Face wash & Face creams	F 1	5	% Discount on MRP	
82	Deodorant and Body spray	F 1	5	% Discount on MRP	
83	Raw noodles, pasta	F 1	5	% Discount on MRP	
84	Eno	F 1	5	% Discount on MRP	
S No	Items	Category	Weightage	Serving size	Quoted Price INR
	<b>Photocopier Print Rates</b>				
85	A4	F 1	5	Single Sided	
				Double Sided	
86	A3	F 2	3	Single Sided	
				Double Sided	
87	Legal	F 2	3	Single Sided	
				Double Sided	

**Notes:**

(a) **Categorisation of Items** – Items have been categorized depending on consumption quantum as F 1, F 2 and F 3 as indicated against each.

(b) **Weightage** – Weightage of 5, 3 & 2 shall be assigned to F 1, F 2 & F 3 items respectively.

**(c) Working out L 1 Bidder**

**(i) Non MRP based Items** – Quoted rate shall be multiplied by weightage factor and all added up [say L 1 (a)].

**(ii) Percentage (%) discount on MRP based Items** Quoted “Percentage discount” shall be subtracted from MRP. Remaining MRP component shall be multiplied by weightage factor and all added up. [say L 1 (b)]

**(iii) Integration of both Categories** Both categories shall be integrated by simple addition i.e  $L 1 = L 1 (a) + L 1 (b)$ . Final L 1 figure so arrived shall be considered for award of work order provided all other technical parameters are met.