

**NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR,
JAMSHEDPUR (JHARKHAND) - 831 014**

OFFICE OF THE DEAN (STUDENTS' WELFARE)

(An Institution of National Importance under MHRD, Govt. of India)



TENDER DOCUMENT

FOR

MESS CATERING SERVICES TO HOSTELS OF NIT JAMSHEDPUR

Advertisement No. NITJSR/DSW/HMC/CD/2014/843 Date: 29/5/2014

(The tender document has 16 pages. The contents of the tender document are (1) Chapter 1. Important dates, (2) Chapter 2. Important conditions of the tender to be abided by the bidder (3) Chapter 3. General Terms & Conditions: Annexure-I, (4) Chapter 4. Penalty (5) Chapter 5 Scope of the Work & Menus: Annexure-II, (6) Chapter 6. Details of Menu for Which Price to be quoted. (7) Chapter 7. Basic Technical Details of Bidder: Annexure III, and Financial Bid: Annexure IV)

June 2014

Tender for catering services to hostels at NIT, Jamshedpur

CHAPTER:1 IMPORTANT DATES

1	Starting Date of Issue of Tender form	2nd June 2014
2	Last Date of Issue of Tender form	23rd June 2014 (up to 10.00 AM)
3	Last Date of Receipt of Tenders	23rd June 2014 (up to 12.00 AM)
4	Date of Opening of Technical Bids	23rd June 2014 at 02.30 PM
5	Date of Opening of Financial Bids	23rd June 2014 at 6.00 PM
6	Date of Opening of Hostel Messes	31st July 2014 (Morning)
Venue for Opening the Technical Bid and Financial Bid Conference Hall of Computer Center NIT Jamshedpur		

NB: Technical and Financial bids must be submitted in separate envelopes, otherwise their tender will be rejected.

NOTE:

- **Last date of issue of tender is 23rd June 2014 at 10.00 AM** from Office of the Dean Students' Welfare, NIT, Jamshedpur.
- Tender form duly filled in all respects in only original prescribed format, supplied by the N.I.T., Jamshedpur, duly super-scribed, should reach the Office of the Dean Students' Welfare NIT, Jamshedpur – 831014, on or before **23rd June 2014 at 12.00 noon**. Tender document fee of Rs. 1,000/- (One thousands only) is to be paid in the form of crossed demand draft (DD), in favour of NIT **Jamshedpur**.
- Alternatively, bidders can submit their offer by downloading the complete tender document from the website (**www. nitjsr.ac.in**). The bidder has to ensure that the tender should strictly comply with the requirements of the Tender Document. Any modifications shall render the tender invalid. Agencies submitting their bids by downloading the tender document from NIT website shall submit the crossed demand draft for Rs.1, 000/- (Rupees One thousand only) towards tender document fee, along with their bid, failing which their bid will be rejected.
- Bidder should sign and stamp all the pages of duly filled tender document before submission of the same.
- Earnest Money Deposit (EMD) of **Rs.Two lakh only** to be deposited in the form of Demand Draft drawn in favour of **NIT Jamshedpur** along with the tender for each bid.
- Financial bid and Technical bid should be placed in separate sealed covers. These two sealed covers along with a covering letter, Tender document, Fee Receipt/DD and EMD shall be put together in a sealed cover at the time of submission, clearly super-scribing "Tender for providing Mess Catering Services to the hostels of NIT Jamshedpur". DO NOT PUT any DD inside the technical bid cover or financial bid cover.
- This Contract is for one year and extendable by one more year depending on performance.

**Dean (SW)
NIT, Jamshedpur.**

Tender for catering services to hostels at NIT, Jamshedpur

**OFFICE OF THE DEAN STUDENTS' WELFARE
NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR,
JAMSHEDPUR-831014**

TENDER NOTIFICATION No. NITJSR/DSW/HMC/CD/2014/843

Date: 29/05/2014

**CHAPTER:2
IMPORTANT CONDITIONS OF THE TENDER
TO BE ABIDED BY THE BIDDER**

Submission of Tender: The tender can be submitted on all working days. The due date for the submission of the tender is on or before **23rd June 2014 at 12.00 NOON**. In the event of this day being declared as a holiday, the tenders can be submitted up to the appointed time on the next working day.

Two-bid system: The offers/bids should be submitted in two-bid system (i.e.) Technical bid and Financial bid.

The Technical bid should consist of all the details as specified in the schedules along with commercial terms and conditions. There should be no cost indication in the Technical bid.

Financial bid should indicate "Daily Rate" for the menus mentioned in the technical bid. The technical bid and financial bid should be put in two separate covers. Words "Technical Bid" and "Financial Bid" must be written on these covers clearly and the covers should be sealed. Again these two sealed covers should be put into a bigger cover along with a covering letter, Tender Fee Receipt and EMD and sealed.

Earnest Money Deposit (EMD):- The bidder should submit an EMD amount of **Rs.2.00 lakh (Rupees two lakh only)** along with the tender by way of Demand draft or Banker's pay order drawn in favour of **NIT Jamshedpur** and payable at Jamshedpur. The tender without EMD shall be considered as UNRESPONSIVE and REJECTED. Photo/Fax copies of the demand draft/Banker pay orders shall not be accepted. The EMD of the unsuccessful bidder will be released after the finalization of the contract. No interest will be paid on EMD. The EMD of the firm whose tender is accepted / approved, will be released only after the firm concerned deposits the security amount of **Rs. Fifty lakh only** in the form of Demand Draft/Bank Guarantee in favor of **NIT Jamshedpur** within 45 days from the date of issuance of Work Order. The EMD shall stand forfeited in the event of premature withdrawal or amendment of the bid/tender, or if the bidder impairs or derogates from the tender in any respect during the period of bid, or in case successful bidder fails to sign or accepts the contract within the stipulated period.

Authority to sign: - All the documents must be duly signed by the bidder. If an individual or a proprietor of a firm is a signatory, he/she should sign above the full type written name and current address. In case of a partnership firm, all the partners of the firm or a partner holding power of Attorney for the firm (a certified copy of the power of Attorney should accompany the Documents) should sign in this case. In both cases, a certified copy of the partnership Deed and current address of all the partners of the firm should be furnished. In case of a limited Company or a Corporation, the Documents shall be signed by a duly authorized

person holding power of Attorney for signing the Documents, accompanied by copies of the power of Attorney and the Memorandum of Articles of Association duly attested by a Notary Public. In case of a Registered Society, the Documents shall be signed by a duly authorized person holding power of Attorney for signing the Documents, accompanied by copies of the power of Attorney and the By Laws of Society duly attested by a Notary Public.

The bidder should sign and stamp each page of the tender document as a token of having read and understood the terms & conditions contained therein and submit the same along with the bid. No photocopies of this tender document will be accepted.

Compliance/Confirmation:- Compliance or Confirmation report with reference to general terms & conditions and requirement for running the dining facility should also be included in the Technical bid.

Daily Rate: The financial bid should include the price quoted as daily rate per student for each of the sample menus: Annexure II and must include all charges including taxes and service charges, as levied by Central and State Governments. However, the percentage of taxes and service charges must be clearly indicated.

Validity of offer: Bidder shall agree to keep the tender open for ninety (90) days from the due date of submission thereof and not to make any modifications in its terms and conditions.

Late offer: The offers received after the due date and time will not be considered and the same will be returned unopened to the bidder.

Opening of the tender: The offer/bids will be opened by a committee duly constituted for this purpose at the appointed place, time and date, in the presence of such bidders or their authorized representatives who choose to be present. The larger envelope (containing a covering letter, Tender Fee Receipt, EMD and two separate covers with technical/financial bids) will be opened first. Without EMD or offers with invalid EMD or **EMD presumably kept inside the covers containing technical/financial bids will be summarily rejected** and unopened tenders will be returned to such bidders.

On verifying the Tender Fee Receipt and EMD, the technical bids will be opened. The committee will examine the technical bids and decide the suitability as per the following specifications and requirements. The bidders, whose Technical Bids are not found acceptable their sealed cover containing financial bid will not be opened and EMD will be returned to them.

Specifications and Requirements

- i) The company should be registered under the companies act, or it should be a partnership firm, a proprietorship duly evidenced by any statutory documents evidencing of proprietorship such as VAT/ Service Tax/ Local Municipality/ Local authority certificate/professional tax registration etc. The society must be registered Society.
- ii) The prospective bidder should have successfully carried out catering services in any industry/organization/establishment for not less **than 1000** persons/users on a normal working day in a single unit for a continuous period of **one year** during the last Three years. The time period of Three years shall be reckoned as on 30.05.2014. The bidders having experience only in the Cafeteria (snacks & beverage services) will not be considered.
- iii) The annual turnover of the bidder during the last three years ending on 31-05-2014 should be at least **Rs. Two crore only**.

- iv) List of number of institutions served during the last THREE years (i.e. in providing Mess catering services on contract basis catering minimum 1000 persons/day) should be TWO.
- v) No of workers deployed in the single largest contract in an Industrial/Institutional Mess should be a minimum of 20.

Bidder shall ensure submission of complete information / documents at the first instance itself. NIT Jamshedpur reserves the right to complete the evaluation based on the details furnished by the bidder without seeking any subsequent additional information. Tenders not in compliance with tender conditions or with incomplete information / documents are liable for rejection.

The Technical Bids, which fulfill the above specifications and requirements, will be considered for further evaluation. Further evaluation of the bids is based on the taste of food, food variety, quality and hygiene aspects. Inspection committee may carry out surprise visit to the establishments /mess/dining facilities run currently by the bidders and their reports will form valuable input for the short-listing process.

The bidders, whose bids are short-listed by the Committee constituted for this purpose, will be intimated and they may attend the opening of financial bid. The financial bids of only these Bidders shall be considered for opening.

The selected contractor for the Messes shall have to provide catering services at the uniform rates only for different items as fixed by NIT Jamshedpur Hostel Management Committee.

Acceptance and Rejection: Hostel Management Committee reserves the right to shortlist/reject any or all tenders and accept the whole or any part of the Tender without assigning any reason.

Disputes and Jurisdiction: Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within the Court of Seraikella- Kharshawa, Jharkhand.

Acknowledgement: It is hereby acknowledged that we have gone through all the Annexure as well as the conditions mentioned above and we agree to abide by them.

Date:

Place:

**SIGNATURE OF BIDDER
ALONG WITH OFFICIAL SEAL**

**OFFICE OF THE DEAN STUDENTS WELFARE
NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR,
JAMSHEDPUR-831014**

**CHAPTER :3
GENERAL TERMS AND CONDITIONS: ANNEXURE-I**

FOR

MESS CATERING SERVICES TO HOSTELS OF NIT JAMSHEDPUR

1. Breakfast, Lunch, Evening Snacks and Dinner need to be served as per the basic menu agreed upon with the Hostel Management Committee. A copy of the typical menu is enclosed as Annexure II
2. TENTATIVE MESS TIMINGS
Breakfast : 06.30 AM –07.45AM
Lunch : 11.30 AM –02.00 PM
Evening Snacks : 05.00 PM - 06.15 PM
Dinner : 07.30 PM - 09.30 PM
3. The Electricity consumed for the kitchen, store room, rest room and the wash area will be charged as per NIT Jamshedpur rates. Running water in the kitchen will be metered. For drinking and cooking purposes, is to be used by the contractor.
4. Contractor is required to deposit an amount of **Rs. Fifty lakh only** towards security deposit at the time of award of contract within stipulated time if his / her offer is accepted. In case of premature termination of the contract by either side, the contractor shall be forfeited the security deposit.
5. Dispute: In case of any dispute between the Chief Warden/Warden and the Service Provider, the matter will be referred to Hall Management Committee to be approved by the Director and the decision of the Committee will be binding on the contractor.
6. Statutory Requirement/obligation: All statutory rules, like Minimum Wages (EPF) Act, ESI Act + EPF Act, etc., as applicable for engagement of labours on daily wage are to be followed strictly as per Government norms.
7. In case of failure to comply with the above statutory Rules, Acts, the authorities shall have the right to impose the penalty or cancel the contract.
8. The contractor shall not assign, sublet or part with the possession of the premises and properties of the Institute therein or any part thereof under any circumstances.
9. The contractor shall not appoint any sub-contractor to carry out any obligation under this Contract.
10. The contractor shall vacate the leased premises with the all features, furniture etc., which are institute properties in good and tenable conditions at the termination of the contract.

11. The contractor shall not make or permit any construction or structural alteration of additional fitting inside the premises of the work place without prior written approval of the authorities.
12. The security deposit will be returned three months after the end of the contract period without interest if there are no pending issues against the contractor.
13. Three months notice is required from the contractor for the termination of the contract service if such a condition arises during the contract period.
14. If the contractor and/or his team and also functioning of the mess is not up to the mark or, the quality of the food is below standard or unhealthy or unhygienic, then Institute is empowered to terminate the contract with a short notice of one week. The Hostel Wardens Committee's opinion is final so far as the food quality / mess management is concerned.
15. In case of unsatisfactory performance / any dispute whatsoever / labour dispute emergency condition or any other reason as deemed fit by the Hall Management Committee, the contract can be cancelled at the sole discretion of the Director.
16. Hygiene, overall cleanliness of surrounding, kitchen and the food, raw materials, ingredients etc. are to be of good quality. Clean, fresh, nutritious, hygienic and edible food has to be served. Any type of COOKED FOOD shall not be stored / preserved / re-served after meals. Not following warden's suggestions / instructions in above matters shall be considered as violation of terms and conditions of contract and shall invite penalty for the same (upto 10% of monthly bill as decided by hostel section).
17. The mess utensils are to be cleaned with hot water using detergent powder/soap after every meal.
18. Contractor shall be solely responsible in case of incidence/s of food poisoning etc. and shall bear the complete expenditure arising out of this for medical treatment of the hostel inmates. In addition, penalty may be imposed on the contractor as decided by the Committee of Wardens / Hall Management Committee for such incidence/s.
19. The Contractor shall use only branded raw materials and best quality for preparing the food. Brands of certain mess items are given. A quality control Team will check all materials brought to the mess as well as cooking practices. In the event of the quality of the food served being poor or not adhering to contractual conditions, the Hostel management will be free to impose monetary fine as deemed fit on the contractor. Such fines imposed will be adjusted against the payments due to the contractor. The Institute shall pay only the approved daily rate per student for the entire contract period for one year.

MESS ITEM	BRAND/MANUFACTURER LIKE
Salt	Tata/ Annapurna/ Nature fresh
Ketchup	Maggi/ Kissan,
Oil (Sunflower)	Sundrop/ Natur Fresh/ Priya,
Oil (Mustard)	Dhara/ Hathi brand/Engine
(use of Hydrogenated (vanaspati) oil is prohibited)	
Atta	Ashirvad/ Shaktibhog/ Annapurna
Instant Noodles	Maggi/Top Raman
Flavoured fruit drinks	Rasna/ Roohafza
Butter/Paneer	Amul/ Sudha
Cornflakes	Kellogg's
Jam	Kisan / Maggi
Tea	Brook bond/ Lipton/ Tata
Coffee	Nescafe/BRU
Rice	Mansoori/Kattarni/ Taj Mahal, India Gate (for special dish)
Bread	Modern/ Morris/ Nasta
Milk	Sudha Dairy
Pickles	Priya/ Mother/Nilons

The contractor may use any other approved brands only if permitted by the Mess Committee, in writing. In such case the contractor will submit two or three reputed brands for each grocery item and the warden and mess committee will select the brands for cooking.

20. All inclusive daily rate (inclusive of fuel cost, cost of procurement of rice, wheat and all other provisions, vegetables, fruits, unloading and loading, transportation, storage, labour, all statutory taxes including service tax, duties and levies etc and fluctuations in the rates of the commodities) per student should be quoted in the tender. The Hostel Management Committee will not pay any other charges for the catering services provided. **19 Kg capacity Gas cylinders for Commercial use will be managed by the institute through IOC. It is the sole responsibility of the contractor to get the refills from the gas company to run the mess on his own cost. Any fluctuations in the Gas price must be absorbed by the Contractor only.**

21. When circumstances warrant, contractor should cater for large number of students/staff members at very short notice. Similarly, fluctuations in strength during vacation periods shall have to be accommodated.

22. Monthly payment to the contractor will be made by Chief Warden duly certified by warden concerned in one instalment after the submission of actual mess bill including copies of all statements, taxes paid for the period.

23. Contractor has to collect the guest charges directly from the students / guests. Guest charges shall be decided by the Wardens for ordinary / special meals which shall be slightly on higher side than the approved daily rates of the contractor.

24. The contractor and his workers must behave politely with hostel inmates. The contractor and his team, under any circumstances should not involve in arguments with the boarders of the mess. In case of such situations/ under emergency, the Contractor should intimate immediately to the concerned Warden and Chief Warden also.

25. Mess workers and cooks should be healthy and medically fit. They are required to have a regular check up with the institute Medical Officer. If any mess worker is found medically unfit, he may not be given permission to continue his duties and mess contractor has to replace him immediately without fail.

26. Persons will be deputed to act as supervisors to check the overall maintenance of the premises and proper uses of the materials.

27. Mess Contractor or his representative manager is required to remain present in the mess when the food is served in the mess.

28. Smoking / drinking liquor etc. is strictly prohibited in the Institute premises.

29. Storage / consumption of any alcoholic drink / liquor are strictly prohibited. The contractor shall not serve any of such substance / drink in mess / hostel. Smoking, consuming gutkha, tobacco etc. is also prohibited in mess premises.

30. Employment of child labour (as per norms) is totally prohibited. It is the responsibility of the Contractor to comply with all formalities of labour office including obtaining necessary labour license.

31. The employees of the contractor should wear uniform along with a name tag.

32. All expenses related to the functioning of the employees engaged by the Contractor shall be in the scope of the Contractor.

33. The Contractor is solely responsible for the payment of minimum wages for their employees as per of the Government norms and deductions towards E.P.F. and E.S.I. The record of duty hours and pay structure should be maintained as per rules for inspection by authorized government personnel and N.I.T and for meeting other statutory and non-statutory benefits/obligations. A copy of the all statutory levies paid by the contractor should be submitted to the Chief Warden.

34. The contractor should submit the proof of payment of statutory/non-statutory benefits such as ESI/EPF etc. to the persons employed by him every month along with mess bill claims, otherwise bills will not be paid.

35. It is also mandatory on the part of the contractor to open Savings Bank Account in the State Bank of India, NIT Jamshedpur Branch in the names of all the persons employed by him and also monthly salary must be paid by way of credit into their individual accounts. These details have to be submitted along with mess bill claims.

36. Contractor shall provide light food to the sick student/s during his/their sickness period and no extra charge will be paid for the same.

37. The Director reserves the right to reject any/all the tender without assigning any reason therefore.

38. Hostel Management Committee reserves the right to negotiate the rate if required.

39. Hostel Management Committee will monitor and evaluate the performance of the contractor. Grading of the contractor is done by the students based on quality, quantity, hygiene etc. Continuous bad performance will result in termination of contract. Non compliance with the menu and serving of unhygienic food will result in instant monetary fine.

40. The AMC charges for the electric gadgets and gas at the mess have to borne by the caterer at the rates fixed by the company approved by the Hostel Management Committee.

41. Contractor must make his own arrangements for housekeeping of the dining and kitchen area allotted and disposal of the kitchen and dining waste material. House-keeping of common areas shared by the contractor must be done by the contractor itself.

42. For girls' hostel, contractor should provide preferably the lady workers.

CHAPTER:4 PENALTY

Failure to supply food in terms of quality, quantity and as per the menu indicated in **Annexure II** will attract penalty. For not adhering to contractual conditions, the Chief Warden shall be free to impose monetary fine as deemed fit on the contractor. Fines imposed shall be adjusted against payment due to the contractor.

- a) Vegetables used should be fresh and of good quality. If vegetables kept for use is found to be rotten or of poor quality, then a fine of Rs. **2,000/-** for each occasion will be imposed.
- b) Items like Aji-no-moto, Baking soda, colouring items etc are banned and they should not be used. If they are found in the kitchen premises penalty of Rs. **5,000/-** for each occasion will be imposed.
- c) Kitchen should be kept clean. If it is not kept clean, a fine of Rs. **2000/-** for each occasion will be imposed.
- d) For damages caused by the contractor to the kitchen equipments, vessels and other items supplied by the licenser, **twice** the cost of the equipment will be recovered.
- e) Any complaint of insects cooked along with food found in any food item would invite a fine of Rs. **10,000/-** on the contractor.
- f) Any complaint of soft objects like rope, soft plastic, cloth etc in food will attract a fine of Rs **1,000/-** per complaint.
- g) Any complaint of stones / pebbles will attract a penalty on the contractor which can range between Rs **2000/-** to Rs **5,000/-** depending on the size of the stone/ pebble per complaint.
- h) 5 or more complaints of unclean utensils in a day would lead to a fine of Rs. **2,000/-** on the contractor.
- i) If mess committee agrees that certain item of a meal was not cooked properly then a fine of Rs. **5,000/-** would be imposed on the contractor.
- j) Changes in approved menu (as per Annexure II) of any meal without permission of warden/mess committee would result in a fine of Rs. **5,000/-** on the contractor.
- k) Fine on any discrepancy (personal hygiene of workers, misbehaviour by workers etc.) will lead to fine of Rs. **5,000/-** on contractor for every instance.
- l) Using of brands not mentioned in the contract without prior permission and adulteration shall invoke a hefty fine beyond the limit of any fine mentioned above and decided by the mess committee with consent with the wardens.
Severity of hygiene failure shall be assessed and decided by the mess committee and fined appropriately. In case of gross failure/negligence a severe penalty will be imposed, which could be a hefty fine as cash and/or summary termination of the Contract.

Hostel Management Committee will impose any of the penalties. The contractor may appeal to the Chief Warden for reduction/waiver of penalty. The decision of the Chief Warden shall be final.

Tender for catering services to hostels at NIT, Jamshedpur

**OFFICE OF THE DEAN STUDENTS' WELFARE
NATIONAL INSTITUTE OF TECHNOLOGY, JAMSHEDPUR
JAMSHEDPUR- 831014
CHAPTER:5
SCOPE OF THE WORK AND DETAILS OF MENUS- ANNEXURE-II**

Overview:

National Institute of Technology, Jamshedpur provides full residential accommodations to all its students. 09 (nine) Boys' and 02 (two) Girls' hostels at present. The mess of each hostel is managed by a student's committee called Mess Management Committee (MMC) of that hostel under the overall control of respective Warden of the hostel. The mess runs round the year except during summer vacation (normally 60 days). For the smooth functioning of the hostels, the institute wishes to outsource the mess catering facility of all hostels by providing all modern kitchen equipments from the institute. The details are mentioned below for the general idea about the strength of the hostels:

Sl. No	Hostels	Approximate strength
		Max
1	Boy's Hostel: A	260
2	Boy's Hostel: B	260
3	Boy's Hostel: C	260
4	Boy's Hostel: D	260
5	Boy's Hostel: E	125
6	Boy's Hostel: F	125
7	Boy's Hostel: G	125
8	Boy's Hostel: H	150
9	Boy's Hostel: I	500
10	Girl's Hostel: Ambedkar Hall of Residence	180
11	Girl's Hostel: Rani Laxmi Bai Hall of Residence	180
	Total	2425

The institute will provide necessary facilities such as crockery (serving plates, glasses, spoons etc.). Other items viz. working tables, racks, shelf, vegetable cutting machine, wet grinder, chapatti puffer, cooking burners, mixer grinder, cold storage etc. shall only be provided. These facilities will be in the charge of the Contractor and he / she will be responsible for any damage other than usual wear and tear. In case of any loss or damage, the Contractor will have to replace the lost items / carry out necessary repair, subjected to approval and instructions of the Chief Warden / Warden. Other utensils, Gas refills and their safety, which are required to run the mess, will have to arrange by the contractor. The regular maintenance of the facilities provided is to be borne by the contractor.

The prime of safety, health and hygienic conditions will be maintained in and around the mess /kitchen will be the responsibility of the contractor. Warden's suggestions / instructions regarding cleanliness have to be followed and the expenditure towards this is to be borne by the contractor.

The successful contractor has to maintain the premises including kitchen and surrounding areas of the hostel mess hygienic .

CHAPTER:6**Details of menu for which price to be quoted (Boys & Girls Hostels)**

Breakfast (6.30-7.45am)	Bread 6 pcs with butter /jelly, Puri 6 pcs with Ghuguni (2days), roti 3 pcs with sabji, pratha 3 pcs with chana masala, Chola-Bhatura Along with Tea (4 days) and coffee (3 days):150ml One or two days may be substituted by equivalent south Indian items (dosa,edli, poha, upma,)if possible
Lunch (12.00pm-1.40pm) (Monday to Friday) 12.00am-2.00pm) Saturday –Sunday)	Open items daily Rice daily plus Roti, Dal (medium dense, varying type based on students' choice) vegetable sabji (mixed curry) table salt and green chilli Limited item daily Bhaji,(varying type, with locally available vegetables), salad (or papad), lemon (or pickle) and Raita/curd (alternate day)
Evening snacks (5.00pm-6.15pm)	Samosa 2pcs (2days), vegetable chowmi ½ std .plate(2days), Potato-masala chat (1day), vada-pao(One day or any suitable item as per the choice of student but within the rate quoted, Alu bondha (1 day)2 pcs Along with Tea (3days) and coffee (4days)(150ml)
Dinner (7.300pm-9.30pm) Monday-Saturday	Open items daily Rice daily plus Roti, dal (medium dense, varying type based on student choice)vegetable sabji (mixed curry) table salt and green chilli Limited item daily Bhaji (varying type, with locally available vegetables), salad (or papad) and lemon (or pickle); (a) For non veg: fish (70gm) curry(2days), egg (1pc)curry (1day) Chicken(70gm dressed each) curry (3days) (b) For Veg : Paneer (40gm)/ Manchurian, curry potato(or peas) or khofta alternatively any other equivalent items on boarders choice
Improved dinner on Sunday –special preparation (8.00pm-10.00pm)	Open item: Pullao (std quality)and Puri bhajji, chana dal (dense), good salad and papad /pickle including table salt and green chilli limited items for non veg- chicken (150gm dressed each), custard for Veg- Palak paneer (60 gm each)or any other equivalent item based on boarders choice, custard
Grand feast(dinner) 1. Last Sunday of the month 2. Valid only for full month running mess (8.00pm-10.00pm)	Open item: Pullao (std quality) and Puri bhajji, Chana dal (dense), good salad and papad/pickle including table salt and green chilli Limited items for non veg-(150gm dressed each) butter masala, custard. For veg palak paneer (60gm each)or any other equivalent item based on boarders choice sweet, curd and cold drinks, custard
Average daily rate per boarder	Rs (Rs.) Above rates include the cost of evening snacks of Rs.... Per day

**OFFICE OF THE DEAN STUDENTS' WELFARE
NATIONAL INSTITUTE OF TECHNOLOGY, JAMSHEDPUR
JAMSHEDPUR- 831014**

**CHAPTER:7
BASIC TECHNICAL DETAILS OF BIDDER- ANNEXURE III**

1. Name of the Firm

Complete Address

Phone No. and E-mail ID:
2. Name of the owner(s)/Partners:
(Attach Bio-data of all Partners):
3. Name of the Contact Person/ Representative of firm

Telephone numbers of the Contact Person/Representative of firm :
Office.....
Residence.....
Mobile.....
Email
4. a) License No of firm/Registration No., PAN/TAN, ESI, EPF, Bank Account Numbers.

b) Proof for payment of income tax, local sales tax and service tax (last three years)
5. List of Higher education Institutions/organisations where the firm is presently providing similar services (enclose copies of work order up to 2014 and ongoing work separately for those where there are more than 1000 boarders). List with name of the institution, duration, number of students catered, type of service provided etc., Annexure-V
6. Whether Quality Certification obtained for any of the Dining facilities/Catering services provided, If Yes, list to be enclosed as Annexure-VI
7. Bidders Solvency (Capital Employed) Rs. (in lakhs) (Solvency certificate for an amount not less than Rs. **One Crore** should be enclosed as Annexure-VII
8. Details of Earnest Money:
 - i. Draft/Pay Order No.
 - ii. Date & Name of the Bank
 - iii. Amount (in Words)
 - iv. Due Date of Draft/Pay Order

9. Turnover of the business for the last three years. Authenticated copy of audited Statement of Accounts for the last three years should be enclosed as Annexure VIII, IX, X. (In case the work was executed for private firm/persons, TDS certificate should be submitted as Annexure-XI)
10. Total No. of Persons to be deployed (Permanent/Temporary)

Chief Cook:	Manager:
Cooks:	Supervisor:
Helpers:	Cleaners:
11. Litigations, if any, connected with Catering Work Yes/No (if yes, details to be furnished as Annexure- XII)
12. Any other information, bidder wishes to provide in support of their credentials, details, if any, to be furnished as Annexure-XIII

DECLARATION BY THE CONTRACTOR

I/We(Name and Designation) have carefully read the terms and conditions of contract as contained in Tender Notification No. Dated: and agree to abide by these terms. If, I/We fail to fulfill any of the terms and conditions of the contract, then Dean (SW) has the right to cancel the contract without any further correspondence and NIT, Jamshedpur, has no financial liability. I/We (Name and Designation) promise to pay the compensation or fine in case of such default.

(Signature of Bidder)

Name & Designation

Place: _____

Date:_____

Seal of the firm

Format for Financial Bid (to be typed on the letterhead of the firm)

FINANCIAL BID: ANNEXURE IV

To
The Dean Students' Welfare,
NIT Jamshedpur – 831014

Sir,

Sub: Selection of Contractors for hostel dining facility

Ref:

In response to your Advertisement for “Selection of contractor for Mess catering services to Hostels of NIT Jamshedpur” we submit herewith our financial bid.

REGULAR MENU

Menu (Refer the Annexure II of Tender document)	Rate
Daily rate per student (Rs)	

Important Notes:

1. Rates quoted should be inclusive of all taxes / levis (service tax and any other statutory Central/State Govt. taxes) & Fluctuations in the rates of items and should be valid for ONE year from the date of tender.
2. Rate (inclusive of all charges) quoted by the bidder must not be more than Rs. 100/- (one hundred) per day per student.
3. Bidders must quote for all the menus given above.
4. Financial bid should be kept in separate sealed cover.
5. Price comparison shall be done on the basis of menu only.
6. In case of Tie, decision of Hostel Management Committee will be final and will be binding on bidder.

DECLARATION

- We hereby accept to cater to any minor modifications in the menu as requested by the students and approved by the Hostel Management committee after discussion during the period of the contract, without any additional cost.
- We hereby agree to abide by the decision of the Hostel management and terms and conditions mentioned in the schedules.
- We have enclosed the duly signed copy of all the schedules with the required annexure.
- We hereby certify that the above rates are inclusive of service tax and any other statutory Central/State Govt. taxes and fluctuations in all items.

Sincerely

Authorized signatory of
the bidders with seal.

CHECK LIST

Ensure that you have enclosed the following before submitting the Tender

1. Separate envelope consisting of Tender Document Fee Receipt / DD and Demand Draft for EMD (as specified for each item separately).
2. Technical Bid Documents in a separate sealed envelope (Annexure III).
3. Financial Bid in a separate sealed envelope (Annexure IV)
4. Please study the important conditions of the Tender, Terms and Conditions and Scope of Work and Details of Menus and submit the Tender in accordance with those.