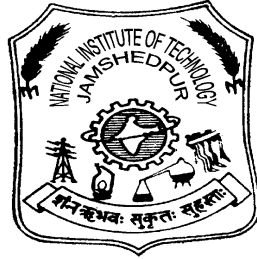


TENDER DOCUMENT
NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR
P. O. NIT JAMSHEDPUR (JHARKHAND) - 831014
(An Institution of National Importance under MHRD, Govt. of India)



OPEN TENDER NOTICE

(E-Procurement Mode)

Tender Notice No.: **NITJSR/Dean (SW)/2018/08/659** Dated: **29/05/2018**

**MESS CATERING SERVICES TO HOSTELS FOR VARIOUS UNITS AT
NIT JAMSHEDPUR**

LAST DATE OF SUBMISSION OF TENDER: 20/06/2018 up to 17.30 Hrs
DATE OF OPENING OF TENDER : 21/06/2018 at 11.00 Hrs

KIND ATTENTION FOR TAKING ASSISTANCE, IF ANY,
CPP Portal web site: www.eprocure.gov.in
CPP Portal Help Desk Toll Free No.: 18002337315, 180030702232
Mobile: +91 7878007972, 7878007973

NIT Jamshedpur Help No.: 91-0657-2373629, 2374256, 2374249
NIT Jamshedpur web site: www.nitjsr.ac.in
Fax No.: 91-0657-2373246

PREPARED BY: STORE AND PROCUREMENT SECTION, NIT JAMSHEDPUR

NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR
P. O. NIT JAMSHEDPUR (JHARKHAND) - 831014
(An Institution of National Importance under MHRD, Govt. of India)

E PROCUREMENT OPEN TENDER NOTICE

Tender Notice No.: NITJSR/Dean(SW)/2018/08/659

Dated: 29/05/2018

MESS CATERING SERVICES TO HOSTELS AT NIT JAMSHEDPUR

National Institute of Technology Jamshedpur invites e-tender in two bid system (Technical and Financial) from reputed catering service providers firms for Mess Catering Services to Hostels for Various Unit at NIT Jamshedpur as per details given below for the period of three years from the date of award of work and extendable for two years on satisfactory performance year to year basis.

DETAILS OF THE ITEM	MESS CATERING SERVICES TO HOSTELS FOR VARIOUS UNITS AT NIT JAMSHEDPUR
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Reputed & experienced Indian firms are requested to send their offer on line in two bid system (Technical and Financial). Tender must be submitted for UNITS wise and as per Technical Specification through CPP Portal site (www.eprocure.gov.in/eprocure/app).

The complete tender document is available on CPP Portal site (www.eprocure.gov.in/eprocure/app) under Tender ID No.: **2018_NITJS_342880_1** and against institute tender reference number: NITJSR/Dean(SW)/2018/08/659 dated. 29/05/2018. The tenderers can download the tender set from this website. The details of tender are also available at NIT Jamshedpur website <http://www.nitjsr.ac.in>. Only online bids through the e-procurement portal of NIC will be accepted. Last date of bid submission is 20/06/2018 at 17.30 Hrs.

Registrar (I/C)
NIT Jamshedpur

SCHEDULE

Name of Organization	National Institute of Technology Jamshedpur
Tender Type (Open/Limited/EOI/Auction/Single)	Open
Tender Category (Services/Goods/works)	Catering Services
Type/Form of Contract (Work/Supply/Auction/Service/Buy/Empanelment/ Sell)	Catering Services
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)	Catering
Is Multi Currency Allowed	No
Date of Issue/Publishing	29/05 /2018 (17:00 Hrs)
Document Download Start Date	29/05 /2018 (17:00 Hrs)
Document Download End Date	20/06/2018 (17:00 Hrs)
Date for Pre-Bid Conference	11/06 /2018 (11:00 Hrs)
Venue of Pre-Bid Conference	Conference Hall of Computer Centre, NIT Jamshedpur
Last Date and Time for Uploading of Bids	20/06 /2018 (17:30 Hrs)
Date and Time of Opening of Technical Bids	21/06/2018 (11:00 Hrs)
Date and Time of Opening of Financial Bids	25/06/ 2018 (11:00 Hrs)
Tender Fee	NIL
EMD: UNIT wise (EMD) as detailed in Chapter-1 Sl. NO:07	(To be paid through NEFT/RTGS). NIT Jamshedpur Bank details are as under: Name of the Bank A/C : NIT Jamshedpur SBI A/C No. : 10678396019 Name of the Bank : State Bank of India, NIT Branch, Jamshedpur-831014 IFSC Code : SBIN0001882 MICR Code : 831002004 (This is mandatory that UTR Number is provided in the on-line quotation/bid). (Ref. UTR Column of the Technical Bid for prequalification Annexure-II)
No. of Covers (1/2/3/4)	02
Bid Validity days (180/120/90/60/30)	90 days (From date of opening of tender)
Address for Communication	Registrar, NIT Jamshedpur-831 014
Help line Contact No.	91-0657-2374256, 2373629, 2374249

IMPORTANT INFORMATION TO THE BIDDERS

Any bidder may search the tender through the following process:

1. Go to the www.eprocure.gov.in
2. Click on e-procurement
3. Click on tender search
4. Search with "NITJSR"
5. Click on Go
6. Tenders will appear

Detailed Process to search/Submission/Registration/Preparation/ the tender through the following process

Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement should enrol / register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at "Instructions for online Bid Submission".

Tenderers can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type 'National Institute of Technology Jamshedpur'. Thereafter, Click on "GO" button to view all NIT Jamshedpur tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <http://eprocure.gov.in/eprocure/app> as per the schedule given in the next page.

No manual bids will be accepted. All quotation (both Technical and Financial) should be submitted in the e-procurement portal.

Instructions for Online Bid Submission:

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement (CPP) Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <http://eprocure.gov.in/eprocure/app>

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (DSC) (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / e Mudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID /password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "on-line" to pay the tender fee / EMD as applicable and enter details of the instrument. Whenever, EMD/Tender fees is sought, bidders need to pay the tender fee and EMD separately on-line through NEFT/RTGS (Refer to Schedule).
- 4) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder

should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

OR

In some cases Financial Bids can be submitted in PDF format as well (in lieu of BOQ).

- 5) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 6) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

General Instructions to the Bidders

- 1) The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app> . In the Technical Bids, the bidders are required to upload all the documents in pdf format.
- 2) Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in

the web site <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".

- 3) Tenderer are advised to follow the instructions provided in the "Instructions to the Tenderer" for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>

KIND ATTENTION FOR TAKING ASSISTANCE, IF ANY.

CPP Portal web site: www.eprocure.gov.in

CPP Portal Help Desk Toll Free No.: 18002337315, 180030702232

Mobile: +91 7878007972, +91 7878007973

NIT Jamshedpur web site: www.nitjsr.ac.in

NIT Jamshedpur Help No.: +91-0657-2374256, 2373629, 2374249

CHAPTER 1

IMPORTANT INFORMATION FOR THE BIDDER

- 1. Submission of Tender:** The tender can be downloaded and submitted online.
- Bidder may submit bids for any number of UNITS. Separate tender has to be submitted for each UNIT (Details of UNITS is given in Chapter 4) of hostels. However, one contractor may get offer for maximum two UNITS only.
- Rate (inclusive of all charges) quoted by the bidder must not be more than **Rs.110/- (Rupees One hundred Ten only)** per day per student. GST will be paid by the Institute on actual as applicable excluding GST.
- This Contract is for three years from the date of award of work and extendable for two years on satisfactory performance year to year basis subject to assessment of annual performance and mutual agreement on escalation of rate on annual basis.
- 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 mess menu mentioned in the Chapter 5 as Annexure- IA & IB.
- Tender Documents Fee:** Tender fee is NIL. Contractor interested for participation in tender can download the bid free of cost.
- Earnest Money Deposit (EMD):-** Earnest Money Deposit (EMD) of various UNITS

UNIT No.	EMD in Rs.	EMD in words	UNIT	EMD in Rs.	EMD in words
UNIT I	200000.00	Two Lakhs only	UNIT IV	200000.00	Two Lakhs only
UNIT II	200000.00	Two Lakhs only	UNIT V	200000.00	Two Lakhs only
UNIT III	200000.00	Two Lakhs only			

is to be deposited by contractor submitting their bids through NEFT/RTGS in favour of National Institute of Technology Jamshedpur, failing which their bids will be rejected.

The detail of the account is as follows:

Name of the beneficiaries: National Institute of Technology Jamshedpur

Name of the bank : State Bank of India

Name of Branch : NIT Jamshedpur

IFSC code : SBIN0001882

Account Number : 10678396019

8. Quotation without tender fee and EMD shall be treated as UNRESPONSIVE and REJECTED. 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 Contractor, whose tender is accepted/approved, will be released only after the Contractor concerned deposits the security amount

The unit wise **SECURITY AMOUNT** is as below:

UNIT	Security Dep. in	Security Dep. In	UNIT	Security Dep. in	Security Dep. in
UNIT I	Rs. 1000000.00	Ten Lakhs only	UNIT IV	Rs. 1000000.00	Ten Lakhs only
UNIT	Rs. 500000.00	Five Lakhs only	UNIT V	Rs. 2000000.00	Twenty Lakhs only
UNIT	Rs. 1000000.00	Ten Lakhs only			

as detailed in Chapter 2 Sl. No.:4 in the form of Demand Draft/Bank Guarantee from any nationalized bank in favour of NIT Jamshedpur, payable at Jamshedpur and sign the contract/MoU within 15 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 deposit security amount and sign the contract/MoU within the stipulated period of 15 days.

9. **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 in full and stamp. 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.

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.

10. **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.
11. **Daily Rate:** The financial bid should include the price quoted as daily rate per student for each of the menu given in Chapter 5 (Annexures-IA & IB) and must include all charges and all statutory requirements and obligations. the GST will be paid by the Institute on actual as applicable
12. **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.
13. **Opening of the tender:** Bids will be opened by a committee duly constituted for this purpose at the appointed date, time and place in the presence of bidders or their authorized representatives who choose to be physically present. On verifying the Tender Fee and EMD, the committee will examine the technical bids and decide the suitability as per the specifications and requirements. The bidders, whose Technical Bids are not found acceptable will be informed for the same and their financial bid will not be opened and EMD will be returned to them.
14. Bidder may submit bids for any number of UNITS. Separate tender has to be submitted for each UNIT of hostels (Details of UNITS in Chapter 4).

15. However, one contractor will get offer for maximum two UNITS only on the basis of lowest quoted rate, out of total number of tenders submitted by the concerned contractor. For the other remaining UNITS, the next lowest contractor will be considered.
16. Financial bid will be evaluated UNIT-WISE

Criteria of technical bid evaluation

1. The company should be registered under the companies act or it should be a partnership firm or a proprietorship firm duly evidenced by statutory documents. In case of Society, it must be a registered under society act (documentary proof to be submitted).
2. The prospective bidder should have successfully carried out catering services in any academic institutions/reputed organizations or institutions for not less than 500 persons/users on a normal working day in a single UNIT for a continuous period of one year/academic year during the last three financial years. The bidders having experience only in the Cafeteria (snacks & beverage services) will not be considered. Copy of relevant documents/work order to be attached.
3. Contractor has to provide the list of Customers during last three years with proof of document.
4. Tender document should consist of PAN No., EPF Registration No., ESI Registration No., GST No., TIN No., Income Tax return. Documentary proof of each should be submitted.
5. The annual turnover of the bidder during the last three financial years should be at least 4 Crore (Rupees Four Crore only), exclusively from running of canteens/mess in organizations/Academic Institutions such as Institutes like IITs, NITs, Central Universities/reputed organizations / PSUs and Public limited company.
6. CRISIL, ISO or any other equivalent certificates in terms of quality with proof of document. Central & Major Equipment Purchase Committee (CMEPC) may consider to include the parameters as compulsory or optional as per institute requirement.
7. Contractor has to provide solvency certificate as specified with proof of document.
8. Contractor/Firm should submit a declaration stating that the Contractor/firm or its subsidiaries has not been blacklisted by any academic institutions/reputed organizations or institution.
9. Number of workers deployed in the single largest mess contract in an academic institutions/reputed organizations or institutions should be a minimum of 25 numbers with proof of document.
10. The quoted rates for menus, as specified in Chapter 5, should be for the brands mentioned in Chapter 2, or better.
11. Duly signed bid document should be valid for 90 days.
12. Adequacy of staff: Adequate number of staff (minimum student staff ratio 20:1) must be deployed in each meal in each hostel. Please attach the breakup of manpower category wise i.e. manager, supervisor, chief cook, cook, helper, cleaner etc.

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 terms and conditions or with incomplete information/documents are liable for rejection.

The Technical Bids fulfilling the above specifications and requirements will be considered for further evaluation.

Acceptance and Rejection: Central & Major Equipment Purchase Committee (CMEPC) and Hostel Management Committee (HMC) reserves the right to shortlist/reject any or all tenders without assigning any reason with the approval of Director.

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 - Kharsawan.

CHAPTER 2

TERMS AND CONDITIONS FOR MESS CATERING SERVICES TO HOSTELS FOR VARIOUS UNITS AT NIT JAMSHEDPUR

1. Breakfast, Lunch, Snacks and Dinner need to be served as per the menu. A copy of the typical menu is available in Chapter 5 [Annexure-IA & Annexure-IB]. However, any minor changes in menu will be decided with mutual consent of Hostel Executive Committee & the contractor concerned.

2. **TENTATIVE MESS TIMINGS:**

Breakfast:	06.30 AM - 07.45 AM
Lunch:	11.30 AM - 02.00 PM
Snacks:	05.00 PM - 06.15 PM
Dinner:	07.30PM - 09.00 PM

3. The electricity and running water consumed for the kitchen, store room, dining hall and the wash area will be provided by the Institute. A storage space of is available in each hostel.

4. Contractor is required to sign the contract and deposit an amount of **Rs.10,00,000/- (Rupees Ten lakh only) for the UNIT-I, III, & IV and Rs. 20,00,000/- (Rupees Twenty lakh only) for the UNIT V** and **Rs. 5,00,000/- (Rupees Five lakh only) for UNIT-II**, towards security deposit in the form of Demand Draft/Bank Guarantee, in favour of NIT Jamshedpur payable at Jamshedpur from a Nationalised Bank at the time of award of contract within stipulated time, if his/her offer is accepted. In case of premature termination due to unsatisfactory performance of the contractor, the security deposit may be forfeited.

5. Dispute: - In case of any dispute between the students/warden and the Contractor, the matter will be referred to Hostel Management Committee and decision of the Committee with the approval of competent authority will be final and binding on the contractor.

6. Statutory Requirement/obligation: All statutory rules, like Minimum Wages (Central) Act, ESI Act, PF Act, etc., as applicable for engagement of labours on daily wage are to be followed strictly as per Government norms by the contractor.

7. In case of failure to comply with the above statutory Rules and Acts, the institute 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 all fixtures, 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 within three months from the date of expiry of the contract period, provided there are no pending issues/dues against the contractor.
13. Three month notice is required from the contractor for withdrawal of 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 has right to terminate the contract on the basis of recommendations of Hostel Management Committee with a short notice of one week.
15. In case of unsatisfactory performance/any dispute whatsoever/labour dispute/emergency condition or any other reason as deemed fit by the Dean (SW)/Chief Warden, the contract can be cancelled at the sole discretion of the Institute authority.
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. Not following wardens' 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 Executive Committee).
17. The mess utensils are to be cleaned with hot water using standard detergent powder/soap after every meal.
18. Contractor shall be solely responsible in case of any incidence of food poisoning 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 Wardens Committee for such incidences.
19. The Contractor shall use only branded raw materials and best quality for preparing the food. Brands of certain mess items are given below. A **quality control squad** will do the surprise check from time to time of 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, on the recommendation of the quality control squad, the Hostel Management Committee will be free to impose monetary fine as deemed fit on the contractor. Such fines imposed will be deducted from the bills of the contractor.

MESS ITEM	BRAND
Salt	Tata/ Annapurna/ Nature fresh
Ketchup	Maggi/Kissan/Lal's,
Oil (Sunflower)	Sundrop/ Nature Fresh/Saffola
Oil (Mustard)	Dhara/Hathi brand/Engine (use of Hydrogenated (vanaspati) oil is prohibited)
Atta	Ashirvad/Shaktibhog/Annapurna/Ruchi/Patanjali
Instant Noodles	Maggi
Butter, Paneer, Milk	Amul/Sudha
Jam	Kisan/Maggi/Tops
Tea	Brook bond/ Lipton/ Tata
Coffee	Nescafe/BRU/Sunrise

Rice	Kattarni/ Taj Mahal (for general days)/Patanjali India Gate/Patanjali (for special dish)
Bread	Modern/Morris/Nasta (White Bread)
Pickles	Mother/Nilons/Lal's/Patanjali
Spices	MDH/Everest/Patanjali
Ice Cream	Amul/Quality/Rollic/Vadilal/Vice
Green Vegetable	Fresh & good quality
Fish	Fresh & good quality
Chicken	Fresh Chicken
Besan	Shaktibhog/Shankar/Patanjali/Kalash

The contractor may use any other approved brands only if, permitted by the Hostel Executive Committee, in writing. In such case the contractor will submit two or three brands for each item and the Hostel Executive 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, water, unloading and loading, transportation, storage, labour, all statutory taxes including, duties and levies etc. and fluctuations in the rates of the commodities) per student should be quoted in the tender. The Institute will not pay any other charges for the catering services provided.

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.** Kitchen maintenance will be the sole responsibility of the contractor.
- 22.** When circumstances warrant, contractor should cater for large number of students/staff members at very short notice.
- 23.** Monthly payment to the contractor will be made by Office of Chief Warden on the basis of recommendation of concerned Wardens/Asst. Wardens of each Hostel of a UNIT concerned in one installment after the submission of actual mess bill including copies of all statutory payments only for mess running schedule as mentioned in Chapter IV.
- 24.** Contractor has to collect the guest charges directly from the students concerned. 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 menu.
- 25.** 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/Chief Warden.
- 26.** 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.
- 27.** Persons will be deputed by the institute to act as supervisors to check the overall maintenance of the premises and proper uses of the materials.

- 28.** Mess Contractor or his representative manager is required to remain present in the mess when the food is served in the mess.
- 29.** Smoking/drinking liquor etc. is strictly prohibited in the institute premises.
- 30.** Storage/consumption of any alcoholic drink/liquor is strictly prohibited. The contractor shall not serve any of such substance/drink in mess/hostel.
- 31.** 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.
- 32.** The employees of the contractor should wear uniform along with a name tag as decided by contractor and HMC.
- 33.** All expenses related to the functioning of the employees engaged by the Contractor shall be in the scope of the Contractor.
- 34.** The Contractor is solely responsible for the payment of minimum wages for their employees as per of the Government norms and deductions towards P.F. and ESI and other statutory payments. The record of duty hours and pay structure should be maintained as per rules for inspection by authorized government personnel and NIT 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.
- 35.** 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 bill will not be paid.
- 36.** It is also mandatory on the part of the contractor to open Savings Bank Account in any bank/ PM Jan Dhan Yojna 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. EPF account numbers of the staff of contractor should also be provided to the institute.

List of employees with their permanent address, along with their identity proof such as Aadhar Card/Voter I-Card/PAN Card/Ration Card has to be provided by the contractor to concerned hostel wardens before starting the mess. Any change in the list must be intimated to concerned warden immediately and change must reflect in the subsequent payment of statutory/non-statutory benefits such as ESI/EPF etc as applicable.
- 37.** Contractor shall provide light food/fruits or as advised by the Medical Officer to the sick students during his/her sickness period and no extra charge will be paid for the same.
- 38.** The Director reserves the right to reject any/all the tender without assigning any reason thereof.
- 39.** CMEPC reserves the right to negotiate the rate, if required.
- 40.** HMC 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.

- 41.** The AMC charges for the electric gadgets and other appliances provided by the institute, has to be borne by the contractor. Warden will do the AMC and AMC charges will be deducted from the mess bill.
- 42.** Contractor must make his own arrangements for frequent housekeeping of the dining, store, bathroom and kitchen area allotted and disposal of the kitchen and dining waste materials. Housekeeping of common areas shared by the contractor must be done by the contractors themselves.
- 43.** For girl's hostel, contractor should provide the lady workers as far as possible.
- 44.** Solid waste of mess must be disposed daily outside the Institute campus by contractor on his own cost.
- 45.** Women employee in the boy's hostel is not allowed.
- 46.** Mess workers of the contractor are not allowed to stay in the hostel premises during night hours.
- 47.** Contractors will make his own arrangement for storage of goods if required other than as mentioned at Sl. No.-03.
- 48.** Mess contractor has to provide a special dinner in consultation with the respective HEC, to the students of that mess once in a semester.
- 49.** All the Mess contractors have to provide vegetarian food on a separate table in the dining hall. Non-vegetarian food must be prepared separately in the mess and one separate refrigerator should be kept by the vendor, only for vegetarian food inside the mess.
- 50.** Vendors must follow the guidelines of Food Safety and Standards Authority of India (FSSAI).
- 51.** Bidders are expected to have the financial capacity to run each unit for at least two months from their own resources.

CHAPTER 3

PENALTY

Failure to supply food in terms of quality, quantity and as per the menu indicated in Chapter 5, **Annexure-IA & Annexure-IB** will attract penalty. For not adhering to contractual conditions, the Wardens Committee headed by Chief Warden on recommendations of HEC, will impose monetary fine on the contractor. Fines imposed shall be deducted against payment due to the contractor.

(i) 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. **5000/-** for each occasion will be imposed.

(ii) 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. 8,000/- for each occasion will be imposed.

(iii) Kitchen should be kept clean. If it is not kept clean, a fine of Rs. **5000/-** for each occasion will be imposed.

(iv) For damages caused by the contractor to the kitchen equipment's, vessels and other items supplied by the Institute, the equipment will be replaced by the contractor.

(v) Any complaint of insects cooked along with food found in any food item would invite a fine of **Rs. 15,000/-** on the contractor for each occasion.

(vi) Any complaint of soft objects like rope, soft plastic, cloth etc. in food will attract a fine of Rs. **2000/-** per complaint.

(vii) Any complaint of stones / pebbles will attract a penalty on the contractor which can range between Rs. **4000/-** to Rs. **8000/-** depending on the size of the stone/ pebble per complaint.

(vii) 5 or more complaints of unclean utensils in a day would lead to a fine of Rs. **2000/-** on the contractor.

(viii) If Hostel Executive Committee agrees that certain item of a meal was not cooked properly then a fine of Rs. **7000/-** would be imposed on the contractor.

(IX) Changes in approved menu (as per Chapter 5 Annexure-IA and IB) of any meal without permission of Warden/Hostel Executive Committee would result in a fine of Rs. **10,000/-** on the contractor.

(xi) Fine on any discrepancy (personal hygiene of workers, misbehaviour by workers etc.) will lead to fine of Rs. **10,000/-** on contractor for every instance.

(xii) Using of brands not mentioned in the contract without prior permission and adulteration shall invoke a fine of Rs. **15000/-** on each occasion.

The contractor may appeal to the Dean (SW) for reduction/waiver of penalty. The decision of

the Dean (SW) shall be final.

CHAPTER 4

SCOPE OF THE WORK

Overview:

The Hostels at National Institute of Technology Jamshedpur provide full residential accommodations to all its students [09 (nine) Boys’ and 04 (four) Girls’ hostels at present]. The mess of each hostel is managed by a student's committee called Hostel Executive Committee (HEC) under the overall control of respective Wardens of the hostel.

Mess running schedule for Autumn and Spring semester for session 2018-19. Exact date will be notified to the contractor before commencement of contract		
Semester	From	To
Autumn semester	Last week of July, 2018	First week of December, 2018
Spring semester	First week of January, 2019	Second week of May, 2019
No mess charges will be paid for the period of declared Semester breaks (Autumn & Spring Semester).		

For smooth functioning of the hostel messes, Institute wishes to outsource the catering facility of all hostels. Approximate No. of students in a hostel & their UNIT No. are mentioned below:

Sl. No.	HOSTELS	Approx. Strength	Proposed UNIT
1.	Girls’ Hostel: A	180	UNIT-Ia*
2.	Girls’ Hostel: B	180	
	Girls’ Hostel: Ambedkar Hall of Residence	90	UNIT-Ib
	Girls’ Hostel: Rani Laxmi Bai Hall of Residence	90	
3.	Boys’ Hostel: C	180	UNIT-II
4.	Boys’ Hostel: D	180	
5.	Boys’ Hostel: E	125	UNIT-III
6.	Boys’ Hostel: F	125	
7.	Boys’ Hostel: G	125	
8.	Boys’ Hostel: H	135	
9.	Boys’ Hostel: I	550	UNIT-IV
10.	Hostel J	750	UNIT-V
11.	Hostel K	750	
Total		Approx 3400	

*UNIT I is bifurcated in two units UNIT Ia and UNIT Ib and are located in two different locations. Vendor allotted the same will have to run both messes. For hostel A & B, one mess and for RLB

and AHR one mess has to run.

For Hostel E, F, G & H only one mess will run at one location i.e. in hostel F,G

In case, quotations are not received for one or more units, the institute has right to allocate the same to the successful vendors (in consultation with the successful vendors), even if they have not quoted for the same.

If the awarded contract of the particular mess is cancelled by the institute authority due to poor performance the same will be allotted to other mess contractor serving in the institute.

The different units of the mess will be allotted to mess contractors (who participated in the bidding) at the lowest rate quoted, for any one unit. For all the units in the institute, rate per day per students will be same (the lowest rate quoted). If a particular contractor being lowest in a particular unit does not agree at the lowest rate of any unit, the same will be allotted to the other bidders who has quoted lowest in other unit and accepts to run at the lowest quoted rate.

All utensils (for cooking, serving, & crockery) used for providing meals and snacks to the students have to be provided by the contractor. Modular kitchen appliances are available in the hostel messes except for UNIT V.

The facility related to run the mess will be provided to the mess contractor at a nominal license fee of rupees two thousand only per month per unit (for UNIT I, II, III & IV) while for UNIT V Five thousand per month.. Institute will provide furnished dining hall, empty LPG cylinder, Gas Burner, Idli grinder along with storage space as available.

Bidders must visit the various hostels and facilities available in the mess.

The Electricity for the kitchen, store room, running pumps for the mess, and the wash area will be provided by the Institute, at prevalent rates of the Institute, which is at present approximately @ 5.50/- per unit..

The facilities provided by the institute will be in the possession 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 at their cost, subject 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 be arranged by the contractor. The regular maintenance of the facilities provided is to be borne by the contractor.

The maintenance of safety, health and hygienic conditions 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 contractor has to maintain the premises neat and clean including kitchen and surrounding areas of the Hostel Mess. Contractor must make his own arrangements for frequent housekeeping of the dining, store, bathroom and kitchen area allotted and disposal of the kitchen and dining waste material. Housekeeping of common areas shared by the contractor must be done by the contractors themselves. Solid waste of mess must be disposed daily outside the Institute campus by contractor on his own arrangement.

CHAPTER 5

MENU

Annexure-IA

MENU FOR BOYS HOSTELS				
DAY	BREAKFAST	LUNCH	SNACKS	DINNER
MON	Bread (6 pc) + JAM & Butter 20gm each + Milk (150 ml) Full Cream OR [Allu Paratha (2 pc) + Chatni]/Poha + Milk (150 ml) Full Cream V: Banana(1) NV: Egg(1)	C: Jeera Rice + Roti + Dal (Arhar) + Green Veg with gravy + Bhujia(seasonal) + Papad + Curd (100gm) + Pickle	Bread Pakoda (2 pc) + Chatni + Tea	C: Rice + Roti + Dal (Masoor) + Allu jeera Onion Fry + Salad V: Paneer Masala (75 gm) NV: Egg Curry (2pc)
TUE	Bread (6 pc) + JAM & Butter 20gm each + Milk (150 ml) Full Cream OR Sattu Paratha (2 pc) + Chatni + Milk (150 ml) Full Cream V: Banana(1) NV: Egg(1)	C: Fried Rice + Roti + Dal (Arhar) + Mixed Veg + Salad + Raita + Bhujia (seasonal)	Veg Cutlets (2 pc) + Chutney / Sauce + Tea	C: Veg Biryani + Kachuri + Raita + Veg Curry (Seasonal) + Papad + Bhujia + Gulab Jamun(01pcs medium size)
WED	Bread (6 pc) + JAM & Butter 20gm each + Milk (150 ml) Full Cream OR Allu Paratha (2 pc) + Chatni + Milk (150 ml) Full Cream V: Banana(1) NV: Egg(1)	C: Rice + Roti + Dal Fry (Arhar) + Mixed Veg + Curd(100gm) + Salad + Bhujia(seasonal)	Hakka Noodles + Ketchup + Tea	C: Jeera Rice + Roti + Dal (Chana) + Salad + Papad / V: Kadhai Paneer (75 gm) NV: Kadhai Chicken (150 gm, in 04 pcs)
THU	Bread (6 pc) + JAM & Butter 20gm each + Milk (150 ml) Full Cream OR [Allu Paratha (2 pc) + Chatni]/Upma + Chatni + Milk (150 ml) Full Cream V: Banana(1) NV: Egg(1)	C: Fried rice + Roti + Rajma + Bhujia(seasonal) + Green Veg with gravy + Pickle + Salad	Sandwich (2 pc) + Ketchup + Tea	C: Veg Pulao + Roti + Dal (Chana) + Bhujia(seasonal) + Veg Manchurian + Kheer (100 gm) + Salad
FRI	Bread (6 pc) + JAM & Butter 20gm each + Milk (150 ml) Full Cream OR Plain Paratha (2 pc) + Sabzi+ Milk (150 ml) Full Cream V: Banana(1) NV: Egg(1)	C: Rice + Roti + Tarka + Mixed Veg + Dam Alu + Curd(100gm) + Salad	Moong Dal Fry (100 gm)+Tea	C: Veg Biryani + Kachuri + Raita + Salad + Ice Cream / V: Paneer Butter Masala(75 gm) NV: Egg Curry (02 pcs)

SAT	Idli (2pc) + Vada (2pc) + Chatney + Sambhar + Milk (150 ml) Full Cream V: Banana (1) NV: Egg (1)	C: Rice + Roti + Dal Makhaani + Green Veg + Papad + Curd(100gm) + Salad V: Paneer Curry (75 gm) NV: Fish (2 Pc) (150 gm)	Samosa (2 pc) + Chutney + Tea	C: Khichri + Papad + Chokha + Ghee (10 ml) + Curd (100 gm) + Pickle
SUN	Cholle + Bhtura (02 pcs) + Jelabi (02 pcs)/Imerti (01 pc)	Special Lunch C: Kachauri + Peas Polao + Dal Fry (Chana) + Curd(100gm) + Salad V: Paneer Butter Masala (75 gm) NV: Chicken Butter Masala (150 gm, in 04 pcs)	No Snacks	C: Rice + Roti + Cholla + Mixed Veg + Salad

Note: C: Common, V: Vegetarian, NV: Non-Vegetarian

There will be no restriction for common items. For other items quantity is mentioned in menu.

Weight mentioned against chicken, fish, paneer etc. is in uncooked (raw) stage.

Annexure-IB

Menu for Girls Hostels				
Day	BREAKFAST	LUNCH	SNACK	DINNER
Mon	Bread (4 pc) + JAM & Butter 20gm each + Milk (150 ml) Full Cream OR Stuff Paratha (2 pc) + Chatni + Milk (150 ml) Full Cream V: Banana(1) NV: Egg(1)	C: Roti, Rice, Dal, Salad, Achaar, Curd(75gm) /Raita, Gulab Jamun(1 pc medium size.), Green Vegetable V: Mix Veg NV: Egg Curry(1 egg)	Maggi (5/- packet), Tea/coffee*	C: Pyaaz Paratha, Bhindi/seasonal veg. Bhujjiya (no potato), Dal, Rice
Tues	Bread (4pcs.) / + JAM & Butter 20gm each + Milk (150 ml) Full Cream OR Sattu Paraatha(2 pc), Aloo Bhujjiya, Milk(150 ml) V: Banana(1 pc) NV: Egg(1 pc)	C: Roti, Rice, Dal, Salad, Achaar, Curd(75gm) /Raita, Green vegetable V: Dahi Vada(1)	Veg Roll (1packet) + Sauce, Tea/coffee*	C: Daal Wali Kachori, Rajma, Kheer, Rice, Dal
Wed	Bread (4pcs.) / + JAM & Butter 20gm each + Milk (150 ml) Full Cream OR Stuff Paratha (2 pc) + Chatni + Milk (150 ml) Full Cream V: Banana(1 pc) NV: Egg(1 pc)	C: Roti, Rice, Dal, Salad, Achaar, Curd(75gm) /Raita, Green vegetable V: Paneer Curry(75 gm) NV: Chicken(150 gm)	Saambhar Vada 02 pcs + Chutney (Coconut), Tea/coffee*	C: Roti, Green Vegetables, Moong Dal, Rice, Custard
Thu	Kachori, Chola, Bundiya, Milk(150 ml) V: Banana(1 pc) NV: Egg(1 pc)	C: Roti, Rice, Dal, Salad, Achaar, Curd(75gm) /Raita, Green vegetable, Chole, Tomato Chatni, Papad, Aloo chips	Chow min+ tea	C: Pyaaz Paratha , Dal, Rice, Baigan Bharta
Fri	Bread (4pcs.) / + JAM & Butter 20gm each + Milk (150 ml) Full Cream OR Paraatha(2 pc), Aloo Bhujjiya, Milk(150 ml) V: Banana(1 pc) NV: Egg(1 pc)	C: Roti, Rice, Dal, Salad, Achaar, Curd(75gm) /Raita, Green vegetable, Gulab Jamun (1 pc.) V: Mix veg NV: Egg Curry(1 egg)	PapriChaat (6 pcs of Papri), Tea/coffee*	C: Roti, Dal, Jeera Rice, Bhujjiya, Soya bean Curry
Sat	Onion Uttapam (1 pc, standard size), Saambhar, Chutney Milk(150 ml) V: Banana(1 pc) NV: Egg(1 pc)	C: Roti, Rice, Dal, Salad, Achaar, Curd(75gm) /Raita, Green vegetable, Aloo Chips V: Kofta(Banana) NV: Fish(100 gm)	Somasa (1 pc) + Jalebi (1 pc) + Sauce, Tea/coffee*	C: Khichdi, Chokha, Curd, Ghee(10 ml) Paapad

Sun	Chole Bhathure (2 pcs.) Milk(150 ml) V: Banana(1 pc) NV: Egg(1 pc)	Special Lunch C: Roti, Rice, Dal, Salad, Achaar, Curd/Raita, Green vegetable, Custard V: Panner Bhujjiya NV: Chicken(150 gm)	NO SNACKS	C: Puri, Kabuli Chana, Ice Cream normal size, Dal, Rice
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*During snacks, 3 Days: Tea, 3 Days: Coffee, For Summer season: Jal Jeera / Nimbu Pani, in place of Tea/Coffee

Note: C: Common, V: Vegetarian, NV: Non-Vegetarian

There will be no restriction for **common** items. For other items quantity is mentioned in menu. Weight mentioned against chicken, fish, paneer is in uncooked (raw) stage.

Mess Catering Services to Hostels for Various Units at NIT Jamshedpur

Tender Notice No.: NITJSR/Dean(SW)/2018/08/659 Dated: 29/05/2018

Annexure-II

BASIC TECHNICAL DETAILS OF THE BIDDER (TECHNICAL BID)

(to be utilized as technical bid for prequalification)

Quoted for UNIT No._____

1. Name of the Contractor/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. Details of Fee deposited

EMD Fee UTR No.:

5. Details of Bank Account:

Name of Bank &Branch:.....

Account No.:.....

IFSC code:.....MICR Code:.....

6. Details of Registration:

License No of firm	Registration No PAN	TAN	ESI	EPF	PF

7. The company should be registered under the companies act or it should be a partnership firm or a proprietorship firm duly evidenced by statutory documents. In case of Society, it must be a registered under society act (documentary proof to be submitted).
8. Tender document should consist of PAN No., GST No., EPF registration No., ESI registration No., TIN No. and other statutory requirements, Documentary proof of each should be submitted.
9. The prospective bidder should have successfully carried out catering services in Academic Institutions like IITs, NITs, Central Universities /reputed organizations / PSUs and Public limited company, *for not less than 500 persons/users on a normal working day in a single unit for a continuous period of one year during the last three financial years.* The bidders having experience only in the Cafeteria (snacks & beverage services)/Hotel will not be considered.
10. The annual turnover of the bidder during the last three financial years should be at least 4 crore (Rupees Four crore only).
11. Number of workers deployed in the single largest contract in an Academic Institutions/reputed organizations or institutions Mess should be a minimum of 25.
12. Firm should submit a declaration stating that the firm or its subsidiaries has not been blacklisted by any academic Institutions/reputed organizations or institutions.
13. The quoted rates for menus, as specified in Chapter 5, should be for the brands mentioned in Chapter 2, or better.
14. Duly signed bid document should be valid for 90 days.
15. Details of Earnest Money.
16. Adequacy of staff: Adequate number of staff (minimum student staff ratio should be 20:1) must be deployed in each meal in each hostel. Manager and accounting staff will not come/be counted in 20:1 ratio.
17. Any other information, bidder wishes to provide in support of their credentials, details, if any, to be furnished.
18. Compliance report against tender advertisement placed at Annexure-V is required to be furnished.
19. Declaration as Annexure-III is to be submitted.

(Signature of Bidder)

Place: _____

Name & Designation
Seal of the firm

Date: _____

Tender Notice No.: NITJSR/Dean(SW)/2018/08/659

Dated: 29/05/2018

ANNEXURE-III

(to be typed on the letterhead of firm)

DECLARATION

1. I _____
hereby certify, that all the information and data furnished by me with regard to this tender specification are true and complete to the best of my knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification. If at any time, I am found to have concealed /supressed any materials/information or given any false details, my contract shall be summarily terminated without any notice and performance security may be forfeited.
2. I, further certify, that I am the duly authorized representative of the under mentioned tenderer.
3. I, further certify that my company meets all the conditions of eligibility criteria laid down to take part in the tender.
4. I, further specifically certify that my company has not been Black Listed/Debarred or put to any Hold by any academic Institutions/reputed organizations or institutions in the last three years.

I Name of Tendering Company/ Firm/ Agency:

II Name of Signatory:

III Official Status of Signatory in the Firm:

IV Mobile Number:

(Signature of authorized person)
Name : _____

Place _____

Date _____

Mess Catering Services to Hostels for Various Units at NIT Jamshedpur

Tender Notice No.: NITJSR/Dean(SW)/2018/08/659

Dated: 29/05/2018

Annexure-IV

FINANCIAL BID

(Format for Financial Bid)

To
The Registrar,
NIT Jamshedpur – 831014

Sir,

Sub: Submission of Financial Bid for Mess catering services for hostels at NIT
Jamshedpur

Ref:

In response to your Advertisement for **“MESS CATERING SERVICES TO HOSTELS FOR VARIOUS UNITS AT NIT JAMSHEDPUR”** we submit herewith our financial bid.

REGULAR MENU

Daily rate per student for UNIT No. _____ (Please specify the UNIT No. as mentioned in Chapter 4)	, _____ Amount in words: _____
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Important Notes

1. Rate (inclusive of all charges) quoted by the bidder must not be more than **110/- (Rupees One hundred Ten only)** per day per student.
2. GST will be paid extra by the Institute on actual as applicable.

3. Contract is for three years from the date of award of work and extendable for two years on satisfactory performance year to year basis subject to assessment of annual performance and mutual agreement on escalation of rate on annual basis.

(Signature of authorized person)

Name : _____

Seal of the company

Place _____

Date _____

Tender Notice No.: NITJSR/Dean(SW)/2018/08/659

Dated: 29/05/2018

ANNEXURE-V

Sub. : Compliance Report

Sl. No.	Description of Item(s)/Parameters/Information	Submitted by bidder as Yes or No
1.	We have gone through the terms & conditions of the tender document and agreed to abide by the same.	
PERFORMANCE OF THE ORGANISATION		
2.	Bidder is registered Catering Firm with proof of document	
3.	Copy of work order(s) of same services supplied during last three years preferably from Academic Institutions/reputed organizations or institutions with proof of document.	
4.	List of Customers during last three years with proof of document.	
5.	PAN No. and Income tax return of last three years with proof of document.	
6.	GST No. with proof of document.	
7.	EPF, statutory certificates	
8.	ESI and other	
9.	Annual Turnover of last three years as specified with proof of document	
10.	CRISIL, ISO or any other equivalent certificates in terms of quality with proof of document*	
11.	Solvency certificate as specified with proof.	
12.	Is organization/any of its subsidiaries, blacklisted by any Academic Institutions/reputed organizations or institutions with proof of document.	
TECHNICAL SPECIFICATION		
13.	Menu as specified or better.	
14.	Is bid valid for 90 days/or as specified	
15.	Is Bid document duly signed	
16.	Agree to start the work as specified	
17.	Agreed to provide man power as specified	
18.	Payment Terms agreed as Specified	
OTHER REQUIREMENT		
19.	EMD fee of Rs _____ through transaction UTR	

	No. _____ in favour of NIT Jamshedpur is attached.	
20.	Agreed to provide performance security as specified	
21.	Agreed to sign contract as per Terms & Conditions	
22.	Name and Address of contact person nearest from NIT Jamshedpur	

*CMEPC may consider to include above parameter as compulsory or optional as per institute requirement

(Signature of authorized person)

Name: _____

Seal of the company

Date _____

Bid Submission**Online Bid Submission :**

The Online bids (complete in all respect) must be uploaded online in **Two** Envelops as explained below :

Envelope – 1 (Following documents to be provided as single PDF file)			
Sl. No.	Documents	Content	File Types
1.	Technical Bid	Basic Technical Details Of Bidder as per Annexure-II	PDF
2.		Declaration sheet as per Annexure- III	PDF
3.		Compliance Report as per Annexure - V	PDF
4.		Technical supporting documents in support of all claims made at Annexure-II to Annexure-V	PDF
Envelope – 2			
Sl. No.	TYPES	Content	
1.	Financial Bid	Price bid should be submitted in PDF format as per Annexure-IV	PDF