

INDIAN INSTITUTE OF TECHNOLOGY: DELHI
HAUZ KHAS: NEW DELHI -110016


STUDENT AFFAIRS SECTION

No.IITD/SAS/50(Tender)/2012/ISTA-611


Dt. 30.5.2012

Enclosed please find herewith tender documents (1 + 10 = 11 pages) for running of Messes in Himadri (Girls) & Udaigiri (Boys) hostels in the campus, with a request to put the documents in the Institute Web-site today itself as inviting of tender is a time scheduled activity.

Thanking you


(S.K. Verma)
Supdt. (SA)

A.R (Stores)


30/5/12

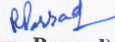
INDIAN INSTITUTE OF TECHNOLOGY: DELHI
STUDENT AFFAIRS SECTION

No. IITD/SAS/Himadri& Udaigiri/2012/ISTA-611

Dated: 30.05.2012

The President, Board for Hostel Management (BHM) Indian Institute of Technology Delhi (IIT Delhi) invites tenders for running Messes in Himadri & Udaigiri Hostels having 600 residents in each hostel, at its campus. Firms with an annual turnover of Rs. 100 Lakh or more during the past consecutive 3 years and having minimum five years experience of running messes of hostels in reputed institutions having capacity of minimum 400 + residents and/or of canteens/cafeterias in large reputed institutes/industrial units/MNCs need to apply only. The firms should have the experience of serving food to a minimum of 1000 personals/clients/customers at **one place**. The other terms and conditions are given in the tender documents **(1+10= 11 pages)** which can be downloaded from the Institute website: www.iitd.ac.in/tender. The cost of the tender form(s) for single or both hostels is Rs. 1000/- which need to be paid in the form of Bank draft/Banker's cheque in favour of Registrar, IIT Delhi or can be deposited in Bank at IIT Delhi against a challan form.

1.	Last date for issue of Tender Form from IIT Delhi upto	19/06/2012	Upto 3.00 P.M.
2.	Last date of submission of Tender Form	20/06/2012	Upto 3.00 P.M.
3.	Date of opening of Tender	20/06/2012	Upto 3.30 P.M.
4.	Earnest Money, Rs. 50,000/- (for one hostel) <u>OR</u> Rs. 1.00 Lakh (for two hostels) in form of DD / BC in favour of 'Registrar, IIT Delhi'		


(Ram Parsad)
Asstt. Registrar (SA)
Phone No. 011-26591766

Note: Prebid conference may be held at **3.00 pm**
On **13/06/2012** in the office of the Dean of
Students, IIT Delhi.

To

M/s. _____

**TENDER FORM FOR RUNNING MESSES IN HIMADRI & UDAYGIRI HOSTELS
AT IIT DELHI**

Form No. ()

Details of Earnest Money Rs. 1,00,000/- (50,000/- + 50,000/-)
(Rs. 50,000/- for running single mess)

Bank Draft/Banker's Cheque No.....

Issuing Bank Branch:.....

1. Name of the Applicant/Firm
(In BLOCK LETTERS) _____
2. Father's Name (In case of an
individual and proprietors name
in case of firm/company) _____
3. Complete address of the applicant/
Firm/Company _____
Telephone Nos.: (Office) _____
 (Mobile) _____
4. Permanent Residential Address &
Tel. No., if any _____
5. Since how long you are in this
business? Give details. Please
attach extra sheet of your experience
with certificate of performance,
If any. _____
6. Do you have any other business?
If so, please give details _____
7. Document of proof i.e. certificate of
Performance, if possible. _____
8. Are you running messes elsewhere.
If yes, please give details of your
business set up. _____
9. What is the annual turn-over of the
Firm for the past three years _____
10. Name of your banker. Please attach
certificate of your financial soundness
from your banker. _____
11. Are you Income Tax payee/ If so,
please attach I.T.C.C. & permanent
A/C.No. Issued by Income Tax Deptt. _____
12. Name of three respectable persons whom reference could be made about your business with their



Contd....

addresses and tele. Nos.

Ref. 1

Ref.2

Ref.3

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I/We have gone through the contents of the application form carefully. The information supplied by me/us is true to the best of my/ our knowledge and belief and nothing has been concealed therefrom. In case any information furnished herein found incorrect at any stage, I/we render myself/ourself to legal action besides termination of my/our contract. It is further confirmed that I/we shall abide by the terms and conditions of the Institute.

Dated:.....
N.B.:

(Signature of the Applicant(s))
(Seal, if any)

- i The applicants are advised to see the space available at site in their own interest.
- ii It should be clearly specified on the envelope containing the application form "Application for running mess(es) of Himadri and/or Udaygiri Hostels and technical bid and commercial bid should be sent in separate sealed envelopes and finally placed in one larger envelope.
- iii In case the application having been made by the partnership firm, a copy of the partnership deed should be enclosed with the application form.
- iv THE INSTITUTE RESERVES RIGHT TO ACCEPT OR REJECT ANY TENDER/APPLICATION WITHOUT ASSIGNING ANY REASON THEREFOR. LATE TENDER SHALL NOT BE ACCEPTED.



**GENERAL TERMS & CONDITIONS FOR THE AWARD OF CONTRACT TO SUPPLY
REGULAR FOOD TO THE (600+600) RESIDENTS OF HIMADRI (Girls) & UDAIGIRI (Boys)
HOSTELS, IIT DELHI**

1. The **tender form** must be accompanied by (refundable) earnest money of Rs.1,00,000/- (Rs. One lakh only) in case applying for both Girls & Boys Hostels or Rs.50,000/- (Rs. Fifty thousand only) if tendering only, for one hostel, in the form of Bank Draft/Banker's cheque drawn in favour of 'Registrar, IIT Delhi' payable at New Delhi-16. Tender form without earnest money will be REJECTED.
2. The Firm should have minimum **five years** experience of running mess (es) of hostels in reputed institutions having capacity of minimum 400+residents and/or of canteens/cafeterias in large reputed Institutes/Industrial units/MNCs serving food to a minimum 1000 personnel's/clients/customers at **one place**. The Firms should also have a minimum **annual financial turnover** of Rs.100.00 lakh per annum for the last three consecutive years ending 31st March, 2012.
3. A complete set of tender forms will be returned the BHM duly filled in with signatures on all pages; additional sheets, if required, may be attached duly signed.
4. The Firm shall not employ any person below 18 years of age.
5. Late, conditional and incomplete tenders shall be **rejected**.
6. The Firm should have requisite licenses/permits; VAT, TIN No... from the Government to run the mess(es) on contract basis.
7. No commercial vehicle of the Firm will be allowed to be parked.
8. The maintenance of kitchen/cooking equipments will be sole responsibility of the Contractor. The same will be accounted back in working condition failing which the amount on account of loss and/or repair thereof will be recovered from the final bill(s) at the time termination of contract.
9. Initially the license could be given for **two years** but renewable after one year subject to satisfactory performance. The Mess Management Committee will judge the performance of the establishment after completion of every semester. After reviewing the performance, the License may be considered for renewal upto a maximum of **five years(i.e. 2+3)**.
10. If at any stage the involvement of the Contractor in any uncalled for activity is found, inside or outside the premises of the Institute, which may bring disrepute to the institute, the license is liable to be terminated by the Competent Authority by giving **one month's** notice. In case the Contractor wants to terminate the contract, he/she has to give minimum **two months'** notice.
11. The Licensee/his employee/his nominee will **NOT** be permitted to stay overnight in the hostel premises.
12. The Contractor has to pay electricity and water charges on actual consumption as per IIT Delhi's Tariff & Rules. The license fee of the premise is Rs. 10,000/- (Rupees ten thousand only) per month. There will be 10% increase in license fee every subsequent year.
13. The rates will be applicable for a period of one year from date of award of contract. The quoted rates should take into account inflation and no increase in prices would be allowed during the said one year period from date of award of contract.



14. One-month license fee as per Institute's rules along with the Security Deposit equal to six months' license fee will have to be deposited within five days from the date of allotment of specified premises.
15. The premises of the mess will be used for the purpose for which the allotment will be made and not for any other purpose without the written permission of the Competent Authority.
16. The Licensee will not be permitted to franchise the Hostel Mess for any other commercial activity.
17. No person with any adverse/offensive police record will be allowed to work in the Hostel Mess.
18. The Contractor will have to execute and sign a License Deed on Rs. one hundred only Non-Judicial Stamp Paper as per Institute format.
19. All safety measures are to be provided by the Contractor himself/themselves.
20. Any change like timing of operation, rates of items and any additional item to be included in the Mess will require the permission of the Dean of Students.
21. The Contractor will ensure and comply with the provisions of various municipal and other Rules/Regulations/Laws of the Government in respect of wages and other benefits to his employees.
22. This Institute shall not be the party in case of any dispute that takes place between the Contractor and his employees.
23. Dispute, if any, shall be subject to the jurisdiction of Delhi Courts only.
24. The health of workers shall be the responsibility of the Licensee. Labour employed shall not have any communicable disease. A certificate to this effect shall be submitted annually by the licensee.
25. Authorities of IIT Delhi reserve the right to reject any or all the Tenders / Applications without assigning any reason therefore.
26. EARNEST MONEY WILL BE FORFEITED ON NON-ACCEPTANCE OF THE SPECIFIED PREMISES ALLOTTED.

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- Note:**
- i) Only branded masalas and edible material shall be used by the vendor.
 - ii) Technical and commercial bids shall be placed and sealed in two different envelopes and then be placed in a single envelope.
 - iii) Commercial bids only of those Firms shall be opened which qualify in Technical Bids.



Meals

A) List of Mandatory Items.

Lunch

Dal	: unlimited
Vegetable	: unlimited
Curd/Raita	: 50g
Tandoori/Tawa/Rumali Roti/Nann/Poori	: unlimited (each at least once a week)
Rice	: unlimited
Green salad	: normal
Pudina/ Dhania Chatney	: normal
Papar/Achar	

Evening Tea

Tea/Beverages : 150ml

Beverages: Lemon juice, fresh fruit juice, rose milk, mango shake, lassi, fruit/fruitchat. (not to be repeated in a week).

Dinner

Dal	: unlimited
Vegetable	: unlimited
Tandoori/Tawa/Rumali Roti/Nann/Poori	: unlimited (each at least once a week)
Rice	: unlimited
Green salad	: normal

Dessert (everyday) : (kheer, gulab-jamun, rasgulla, halwa (carrot/suji/dal), cake curstard, fruit custard,fruits cream, ice- cream that the total cost of the dessert for the week is about Rs.70/- (Rupees seventy only) to be served after every dinner)

: As specified in the detailed menu. The dessert shall not be repeated during the week.

Western Dinner* (once in a week) : Limited (Will include Salad, bread-butter, macroni/noodles, Chips, soup/coffee/mango shakes, custard/ice-cream/fruit Cream cake or fruits, bhuna chicken/mutton fry non veg or Paneer Bhurji for veg).

The regular dinner shall be replace by the following:

1. Pizza dinner (including veg / non veg fried rice) : Unlimited (once in fortnight)
2. South Indian Meal (once in a week) should include sambhar, tomato rice, plain rice, rasam, vegetable, tamarind/coconut rice, lemon rice pappad, pickle.

B) Additional items on extra payment basis:

Lunch/Dinner:-

- (i) These may include fried rice.



Additional items on extra-payment may be made available with prior approval along with their rates of the Dean of Students/Warden/Mess Committee.

Note: Rates for mandatory items may be quoted under 'A' category and additional items on extra payment may be quoted under 'B' category and sealed in Financial Bid.

ii) **Tea time**

Snacks: Smosa, patty, aloo bonda, paneer/veg pakoda, bread rolls, cutlets, pastry, mathi, kachori, namak para (not to be repeated in a week)

Note on the Menu:

1. (a) Paneer will be served during Lunch or Dinner twice in a week
(b) Non-veg and paneer (of equivalent cost for vegetarian) will be served once in a week (in addition to (a) above).
2. For lunch and dinner a variety must be ensured. Dal of different varieties must be served on different days and for lunch and dinner. This may include the following: moong dhuli, moong sabut, moong chilke wali, masur dhuli, masur sabut, chana daal, arhar, kaala chana, safed chana, lobia/raungi, rajma, urad sabut etc. No dal must be served more than twice during a week. Similarly, the vegetable of different varieties preferably, seasonal vegetables, must be served. The same vegetable must not be served more than twice during a week. The content of potato in any cooked vegetable must not be more than 25% except when potato vegetable is identified in the menu. If any dal or vegetable is served more than twice on any occasion, the residents will have the right not to pay for that item on that day after the Hostel Mess Committee has certified the extra repetition of the item.
3. The detailed daily meal-wise menu specifying the dals and vegetables to be served will be identified in the beginning of each month by the Hostel Mess Committee in consultation with the contractor. It will be mandatory for the contractor to serve this menu. In case of any difficulty in the same, Mess Committee must be informed well in time.
4. The Contractor will be required to provide khichri or any other suitable item including boiled vegetable etc. for sick resident(s) in lieu of the regular meal.
5. For residents observing fasts, the Contractor will provide the substitute item in lieu of the regular meal after a minimum number of ten residents ask for the substitute meal.
6. Certain branded items like cold drinks, biscuits, chocolates, chips etc. may be stocked by the contractor and sold to the residents at the normal market price on payment by cash or coupon during breakfast, lunch, tea time and dinner.
7. The Contractor will not serve any item whose rates have not been approved by the Dean of Students beforehand.

Quality of ingredients and other items:

The ingredients used must be of reputed brands, some of which have been listed below:

1. Butter will be Amul/ Mother Dairy Product.
2. Jam will be of Kissan / Pan / Tops / Safal
3. Oil will be refined oil: Dhara/Sundrop/Dalda/saffola
4. Rice will be good basmati (choice of brands to be pre-approved by the Competent Authority/ Hostel Mess Committee).
5. Wheat atta must be approved by the Dean of Students/Hostel Mess Committee
6. Coffee will be Nescafe/Bru.

Handwritten signature

7. Tea must be branded, brand approved by the Hostel Mess Committee.
8. Milk will be toned milk of Mother Dairy /DMS, Parag/Amul.
9. Ketchup and pickles will be of Tops /Kissan/Nafed/ MTR
10. Salt will be iodized branded salt and masalas will be of either MDH or BMC. Or any other approved brand.
11. Besan will be of Pan or Rajdhani brand (s)
12. Brand of any other item required or any of the above items, in case of non-availability of above brands, will be mutually decided by the Hostel Mess Committee and the contractor and approved by the competent authority.

Timings:

The following timings will be followed

Breakfast	:	7.30a.m. to 9.00a.m on weekdays (Mon to Fri)
		8.00a.m. to 9.30a.m. on Sat, Sun and Institute Holidays.
Lunch	:	12.00 noon to 1.45 p.m. on all days
Tea	:	4.30 p.m. to 5.30 p.m. on all days
Dinner	:	7.00 p.m. to 8.45 p.m. on all days

Note: The above schedule is subject to change by the order of Dean of Students.

Night Canteen:

The contractor can be asked to run Night Canteen from 10.30 p.m. to 02.30 a.m. everyday. The items to be served in the night canteen will be decided by the Hostel Mess Committee and the Contractor with mutual consultation and they will be from the list of approved items

Infrastructure utilization:

- Cooking equipments and one Cold Room are available in the hostel Kitchen as per Annexure: The above items will be issued to the contractor in working condition. Subsequent maintenance of these equipments will be the Contractor's responsibility. Payment of electricity will be the responsibility of the contractor. Procurement and payment of LPG will be the responsibility of the contractor.
- The Contractor will have to use their own utensil for cooking as well as serving food, including plates, tumblers, spoons etc.
- All the equipments brought by the Contractor into the hostel premises must be registered with the Caretaker.
- The Contractor will be responsible for the cleaning of the kitchen and the dining area, including the wash basins and the dustbins for maintaining proper hygienic.
- The contractor will also provide soap cake for the wash basin.
- The contractor should procure all licenses etc. before starting the mess.

Employees:

- The Contractor will have to register all his employees who will be working in the hostel premises along with a copy of their photograph, residential details for clearance by the IIT Security.
- The Contractor will have to ensure that the employees are in clean and proper uniform and maintain personal hygiene.
- No person below 18 years of age will be employed by the Contractor.

Disposal of Waste food:

Lifting of the left-over/waste food/material will be arranged by the IIT Delhi

Monitoring/Penalty:

The quality of ingredients as well as cooked items and the hygiene level will be checked randomly by the Dean of Students/Associate Dean of Students/Warden/Asstt./Deputy Registrar/members of the Mess Committee. In the event of use/serving of any substandard item, stale/spoiled food item and non-serving of approved item(s), use of unclean utensils as certified by the Hostel Mess Committee, formal complaint shall be recorded against the Contractor and no payment shall be made by the residents for the spoiled/substandard food items if already taken. The Hostel Mess Committee/Warden will be free to withhold whole payment for that particular break-fast/lunch/dinner and/or whole of them. Repeated complaints of this kind from the said authorities can result in the termination of the contract after appropriate inquiry by the Dean of Students whose decision will be final.

