

INDIAN INSTITUTE OF TECHNOLOGY: DELHI
STUDENT AFFAIRS SECTION

No. IITD/SAS/S.Canteen/2013/ISTA-

Dated: .06.2013

Dean of Students invites sealed tenders for running **Students Canteen (opposite Aravali Hostel)** in IITD Campus. Firms with an annual turnover of Rs. 50 Lakhs or more during the past 3 years and having minimum 5 (five) years experience of running Coffee-House, Café, Cafeteria or Catering in large size Institutes / MNCs / Industrial Units may apply. The other terms and conditions are given in the tender documents which can be obtained from the Student Affairs Section, IIT Delhi / down- loaded as from the Institute website: www.iitd.ac.in./tender. The cost of the tender form is Rs.1000/- which need to be deposited in Bank draft/Banker s cheque in favour of Registrar, IIT Delhi against challan form.

1.	Last date for issue of Tender Form from IIT Delhi	08-07-2013 (Monday)	Upto 3.30 P.M.
2	Pre-bid Meeting (in the Dean of Student Office)	02-07-2012 (Tuesday)	3.00 P.M.
3.	Last date of submission of Tender Form	23-07-2013 (Tuesday)	Upto 3.30 P.M.
4.	Date of opening of Tender	23-07-2013 (Tuesday)	4.30 P.M.
5.	Earnest Money, Rs. 50,000/- in form of DD / BC in favour of Registrar, IIT Delhi		

- i. The tenders received after stipulated date and time shall not be entertained.
- ii. Conditional tenders shall be summarily rejected.
- iii. Persons or their family dependent who have already been allotted any business in the premises of IIT Delhi shall not be allowed to participate in tender. For this purpose family would include self, wife, husband, dependent father/mother, son unmarried daughter and daughter-in-law. It is certified that the restriction of

allotment of only one shop to one family would be applicable even if members of the same family secure any subsequent allotment of shops etc. of any commercial establishment through any other business transactions such as partnership or purchase etc. The tender forms will be issued to bonafied applications only and not through their representatives. Employees of Central or State Government or Government Undertaking, Autonomous Bodies are not eligible to apply. A minor is also not eligible to apply.

Asstt. Registrar(SA)
Phone No. 011-26591747

To

M/s. _____

INDIAN INSTITUTE OF TECHNOLOGY DELHI

NOTICE INVITING TENDER

No.IITD/SAS/50 (Tender)/2013/ISTA-

Dated:

Sealed tenders are invited by Dean of Students for and on behalf of Chairman, Board of Governors, IIT Delhi from the reputed firms for running Students Canteen (opposite Aravali Hostel) in IIT Delhi on contract basis at Indian Institute of Technology Delhi.

Only the reputed firm that fulfills the following **criteria** shall be eligible to apply:

- (i) The firm should be have a minimum 5 years experience in running cafeteria/canteen/catering in large Institution/MNC/Industrial units (having at least 1000 strength). The experience of running large eating points by reputed Firms can also be considered.

- (ii) The agency should have an average annual financial turnover of **Rs.50 lakhs** from the relevant business (running canteens, catering and supplying food etc.) during the last three consecutive years ending 31st **March 2013**.
- (iii) The agency should not have incurred losses in more than 2 years during last 5 years ending **31st March, 2013**.
- (iv) The agency should produce a solvency certificate from a scheduled bank for an amount not less than Rs. 25 lakhs.
- (v) The agency should produce PAN No., TAN No., Service Tax No. and sales Tax/VAT registration No. as applicable & should produce latest VAT clearance certificate if applicable..
- (vi) The agency should acquire Health food license for catering/canteen services, issued by appropriate authority of MCD/Delhi Government.
- (vii) Controlled rates items as per ANNEXURE to be served from 4.00 PM. to 1.00 A.M. The Rates of items will be approved by the Competent Authority.
- (viii) The Firm MUST be able to serve 100% of items as per (ANNEXURE) in Canteen.

The Tender form along with terms and conditions can be collected from the Student Affairs Section (Room No. 207/A-3B), IIT Delhi between 10.00 A.M. to 4.00 P.M. on any working day upto **8.7.2013(Monday)** on payment of Rs.1000/- (non-refundable) in the form of demand draft/banker s cheque in favour of Registrar, IIT Delhi or cash deposit in SBI/Canara Bank at IIT Delhi through challan form. *or can be downloaded our Institute website www.iitd.ac.in/Tender.* The downloaded form shall be accompanied with Rs. 1000/- demand draft/banker s cheque in favour of Registrar IIT Delhi or cash deposit in SBI/Canara Bank at IIT Delhi through challan form the pre bid meeting shall be held on **2.7.2013 (Tuesday) at 3.00 p.m.** in the **Dean of Students Office** Room No.**207/A-17** of IIT Delhi. The last date for receipt of tender form is **23.7.2013 (Tuesday)** upto **3.30 p.m.**, the same will be opened on the same day at **4.30 P.M.**

Earnest money of Rs.50,000/- (Rupees Fifty Thousand only) in the form of Demand Draft/banker s cheque in favour of Registrar, IIT Delhi must be submitted alongwith the tender documents

The tender will be submitted in three parts:

- (i) Envelope containing Earnest Money
- (ii) Envelope containing Technical Bid
- (iii) Envelope containing Financial Bid

All three envelopes shall be duly sealed and super- scribed with respect to its contents and shall be placed in a large envelope which shall be super- scribed with name of work and its content.

The bids shall be received upto **3.30 P.M. on 23.7.2013 (Tuesday) in the Student Affairs Section (Room No. 207/A-3B)**. The envelope marked Earnest Money shall be opened first at **4.30 P.M.** on the same day in the **Dean of Students Office**. The envelope marked Technical Bid shall be opened subsequently in respect of those bidder whose earnest money shall be found in order. Envelopes containing Financial Bid of bidders who qualify in technical evaluation shall be opened at notified time, date and place in the presence of bidders or their representatives.

Tender Evaluation Procedure: Fifty percent marks will be given based on technical evaluation of bid and remaining fifty percent marks will be based on financial evaluation of bid.

1. Technical Evaluation
2. Financial Evaluation: Various items to be served and their suggested prices are given in Annexure.

1. Technical Evaluation:

The **Technical Bid** should be accompanied by following:

- a. Proof of fulfilling all the essential criteria (i-viii)
- b. A detailed report on the manner in which the *Student Canteen* is proposed to be run including procurement, storage and **waste management of the waste generated from the Student Canteen**.

The Technical bid will be evaluated based on four criteria as shown in Table I. The presentation before the committee will consist of face to face discussion as well as a cooking test where the cooks of the firm will be invited to prepare selected items in IIT Delhi hostels and subsequent assessment of the quality of the preparation of these items.

Table - I

S.No.	Subject	Maximum marks	Marks obtained
1.	Presentation before Committee	25	
2.	Quality of operation being run currently	10	
3.	Existing Infrastructure	10	
4.	Workers Satisfaction	5	
		Total	50

2. Financial Evaluation:

The financial bid will be evaluated on the basis of maximum discount (in percentage) offered on All the items on price list in **Annexure** on all items except for the items marked as on MRP basis Bidder offering highest discount will be awarded 50 Marks (full marks) next highest discount bidder will be awarded 45 marks followed by 40 marks and so on. All financial bids will then be evaluated as shown in Table 2.

Table - 2

Financial Evaluation

S.No.	Bidder Name	Discount in percentage		Marks obtained
1.				
2.				
3.				
4.				

The marks obtain in Technical and financial bids will be added to decide the award of the tender.

THE INSTITUTE RESERVES RIGHT TO ACCEPT OR REJECT ANY TENDER/APPLICATION WITHOUT ASSIGNING ANY REASON THEREFOR.

Note: i) Please go through the detailed terms & conditions attached herewith.

ii) Each page of the tender document is to be signed by authorized company representative with date and company s stamp.

iii) Late, incomplete and conditional tenders will be rejected.

iv) Conditional tenders shall be summarily rejected.

v) Persons or their family dependent who have already been allotted any business in the premises of IIT Delhi shall not be allowed to participate in tender. For this purpose family would include self, wife, husband, dependent father/mother, son, unmarried daughter and daughter-in-law. It is certified that the restriction of allotment of any one shop to one family would be applicable even if members of the same family secure any subsequent allotment of shops etc. through any other business transactions such as partnership or purchase etc. The tender forms will be issued to bonafied applications only and not through their representatives. Employees of Central or State Government or Government Undertaking, Autonomous Bodies are not eligible to apply. A minor is also not eligible to apply.

(Ram Parsad)

Asstt. Registrar (SA)

For and on behalf of Chairman BOG, IIT Delhi

Encl: Terms & conditions

INDIAN INSTITUTE OF TECHNOLOGY DELHI

HAUZ KHAS, NEW DELHI-110016

**TENDER FORM FOR OPERATION OF STUDENTS CANTEEN
(OPPOSITE ARAVALI HOSTEL) AT IIT DELHI**

Form No. () Details of Earnest Money Rs. 50,000/- (Rs. Fifty thousand only)

in favour of Registrar, IIT Delhi

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) _____

Contact person(s) (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.

(i)

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 Canteen/cafeteria _____
elsewhere. If yes, please give details of
your business set up & turnover.

9. What is the annual turn-over of the Rs. _____ 2010-11
Firm for the past three years respectively Rs. _____ 2011-12
and enclose the balance sheet for respective Rs. _____ 2012-13
year

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 addresses Mobile and tele. Nos.

Ref. 1

Ref.2

Ref.3

.

.

.

.

.

.

.

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. I/we further confirm that:

- a. I/ we shall abide by the terms and conditions of the Institute.
- b. Neither my /our blood relation nor I/ we had been allotted any Commercial Estt. in the

past at IIT Delhi.

- c. Neither I/we nor any of my/our blood relations is/are presently holding any license of Commercial Establishment at IIT Delhi.

(Signature of the Applicant(s))

Dated: .

(Seal, if any)

N.B.:

- 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 of Students Canteen (opposite Aravali Hostel) and technical bid and mercial bid should be put in separate sealed envelopes and same be put in one bigger sealed envelope.
- iii The tender form duly filled under sealed cover should reach the Student Affairs Section, Indian Institute of Technology, Hauz Khas, New Delhi 110016 by **23.7.2013 (Tuesday) at 3:30 PM**. The technical bids shall be opened on the **same day at 4:30 PM** in the presence of the Committee. Only those who qualify the technical bid, their commercial bids will be opened.
- iv Each page of tender must be signed by the **authorized signatory**.
- v In case the application having been made by the partnership firm, a copy of the partnership deed should be enclosed with the application form.
- vi The institute reserves right to accept or reject any tender/application without assigning any reason therefore.

- vii Late incomplete and conditional tender shall not be accepted.

TERMS & CONDITIONS

FOR RUNNING THE STUDENT CANTEEN NEAR ARAVALI HOSTEL

1. Trade for which license will be given is as under:

Location of Canteen At IIT Delhi (opp. Aravali Hostel)	open Area 2500 sq.ft. approx. Covered area: 2500 sq ft. approx	Purpose Canteen
--	---	--------------------

- a) Present Licesne fee* @ Rs. 3/- per sq. ft. for covered area will be charged per month. Allotment fee shall be enhanced @10% annually and service tax can be amended time to time as per notification of Govt. of India. Open area in front of students canteen shall be used by both parties i.e. M/s Southy and Contractor of Students Canteen and no charge for open space will be levied from both the parties.
- b) Opening hours of the Canteen: 4.00 P.M. to 1.00 AM from Monday to Saturday.**
- c) Only IIT Delhi students, faculty, staff and their families, and their accompanying guests are allowed in the Canteen.
- d) Electricity & water charges will be taken as per actual consumption.
- e) Civil and electrical maintenance of canteen will be taken care of by the Contractor.
- f) Wastage disposal should be done by contractor outside to IIT Delhi.
- g) The contractor will be responsible to renovate & maintain the given area.

TENDER FORM must be accompanied by the earnest money of Rs. 50,000/- (Rupees Fifty Thousand only) in the form of a Bank Draft/Banker s Cheque in favour of Registrar, IIT Delhi payable at New Delhi. The Tender form without earnest money will not be considered.

2. The applicant should have minimum Five Years experience in running cafeteria/ canteen /restaurant in reputed schools / colleges / institution/ Industrial Unit /MNCs serving minimum

1000 customers /clients and should have a minimum financial turnover of Rs.50 Lakhs per annum , for the past consequent three years ending **March, 31st 2013**. The firm applying for tender must submit audited balance sheet for past three years along with Technical Bids. The firm should not have incurred losses in more than two years during last five years ending **March 31st, 2013**.

3. A complete set of Tender forms should be returned duly filled in with signature on all pages, additional sheets, if required, shall be attached duly signed.
4. Initially the Student Canteen will be awarded for 3 years (Three years) renewable every year for a period maximum upto five years (i.e. 3+2 years) . The performance of the establishment will be continuously judged by the Competent Authority/Empowered Committee of I.I.T. Delhi. If the performance is not found satisfactory at any stage, a notice to improve the performance would be issued. If even after that the performance continues to be unsatisfactory, the license may be cancelled after giving one month notice.
5. If at any stage the Contractor or his employee(s) is/are found to be involved in any uncalled for activity inside or outside the premises of the Institute, which may bring distribute to the Institute, the agreements is liable to be terminated by the Competent Authority by giving one month s notice.
6. In case of non-payment of dues and in the event of breach of any of the terms and conditions contained herein, the allotment of the student Canteen is liable to be cancelled by giving one month s notice as provided in the agreement.
7. The contractor once allotted for running the canteen(s) in the campus, will not be considered to participate in allotment of another commercial establishment in the campus during the entire period of its stay in the campus.

* The License fee may increase 10% every year or as decided by IIT Delhi.(Effective from 01-10-2013)

** The Timing are decided by IIT Delhi which may change as per the requirement.

8. The contractor/his servant(s)/his nominee will not be permitted night stay in the allotted premises.
9. One-month rent 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 the specified premises.
10. The premises of the Student Canteen will be used only for the purpose for which the allotment is made and not for any other purpose without the written permission of the Competent Authority of the Institute.
11. The contractor will not be permitted to franchise the Canteen for any commercial activity.
12. No person with any adverse record with the police will be allowed to be associated with the Canteen(s).
13. **The license fee,** (@ Rs. 3/- per sq. ft. for covered area, **electricity charges:** (@ Rs. 9.55 of Elect. Charges + 6% Department Charges and 8% servicing charges). In addition electrical meter installation fee (one time) need to be deposited. and **water charges** (1000 Ltr. 1 kilo Ltr.) 1 to 10 Kilo Ltr. @ Rs.10/- per kilo Ltr., 11 to 25 kilo Ltr. @Rs. 20/- per kilo Ltr., 26 to 50 kilo Ltr. @ Rs. 50 per Kilo Ltr., 51 to 100 kilo Ltr. @Rs.80/- per kilo Ltr., 101 kilo Ltr. and above @ Rs. 100 per kilo Ltr., + 60% Sewer maintenance charges and Service charge as per institute norms, must be deposited by the allottee in time and copy of the receipt to be deposited with the Estate & Works Section. Non- submission of dues in time may lead to imposition of penalty/fine and/or to cancellation of License.
14. The Contractor will have to execute and sign a License Deed on one hundred rupees Non-Judicial Stamp Paper as per the Institute format.
15. Late conditional tenders / application forms will be summarily rejected.
16. No Commercial Vehicles of the Contractor will be allowed to be parked in the premises and these will have to leave the Campus after loading / unloading.
17. Contractor will ensure all safety measures including Fire Risk due to equipments/oven/fridge etc. being used in the Canteen premises.

18. No child below 18 years of age will be employed by the Contractor.
19. The modern state of the art equipment should be in use in running canteen, cafeteria, kitchen, etc. The cleanliness and hygienic conditions shall be maintained using the latest methods.
20. All required Licenses for running the canteen/cafeteria will be obtained from the Local Bodies by the contractor at his own expenses.
21. Arrangement for lifting of left-over food and all waste material will be made by the contractor and will be disposed outside the Campus.
22. Items as per list specified in ANNEXURE (enclosed) will be on Rate Contract basis. Additional items can not be provided by the contractor without prior permission of Competent Authority.
23. All Firms applying for the Student Canteen must have valid STCC, VAT/TIN No. etc.
24. Prices are to be displayed on the Rate List at a conspicuous place in the Student Canteen.
25. Any tax imposed by any Govt. Agency due to this Canteen will be borne by the contractor.

26. All the workers need to have their police verification before start work at IIT Delhi. A Certificate to this effect should be deposited to IIT Delhi by the contractor. There will be no liability for any occupational medical emergency. 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 contractor. All local laws of Contract labour should be followed by Contractor.
 27. All the workers shall be properly dressed during Canteen timings.
 28. Proper computerized & itemized bills should be generated for all the orders placed.
 29. The contractor cannot occupy any outside space without prior permission of the Institute.
 30. Authorities of IIT Delhi reserve the right to reject any or all the Tenders / Applications without assigning any reason therefor.
 31. Earnest money will be forfeited on non-acceptance of the specified premises allotted.
 32. The Contractor will have to sign license deed with IITD, as per Terms and Conditions.
 33. All items are inclusive of applicable taxes.
 34. Any other item if included in this list needs prior approval of DOS.
-

- Note:
- i) Only branded raw edible material shall be used by the contractor.
 - ii) Technical and commercial bids shall be placed and sealed in three different envelopes
[(i) Earnest money (ii) Technical Bid and (iii) Financial Bid] and then be placed in a single envelope.
 - iii) Financial bids only of those Firms shall be opened which qualify in Technical Bid.
 - iv) Contractor will not be allowed to bring cooked food from outside.
 - v) Contractor will not change cooks other than approved without prior permission of Competent Authority.

Table 1

Evaluation Sheet

Technical Evaluation

S.No.	Evaluation System	Maximum marks	Marks obtained
1.	Presentation before committee	25	
2.	Quality of operation being run currently	10	
3.	Existing Infrastructure	10	
4.	Workers/User satisfaction	5	
		Total	

Table - 2

Financial Evaluation

S.No.	Bidder Name	Discount in percentage		Marks obtained
1.				
2.				

3.				
4.				

S.No.	Items	Quantity Weight	Rates Rs.
	Hot Drinks		
1.	Tea	125 ml	5.00

2.	H.M.t.	125 ml	10.00
3.	Dip Tea	125 ml	05.00
4.	Coffee	150 ml	06.00
5.	Hot milk	200 ml	25.00
6.	Milk B/vita	200 ml	25.00
Cold Drinks			
7.	Cold drinks	M.R.P. As available in Grocery stores	
8.	Juices T/packets	M.R.P. As available in Grocery stores	
9.	Lassli Sweet	200 ml	20.00
10	Lassi salt	200 ml	20.00
Snacks			
11.	Cholle Bhathura	300 gm	25.00
12.	Veg. Burger	130 gm	20.00
13.	Samosa	75 gm	07.00
14.	Bread Pakora	75 gm	10.00
15.	Paneer Pakoras	75 gm	20.00
Egg preparations			
16.	Omellete 2 eggs	30 gm	15.00
17.	Egg bhurji	80 gm	25.00
18.	Half fried egg 1	40 gm	12.00
19.	French toast sweet	60 gm	25.00
20.	French toast salty	60 gm	20.00
Chowmein			
21.	Veg/ chwmein	225 gm	30.00
22	Egg. Chowmein	225 gm	30.00
23.	Veg. fried rice	300 gm	25.00
24.	Egg. Fried rice	300 gm	35.00
25.	Maggie	200 gm	20.00
South Indian			
26.	Massala dosa	250 gm	25.00
27.	Plain dosa	220 gm	20.00
28.	Onion Uttapam	250 gm	25.00
29.	Sambar vada	200 gm	25.00
Tawa Parantha			
30	Plain Parantha	50 gm	10.00
31.	Alloo Parantha	125 gm	12.00
32.	Alloo onion parantha	125 gm	15.00
33.	Onion parantha	125 gm	12.00
34.	Egg parantha	120 gm	25.00

Tandoori roti			
35.	Roti	25 gm	06.00
36.	Plain parantha	60 gm	12.00
37.	Naan	80 gm	12.00
38.	Allo parantha	80 gm	18.00
39.	Alloo nan	120 gm	20.00
40.	Butter nan	80 gm	18.00
Subzi rice & dal			
41.	Plain dal	150 gm	20.00
42.	Dal fry	150 gm	30.00
43.	Aloo Palak	150 gm	20.00
44.	Channa masala	150 gm	20.00
45.	Allo jeera	150 gm	20.00
46.	Allo gobhi	150 gm	25.00
47.	Mutter paneer	150 gm	30.00
48.	Palak Paneer	150 gm	30.00
49.	Shahi Paneer	150 gm	35.00
50.	Dal makhani	150 gm	25.00
51.	Malai kofta	150 gm	30.00
52.	Plain rice	200 gm	20.00
53.	Jeera rice	200 gm	25.00
54.	Veg. Pulao	250 gm	35.00
55.	Egg Pulao	350 gm	40.00
56.	Veg. biryani	300 gm	35.00
Non Veg.			
57.	Butter chicken	300 gm	50.00
58.	Mutton curry	220 gm	40.00
59.	Egg. Curry	150 gm	25.00
60.	Keema mutton 220 gm	220 gm	40.00
Soup, curd & salads			
61.	Tomato soup	200 ml	30.00
62.	Sweet corn soup	200 ml	40.00
63.	Curd	150 gm	15.00
64.	Salad	150 gm	20.00
Thali/plate			
65.	Veg.Tthali 1.Kadai/Shahi/Masala/Palak-	800 gm	60.00

	Paneer (150 gms) 2. Dal Fry/Dal Makhni/chhole/Rajma (150 gms) 3. Seasonal Veg./Mixed Veg. (150 gms) 4.. 2 Roti/one Naan (200 gms) 5. Plain rice (150 gms) Raita & Salad		
66.	Rajma rice plate	600 gm	40.00
67.	Kadhi rice plate	600 gm	40.00
68.	Paneer rice thali/plate	600 gm	40.00

1. All items are inclusive of applicable taxes.
2. Any other item if included in this list needs prior approval of DOS.