



1/23/2020

# TENDER DOCUMENT

Commercial Establishment, Estate  
Section

**Eating Outlet opposite to Aravali Hostel**



Estate Office  
IIT DELHI

## **Notice Inviting Tender**

**INDIAN INSTITUTE OF TECHNOLOGY DELHI**

**HAUZ KHAS, NEW DELHI-110016**

**Dated: 24/01/2020**

<b>Open Tender Notice No.IITD/ESTATE/2020-EOAIWO8-</b>
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Estate Officer, Indian Institute of Technology Delhi, Hauz Khas, New Delhi - 110016 invites tenders / manual bids (Technical bid and Financial bid), on behalf of Chairman, BoG, IIT Delhi, from eligible and experienced reputed firms for allotment of Commercial Establishment (Eating Outlet / Non-Eating outlet / Shops / Kiosks / Govt. Services) at location “Commercial Establishment opposite to Aravali Hostel” on contract basis for a period of three years renewable on yearly basis (on written request to Estate Officer for renewal) as per terms and conditions specified in the tender document.

Earnest Money Deposit to be submitted	Rs. 2,34,792/-
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Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/epublish/app>. Aspiring Bidders who have not enrolled / registered in e-procurement need not enrol / register before participating through the website <http://eprocure.gov.in/epublish/app>.

Tenderers can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type ‘IITD’. Thereafter, Click on “GO” button to view all IIT Delhi tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document manually at the Estate Office, IIT Delhi as per the schedule given on the next page.

All bids (both Technical and Financial) should be submitted manually only at the Estate Office, IIT Delhi.

### **SCHEDULE**



This tender document has been published on the Central Public Procurement (CPP) Portal ([URL: http://eprocure.gov.in/epublish/app](http://eprocure.gov.in/epublish/app)). The bidders are required to submit their bids manually at Estate Office, IIT Delhi, Hauz Khas, Delhi-16. The instructions given below are meant to assist the bidders to prepare their bids in accordance with the requirements and submitting their bids manually.

Detailed information regarding submitting of manual bids on the CPP Portal can be seen at: <http://eprocure.gov.in/epublish/app>.

## **1.1 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.
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.

## **1.2 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 summary 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.

### **1.3 ASSISTANCE TO BIDDERS**

1. Any query related to the tender document or the terms and conditions contained therein should be addressed to the Tender Inviting Authority or the person as authorized by him and indicated in the tender.
2. Any query related to the process of manual bid submission or queries relating to CPP Portal in general may be made with the 24x7 CPP Portal Helpdesk.

### **1.4 GENERAL INSTRUCTIONS TO THE BIDDERS**

1. The tenders will be received manually at Estate Office, IIT Delhi, Hauz Khas, Delhi-16. In the Technical Bids, the bidders are required to provide all the documents in hard copy.

### **1.5 TERMS & CONDITIONS DETAILS**

1. **Due Date:** The tender has to be submitted manually before the due date. The offers received after the due date and time will not be considered. Only manual bids will be considered.
2. **Preparation of Bids:** The offer/bid should be submitted in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details. Financial bids to be submitted in hard copy. The Technical bid and the financial bid should be submitted manually.
3. **EMD (if applicable):** The tenderer should submit an EMD amount through RTGS/NEFT. The Technical Bid without EMD would be considered as UNRESPONSIVE and will not be accepted. The EMD will be refunded in Thirty (30) days, without any interest, to the unsuccessful bidders after the award of contract.
4. **Refund of EMD:** The EMD will be returned to unsuccessful Tenderer in Thirty (30) days only after successful award of Tender. In case of successful Tenderer, it will be retained till the successful and completion of License / Contract.
5. **Opening of the tender:** The manual bid will be opened by a committee duly constituted for

this purpose. Manual bids (complete in all respect) received along with EMD (if any) will be opened as mentioned at “Annexure: Schedule” in presence of bidders representative, if available. Only one representative will be allowed to participate in the tender opening. Bid received without EMD (if applicable) will be rejected straight way. The technical bid will be opened first and it will be examined by a technical committee (as per specification and requirement). The financial offer/bid will be opened only for the offer/bid which technically meets all requirements as per the specification including presentation and visit to their existing outlet(s) mentioned in the bid and will be opened in the presence of the vendor’s representatives subsequently for further evaluation. The bidders, if interested, may participate on the tender opening Date and Time. The representative should produce authorization letter from their company to participate in the tender opening.

6. **Acceptance/ Rejection of bids:** The Committee reserves the right to reject any or all offers without assigning any reason.
7. **Criteria for disqualification:** Non-compliance of tender terms, non-submission of required documents, lack of clarity of the specifications, contradiction between bidder specification and supporting documents etc. may lead to rejection of the bid, without reference to the bidder.
8. **Applicable Law:** The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to place of jurisdiction New Delhi, INDIA.
9. **Notices:**
  - Any notice given by one party to the other pursuant to this contract/order shall be sent to the other party in writing or by cable, telex, FAX or E-mail and confirmed in writing to the other party’s address.
  - A notice shall be effective when delivered or on the notice’s effective date, whichever is later.
10. **Taxes:** Vendors shall be entirely responsible for all taxes, duties, license fees, road away bills, etc. on their goods.

## **2.0 IMPORTANT INFORMATION FOR THE APPLICANTS**

Bidders should fulfil following criteria to be eligible to apply for the Commercial Establishment (Eating Outlet / Non-Eating outlet / Shops / Kiosks / Govt. Services).

## 2.1 GENERAL CRITERIA

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

<b>Location of COMMERCIAL ESTABLISHMENT</b>	<b>Area Available (in Sq. Ft.)</b>	<b>License Fee Applicable per month</b>	<b>Purpose</b>
Commercial Establishment opposite to Aravali Hostel	2174	Rs. 19,566/-	Eating Outlet

- a) Operating hours of Commercial Establishment: From 10:00 AM to 02:00 AM.
2. The Tender form without remitting earnest money through RTGS/NEFT will not be considered.
  3. The applicant should have minimum Five years of experience in running similar COMMERCIAL ESTABLISHMENT in reputed schools / colleges / Institutions / Universities / Industrial Units / MNCs / Govt. or Pvt. organizations. The firm applying for tender must submit audited balance sheet for past five years along with Technical Bids. The firm should not have incurred losses in more than two years during last five years.
  4. The agency should produce a solvency certificate from schedule bank for an amount not less than **Rs. 47,00,000/-**.
  5. A complete set of Tender forms duly filled in with signature on all pages be returned. A additional sheets, if required, shall be attached duly numbered and signed.
  6. Licenses for all commercial establishments shall be renewed on yearly basis for every calendar year. Such renewal of licenses shall be made after due deliberations in the CELC for the performance of any outlet during the current license period. All communications on renewal / termination of license shall be issued by the Estate Office well in advance before expiry of the current license period and process for the award of space to a fresh vendor shall be initiated accordingly.

7. If at any stage the Allottee / Vendor / 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 disrepute to the Institute, the license is liable to be terminated by the Competent Authority by giving 30 days' notice in writing to the Licensee. The Vendor shall remove any such employee from employment who is found intoxicated at work place in working hours, not found following the work conduct or not found fulfilling any other condition mentioned herein.
8. Wherever the Competent Authority is mentioned, it is deemed to be synonymous with Estate Officer of the IIT Delhi.
9. 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 commercial establishment is liable to be cancelled by giving 30 days' notice as provided in the license deed.
10. A Licensee (an individual / a firm) already operating a commercial establishment in the campus, is not eligible to participate in allotment of another commercial establishment / outlet in the campus during the entire period of his / her / their engagement in the campus.
11. The space for commercial establishment will be initially made fit to use by the Institute as per norms of the Institute. For other trade specific works of civil / electrical / plumbing / AC nature, required for the operations of establishment, the Licensee may execute the same with prior approval of IITD and maintain them for the period of License at his/her cost.
12. The Licensee/his servant(s)/his nominee will not be permitted to stay in the allotted premises.
13. One-month advance License Fee along with a Security Deposit equal to twelve months License Fee will have to be deposited within Fifteen days from the date of letter for allotment. The Security Deposit will be non-interest bearing. The Licensor reserves the right to recover any arrear / penalty / damage charge, if any payable on the part of Licensee, from Security Deposit.
14. The space allotted to the commercial establishment will be used only for the purpose for which the allotment is made. The Licensee is not permitted to occupy any space outside/inside the allotted premises without prior permission of the institute. The open sitting area will be common to all vendors and any vendor cannot claim any exclusive rights on it.



15. Any loose furniture provided by the Licensee for open sitting area should be durable, aesthetically pleasing and of reasonably good quality.
16. The Licensee during the license period, permanently or temporarily, shall not share / franchise or sublet space to third party and shall not be allowed to take any person to share the premises or in partnership without the prior written permission of the licensor, nor shall he be entitled to allow any person to occupy the licensed premises or to use any part thereof without the permission in writing from the licensor.
17. The Licensee is required to arrange police verification of all his employees. No person with any adverse record with the police will be allowed to be employed by the Licensee.
18. License fee, electricity & water charges or other dues as applicable, shall be paid by the Licensee within stipulated period/date mentioned in the bills raised by Estate Office, IITD and paid through account payee Cheque / DD / Bank Challan drawn in favour of Registrar, IITD. Late payment of License fee will attract penalties and other penal interests @ Rs 500/- per month or 18% per annum of amount due computed on monthly basis, whichever is higher. CELC reserves the right to discontinue the license of any commercial establishment for non-payment of amount due for a period more than 3 months by the licensee.
19. The Licensee will have to execute and sign a License Deed on one hundred rupees Non-Judicial Stamp Paper as per the Institute's format.
20. Late submission or conditional tenders / application forms will be summarily rejected.
21. No commercial vehicles of the Licensee will be allowed to park in the premises and will have to leave the campus after loading / unloading of goods.
22. Licensee will ensure that all safety measures, including fire safety, are adopted in the commercial premises.
23. No employee below 18 years of age will be employed by the licensee.

24. State-of-the-Art equipments / services should be used in running the operations of commercial establishment and maintaining the cleanliness and hygienic conditions of premises.
25. All required local body Licenses/approvals etc. for running the commercial establishment will be obtained by the Licensee at his/her own expenses.
26. Bidders applying for the allotment of Commercial Establishment must have valid PAN, GST, TIN number, etc.
27. Any subsequent tax imposed by the Govt./statutory body shall be applicable and borne by the Licensee.
28. The health of workers shall be the responsibility of the Licensee. Persons employed by the licensee shall not have any communicable disease.
29. All workers of an establishment shall be properly dressed during hours of operation.
30. Authorities of IIT Delhi reserve the right to reject any or all the Tenders / Applications without assigning any reason.
31. Earnest money will be forfeited on non-occupation of the allotted premises and commencement of operations within one month of issue of allotment letter. The allottee shall not have any claim on such forfeiture / cancellation of License.
32. The bidder should not have been blacklisted or debarred by any other entity during the past 5 years. If the Institute gains knowledge of the above at any time, the bid is liable to be summarily rejected and if the License has already been awarded, the same can be terminated and security deposit forfeited.
33. In the event of a bidder submitting any forged/fake document, the bid is liable to be summarily rejected and if a License has already been awarded, the same can be terminated and security deposit forfeited.
34. Financial bids of Firms which qualify in Technical Bids shall be opened.

35. Successful bidders should have provision of issuing bills through Bar Code / QR Code machines to customers for their purchases from the commercial establishment.
36. The Licensee shall abide by the conditions of License Deed executed between the Licensee and the Licensor during the period of license. The Estate Officer, IITD reserves the right to serve notices to the Licensee for non-observance of any condition of the License-deed and can recommend the CELC for termination of license of the vendor.
37. Licensee shall keep the premises neat and clean and maintain the general hygiene. Disposal of Leftovers / Waste / Pigry-food etc. generated at the premises, will be arranged by the licensee at its own cost.
38. That the licensee(s) shall be licensed the said premises equipment, installations, fittings and fixtures provided, if any, on 'As is where is basis' and the licensee shall not make any additions/alterations in the licensed space installations installed if any, including electric installations and wiring without the prior permission of the licensor in writing. If, after the permission is granted, the Licensee makes some additions/alterations, then all standard safety norms to be followed and only safety compliant wirings to be used.
39. That the office of Estate officer, IIT Delhi only, shall have the jurisdiction to entertain any application in respect of any proceedings under this "Commercial Establishment Tender" document. This document shall be governed by and construed in accordance with the providing laws of Government of India and any disputes arising under this License Deed can be dealt in courts at NCT Delhi.
40. All other conditions / policy matters not included in this Tender Document shall be governed by the Commercial Establishment Allotment Rules of the institute.
41. No observance of cleanliness / hygienic condition of workplace / workmen and quantity of food would attract a penalty at the rate of 10%, 15% and 20% of the License Fee on 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> occurrences respectively. Thereafter, the proceeding for termination of License would be initiated.
42. **Evaluation of Bid** :

The bid will be evaluated on two criteria, viz. Technical Criteria with 70% weightage and Financial Criteria with 30% weightage.

Technical Criteria: The technical criteria having 70% weightage (marks) has sub-criteria having their individual weightages mentioned as below.

1. Fulfilling Eligibility Condition – 40% weightage (marks)
  - 1.1 Experience – 0 Years to less than 3 Years – 0 Marks  
– 3 Years to upto 5 Years – 20 Marks  
– More than 5 Years – 30 Marks
  - 1.2 Net Worth / Annual Turnover – Less than 50 Lacs – 05 Marks  
– More than 50 Lacs – 10 Marks
2. Presentation by bidder before committee – 15% weightage (marks)
3. Site visit to the existing outlet(s) of bidder by duly constituted committee of the institute – 10% weightage (marks)
4. Feedback from existing client(s) – 5% weightage (marks)

*(Qualifying marks will be 60% overall)*

Financial Criteria: The financial criteria having 30% weightage (marks) will be evaluated on Baseline Cost mentioned as percentage Above/Below the IIT Reference Price. (It is to be noted that the final selling price in the menu at the start of operations will be submitted by the L1 bidder to the Estate Office for its approval. The Estate Office will round-off price of every item to the nearest integer without disturbing the overall percentage above/below of L1 Bid taking unit quantity in calculation of each item.)

## **2.2 SPECIFIC CRITERIA FOR EATING OUTLETS**

The bidders should fulfil the following **Specific criteria** to be eligible to apply and operate the EATING OUTLET

1. Bidder will ensure that all safety measures, including fire safety due to equipment / oven / fridge etc., are used in the Eating Outlet.
2. The modern state of the art equipment should be used in running canteen, cafeteria, kitchen, etc. maintaining the cleanliness and hygienic conditions as desired by the latest methods for operating the same.
3. There shall be two lists of food items, namely Primary List and Secondary List. The selected vendor must quote rates for all Primary List items and should ensure serving of items in Primary List

consequent upon his selection.

4. The rates quoted by the bidder for food items in Primary List shall only be the governing criteria for deciding the L1 bidder. The price for items agreed by bidder in Secondary List shall be governed by the quoted percentage above/below by L1 bidder, if selected.
5. Only branded and FSSAI approved makes of raw edible material shall be used by the Licensee. For drinking purposes, only RO water should be served. The cost of RO plant shall be borne by Licensee.
6. Eating outlet cannot add any menu items or increase the price of food items without prior approval of CELC. Prices of those items shall be fixed by CELC and are to be displayed on the Rate List at a conspicuous place in the canteen.
7. For Eating Outlets, the fixed assets like fixtures in toilets / washing area, etc. shall be provided by Licensee.
8. The vendor should ensure that he will maintain separate sections in the kitchen, as well as, service area while cooking and serving the Vegetarian and Non-Vegetarian food items respectively.
9. For the purpose of rent, service area / storage area / cooking area / washing area and office area, etc. shall be treated as covered area. The open area allocated / permitted by Estate Office for “sitting / eating purpose only” shall not be charged.

## **TECHNICAL SPECIFICATION**

### **MENU FOR EATING OUTLET**

#### **Primary List**

S. No.	Items	Approximate Quantity / Weight	IITD Reference price
			(Rs.)
1	Tea/Dip Tea	150 ML	8
2	Milk Tea	150 ml	10
3	Milk	150 ml	12
4	Milk Coffee	150 ml	15
5	Fruit Salad	250 gm	40
6	Mausmi Juice	250 ml	35
7	Pomegranate Juice	250 ml	40
8	Mixed Fruit Juice	250 ml	30
9	Orange Juice	250 ml	30
10	Pineapple Juice	250 ml	30
11	Mango Shake	250 ml	25
12	Banana Shake	250 ml	25
13	Lassi	250 ml	22
14	Chaach	250 ml	10
15	Vegetable Sandwich	80 gm	20
16	Paneer Sandwich	80 gm	25
17	Egg Sandwich	One egg with two slices	20
18	Veg Burger	150 gm	50
19	Omelette	One egg with two slices	20
20	Paneer Bread Pakoda	110 gms	20
21	Bread Pakora	80-90 gm	12
22	Samosa	One (50 gm)	10
23	Two Kachori (with alu subzi)	40 gm each	30
24	Vegetable Maggi	One Pkt.	20
25	Alu Onion Parantha	200 gm	20
26	Alu Parantha	200 gm	20
27	Gobi Parantha	200 gm	20
28	Paneer Parantha	200 gm	40
29	Mutter Paneer	200 gm	50
30	Shahi Paneer	200 gm	50
31	Kadai Paneer	200 gm	50
32	Paneer Masala	200 gms	55
33	Seasonal Vegetables	200 gm	25
34	Mix Vegetables	200 gm	30
35	Malai Kofta	200 gms	55
36	Bhindi Masala (Seasonal)	200 gms	30
37	Aloo Gobhi(Seasonal)	200 gms	30
38	Dal Makhani	200 gm	35

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39	Dal Fry	200 gm	30
40	Rajma/Chholey	200 gm	30
41	Choley Bhature	200 gm	40
42	Egg Curry	One egg	30
43	Kadhai Chicken	Quarter Plate	80
44	Butter Chicken	Quarter Plate	80
45	Chicken Masala	Quarter Plate	70
46	Tawa Chicken	Quarter Plate	80
47	Plain Rice (Full)	150 gm	40
48	Plain Rice (Half)	100 gm	30
49	Veg Biryani	Half	70
50	Chicken Biryani	Half	100
51	Tandoor Roti	50 gm	6
52	Tawa Roti	50 gm	5
53	Plain Naan	50 gm	12
54	Butter Naan	50 gm	15
55	Plain Thali: A) Dal/Rajma/Chhole (150 gms) B) Seasonal/Mixed Veg (150 gms) C) 2 Naan (150 gms each) or 3 Chapaties (100 gms each) D) Rice Plain (150 gms) E) Raita & Salad	800 + gms	50
56	Thali Non Veg (Chicken)	800 + gms	120
57	Gulab Jamun	50 gm	15
58	Jalebi	100 gms / per kg.	12
59	Chilli Paneer (Gravy)	250 gm	60
60	Chilli Paneer (Dry)	250 gm	70
61	Veg Manchurian (Gravy)	250 gm	60
62	Veg Manchurian (Dry)	250 gm	70
63	Veg. Chowmin (Full)	150 gm	40
64	Veg. Chowmin (Half)	100 gm	30
65	Egg Chowmin (Full)	150 gm	50
66	Egg Chowmin (Half)	100 gm	40
67	Veg Chowmein/Fried Rice	Half	50
68	Chicken Chowmein/Fried Rice	Half	80
69	Chilli Chicken (Gravy)	Quarter Plate	70
70	Chilli Chicken (Dry)	Quarter Plate	80
71	Honey/Chilli Potatoes	250 gm	50
72	Veg Combo (Chowmein Fried Rice + Chilli Paneer / Veg Manchurian)	500 gm	80
73	Non Veg Combo (Chowmein / Fried Rice + Chilli Chicken)	500 gm	90

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74	Veg Clear Soup / Hot and Sour	150 ml	30
75	Chicken Clear Soup/Hot and Sour	150 ml	50
76	Chinese Plater Veg(Chowmein +Fried Rice +Chilli Paneer+ Manchurian)	250 gm	100
77	Chinese Plater Non Veg (Chowmein + Fried Rice + Chilli Chicken + Manchurian)	250 gm	120
78	Paneer Tikka	250 gm	100
79	Chicken Tikka Roll	One Roll	70
80	Chicken Tikka	(5 small pieces)	110
81	Tandoori Chicken	(2 pcs.)	70
82	Tandoori Chicken	(8 pcs.)	300
83	Tandoori Chicken	(4 pcs.)	150
84	Cold Drinks		MRP
85	Golgappe		20
86	Papri Chaat		30
87	Raj Kachoori		50
88	Dahi Vada		50
89	Bhel Puri		25
90	AlooChaat		25

**Secondary List**

S. No.	Items	Approximate Quantity / Weight	IITD Reference price
			(Rs.)
1	Egg Boiled	One	10
2	Butter Slice	2 Slices	25
3	Jam Toast	2 Slices	20
4	Palak Paneer	200 gm	50
5	Mutter Mushroom	200 gm	50
6	Kadi Pakora	200 gm	25
7	Peas Pulao (full)	200 gm	55
8	Peas Pulao (Half)	100 gm	35
9	Plain Parantha	50 gm	10
10	Stuff Parantha	50 gm	15
11	Stuff Naan	50 gm	20
12	Vegetable Cuttlet (2 small)	40 gm each	25
13	Namak pare	100 gm	10
14	Mixed Pakora (Half Plate)	100 gm	25



15	Badam Kheer	150 gm	25
16	Balushai	50 gm	12
17	Besan Laddoo	50 gm	12
18	Besan Burfi	50 gm	12
19	Black Coffee	150 ml	10
20	Cold Coffee	150 ml	25
21	Egg Maggi	One Pkt.	35
22	Ice-Cream Shakes	250 ml	50
23	Vegetable Juice	250 ml	30
24	Egg Bhurji	One Egg	15
25	Egg Parantha	200 gm	35
26	Curry Pakoda	200 gms	25
27	Sarson ka Sag + 2 Makki ki Roti	200 gms	80
28	Gatte ki Sabji + 2 Missi Roti	200 gms	80
29	Zeera Fried Rice (Full)	150 gms	50
30	Zeera Fried Rice (Half)	100 gms	35
31	Paneer Pulao (Full)	200 gms	55
32	Paneer Pulao (Half)	100 gms	35
33	Chicken Do Pyazza	Quarter Plate	80
34	Chicken Korma	Quarter Plate	80
35	Chilli Paneer Roll	One Roll	60
36	Chilli Chicken Roll	One Roll	70
37	Tandoori Platter Non.Veg	200 gm	120
38	Pyaz Ki Kachori (Jaipuri)	100 gm	20
39	Dal ki Kachori (Jaipuri)	50 gm	10
40	Mirchi Pakora (Jaipuri)	50 gm	15
41	Sev Puri	50 gm	20
42	Mawa Kachori (Jaipuri)	50 gm	20

Complete set of tender documents may be downloaded by prospective bidder free of cost from the website <http://eprocure.gov.in/epublish/app>. Bidder has to make payment of requisite fees (i.e. Tender fees (if any) and EMD (if any)) online through RTGS/NEFT only.

## **ANNEXURE – I**

### **List of Documents to be attached**

<b>S. No.</b>	<b>Name of Document</b>	<b>Whether Attached or Not</b>
1	CONTACT DETAILS FORM (Form – A)	
2	FORM FOR FINANCIAL CAPACITY (Form – B)	
3	CHECK LIST ON PREPARATION OF BIDS (Form – C)	

## **ANNEXURE – II**

**<< Organization Letter Head >>**

## **DECLARATION SHEET**

I/We, \_\_\_\_\_ hereby certify that all information and data furnished by me/us in respect of our organization with regard to this tender specification are true and complete to the best of our knowledge. I/We have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

This is certified that I/We am/are authorized (Copy attached) by my/our company/organization to participate in the Tender and my/our organization meets all the conditions of eligibility criteria laid down in this tender document.

I/We, further specifically certify that our organization has not been Black listed / Delisted or put to any Holiday by any Institutional Agency / Govt. Department / Public Sector Undertaking in the last three years.	Name & Address Of The Vendor / Manufacturer / Agent
1) Phone	
2) Fax	
3) E-mail	
4) Contact Person Name	
5) Mobile Number	
6) TIN Number	
7) PAN Number	
(In case of online payment of Tender Fees)	
8) UTR No. (For Tender Fee)	
(In case of online payment of EMD)	
9) UTR No. (For EMD)	
10) Kindly provide bank details of the bidder in the following format:	
a) Name of the Bank	
b) Account Number	

c) Kindly attach scanned copy of one Cheque book page to enable us to return the EMD to unsuccessful bidder	
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**(Signature of the Tenderer)**

Name(s) :

**Seal of the Company**

## **ANNEXURE – III**

### **List of Organization / Deptt.**



The bids (complete in all respect) must be submitted manually as explained below:-

<b>Envelope – 1</b> (Following documents to be provided as single PDF file)			
<b>Sl. No.</b>	<b>Documents</b>	<b>Content</b>	<b>File Types</b>
1.	Technical Bid	List of Documents to be attached as per (Annexure – I)	.PDF
2.		Organization Declaration Sheet (Annexure – II)	.PDF
3.		List of organizations / clients where the participating firm has served for five years, along with their contact number(s). (Annexure-III)	.PDF
<b>Envelope – 2</b>			
<b>Sl. No.</b>	<b>TYPES</b>	<b>Content</b>	<b>File Types</b>
1.	Financial Bid	Price bid should be submitted as per <b>Form-D</b> .	.PDF

**TECHNICAL BID (FORM-A)**

**CONTACT DETAILS FORM**

**GENERAL DETAILS OF BIDDER**

1. NAME OF THE COMPANY .....
2. NAME AND DESIGNATION OF AUTHORISED REPRESENTATIVE .....
3. COMMUNICATION ADDRESS .....
4. PHONE NO./MOBILE NO . .....
5. FAX .....
6. E-MAIL I.D. ....

**PARTICULAR DETAILS OF THE BIDDER'S REPRESENTATIVE**

1. NAME OF THE CONTACT PERSON .....
2. DESIGNATION .....
3. PHONE NO. ....
4. MOBILE NO. ....
5. E-MAIL I.D. ....

**UNDERTAKING**

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of contract.
3. I/We give the rights to the competent authority of the Indian Institute of Technology Delhi to forfeit the Earnest Money/Security money deposited by me/us in case of breach of Terms & Conditions of the Contract.

I hereby undertake to provide the Security services as per the directions given in the tender document/contract agreement.

Signature of the Authorized Signatory

Date:-

Designation:

Place:-

(Office seal of the Bidder)

**TECHNICAL BID (FORM-B)**

**FORM FOR FINANCIAL CAPACITY**

Description	Financial Years				
	2015-16	2016-17	2017-18	2018-19	2019-20
Annual Turnover					
Net Worth					
Current Assets					
Current Liabilities					
Total Revenues					
Profit Before Taxes					
Profit After Taxes					

**TECHNICAL BID (FORM-C)**

**CHECK LIST ON PREPARATION OF BIDS**



<b>S. No.</b>	<b>PARTICULARS</b>	<b>YES/NO</b>
1	Have you filled in and signed each page of Contact Details Form?	
2	Have you read and understood various conditions of the Contract and shall abide by them?	
<b>TECHNICAL BID</b>		
3	Have you enclosed the EMD of Rs. 2,34,792/- in the Technical Bid?	
4	Have you taken prints of all the Sections of Tender, in the prescribed paper size and signed on all the pages of the tender documents?	
5	Have you attached proof of having met the following minimum eligibility criteria?	
6	Legal Valid Entity: Have you attached attested Certificate issued by the Registrar of firms / Companies?	
7	Financial Capacity: Have you attached Audited Balance Sheets?	
8	Registration with Government Bodies like FSSAI, EPF, Labour Laws, etc.: Have you attached a Registration copy of each of the certificate?	
9	Experience: Have you attached the attested experience certificates issued by the Organizations / Government Depts. of the last five years?	
10	Security: Have you agreed to deposit the security money?	
11	Have you attached the attested copies of Bank Statement for last three years?	
12	Have you attached the attested copies of Income Tax Returns / GST Registration?	
13	Have your Technical Bid been packed as per the requirements of the Tender?	
<b>FINANCIAL BID</b>		
14	Have your financial Bid proposal is duly filled, sealed and signed on all pages?	
15	Have you quoted percentage above/below IIT Delhi Reference price?	
16	Have your financial bid been packed in a separate sealed envelope duly marked "Financial Bid"?	

**FINANCIAL BID (FORM-D)**

**PRICE QUOTATION ON BASELINE COST**

I \_\_\_\_\_ proprietor/owner of M/s \_\_\_\_\_  
hereby quote \_\_\_\_\_ percentage \_\_\_\_\_ (above / below) the IIT Reference Prices for the  
Primary List of items.

I also agree that the rates for items in Secondary List shall be governed by the above quoted  
percentage consequent upon my selection.

Place: Signature of the Authorized Signatory

Date: Designation:

(Office seal of the Bidder)

**IIT DELHI Reference Prices for FINANCIAL BID**

**Primary List**

Tender Document, Commercial Establishment, IIT Delhi

S. No.	Items	Approximate Quantity / Weight	IITD Reference price
			(Rs.)
1	Tea/Dip Tea	150 ML	8
2	Milk Tea	150 ml	10
3	Milk	150 ml	12
4	Milk Coffee	150 ml	15
5	Fruit Salad	250 gm	40
6	Mausmi Juice	250 ml	35
7	Pomegranate Juice	250 ml	40
8	Mixed Fruit Juice	250 ml	30
9	Orange Juice	250 ml	30
10	Pineapple Juice	250 ml	30
11	Mango Shake	250 ml	25
12	Banana Shake	250 ml	25
13	Lassi	250 ml	22
14	Chaach	250 ml	10
15	Vegetable Sandwich	80 gm	20
16	Paneer Sandwich	80 gm	25
17	Egg Sandwich	One egg with two slices	20
18	Veg Burger	150 gm	50
19	Omelette	One egg with two slices	20
20	Paneer Bread Pakoda	110 gms	20
21	Bread Pakora	80-90 gm	12
22	Samosa	One (50 gm)	10
23	Two Kachori (with alu subzi)	40 gm each	30
24	Vegetable Maggi	One Pkt.	20
25	Alu Onion Parantha	200 gm	20
26	Alu Parantha	200 gm	20
27	Gobi Parantha	200 gm	20
28	Paneer Parantha	200 gm	40
29	Mutter Paneer	200 gm	50
30	Shahi Paneer	200 gm	50
31	Kadai Paneer	200 gm	50
32	Paneer Masala	200 gms	55
33	Seasonal Vegetables	200 gm	25
34	Mix Vegetables	200 gm	30
35	Malai Kofta	200 gms	55
36	Bhindi Masala (Seasonal)	200 gms	30
37	Aloo Gobhi(Seasonal)	200 gms	30
38	Dal Makhani	200 gm	35
39	Dal Fry	200 gm	30

Tender Document, Commercial Establishment, IIT Delhi

40	Rajma/Chholey	200 gm	30
41	Choley Bhature	200 gm	40
42	Egg Curry	One egg	30
43	Kadhai Chicken	Quarter Plate	80
44	Butter Chicken	Quarter Plate	80
45	Chicken Masala	Quarter Plate	70
46	Tawa Chicken	Quarter Plate	80
47	Plain Rice (Full)	150 gm	40
48	Plain Rice (Half)	100 gm	30
49	Veg Biryani	Half	70
50	Chicken Biryani	Half	100
51	Tandoor Roti	50 gm	6
52	Tawa Roti	50 gm	5
53	Plain Naan	50 gm	12
54	Butter Naan	50 gm	15
55	Plain Thali: A) Dal/Rajma/Chhole (150 gms) B) Seasonal/Mixed Veg (150 gms) C) 2 Naan (150 gms each) or 3 Chapaties (100 gms each) D) Rice Plain (150 gms) E) Raita & Salad	800 + gms	50
56	Thali Non Veg (Chicken)	800 + gms	120
57	Gulab Jamun	50 gm	15
58	Jalebi	100 gms / per kg.	12
59	Chilli Paneer (Gravy)	250 gm	60
60	Chilli Paneer (Dry)	250 gm	70
61	Veg Manchurian (Gravy)	250 gm	60
62	Veg Manchurian (Dry)	250 gm	70
63	Veg. Chowmin (Full)	150 gm	40
64	Veg. Chowmin (Half)	100 gm	30
65	Egg Chowmin (Full)	150 gm	50
66	Egg Chowmin (Half)	100 gm	40
67	Veg Chowmein/Fried Rice	Half	50
68	Chicken Chowmein/Fried Rice	Half	80
69	Chilli Chicken (Gravy)	Quarter Plate	70
70	Chilli Chicken (Dry)	Quarter Plate	80
71	Honey/Chilli Potatoes	250 gm	50
72	Veg Combo (Chowmein Fried Rice + Chilli Paneer / Veg Manchurian)	500 gm	80
73	Non Veg Combo (Chowmein / Fried Rice + Chilli Chicken)	500 gm	90
74	Veg Clear Soup / Hot and Sour	150 ml	30

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75	Chicken Clear Soup/Hot and Sour	150 ml	50
76	Chinese Plater Veg(Chowmein +Fried Rice +Chilli Paneer+ Manchurian)	250 gm	100
77	Chinese Plater Non Veg (Chowmein + Fried Rice + Chilli Chicken + Manchurian)	250 gm	120
78	Paneer Tikka	250 gm	100
79	Chicken Tikka Roll	One Roll	70
80	Chicken Tikka	(5 small pieces)	110
81	Tandoori Chicken	(2 pcs.)	70
82	Tandoori Chicken	(8 pcs.)	300
83	Tandoori Chicken	(4 pcs.)	150
84	Cold Drinks		MRP
85	Golgappe		20
86	Papri Chaat		30
87	Raj Kachoori		50
88	Dahi Vada		50
89	Bhel Puri		25
90	AlooChaat		25

**Secondary List**

S. No.	Items	Approximate Quantity / Weight	IITD Reference price
			(Rs.)
1	Egg Boiled	One	10
2	Butter Slice	2 Slices	25
3	Jam Toast	2 Slices	20
4	Palak Paneer	200 gm	50
5	Mutter Mushroom	200 gm	50
6	Kadi Pakora	200 gm	25
7	Peas Pulao (full)	200 gm	55
8	Peas Pulao (Half)	100 gm	35
9	Plain Parantha	50 gm	10
10	Stuff Parantha	50 gm	15
11	Stuff Naan	50 gm	20
12	Vegetable Cuttlet (2 small)	40 gm each	25
13	Namak pare	100 gm	10
14	Mixed Pakora (Half Plate)	100 gm	25
15	Badam Kheer	150 gm	25

Tender Document, Commercial Establishment, IIT Delhi

16	Balushai	50 gm	12
17	Besan Laddoo	50 gm	12
18	Besan Burfi	50 gm	12
19	Black Coffee	150 ml	10
20	Cold Coffee	150 ml	25
21	Egg Maggi	One Pkt.	35
22	Ice-Cream Shakes	250 ml	50
23	Vegetable Juice	250 ml	30
24	Egg Bhurji	One Egg	15
25	Egg Parantha	200 gm	35
26	Curry Pakoda	200 gms	25
27	Sarson ka Sag + 2 Makki ki Roti	200 gms	80
28	Gatte ki Sabji + 2 Missi Roti	200 gms	80
29	Zeera Fried Rice (Full)	150 gms	50
30	Zeera Fried Rice (Half)	100 gms	35
31	Paneer Pulao (Full)	200 gms	55
32	Paneer Pulao (Half)	100 gms	35
33	Chicken Do Pyazza	Quarter Plate	80
34	Chicken Korma	Quarter Plate	80
35	Chilli Paneer Roll	One Roll	60
36	Chilli Chicken Roll	One Roll	70
37	Tandoori Platter Non.Veg	200 gm	120
38	Pyaz Ki Kachori (Jaipuri)	100 gm	20
39	Dal ki Kachori (Jaipuri)	50 gm	10
40	Mirchi Pakora (Jaipuri)	50 gm	15
41	Sev Puri	50 gm	20
42	Mawa Kachori (Jaipuri)	50 gm	20