

INDIAN INSTITUTE OF TECHNOLOGY DELHI

No. IIT/SAS/2016/ISTA-

Dated: /06/2016

The Indian Institute of Technology (IIT Delhi) invites tenders on behalf of Coordinator IITJammu for running Messes in IIT Jammu having a maximum 90 residents in hostel, at its temporary campus at Paloura, Jammu. Firms with an annual turnover of Rs. 10 Lakh or more during the past consecutive 3 years and having minimum five years experience of running mess(es) of hostels or in reputed institutions having minimum capacity of 80 residents or has experience in operating canteens/cafetarias in large reputed institutes/industrial units/MNCs serving minimum 150 personnels/clients/customers at one time where lunch/dinner is served, are eligible to apply. The other terms and conditions have been given in the tender documents (1+8=9 pages) which can be downloaded from the Institute's website: www.iitd.ac.in/tender. The cost of tender fee is Rs. 500/- which is to be paid in the form of Bank draft/ Banker's cheque in favour of Registrar, IIT Delhi and enclosed with the tender documents.

The Tender form, duly completed may be sent to following address by Speed/ Registered Post.

Assistant Registrar (Student Affairs)
Room No: MS 207/C-11, 2nd Floor,
Main Building, IIT Delhi, HauzKhas,
New Delhi-110016.

A copy of the tender form may be obtained from the above address or downloaded from aforesaid website.

1.	Last date of supply of Tender Form at IIT Delhi.	July 7 th , 2016	Upto 5.00 P.M
2.	Date of opening of Tender	To be specified later	
3.	Earnest Money, Rs. 10,000/- in form of DD/ BC in favour of Registrar IIT Delhi to be enclosed with the tender document.		

The conditional, late and incomplete tenders shall not be entertained.

Asstt. Registrar (SA), IIT Delhi

GENERAL TERMS & CONDITIONS FOR THE AWARD OF CONTRACT TO SUPPLY REGULAR FOOD TO THE (90) RESIDENTS OF Mess of IIT Jammu

1. The **tender form** must be accompanied by (refundable) earnest money of Rs.10,000/- (Rs. Ten thousand only) in the form of Bank Draft/Banker's cheque drawn in favour of 'Registrar, IITDelhi payable at Delhi. 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 80+residents and/or of canteens/cafeterias in large reputed Institutes/Industrial units/MNCs serving lunch/dinner to a minimum 150 personnel's/clients/customers **at one time**. The Firms should also have a minimum **annual financial turnover** of Rs.10.00 lakh per annum for the last three consecutive years ending 31st March, 2016. Please attach relevant documents.
3. A complete set of tender forms will be returned after duly filled in with signatures on all pages; additional sheets, if required, may be attached duly signed to following address.

Assistant Registrar (Student Affairs)
Room No: MS 207/C-11, 2nd Floor,
Main Building, IIT Delhi, HauzKhas,
New Delhi-110016.

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. Please attach relevant documents.
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 one academic year (about nine month) 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 Jammu Tariff & Rules. The license fee of the premise is Rs. 5000/- (Rupees Five thousand only) per month. There will be 10% increase in license fee every subsequent year.
13. The mess will be running from August 4, 2016 to May 10, 2017 or as specified later.
14. The rates will be applicable for a period of one academic 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.
15. 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.
16. 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.
17. The Licensee will not be permitted to franchise the Hostel Mess for any other commercial activity.
18. No person with any adverse/offensive police record will be allowed to work in the Hostel Mess.
19. The Contractor will have to execute and sign a License Deed on Rs. one hundred only Non-Judicial Stamp Paper as per Institute format.
20. All safety measures are to be provided by the Contractor himself/themselves.
21. 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.
22. 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.
23. This Institute shall not be the party in case of any dispute that takes place between the Contractor and his employees.
24. Dispute, if any, shall be subject to the jurisdiction of Jammu Courts only.
25. 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.
26. Authorities of IIT Jammu reserve the right to reject any or all the Tenders / Applications without assigning any reason therefore.
- 27. EARNEST MONEY WILL BE FORFEITED ON NON-ACCEPTANCE OF THE ALLOTMENT OFFER.**

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- Note:**
- i) **Only branded masalas and edible material shall be used by the vendor.**
 - ii) **Commercial bids shall be placed and sealed in a single envelope, marked as 'Commercial Bid'. The sealed envelope may be placed inside a bigger envelope containing all relevant documents required for the evaluation of the tender.**

- iii) **Commercial bids of only those Firms shall be opened which qualify in practical test, which will be notified before operating the Commercial Bids.**

INDIAN INSTITUTE OF TECHNOLOGY JAMMU

Specific Terms and Conditions

Made of Operation:

- Approximate number of present students in hostel is maximum of 90.
- The contractor would provide breakfast, lunch, evening tea with snacks and dinner. Each of these will have certain items mandatory for the contractor to provide as a part of the basic menu. Besides these, certain other items will be available on extra-messing. The mandatory items are as listed in the detailed menu attached herewith.
- The specific vegetables and dals to be served for each meal will be decided by the Hosted Mess Committee in consultation with the contractor at the beginning of each week. Also Mess Committee and contractor will jointly identify the extra items, which can be made available on each day of a week.
- If a resident has not signed up for a given meal, he can take the meal on payment basis, if so desired.
- Rebate for maximum 15 days (minimum 5 days at a stretch) in a semester on account of whole meal or part thereof i.e. breakfast, lunch, dinner will be available to the students only if the concerned student informs the Supervisor through the Hostel Caretaker minimum 05 (five) days in advance.
- For extra items, the number of residents interested in the extra items will be identified a day before. Only if the number of residents interested in the items is more than 20, the same will be made available by the contractor
- In the breakfast, certain items identified in the list of extra items may be provided in addition to the regular menu of bread etc. Such items will be identified a priori after due consultation between Hostel Mess Committee and the contractor.
- The contractor on cash payment will issue coupons to the residents for buying the extra items who can use these coupons in cash. They may make payment as well.
- Only residents of the hostel and authorized guests will be allowed to dine in the mess. The residents can pay for the meal of their guests, who are not staying in the hostel, will have to also pay to the hostel for their boarding and lodging and they can dine in the mess after a meal card is issued to them. The contractor should let them have the meal after checking the meal card. The payment to the contractor for these guests will be made by the hostel after the bills are raised by the contractor.
- For each of the meals or extra items, it will be mandatory for the contractor to serve the items of a fixed weight/size at a price decided and approved by the Coordinator, IIT Jammu.
- All items will be cooked in the kitchen of the hostel. No cooked item, except some snacks identified beforehand, will be brought from outside.
- On special occasions, the menu will be identified by the Hostel Mess Committee and the rates for the same will be approved by the Coordinator, IIT Jammu BEFORE the actual event. The payment for the special meal will be made as per the approved rates after deducting the rates of the corresponding regular meal.
- One Supervisor will always be present during breakfast, lunch, dinner time. It is desirable that the same supervisor continues at least for one semester. In case of any change, the Hostel Warden should be informed.

Infrastructure:

- Cooking equipments and one Freezer will be made 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.
- Cooking utensils as well as plates, tumblers, spoons etc. will also be made available to the contractor.
- Any 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 Jammu

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.

Menu Details:

1. Breakfast

Mandatory item

The Contractor would provide a “breakfast plate” consisting of following mandatory items.

Every day:

Bread slices	: Min. 4 pieces (big size)
Butter cube	: 10.00 gms.
Jam	: 10.00 gms
Butter (with no jam)	: 15.00 gms.
Unadulterated Milk	: 250 ml.
Cornflakes or dalia (each item should be served not less than three days in a week)	: 100 gms. (cooked weight)
Tea and Coffee	: 150 ml

The Contractor would also provide about 3-4 items from the list given below every day. The students can choose any one item from the said prepared items that is included in the regular breakfast item. In addition the students could also choose additional items on extra payment.

3-4 items of the following to be served everyday:-

One egg (boiled/fried/omelette) ,a vegetable cutlet, poha, upma, dosa plain, stuffed parantha, jalebi (once in a week), idlisambar, sambarvada, uttapam or any other item with the approval of Warden/ DOS/Mess Committee. Further items in the list can be included in consultation with the Mess Committee Members.

2. Lunch/Dinner

A: List of Mandatory Items.

Lunch

Dal	: unlimited
Vegetable	: unlimited
Curd/Raita	: 50g
Tandoori/Tawa/Rumali Roti/Nann/Poori	: unlimited
Rice	: unlimited
Green salad	: normal
Pudina/ DhaniaChatney	: normal

Dinner

Dal	: unlimited
Vegetable	: unlimited
Tandoori/Tawa/Rumali Roti/Nann/Poori	: unlimited
Rice	: unlimited
Green salad	: normal

Western Dinner* (once in a week) : unlimited (* will replace Regular Dinner once in a week & will include salad, bread-butter, macroni/noodles, chips, soup/coffee/mango shake during season)

Dessert/ Fruit specified in the detailed menu. (This will include a blend of apple/mango, banana, custard kheer, gulabjamun, rasgulla, halwa (carrot/suji/dal) or any other item such that the total cost of the dessert/fruit for the week is about Rs. 50/- (Rupees Fifty only) to be served preferably after every dinner.

B)Lunch/Dinner:-

Additional items on extra payment basis:

These may include fried rice, halwa (carrot, suji, dal) etc.

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.

3. Tea time

A: Mandatory item

Tea - 150 ml

B: Additional items on extra payment Basis.

Beverages: lemon juice, fresh fruit juice, rose milk, mango shake, lassi, fruit/fruitchat.

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:

- (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).
- 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: moongdhuli, moongsabut, moongchilkewali, masurdhuli, masursabut, chanadaal, arhar, kaalachana, safedchana, lobia/raungi, rajma, uradsabut 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.
- 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.
- 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.
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

FINANCIAL BID

Financial Bid: Please fill the rates.

A: Mandatory Items

1. The residents taking all the meals will pay Rs._____ per Dining day.
2. The casual guests or the residents guests staying in the hostel will pay at the rate of Rs._____ per day regardless of whether they take a given meal or not.
3. For the residents guests not staying in the hostel, the rates will be as follows:

Breakfast	: Rs._____
Lunch	: Rs._____
Tea	: Rs._____
Dinner	: Rs._____

- **The above rates will remain in force at least for one year and CANNOT be revised until with the prior approval of the Dean of Students or as and when there is a genuine requirement that too after one year.**

Financial Bid:B: Prices of additional items (Listed in menu) on extra payment basis

Signature of the Contractor or
his authorized signatory with
Seal of the Agency

Dated:

Accounting and Payment:

- The bills for a given month will be submitted by the contractor to the caretaker in the beginning of the next (following) month. The hostel will normally clear the bills within 10 days of their submission. The rates for all the items for which the bills are raised, must be approved by the Dean of Students beforehand.
- The accounting and collection of coupons will be done by the Contractor.

Please signed and seal the Financial Bid in a separate envelope marked as 'Financial Bid' and enclose this envelope with other tender documents.