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**TENDER NO: IIITDMJ/Tender/2019-20/61 Dated: February 17, 2020**

**INVITATION OF  
SHORT TERM TENDER  
FOR FOOD ARRANGEMENTS  
DURING INTER IIIT  
SPORTS MEET-2020**



**PDPM  
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY  
DESIGN & MANUFACTURING, JABALPUR  
Dumna Airport Road, P.O. Khamaria, Jabalpur - 482005**

Tender document sold to: M/s.

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**Contains total 17 pages. This tender document is not transferable**

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## TIME LINE OF TENDER

Tender for work of	:	<b>Inter IIIT Sports Meet GUSTO 2020</b>
Tender Floating date	:	<b>Feb 17, 2020</b>
Date of Pre-bid meeting	:	<b>February 24, 2020 (at 12.00 hrs.)</b>
Last date for submission of tender	:	<b>February 26, 2020 (till 15.00 hrs.)</b>
Date of opening of technical bids	:	<b>February 26, 2020 (at 16:00 hrs.)</b>
Date of opening of commercial bids	:	<b>February 26, 2020 (at 17:00 hrs.)</b>

## I. Scope of Work:

The contract of Inter IIIT Sports Meet will be awarded to successful bidder. The number of Participants will be

To prepare and serve breakfast, lunch and dinner for the participants (approximately  $1000 \pm 10\%$  per day) of inter IIIT sports meet GUSTO 2020 to be held during 29 Feb. to 03 March 2020 as per menu attached in the **Annexure-I**. It is required to maintain the fooding area its surroundings neat and clean.

NOTE- The L-1 firm will be issued work order.

## II. Job Specification:

- 1) The food has to be prepared in clean, hygienic and safe conditions as per the menu given in Annexure-1.
- 2) The garbage collected from the kitchen, dining area, dish wash area will be disposed after every meal through garbage van in closed bins by separation of bio-degradable waste from non-biodegradable waste. The surroundings shall be kept clean and hygienic.
- 3) If Nagar Nigam Van does not come to campus for collecting garbage then, contractor would be responsible for dispose of garbage at designated place by Nagar Nigam.
- 4) The kitchen, dining area, hand wash area, dish wash area etc. will be washed with water and soap solution and mopped, after every meal (breakfast, lunch, and dinner).
- 5) High quality of hygiene, sanitation and safety will be maintained at kitchen and dining area.
- 6) Food is served through counters on self-service basis as per the space provided by the institute.
- 7) Drinking water will be served by the food provider.
- 8) The food coupons would be issued by the Institute to the participants and the food provider would collect the coupons.
- 9) After every meal (breakfast, lunch and dinner) all the utensils (plates, cups, katoris, water glass, spoons, forks, knives etc.), are to be cleaned with soap solution with hot water, dried and kept ready for the next meal. All the vessels used for cooking also should be washed in soap solution with hot water and properly cleaned vessels should be available for use for cooking the next meal.
- 10) After every round of meal, table should be cleaned/wiped before serving next batch of students. Cleaners will not be engaged for kitchen work.
- 11) Proper cleaning of all vessels, utensils, dining area, kitchen etc. should be of high quality. Any shortcoming in this will be penalized strictly as decided by the competent authority.

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### III. Technical Eligibility

For a tenderer to qualify in the technical bid following eligibilities are required.

- 1) Tenderer should be a registered and a licensed contractor for the said job types specified in Scope of work, e.g. Food License, Labour License. Appropriate documents/ Certificates issued from appropriate authorities should be enclosed to support this.
- 2) Tenderers should have a minimum of **Three years' experience** in providing atleast one similar type of services in Govt. Organization. Necessary order should be enclosed.
- 3) An undertaking that the tenderer has not been blacklisted by any govt. organization in the last 05 years (As Annexure-2).
- 4) The tenderer should have valid PAN & GST Registration.
- 5) The Tenderer shall deposit EMD(Earnest Money Deposit) of Rs. 50,000/- (Rupees Fifty Thousand only) by way of crossed Demand Draft drawn in favour of **Registrar PDPM-IIITDM Jabalpur**, payable at Jabalpur. EMD should be valid for at least 45 days beyond final bid validity period. EMD will not carry any interest and the same will be refunded to the unsuccessful tenderer within 30 days from the date of tender opening or finalization of the tender whichever is later. Any tender without EMD in Part-A will be summarily rejected.

### IV. Important Instructions

- 1) Each page of the tender document must be signed with seal of the firm/agency.
- 2) Each page of the tender document must be serial numbered.
- 3) Tender should be submitted in three parts, namely, **Part "A" (Technical bid) and Part "B" (Financial Bid)**.
- 4) **Part "A"** i.e. Technical bid should contain details as in annexure-3.
  - a) Profile of the firm/agency, with all statutory signed documents as mentioned in Technical eligibility.
  - b) EMD Sealed cover with superscription "**Tender for Food Arrangements in Inter IIIT Sports Meet-2020**".
- 5) **Part "B"** should contain only Commercial Bid as in Annexure-4.
- 6) Put **Part "A" and Part "B"** in separate sealed envelopes and put all the sealed covers in one cover addressed to "The Registrar, PDPM-IIITDM, Dumna Airport Road, P.O. Khamaria, Jabalpur, Pin 482005 with superscription on the covers as **Tender for Food Arrangements in Inter IIIT Sports Meet-2020**" and send it to us and it should reach on or before the closing date and time (25 Feb. 2020, 15:00 Hrs.).



- 7) Application form can be downloaded from Institute website. Completed application should be accompanied with the Demand Draft for Rs. 500/-, drawn in favour of '**PDPM-IITDM Jabalpur**' payable at '**Jabalpur**' towards the cost of the Tender Document.
- 8) Only successful vendor's EMD will be retained as a part of security deposit and is refundable after termination of the contract without any interest, after deducting dues if any, to the Institute.
- 9) If the contractor fails to carry out the jobs as per the terms and conditions agreed upon, he is liable for forfeiture of EMD/Security Deposit in additions to penalty.
- 10) The contractor shall be solely responsible either for any injury, damage, accident to any worker or for any loss/damage.
- 11) The workers employed by the contractor shall wear uniform and name badge, which is provided by the contractor who will be responsible for the discipline of the workers. The workers are not employees of the Institute and shall not have any claim whatsoever on the Institute and shall not act detrimental to the interest of the Institute. The workers shall have to follow the security regulations as directed by Security and Fire Fighting unit of the Institute.
- 12) If, at any time it is found that the tender was awarded based on any false / misleading information furnished by the tenderer, the institute reserves the right to terminate the contract immediately.
- 13) Sub-letting/sub-contracting the work is not permissible under any circumstances.
- 14) The workers of the food provider should be medically fit to work in kitchen and dining area. They should not suffer from any contagious disease.
- 15) A checklist of documents to be submitted by the tenderer is at **Annexure-5** same may be filled and submitted with the technical bid.

## **V. Submission of Tender**

### **Part A (Technical Bid)**


- a) Profile of the Tenderer
- b) All the other statutory documents and certificates detailed in technical qualification criteria.
- c) Tender Document duly signed and stamped.
- d) EMD.

### **Part B (Financial Bid).**

- a) Commercial Bid stating the rates in the annexure-4 attached.
- 1) Quoted price should be inclusive of all taxes and duties.



- 2) The food provider should arrange for the tent, lights, water, crockery and catering services and other items/requirements required for the satisfactory services. No additional payments would be made for these items as these items are to be included in the quoted price.
- 3) Electric power supply would be provided by the Institute on payment basis. The contractor will pay the electric bill as per the actual units in meter.
- 4) All tenders and covers should bear the name and address of the tenderer and all the pages of the tender document must bear the seal, signature and page number of the tenderer.
- 5) The tenderer should be prepared to come to the Institute to take part in discussions, if required at a short notice.
- 6) Pre Bid Meeting: A pre bid meeting would be held as per the schedule.
- 7) The tenderers who require any clarifications of terms and conditions or other items of the tender documents may attend the meeting either by themselves or through their authorized representatives. A authorization letter required in case of representative attending the meeting.
- 8) The completed tenders should reach to the office of the Registrar, PDPM-IIITDM, Jabalpur as per the schedule mentioned.
- 9) The technical bids will be opened as per schedule the at the administrative building, Conference Hall of the Institute in the presence of the tenderers who may wish to be present, either by themselves or through their authorized representatives. A authorization letter with valid ID proof is required in case of representative attending the meeting.
- 10) The institute may also ask the tenderer to provide the items for sample testing before the finalization of the bids.
- 11) The contractor shall fulfill all statutory requirements pertaining to minimum wages and other statutory benefits like EPF, ESI, Minimum Wages Act etc., and proper account of payments including minimum wages being made to the workers of the agency. The contractor shall be solely responsible for any failure to fulfill the statutory obligations and shall indemnify the Institute against all such liabilities, which are likely to arise out of the agencies failure to fulfill such statutory obligations.
- 12) In case of any conflicting and/ or conditional terms submitted by the tenderer, the respective tender shall be summarily rejected.
- 13) The contractor should deploy sufficient no. of workers for serving of the food satisfactorily.
- 14) The workers employed by the contractor should not have any criminal background; an affidavit to this effect must be attached with the tender by the tenderer.



15) All the documentation in the tender should only be in English/Hindi.

16) The Tender should complete in all respects.

#### **VI. General Definitions**

- 1) PDPM-IIITDMJ or Institutions means the Pt. Dwarka Prasad Mishra-Indian Institute of Information Technology, Design and Manufacturing Jabalpur.
- 2) Director, means the Director of PDPM-Indian Institute of Information Technology, Design and Manufacturing Jabalpur or his/ her authorized representatives.
- 3) Registrar, means the Registrar of PDPM-Indian Institute of Information Technology, Design and Manufacturing Jabalpur or his/ her authorized representatives.
- 4) Tenderer or the food provider means the contractor who would be the successful bidder.

#### **VII. Terms and Conditions as part of agreement**

- 1) **Disputes:** -All disputes that may arise shall be referred to the Director, PDPM-Indian Institute of Information Technology, Design and Manufacturing Jabalpur, whose decision shall be final.
- 2) **Payment Terms:-** The payment will be made after successful completion of the event and based on the number of coupons collected by the food provider.
- 3) **Indemnity:** The Institute shall be indemnified for all losses due to commissions and omissions of any person deployed by the contractor. There shall not be any loss or damage caused to the Institute (people and / or property) on account of any negligence, carelessness, acts of omissions/ commissions of contractors, his employees or staff and the same shall be compensated/ repaired by the contractor. It shall be made very clear that the employees/ staff engaged by the contractor shall not be treated or considered as employees of the Indian Institute of Information Technology, Design and Manufacturing Jabalpur under any circumstances. The contractor shall defend, indemnify and hold the Institute harmless from any liability or damage, law suits, penalties imposed by any State and Central Government Department or statutory body or by a third party for reasons of violation of any of their statutory provisions or requirements. The Institute shall not be liable for any damage or compensation payable to any worker or to any person as a consequence of his work and the Institute shall be completely indemnified accordingly.
- 4) After completion of work order, cleaning in the kitchen and dining area of the must be done by the food provider.
- 5) If the food provider fails to carry out the entrusted job contract services and related miscellaneous works within the stipulated time and as per the scope of work and job specification, Institute reserves the right to impose penalty as decided by the competent authority.
- 6) The security deposit furnished by the contractor will not carry any interest and will be refunded:-

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- i. On completion of job contract service entrusted to the contractor satisfactorily. If the work is not satisfactory he is liable for forfeiture of security amount deposited.
  - ii. The security deposit made by the contractor to be released only after producing the proof of compliance and provident fund, minimum wages etc.
- 7) The books of accounts regarding attendance, acquaintance, wage paid, PF accounts etc., are to be maintained properly and produced for inspection to the Institute, whenever asked for and the Institute can take penal action for non-compliance.
  - 8) The contractor shall provide the required number of efficient and reliable workers, in the respective categories for all shifts on all the days of week.
  - 9) The contractor shall be responsible for the discipline of his workers.

### **VIII. The guidelines for the workers employed by the contractor**

- 1) Shall not act in any way detrimental to the interest of the Institute.
- 2) Are not employees of the Institute and shall not have any claim whatsoever on the Institute.
- 3) Uniform: All personnel appointed by the contractor shall wear approved uniforms (Apron type only) provided by the agency during working hours for proper identification of employees of different agencies.
- 4) The Contractor shall provide ID cards to the staff. It will be verified and certified by IIITDMJ officer. Workers should also carry their aadhar card.
- 5) Have to follow the security instructions as directed by the Security Supervisor.
- 6) They shall not participate in any strike or protest in any form.
- 7) All the contractor workers are required to do their duty maintaining hygienic, cleaning and safety.
- 8) Contractor shall ensure that the behavior of the workers/staff with the students/users is decent. Contractor shall be responsible for any miss-behavior and/or abusive language by the workers/staff and necessary action may be taken in any of such occurrence.
- 9) Smoking and consumption of alcohol by any of the worker in the Institute premises is strictly prohibited.
- 10) The contractor has to follow all labour laws/government laws in regard of employing their workers and has to submit an undertaking as per Annexure-6. The contractor shall be solely responsible for any dispute/violation of labour laws /government laws.
- 11) Whenever any claim for the payment of whether liquidated or not, money arises out of or under this contract against the contractor, the Institute shall be entitled to recover such sum by




appropriating in part or whole, the security deposit by the contractor. In the event of security deposit money being insufficient, then the balance or the total sum recoverable, shall be deducted from any sum then due or which at any time thereafter may become due to the contract under this or any Security Deposit shall be withheld till such claims of the Institute and finally adjudicated upon and paid by the contractor.

#### **IX. Mode of Payment:**

- 1) The payment will be made after successful completion of the event.
- 2) Since rates are inclusive of GST, therefore, actual amount will be bifurcated and GST rates have to be mentioned explicitly.
- 3) Institute will make the payment through online transaction only. Contractor has to submit complete bank details to the office for the purpose.
- 4) Institute will only pay the bill amount. Any bank transaction charges, if applicable, will be borne by the contractor.
- 5) Payment in cash to the contractor for any purpose will not be allowed.

#### **X. Penalty Clause:**

- 1) Work not done satisfactorily would be recorded and rejected for payment. Reasons for rejection would also be recorded (Cleanliness, sufficient staff, service quality, food quality & quantity, quality of raw material etc. are some of the parameters for evaluation.)
- 1) Penalty shall be a minimum of **Rs.20,000/-** per fault/ unsatisfactory work as decided by Competent Authority.
- 2) If a written complaint is received (verified by a minimum of 10 students) on shortage of food, an amount equivalent to 100 student's meals shall be deducted from the payment.
- 3) The cost of execution of the work at the risk as well as the penalty shall be recovered from the bill that falls due.
- 4) If the quality of raw materials are not up to the mark in surprise/routine checking by the authority, 10-20% amount of that day will be deducted based on the low grade quantity.
- 5) If any eatable of expiry date is found, penalty of **Rs. 5000/-** per incidence shall be imposed and all such material will be seized by the Institute.
- 6) If the food quality is not up to the mark and/or insufficient quantity on inspection, 10% amount of that day will be deducted.
- 7) In case of Short fall in supply of manpower, the payment will be deducted **Rs. 1000/-** Per Person Short fall on each incident.



- 8) If employee of the contractor do not wear proper uniforms provided by the agency during working hours then penalty of **Rs. 100/-** (one hundred only) per person per day will be impose on the contractor.
- 9) If contractor do not supply water during meal time then penalty of **Rs 5,000/-** on single instance would be imposed.
- 10) Cleaner to clean dining tables after every round of meal before serving next batch of students. If found absent then penalty of **Rs 1000/-** on single instance would be imposed.
- 11) The contractor will not be provided any accommodation in the campus for his worker etc.
- 12) Each instance of complaint of a foreign object that is deemed dangerous by the Institute would invite fine **Rs. 10,000/-** on the caterer.
- 13) Change in menu of any meal without permission of Institute would result in a fine of **Rs 5000/-** on the caterer / agency.
- 14) Each instance of unprofessional behavior (lack of personal hygiene of staff, misbehavior by worker etc as determined by the competent authority etc.) will lead to fine of **Rs. 5000/-** on the caterer / agency.

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**Menu of food item for 1000 person (Approx.)**

Sr. No.	Meal	Item
1.	Breakfast	Aloo-Sabji+ Poori + Tea + 2 Big Banana <b>or</b> Idli-Sambhar, Nariyal Chatni + Tea + 2 Big Banana <b>or</b> Poha + Sooji Halwa + Tea + 2 Big Banana <b>or</b> Sambhar-Wada, Nariyal Chatni + Tea + 2 Big Banana
2.	Lunch	Mix-Veg, Rice, Dal(arhar), Roti, Poori, Salad (Two Type), Achar, Boondi Raita (limited 100ml) <b>or</b> Patta-Gobhi-Matar, Roti, Poori, Jeera Rice, Dal (Masoor), Salad (Two Type), Achar, Boondi Raita (limited 100ml) <b>or</b> Desi Chana-Aloo, Roti, Poori, Jeera Rice, Dal (Arhar), Salad (Two Type), Achar, Boondi Raita (limited 100ml) <b>or</b> Kadi-Pakodi, Aloo-Methi, Roti, Poori, Rice, Sambhar, Salad (Two Type), Achar, Boondi Raita (limited 100ml)
3.	Dinner	Matar Paneer, Roti, Poori, Jeera Rice, Dal (Masoor), Rasam, Salad (Two Type), Achar, Gulab Jamun (02 pieces) <b>or</b> Chole, Poore, Roti, Rice, Dal (Arhar), Rasam, Salad (Two Type), Achar, Nariyal Barfi (02 pieces) <b>or</b> Aloo-Gobhi-Matar, Jeera Rice, Poori, Roti, Sambhar, Salad (Two Type), Achar, Custard(02 pieces) <b>or</b> Palak Paneer, Roti, Poori, Rice, Dal (Arhar), Rasam, Salad (Two Type), Achar, Rasgulla (02 pieces).

Students who are not taking breakfast as specified above menu can opt for the alternate breakfast fixed for all days of event as: **Bread + Jam + Tea + 2 Big Banana**

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**Declaration regarding warning /blacklisting taking part in Tender**

(To be executed & attested by public Notary / Executive Magistrate on Rs. 10/- non judicial Stamp paper by the Contractors /Tenderer)

I \_\_\_\_\_ /  
We \_\_\_\_\_ (Contractors  
ractors /Tenderer) hereby declare that the Contractors/tenderer/agency namely M/s. \_\_\_\_\_  
has not been warned or blacklisted in the past by Union/State Government or private organization  
from taking part in Government tenders/private tenders in India and should not have any litigation in  
any of the labor courts.

**Or**

I / We \_\_\_\_\_ (Contractors/Tenderer) hereby declare that the firm/agency namely  
M/s. \_\_\_\_\_

Was warned or blacklisted by Union/State Government or any Organization from taking part in  
Government tenders for a period  
of \_\_\_\_\_  
Years w.e.f. \_\_\_\_\_ to \_\_\_\_\_ The period is over on \_\_\_\_\_  
and now the firm/company is entitled to take part in Government tenders.

In case the above information found false I/We are fully aware that the tender/contract will be  
rejected/cancelled by Director, PDPM-IIITDMJ and EMD / performance security shall be forfeited.

In addition to the above, Director, PDPM-IIITDMJ, will not be responsible to pay the bills for any  
completed/partially completed work.

**DEPONENT**

**Attested:**

(Public Notary/Executive Magistrate)

Name : \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_



**Note- Put in Part A of the bid  
Profile of the Tenderer (Technical Bid)**

**Part A**

Tender for job contract for Inter IIIT Sports Meet GUSTO 2020 at IIITDM Jabalpur

1. Name of the firm/ Organization:
2. Address:
3. Telephone No./ Mobile No. & Name of the Contract person:
4. Fax No.
5. Email ID:
6. Month and year of establishment:
7. Name of Proprietor/ Partners/Directors:
8. No. of years of experience in this field, with references and Certificate:
9. PAN No. and Copy of the latest assessment in order:
10. Registration No. (Attach Proof):
11. EPF No. (Attach Proof):
12. ESI No. (Attach Proof):
13. GST Registration (Attach Proof):
14. Bank Details (Bank Name, No., & Address):

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**Part B**

**Commercial Bid**

Rate to supply of food for 1000 person (Approx.) per day

Sr. No.	Meal	Item	Rate per plate inclusive of all taxes	
			In Number	In Words
4.	Breakfast	As per annexure-1		
5.	Lunch	As per annexure-1		
6.	Dinner	As per annexure-1		

- The supplier should arrange tent Item, crockery, drinking water, Lights, and catering.
- No Extra payment will be made for these items. These are to be included in rate.
- Waste disposal after every meal would be the responsible of the food-supplier.
- The payments would be made based on the food coupons produced by the contractor.
- The rate quoted is inclusive of all taxes.

Details of EMD: DD in favor of Registrar, PDPM IIITDM Jabalpur payable at Jabalpur, amount Rs. 50,000/- Bank Name \_\_\_\_\_, DD

No.: \_\_\_\_\_, Issue Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

PAN No. : \_\_\_\_\_

Address: \_\_\_\_\_

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**Checklist****Pre-Qualification criteria (Minimum Eligibility Criteria)**

Please fill up this Checklist" and indicate the appropriate reference (Page Number) for following items to establish technical eligibility. Failing to fill up this sheet may lead to disqualification. Keep this sheet on top of all other documents, for easy evaluation.

Sl. No	Minimum Eligibility Criteria	Proof Attached Y/N	Proof Attached at page No.
1.	Copy of valid Food licenses		
2.	Copy of Firm Registration certificates		
3.	Blacklist Undertaking		
4.	Documents in support of experience for last three years		
5.	Copy of GST registration certificates		
6.	Copy of EPF certificates		
7.	Copy of ESI certificates		
8.	EMD in favour of PDPM IIITDM Jabalpur payable at Jabalpur		
9.	Copy of PAN Card		
10.	Technical bid (all pages) signed by tenderer		
11.	Financial bid all pages signed by tenderer		

\* All the mess contractors working in the institute are not required to submit above documents.

\* The EMD can be adjusted with the present credit if any of the contractors working in the Institute.

**(Signature of the Tenderer)  
With name and Seal**

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Shij* *ST* *Sub*

Declaration in regard of Labour License

(To be executed & attested by public Notary / Executive Magistrate on Rs. 10/- non judicial Stamp paper by the Contractors /Tenderer)

**CERTIFICATE BY CONTRACTOR**

I \_\_\_\_\_ Certify \_\_\_\_\_ that \_\_\_\_\_ as a contractor vide work order No. \_\_\_\_\_ dated \_\_\_\_\_ for providing \_\_\_\_\_

\_\_\_\_\_ at \_\_\_\_\_ (Name of the Institute) undertake to be bound by all the provisions of the Contract Labour (Regulation and Abolition) Act, 1970 (37 of 1970) and the Contract Labour (Regulation and Abolition) Central Rules, 1971 in so far as the provisions are applicable to me in respect of the employment of Contract Labour by the applicant in my establishment. The engagement of contract labour in the said work is not prohibited under sub section (1) of section 10 of the Contract Labour (Regulation and Abolition) Act, 1970 (37 of 1970) or an award or a settlement.

**Registration Certificate No:** \_\_\_\_\_

I/We endorse that all provisions of labour contracts shall be ensured by me/us.

**DEPONENT**

**Attested:**

(Public Notary/Executive Magistrate)

Name : \_\_\_\_\_

Address : \_\_\_\_\_

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**Undertaking**

I hereby certify that all the information's furnished in the tender document are true to the best of my knowledge and belief. I have no objection to institute verifying any or all the information furnished in this document with the concerned authorities, if necessary.

I also certify that, I have understood all the scope of work, terms and conditions and instructions indicated in the tender document and hereby accept all the same completely.

I understand that misleading or wrong information supplied may lead to summarily rejection of tender document/award of the contract.

Date:

Place:

Stamp & Seal:

**(Signature of the Contractor)**

**Name:**

*Signature of Contractor*