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TENDER NO: IIITDMJ/Tender/2016-17/06/16 Dated: 04/06/2016

INVITATION OF TENDER FOR CENTRAL MESS MESS-I (Veg only)



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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TIMELINE OF TENDER

Tender for work of : **Mess Contract for Mess-I**
Date of Pre-bid meeting : 13/06/2016 (at 16.00 hrs.)
Last date for submission of tender : 27/06/2016 (till 15.00 hrs.)
Date of opening of technical bids : 27/06/2016 (at 16:00 hrs.)
Date of opening of commercial bids : To be announced later

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I. Scope of Work:

The contract of **Mess-I** will be awarded to the successful bidder. The number of student members in each mess will be approximately **550 ± 10 to 20%**.

To prepare and serve breakfast, lunch and dinner for students, guests and visitors of the Institute as per weekly menu decided by both the parties. It is required to maintain the mess and its surroundings neat and clean. The employees of the contractor have to work under the guidance of mess manager appointed by the contractor and coordinate with the authorized representative of PDPM-IIITDM Jabalpur.

II. Job Specification:

- 1) The food has to be prepared in clean, hygienic and safe conditions as per the menu given in Annexure-2.
- 2) The employees of the contractor should have worked in large canteens, hostels, messes for a period of **two years** and should have the knowledge and aptitude of preparing vegetarian food.
- 3) The garbage collected from the kitchen, dining hall, dish wash area will be disposed of every morning and evening through garbage van in closed bins by separation of bio-degradable waste from non-biodegradable waste. The surroundings shall be kept clean and hygienic.
- 4) The kitchen, dining hall, hand wash area, dish wash area etc. will be washed with water and soap solution and mopped, after every meal (breakfast, lunch, and dinner) and be disinfected once in 15 days or as and when required.
- 5) High quality of hygiene, sanitation and safety will be maintained at kitchen and dining halls. All the surrounding area of the mess premises should be cleaned and washed daily.
- 6) Food is served through counters on self-service basis. Water should be served on the dining tables.
- 7) 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.
- 8) After every round of meal, table should be cleaned/wiped before serving next batch of students. Cleaners will not be engaged for kitchen work.

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- 9) Food should also be served to the hostel rooms for sick students only as and when required.
- 10) Water coolers should be cleaned after every 15 days and should be maintained as per the instructions by the authority.
- 11) Proper cleaning of all vessels, utensils, dining area, kitchen, water coolers etc. should be of high quality. Any shortcoming in this will be penalized strictly.
- 12) The tea spoons, table spoons, forks, knives, stainless steel tumbler glasses, katories, should be counted once in a month and the contractor will be responsible for the loss of any items and make the loss if it is found shortage.
- 13) Mess -I is having following equipments:-

- (i) Chapati making machine.
- (ii) Dough kneading machine.
- (iii) Potato peeling machine.
- (iv) Masala grinding machine.
- (v) Bain-marie.

The contractor is required to use these equipments for cooking. The machine should always be maintained in working condition. AMC cost is to be borne by the mess contractor.

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. Appropriate documents/Certificates issued from appropriate authorities should be enclosed to support this.
- 2) Tenderers should have a minimum of **four years' experience** in providing similar type of services. Tenderer should have worked with Government/ Public Sector undertaking/ Large industrial establishment/ organizations/ companies/ Educational Institutes of repute. A certificate from organizations indicating satisfactory performance should be enclosed duly indicating the period of contract and type of payment received.
- 3) An undertaking that the tenderer has not been blacklisted by any govt. organization in the last 04 years.
- 4) The tenderer should have a turnover of **Rs. Five Crores** or more on average basis for the last three year financial years (2012-13; 2013-14; 2014-15). Duly supporting balance sheets for these years, duly certified by Chartered Accountant, to be submitted with the tender document.
- 5) The tenderer should have valid TIN, PAN, Service Tax and CST/VAT Registration

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- 6) The tenderer should provide documents showing details of ESI and EPF payment in respect of existing employees for preceding one year.
- 7) The Tenderer shall deposit EMD of Rs. 1,00,000/- (Rupees One Lakh only) by way of crossed Demand Draft/Fixed Deposit receipt/Banker's Cheque, drawn in favour of PDPM-IITDM 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 similarly rejected.

IV. CRITERIA FOR EVALUATION

- 1) There are two tenders floated simultaneously for Mess-I and Mess-II. To maintain the quality, options, proper service and competitiveness, a tenderer will be awarded contract for only one mess i.e. either Mess-I or Mess-II. (This means that there will be two contractors)
- 2) Financial bids for Mess-I will be opened first and L-1 tenderer will be awarded the contract. If the awardee contractor has also participated in tender for Mess-II, his financial bids (veg + non-veg) will not be opened and returned.
- 3) The tenderers who have participated in both the tenders but fail to win the contract for Mess-I their bids for Mess-II(veg + non-veg) will be opened. Final L-1 for both the messes will be decided based on lowest rates quoted for Mess-I and Mess-II(veg rates). Thus, the tenderer who has won contract for Mess-I as mentioned in point 2 above has to agree with the overall L-1 for veg menu.
- 4) For Mess-II (Veg + Non veg), rates for non-veg menu would be finalized on the basis of the L-1 rates quoted .The tenderer who is awarded the contract based on L-1 rates of Veg menu would have to agree to overall L-1 rates quoted for non-veg menu.

Example:-

Suppose Firms M/s A, B, C, D and E participates in tenders for both the messes I & II and firm M/s F & G are participant in Mess-II.

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Rates quoted by participants for Mess-I (financial bids opened first)

Sl. No	Name of the firm	Total rates quoted for veg menu
1	M/s A	Rs 510/-
2	M/s B	Rs 550/-
3	M/s C	Rs 650/-
4	M/s D	Rs 540/-
5	M/s E	Rs 850/-

Rates quoted by participants for Mess-II (veg rates)(financial bids opened after Mess-I)

Sl.No	Name of the firm	Total rates quoted for veg menu	Total rates quoted for non-veg menu
1	M/s A	Not opened	Not opened
2	M/s B	Rs 550/-	Rs 130/-
3	M/s C	Rs 650/-	Rs 150/-
4	M/s D	Rs 500/-	Rs 160/-
5	M/s E	Rs 850/-	Rs 165/-
6	M/s F	Rs 490/-	Rs 170/-
7	M/s G	Rs 790/-	Rs 210/-

- (1) As per example tender for mess-I will be awarded to M/s A being L-1 Rs 510/- and M/s A's financial bid for Mess-II will not be opened.
- (2) For Mess-II, L-1 rates for veg menu is quoted by M/s F, Rs 490/- and L-1 rates for non-veg menu is quoted by M/s B, Rs 130/-. Thus, contract for Mess-II will be awarded to M/s F, at Rs 490/- but M/s F has to agree to non-veg L-1 rates quoted by M/s B, Rs 130/-.
- (3) M/s A who has been awarded contract for Mess-I has to agree to overall L-1 rates for veg menu i.e. Rs 490/- quoted by M/s F.
- (4) If M/s A fails to agree to overall L-1 rates, then L-2 tenderer can be asked to agree to overall L-1 rates i.e. Rs 490/- quoted by M/s F.
- (5) In case of any unforeseen scenario/disputes, decision of the Competent Authority will be final and binding.

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V. 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 two parts, namely, **Part "A" (Technical bid) and Part "B" (Financial Bid)**.
- 4) **Part "A"** i.e. Technical bid should contain
 - a) Profile of the firm/agency, with all statutory signed documents as mentioned in Technical eligibility.
 - b) EMD

Sealed cover with superscription "**Tender for Mess Contract at Mess -I at PDPM-IITDMJ**".
- 5) **Part "B"** should contain only Commercial Bid as in Annexure-4
- 6) Put **Part "A"** and **Part "B"** in separate sealed covers and put both the sealed covers in one cover addressed to "The Registrar, PDPM-IITDM, Dumna Airport Road, P.O. Khamaria, Jabalpur, Pin 482005 with superscription on the covers as Tender for Mess Contract at Mess-I of PDPM IITDM Jabalpur, and send it to us and it should reach on or before the closing date and time.
- 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 by the agency or for any loss or damage to the equipment/ property in the areas of work.
- 11) The workers employed by the contractor shall wear uniform and name badge, which is provided by the contractor and the agency, shall be responsible for the discipline of his 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. Workers shall not form union or carry out trade union activities in the campus.

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- 12) The institute reserves the right to terminate the contract on 02 (Two) months' notice, without assigning any reason. The contractor can also terminate the contract by giving 02(Two)months' notice and clearing all the dues to the Institute, if he is not willing to continue the contract. In both case contractor will not be eligible to participate in further tender process for at least next 3 years.
- 13) The institute reserves the right to terminate the contract on 01 (One) month notice, if the performance is not satisfactory.
- 14) 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.
- 15) The contractor will have no right to ask for any accommodation or space, in the campus, for mess-employees, etc.
- 16) Sub-letting/sub-contracting the work is not permissible under any circumstances.
- 17) The mess employees should be medically fit to work in Kitchen and dining hall in the mess. They should not suffer from any contagious disease.
- 18) A checklist of documents to be submitted by the tenderer is at **Annexure-4** same may be filled and submitted with the technical bid.

VI. 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

The tender should be submitted under "Two Cover System", the first cover is termed as **Part-"A"** which shall contain technical bid including tender document, profile of the tenderer, EMD of Rs. 1,00,000/- (Rupees One lakh only). This cover should be superscribed with "**Part-A**" Tender for Mess-I. The second cover is termed as **Part-"B"**, which should be superscribed with "**Part-B**" Tender for Mess -I. Both covers should be placed in a bigger cover with superscription **Tender for Mess Contract at Mess-I**, addressed to the Registrar, PDPM-IIITDM Jabalpur, Dumna Airport Road, PO: Khamaria, Jabalpur-482005 and submitted on or before the last date of tender submission.

- 1) Quoted price should be inclusive of all taxes and duties.

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- 2) The offer should be valid for a period of at least 90 days beyond the date of the tender opening.
- 3) The contract will be for a period of one year, which could be extended further for one more year, on satisfactory services and on mutual consent of both the parties at the end of one year on the same term and conditions.
- 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.
- 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 Core Lab Complex of the Institute in the presence of such of the tenderers who may wish to be present, either by themselves or through their authorized representatives.
- 10) On the above date, only Part-A i.e, technical bids will be opened. Tenderers will be shortlisted based on the information provided in Part-A. Part B submitted by the short listed tenderers will be opened at the later date with intimation to such tenderers.
- 11) The Institute may form a committee to inspect the food quality provided by the tenderer elsewhere. The institute may also ask the tenderer to provide the items for sample testing before the finalization of the bids.
- 12) 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.
- 13) In case of any conflicting and/ or conditional terms submitted by the tenderer, the respective tender shall be summarily rejected.
- 14) Atleast 26 skilled employees – Mess Manager (1), Mess Supervisor (2), Cook (2), Cook Helper (10), Serving Staff (6), Utensil Washers (3), Cleaner (2) are required to be deployed by the contractor.

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- 15) 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. The contractor should submit police verification report of employees deployed to the Institute within One month of the award of the contract.
- 16) All the documentation in the tender should be in English/Hindi.
- 17) Successful contractor shall execute an agreement on a prescribed format.
- 18) The Tender shall be complete in all respects.

VII. 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 also means the contractor who would be the successful bidder.

VIII. 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) **Insurance to Employees:** All employees engaged by the contractor shall be comprehensively insured for accidents and injuries by the contractor at his cost. The tenderer must make ESI and EPF payment in respect of each employee and details (payment vouchers) need to be furnished within one month after payment.
- 3) **Payment Terms:-** The payment will be made monthly on satisfactory completion of job contract services and related miscellaneous works mentioned in the scope of work and job specifications and as per actual manpower supplied.
- 4) **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

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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.

- 5) **Security Deposit:** The contractor shall provide **Performance Bank Guarantee** as Security Deposit of **Rs 3,00,000/- (Rupees Three Lakhs Only)** from the nationalized bank in favour of the PDPM-IIITDM Jabalpur payable at Jabalpur before the commencement of the contract.

If the contractor 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 specified in the Penalty Clause and has the right of get the work done through someone else.

The security deposit furnished by the contractor will not carry any interest and will be refunded:-

- 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.

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.

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.

The contractor shall be responsible for the discipline of his workers.

The normal working hours of all the mess are from 6.00 am to 10pm. However, the Institute may call for special services that may be at times beyond these hours on special occasions, without any additional payments.

IX. — The guidelines for the workers employed by the contractor

- 1) Shall not act in any way detrimental to the interest of the Institute.
- 2) They 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 provided by the agency during working hours for proper identification of employees of different agencies.

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- 4) The Contractor shall provide ID cards to the staff. It will be verified and certified by IITDMJ officer.
- 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) The Contractor workers can take rest in the dormitory provided in the messes during break timings.
- 8) All the contractor workers are required to do their duty maintaining hygiene, cleaning and safety.
- 9) A list of workers profile has to be submitted to faculty Incharge Central mess of the Institute for approval and should be employed only on the approval by the Competent Authority.
- 10) Contractor shall ensure that the behaviour of the workers/staff with the students/mess users is decent. Contractor shall be responsible for any misbehavior and/or abusive language by the workers/staff and necessary action may be taken in any of such occurrence.
- 11) Smoking and consumption of alcohol by any of the mess staff in the Institute premises is strictly prohibited.
- 12) All the required quantity of materials and labourers for Mess Contract and related miscellaneous works will be at the cost of the contractor, he shall furnish the staff position, implements, equipments, tools and plants for this work as proposed to be deployed by him.

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.

X Other Conditions

- 1) All records shall be maintained by the contractor as a part of record of day-to-day work done, they shall be daily authenticated by the concerned person designated for the work. They shall become the basic documents for preparation of bills on monthly basis. They shall be maintained in duplicate, one set each with the supervisor of the contractor and the Institute.
- 2) The works as specified in job specifications have to be carried out as per the schedule and also within the stipulated time given.

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- 3) A complaint book / register is to be maintained by the contractor in each mess and should be made immediately available on demand by any of the mess user. This register should be provided to mess committee for periodic examination.
- 4) The comparison of price bids will be done on the basis of rates of main menu and prices.
- 5) If absence of a student in the mess is for continuous three or more days and that is on account of holidays/approved leave, rebate in monthly mess payment will be given to students for these days and they will pay less amount after deducting the amount for said dates of absence.
- 6) Periodic feedback will be taken from the students/ mess users. Contractor has to take care of the suggestions/concerns of the mess users and should report the action-taken to the concerned mess incharge.

XI Termination of contract in the initial stage

The Institute reserves the right to cancel the award of the contract in case the food items/ meals are not found satisfactory for first 15 days from the date of the commencement of the contract.

XII 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.)
- 2) Penalty shall be a maximum of Rs.10,000/- per fault/ unsatisfactory work to be decided by faculty in charge central mess as per the recommendations of the Mess Committee.
- 3) 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 on three such occasions the contract shall be liable to be terminated.
- 4) The cost of execution of the work at the risk as well as the penalty shall be recovered in the next bill that falls due and if the amount of recovery exceeds the bill amount, recoveries shall be made from the Security Deposit, which has to be made good within 15 days of the short fall.
- 5) If the quality of raw materials are not up to the mark in surprise/routine checking by the authority, 10-50% amount of that day will be deducted based on the low grade quantity. If any eatable of expiry date is found, penalty of Rs. 2000/- per incidence shall be imposed and all such material will be seized by the Institute. On three such occurrences the contract will be liable to be terminated.

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- 6) If the food quality is not up to the mark and/or insufficient quantity on inspection, 10-50% amount of that day will be deducted. On three such occurrences, the contract will be liable to be terminated.
- 7) In case of shortfall in supply of manpower, the payment will be deducted at the rate of 1.25 times of the applicable wages in addition to the penalty as specified in our tender document under Penalty clause. The bill should be submitted on or before 10th of succeeding month and payment will be made within 20 days after duly certification of the bill by concerned person of the Institute, who will supervise the above work. The contractor has to indicate bank account no. for arranging ECS payment. The proof in the form of copy of challans for payment of statutory taxes to be furnished to the Institute quarterly.
- 8) If employee of the contractor do not wear approved uniforms provided by the agency during working hours then penalty of Rs. 100/- (One hundred Only) per person per day will be imposed on the contractor.
- 9) If contractor do not supply water on tables during meal time then penalty of Rs 1000/- on single instance would be imposed.
- 10) Cleaner to clean dining tables after every round before serving next batch of students is found absent then penalty of Rs 1000/- on single instance would be imposed.
- 11) In addition to above penalty conditions, penalties detailed in **Annexure-5** will also be levied on the vendor in case of failure to comply with the laid down standards.

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ANNEXURE-I

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

Part A

Tender for job contract for students mess 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. Do you have an office at Jabalpur? if so, please provide the address and Telephone No.
7. Month and year of establishment
8. Name of Proprietor/ Partners/Directors
9. No. of years of experience in this field, with references and Certificate
10. Annual Turnover during the last three financial years
(Enclose copies of Audited Financial Statement)
2014-15
2013-14
2012-13
11. PAN No. and Copy of the latest assessment in order
12. Registration No. (Attach Proof)
13. EPF No. (Attach Proof)
14. ESI No. (Attach Proof)
15. CST/TIN No. (Attach Proof)
16. Bank Details (Bank Name, No., & Address)(For ECS Payment)
17. Details of EMD

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Note: Put in Part A of the bid

Details of Successful Contracts executed(atleast 04 in nos)

Sl.No	Period of Contract		Name and address of the organization with reference letters	Name of the contact person & Phone No.	Value of contract and other details	Successful completion certificate	Remarks
	From	To					





Give details of current contracts, if any, of similar services being rendered by you and which will be available for inspection by our officials

Sl.No	Period of Contract		Name and address of the organization with reference letters	Name of the contact person & Phone No.	Value of contract and other details	Remarks
	From	To				

Place

Date

Signature of the Tenderer

ANNEXURE-2

VEG MENU

	Breakfast	Lunch	Dinner
Monday	Tea, Milk (200ML), Bread, Amul Butter (10gm pack)/ Jam and any one item from Option 1	Rice and Chapati, Mixed pickle (Nilons), Seasonal Vegetable, Green salad (at least two variety & Lemon) and any one item from Option 2	Rice and Chapati, Mixed pickle (Nilons), Seasonal Vegetable, Green salad (at least two variety & Lemon) and any one item from Option 2
Tuesday	Tea, Milk (200ML), Bread, Amul Butter (10gm pack)/ Jam and any one item from Option 1	Rice and Chapati, Mixed pickle (Nilons), Seasonal Vegetable, Green salad (at least two variety & Lemon) and any one item from Option 2	Rice and Chapati, Mixed pickle (Nilons), Seasonal Vegetable, Green salad (at least two variety & Lemon) and any one item from Option 2
Wednesday	Tea, Milk (200ML), Bread, Amul Butter (10gm pack)/ Jam and any one item from Option 1	Rice and Chapati, Mixed pickle (Nilons), Seasonal Vegetable, Green salad (at least two variety & Lemon) and any one item from Option 2	Rice and Chapati, Mixed pickle (Nilons), Seasonal Vegetable Green salad (at least two variety & Lemon) and any one item from Option 2
Thursday	Tea, Milk (200ML), Bread, Amul Butter (10gm pack)/ Jam and any one item from Option 1	Rice and Chapati, Mixed pickle (Nilons), Seasonal Vegetable, Green salad (at least two variety & Lemon) and any one item from Option 2	Rice and Chapati, Mixed pickle (Nilons), Seasonal Vegetable Green salad (at least two variety & Lemon) and any one item from Option 2
Friday	Tea, Milk (200ML), Bread, Amul Butter (10gm pack)/ Jam and any one item from Option 1	Rice and Chapati, Mixed pickle (Nilons), Seasonal Vegetable, Green salad (at least two variety & Lemon) and any one item from Option 2	Rice and Chapati, Mixed pickle (Nilons), Seasonal Vegetable Green salad (at least two variety & Lemon) and any one item from Option 2
Saturday	Tea, Milk (200ML), Bread, Amul Butter (10gm pack)/ Jam and any one item from Option 1	Rice and Chapati, Mixed pickle (Nilons), Seasonal Vegetable, Green salad (at least two variety & Lemon) and any one item from Option 2	Rice and Chapati, Mixed pickle (Nilons), Seasonal Vegetable, Green salad (at least two variety & Lemon) and any one item from Option 2
Sunday	Tea, Milk (200ML), Bread, Amul Butter (10gm pack)/ Jam and Option 1	Rice and Chapati, Mixed pickle (Nilons), Seasonal Vegetable, Green salad (at least two variety & Lemon) and any one item from Option 2	Rice and Chapati, Mixed pickle (Nilons), Seasonal Vegetable, Green salad (at least two variety & Lemon) and any one item from Option 2

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Note:

1. The menu as in Annexure-3 will be decided by the mess committee and mess contractor. In case of any dispute, matter will be referred to the faculty In-charge of central mess and his decision will be final. However, before any final decision, In-charge will take consent of both the parties.
2. Contractor will provide one item every day from each Option, i.e, one item from option 1 in breakfast, one item from option 2 in lunch and dinner. List of items option-wise is given below.

Option 1

(1) Poha-Jalebi, (2) Puri & Sabzi, (3) Halwa (Suji/Moong/Gazar) & Chana (Boiled), (4) Idli & Sambhar (5) Upma (6) Paav-Bhaji (7) Aloo-Paratha (8) Shambar Dosa with Naariyal Chatni

Option 2 (Total Meals: 7*2 =14, i.e. 7 Lunch & 7 Dinner)

- a) Daal: (8 times) Arhar, Chana, Urad, Khadi-Massor, Masoor, Moong-Daal, Daal makhani
 - b) Paneer: (3 times): Mutter paneer, Shahipaneer, Palak paneer etc.
 - c) Beans:(3 times):Rajma, Chole etc.
3. Mess committee and contractor will meet once in a month for any change in menu or seasonal vegetables.

In addition to items detailed in Menu at Annexure-2, contractor has to provide following items also.

- a) Sweets (Gulab Jaamun, Rasgulla (2 piece), Kheer) atleast three times in a week.
- b) Curd (with Sugar) (1 bowl) or Raita (1 bowl) atleast five times in a week.
- c) Rasam atleast three times in a week.
- d) Jeera Rice or Veg pulao atleast three times in a week.
- e) One special meal in a week including one piece of sweet, raita, paneer, tawasabji, papad, veg pulao, puri or paratha etc.

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ANNEXURE-3

Part B

Commercial Bid for Mess(Veg menu), PDPM-IIITDM Jabalpur

Rates to be quoted per students per month per meal (breakfast/ lunch/ dinner) as per attached menu.

Breakfast (Rates per students per month)	Lunch (Rates per students per month)	Dinner (Rates per students per month)	Total

NOTE: 'Month' means 30 days for any calculation purpose, irrespective of actual number of days in a particular month.

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ANNEXURE-4 Checklist

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	Particulars	Mentioned Yes/ No	Mentioned Ref. No./ Page No.
1	Copy of valid licenses/ registration certificates		
2	Affidavit for not convicted by the court of law		
3	Copy of balance sheet for the last three financial years or any authentic document in support of Annual Turnover		
4	Successful completion certificate from atleast 04 years from the respective organisations.		
5	Blacklist undertaking		
6	Documents in support of experience for last five year		
7	Copy of VAT /CST/ Service Tax registration certificates		
8	Copy of ESI, EPF and TIN certificates		
9	EMD in favour of PDPM IIITDM Jabalpur payable at Jabalpur		
10	Copy of PAN Card		
11	Technical bid (all pages) signed by tenderer		
12	Financial bid (all pages) signed by tenderer		

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

Place: _____

Date: _____

10/11/17

[Signature]

[Signature] 20

[Signature]

ANNEXUR-5

मेस संचालन सम्बन्धी नियम एवं शर्तें

1. ये नियम एवं शर्तें मेस करार (कॉन्ट्रैक्ट) का हिस्सा मानी जायेंगी तथा मेस कांट्रेक्टर पर बाध्यकारी होंगी।
2. मेस कांट्रेक्टर को संस्थान द्वारा मेस परिसर, फर्नीचर, Water Coolers, Geysers, Centralised RO System, एवं अन्य विविध उपकरण मेस संचालन के वक्त प्रदान किये जाते हैं। इन उपकरणों के रख-रखाव की पूरी जिम्मेदारी मेस कांट्रेक्टर की है। इनमें किसी प्रकार की खराबी की जिम्मेदारी मेस कांट्रेक्टर की होगी एवं उसके सुधार में हुआ व्यय मेस कांट्रेक्टर को देना होगा। इन उपकरणों की साफ सफाई का समयांतराल नोटिस बोर्ड पर कांट्रेक्टर द्वारा लगाया जायेगा।
3. मेस कांट्रेक्टर का यह कर्तव्य है कि वह मेस परिसर की समुचित साफ-सफाई रखे, कचरे को यथा स्थान पर डाले, बर्तनों की समुचित गर्म पानी से धुलाई करे तथा सफाई से पका हुआ स्वादिष्ट खाना विद्यार्थियों को उपलब्ध कराये। पेय जल की पर्याप्त उपलब्धता, खाने की पर्याप्त उपलब्धता इत्यादि कांट्रेक्टर की सर्वप्रमुख जिम्मेदारी है।
4. कांट्रेक्टर यह सुनिश्चित करेगा कि उसके द्वारा लगाये गए कर्मचारियों की कुल संख्या मेस नोटिस बोर्ड पर हर वक्त उपलब्ध रहे। कम से कम कर्मचारी होंगे - Mess Manager (1), Mess Supervisor (2), Cook (2), Cook Helper (10), Serving Staff (6), Utensil Washers (3), Cleaner (2).
5. मेस में विद्यार्थियों हेतु एक फीडबैक रजिस्टर एवं अतिथियों (Institute Officials) हेतु फीडबैक फॉर्म की व्यवस्था है। रजिस्टर अथवा फॉर्म पर यदि कोई खराब फीडबैक पाया जाता है तो मेस कांट्रेक्टर (मैनेजर/सुपरवाइजर) साप्ताहिक आधार पर उन फीडबैकों पर अपना लिखित जवाब (in Tabular Form) मेस इंचार्ज के पास जमा करेगा। पूरे महीने के फीडबैक एवं उनपर मेस कांट्रेक्टर का जवाब मासिक मेस भुगतान बिल में लगाया जायेगा। संतोषजनक जवाब न होने पर उस महीने के बिल से अधिकतम 5000/- रुपये तक का दंड वसूला जा सकता है।
6. मेस मेनू का निर्धारण, मेस की स्वक्षता की निगरानी एवं भोजन की गुणवत्ता की दैनिक निगरानी इत्यादि कार्य हेतु संस्थान एक मेस समिति का गठन करती है। मेस समिति के सदस्य संस्थान के विद्यार्थी होते हैं। संस्थान द्वारा अधिसूचना जारी कर मेस समिति का गठन किया जाता है। अधिसूचना में क्रमांक एक का सदस्य स्वयमेव ही समिति का कन्वीनर होगा, उसकी अनुपस्थिति में क्रमांक दो का तथा उसकी अनुपस्थिति में क्रमांक तीन का सदस्य कन्वीनर होगा। समिति की सहमति से कन्वीनर आवश्यक दस्तावेजों पर समिति की ओर से हस्ताक्षर करेगा, मेस संबंधी विभिन्न विषयों पर यथा-आवश्यक कांट्रेक्टर एवं विद्यार्थियों से चर्चा कर कार्य करेगा।

प्रधान

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7. मेस की स्वक्षता एवं भोजन की गुणवत्ता का दैनिक आधार पर मूल्यांकन Annexure – 1 फॉर्मेट पर किया जावेगा | यह फॉर्मेट दो प्रतियों में मेस कांट्रेक्टर द्वारा भरा जायेगा, संस्थान मेस सुपरवाइजर (वर्तमान में श्री तालिब) द्वारा जांचा जायेगा तथा उस पर कन्वीनर द्वारा ग्रेड दिया जायेगा | Annexure – 1 की सुरक्षा की जिम्मेदारी मेस कांट्रेक्टर की होगी, किसी भी स्थिति में इसके गायब होने पर उस माह अधिकतम दंड अर्थात 10,000/- रूपए लगाया जायेगा |
8. मेस की स्वक्षता एवं भोजन की गुणवत्ता पर निम्नलिखित ग्रेड दिए जायेंगे:
ग्रेड A = (+)500 Points, ग्रेड B = (+)300 Points, ग्रेड C = Zero Points,
ग्रेड D = (-)300 Points, ग्रेड E = (-)500 Points.
9. मासिक बिल में उस महीने का Annexure – 1 लगाया जायेगा | महीने भर के Points को जोड़ने पर टोटल यदि Negative प्राप्त होता है तो प्रत्येक Negative Point के लिए एक रूपए की पेनाल्टी काटी जायेगी | यह ध्यान रखा जायेगा कि अधिकतम पेनाल्टी 10,000/- रूपए प्रति माह से अधिक न हो |
10. पेनाल्टी की राशि 40,000/- रूपए से अधिक होने पर यह समझा जायेगा कि कांट्रेक्टर अपनी सर्विस सुधारना नहीं चाहते हैं तथा मेस इंचार्ज द्वारा करार (Agreement) तत्काल निरस्त करने की संस्तुति की जायेगी तथा सुरक्षा राशि जब्त करते हुए करार निरस्त किया जा सकता है |
11. करार अवधि में यदि कुल पेनाल्टी 50,000/- रूपए से अधिक रहती है तो उस कांट्रेक्टर को अगली मेस निविदा प्रक्रिया में भाग लेने से अयोग्य किया जावेगा | करार अवधि में यदि कुल पेनाल्टी 1,00,000/- रूपए से अधिक रहती है तो उस कांट्रेक्टर को आगामी पांच मेस निविदा प्रक्रियाओं में भाग लेने से अयोग्य किया जावेगा |
12. मेस में तय मेनू के अनुसार ही भोजन पकाया जायेगा | तय मेनू के अतिरिक्त विद्यार्थियों की मांग पर मेस समिति कोई स्पेशल डिश बनाने हेतु निर्देशित कर सकती है | उसकी कीमत मेस समिति एवं कांट्रेक्टर की सहमती से तय की जायेगी | विद्यार्थी टोकन कटवाकर उस स्पेशल डिश को पहले से बुक कर प्राप्त कर सकते हैं |

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