

COST OF TENDER DOCUMENT IS Rs. 500/-ONLY
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.

Contains total 17 pages. This tender document is not transferable

Handwritten signatures in blue ink.

TIME LINE OF TENDER

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

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.

Handwritten signatures in blue ink.

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.).

