

# **Indian Institute of Information Technology Design and Manufacturing Kurnool**

**(An Institute of National Importance  
Funded by Ministry of Education, Government of India.)**



**NOTICE INVITING TENDERS  
FOR**

**Providing Mess Services for students, faculty, staff,  
and guests in the Hostel Mess at IIITDM Kurnool,  
Kurnool, Andhra Pradesh.**

Tender No: IIITDMKNL/2022-23/OT/Hostel/MESS/18, Dt. 14/10/2022

Telephone: 08518-289115

E-mail Id : [purchase@iiitk.ac.in](mailto:purchase@iiitk.ac.in)

Website: [www.iiitk.ac.in](http://www.iiitk.ac.in)

## **DISCLAIMER**

- 1.**The information contained in this Tender document or subsequently provided to Bidders, whether in the document or verbal or any other form by or on behalf of Indian Institute of Information Technology Design and Manufacturing Kurnool (IIITDM Kurnool) by any of its employees or advisors, is provided to Bidders on the terms and conditions set out in this Tender document and such other terms and conditions subject to which such information is provided.
- 2.**The purpose of this Tender document is to provide interested parties with information that may be useful to them in eliciting their proposals according to this Tender document. This Tender document may not be appropriate for all persons, and it is not possible for the Institute, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this Tender document.
- 3.**This Tender document includes statements, which reflect various assumptions and assessments made by the Institute in relation to the Contract. Such assumptions, assessments and statements do not purport to contain all the information that each Tenderer may require.
- 4.**The assumptions, assessments, statements and information contained in this Tender document, may not be complete, accurate, adequate or correct. Each Tenderer should, therefore, conduct his/her own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this Tender document and obtain independent advice from appropriate sources.
- 5.**Information provided in this document to the Tenderer(s) is on a wide range of matters, some of which depend upon the interpretation of the law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Institute accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.
- 6.**The Institute, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Tenderer under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Tender document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the Tender document and any assessment, assumption, statement or information contained therein or deemed to form part of this Tender document or arising in any way in this Tender Stage.
- 7.** Institute reserves the right to reject any or all the tenders at any stage or accept them in part or reject the lowest tender without assigning any reason thereof and the decision of the Institute in this respect shall be final.

**Registrar I/C**

## 1. PREAMBLE

**Tender No:** IIITDMKNL/2022-23/OT/Hostel/MESS/18

Date: 14 Oct. 2022

Indian Institute of Information Technology Design and Manufacturing Kurnool (IIITDM Kurnool) invites Open Tenders from reputed Registered Firms/ Agencies/ Contractors/ Suppliers for Catering Services/ Operation of Hostel Mess for approximately 700 students at IIITDM Kurnool, Kurnool, Andhra Pradesh, as specified in the following scope of Work.

- a) **Scope of Work: “Providing Mess Services for students, faculty, staff, and guests in the Hostel Mess at IIITDM Kurnool, Kurnool, Andhra Pradesh.”**. as per the terms & conditions outlined in this tender document.

**Tender Title: “Providing Mess Services for students, faculty, staff, and guests in the Hostel Mess at IIITDM Kurnool, Kurnool, Andhra Pradesh.”**

- b)
- c) The tender document can be downloaded from either Central Public Procurement (CPP) Portal <http://eprocure.gov.in/epublish/app> or the Institute website [www.iiitk.ac.in](http://www.iiitk.ac.in).
- d) The tenders can either be dropped in the Tender Box in the Administrative Building of the Institute or sent by **Indian Speed Post / Registered Post only** to the address given below.

**To,**

**Registrar I/C, IIITDM Kurnool,**

**Jagannathagattu, Dinnedavarapadu, Kurnool-518008.**

**The Institute will not take any responsibility for postal delays.**

- e) The following are the critical timelines of this Tender:

S. No.	Particulars	Date & Time
1	Date of Publication & Download of Tender	14 Oct. 2022
2	Pre-bid meeting	20 Oct. 2022 (Thursday) at 02:30 PM
3	Bid submission Start Date	20 Oct. 2022 (04:00 PM) onwards
4	Bid submission End Date & Time	31 Oct. 2022 (Monday) Till 02:00 PM
5	Opening of Technical Bid	31 Oct. 2022 (Monday) At 03:00 PM
6	Opening of the Financial Bid & Negotiation	<b>Will be intimated later</b>

- f) Pre-Bid Meeting: Tenderers shall attend the pre-bid meeting in person on 20.10.2022 at 02:30 PM at Purchase section, IIITDM Kurnool.
- g) Queries, if any, can be made through e-mail only to [purchase@iiitk.ac.in](mailto:purchase@iiitk.ac.in) on or before the Pre-bid meeting. Queries received via any other mode shall not be entertained. The queries should only be sent in the following format on the official letterhead of the company.

S. No	Page No (tender Ref)	Clause (Tender Ref)	Description (Tender Ref)	Query

- h) If there is any addendum/corrigendum related to the Tender, it shall only be published on the Institute website. The Bidders are advised to check the Institute website regularly. No other mode of notice will be given.
- i) The Bidders are requested to submit the bids after the issue of clarifications duly considering the changes made, if any. Bidders are totally responsible for incorporating/complying the changes/ amendments issued, if any, during a pre-bid meeting in their bid.
- j) Bidders need to submit **self-attested** hard copies of relevant documents. All documents submitted by the vendors will be verified by IIITDM Kurnool.
- k) If the last date of receiving/opening of the bids coincides with a holiday, then the next working day shall be the receiving/opening date.
- l) **Payment Terms (After commencement of work):** Monthly payments of the Mess bills will be processed after certification from the Hostel authorities subject to submission of the Performance Guarantee (at the start of the contract).

## **2. EARNEST MONEY DEPOSIT (EMD) AND PERFORMANCE GUARANTEE**

- a) The Bidders are required to pay Earnest Money Deposit (EMD) as specified below in the form of DD/ Banker's Cheque, drawn from any nationalized bank in favour of "The Director, IIITDM Kurnool, Kurnool, Andhra Pradesh", payable at SBI, Nandyal Road Branch, Kurnool- IFSC Code SBIN0021660.

	<b>Tender Processing Fees (Non-Refundable)</b>	<b>Earnest Money Deposit (EMD) (Refundable)</b>	<b>Performance Guarantee</b>
Amount	NIL	Submitting Bid Security Declaration as per <b>Annexure-IV</b> or ₹. 3,00,000/-	<b>Rs. 10,00,000/- (Rupees Ten Lakhs Only)</b>
Validity	---	With a validity period of 90 days beyond the opening of the Technical bid	Contract period + minimum 2 months extra

- b) Bids received without EMD or Bid Security Declaration as per **Annexure-IV** shall be summarily rejected.
- c) The Successful Bidder shall furnish a **Performance Guarantee** (as per the template in **Annexure-VI**) in the form of Bank Guarantee from any nationalized bank within a **Week period of Letter of Award (LOA)**. The validity period and amount of Performance Guarantee are specified in the above table.
- d) EMD of Bidder shall be forfeited if the bidder withdraws or amends its bid or impairs or derogates from the bid in any respect within the period of validity of his/her bid.
- e) Further, if the successful Bidder fails to furnish the Performance Guarantee within the specified period, his/her EMD shall be forfeited.
- f) In case the Bidders / Successful Bidder(s) are found in breach of any condition(s) at any stage of the tender, EMD / Performance Guarantee shall be forfeited.
- g) In cases of d, e and f, apart from forfeiting EMD/Performance Guarantee, the Institute may initiate any penal action against the Bidder/successful Bidder, which the Competent Authority deems it to be fit.
- h) EMD will be returned to Unsuccessful Bidders without any interest whatsoever, after opening of financial bids.

### **3. METHOD OF SUBMISSION OF BIDS**

- a) The bids should be filled in two bid formats (Technical Bid and Financial Bid) with all the required documents as enclosures in separate sealed covers
- b) There should be the main envelope, called a Master envelope, and three more envelopes, namely: Envelope-1, Envelope-2, and Envelope-3.
  - i. Envelope-1: Superscribed as **“EMD for Providing Mess Services in the Hostel Mess at IIITDMKNL, Kurnool, Andhra Pradesh”**. The Demand Draft/Banker’s Cheque / EMD exemption declaration (**Annexure-IV**) towards EMD should be kept in this envelope and sealed.
  - ii. Envelope-2: Superscribed as **“Technical Bid for Providing Mess Services in the Hostel Mess at IIITDMKNL, Kurnool, Andhra Pradesh”**. The complete tender document (downloaded from the website) along with the required supporting documents needs to be **spiral-bounded** and should be kept in this envelope and sealed.
  - iii. Envelope-3: Superscribed as **“Financial Bid for Providing Mess Services in the Hostel Mess at IIITDMKNL, Kurnool, Andhra Pradesh”**. The Financial Bid (as per the template in **Annexure-V**) should be kept in this envelope and sealed.
- c) All the documents in Envelopes 2 and 3 should be duly **signed by the Bidder with the stamp** of the firm.
- d) All these three envelopes, Envelope-1, 2, and 3 should be kept in the **Master envelope**.
- e) The master envelope should be super-scribed with **“Providing Mess Services in the Hostel Mess at IIITDM Kurnool, Kurnool, Andhra Pradesh.”**
- f) Incomplete bids or bids not submitted in the prescribed format are liable for rejection. Also, the Bids received after the due date and time shall be summarily rejected.
- g) The Bids should be valid for a period of 120 days from the date of opening of the Technical Bid.

#### **4. ELIGIBILITY CRITERIA**

- a) Bidder must be a firm/ Proprietor/ company that should be registered with appropriate authorities at least 3 years before the date of issue of this tender. **(self-attested copy)**
- b) The bidder should have GST certificate at least 3 years before the date of issue of this tender. **(self-attested copy)**
- c) Bidder must have a PAN Card **(self-attested copy)**.
- d) Bidder must have a Catering License/FSSAI Certificate issued by the State/Central Govt. **(self-attested copy)**.
- e) The contracting agency should have a minimum experience of **5 years** as on the date of this Notice in the field of similar catering services/ operation of hostel mess to State / Central Government Higher Educational Institutions such as IITs/NITs/IIITs/IISERs/IIMs etc. The tenders of the contracting agency with inadequate/irrelevant experience as mentioned above are liable to rejection. The caterer should have experience in catering for a minimum of 400 students.
- f) **It is mandatory for the bidders to attach documentary proof of requisite experience, with the technical bid.**
- g) The Bidder should have completed at least three similar works each of value not less than ₹1 crore or two similar works each of value not less than ₹1.5 crores or one similar work of value not less than ₹3 crores in the last 3 years (i.e. **similar work means Providing Catering Services/ Operation of Hostel Mess**). **It is mandatory for the bidders to attach documentary proof of Work Order.**
- h) The Bidder should have an average annual financial turnover of not less than ₹5 crores during the last five years **The bidder should attach a copy of audited/ITCC Certificate for the last three years duly attested by a Chartered Accountant.**
- i) The Bidder should submit **Financial Statements & Income Tax returns** for three Financial years (2018-19, 2019-20 & 2020-21).
- j) The firm should have registration with **EPFO, ESIC, GST and FSSAI Certification**. The firms are also required to submit Customer Satisfactory Performance Reports from the organization served during the last 5 years.
- k) A declaration undertaking on the letter head of the Bidder/Agency that all the terms and conditions as given in the tender document are acceptable and the Agency has not been blacklisted by any of the organization at any point of time and no criminal case is pending against the said firm/agency (as per **Annexure III**) should be given.
- l) The rates quoted in the Financial Bid shall be valid for at least 12 months from the date of award of tender. Tender valid for a shorter period shall be liable to rejection.
- m) **Each page of the tender document along with all other submitted documents must be duly signed by authorized signatory** with Bidder's company seal and initial. Otherwise, the document will be invalid. (power of attorney, if any, to be submitted)

**Note: - The bidders should submit all the required documents for the above listed eligibility criteria, failing which their bid will be treated as invalid or cancelled.**

**Name and Signature of Bidder with Seal**

## 5. EVALUATION PROCEDURE

- a) **RATE PER PERSON PER DAY (Inclusive of GST & all other taxes/ charges as per tender document) shall not exceed Rs. 132/- (Rupees One Hundred and Thirty Two) and any bid exceeding such amount will be summarily rejected.**
- b) At the first stage, the Technical Bids will be opened as per the specified date and time in the presence of Bidders, who may like to be present in the Purchase section of the Institute.
- c) A Committee duly constituted by the Competent Authority would evaluate the Technical bids submitted by the Bidders
- d) Prior to the detailed evaluation, the Institute will determine the substantial responsiveness of each bid to the tender document. A substantially responsive bid is one that conforms to all the terms and conditions of the bidding/tender document and is without any material defects and deviations. Deviations from, or objections or reservations to critical provisions such as those concerning qualification/eligibility criteria, availability of facilities and amenities as needed, availability of government/statutory approvals and clearances, ready and explicit willingness to accept and honour the terms and conditions of contract, etc. will be deemed to be material deviations.
- e) If a bid is not substantially responsive, it will be rejected by the Institute and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- f) The Financial bids of those Bidders who are technically qualified in the Technical Evaluation only shall be opened, by giving prior intimation to the technically qualified bidder for date and time of Finance Bid opening.
- g) The Financial Bids will be opened as per the specified date and time in the presence of Bidders, who may like to be present in the Purchase section of the Institute.
- h) The Contract will be awarded to the L1 Bidder, i.e. the bidder who quotes least price among all the technically qualified bidders. The decision of the Director, IIITDM Kurnool, Kurnool, Andhra Pradesh, is final in this regard.
- i) The Bidder should quote the catering charge in the financial bid in figures as well as in words.
- j) Tenders with revised/modified rates/offer after the opening of the tenders shall be summarily rejected and the entire Earnest Money Deposit (EMD) submitted with the tender shall be forfeited.
- k) The tender is not transferable under any circumstances.
- l) Telegraphic, conditional or incomplete tenders shall not be accepted. Canvassing of any kind, direct or indirect, shall lead to disqualification of the Bidder.
- m) Institute reserves the right to reject any or all the tenders at any stage or accept them in part or reject the lowest tender without assigning any reason thereof and the decision of the Institute in this respect shall be final.

## **6. DETAILED SCOPE OF WORK AND OTHER TERMS AND CONDITIONS**

1. **Bids are invited for Providing Mess Services in the Hostel Mess for approximately 700 students at IIITDM Kurnool, Kurnool, Andhra Pradesh and the permitted maximum RATE PER PERSON PER DAY (Inclusive of all taxes & charges as per tender document) is Rs. 132/- (Rupees One Hundred and Thirty Two Only) and any bid exceeding such amount will be summarily rejected.**
2. Intending Bidders are advised to visit and inspect the Mess building (Campus Hill Top Dining Hall & Girls Hostel Dining Hall) before submission of their tenders. The bidder shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. Submission of tender by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and local conditions and other factors having a bearing on the execution of the work.
3. **Contract Period:** The contract is initially for a period of ONE YEAR, which may be extended for a further period of ONE-year subject to satisfactory performance of the work, under the mutual agreement.
4. The contractor must provide services at IIITDM Kurnool Hostel Dining halls at **Campus Hill Top Dining Hall & Girls Hostel Dining Hall** on his own capacity.
5. After two months of operation the caterers will be evaluated on the basis of the guidelines and rules detailed in this document and in the leave and license agreement to be drawn. If the caterer fails to meet the expectation and promises made, then the leave and license agreement can be cancelled at that time.
6. The successful tender will have to make agreement with IIITDM Kurnool broadly covering scope of work, requirements, terms and conditions of the services to be provided to the IIITDM Kurnool on a judicial stamp paper of ₹100/- or as per the prevailing requirement, the cost of which will be borne by the contracting agency.
7. At the time of handing over the possession of kitchen and mess, the caterer will be required to provide a refundable interest free Bank Guarantee of Rs. 10,00,000/- (Rupees Ten Lakhs Only) for which agreement is entered into. This Bank Guarantee should be from a scheduled nationalized bank, and will be held against in default in performance and violations of terms and conditions. This Bank Guarantee shall be effective for a period of 14 months.
8. The catering contractor has to pay license fee of ₹ 15,000/per month for the first year and at such rate as may be fixed by the Institute for the subsequent years.
9. The catering contractor has to pay Water charges of ₹ 5000/per month for the first year and at such rate as may be fixed by the Institute for the subsequent years.
10. In the event of award of the contract, the contractor should register themselves with the Assistant Labour Commissioner Central Vijayawada as a contractor under the Contract Labour Regulation Act and obtain a Labour License and complete all required formalities.
11. The caterer should adhere to the provisions of the Provident Fund Act, the Minimum Wages Act and other such acts which are applicable.
12. The caterer should ensure that the payment is made to the labourers as per Minimum wages act to the satisfaction of the licensee. The payment is to be made into the bank accounts of the employees and the statement of the accounts is to be deposited with the hall managers every month/ every week. EPF and ESI facilities must be provided to the workers and proof of doing so must be submitted to the hostel on a regular basis.
13. The Caterer **shall not employ child labour**. Upon violation of this requirement, legal action would be taken.



14. Engagement of required staff, providing uniforms/ ID Cards etc. shall be by the caterer with approval of the mess council/ authorities of the hostel. The workers should always use hand gloves and caps while working (hair found in food is not acceptable). Caterer should provide a minimum of two pairs of uniform to the workers and ensure that workers report for duty in clean uniforms displaying ID Cards.
15. It is mandatory to have 1 helper per 20 residents and 1 cook per 50 residents. This workforce should be divided into two teams to operate in two shifts of duration eight hours each. The supervisor must be present in each shift and ensure quality control and hygiene.
16. Contractor shall submit list of employees along with Biodata & Police verification report of all employees
17. The approximate strength of the students during summer and winter vacations will be intimated to the contractor.
18. The timings, menu and price of extra items would be determined by the Committee and the Student Council of the respective hostel in consultation with the caterer.
19. The caterer shall, at their cost, maintain adequate stock of food grain, grocery, and adhere to the standards of the institute. The caterer shall be responsible for proper hygienic storage of all raw materials.
20. No food cooked in the mess may be taken out of the premises without prior permission of the Mess Council of hostel.
21. Vegetarian and Non-Vegetarian food will be cooked and served separately.
22. Major civil and electrical works will be attended to by IIITDM Kurnool. Minor maintenance jobs such as repair of kitchen appliances, cleaning of lights/fans/water coolers etc. are the responsibility of the catering contractor.
23. The dining hall furniture and serving utensils including food-carrying vessels, plates, glasses, cups, spoons, forks, mugs etc. will be provided by IIITDM Kurnool. The caterer has to arrange all cooking needs and required serving utensils. Upkeep of all items provided by the IIITDM Kurnool will be the sole responsibility of the caterer.
24. Procurement of good quality provisions and other consumables is the responsibility of the caterer.
25. Security of licensed premises, equipment, fittings and fixtures, furniture etc. is the responsibility of the catering contractor.
26. The caterer shall attend a monthly meeting of the mess committee, failing which a penalty will be imposed. This meeting shall be attended by the caterer himself or a senior representative, who is authorized to take policy decisions.
27. A maximum of 5 workers will be allowed night stay for preparation of breakfast.
28. In case, the workers employed by the successful agency/firm/company commits any act of omission/commission that amounts to misconduct / indiscipline /incompetence, the agency/firm/company shall be liable to take appropriate disciplinary action against such workers, including their removal from site of work, if required by the IIITDM Kurnool.
29. It shall be the responsibility of the service providing Company / Firm / Agency to transport provision and other materials at their own cost.
30. The successful agency / firm / company shall depute a coordinator/supervisor who shall be responsible for immediate interaction with IIITDM Kurnool so that optimal services could be availed without any disruption.

31. The Company / Firm / Agency shall be solely responsible for the redressal of grievances/resolution of disputes relating to workers engaged by them. IIITDM Kurnool shall, in no way, be responsible for settlement of such issues whatsoever.
32. IIITDM Kurnool shall not be responsible for any damages, losses, theft, claims, financial or other injury to any workers deployed by Company / Firm / Agency in the course of their performing the functions/ duties, or for payment towards any compensation.
33. In case of termination of this contract on its expiry or otherwise, the mess workers engaged by the service providing Company / Firm / Agency shall not be entitled to and shall have no claim for any absorption nor for any relaxation for absorption in the regular / otherwise capacity in IIITDM Kurnool.
34. The contracting agency/firm/company shall not be allowed to transfer, assign, pledge or Sub contract its rights and liabilities under this contract to any other agency without prior written consent of IIITDM Kurnool.
35. Dispute: In case of any dispute between the Institute and the service provider, the matter will be referred to an arbitration committee to be approved by the Director and the decision of the committee will be binding on the contractor.
36. Three-month notice is required from the contractor for the termination of the contract service if such a condition arises during the contract period.
37. If the functioning of the contractor and/or his team of the mess is not up to the mark or, the quality of the food is below standard or unhealthy or unhygienic, then Institute is empowered to terminate the contract with a short notice of one week.
38. Contractor shall be solely responsible in case of incidents of food poisoning etc. and shall bear the complete expenditure arising out of this for medical treatment/ Ex Gratia (wherever applicable) with regard to the boarders of the mess. In addition, penalty may be imposed on the contractor as decided by the hostel committee of wardens and In-charges for such incidents. Further, legal action may also be taken as per the provisions of law.
39. When circumstances warrant, contractor should cater for large number of student's/staff members at very short notice. Similarly, fluctuations in strength during vacation periods or holidays shall have to be accommodated as per the instructions of the Institute.
40. Contractor must make his own arrangements for housekeeping of the dining and kitchen area allotted and disposal of the kitchen and dining waste material.
41. Issues related to Hygiene in the Mess and the Kitchen
  - a. Cleaning and Housekeeping of Kitchen and dining area will be the sole responsibility of the caterer. In addition, cleaning of utensils, cutlery, crockery, kitchen equipment, furniture, and mess water cooler is also the responsibility of the caterer. The highest possible standards are expected in this regard.
  - b. Hygiene in the kitchen, mess area is mandatory. These include the provision of ample Liquid soap for hand wash at basin, hand gloves for mess workers who handle items like salad, panipuri, etc., head caps for mess workers and other measures as advised by the council.
  - c. Highest levels of hygiene must be maintained in the mess worker's toilet, with provisions for soap, etc.
  - d. Training of mess workers is mandatory in order to maintain the highest possible standard of hygiene.
  - e. IIITDM Kurnool team would reserve the right to check on cleanliness and upkeep of premises and quality of provisions and quality of the food.
  - f. Mess contractor or his representative/manager is required to remain present in the mess when food is being served in the mess.

- g. The institute administration reserves the right to depute persons to act as supervisors to check the overall maintenance of the premises and proper use of the materials.
  - h. Smoking/drinking liquor etc. is strictly prohibited in the Institute premises and if found violating the rule penalty will be imposed.
  - i. The Institute Director/Chief Warden/Wardens or their representatives will inspect quality of the food hygiene conditions of the kitchen and other premises without any intimation. The remarks of the inspection will be recorded in the register which shall be submitted to the Director every month for settlement of the monthly bill.
42. The tender shall be signed by the authorized person and his / her full name and status be indicated below the signature along with official stamp of the contracting agency.
43. The tenders of the contracting agencies not in possession of valid statutory sanctions / registrations / License are liable to summary rejection.
44. The contractor should pay minimum wages, EPF, ESI, bonus, and other statutory payments on or before 7th day of every month, and also comply with other necessary provisions of the Labour Act, at his own expense. Further, the contractor shall provide two sets of Uniforms, Identity Cards, shoes, facemask, gloves, caps etc., for workers deployed for cooking and serving within 15 days of award of work at his own expense.
45. The contract can be prematurely terminated by either party by giving an advance notice of three months and after expiry of the notice period.
46. The contracting agency shall provide the services continuously as per the award of contract. In case of discontinuation of services by the contractor in the middle of the period without requisite notice or non-satisfactory services, breach of any terms and conditions of the contract, etc. the contractor shall be liable to legal action, in addition to forfeiture of the performance security deposit given by him.
47. The contracting agency shall not be allowed to transfer, assign, pledge or sub-contract its responsibilities, rights and liabilities under this contract to any other agency without prior written consent of IIITDM Kurnool.
48. The contracting agency shall also abide by the relevant Rules and Regulations to engage manpower deployed at IIITDM Kurnool and will obtain requisite licenses, sanctions, etc. which should be valid during the tenure of contract. Renewal of the same shall be ensured by the contractor well in time. The contractor himself is responsible to pay and clear the fines and challans, if any, imposed by the Govt., for violation of the rules at their own expense.
49. The Director, IITDMKNL reserves the right to impose a pecuniary penalty on the contractor for serious lapses in execution of the contract. The amount of penalty imposed will be recovered from the monthly bills payable to the contractor.
50. For all intents and purposes, agency shall be the "Employer" within the meaning of different Labour Legislations in respect of manpower so employed and engaged at IIITDM Kurnool site. The manpower deployed by the agency at IIITDM Kurnool shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against IIITDM Kurnool.
51. The manpower engaged by the contractors are solely employees of the contractor and they have no right to claim for any compensation or regular post in IIITDM Kurnool. IIITDM Kurnool doesn't own any responsibility, whatsoever either for absorption/continuation or for regularization of employment.
52. The contractor should not allow his workers to conduct any Union activities on the campus of IIITDMKNL.

53. In the event of local problems arising while discharging the functions at IIITDM Kurnool, the contractor will deal with them appropriately and he will not bring IIITDM Kurnool on the scene for such matters.
54. Responsibility to solve disputes arising from the workers with respect to their salaries/wages or any other matters connected with the service conditions, compensations, etc. rests with the contractor.
55. The contractor should not be an employee of IIITDM Kurnool, Central or State Government, Autonomous Body or PSU. He should submit a declaration to this effect.
56. The contractor and his staff should not be employees of IIITDM Kurnool, central or state government. He should submit a declaration to this effect.
57. The Agency shall submit Bio-data with photograph and contact numbers of all the deployed in the Institute within seven (7) days of the award of the contract or start date of the contract whichever is earlier. The Agency shall give a certificate stating that persons deployed in the Institute have been police verified and do not have any adverse antecedents along with a copy of such police verification.
58. The personnel should be conversant in Hindi apart from Telugu.
59. The Agency must ensure that the deployed personnel are not under the influence of alcohol or other intoxicants while within the premises of the Institute. Smoking is also not permitted.
60. The Agency should make arrangements for quarterly general health checkup of all the personnel employed by the Agency at their own cost. The records in this regard should be preserved by the Agency and copies should be submitted to the Institute. Further, health cards for all its personnel should be maintained by the Agency.
61. IIITDM Kurnool will not pay any deposits or advance to the Agency.
62. The contract shall provide the replacement of staff, in case of absenteeism, casual/sick leave, etc. so as to ensure full staff at all time. In case of absence by any particular worker the contractor shall make alternate arrangement immediately failing which a penalty *i.e.*, wages at double the rates would be deducted per day per person.

## **7. SPECIAL CONDITIONS OF THE CONTRACT**

Timings for the mess:

	Monday to Friday	Saturday/ Sunday/ Holidays
Breakfast	07:00 AM to 08:45 AM	07:00 AM to 09:30 AM
Lunch	12:00 PM to 01:45 PM	12:00 PM to 02:30 PM
Tiffin	05:00 PM to 06:00 PM	05:00 PM to 06:00 PM
Dinner	07:00 PM to 09:30 PM	07:00 PM to 09:30 PM

- a) Menu as decided by the mess council should be strictly followed.
- b) Food should be served and maintained warm at all times.
- c) Unlimited salad will be provided during lunch and dinner. It will comprise of lemon, green chilies (both raw and fried) and any three of the following in every meal: Tomatoes, cucumbers, onions, beetroots, carrots and radish except when Groundnut, Corn, Sprouts, Minced or Cabbage Salad is being served (to be served 7 times a week).
- d) Mouth freshener (Fennel seeds and sugar) and Pickle to be provided with every meal.
- e) Paneer is to be served twice a week as decided in the menu.
- f) (a) Rasna, KhusSherbat, Lemon water, Roohafza, Jalzeera, Aampanna must be served in unlimited quantity during lunch for 5 days of the week from February to July (24 weeks). Instead of drinks, soups can be replaced twice a week.  
(b) Seasonal drinks must be served in the mess as per requirement given by the mess committee.

- g) Egg/Banana is to be served in breakfast 5 days in a week. It should be replaced by some other fruit on the remaining 2 days of the week. Along with it, Bread, Butter and Jam must be served in tiffin on all 7 days.
- h) Unlimited Chaas, Lassi, must be served during lunch on two days of the week.
- i) Raita to be served as per menu. Plain curd will also be served in addition to the Raita on these days. Plain rice has to be served in addition when there is biryani or pulav.
- j) Coconut chutney will be served with all south Indian dishes (like idli, dosa, uttappam etc.).
- k) Ketchup, Butter, Jam, Curd and Chutney has to be provided along with all dishes which need them and as decided in the menu.
- l) The use of monosodium glutamate (Ajinomoto) is strictly prohibited.
- m) Extra items e.g. non veg. items over and above the decided mess menu can be sold at prices decided in by the Mess Council in consultation with the caterer.
- n) One glass of milk (200ml), is to be served, as per the menu. Student can be charged extra for second and successive glasses of milk.
- o) (i) Caterer should provide special Dinner or Lunch (extra items one sweet, Veg Biryani, one fruit, ice cream along with daily menu) on occasions like festivals for ten days in a year, as decided by the mess council, at no extra cost.  
(ii) Tea parties and regional food festivals should be organized as decided by the mess council at extra cost.  
(iii). In case a special event is organized in the hostel for which food is arranged from another caterer/restaurant, the students will get a discount corresponding to food charges for that meal (Lunch/Dinner- ₹50/-). This is expected to happen not more than thrice a semester.
- p) Special food on days of fasting should be served at extra cost.
- q) Caterer should maintain a complaint and suggestion register and every complaint should be responded by taking corrective measures in consultation with hostel council.
- r) Paper napkin should be provided when fried food is served.
- s) Catering services for events organized by Institute student(s)/staff(s)/faculty(s) held within the premises of the hostel may be undertaken only after obtaining a written permission from the mess council at least three days prior to the event.
- t) Coupons for guest meals and extra items will be sold against cash payment for the same to the caterers. A separate dining area shall be arranged for family members/guests of staff/faculty.
- u) Full rebate will be given to students for a minimum period of two days with prior notification to caterer of at least ONE DAY before. Student in this case would get a rebate for each day applied for rebate.
- v) Pest control should be carried out through licensed agencies at least once a month. In case the mess is closed on any occasion or for pest control then special dinner / lunch shall be provided, in lieu of the missed meals, at no extra cost. For every two pest control there would be one special Dinner/lunch.
- w) In case special Dinner/lunch cannot be provided as per the above clause, full refund for the missed meals has to be given to all students.
- x) Waste should be segregated prior to disposal, as directed by Mess Council / Public Health Office.
- y) Basic menu is unlimited (rice, curry, roti, tiffin items as mentioned in the menu). Special items, vegetable fried items, chips, fruits etc., are limited.

## 8. PREPARATION AND SERVING OF NON-VEG FOOD

- (a) **General:** Non-Veg service shall be a separate composite service counter and Cooking station. However, the non-veg counter shall have apart from non-veg menu items even veg items too so that non-vegetarian members do not have to go to vegetarian counter. It shall be a composite service system rather than commodity.
- (b) **Supply/Purchase Service:** Non-Veg (Meat Products) shall be purchased from reliable, hygienic, authorised supply source only. The Vendor shall purchase the meat products from the source having inspection facility by authorised Veterinary Officer to ensure that same was not from a sick animal slaughtered for the purpose.
- (c) **Slaughtering Methodology:** The Vendor shall procure meat product as per Institute requirement keeping in-view the number of persons requiring Jhatka` and Halal` meat. This is applicable to poultry products too.
- (d) **Medical Examination:** Meat supplied be got medically examined from authorised veterinary Officer and be stamped accordingly certifying that the same is fit for consumption.
- (e) **Transportation:** Fresh meat must be stored in a fly proofed wire meshed cage under cold surroundings to avoid decaying.
- (f) **Storage in Kitchen:** A separate meat room be created with proper ventilation/aeration and extremely cold and fly proofed climatic conditions. A deep freezer must be procured by the vendor for this purpose.
- (g) **Chopping:** Fiber glass meat Chopper should always readily available with sharp Dah for this purpose. Regular washing and salt treatment be carried-out without fail.
- (h) **Service:** Composite service system can be followed rather than commodity system. The successful tenderers will have to deploy adequate number of chefs/cooks, waiters and helpers separately for non-veg service. None of the employ, utensils will be mixed with the veg Dining Service.
- (i) **Cooking:** Separate cooking must be organised with an additional set of kitchen ware/utensils and crockery/cutlery and not to be mixed with Veg Dining Service.
- (j) **Cleaning** of Utensils Be organised separately and not to be mixed with Veg Dining Service.

## 8. PENALTIES FOR VIOLATION OR RULES, TERMS AND CONDITIONS

The caterer will be fined in case of violation of the following rules.

- a) Non-availability of complaint register on the counter/discouraging students from registering complaints would lead to a fine of ₹2,500/-.
- b) Insects cooked along with food would invite a fine of at least ₹10,000/-.
- c) Any complaint of soft objects like hair, rope, plastic, cloth, etc. in food will attract a fine of ₹2,500/per complaint.
- d) Any complaint of stones / pebbles of diameter more than 2 mm will attract a penalty on the caterer which can range between ₹300/- to ₹3,000/- depending on the size of the stone/ pebble.
- e) Hard and/or sharp objects like glass pieces, nails, hard plastic etc. will attract a penalty of at least ₹5000/per incident.
- f) Three or more complaints of unclean utensils in a day would lead to a fine of ₹3,000/- on the caterer.

- g) If mess council agrees that certain item of a meal was not cooked properly then a fine of ₹5000/would be imposed on the caterer.
- h) Food poisoning, shall invoke a hefty fine beyond the limit of any fine mentioned above, along with cancellation of contract and possible blacklisting of the caterer.
- i) If food for any meal gets over within timings of mess and waiting time are more than 15 minutes for lunch and dinner, and 10 minutes for breakfast and Tiffin, then a fine of ₹3,000/would be imposed on the caterer. The timing for that meal will be extended equivalent to delay time.
- j) Changes in menu (including fruit/juice/milkshake) of any meal without permission of mess committee would result in a fine of ₹3,000/on the caterer.
- k) If the quality of milk is not found up to be appropriate, or it is diluted, a fine of ₹8,000/- would be imposed.
- l) Inappropriate personal hygiene of workers including their dress and / or misbehavior by workers etc. will lead to fine of ₹3,500/on caterer for every instance.
- m) Failure to maintain a proper health checkup of the workers will attract a fine of ₹4,000 /per instance.
- n) For any rule stated in the agreement first violation of the rule implies fine as per the rule. Second and subsequent violations of the same rule on a different day within 30 days of previous fine will attract triple the initial amount of fine on the caterer.
- o) Absence of proprietor or his representative empowered to take decision from mess council meetings (which will be held once every month) on due invitation will attract a fine of ₹20,000/on caterer.
- p) As and when mess council proposes a fine it will inform the representative of the caterer or mess manager and fine will be imposed with consent of the wardens.
- q) Using brands not mentioned in the contract without prior permission and adulteration shall invoke a hefty fine beyond the limit of any fine mentioned above and decided by the mess council with consent with the wardens.
- r) Severity of hygiene failure shall be assessed and decided by the mess council and fined appropriately.
- s) In case of gross failure/negligence a severe penalty will be imposed, which could be a hefty fine as cash and/or summary termination of the Contract.

#### **9. COMMENCEMENT OF SERVICE**

The service provider must commence the services **within One week after placing of Work Order or any other date as mentioned in Work Order. The time is the essence of the contract. It is mandatory for the bidders who respond to this bid to meet this condition.**

#### **10. MODIFICATION OF TERMS AND CONDITIONS**

The IIITDMKLN with the consent of the contractor may modify terms and conditions of the contract as and when necessary without affecting the basic nature of his contract.

#### **11. OBLIGATIONS OF IIITDM KURNOOL**

- a) That in consideration of the services rendered by the contractor as stated above, he shall be paid on monthly basis.
- b) That the aforesaid amount has been agreed to be paid by IIITDM Kurnool to the contractor after deducting statutory deductions, taxes, Cess, etc.

- c) The Performance security deposit will be refunded to the contractor within three months of the expiry of the contract only on the satisfactory performance of the contract to be certified by the officer authorized by Director, IIITDMKLN.
- d) Payment to the Contractor shall be made through online RTGS/NEFT only for the service rendered.

### **12. INDEMNIFICATION**

- a) That the contractor shall keep IIITDM Kurnool indemnified against all claims whatsoever in respect of the employees deployed by the contractor. In case any employee of the contractor so deployed enters into a dispute of any nature whatsoever, it will be the primary responsibility of the contractor to contest the same. In case IIITDM Kurnool is made a party and is supposed to contest the case, IIITDM Kurnool will be reimbursed the actual expenses incurred towards Counsel Fee and other expenses, which shall be paid in advance by the contractor to IIITDM Kurnool on demand. Further, the contractor shall ensure that no financial or any other liability comes on IIITDM Kurnool in matters of any nature whatsoever, and shall keep IIITDM Kurnool indemnified in this respect.
- b) That the contractor shall keep IIITDM Kurnool indemnified against any loss to the property and assets of IIITDM Kurnool. IIITDM Kurnool shall have the right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the contractor under this contract.

### **13. PENALTIES/LIABILITIES**

- a) That the contractor shall be responsible for faithful compliance of the terms and conditions of this agreement. In the event of any breach of the agreement, the contract may be terminated, the security deposit will be forfeited and the work may be got done from another agency at their risk and cost.
- b) If the contractor violates any of the terms and conditions of this agreement or commits any fault or the services are not to the entire satisfaction of officer authorized by The Director, IIITDM Kurnool on his behalf, a penalty leading to a deduction up to a maximum of 10% of the total amount of bill for a particular month will be imposed.
- c) The security deposit shall be liable to be forfeited or appropriated in the event of unsatisfactory performance of the contractor and/or loss/damage if any, sustained by the Institute on account of the failure or negligence of the workers deployed by him or in the event of a breach of the agreement by the Contractor.

### **14. RESOLUTION OF DISPUTES**

In the event of any dispute arising out of or in connection with this contract, whether during the subsistence of the contract or thereafter, the matter shall be referred to the Director, IIITDM Kurnool, Kurnool, Andhra Pradesh or any other officer nominated by the Director, IIITDM Kurnool, Kurnool, Andhra Pradesh for arbitration, whose decision shall be final and binding on both the parties. The Agency agrees that the arbitrator could be an employee of the Institute and shall not have any objections in this regard. The proceedings before the arbitrator would be governed by the provision of the Arbitration Act 1996.



## **15. TERMINATION OF THE CONTRACT**

The contract may be terminated in any of the following contingencies: -

- a. On giving three months' notice by the Agency **OR** the Institute
- b. On the expiry of the contract, without any notice **OR**
- c. On giving one-week notice by the Institute, at any time during the tenancy of contract, in case the services rendered by the Agency are not found satisfactory and in conformity with the terms and conditions of the contract and the standard prescribed for this services **OR**
- d. On Agency being declared insolvent by the competent Court of Law, without any notice **OR**
- e. On assigning of the contract or any part thereof or any benefit or interest therein or thereunder by the Agency to any third party or for sub-letting the whole or a part of the contract to any third party with prior written consent of IIITDM Kurnool and with notice. Provided that, during the notice period for termination of the contract, in the situation contemplated above, the Agency shall keep on discharging its duties as before till the expiry of the notice period.

In case of termination of the contract on the grounds mentioned at **Sr. Nos. (c, d & e)** above **OR** in case the Agency decides to conclude the contract before the expiry of 12 months contract period without giving three months notice as mentioned at **Sr. No (a)** above, the Agency shall forfeit the Performance guarantee held with the Institute and the Agency shall not have any claim/right against the Institute in satisfaction of this condition.

## **16. MODE OF ISSUE OF NOTICE**

Any notice sent by Registered/Speed post only by either party to the addresses recorded in the contract shall be deemed to have been properly served for any of the purposes mentioned herein.

## **17. LOCATIONS FOR THE SUPPLY/SERVICES**

The bidders may note that the items/services covered by this document are required at:

**INSTITUTE HOSTEL MESS, IIITDM KURNOOL,  
JAGANNATHAGATTU, DINNIDEVARAPADU VILLAGE,  
KURNOOL – 518008. KURNOOL DISTRICT,  
ANDHRA PRADESH.**

## **18. BID VALIDITY OF BOTH TECHNICAL AND FINANCIAL BIDS**

- a) Both the technical and financial bids shall remain valid for a period of 120 days after the date of Bid opening prescribed in the Bidding Document. Any Bid valid for a shorter period shall be treated as unresponsive and rejected.
- b) In exceptional cases, the Bidders may be requested by the Institute to extend the validity of their Bids up to a specific period. The Bidders, who agree to extend the Bid validity, are to extend the same without any change or modification of their original Bid and also needs to extend the validity period of the Bid Security accordingly.
- c) In case the day up to which the Bids are to remain valid falls on or subsequently declared a holiday or closed day for IIITDM Kurnool, the Bid validity shall automatically be extended up to the next working day.

## **19. PAYMENT**

- a) 100% payment after completion of monthly service and acceptance by IIITDM Kurnool, on submission of Performance Guarantee for an for an amount of Rs. 10,00,000/- (Rupees Ten Lakhs Only) (submitted on award of contract) valid till warranty period plus a minimum of 2 months. The bidders may note that **other modes of payment like advance payment and payment against delivery are not considered.**
- b) The Agency shall submit the bills as per the agreed rates immediately after completion of the calendar month to IIITDM Kurnool to the Chief Warden of the Institute, along with duly signed attendance, photocopy of the extract of the attendance & Inspection register.
- c) The Agency shall also be liable for payment of all taxes, levies, cess, etc. on account of services rendered by it to IIITDM Kurnool, to the tax collection authorities concerned from time to time as per extant rules and regulations on the matter.
- d) The Income Tax (T.D.S.) & applicable taxes/levies shall be deducted at prevailing rate from the monthly bills, as amended from time to time in accordance with the provisions of Income Tax Department, and a certificate to this effect shall be issued by IIITDM Kurnool to the agency.
- e) Payment of catering charges will be made once in a month in the form of Cheque or through RTGS after verification of attendance sheet duly signed by the institute Official, after deducting applicable taxes, charges etc. as per applicable laws.
- f) All bills should be submitted on printed forms, duly signed and pre-receipted in triplicate.
- g) No other Charges shall be admissible during the term of the contract.

## **20. JURISDICTION**

- a) This Agreement including all matter connected with this Agreement, shall be governed by the laws of India (both substantive and procedural) for the time being in force and shall be subject to executive jurisdiction of the Indian Courts at Kurnool.
- b) The disputes, legal matters, court matters, if any, shall be subject to Courts in the district of Kurnool Jurisdiction only.
- c) The contracting agency and the IIITDM Kurnool shall make every effort to resolve any dispute or disagreement amicably by direct informal negotiations. However, in case of any unresolved issues / disagreements / disputes in connection with the contract, the same shall be settled under the Court of Law within its jurisdiction. The resultant contract will be interpreted under Indian Laws.

## **21. FORCE MAJEURE**

- a) Any delay due to Force Majeure will not be attributable to the Service provider. Force Majeure events shall mean one or more of the following acts or events: Acts of God or events beyond the reasonable control of the Affected Party which could not reasonably have been expected to occur, exceptionally adverse weather conditions, lightning, earthquake, cyclone, flood, volcanic eruption, or fire or landslide; Radioactive contamination or ionizing radiation; Strikes or boycotts (other than those involving the Vendor or its employees/representatives or attributable to any act or omission of any of them) interrupting supplies and services of the Contract for a period exceeding a continuous period of 7 (seven) days; An act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, riot, insurrection, terrorist or military action, civil commotion or politically motivated sabotage which

prevents rendering of supplies or specified services by the service provider for a period exceeding a continuous period of 7 (seven) days.

- b) IIITDM Kurnool may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that the delay, in performance or other failures to perform its obligations under the contract, is the result of a force majeure.
- c) If the due date of submission of tender/tender opening is declared a holiday for the Institute, the due date for submission of tender/tender will be extended to the same time on next working day.

## **22. ARBITRATION**

All disputes of any kind arising with regard to **Providing Mess Services in the Hostel Mess at IIITDM Kurnool** shall be referred by either party (IIITDM Kurnool or the bidder) after issuance of 30 days' notice in writing to the other party clearly mentioning the nature of the dispute and will be referred to the arbitrator to be nominated by The Registrar In-charge, IIITDM Kurnool. The venue for arbitration shall be Kurnool.

## **23. ACCEPTANCE OF THE TERMS AND CONDITIONS OF TENDER DOCUMENT**

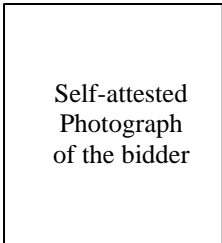
The bidders have to accept all the terms and conditions of this tender document and it is made known that the bidders quoting for this tender had impliedly accepted the terms and conditions of this tender.

## **24. INTERPRETATION OF THE CLAUSES IN THE TENDER DOCUMENT**

In case of any ambiguity/dispute in the interpretation of any of the clause in this tender document, interpretation of the Registrar I/c, IIITDM Kurnool shall be final and binding on all parties. The IIITDM Kurnool reserves the right to accept the offer in full or in parts or reject the offer summarily or partly without assigning any reasons.

**Registrar I/C**

**Annexure-I**



**PROFILE OF THE FIRM FOR CATERING SERVICES**

<b>i.</b>	Name & Address of the Agency					
	a. Mobile no.					
	b. Telephone no.					
	c. E-mail					
<b>ii.</b>	Name and Designation of Authority having Administrative & Financial Powers along with his/her Mobile no. (Attach a copy of Power of Attorney wherever applicable)					
<b>iii.</b>	Experience of the agency for last 5 years in Catering services. Particulars may be provided in the table given bellow.					
<b>iv.</b>	Copy of Registration Certificate issued by the appropriate authority					
<b>v.</b>	Copy of GST number					
<b>vi.</b>	Copy of Income Tax PAN number					
<b>vii.</b>	Copy of FSSAI registration/certificate					
<b>viii.</b>	Copy of EPF number					
<b>ix.</b>	Copy of ESIC number					
<b>x.</b>	Any other information which The Agency may like to provide					
Name of the Client		Contact person & Mobile no.	From	To	Duration in years/months	Number of students

Documents having Corrections and Alterations shall not be accepted.

All the information furnished above should be supported by documentary evidence.

I / we accept all the terms and conditions of the tender notice.

Place: .....

Date: .....

Signature of the Tenderer with Seal

**TECHNICAL BID (checklist)**

(The Bidder may use the checklist below, to ensure that the tender submitted is complete in all respects)

Sl. No	Particulars	Yes	No	Document Page No
1	<b>Self-attested copy</b> of original tender document downloaded from either Central Public Procurement (CPP) Portal <a href="http://eprocure.gov.in/epublish/app">http://eprocure.gov.in/epublish/app</a> or the Institute website <a href="http://www.iiitk.ac.in">www.iiitk.ac.in</a> .			
2	Profile of the firm for Catering Services ( <b>Annexure-I</b> )			
3	<b>Self-attested copy</b> of Firm Registration Certificate.			
4	<b>Self-attested copy</b> of GST Registration.			
5	<b>Self-attested copy</b> of PAN card.			
6	<b>Self-attested copy</b> Latest Valid ISO Certification, if applicable.			
7	<b>Self-attested copies</b> of relevant work/purchase order(s), if applicable.			
8	<b>Self-attested copies</b> of relevant work completion certificate(s), if applicable.			
9	<b>Self-attested copies</b> of satisfactory performance certificate(s), if applicable.			
10	<b>Self-attested copies</b> of last 3 years' audited financial statements/ ITR's & Annual Turnover issued from Chartered Accountant on his/her letterhead.			
11	Declaration in the format given by the Institute ( <b>Annexure-III</b> )			
12	Power of attorney, if any, to be submitted.			
13	<b>Self-attested copy</b> of FSSAI Registration/Certificate.			
14	EMD cover (Demand Draft/Banker's Cheque / EMD exemption declaration as per <b>Annexure-IV</b> ).			<b>Envelop-I</b>
15	Technical Bid for Catering Services/ Operation of Hostel Mess at IIITDMKNL, Kurnool, Andhra Pradesh			<b>Envelop-II</b>
16	Financial bid cover (as per <b>Annexure-V</b> ).			<b>Envelop-III</b>

Note:

- All the pages of the original bid document along with other hard copies should be **serially numbered**, and **document page numbers should be filled** in the above table.
- Bidders need to submit **self-attested** hard copies.

**Name and Signature of the Bidder with stamp**

**DECLARATION**

**(To be provided on the letterhead of the Bidder and submit along with Technical bid)**

To

The Registrar In-charge.

IIITDM Kurnool.

Jagannathagattu, Dinnidevarapadu,

Andhra Pradesh -518008.

**Tender Ref. No.:** IIITDMKNL/2022-23/OT/Hostel/MESS/18

Date: 14 Oct. 2022

I/We, the undersigned, declare that:

1. I / We do hereby certify that our firm is not blacklisted and no enquiries / cases are pending against us by Govt. of India / Govt. of Andhra Pradesh or by any State/Central Boards/ Universities, since inception of the firm / company.
  - a. All the terms and conditions given in the tender document with reference to above, are acceptable to us.
2. I/We also certify that the information mentioned in the submitted documents is true and complete in any every respect and explicitly agree that in the case at a later date it is found out by the Institute (IIITDM Kurnool) that any details provided herein by us are incomplete/incorrect, any contract given to us may be summarily terminated forthwith, our firm may be blacklisted, and that the Institute may also initiate any other legal/penal proceedings, as deemed fit by it.

Date:

Place:

Signature:

Authorized Signatory Name:

Designation:

Company:

Contact No:

**Company Seal**

**DECLARATION FOR EXEMPTION OF EMD****(To be provided on the letterhead of the Bidder and submit along with Technical bid)**

To

The Registrar In-charge.

IIITDM Kurnool.

Jagannathagattu, Dinnidevarapadu,

Andhra Pradesh -518008.

**Tender Ref. No.:** IIITDMKNL/2022-23/OT/Hostel/MESS/18

Date: 14 Oct. 2022

1. I/We, the undersigned, declare that I/We are registered with MSME/NSIC and hence may be exempted, in view of submission of **Bid Securing Declaration**, from payment of EMD.
2. I/We accept that:
  - a. I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of five (5) years upon receipt of your Blacklisting Order and pay 5% on work order value / purchase order as a fine on the Use of Bid Securing Declaration if I/we have committed any of the following actions:
    - i. Withdrawn or Modify my/our Bid during the period of bid validity required in the Bidding Documents; or
    - ii. Fail or refuse to accept the award and enter into contract or perform any and all acts necessary to the execution of the Contract, in accordance with the Bidding Documents after having been notified of your acceptance of our Bid during the period of bid validity; or
    - iii. Fail or refuse to submit a performance security before the deadline defined in the Bidding Documents.

Date:

Place:

Signature:

Authorized Signatory Name:

Designation:

Company:

Contact No:

**Company Seal****Enclosure: Copy of MSME / NSIC registration certificate.**

Tender Ref. No.: IIITDMKNL/2022-23/OT/Hostel/MESS/18

Date: 14 Oct. 2022

**FINANCIAL BID****(To be provided on the letterhead of the Firm)**

To  
 Director  
 IIITDM Kurnool  
 Kurnool - 518008, Andhra Pradesh

Sir,

In response to your Notice Inviting Tender (NIT) for **‘Providing Mess Services for students, faculty, staff, and guests in the Hostel Mess at IIITDM Kurnool, Kurnool, Andhra Pradesh,’** we submit herewith our financial bid.

Sl. No.	PARTICULARS	RATE PER PERSON PER DAY (Inclusive of all as per tender document)	
		In Figures	In Words
(1)	(2)	(3)	(4)
1	<b>Providing Mess Services in the Hostel Mess at IIITDM Kurnool, Kurnool, Andhra Pradesh</b> (Breakfast, Lunch, Snacks, and Dinner as per menu provided as <b>Annexure-VII</b> )		

**Financial Bid Terms & Conditions:**

- 1) **RATE PER PERSON PER DAY (Inclusive of GST and all other taxes/ charges as per tender document) shall not exceed Rs. 132/- (Rupees One Hundred and Thirty Two) and any bid received exceeding such amount will be summarily rejected.**
- 2) **Student Strength as on date is 700 (Approx.).**

[AUTHORIZED SIGNATORY]  
 NAME IN BLOCK LETTERS  
 SEAL OF THE TENDERER

Note: **All applicable taxes will be deducted on basic value at the time of payment.**



**FORM FOR BANK GUARANTEE FOR PERFORMANCE SECURITY**

To,  
The Director  
IIITDM Kurnool

WHEREAS ..... (Name and address of the Bidder) (Hereinafter called “the Bidder) has undertaken, in pursuance of the contract no..... Dated ..... to supply (description of goods and services) (hereinafter called “the contract”).

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a **Nationalized bank** / scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee; NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of ..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification. This guarantee shall be valid until the ..... Day of ..... 20 .....

(Signature of the authorized officer of the Bank)  
.....  
Name and designation of the officer  
.....  
Seal, name and address of the Bank and address of the Branch

\*\*\*\*\*

**Important: (For issuance of IFN 760 COV Bank Guarantee Advising Message)**

1. Beneficiary Bank Details: Bank Name: State Bank of India, Branch: Nandyal Road Branch Kurnool, IFSC Code: SBIN0021660)
2. The Supplier has to ensure issuance of IFN 760 COV BG Advising Message by the issuing bank in order to make the paper Bank Guarantee operative (Ref: GoI Ministry of Finance letter no.F.No.7/112/2011-BOA dated 08.03.2016).

Hilltop Dinning Hall - Day Wise Menu Details							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>BREAKFAST</b>	Rava Dosa	Poha with sev	Ravva Idli	Poori	Dal Vada	Uttapam	Vada(2)+ Pav(2) +Sauce
		Mixed veg paratha	Medu Vada(2)	Aloo Subji	Pongal	Mysore Bonda	Ugani
	Coconut Chutney	Coconut Chutney	Groundnut Chutney	Chutney	Groundnut Chutney +Mint Chutney & Pickle	Coconut Chutney	Groundnut+ Coconut powder
	Boiled egg 1/ Banana 1						
	Sambar	ketchup+ green chutney	Sambar	Boiled Egg-01/ Banana	Sambar	Boiled Egg-01/Banana	Paramannam-Jagry
	Bread(4 Slices), Amul Butter & Kissan Mixed Fruit Jam						
	Tea /Coffee 1 pouch						
Milk (200ml)							
<b>LUNCH</b>	Roti	Bhatura	Roti	Pudina Corionder Leaf Chapathi	Methi Poori	Roti	Roti
	Tomato Dal	Channa sabji	Cholar dal	Dal Makhane	Rajma Dal	Palak Dal	Moong Dal
	Malia kofta curry	Veg Kurma	Ridge guard Curry	Soya Chucks (meal maker) curry	Kaju Aloo Masala + Fried egg curry (2)	Beans & Carrot Curry	Brinjal&Aloo Mixed Curry
	Crispy Aloo Fry	Beans Fry	Dry Cabbage Fry	Crispy Aloo Fry	Ivy Gourd Fry	Gobi 65	Bendi Fry With Peanuts
	Rice						
	Kadi(Majjiga Charu)	Rasam	Rasam	Rasam	Rasam	Rasam	Rasam
	Mango Pickle	Mixed Pickle	Gongura Chutney	Tomato Chutney	Amla Pickle	Mango Pickle	Lemon Pickle
	Home made Curd(01 Cup)						
	Sugar						
	Veg Salad						
Papad							
<b>SNACKS</b>	Chat with Corn flakes	Veg Cutlet 2	Samosa Small:2 or Big:1	Veg Stuffed Bread Pakoda	Punugulu With groundnut Chutney	onion kachori	Veg Noodles With Sauce
	Tea+coffee 1 pouch						
	Milk (200ml)						
<b>DINNER</b>	Hyderabad Veg Biryani& White Rice	Pure Lemon Rice/Tamari nd Rice & White Rice	Egg fried Rice & Paneer fried Rice	Veg Palav & White Rice	Kaju Paneer(Amul) Palav& White Rice	White Rice +mix veg fried Rice	Zeera Rice& White Rice
	Kaddai (Amul) Paneer (100grms) Chicken (Suguna) Curry (150 Grms)	Dum aloo curry	Mixed Veg Curry	Paneer Butter Masala/ Chicken Curry(150Gm)	Gutty vankaya Curry	Bhendi masala	Dal Tadka+Gobi Manchuria (Dry)
	Raita	Sambar	Sambar	Sambar	Sambar	Sambar	Sambar
	Malabar Parotta	Roti	Roti	Phulka	Roti	Roti	Roti
	Home made Curd (01 Cup)	Home made Curd (01 Cup)	Raita	Milk (200ml) with Boost pouch and CURD	Home made Curd (01 Cup)	Home made Curd (01 Cup)	Milk (200ml) with Boost pouch CURD
	Ice Cream 2 Scoops (Amul) Everyweek Different Flavour	GulabJamun (2 Piece)	Samiya Kheer	Banana(1)	Cut Fruits	Custard	Jalebi-2
<b>Note: 1.</b> In Veg Salad Three Type of Vegetables Should Be there i.e Onion, Cucumber, Carrot and Cabbage.							
<b>2.</b> Rasna, KhusSherbat, Lemon water, Roohafza, Jalzeera, Aampanna must be served unlimited during lunch for 5 days							
<b>Extra items on prepayment (as per rate fixed by Mess Committee) and advanced booking basis for all days:</b>							
S.No	Item			S.No	Item		
1	Chicken Biryani			6	Boiled egg(01)		
2	Veg Biryani			7	Bread -1 Packet		
3	Fish Fry-1 PC			8	Extra Pav-Jodi		
4	Fish Curry-2PC-Gravey			9	Guest Meal (Lunch/Dinner)		
5	Omlet-2Eggs			10	Guest Breakfast including Tea		

\* Permissible brands of Consumables are placed at Annexure - VIII

<b>BRANDS OF CONSUMABLES PERMISSIBLE</b>	
Mess Item	Brand
Salt	Tata, Annapurna, Nature fresh.
Spices	M.D.H. Masala, Satyam, Badshah, Kepra, Everest.
Chicken	Venky's Chicken, Godrej Real good, Zorabian, Suguna, Al Kabeer.
Ketchup	Maggi, Kissan, Heinz.
Oil (Sunflower)	Sundrop, Godrej, Saffola, Fortune, Dhara use of Hydrogenated (vanaspati) oil is prohibited).
Pickle	Mother's, Pravin, Priya, Bedekar, Nilon's.
Atta	Ashirvad, Pillsbury, Annapurna.
Instant Noodles	Maggi.
Flavoured drinks	Rasna, Roohafza, Mapro.
Papad	Priya, Lijjat.
Butter	Vijaya, Tirumala, Heritage, Hatsun, Arokya, Amul, Mother Dairy.
Bread	Modern, Kwaliti, Wibs.
Cornflakes	Kellogg's.
Jam	Kisan, Mapro, Druk, Lion.
Ghee	Vijaya, Tirumala, Heritage, Hatsun, Arokya, Amul, Mother Dairy.
Shrikhand	Amul.
Frozen yogurt	Mother dairy.
Milk	Vijaya, Tirumala, Heritage, Hatsun, Arokya, Amul, Mother Dairy.
Paneer	Vijaya, Tirumala, Heritage, Hatsun, Arokya, Amul, Mother Dairy.
Tea	Brooke bond, Lipton, Tata, 3 Roses.
Coffee	Nescafe, Bru
Ice Cream	Amul, Mother Dairy, Kwaliti. Natural's.
Soya	Nutrella
Frozen Peas	Safal (offseason), Al kabeer
Cheese	Vijaya, Tirumala, Heritage, Hatsun, Arokya, Amul, Mother Dairy.

**FACILITIES PROVIDED BY IIITDM KURNOOL**

<b>Sl. No.</b>	<b>Type of Facility</b>	<b>Description</b>
1	Electricity	Electricity will be charged from the contractor for actual consumption as per the market rate
2	Water	Water charges of ₹5000/- per month will be charged from the contractor.
3	Kitchen	Will be provided by IIITDM Kurnool and the caterer shall pay the license fee of ₹15,000 p.m.
4	Furniture & Fixtures, Equipments and Utensils	<ul style="list-style-type: none"> <li>• Boiler, dining hall furniture, cutlery/plates, SS storage racks, SS containers, bain-Marie etc., will be provided by IIITDM Kurnool on as is where is basis.</li> <li>• Institute provides a Central Chimney Exhaust facility, which needs to be maintained and handed over in working condition. The same will be returnable on working conditions upon expiry of contract.</li> <li>• The contractor shall be responsible for ensuring safety and maintenance of all the equipment / fixtures installed / provided by the institute, during the entire period of the contract. If any damage / loss of equipment / fixtures found, then the same will be recovered from the contractor. The contractor shall take adequate fire precautions.</li> <li>• Any additional requirement to run efficient services will be borne by the tenderer only.</li> </ul>