

TENDER NOTICE

(Catering Services)

Indian Institute of Information Technology, Allahabad

(A University Established under sec. 3 of UGC Act. 1956 vide Notification No. F.9-4/99-U.3 Dated 4/08/2000 of Govt. of India)

(A Centre of Excellence in IT Established by Govt. of India)

Deoghat, Jhalwa, Allahabad-211012 (U.P.) INDIA

Ph: 0532-2922025, Fax: 0532-3430006, 2631689; web: www.iiita.ac.in; E-mail: contact@iiita.ac.in

Ref. No. IIIT-A/DR-E/ /2014

Dated: 17.11.2014

Tender Notice

(Two Bid System)

IIIT-A invites Tenders for catering services along with fooding, labour, material and crockery and services at the IIIT-A, Jhalwa Campus for upto about 1350 people (located at Girls Hostel-350 & Boys Hostel-1,2,3&4-250 each) at a time and 5 days at a stretch (Tea, Breakfast, Lunch & Dinner during 8 Dec 2014 to 12 Dec 2014) on the occasion of "7th Science Conclave-2014" organized by IIIT-A.

- | | | |
|------------------------------|---|---------------------------|
| 1) Place of work | : | IIIT-A, Jhalwa Campus |
| 2) Work Duration | : | from 08.12.14 to 12.12.14 |
| 3) Tender Processing Fee | : | Rs.1000.00 |
| 4) EMD | : | Rs. 50,000.00 |
| 5) Date of submission | : | |
| (Technical & Financial Bid) | : | 24.11.2014 (upto 5.00P.M) |
| 6) Tender opening date | : | 25.11.2014(04:00 P.M) |
| (For Technical Bid) | : | |
| 7) For Financial Bid | : | 26.11.2014 (04:00 P.M) |
| (For Shortlisted Firms only) | : | |

The Tenders are invited from the reputed and legally qualified contractors who are engaged in catering services. The details of the terms and conditions are available on the website of IIIT-A, www.iiita.ac.in which can be downloaded and submitted upto the prescribed time alongwith all the requirements to the undersigned. The same may also be available at the security counter of IIIT-A, Jhalwa campus between 9:00 A.M. to 6:00 P.M. from 18.11.14 to 23.11.14 & on 24.11.2014 upto 05.00 P.M. only)


(H.D. Tiwari)
Advisor Finance

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Indian Institute of Information Technology, Allahabad

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Ph: 0532-2922025, Fax: 0532-3430006, 2631689; web: www.iiita.ac.in; E-mail: dr.e@iiita.ac.in

Name of work: Tenders for catering services along with fooding (Including all required items procurement), labour, material and crockery at the IIIT-A, Jhalwa Campus for upto 1350 people (located at Girls Hostel-350 & Boys Hostel-1,2,3&4-250 each) at a time and 5 days at a stretch (Tea, Breakfast, Lunch & Dinner during 8 Dec 2014 to 12 Dec 2014) on the occasion of "7th Science Conclave-2014" organized by IIIT-A.

1. One complete set of blank form of tender can be obtained from the Institute on any working day. It can also be downloaded from the website of IIIT-A www.iiita.ac.in and be submitted along with Rs.1,000/- cost of tender in the form of **DD in favour of "IIIT-Allahabad"**
2. The tender should be submitted along with a F.D.R. of nationalized bank of Rs.50,000/- as Earnest Money duly pledged in favour of "IIIT-Allahabad" with 180 days/6months validity. Tender without proper earnest money shall not be considered. No cheque shall be accepted. Earnest Money deposited earlier, if any, shall not be considered. The FDR should be drawn from the account of tendering firm otherwise the same shall be rejected. FDR/TDR issued in personal name shall not be accepted.
3. Tenders duly sealed should be dropped in the tender box placed in the office of the Deputy Registrar (E) on or before 5:00 P.M upto 24.11.2014. Tenders received after 5.00 P.M. on 24.11.14 will not be considered.
4. Tender must be submitted in prescribed form signed by the contractor on all the pages issued from the office containing the bill of quantities. The rate should be clearly filled both in figures and words.
5. Unauthenticated over writings and erasures are not permissible. Any cancellation or cutting should be duly signed by the contractors.
6. Conditional tenders are liable to be rejected.
7. The tendered rate shall be for complete items of work and should include all royalty, tools and plants etc. railway freight, carriage of materials to site of work and all taxes etc.
8. Unit rates as shown in the bill of quantities should be carefully studied. Rates as given by the contractors shall remain unchanged and not to be allowed to be modified after the tenders are opened.
9. Power is reserved with the Institute to reject any or all the tenders or to split or to distribute work in any manner among two or more contractors without assigning any reason. The contractors will have no option to refuse such splitting up.
10. If the tender deliberately gives wrong information leading to the acceptance of his tender the Institute reserves the right to cancel the contract at any later stage without assigning any reason therefor.
11. By submitting a tender for the work a tenderer will be deemed to have satisfied himself by actual inspection of the site and locality of the work that the rates quoted by him in the tender will be adequate to complete such work according to specification and conditions attached thereto and he has taken into account all condition and difficulties that may be encountered during its progress and to have quoted labour and materials rate which shall include cost of material with taxes, octroi and other duties laid, lift loading and unloading freight for materials and all other charges including equipment tools, scaffoldings and other facilities and services necessary for proper completion and maintenance of work except such as may be otherwise expressly provided in the

contract documents for the completion of the work to the entire satisfaction of the site in-charge.

12. Acceptance of the tender will be intimated to the successful tenderer through a letter of acceptance/work order. The contractor shall then be required to execute an agreement within the time specified in the letter of acceptance within the specified time, the acceptance of his tender shall be considered as withdrawn. The cost of Stamp Fee for the agreement is to be borne and paid by the contractors.
13. The tendered rates shall be valid upto 90 days from the date of opening tenders.

Special Conditions

1. Timings of all meals to be served should be fixed and communicated to successful vendor(s) at all sites well in advance, by the institute.
2. Timings of meals availability shall be checked and ensured by respective wardens at their hostels/designated premises, due to limited time available for breakfast and lunch.
3. All wardens would essentially ensure infrastructure preparedness and work force positioning of food service providers well in advance of the start of the meals arrangement.
4. Assistance of CMO, IIIT-A and his team shall be taken in getting the quality of milk checked daily through the lactometer.
5. Analysis of input to the mess must be done in time.
6. Manpower of all levels (cook, server, sweeper etc.) shall be predeclared by the vendor undertaking the work.
7. Details of quality of food items, cereals including vegetable and milk (daily supplied) shall be liable for checking by respective wardens/ authorized persons of the Institute.
8. Re-Processing of Leftovers shall be prohibited and closely monitored.
9. Analysis of Materials per 100 persons is required in advance from the vendor to avoid shortage.
10. Cleanliness at each level must be ensured. This shall be the work of the vendors on site, but monitored by respective wardens.
11. In case of pre-arrival or post departure of guests in connection with the Science Conclave, successful vendor(s) may be asked to provide additional fooding at the tendered rates, which shall be mandatorily acceptable to the vendor.
12. It is expected that there would be more than one site for food service but all within the Institute Campus. Each site is expected to serve around 300 Persons at all times. Food preparation shall also be equal to the number of sites of such service.

(H.D.Tiwari)
Advisor Finance

TECHNICAL BID

(On letter head of the Firm & in a separately scaled envelope)

Tender Opening date : 25.11.2014 (04:00P.M)

PROFORMA FOR APPLICATION

1. Name of the firm (As registered):.....
2. Address of the firm.....
.....
.....
3. Phone Number:.....
4. Proprietor's name.....
5. Address of Proprietor:.....
6. Proprietor's Phone No.....
7. Details of the firm:-
 - (a) Date from which the firm is operating:.....
 - (b) Turnover of the firm during: FY 2012-2013 (Rs.).....
FY 2013-2014 (Rs.).....
I.e. Income Tax return copy/any other Document
 - (c) Pan No.:.....
 - (d) TAN No.....
 - (e) CST No. /UPTT No.....
 - (f) Service Tax Registration No.:.....

.....
**Seal and signature of the Proprietor/
Authorized Representative**

(g). Details of Experience with documentary evidence:-

Sl. No.	Name of office/place where services rendered:	Contract, Phone No. & Addresses of such place where services were rendered	Period from land to of services rendered	Value of the work Executed (in Rs.)
1				
2				
3				
4				
5				
6				

Imp: Please attach details of satisfactory work completed as for the above.

.....
**Seal and signature of the Proprietor/
Authorized Representative**

**S/d
(H.D.Tiwari)
Advisor Finance**

FINANCIAL BID

(To be given in a separately scaled envelope on letter head of the Firm)

Date & Time of opening: **26.11.2014 at 4:00 P.M.**

Bill of Quantity and Tender Rate Form

1. Tea

Readymade Morning Tea in good quality in thermocol glasses.

2. Breakfast

(As per Indicative Menu attached)

3. Lunch/Dinner

(As per Indicative Menu Attached)

4. **Conference Tea:** Readymade tea to be served two times during the day alongwith one sweet & one salted biscuit. VIP's to be served in bone china crockery while rest in good quality thermocol glasses. (Sugar/sugar free shall be served separately to VIP's).

Sl. No.	Items	Quantity *(approx.)	Rate (Rs.)
1	Morning Tea	1350	
2	Breakfast	1350	
3	Lunch	1350	
4	Dinner	1350	
5	Conference Tea	1500	

*(Location at Girls Hostel-350 & Boys Hostel-1,2,3 & 4-250 each)

Note:

1. Inclusive of all Taxes etc.
2. The no. of particulars (Quantity) is indicative only. It may increase or decrease on different days.
3. Menu is subject to adjustment by mutual discussion but to remain common at all venues at a time.
4. Work may be divided amongst two or more vendors at the discretion of the Institute.

S/d
(H.D.Tiwari)
Advisor Finance

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7th Science Conclave -2014

Ann-1

Menu – Students & Teachers with Invited Research Scholars (8/12/2014 to 12/12/2014)

Dates	Morning Tea	Breakfast	Lunch	Dinner
7/12/14 Sunday	N/A	N/A	Daal Masoor Fry (Black) + Gobhi Aloo + Peas Pulao + Tandori Roti + Mix Raita + Tawa Roti	Daal Fry (Arhar) + Aloo Shimla Mirch + Curd + Tawa Roti + Plain Rice + Hot Gulab Jamun
8/12/14 Monday	Mildly Sweetened Ready Made Morning Tea	Sabzi + Poori + Readymade Tea / Coffee	Gobhi Aloo Sabzi + Dal Makhani + Plain Rice + Tandori Roti + Boondi Raita	Mixed Vegetable + Daal Fry (Arhar) + Jeera Rice + Tawa Roti + Tandoori Roti + Kheer
9/12/14 Tuesday		Upma, Sandwich, Chutney, Readymade Tea / Coffee	Sarso ka Saag+ Sambhar + Peas Pulao + Plain Poori + Tandoori Roti + Tawa Roti + Dahi Bara + Rice	Matar Paneer + Bhindi + Plain rice + Tandori Roti + Tawa Roti + Mix Raita + Kala Jaam
10/12/14 Wednesday		Poha, Bread Butter/ Egg (Boiled), Jalebi, Readymade Tea / Coffee	Stuffed Tomato & Capsicum + Masala chola + Zeera pulao + Green Poori + Tandoori Roti + Plain Curd	Vegetable Kofta + Mix Daal + Plain Rice + Tawa Roti + Rasmalai
11/12/14 Thursday		Dalia + Bread Pakora with Green Chatni + sauce + Readymade Tea / Coffee	Kadhi + Stuffed Baigan + Jeera Rice + Tandori Roti + Tawa Roti + Plain Poori + Onion Raita	Palak Paneer + Daal Masoor Fry (Black) + Tandori Roti + Tawa Roti + Peas Pulao + Ice Cream
12/12/14 Friday		Idly + Vada + Sambhar + Chatni + Readymade Tea / Coffee	Kadhai Paneer (With Gravy) + Daal (Chana) + Plain Rice + Tandori Roti + Green Poori + Cucumber Raita	Methi Kofta + Mixed Dal + Veg Pulao + Tandori Roti + Tawa Roti + Boondi Raita + Sewai
13/12/14 Saturday		Chola Bhatura + Achar + Onion with Green Chatni / Sauce + Readymade Tea / Coffee	Daal Fry (Arhar) + Aloo Shimla Mirch + Curd + Tawa Roti + Tandoori Roti + Plain Rice	N/A

Note:

- 1) With Meethi Chatni + Green Chatni + Tomato Sauce + Papad + Achar + Green Salad and Mouth Freshener, etc. to be served everyday with Break Fast, Lunch and Dinner.
- 2) SALT & Pepper Sprinkler facility MUST be maintained on Table, at all Meal times and Sugar during Breakfast and Meals (When Plain Curd is there in the menu)
- 3) All food to be Cooked in EXTREMELY HIGH HYEGINIC ENVIRONMENT. All responsibility of cleanliness in and around the cooking area shall be the responsibility of the Vendor.
- 4) Good number of USED DISHES BASKETS Collection Points shall be maintained by the Vendor in the Dining Area.
- 5) All service waiters shall be cleanly and uniformly dressed.
- 6) In case of NON – abidance to the detailed MENU above, Vendor shall be liable for PENALTY, as per the decision of the Director, IIIT-A.

Conditions of Contract

1. The contractor shall personally be responsible for the quality of material used and food served in a most hygienic, efficient manner & timely way for upto **1350 people** ((located at Girls Hostel-350 & Boys Hostel-1,2,3&4-250 each) at a time and 5 days at a stretch (Tea, Breakfast, Lunch & Dinner during 08 Dec-2014 to 12 Dec-2014). The given menu indicates the services to be provided which is to be adhered strictly.
2. The work in enquiry /Tender will be allotted accordingly but no individual contractor will get more than two location of the locations mentioned in the enquiry (located at Girls Hostel-350 & Boys Hostel-1,2,3&4-250 each).
3. The contractor shall be able to provide a good vegetarian/non vegetarian food as per indicative menu. No. items except the indicative menu shall be provided by the Caterer during the function. Any additional items required to be served, will be served only with the prior approval of the Institute. Rates for such additional items will be decided by mutual consultation and same shall be displayed in the pantry premises.
4. Rates shall be inclusive of all material (perishable as well as non perishable), labour and catering with good quality of crockery etc.
5. Rates for use of crockery i.e. Bone-china/Stainless steel shall be quoted separately.
6. The services in the Kitchen/Pantry premises shall be subjected to inspection without prior notice by the authorized representatives of Institute. If, during inspection any food stuffs/beverages/ any item of brand other than specified in the agreement is served, or found below specifications or service being found unsatisfactory, then the Caterer shall be liable to a penalty of Rs. 1000.00 or as Director, IIIT-A decide at his own discretion on each occasion without any valid reason or prior intimation. If cold drinks, snacks items and lunch are not provided on demand, a penalty of Rs. 2000.00 on each first occasion will be imposed.
7. The space for cooking along with electricity and water for the same shall be provided by the Institute. The pantry premises, furniture, fittings and fixtures and supply of water and electricity shall be used only for the purpose of serving beverages & eatables to Institute employees/student/Guests.
8. The contractor has to make preparations in the IIIT-A, Jhalwa campus itself except for the branded food materials.
9. The Caterer shall provide proper containers for throwing refuse and will arrange to remove the refuse from office and pantry premises twice every day or more often, if necessary.
10. The contractor has to employ sufficient nos. of healthy, smart and well mannered waiters for servicing.
10. No. Child labours shall be employed for cooking servicing or catering as per law.
11. All the rules and regulations of food safety, labours etc. shall be compiled by the contractor. The Caterer shall have necessary licenses from the local or Govt. authorities for running the catering business, and it shall pay all charges, taxes, levies and statutory dues assessments payable to any public or local authorities in respect of the pantry and shall also be liable to all fines and penalties which may be levied by the local or Govt. authorities as a result of non-observance of any of the statues or rules framed there under by such authorities and keep the Institute indemnified against all actions, demands, expenses and charges incurred or suffered in that behalf.
12. SPECIFICATIONS OF RAW MATERIALS: All materials should be from reputed brand with AGMARK certificate, wherever applicable. Rice should be of Basmati variety only.
13. The contracting agencies must have worked in reputed organizations and have to provide details of such organization with the certificate of it in a prescribed proforma (g).

14. The tendering of lowest rate cannot be claimed as a right to be awarded the work/ contract.
15. The Caterer shall not appoint sub contractor for catering to carry out any obligations under the contract.
16. Agencies interested may visit the campus to have first hand information. If they so desire.
17. Deficiency in not supplying full information shall result primarily rejection of tender.
18. The Caterer shall be responsible for:
 - i) All injury due to any accident to persons, engaged by him/her.
 - ii) For any damage arising due to negligence on the part of the Caterer or his employees to the furniture and fittings provided by Institute. Further maintenance in the form of day-to-day cleaning of the pantry premises and other facilities provided would be carried out by the Caterer at their cost and;
 - iii) All the disputes shall be subjected to the Allahabad Jurisdiction. The Director IIIT-A as arbitrator have the full rights to settle all the disputes and that shall be binding on both the parties.
19. The person or persons whose tender is accepted (hereinafter called the contractor) shall within one week after his or their tender has been accepted deposit earnest money where any security so deposited is not payable to bearer, the contractor shall endorse of transfer it to the said Government in such a manner that the sum represented by it can be realized without the consent or assistance of the contractor. The contractor shall permit Government at the time of making any payment to him for work done under the contract to deduct 10% (ten percent) of all money so payable on account of security deposit until such deduction along with the sum already deposited as earnest money to be adjusted in the last deduction, bill amount.
20. (i) The contractor shall submit all bills on the printed form and all items in such bill shall be charged at the rates specified in the tender or in the case of an extra work ordered in pursuance of these conditions and not mentioned or provided for in the tender, at the rate here in after provided in such order mutually agreed upon clearly mentioning as extra items.
 - (ii) Payment shall be made within 7 days on completion of the work after due verification by the site in-charge as per tendered rates.
 - (iii) Advance payment shall be made on request of the tenderer/contractor in the interest of work, if, however, the Director IIIT-A is satisfied that advance is essential for execution of work and with sufficient proof that the sufficient material is brought at site.
21. The Institute reserves the rights to cancel the tender without assigning any reason and also have right to divide the work into several caterers in the interest of work.

“It is certified that I agree to the terms and conditions as specified above and bind myself to follow and comply with the same. I have gone through all the conditions and understood the same.”

.....
**Seal and signature of the Proprietor/
Authorized Representative**

**S/d
(H.D.Tiwari)
Advisor Finance**

AGREEMENT

An agreement made this _____ day of _____ between Deputy Registrar (E), Indian Institute of Information Technology, Allahabad _____ (herein referred to as Employer) of the one part and M/s _____ (herein referred as the contractor of the other part).

Whereas in response to call for tender for the _____ as per tender paper at _____ hereto contractor has submitted a Tender as per Annexure 'A' hereto and whereas the said Tender of the contractor has been accepted the total estimated contract value of Rs. _____ as per copy of letter of acceptance of Tender No. _____ Dated _____ completed with enclosures at the accepted rates and agreed deviations from Tender Papers as per annexure hereto. Now this agreement witness that considerations of premises and the payment to be made by the Employer to the contractor provided for herein below the contractor shall supply all equipments and materials and executed and perform all works provisions in Tender papers hereto and upon such supply execution and perform to the satisfaction of the Employer, the employer shall pay to the contractor at the several rates accepted as per the said annexure and in terms of provisions herein.

In witness whereof the parties have hereunto set and subscribed their respective hands and/ or seals the day and years respectively mentioned against their respective signatures.

Signed and delivered at _____ by Shri _____ for and on behalf of M/s _____ the contractor within named in the presence.

(Authorized Signatory)

Witness:

1. Signature
Name in Block Capitals _____
Address _____

2. Signature
Name in Block Capitals _____
Address _____

Signed and delivered at _____ by Shri _____ Dy.Registrar (E), for Indian Institute of Information Technology, Allahabad in the presence of:

Deputy Registrar (E)

Witness:

1. Signature
Name in Block Letter _____
Address _____

2. Signature
Name in Block Letter _____
Address _____

RELATIONSHIP CERTIFICATE

This is certify that none of my relative is an employee of Indian Institute of Information Technology, Allahabad.

Signature of Contrator

**Authorized Signatory
Of IIIT- Allahabad**

**S/d
(H.D.Tiwari)
Advisor Finance**