

NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR

Silchar – 788 010 (ASSAM)

No: NITS/PS-706/Dean SW/Hostel Catering/(et)/19

Date: 10/06/2019

NOTICE INVITING TENDER

FOR CATERING SERVICES TO HOSTELS AT NIT, SILCHAR



1	Tender No. & Date	NITS/PS-706/Dean SW/Hostel Catering/(et)/19
2	Name of the work	FOR CATERING SERVICES TO HOSTELS AT NIT, SILCHAR
3	Last Date and Time of E-submission of tender	02/07/2019 at 15:00HRS.
4	Date and Time of E-opening of Technical Bid	03/07/2019 at 4:00 HRS.
5	Date and Time of E-opening of Financial Bid	To be intimated later
6	Tender Fee	Rs.1000.00(One Thousand Only)
7	Earnest Money Deposit(EMD)	Rs. 1,00,000/-
8	E-Tender Processing fee	AS APPLICABLE ONLINE



**NATIONAL INSTITUTE OF TECHNOLOGY
SILCHAR - 788 010**

Tel.No. Director: (03842) 224879

Fax: (03842) 224797

NOTICE INVITING TENDER

Adv. No: NITS/PS-706/Dean SW/Hostel Catering/(et)/19

E-Bids Tenders are invited from reputed Firms/Agencies FOR CATERING SERVICES TO HOSTELS AT NIT, SILCHAR in two bid system covering firms profile, experience, terms and conditions along with Earnest Money Deposit (EMD)

Rs. 1,00,000/- to be submitted online through Net Banking, Debit/ Credit Card, RTGS / NEFT. No Interest shall be paid on EMD at the time of return. Bidders registered as NSIC/SSI/MSME are exempted. Necessary Certificate in support must be furnished where applicable.

Terms conditions described in (Section A&B). Regarding any clarification please contact

**Office of the Dean (SW), New Administrative Building (Ground Floor), NIT, Silchar
Dt.: Cachar, Assam, PIN: 788 010**

Tender document can be obtained from ITI portal <https://www.tenderwizard.com/NITS> , or may be downloaded from our website www.nits.ac.in or <http://eprocure.gov.in>. The cost of tender document is Rs.1,000/- (Non-refundable) to be submitted online through Net Banking, Debit/ Credit Card, RTGS / NEFT/. The last date and time for submission of Tender document will be ____/____/2019 up-to 01.00PM and tender (technical bid) will be opened on the same date at 03.30 PM in the **Purchase Cell. Price bid of technically qualified bidders only shall be opened in a later date with prior intimation.**

The offers without Cost of Tender & Earnest Money Deposit (EMD) shall out rightly be rejected.

Director, NIT Silchar reserves the right to extend the date or cancel the tender, accept or reject any/all tenders or not to purchase all or any of the items.

Registrar, NIT Silchar

REQUIREMENTS FOR VENDORS

- P.C. connected with internet.
- Registration with Service provider portal **www.tenderwizard.com/NITS**
- The vendor should possess a Class III Digital Signature certificate (Mandatory).
- (Bids will not be recorded without Digital Signature Certificate.)
- In case of any clarification please contact Chief Regional Manager, Regional office, ITI Limited f-29, Ground Floor ITI Bhavan, Dooravaninagar, Bangalore – 560 016 before the schedule time of the e-Procurement.

Contact Helpdesk:-

HELPDESK NO. 9073677150/151,152, E-mail: helpline@tenderwizard.com

a) For registration, Submission procedure and method of correspondence etc. Please visit our website: www.tenderwizard.com/NITS and click on the link Vendor Help.

b) To obtain the Class III digital signature certificate or further details please visit our website: www.tenderwizard.com/NITS

c) Registration/Enrollment of Bidder on e-procurement Portal of NIT Silchar:

In order to submit the Bid, the bidders have to get themselves registered online on the e-Procurement portal of National Institute of Technology, Silchar with valid Digital Signature Certificate (DSC) issued from any agency authorized by CCA and which can be traced up to the chain of trust to the Root Certificate of CCA.. The registration should be in the name of bidder, whereas DSC holder may be either bidder himself or his duly authorized person.

The bidders will have to accept unconditionally the online user portal agreement which contains the acceptance of all the Terms and Conditions of NIT (Notice Inviting Tender) including Commercial and General Terms & Conditions and other conditions, if any, along with on-line undertaking in support of the authenticity of the declarations regarding the facts, figures, information and documents furnished by the Bidder on-line in order to become an eligible bidder. No conditional bid shall be allowed/accepted.

The bidder will have to give an undertaking online that if the information/declaration/scanned documents furnished in support of the same in respect of eligibility criteria is found to be wrong or misleading at any stage, they will be liable to be punitive action.

d) Help for participating in e-tender:

The detailed method for participating in the e-procurement are available in the website www.tenderwizard.com/NITS . The bidders have to Log on to National Institute of Technology, Silchar's web site and then click on the specified links to start participating in the e-tendering process.

Bidders are also free to communicate with the contact person of the service provider to get all clarifications regarding the mode of the e-procurement process.

NB : (I) Please note that there is no provision to take out the list of parties downloading the tender document from the above referred web site . As such , tenderers are requested to see the website once again before due date of tender opening to ensure that they have not missed any corrigendum uploaded against the said tender after downloading the tender document. The responsibility of downloading the related corrigendum , if any , will be that of the downloading parties.

(ii) No separate intimation in respect of corrigendum to this NIT(if any) will be sent to tenderers who have down loaded the document of National Institute of Technology Silchar.

e) The offer should be submitted (uploaded) as per the terms and conditions and procedures laid down in the website of M/s ITI Ltd www.tenderwizard.com/NITS tender document failing which the offer is liable for rejection.

Bidders should download the complete NIT including the Annexure and read carefully before filling the details and uploading the documents.

f) The bidder must upload all the documents required as per the terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.

Section-A

Overview:

The Hostels at National Institute of Technology, Silchar provide full residential accommodations to all its students. There are 09 (nine) Boys' Hostels and 03 (three) Girls Hostels at present. The mess of each hostel is managed by a Mess Management Committee (MMC) comprising of boarders of the respective hostel under the supervision of Associate Warden of the hostel. The mess runs round the year except during summer vacation (normally 60 days during May – July) and winter vacation (normally 25 days during December-January). To have a general idea about the strength of the hostels, the details are as mentioned below.

The Tenders are to be submitted Cluster wise. Evaluations will be based on the rates submitted for each cluster and work order will be issued accordingly. **However all the Cooking and other dinning arrangements including storage will have to be prepared and maintained separately in each hostel.**

Sl.		Hostels	Approximate Strength
1	Cluster-1	BH-1 & BH-6	420
2	Cluster-2	BH-2 & BH-7	420
3	Cluster-3	BH-3 and PGH	650
4	Cluster-4	BH-4 & BH-5	400
5	Cluster-5	Boys' Hostel No. – 8	500
6	Cluster-6	BH-9	650
7	Cluster-7	GH-1 & TGH-1,TGH-2	300
8	Cluster-8	GH-2 & GH-3	350

Scope of the Work:

- Cooking and serving meals (Breakfast, Lunch, Evening tea/Snacks/Tiffin and Dinner) and grand feast (on last Sunday of each month).
- Ensuring quality of raw materials, grocery items used for preparation of food (as per the tender document) with utmost importance on hygiene.
- Managing and control of stocks and inventories for running the mess.
- Cleaning and **maintenance of hygiene** of utensils, Kitchen place and serving items.
- Cleaning of cooking, dining and auxiliary areas.
- Waste disposal is the responsibility of the Caterer. Caterer under no circumstances shall dispose plastic and food waste into the drains. Separate Dustbins for wet and no-wet waste materials must be arranged and maintained properly.
- Security of the equipment, utensils and other items in the kitchen and dining areas. Prevents dog/cat and any other such animals in the dining and kitchen place.
- Maintenance of the equipment in the Kitchen and dining areas.
- Maintenance of books, ledgers, other records and documents related to running of the mess.

- j) Maintaining records of food bill of individual boarder and displaying at the end of the month.
- k) Deployment of required manpower for supervision of the above mentioned services.
- l) Any other activities as may be considered by the institute on merit.
- m) Maintaining cordial relationship with boarders.

Section-B

The mess consists of a kitchen and a dining hall. The important Terms and Conditions are listed below:

Terms and Conditions:

- The catering services in hostels shall be operated by the awardee firm(s) from the date **as decided by the Office of the Dean SW (tentatively 18 the July, 2019)**, failing which the EMD money will be forfeited and the work shall be awarded to next eligible bidder.
- The caterer shall engage and provide requisite number of well-trained cooks and service personnel to run the mess and serve meal to the students 04 (four) times a day, viz. Breakfast, Lunch, Evening Snacks and Dinner. In case of Girls' hostel catering, preferably lady cooks and lady service personnel (**mandatory**) shall be engaged.
- **Meals should be ready to be served in time** for all the boarders of that hostel without any failure.
- The caterer should be financially sound to run the mess.
- The caterer should be familiar with the modern kitchen equipment.
- The caterer having degree/ diploma in hotel management or nutrition is preferable.
- The Caterer shall keep the mess open from **6.30 A.M to 10.30 P.M** every day and serve meals during (and only during) **designated meal hours** as per **Table-A** or as decided by the institute from time to time

Table-A: Time Table for serving

	Weekdays	Weekends
Breakfast	7:00-9:00 AM	8:00-10:00 AM
Lunch	12:00-2:00 pm	12:00-2:00 pm
Evening Snacks	5:00-6:00 pm	5:00-6:00 pm
Dinner	8:00-10:00 pm	8:00-10:00 pm

- The mess shall not be closed without prior permission from the concerned authority of the Institute.
- The Caterer shall serve only specified foods as per the contract document [and/or sometimes as approved by the hostel authorities for special cases with the approval from Dean (SW)]. Rate for special cases will be decided with the consent of both the parties i.e. NIT Silchar & Caterer.
- The Caterer must display the menu/ list of food items to be served in the mess in consultation with respective Asso. Warden and Mess Management Committee (MMC).
- The Caterer **must** provide uniforms to the employees during the service hours. Caterer has to ensure that the staffs are dressed in clean and proper uniforms while on duty. The caterer should

also issue Photo Identity Card to its staffs. **In any circumstances a staff should not be a MINOR.**

- The Caterer's employees should be free from any contagious disease or sickness or any other kind of disease that is considered unacceptable for handling food items. In such case the Caterer should give them leave and arrange treatment as deemed fit and should make alternative arrangement at his own cost. Whatever circumstance it may be, the caterer must ensure that the service is not hampered, and serving standard is maintained.
- The Caterer shall be solely responsible to provide safe and hygienic food to the students at all times. A committee appointed by the institute will monitor the same including hygiene from time to time. Persons authorized by the Institute must have full access to all facilities and documents. Any preparation not found to be wholesome or hygienic is liable to be rejected without any compensation. Further punitive action, as deemed fit shall be taken against the caterer, including cancellation of contract.
- Only purified water (purified by Aquaguard or other purifier of similar standard) has to be served in the mess. Institute will provide the required drinking water in the dinning place.
- The premises of the mess shall not be used for any other purpose. The Institute reserves the right to use the Dining Hall and other places during the tenure of contract.
- The Caterer shall maintain neat & cleanliness of the mess premises at all times. No trash is to be thrown inside or outside the mess premises except in properly covered bins supplied by the Institute.
- Burning of fuels except cooking gas is forbidden. Use of electricity is strongly prohibited. However, solid fuel like fire wood and coal may be used under exceptional circumstances with permission from the concerned authority.
- **It is mandatory to purchase/refill LPG cylinders from the registered Agency using the Consumer Card provided to each Hostel.**
- The assets and articles provided by the Institute shall be property of the Institute and the caterer shall be merely the custodian of such assets and articles. On termination of the contract, all such property shall be handed over to the Institute in good condition. Any damages caused to institute properties will invite appropriate compensation which will be recovered from the Performance Security of the firm.
- The Caterer shall maintain the building space in good condition. All floors and counter tops are to be scrubbed regularly with non-corrosive detergent or soap, and all vertical surfaces are to be dusted regularly. The period of cleaning should be such that there is no visible dirt or marks at any time.
- In the event of loss/theft/damage of property/utensils/ fittings caused due to negligence of the any of its employees of the Caterer, the Institute shall be entitled to get compensation from the Catering Agency.
- Agency is responsible for correctly identifying the students including his/ her room numbers and correctly records the servings per student. The agency must engage person for the same at the entrance of the dining hall.
- The food bill for each student should be notified through the designated officer (or Associate Warden) on 2nd day of the successive month. Any dispute arises with the food bill of individual student may be addressed and corrected within 5th day of the same month. The final mess bill will be displayed by the respective warden on the same day (i.e. 5th day of that month) for payments. Payments may be made on or before 10th day of the same month.
- Rebate may be given for the food bill for not taking food with prior permission from the concerned authority and the same may be recorded by the mess manager (of agency) as per the information supplied by the concerned Associate Warden. It is to be mentioned that a student is allowed to take rebate for minimum absence of 5 (five) days (at a stretch) from the mess and upto a maximum of 15 days in a semester. No rebate above 15 days is permitted to any student. Rebate request application should be properly signed by the concerned Associate Warden of that hostel and must be submitted minimum of 2 (two) days prior to leave to the Mess Manager/

MMC. Permission for any other exceptional cases may be obtained from Dean (SW) and should be considered.

- **The firm Should have similar ongoing and previous work orders for at least one 100 capacity students hostel (single order) in Central Govt./ State Govt. organization. Experience in running Hostel Messes in Educational institutes/Training institutes are preferred.**
- **Annual Turnover should not be less than INR 50.00Lakhs (Audited bank statement to be enclosed) during last three FY.**
- **FSSAI, EPF, ESI, GST and Central Labor License with last three months payment challan to be enclosed.**
- **The vendor should ensure Minimum wage to all employee as per the Central Minimum Wage Act.**
- Bid submitted by any firm which were Blacklisted or terminated from any IIT/NIT/Central Univ./Government Organization etc. will be summarily rejected.

PENALTIES FOR VIOLATION OR RULES, TERMS AND CONDITIONS

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

1. Non-availability of complaint register on the counter/discouraging students from registering complaints would lead to a fine of Rs. 2500/-.
2. Insects cooked along with food would invite a fine of at least Rs. 5,000/-.
3. Any complaint of soft objects like hair, rope, plastic, cloth etc in food will attract a fine of Rs 2,500/ per complaint.
4. Any complaint of stones / pebbles (large size) will attract a penalty on the caterer an amount of Rs 2000/- per complaint.
5. Hard and/or sharp objects like glass pieces, nails, hard plastic etc. will attract a penalty of at least Rs 5000/- per incident.
6. Three or more complaints of unclean utensils in a day would lead to a fine of Rs. 3,000/ on the caterer.
7. 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. In this regard decision of NIT Silchar authority will be final.
8. If food for any meal gets over within timings of mess and waiting time is more than 15 minutes for lunch and 10 minutes for breakfast, then a fine of Rs. 3,000/- would be imposed on the caterer. The timing for that meal will be extended equivalent to delay time.
9. Changes in menu of any meal without permission of mess committee would result in a fine of Rs. 3,000/- on the caterer.
10. Inappropriate personal hygiene of workers including their dress and / or misbehavior by workers etc. will lead to fine of Rs. 3,000/- on caterer for every instance.
11. 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.
12. Absence of proprietor or his representative empowered to take decision from mess council meetings (which will be held once in every month) on due invitation will attract a fine of Rs. 5,000/ on caterer.
13. 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.
14. 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 MMC with consent with the Assoc. Wardens.

15. Severity of hygiene failure shall be assessed and decided by the MMC and fined appropriately. 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.

Infrastructure to be provided by the Institute:

Institute will provide the following infrastructures.

- All required kitchen equipment, utensils, crockery, cutlery, etc.
- All necessary furniture in the Dining Hall.
- LPG connection for running of the mess (no other fuel).
- Industrial Heavy-duty Water Purifier cum cooler.
- All necessary bins for kitchen waste management.
- All necessary water (for cooking and other purpose) and electricity connection (not for cooking).
- Standard Fire safety equipments.
- Only in case of any emergency the catering agency personnel may be provided medical facilities available at the Institute Dispensary. Normal medical facilities to be arranged by the catering agency on their own.
- The Institute shall provide limited amount of living accommodation to the staff engaged by the caterer.

Statutory Obligations:

- The staff engaged by the catering agency shall draw their remuneration from their Caterer and shall not claim any employment benefit from the Institute at any time. The agency shall also be responsible for the statutory obligations of such personnel and shall indemnify the Institute in this matter. It is the duty of the caterer to explain these terms to his employees.
- **The Caterer shall be directly responsible for payment of wages as per Govt. rules amended from time to time (including other benefits like E.P.F. & E.S.I.) to his employees engaged for the services. The caterer shall follow the minimum wages act and workmen's compensation act which are in force from time to time. Institute will verify all the related obligatory documents of the firm related to payment of minimum wages to the employees engaged, EPF, ESI etc. and may take appropriate measure against the firm in case of failure.**
- The institute shall have no responsibility towards payment of wages, social security, medical care, safety or any benefit to the personnel engaged by the caterer. Any incident occurring during the contract period is the sole responsibility of the caterer and the institute is no way liable for any such incident.
 - **The Caterer shall not employ any minor for the above contract work as prohibited under Labour Act and shall comply with all the clauses of the Act.**
- All safety measures must be taken care of, in order to avoid any accident, fire and other safety hazards. Any type of loss/damage of assets due to any such incident is the sole responsibility of the Caterer. The Institute shall in no way be liable for any such incident occurring during the contract period or in connection with the services.
- The successful caterer shall claim actual monthly mess bill to the designated officer of the hostel, for payment within ten days of the successive month.
- The Institute shall provide limited amount of living accommodation to the staff engaged by the caterer. Such accommodation shall be handed over to the Institute in vacant state on termination of the contract in any manner whatsoever and at any time earlier at the instruction of the Institute. In case premises are not handed over in the manner as referred herein above, the Institute shall be entitled to remove the possession of unauthorized occupants by use of such force as may be required with penalty as decided by the Institute.

- If there is damage to building or other institute property because of willful or negligent act or poor maintenance, the institute will repair it at its own cost and shall recover the amount from the caterer.
- The staff employed by the agency will not join or form any union associated with the Institute or otherwise any political party.
- If the rates of two or more bidders are found to be same, preference will be given to the firm having better credentials. Decision taken by NITS shall be final and binding.
- **If a particular bidder becomes L1 (lowest rate) in several or all the Clusters then only 2 Clusters will be awarded. The selection of the two Clusters will be made by the L1 Firm. For the rest of the firms under that pool will be awarded to other Firms at lowest rate. However, under unusual situation maximum number of Clusters to be awarded to bidder(s) will be decided by the authority of NIT Silchar.**
- If at any stage, it becomes necessary to rescind/ terminate the contract due to the fault of the catering service provider (caterer), then the contract for other hostels to the same caterer will be rescinded/ terminated and the work will be awarded to the other caterer on the risk and cost of the said defaulting caterer. However, under unusual situation decision will be taken by NITS authority.
- The quality of meals served at the hostel shall be checked on regular basis by a team constituted by NITS.
- The rate should be quoted inclusive of all taxes (including GST). If there is any variation of taxes and duties after the award of work, it will automatically applicable and reimbursement or deduction will be made accordingly.
- **Performance Security:** The successful bidder to whom the award of work shall be made should furnish a **PERFORMANCE SECURITY** as per the following table in favor of **The Director, NIT Silchar**, payable at Silchar in the form of Demand Draft or Bank Guarantee.

Sl.	Clusters	Hostels	Approximate Strength	Performance Security(INR)
1	Cluster-1	BH-1 & BH-6	420	1,00,000.00
2	Cluster-2	BH-2 & BH-7	420	1,00,000.00
3	Cluster-3	BH-3 and PGH	650	1,50,000.00
4	Cluster-4	BH-4 & BH-5	400	1,00,000.00
5	Cluster-5	Boys' Hostel No. – 8	500	1,50,000.00
6	Cluster-6	BH-9	650	1,50,000.00
7	Cluster-7	GH-1 & TGH-1,TGH-2	300	1,00,000.00
8	Cluster-8	GH-2 & GH-3	350	1,00,000.00

- The performance security shall be retained by the Institute till the completion of the work order. After successful completion of the term, the performance security shall be returned to the successful bidder without interest. The successful bidder should submit the performance security within 7 days from receiving the work order/ before starting the work whichever is earlier. In case of failure of submitting the performance security within the said period, the work order stand cancelled automatically and authority will take appropriate decision.
- **Penalty Clause :** In case of violation of any of the clauses as specified in this tender notice or in case of damage caused to the Institute property by any act of the successful bidder to whom the award of work has been made, necessary recovery as deem fit by NITS shall be made from the performance security/mess bills. In severe cases, the work order of the successful bidder may be cancelled and the firm may be blacklisted.

The scope of work detailed above, including key deliverables, is only broad and the institute would appreciate innovative proposals concerning the services sought for. The prospective firms are required to submit their proposals preferably upon performing detailed site survey.

Decision taken by NITS authority in all cases shall be final and binding upon the bidder.

Credential Criteria:

- A non-refundable amount of **Rs. 1000/- (Rupees One Thousand only)** as Cost of Tender to be submitted online through Net Banking, Debit/ Credit Card, RTGS / NEFT and Earnest Money Deposit (EMD) of **Rs. 1,00,000.00 (one lakh only)** to be submitted online through Net Banking, Debit/ Credit Card, RTGS / NEFT through the portal. The bidders should enclose all the documents, duly self-certified (signed), in support of their bonafide. Incomplete Bids / Bids received without Cost of Tender, EMD shall be summarily rejected.
- The successful bidder should provide two non-judicial stamp papers of Rs. 100.00 (Rupees one hundred only) each within 7 (seven) days of receiving the work order for signing the contract agreement.

Testimonials to be furnished:

The bidders should enclose the following documents, duly self-certified, in support of their bonafide. In case of failure to furnish any of the documents or comply with the provisions, the bid submitted by the firm is liable to be rejected.

SN	Documents to be furnished
1	Cost of Tender for Rs. 1000.00 to be submitted online through Net Banking, Debit/ Credit Card, RTGS / NEFT
2	EMD for Rs. 1,00,000.00 to be submitted online through Net Banking, Debit/ Credit Card, RTGS / NEFT
3	Copy of Certificate of Registration/Trade License for Catering Services/FSSAI
4	Copy of PAN/GST in the name of firm/proprietor
5	Copy of Labour License from Competent Authority
6	Copy of Valid EPF Registration
7	Copy of Valid ESI Registration
8	Details of the bidder on the letter head of the firm (As per Annexure-I)
9	Firm should have an experience of providing catering service to at least 100 capacity hostel/mess in any Education Institution (As per Annexure – II). Documentary evidence to be furnished.
10	Menu for Boys/Girls Hostels with signature in support of their bonafide. (As per Annexure III)
11	Financial Bid signed digitally.
12	Declaration duly sealed and signed. (As per Annexure-V)

Eligibility criteria are broad guidelines and the Director, NIT Silchar has the exclusive right to relax/ alter/ modify/ add any or all the criteria mentioned above.

Validity of Contract:

1. The validity of the contract, if awarded, would be for a minimum of one year from the last date of submission of the tender. The period of contract may be extended depending upon the performance which is at the full discretion of the Director, NIT Silchar.
2. This contract can be terminated under any one of the following circumstances.
 - a. By giving one month notice by the Institute, without assigning any reason, if in the opinion of the authorities such termination is in the interest of the institute. This termination will not be challenged by the contractor.
 - b. The Vendor/Agency not performing his duties properly as per the agreed terms and conditions of the contract. The institute shall decide whether the performance of the vendor meets specification or is deficient and to what degree. In such a case the notice period shall be one week.
 - c. For committing breach of the terms & conditions of the contract or assigning the contract or any part thereof by the Agency to any third party or subletting whole or part of the contract or the premises to any third party. The notice period shall be one week.
 - d. The Firm/Agency being declared as insolvent by the court of law. The notice period shall be one week.


During the period of termination of contract in any of the situation contemplate above, the Agency shall keep discharging his duties as before till the expiry of notice period. It shall be the duty of the contractor to remove all the persons and / or resources deployed by him on termination of the contract on any ground whatsoever and to ensure that no person creates any disruption/ hindrance/ problem of any nature to NIT, Silchar.

Jurisdiction and Right to Amend Rules:

1. The institute reserves the right to amend the rules of operation whenever and wherever considered necessary and appropriate. The same shall be intimated to the vendor in due course.
2. The Institute rules shall be binding for execution of the contract. Further, in case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter, the Director, NIT, Silchar is the sole arbitrator to decide the same and his decision is final and binding on both the contractor and the institute as per the provisions of the Arbitration and Conciliation Act 1996. If differences persist even after arbitration and there are compelling reasons to go to the court, it will be decided in the court of Silchar only.
3. **Quoted rate should be inclusive of all taxes. Nothing extra will be paid by the Institution. If there is any increase / decrease of statutory taxes will be reimbursed accordingly. Rate should be quoted through online only,**
4. **Evaluation of Quotations :**
 - a) NIT Silchar will evaluate and compare the tender/quotations determined to be substantially responsive i.e. which are **digitally signed**
 - b) Confirm to the terms and conditions, and specifications.
5. **Award of contract:**

NIT Silchar will award the contract to the bidder whose tender/quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
6. The bidder whose bid is accepted will be notified of the award of contract by the NIT Silchar prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
7. No alternations in tender forms shall be made by the bidder and if any such alteration is made, the tender is liable to be rejected.

8. **Forfeiture of EMD:** Incase the awardee firm fails to supply the items within the stipulated date then the P.O. is liable to be cancelled and the EM will be forfeited. No claim in this regard will be entertained.
9. **Successful bidder shall give a performance security of Rs. As applicable in the form of Bank Guarantee.** The performance security shall be furnished along with the Agreement in connection to Catering Service. Validity of the Performance Security shall cover whole contract period.
 - The proceeds of the Performance Security shall be payable to the purchaser as compensation for any loss resulting from the suppliers failure to complete its obligations under the contract.
10. All legal disputes shall be under the jurisdiction of the Silchar Courts of Cachar District in the state of Assam.



Registrar, NIT Silchar

ON THE LETTER HEAD OF THE FIRM

PROPOSAL FOR PROVIDING CATERING SERVICES TO HOSTELS AT NIT, SILCHAR

1. Name of the Firm/Agency/Individual : _____
2. Address with Telephone/Mobile Number/ e-mail : _____
3. PAN/GST Registration No. : _____
4. EPF Registration Number : _____
5. ESI Registration Number : _____
6. Valid Labour License Number : _____
7. FSSAI Certificate
8. Name and Address of the Banker : _____
9. Name & address of the person responsible for : _____
Management with telephone Number _____
10. EMD Particulars: Bank Draft No. _____ Date _____ for Rs.1,00,000.00
11. Cost of Tender: Bank Draft No. _____ Date _____ for Rs. 1000.00

Date:
Place:

Signature of the Authorized Person

ON THE LETTER HEAD OF THE FIRM
Experience of the firm in providing Catering Services to
Education Institutes

a) Details of all completed/ongoing contracts

Sl. No.	Name of the organization with address, phone nos, email ids etc.	Period of Contract		Nature of work undertaken	Strength of boarders	Remarks (Completed / Ongoing)
		From	To			
1						
2						
3						
...	

Date:

Place:

Signature of the Authorized Person

N.B. (Please enclose the following documents along with the form)

1. Attach ongoing and previous work order details as a proof.

Mess Menu for All Hostels

Day	Breakfast (7.30 - 10.00)	Lunch (12.00- 2.00)	Snacks (5.00 -6.00)	Dinner (8.00 - 10.00)
Sunday	Tea, Aloo Paratha, Chutni	Rice, Dal, Roti, Seasonal Sabji fry, Salad, Soyabean, Chutni, Nimbu	Tea, Aloo chop/Bread Pakoda	Pulao, Methi Puri, Dal Makhani Non-veg: Kadai Chicken, Chicken fry. Veg: Shahi Paneer, Paneer fry. Mithae, Frooti/Appy.
Monday	Tea, Puri/Kulcha/ Aloo matar	Rice, Dal, Roti, Seasonal Sabji fry, Rajma, Nimbu Pani, Papad	Tea/Coffee, Onion Pakoda	Roti, Rice, Dal, Seasonal Sabji Fry, Non-veg: Egg Curry Veg: Chola masala ,Sewai.
Tuesday	Tea, Onion Paratha/Veg Roll, Chutni	Rice, Dal, Roti, Seasonal Sabji fry, Chana Sabji, Dahi, Papad Nimbu.	Tea , Chana Fry	Roti, Rice, Dal, Seasonal Sabji Fry. Non-veg: Butter chicken Veg: Butter Paneer Banana Shake.
Wednesday	Tea, Chola Bhatura,	Rice, Dal, Roti, Seasonal Sabji fry, Kadai Pakoda/Dal Pakoda, Salad, Chatni, Nimbu.	Tea , Poha/Upma/Bread Butter	Roti, Rice, Dal, Seasonal Sabji Fry. Non-veg: Garlic Chicken Veg: Matar paneer,
Thursday	Tea, Puri/Kulcha/ Chana Dal	Rice, Dal, Roti, Seasonal Sabji fry, Mixed Veg, Dahi, Papad, Nimbu	Tea, Veg Chow	Roti, Rice, Dal, Seasonal Fry, Corn, Sahi Paneer, Fruit Salad
Friday	Dal Paratha, Chutni	Rice, Dal, Roti, Seasonal Sabji fry, Mixed Veg, Dahi, Papad, Nimbu	Tea, Pao/Samosa	Non-veg: Chicken Biryani Veg: Paneer Biryani Separate Gravy, Rayta, Roti , Papad
Saturday	Tea, Dosa/Uttapam sambhar, Mixed sagji/Chutni	Rice, Dal, Roti, Seasonal Sabji fry, Veg Curry, Salad, Nimbu	Tea, Chat	Roti, Rice, Dal, Seasonal Fry Non-veg: Fish Curry, Veg: Mushroom Butter Masala/Mixed Veg, Kheer

- **GRAND FEAST (LAST SUNDAY):** Polao, methi Puri, Dal (makhani), Amul cool, Rasmalai, Ice cream , Salad. **Non-Veg:** Chicken (2 types- handi & Fry 100 gm each), **Veg:** Paneer special and paneer fry (60 gm each)
- Salad and Papad can be alternatively given in the lunch.
- Seasonal vegetable can be provided in food. However, same type of vegetables should not be provided on consecutive meals.
- All the open items e.g. Rice, Dal and Roti should be provided at the dining table only.
- Quantity: Chicken-70 gm (dressed) for each type (other than Sunday), Fish-70 gm, Panner-40 gm, Egg-1 piece

Financial Bid (Page 1) **Sample Only** *Annexure IV*

Please Note: Financial Bid shall be opened only for those technically qualified firms.

1. Rice : Sartaj/ Kutub Minar brand/
2. Wheat (Atta) : Aashirvaad/ Shakti Bhog/Ganesh
3. Cooking Oil : Musturd: Engine/ Dhara/ Fortune ; Refined: Fortune/ Dhara
4. Masala (Spices) : MDH/ Sunrise

Sl.	Hostel	Approximate Strength	Average daily rate per boarder in Rupees (in Figures)	Average daily rate per boarder in Rupees (in Words)
1	Cluster-1	420	Rs..... (figure) Above rates includes the cost of Evening Snacks of Rs.....per day (figure)	Rupees (in words) _____ _____ _____

Date:

Place:

Signature of the Authorized Person

Note: Please write the figures and words carefully.

Sample Only

Financial Bid (Page 2)

Sample Only

Please Note: Financial Bid shall be opened only for those technically qualified firms.

Sl.	Hostel	Approximate Strength	Average daily rate per boarder in Rupees (in Figures)	Average daily rate per boarder in Rupees (in Words)
2	Cluster-2	420	Rs..... (figure) Above rates includes the cost of Evening Snacks of Rs.....per day (figure)	Rupees (in words) _____ _____ _____

Date:

Place:

Signature of the Authorized Person

Note: Please write the figures and words carefully.

Sample Only

Sample Only

Please Note: Financial Bid shall be opened only for those technically qualified firms.

Sl.	Hostel	Approximate Strength	Average daily rate per boarder in Rupees (in Figures)	Average daily rate per boarder in Rupees (in Words)
4	Cluster-3	650	Rs..... (figure) Above rates includes the cost of Evening Snacks of Rs.....per day (figure)	Rupees (in words) _____ _____ _____

Date:

Place:

Signature of the Authorized Person

Note: Please write the figures and words carefully.

Sample Only

Sample Only

Please Note: Financial Bid shall be opened only for those technically qualified firms.

Sl.	Hostel	Approximate Strength	Average daily rate per boarder in Rupees (in Figures)	Average daily rate per boarder in Rupees (in Words)
6	Cluster-4	400	Rs..... (figure) Above rates includes the cost of Evening Snacks of Rs.....per day (figure)	Rupees (in words) _____ _____ _____

Date:

Place:

Signature of the Authorized Person

Note: Please write the figures and words carefully.

Sample Only

Sample Only

Please Note: Financial Bid shall be opened only for those technically qualified firms.

Sl.	Hostel	Approximate Strength	Average daily rate per boarder in Rupees (in Figures)	Average daily rate per boarder in Rupees (in Words)
8	Cluster-5	500	Rs..... (figure) Above rates includes the cost of Evening Snacks of Rs.....per day (figure)	Rupees (in words) _____ _____ _____

Date:

Place:

Signature of the Authorized Person

Note: Please write the figures and words carefully.

Sample Only

Sample Only

Please Note: Financial Bid shall be opened only for those technically qualified firms.

Sl.	Hostel	Approximate Strength	Average daily rate per boarder in Rupees (in Figures)	Average daily rate per boarder in Rupees (in Words)
10	Cluster-6	650	Rs..... (figure) Above rates includes the cost of Evening Snacks of Rs.....per day (figure)	Rupees (in words) _____ _____ _____

Date:

Place:

Signature of the Authorized Person

Note: Please write the figures and words carefully.

Sample Only

Sample Only

Please Note: Financial Bid shall be opened only for those technically qualified firms.

Sl.	Hostel	Approximate Strength	Average daily rate per boarder in Rupees (in Figures)	Average daily rate per boarder in Rupees (in Words)
10	Cluster-7	300	Rs..... (figure) Above rates includes the cost of Evening Snacks of Rs.....per day (figure)	Rupees (in words) _____ _____ _____

Date:

Place:

Signature of the Authorized Person

Note: Please write the figures and words carefully

Sample Only

Sample Only

Please Note: Financial Bid shall be opened only for those technically qualified firms.

Sl.	Hostel	Approximate Strength	Average daily rate per boarder in Rupees (in Figures)	Average daily rate per boarder in Rupees (in Words)
10	Cluster-8	350	Rs..... (figure) Above rates includes the cost of Evening Snacks of Rs.....per day (figure)	Rupees (in words) _____ _____ _____

Date:

Place:

Signature of the Authorized Person

Note: Please write the figures and words carefully

Sample Only

ON THE LETTER HEAD OF THE FIRM

DECLARATION

It is hereby declared that I/We agree to all the terms/clauses mentioned in this tender notice vide Tender No. dt I/We shall be liable to disqualification in case of any violation of the terms/clauses and I/We shall abide by the decision of National Institute of Technology Silchar (NITS).

Further, it is also declared that the firm has not been blacklisted/terminated/ suspended by any organization and that no case has ever been contemplated or lying pending in any court of law.

Signature:

Date:

DECLARATION

I / We hereby declare that no case is pending with the police/ court against the proprietor/ firm/ partner or the company (Agency). Also I /We have not been suspended / blacklisted by any PSU / Government Department / Financial Institution / Court.

(Signature & seal of the contractor)

Place:

Date:

NO DEVIATION CERTIFICATE

Notwithstanding anything mentioned in our bid, we hereby accept all the terms and conditions of this tender and we do not have any deviation to this tender enquiry. We hereby undertake and confirm that we have understood the scope of work properly and shall be carried out as mentioned in this tender enquiry.

(Signature & seal of the contractor)

Place:

Date:

BIDDERS DETAILS

Name of the Contractor /Party/ Firm

:

Name of Authorized Representative

:

Phone Nos.

:

Mobile Nos.

:

Fax No.

:

E-Mail Address

:

Web Site Address (If Any)

:

(Signature & seal of the contractor)

Place:

Date:

TECHNO-COMMERCIAL BID

[illegible]

I/ we have gone through all the Special & General Conditions and the contractor's obligations enclosed with this tender document and agree to abide by these.

Note: In case of discrepancy in rates between figure & words the higher will be taken for evaluation of bid and lower value will be taken for award of work.

(Signature & seal of the contractor)

Place:

Date:

CHECK-LIST (TECHNICAL BID)

SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER

Sl. No.	Description of Requirement	Yes / No / NA	Page No.
1.	Tender Cost Rs.1000/- (Non-refundable) to be submitted online through Net Banking, Debit/ Credit Card, RTGS / NEFT		
2.	Earnest Money Deposit (EMD) Rs _____ submitted online through Net Banking, Debit/ Credit Card, RTGS / NEFT		
3.	Copy of Manufacturer/ Authorized Supplier Certificate		
4.	Audited financial statement for last 3 years		
5.	Copy of the PAN card		
6.	Copy of GST registration certificate		
7.	Copies of work order of similar work with completion certificate (any)		
8.	Declaration certificate		
9.	No Deviation certificate		
10.	Bidder's details		
11.	Technical Specification		
12.	NSIC/SSI/MSME Certificate where applicable		

(Signature & seal of the contractor)

Place:

Date: