

# Indian Institute of Information Technology Vadodara

Block No. 9, Government Engineering College, Sector 28,  
Gandhinagar, Gujarat, India - Contact No. 079- 29750281  
www.iiitvadodara.ac.in

Tender No.IIITV/TENDER-MESS/2017-18/001

Date: 09 June 2017

## NOTICE INVITING TENDER

Dear Sir/s,

Indian Institute of Information Technology Vadodara Gandhinagar (IIITV) invites sealed tender for **providing catering services through student mess of IIIT Vadodara (IIITV) on rate contract for a period of one year extendable by two more years on negotiated terms & conditions** on the following terms & conditions:

1.Tender No	IIITV/TENDER-MESS/2017-18/001
2.Type of Tender	Indigenous Open Tender (Two Bid System)
3.Description of Work/Services	Providing catering services through student mess of IIITV on rate contract
4.Earnest Money Deposit (EMD)	<b>Rs.25,000/- (Rupees Twenty Five Thousand Only)</b> Must be enclosed with Technical Bid in the form of Demand Draft in favour of <b>Indian Institute of Information Technology Vadodara</b> Payable at Gandhinagar, Gujarat.
5.Closing Date and Time of Bid submission (Technical and Financial Bids)	30 <sup>th</sup> June 2017; 15.00 Hrs
6. Pre-Bid Meeting	16 <sup>th</sup> June 2017 at 15.00 Hrs at IIIT Vadodara, Gandhinagar Campus.
7.Last Date and Time for seeking Clarification	23 <sup>rd</sup> June 2017; 17.00 Hrs by an email to the Registrar < <a href="mailto:registrar@iiitvadodara.ac.in">registrar@iiitvadodara.ac.in</a> > or an ink signed copy at the institute.
8.Technical Bid Opening Date & Time	30 <sup>th</sup> June 2017; 15.30 Hrs
9. Financial Bid Opening Date & Time	Will be posted on Institute's website/ vendors would be informed by email/ Telephone
10. Bid Validity	120 Days from the tender due date
11.Tender Fee	<b>Rs.1000/- (Rupees One thousand Only)</b> in the form of Demand Draft in favour of <b>Indian Institute of Information Technology Vadodara</b> Payable at Gandhinagar, Gujarat.

12. Performance Guarantee/ Bank Guarantee (In the form of DD from nationalized Bank)	<b>Rs.2,50,000/- (Rupees Two Lakh Fifty Thousand Only)</b> in the form of Demand Draft in favour of <b>Indian Institute of Information Technology Vadodara</b> Payable at Gandhinagar, Gujarat.
13. Correspondence Address	Registrar, Indian Institute of Information Technology Vadodara, Block No. 9, Government Engineering College, Sector 28, Gandhinagar, Gujarat, India Contact No. 079- 29750281

**Table 1**

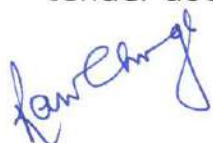
**Instructions to Bidders**

1. The tender documents shall be available on Institute's website ([iiitvadodara.ac.in](http://iiitvadodara.ac.in))
2. Bidders should download the tender document from the Institute's web site & should ensure to submit **tender fee along with the EMD.**
3. The parties may seek detailed clarifications on Technical & Financial issues (if any) on the Conditions of bidding document as mentioned in Table 1 on page 1.
4. IIIT Vadodara expects the bidders to comply with the tender specifications/ conditions, which shall be frozen after due date. The bids not complying with the terms and conditions of the bidding document and offers indicating any exception/ deviation shall be liable to be rejected.
5. Tenders must be reach in the Tender Box kept at the office of Registrar IIIT Vadodara, Gandhinagar, Gujarat as per the timings mentioned in Table 1 on page 1.
6. IIIT Vadodara reserves its right to accept/reject any/all the bids and cancel the tender at its sole discretion without assigning any reason.
7. Bidders intending to send their offers by post may send the same under registered cover/courier or by hand delivery so as to reach the designated place well before closing time and date. However, IIIT Vadodara, Gandhinagar accepts no responsibility for offers received after the due time and date. Also, all envelope should be marked in bold **"TENDER FOR PROVIDING CATERING SERVICES THROUGH STUDENT MESS of IIIT Vadodara, Gandhinagar Campus"**.

Registrar (IIITV)  
Indian Institute of Information Technology Vadodara,  
Block No. 9, Government Engineering College,  
Sector 28, Gandhinagar 382028  
Tele +91 79 29750281

8. Fax and Email quotation are not acceptable.

9. The quotations should be given for the items in the same order as in the tender document.





10. The bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents will be at the bidder's risk. Tenders not complying with tender conditions and not conforming to tender specifications will result in the rejection of its bid without seeking any clarifications.

11. The tender documents are to be in two parts as Technical Offer and Financial offer:

The Technical offer should include the following detailed information.

- i. Name (As per Registration Certificate), correspondence address, telephone number and fax number and Bank account of the bidder.
- ii. Complete details of the company indicating the name of the owner and staff members.  
Has your company/firm ever changed its name any time? If so, when, the earlier name and the reason thereof?
- iii. Legal status (Individual, Proprietary firm, Partnership firm, Limited Company or Corporation) of the company along with statutory details (Registration No., PAN, Service Tax No. & RPFC/ESIC No., GST No. etc)
- iv. List of past clients indicating the value of the contract & duration of the contract. Were you or your company ever required to suspend catering services for a period of more than 03 months continuously after you commenced the catering services? If so, give the name of the contract and reasons thereof.

OR

Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.

- v. List of present clients' along with the contract value & commencement date.
- vi. Photo copies of filled Income Tax Returns for the last three Financial Years (FY 2013-14, FY 2014-15, FY 2015-16).
- vii. The financial offer should include the cost of four meals (Breakfast, Lunch, Tiffin & Dinner) exclusive of all taxes, duties & other levies. The total cost should be quoted in words as well as figures (typed or printed). Amendment should be avoided. Amendments, if any, should be duly signed in full, failing which the offers are liable to be rejected.



Sr. No	Item	Price (Per person per day) in INR
(a)	Breakfast	
(b)	Lunch	
(c)	Tiffin	
(d)	Dinner	
	Total	
	Taxes	
	Duties	
	Levies	
	Grand Total	

**Note: - For guests, the rate would be negotiated with the vendor at the time of finalization of the contract based on quoted rates.**

## 12. Award of contract:

12.1 The institute will award the contract to the bidder whose quotation has been determined to be substantially responsive and whose consolidated score (CS) as described in Evaluation Criteria (item 2 under Other Terms & Conditions) is the highest. However, institute reserves the right to negotiate the price and/or the terms quoted by the bidder with the highest consolidated score (CS).

12.2 Notwithstanding the above, the institute reserves the right to accept or reject any quotations and to cancel the bidding process and reject all the quotations at any time prior to the award of contract.

12.3 The bidder whose bid is accepted will be notified for the award of the contract by the institute prior to the expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the contract.

12.4 Within 7 (seven) days of the receipt of the notification of the award of the contract from the Institute, the successful bidder shall furnish Performance guarantee for an amount of INR 2.5 lakh (Rupees Two Lakh Fifty Thousand Only) in the form of DD from Nationalized Bank to the Institute. Failure of which to comply with the requirement shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD. The amount will be refunded to the successful bidder within 60 days on completion of the contract without interest.

13. In the event of any dispute or difference(s) between the vendee IIIT Vadodara and the vendor arising out of non-supply of material or supplies not found according to the specifications or any other cause whatsoever relating to the supply or purchase order before or after the supply has been executed, shall be referred to Director IIITV., whose decision shall be final and binding on both the parties.

14. The place of arbitration will be Gandhinagar and the language to be used in English only.



15. All disputes shall be subject to Gandhinagar Jurisdiction only.
16. The Tender/Bid will be open on as per details mentioned in Table 1 on page 1.
- a) The suppliers or their authorized representative may also be present during the opening of the Technical offer, if they desire so, at their own expenses.
- b) Only those financial offers will be opened whose technical offers are found suitable by the evaluation committee.
- c) No separate information shall be given to individual bidders. In an incomparable situation, the committee may negotiate price with the qualified bidder quoting the lowest price before awarding the offer.
17. A demand draft of INR. 1,000/- (Rupees One Thousand Only) towards non-refundable tender fee and a demand draft of INR 25,000/- (Rupees Twenty Five Thousand Only) towards refundable EMD from a Nationalized bank/Schedule Bank in favour of "IITV Mess Committee" payable at Gandhinagar placed in a separate envelope marked "Tender Fee & EMD" should accompany tender bid documents. Both the demand drafts should be valid for 90 days.
18. The EMD of the successful bidder will be returned to them without any interest after deployment of services (within 60 days). The earnest money of unsuccessful bidders will be returned to them without any interest within thirty (30) working days after awarding the offer.
19. The bid / offer will not be considered without tender fee and EMD.
20. In the event a particular tender is cancelled, the tender fee will not be refunded to the concerned Bidder.

#### **GENERAL TERMS AND CONDITIONS:**

- 1) The Contractor shall not part with possession of the said premises or any part thereof or allow anyone else to use the same for any business or purpose whatsoever.
- 2) The Contractor shall not throw any refuse or garbage or any dirt out of the premises on in the streets or in the vicinity of the said Building.
- 3) The Contractor shall not make any addition, variation or alteration in the said premises or any part thereof.
- 4) The Contractor shall not store or keep any hazardous and / or inflammable or combustible goods or substance or articles in or around the said premises.
- 5) The Contractor shall not do or omit to do any act, which may invalidate or in any way affect the issuance on the Institute's said property or which may render the Institute's liability to pay extra or excess insurance premium.



6) In case any excess or extra insurance premium is or has been paid or is payable by the Contractor on any account of any act or omission on the part of the Contractor or on account of the said premises on the nature of the business carried on therein or an account of the nature of shortages or use of any goods in the said premises, to pay such excess or extra insurance premium forthwith to the Institute on demand.

7) The Contractor shall make good any damage of any kind whatsoever caused to the said premises or any part thereof or to any other part of the said building on account of any act or omission either of the Contractor or any of his employees or any of the Contractor's visitors or customers irrespective of whether the damage caused is wilful or accidental.

8) The Contractor shall remove himself from the said premises with all belongings and leave it entirely vacant on revocation or termination of the license, but subject to what is stated hereinabove.

9) The Contractor shall observe all Municipal and Government Regulations in force from time to time in relation to the use of the said business and be responsible for any violation of any such rules. The Contractor shall be responsible to follow all statutes, laws, by-laws, norms and rules (set by local, state and central governments and the institute from time to time) for storage and handling of food products and cooking material (including hazardous and / or inflammable or combustible goods or substances or articles). The contractor is obligated to keep themselves informed of any changes in the above laws, norms, rules and statutes, and the institute will not bear any responsibility for this

10) The Contractor shall not become a cause of nuisance or annoyance in any way either to the Institute or to other occupants of the building in the campus and it is agreed that the decision of the Institute whether the contractor has caused nuisance or annoyance shall be final and conclusive and the contractor shall not question or challenge the said decision of the Institute.

11) The Contractor shall maintain the Mess of Hostel premises, furniture, utensils, crockery and cutlery in clean and hygienic condition to the satisfaction of the committee appointed by the Institute and / or officer authorized. The decision of the committee in this respect shall be final. Housekeeping/ Sanitary equipment and consumables will be the responsibility of the contractor.

12) The Contractor shall allow the Institute, its servants or agents at all times to enter upon and to view the said premises and the condition thereof.

13) The Contractor shall not make use of the premises for any illegal, immoral or unlawful purposes.





14) The Contractor shall use weighing balance, weights and / or measures which have been verified by comparison with the standard weights or measures and stamped in accordance with the provisions of the Weights and Measures Act, 1932 as amended from time to time.

15) The Contractor shall obtain requisite Police and/ or other Government or Municipal Licenses, if any required for the purpose of carrying on the contractor's business and to abide by all the terms of the license so issued to the Contractor.

16) The Contractor will take appropriate safety measures against outbreak of fire and will be held responsible in case of such an incident occurring.

17) The Contractor will not sell any alcoholic beverages/cigarettes nor permit any person to bring it from outside for the purpose of drinking/ smoking along with other food articles, which may be sold.

18) (a) The license would be utilized to keep the Mess open for the following timings.

Breakfast from 7.00 a.m. to 8.00 a.m.

Lunch from 12.30 p.m. to 2.00 p.m.

Tiffin snacks from 6.30 p.m. to 7.30 p.m.

Dinner from 8.30 p.m. to 10.00 p.m.

However, the exact timings will be decided after discussion with the concerned mess committee. This shall also include closing of mess on alternate Saturdays post lunch, i.e. No Tiffin and Dinner on these two days

(b) The weekly menu, prices of extra food items and any other requirements/ provisions will be decided in consultation and agreement with the committee.

19) The Contractor shall comply with all the provisions of the Employees State Insurance Act, 1948, the Employees Provident Funds Act, 1952, the Contract Labour (Regulation and Abolition) Act, 1970 and the Rules there under, Minimum Wages Act and any other Acts / Rules that may be applicable to him from time to time and he shall keep the Institute indemnified against all liabilities and responsibilities for the contractor's non-compliance of the provisions of the said Acts, and schemes and in particular, laws governing employer- employee relations in respect of the staff engaged by the contractor.

20) The Contractor shall take out necessary license, maintain records and registers and submits returns and shall pay contributions in accordance with the said Acts in respect of the employees employed by him for the above purpose.

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21) The Institute shall keep the said premises in a proper manner and shall from time to time carry out the necessary repairs and minor maintenance work of civil and electrical nature.

22) If the contractor expires/or adjudicated insolvent or suffers from a state of unsound mind, in that event the license created by the Institute shall stand terminated automatically.

23) The contractor shall, at his own cost, maintain adequate stocks of food-grain grocery and other eatables for the satisfactory and efficient running of the Mess. The quality of the foodstuffs and eatables shall be as per the standard required by the Institute, as mentioned at **Annexure-"B"** shall be used and the same will be subject to inspection by any officer authorized by the Committee appointed by the Institute.

24) **The contractor shall use his own kitchen and distribution equipment/ utensils.** Furniture, fittings and user utensils etc. shall be provided by the institute. The contractor will execute a proper receipt in favour of the institute in respect of all such articles given by the institute.

25) The equipment/ furniture/ utensils etc. set out hereinabove shall be carefully maintained by the institute and any damage arising there to due to improper, negligent use shall be reimbursed by the contractor to the institute. The ordinary wear and tear of the equipment will be attended to by the institute either through periodic maintenance contract or any other arrangement.

26) The contractor shall render, at the end of every three months an account of kitchen equipment, furniture, utensils, fittings etc. given to him by the institute and any officer duly authorized by the institute shall have a right to inspect and check such kitchen equipment, Utensils, furniture, fittings etc.

27) The contractor shall not remove any item supplied to him outside the said premises of the institute either for the purpose of repairs or otherwise without the express permission in writing from the institute.

28) The contractor shall employ at their own cost and expenses sufficient and competent staff as may be reasonably required for the fulfilment of the Contractor's obligations under the agreement and shall give their professional expert guidance and supervision to the work. The Contractor or his representative shall maintain liaison with the authorized Committee appointed by the Institute and / or Officer and if in the opinion of the Institute any staff or supervisor of Contractor is found unsuitable, the Contractor shall be liable to change the staff/ supervisor forthwith.





29) The Contractor shall be responsible for the discipline of his personnel and the Institute's Standing Orders shall be binding on the contractor and all his personnel.

30) The Contractor will provide uniforms to his employees employed in the Mess at his own cost. The uniforms supplied by the contractor should be clean and in good condition. Washing/ Laundry charges will be borne by the contractor. Uniforms will have to be approved by the IIIT Vadodara Committee/ Authorized Officer. The mess employees should always wear hand gloves and caps/ head gear during the duty hours.

31) The employees of the contractor shall be in the employment of the Contractor only and not of the Institute and the contractor shall be solely responsible for all acts of commission or omission of his employees and the contractor shall indemnify the institute any loss or damage which the institute may suffer due to any act of commission or omission of any of his employees. The contractor shall be solely responsible for the payment of wages of his employees.

32) The contractor shall ensure that the wages paid to his employees are not below the minimum wages as applicable from time to time and the Institute shall not be liable to bear any part of the increase, if any, in the minimum wages during the term of the contract.

33) The contractor agrees to cover all employees engaged by him under ESI as well as EPF as per provisions of Acts and shall submit necessary records and returns in proof of compliance of these statutory enactments. Contractor further agrees to defend, indemnify and hold the institute harmless from any liability or penalty which may be imposed by the central, state, local or other statutory authority for any alleged violation of labour enactments or other enactments, by the contractor.

34) In the event that the institute is required under law to remit or otherwise the institute remits the contributions on behalf of the contractor to the concerned authorities under the ESI Acts and Rules, on a month to month basis or otherwise, then upon such remittance, the institute shall have the right to recover the amounts so remitted from the contractor.

35) The agreement signed does not create any demise tenancy or any other rights in the said premises in favour of the contractor, but gives a mere license to use the said premises subject to what is stated hereinabove.

36) The employees of the contractor shall be provided gate passes, which will entitle them to enter the premises of the Institute. However, they will be subjects to checking at any or every time of their entry or exit

by the Institute's Security Personnel and such checking will also include physical search.

37) It is agreed that the Contractor shall not assign or part with and / or transfer his interest under the Agreement signed.

38) On the Contractor observing all the terms and condition as stated hereinabove faithfully, the Institute agrees not to revoke or terminate the signed agreement at any time prior to expiry of the period of one year. In case the Contractor fails to perform or observe any covenant or condition of the signed agreement on or before the said date, then at any time the signed agreement shall be terminated by the Institute by giving at least four weeks' notice in writing to the Contractor. The notice terminating the signed agreement shall be deemed to have been duly served if delivered personally or by post to the Contractor or if pasted on the outer door of the said premises. The Contractor on his part may terminate the contract agreement subject to condition mentioned under Special Conditions in the signed agreement by giving at least six weeks notice in writing to the institute.

39) On termination of the contract, the Institute shall refund the Contractor without interest the deposit amount or return the Bank Guarantee only on the Contractor vacating themselves with all their belongings from the said premises and giving vacant possession thereof to the Institute after deducting here from the compensation payable by the Contractor in arrears and the costs of making good any damage caused by the Contractor or any one part on his behalf or by his servants or agents either to the said premises or any part thereof or any part of the campus provided however , that it is agreed that in case the validity of the signed agreement is not extended furthered ,then the contractor shall remove himself with the all the belongings from the said premises as aforesaid and give vacant possession of the said premises in good and clean condition and all the equipment in proper working condition to the Institute within 7 days from the termination of the contract period.

40) The Institute shall through the period of the signed agreement have full control over the said premises and every part thereof. The Institute shall act through its Estat Officer or any other officer duly authorized in his behalf in connection with the said agreement or anything to be done there under.

41) In the event of the Contractor being involved in any litigation or dispute arising out of any act or omission on the part of the Contractor. It is agreed that the Contractor shall indemnify and save harmless the Institute against all losses, claims, damages and costs incurred by the Institute.

42) The Institute shall not be party to any dispute between the Contractor and his employees/ agents/ users. If the Institute is still involved and incurs





expenditure in any such legal proceedings, the Institute will recover the same from the deposit of the Contractor.

43) The Institute will not be responsible for the materials of the Contractor kept in the premises and it will be the responsibility of the Contractor to keep watch on his premises and Institute will not be responsible in any way for loss or damage.

44) Institute would constitute an appropriate committee to oversee the functioning of the mess.

45) The Contractor shall pay for the electricity and water. Cost of LPG and other cooking gas shall also be borne by the Contractor including the Deposit of gas cylinder (If any); if any particular room/ pantry is allotted to him.

46) The quality of raw material, prepared food will be maintained by the Contractor and it will be monitored by the IIT Vadodara Committee/ Authorized Officer.

47) The Institute reserves the right to terminate the signed agreement in any of the following events :-

- i) If the service rendered by the Contractor is found unsatisfactory.
- ii) If the quality of raw material, prepared food is found poor; and
- iii) If no hygiene is maintained by the Contractor in and around the premises.

1) The contractor may also be consigned to provide other catering services inside the institute campus at various meetings, occasions and/ or functions by authorized persons. Such services must be provided with utmost standards of hygiene and quality, and at mutually agreed rates. The rates for such catering services shall be reasonable, and must not be higher than the prevailing rates of comparable menus of various caterers/ service providers in the market.



## SPECIAL CONDITIONS

1. The Contractor and his employees shall obtain medical certificate of physical Fitness from Registered Medical Practitioner. Also, when called upon by the Institute, subject themselves to medical examination by the Medical Officer of the Institute.
2. The Institute shall retain the original agreement and the Contractor shall keep the duplicate of the agreement. The Contractor shall bear and pay all the costs charges and expenses incidental to the preparation and execution of the signed Contract in duplicate.
3. The Contractor shall submit the mess bill of the previous month latest by the 15<sup>th</sup> of every month to the concerned Committee.
4. The Committee shall pay the Contractor towards the bill within ten working days after receipts of the bill.
5. **There are no cooking facilities available in hostel premises. The caterer is supposed to cook at his place and distribution of food items has to be done in an hygienic manner as under:**
  1. Breakfast, Tiffin and Dinner at Hostel premises (Tower B, High Rise Hostel, PDPU campus).
  2. Lunch (IIIT Vadodara, Gandhinagar, GEC Campus) - **Only on working days. For other days lunch would be served at Hostel Premises.**
6. **Mess Rebate:** 70% rebate will be given to students for a minimum period of three days with prior notification to the contractor at least two days. Rebate would be given strictly on the basis of signed mess rebate form.
7. The contractor shall be levied fines as per details enclosed herein in Annexure-D

## Other Terms & Conditions:

1. Pre - Qualification Criteria:
  - a) The applicant should have License to run catering services from concerned Govt. authorities.
  - b) The applicant should be in catering business (excluding beverage and snacks services) for a minimum period of three years as on date of bidding
  - c) Experience of having successfully run the catering services during the last three years as per following (similar nature of work means the running of the canteens/hostel mess of educational institutions / professional organizations): with capacity of at least 250 persons (per meal) on its dining strength.
  - d) Average Financial Turn-Over (Gross)- (The bidder's average annual financial gross turnover in catering services during the last three financial years, i.e., 2003-14, 2014-15 and 2015-16, duly audited by the CA should not be less than Rs.1.00 crore.



- e) Financial Solvency Certificate- (The bidder should have a solvency of Rs. 05, 00,000 (Rupees Five Lakh Only). A certificate to this effect may be enclosed from the banker.
- f) Performance Certificate for each work completed in the last three years and it should be certified by a responsible person from the concerned organization.
- g) Relationship with employees- IIIT Vadodara will debar parties from tendering having relatives working in IIIT Vadodara. A non-relationship Certificate is required to be submitted.

2. Evaluation Procedure: Evaluation will be based on a composite score. The composite score will be calculated as described below.  
60% of weightage shall be given to the technical bid and 40% to financial bid. The technical bid will carry maximum marks of 60. The minimum and maximum mark for each activity of technical bid is as under.

<b>Se r No</b>	<b>Parameters</b>	<b>Minimum Marks</b>	<b>Maximum marks</b>
A)	On the basis of submitted documents		
	The background of the organization i.e, standing, team etc	3	5
	Details of such major previous work during the last 5 years and past experience in carrying out similar work for serving	6	10
	Feedback from current/ previous users including performance certificates (the evaluation committee may seek independent feedback and document the same)	6	10
	Turn over for last three years	3	5
B)	Presentation by shortlisted bidders clearing minimum cut-off marks in each of the items in	6	10
C)	Onsite inspection of services being provided by bidder	12	20
	<b>TOTAL (technical score, TS)</b>	<b>36</b>	<b>60</b>

ii. Bidders clearing the minimum marks in each of the sub-categories in A in the above table will be shortlisted for presentation to the evaluation committee.

iii. After evaluation as per A, B and C in the above table, the financial bids of only those bidders will be opened who clear the minimum satisfactory marks in each of the items mentioned. The cost evaluation will be done under Combined Quality cum Cost Based Systems and the bidder who scores highest marks will be selected.

iv. The financial offers of only the shortlisted bidders (technically qualified bidders) will then be opened. The lowest bid shall be given a financial score (FS) of 40 points. The financial score (FS) of other bidders will be determined using the formula:  $FS = 40 \times FP/F$ , in which FP is the lowest financial bid, and F is the financial bid of the particular vendor. Scores obtained on financial offer will be added to scores obtained on technical offer to get a consolidated score (CS) according to the formula:  $CS = TS + FS$ . Bidder with the highest consolidated score (CS) will be selected. If there is a tie in the overall score, the vendor with the higher score on the financial offer will be selected.

v. Further discussions related to the awarded scores by the committee will not be entertained.





**PARTICULARS TO BE FILLED BY THE BIDDER**

1. Name of the Bidder:
2. Complete Address of the Bidder:
3. Cost of the Tender enclosed: Yes/No [Please ✓ ] If  
yes, a.) Name of the Bank \_\_\_\_\_  
b.) Amount (Rs.) \_\_\_\_\_  
c.) Demand Draft No. \_\_\_\_\_
4. Earnest Money Deposit enclosed: Yes / No [Please ✓ ] if Yes,  
a.) Name of the Bank \_\_\_\_\_  
b.) Amount (Rs.) \_\_\_\_\_  
c.) Demand Draft No. \_\_\_\_\_  
d.) Last Validity date of the enclosed DD \_\_\_\_\_
5. Communication details of the concerned contact person to whom all references shall be made regarding this tender enquiry. [NOTE: Any changes after submission of Tender documents kindly update IIIT Vadodara]
  - a.) Full Name:
  - b.) Complete Postal Address:
  - c.) Telephone No.:
  - d.) Fax No.:
  - e.) Mobile No.:
  - f.) E-mail:
  - g.) Website Address:



## LETTER OF TRANSMITTAL

From: \_\_\_\_\_

To,  
The Registrar  
Indian Institute of Information Technology, Vadodara  
Block No -9, Government Engineering College, Sector 28,  
Gandhinagar 382028.

Sir,

Having examined the details given in the tender document for the above work, I/We hereby submit the documents and other relevant information with Technical Bid.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms "A" to "D" and accompanying statement are true and correct.
2. I/We have furnished all information and details necessary for the tender and have no further pertinent information to supply.
3. I/We submit the requisite certified solvency certificate and authorize the Director, or authorized officer of IIIT Vadodara, to approach the bank issuing the solvency certificate to confirm the correctness thereof. I/we also authorize Director or authorized officer of IIIT Vadodara, to approach individuals, employers, firms and corporation to verify our competence and general reputation.
4. I/We submit the following certificates in support of our suitability, technical knowhow and capability for having successfully completed the following assignments.

Sr. No	Name of assignment (s)	Certified by/from

Enclosure

Seal of applicant

Date of submission:--

Signature(s) of Applicant(s)





## FORM 'A'

### FINANCIAL INFORMATION

- I. Financial Analysis - Details to be furnished duly supported by figures in balance sheet/profit and loss account for the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (copies to be attached).

Particulars	Financial Year		
	2013-14	2014-15	2015-16
i) Gross Annual turnover (In Lakhs)			
ii) Profit/Loss			

- a) Current Income Tax clearance Certificate/Profit & Loss account

Signature of Chartered Accountant with seal

Signature of Applicant(s)



## FORM ' B '

DETAILS OF ASSIGNMENTS OF SIMILAR NATURE COMPLETED DURING THE  
LAST THREE YEARS ENDING 31.05.2017

SIMILAR NATURE OF ASSIGNMENT COMPLETED 1		
Sr. No	Description	Project Detail
1	Name of assignment(s) and Location(s)	
2	Name & Address of Employer/ organization	
3	Cost of work in INR	
4	Date of commencement as per contract	
5	Stipulated date of completion	
6	Actual date of completion	
7	Litigation /arbitration pending /in progress with details*	
8	Name and address/ email and telephone number of officer to whom reference may be made.	
9	Remarks	

\*Indicate gross amount claimed and amount awarded by the Arbitrator

\*For each work separate sheet be prepared as per proforma given in FORM- B.

Signature of Applicant(s) with date & seal





**FORM 'C'**

**PERFORMANCE REPORT OF WORKS REFERRED TO IN FORM "B"**

Furnish following information for each individual work from the employer for whom the work was executed

1. Name of the contract and location
2. Agreement/Order no.
  - a. Scope of Contract
  - b. Contract Cost (INR)
  - c. Contract commencing Date
  - d. Duration of the contract Period (Year-Months-Days)
  - e. Amount of compensation levied (INR) if any
  - f. Performance Report
    - i) Quality of Food – Excellent/Very Good/Good/Fair
    - (ii) Inventiveness – Excellent/Very Good/Good/Fair
    - g. Compliance of all statutory requirements- Yes / No

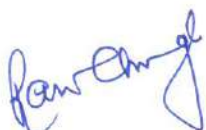
(Seal of the Organization)  
(Signature of the Authority)



## FORM 'D'

### STRUCTURE & ORGANISATION

1	Name & Address of the applicant:	
2	Telephone No./Fax No./E-MAIL	
3	Legal status of the applicant (attach copies of original document defining the legal status)  i. An individual. ii. A proprietary firm iii. A firm in partnership iv. A limited company or Corporation.	
4	Particulars of registration with various Government bodies (attach attested photocopy)	
5	Names and Titles of Director & Officers with designation to be concerned with this work:	
6	Designation of individuals authorized to act for the organization	
7	Was the applicant ever required to suspend assignment for a period of more than six months continuously after you commenced the assignment? If so, give the name of the project and reasons of suspension of work.	
8	Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.	
9	Has the applicant, or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organisation at any time? If so, give details	
10	Has the applicant, or any firms partner in case of partnership firms, ever been convicted by a court of law? If so, give details	
11	In which fields of Consultancy assignment the applicant has specialisation and Interest?	
12	Any other information considered necessary but not included above.	





**ANNEXURE-B****Permissible brands of specific consumables Item Brand**

<b>Item</b>	<b>Brand</b>
Salt	Tata, Annapurna , Nature fresh, or other brand (proposed by Contractor) approved by committee
Spices	MDH, Everest, Satyam, or other brand (proposed by Contractor) approved by committee
Ketchup	Maggi, Kissan, Heinz
Oil	Sundrop, Godrej, or other brand (proposed by Contractor) approved by committee
Pickle	Mother's or Pravin or Priya, or other brand/ sources (proposed by Contractor) approved by committee
Wheat Atta (100% wheat)	Ashirvad, Pillsbury, Annapurna, or other brand/ source (proposed by Contractor) approved by committee Papad Lijjat or other brand (proposed by Contractor) approved by committee .
Butter	Amul, Britannia, Govardhan
Bread	Modern, Kwalitiy, Britannia, Amul , Kabhi Bhi
Jam	Kissan or Maggi
Ghee	Amul, Govardhan, or other brand (proposed by Contractor) approved by committee.
Shrikhand	Amul
Milk	Amul Shakti /Amul Gold, or other brand (proposed by Contractor) approved by committee
Paneer	Amul, Madhur, Jain Dairy
Tea	Brook Bond, Lipton, Wagh-Bakri, or other brand (proposed by Contractor) approved by committee
Coffee	Nescafe, Sunrise
Rice	sources and variety proposed by vendor and approved by committee
Dal	sources proposed by vendor, approved by committee
Ice-Cream	Amul, Mother Dairy, Vadilal or Havmor Chocolate powder Brand (proposed by Contractor) approved by committee

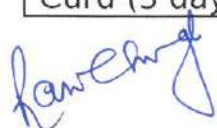
The Contractor may use any other brands only if permitted by the mess committee in writing. Further, in special rare cases due to wholesale/ retail market factors outside the control of the contractor, the contractor may request to use alternate brands for one or two meals on emergency make-shift basis to a designated officer/ chairman of mess committee. These brands may be used as approved on case-to-case basis for limited number of meals only.

**Note: Use of Hydrogenated (Vanaspati) oil is strictly prohibited.**



**ANNEXURE-C****Sample Menu Item Representative example.**

Item	Representative example
<b>Breakfast</b>	
One Indian Breakfast item	AlooParatha/ Poha/ Uttappam/ Methi Parantha/ Medu Vada/ Masala Dosa/ Idli
Sides	Pickle + Curd/ Chutney + Sambar/ tomato, onion and lemon pieces with sev
Breads with butter and preserves	White bread/ brown bread/ fruit bread/ bun Butter + Mixed fruit jam/ Butter + Orange Marmalade
Eggs	Boiled Egg/ Omelette/ Scrambled Egg/ Egg Bhurji/ Bulls-eye
Fruit (4 days in a week)	Banana/ Papaya slices/ mixed fruit pieces
Cereal	Cornflakes
Hot Beverage	Hot Milk + Tea + coffee powder + chocolate powders
<b>Lunch</b>	
Salad	3 bean salad/ onion+ tomato salad/ black-eyed bean salad/ Cucumber salad/ Chickpeas salad
Roti	Roti
Dal	Dal Fry/ Dal Makhani/ Dal Dhaba/ Dal Tadka/ Rajma/ Dal Miloni/ Kadhi Pakoda/ Gatta Kadhi/ Moong dal/ Methi Dal
Rice	Jeera rice/ Plain rice/ Pulao/ Biryani
2 Indian Vegetables	AlooBaigan/ Kofta Curry/ Bhindi Jaipuri, Turiya, Baigan Bharta, Veg Kofta, Sev Tamatar, Gilki, Pumpkin, Aloo Onion, Pindi Chole/ Jeera Aloo/ Aloo Beans/ Tawa mixed vegetable/ Egg curry/ Paneer preparation
Curd	Plain curd/ Mishti Dahi/ Vegetable Raita/ Boondi Raita/ Chaas/ Lassi Crunchies Fryums/ Papad
Pickle & Sides	Mixed vegetable pickle/ Mango pickle/ Lemon pickle + Fried mirchi + Lemon slices
<b>High Tea</b>	
Snack item	Samosa/ Noodles/ Bhel Puri/ Mix Pakoda/ Veg Sandwich/ Vada Pav/ Pani Puri
Sides	Ketchup/ Tamarind chutney/ Pudhina chutney/ Kala chana/ Onion + Sev
Hot Beverage	Tea
Cold beverage	Lemon juice
<b>Dinner</b>	
Salad	3 bean salad/ onion+ tomato salad/ black-eyed bean salad/ Cucumber salad/ Chickpeas salad
Roti	Roti Rice Jeera rice/ Plain rice/ Pulao/ Biryani
Dal	Dal Fry/ Dal Makhani/ Dal Dhaba/ Dal Tadka/ Rajma/ Dal Miloni/ Moong dal/ Methi Dal/ Arhar dal/ Chana Dal/
Curd (3 days a	Plain curd/ Mishti Dahi/ Vegetable Raita/ Boondi Raita/





week)	Chaas/ Lassi
2 Indian Vegetable	AlooBaigan/ Kofta Curry/ Bhindi Jaipuri, Turiya, Baigan Bharta, Veg Kofta, Sev Tamatar, Gilki, Pumpkin, Aloo Onion, Pindi Chole/ Jeera Aloo/ Aloo Beans/ Tawa mixed vegetable/ Egg curry/ Paneer preparation
Pickle & Sides	Mixed vegetable pickle/ Mango pickle/ Lemon pickle + Fried mirchi + Lemon slices
Dessert	(Fixed dessert portion size approximately 120-150 ml on 4 days of the week) Gulab Jamun/ Vanilla Ice cream/ Strawberry Ice cream/ Semiya Payasam/ Gajar Halwa

### REPRESENTATIVE MESS MENU

The vendor may submit a representative weekly menu along the lines of the template provided above. The final weekly menu will be decided from time to time in consultation with mess committee. All items (when served) will be unlimited quantity except dessert, the quantity for which has been indicated in the table above.



## **ANNEXURE-D**

### **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 INR 3,000/- on the caterer.
2. Three or more complaints of insects and/or foreign object cooked along with food found in any food item would invite a fine of INR 5,000/- on the caterer.
3. Three or more complaints of unclean utensils in a day would lead to a fine of INR 5,000/- on the caterer.
4. If mess committee agrees that certain meal was not cooked properly then a fine of INR 5,000/- would be imposed on the caterer.
5. If food for any meal gets over within timings of mess and waiting time is more than 15 minutes for lunch or dinner, and 10 minutes for breakfast or tea & snacks, then a fine of INR 5000/- would be imposed on the caterer. The timing for that meal will be extended equivalent to delay time.
6. Changes in menu of any meal without permission of mess committee would result in a fine of INR 5,000/- on the caterer.
7. Each instance of unprofessional behaviour (lack of personal hygiene of staff, misbehaviour by workers etc. as determined by the mess committee etc.) will lead to fine of Rs. 5,000/- on caterer.
8. For any rules stated in the agreement,
  - a) First violation of the rule implies fine as per the rule.
  - b) Second and subsequent violations of the same rule within 30 days of previous fine will 50% added in the initial amount of fine on the caterer.
  - c) If any of the above rules are violated 10 times (taken as a total) the contractor will be automatically disqualified, and the contract may be terminated. However, this is not the only criteria for termination. The institute reserves the right to terminate the contract at any time, considering the frequency and seriousness of the violations.
9. Absence of proprietor or his representative empowered to take decision from mess council meetings on due invitation (which will be held once every month) will attract a fine of INR 5,000/- on caterer.
10. As and when mess committee proposes a fine, they will inform the representative of the caterer or mess manager, and the fine will be imposed by the institute in consultation with the mess committee





11. Using of 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 committee.
12. Severity of hygiene failure shall be assessed and decided by the mess council 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.
13. Mess staff members are not allowed to use the any part of the mess premises for any other purpose. Mess staff members are not allowed to sleep in the mess premises at any time. Each instance of violation will lead to a fine of INR 5, 000 on the caterer.



**ANNEXURE-E**

**Participation of relatives of employees of IIIT Vadodara in  
the tender**

I/We .....  
S/o .....

R/o

..... hereby certify that none  
of my/our relative (s) as mentioned in Clause No. 1 (g) under  
"Other terms & conditions" of the tender document is/are  
employed in IIIT Vadodara as per details given in tender document.  
In case at any stage, if it is found that the information given by  
me/us is false/ incorrect, IIIT Vadodara shall have the absolute right  
to take any action as deemed fit without any prior intimation to  
me/us.

Bidder's Signature  
Stamp



Official Seal &