

# TENDER NOTICE

## NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Srinagar (Garhwal)-246174; Website: www.nituk.ac.in



Tender No.NITUK/Tender/2018/01

TENDER FOR

“Hostel Mess/Catering Services”

Open Tenders are invited from firm/companies/Agency for running Mess in the Hostel of National Institute of Technology, Uttarakhand. The tender document along with terms & conditions is attached. A demand Draft of ₹500/- (Rupees Five Hundred Only) has to be attached with Technical Bid as processing fee. The tender, complete in all respect must reach the Institute on or before **02.07.2018 latest upto 05:30 PM** or must be dropped in the tender box placed at Institute’s Administrative office at Temporary Campus: Government ITI, Srinagar, District: Pauri (Garhwal) on or before **03.07.2018 upto 12:00 Noon**. Incomplete tender in any respect or conditional tender shall be summarily rejected. The Director, NIT Uttarakhand reserves the right to reject any and/or all the tenders without assigning any reason thereof.

Date: 08.06.2018

Registrar

### Schedule of Tender

Sr. No.	Details	Date	Time
01.	Notification of Tender	08.06.2018	--
02.	Pre-Bid Conference	18.06.2018	02:30 PM
03.	Last date of submission of tender	02.07.2018 (Speed Post Only)	05:30 PM
		03.07.2018 (Tender Box)	12:00 Noon
04.	Opening of tender	03.07.2018	03:30 PM
05.	Opening of tender(Price Bid)	Will be informed to technically qualified vendors at least 03 days in advance through email	

**INVITATION TO TENDER  
(Non-Transferable)**

**Tender for "Running Mess/ Catering Services" in the Hostels of the National Institute of Technology, Uttarakhand.**

**Ref: Tender No.NITUK/Tender/2018/01 dated 08.06.2018.**

1. Sealed Tenders in the prescribed format (attached) are invited from the person(s)/firms/company/agency experienced in "Running Mess/ Catering Services" in two bid system i.e.

- i. Technical bid
- ii. Price bid

2. Tender documents can be downloaded from the Institute website [www.nituk.ac.in](http://www.nituk.ac.in). Tenderer should attach the cost of tender in the form of Demand Draft of ₹500/- (Rupees Five Hundred Only) (non-refundable) (Annexure-II attached) in favour of "Director, NIT Uttarakhand" payable at "Srinagar Garhwal" along with Technical bid of the Tender Document .

3. The completed tender is required to be submitted along with the EMD of ₹2,00,000/- (Rupees Two Lakh Only) (Annexure-II attached).in the form of Demand Draft drawn in favour of "Director, NIT Uttarakhand" payable at "Srinagar Garhwal". The EMD in the form of DD must be kept with the Technical Bid.

4. Bids without proper EMD will be summarily rejected.

5. The EMD amount without interest will be returned to the unsuccessful tenderer within 30 days from the award of the Contract.

6. The Tender must be submitted in the prescribed formats only. Formats of technical bid and price bid are enclosed as Annexure-V & VI. All the enclosures as asked for, have to be enclosed along with the bids.

7. The Tender is to be submitted either by Speed Post or by dropping the envelope containing the tender document in the tender box on or before due date and time mentioned in the schedule (Annexure-II).

8. Any Tender received after the above mentioned date and time shall not be considered.

9. The Tender will be opened on the date and time as mentioned in the schedule enclosed as Annexure-II. The tender will be opened in the Conference Hall of the Institute, in the presence of the tenderers or their authorized representatives, if any.

10. However, in the event of any unforeseen circumstances, the tenders may be opened at a later date and the same would be intimated through Institute website [www.nituk.ac.in](http://www.nituk.ac.in).

11. The Tenderer may, with prior appointment on any working day, visit the Mess to get familiarize with the nature and scope of the work to be performed. The Tenderer may contact Assistant Registrar (Hostel), NIT-Uttarakhand on 01346-257404 or Faculty I/c Mess on 9450924373 for this purpose.

12. By submitting the tender, the Tenderer shall be deemed to have fully familiarized with all requisite conditions under which the tenderer is to perform the obligations under the contract.

13. Tenders which are not submitted in the prescribed formats and/or without requisite documents and incomplete in any manner shall not be considered. Tenderer should submit the Tender duly signed on each page with the rubber-seal of tenderer to indicate the status of the signatory.

14. Tenders with following alterations shall be liable to rejection and Institute is not bound to give any explanation for such rejections.

- i. Additional/counter clauses/items
- ii. Additional conditions
- iii. Deletion of clauses from the Tender Document.

**15. Sealing and Marking of Bids:**

- i. The Technical Bid along with all the documents mentioned in the check list (Annexure-I) should be placed in one sealed envelope superscribed "Technical Bid".
- ii. The Price Bid should be kept in a separate sealed envelope superscribed "Price Bid" .
- iii. Both the envelopes should then be placed in one single, sealed envelope superscribed "**Bid for Running Mess/ Catering Services**" and should be addressed to the Registrar, National Institute of Technology, Uttarakhand. The Tenderer's name, telephone number and complete mailing address should be indicated on the cover of the outer envelope. Mailing address is as under:

Registrar,  
NIT Uttarakhand,  
ITI Campus, Srinagar (Garhwal),  
Uttarakhand-246174, India  
Email: [nituttarakhand@gmail.com](mailto:nituttarakhand@gmail.com)  
Phone: 01346-257403/251249

- iv. Both the inner envelopes superscribed "Technical Bid" and "Price Bid" should have the name and address of the tenderer so that if required, they may be returned to the tenderer without opening them.
- v. If the outer and inner envelopes are not sealed and marked as required, the Institute will assume no responsibility for the bid's misplacement or premature opening.
- vi. If for any reason, it is found that the Technical Bid reveals the Price Bid related details in any manner whatsoever, or the Price Bid is enclosed in the envelope superscribed, "Technical Bid", the Bid document will be summarily rejected in the first instance itself.

16. At any time prior to the deadline for submission of bids, the Institute may, if necessary, modify the tender document by a written amendment. All prospective tenderers will be notified the amendment which will be binding. The amendments will be notified on the NIT Uttarakhand website [www.nituk.ac.in](http://www.nituk.ac.in).

17. A pre-bid conference will be held as per schedule mentioned in Annexure-II in the Conference Hall of the Administrative Building of NIT Uttarakhand for which all the tenderers are advised to attend. Any doubt regarding the tender document/specifications/scope of work of the required items and the terms and conditions of the contract may be clarified in the pre-bid conference.

18. Tenders shall be kept valid for a period of minimum of 90 (Ninety) days from the date of opening.

19. The Authorities of NIT, Uttarakhand reserve the right to accept or reject any or all the offers or apportion the work amongst the different tenderers in any manner as they may choose without assigning any reason whatsoever and their decision shall be final and binding on all concerned.

20. Price quoted should include all taxes payable by the Contractor. No tax will be reimbursed by the NIT, Uttarakhand separately.

21. In case of litigation, if any, and the cause of action shall be deemed to have been arisen in Pauri District only and the District Court of Pauri (Uttarakhand) shall have the jurisdiction for any such litigation.

22. The terms and conditions for running Hostel Mess and the scope of work are attached in Annexure-III and Annexure-IV respectively.

23. Successful bidder shall be telephonically informed, detailing about the start of mess, before the release of actual work order.

**REGISTRAR  
NIT, UTTARAKHAND**

**Enclosures:**

- i. Annexure – I: Check List of the documents to be provided with technical bid.
- ii. Annexure – II: Schedule and EMD of Tender.
- iii. Annexure –III: Terms and conditions.
- iv. Annexure –IV: Specifications/Scope of Work.
- v. Annexure – V: Technical Bid.
- vi. Annexure –VI: Price Bid.
- vii. Annexure –VII: Self-certified declaration regarding blacklisting/ debaring for taking part in Tender.
- viii. Annexure- VIII: Template.

अभ्यासाध्यरयेतः विद्या

## Annexure-I

### Check List

The enclosures have to be attached in the serial order as mentioned hereunder:

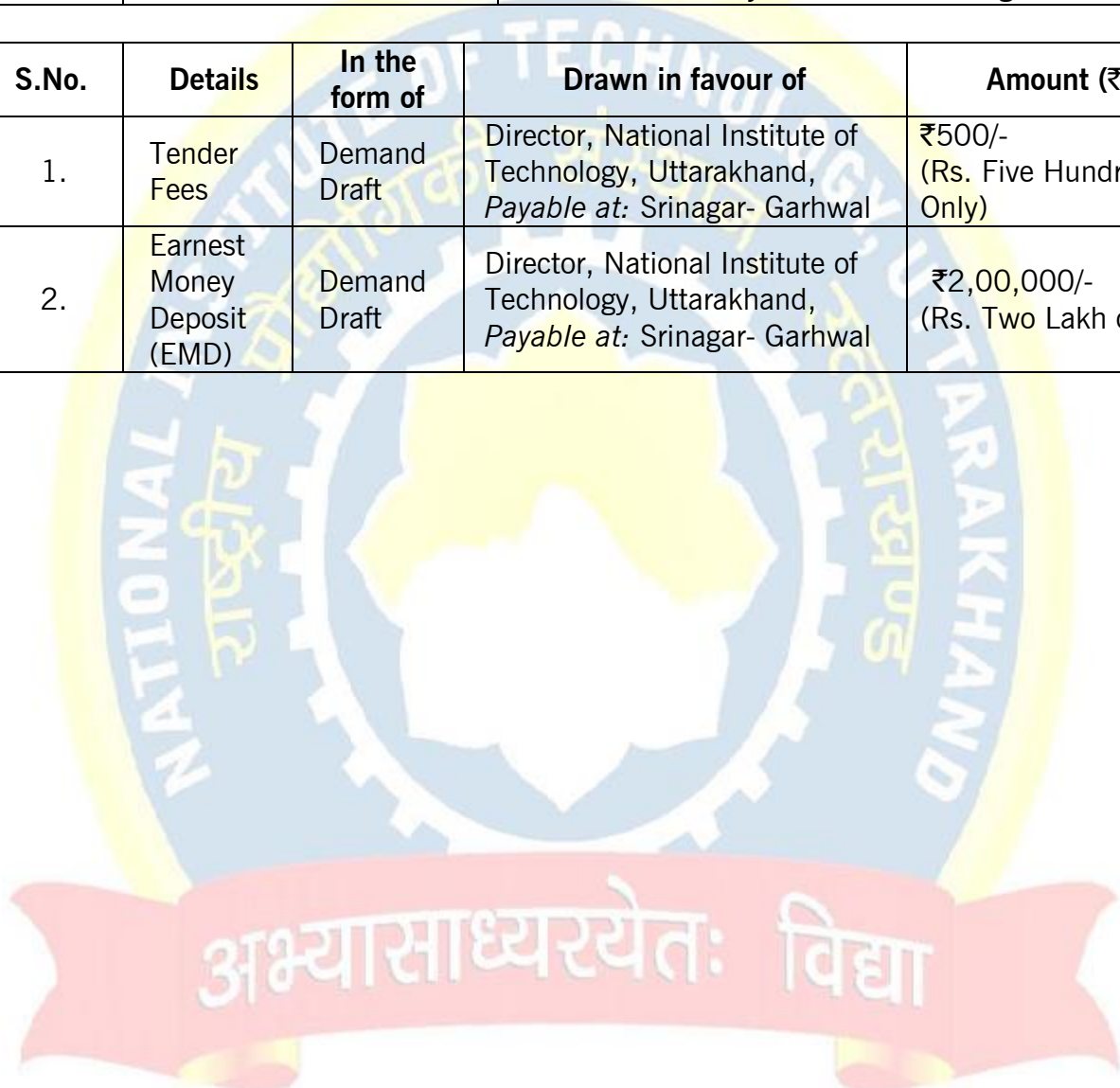
Sr. No.	Particulars	Yes/No
01	Technical Bid (Annexure-V)	
02	Demand Draft of Tender Fees as mentioned in Annexure-II (non-refundable).	
03	Demand Draft of EMD as mentioned in Annexure-II.	
04	The Certificate for the Status of the Firm/ Company/Agency (as applicable)	
05	Self-certified declaration or certificate issued by Competent Authority as a proof of proprietary (in case of proprietorship firm)	
06	Copy of Shop and Establishment License	
07	Copy of Food License	
08	Copies of work order of last 3 years. (i.e. similar work)	
09	Copy of appropriate PAN Card	
10	Income Tax return for last three financial years (If, the Firm/ Company/ Agency is established before three years, otherwise from the date of establishment of firm/company/agency)	
11	Copy of GST Registration	
12	Balance sheet & profit & loss account of last three years	
13	Signed copy of all tender documents as a token of acceptance. All the pages on both sides are required to be signed with stamp.	
14	Any other document	

अभ्यासाध्ययेतः विद्या

**Schedule and EMD of Tender**

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5.	Opening of tender(Price Bid)	Will be informed to technically qualified vendors at least 03 days in advance through email	

S.No.	Details	In the form of	Drawn in favour of	Amount (₹)
1.	Tender Fees	Demand Draft	Director, National Institute of Technology, Uttarakhand, <i>Payable at: Srinagar- Garhwal</i>	₹500/- (Rs. Five Hundred Only)
2.	Earnest Money Deposit (EMD)	Demand Draft	Director, National Institute of Technology, Uttarakhand, <i>Payable at: Srinagar- Garhwal</i>	₹2,00,000/- (Rs. Two Lakh only)



**TERMS & CONDITIONS FOR RUNNING HOSTEL MESS/CATERING SERVICES**

The tender will be evaluated on the basis of Tenderer's experience, executed contracts, contracts in hand, capacity to prepare regional food, managerial abilities and other relevant factors as considered appropriate by the Mess Tender Committee.

If required, a team of officers of NIT, Uttarakhand may also check up the quality of food served etc. by the contractor at the place of his/her/their current contract of catering / mess / canteen services. Mess Contractor (herein after referred as Contractor) is required to note that health, safety and satisfaction of the authorized hostel inmates (students of NIT, Uttarakhand) is the prime concern of the Hostel Authorities.

On behalf of the students of NIT, Uttarakhand the Institute Authority is laying down the following terms and conditions which shall be binding to the contractor.

**1. Tenure of Contract**

- i. The Mess contract period will be initially valid for the Academic year 2018-19 (both the semesters). If hostel inmates and hostel Authorities are satisfied with the performance of the Contractor, the contract period may be extended for additional period of one more Academic year on mutual consent basis.
- ii. The Institute will place work order separately for each semester. The renewal of work order for the next semester will depend only on satisfactory performance of the contractor.

**2. The hostel section of the Institute will provide following facilities:**

- i. Serving plates
- ii. Glasses/ Steel Tumbler
- iii. Spoons
- iv. Dining tables with chairs in the mess
- v. Water coolers with Purifier
- vi. 18 nos. commercial cylinders with two bank of 05 cylinders each (the refilling of Cylinders will be borne by the Contractor only)
- vii. 4 number of two burner bhattis

All other items viz. working tables, racks, shelf, vegetable cutting machine, wet grinder, chapatti puffer, cooking burners, mixer, grinder etc. shall be arranged by the Contractor. The facilities provided by the Institute will be in the charge of the Contractor and he / she will be responsible for any damage other than usual wear and tear. In case of any loss or damage, the Contractor will have to replace the lost items / carry out necessary repair, subject to approval and instructions of the Hostel Authorities. Other utensils and refilling of cylinders, which are required to run the mess will have to be arranged by the contractor.

3. The contractor shall arrange Baine Marie with food warming facility & Toasters in each Dining Halls. In addition, Deep Freezer, Ovan, Steel Bhattis etc. shall be arranged by the contractor as per requirement.
4. The Contractor shall be bound to utilize the gas bank facility provided by the Institute so as to ensure the safety of students, workers and premises.
5. The maintenance of safety, health and hygienic conditions in and around the mess / kitchen will be the responsibility of the Contractor. The suggestions /

instructions of Hostel Authorities regarding cleanliness & maintenance of Bhatti Burner/ Gas bank have to be followed and the expenditure towards this is to be borne by the Contractor.

6. The Contractor is required to maintain adequate number of attendant / mess worker. The contractor shall **not employ child labour** and all the mess workers must be male. Female workers are not allowed in the Boy's Hostel premises.
7. The Contractor and his workers must behave politely with hostel inmates.
8. Smoking / consuming liquor etc. is strictly prohibited in the Institute premises.
9. The Contractor will run the mess for minimum 150 hostel inmates.
10. Food / any other item should not be served inside the room of hostel inmates unless in exceptional cases or ill health on directives of Hostel Authorities.
11. Cooking material should be branded refined oil/ghee/flour/pickle/rice/salt etc. (as in annexure IV). Manufacturing, expiry, batch no. should be there on the pack.
12. Non Vegetarian food should be cooked in a separate kitchen with separate utensils. Non Vegetarian food should be served on separate serving tables.
13. Clean, fresh, nutritious, hygienic and edible food has to be served. Any type of COOKED FOOD shall not be stored / preserved / re-served. Cleanliness of kitchen, Dining Halls and its surrounding should be insured by the mess contractor. Disposal of waste management will be the responsibility of contractor. Raw material and ingredients should be of good quality.
14. Mess workers and cook should be healthy and medically fit. They are required to have a regular check up with the Medical Officer nominated by the Institute. If any mess worker is found medically unfit, he may not be given permission to continue his duties and mess Contractor shall replace him immediately without fail.
15. Contractors are required to provide uniform to the mess worker as follows: -
  - (a) Gray apron with Gray Cap to the Mess workers.
  - (b) White Apron with white Cap to Mess Supervisor / Mess Manager.
  - (c) It is to be ensured that whenever the mess workers are on duty they should be in clean and proper uniform.It is mandatory that mess workers should wear gloves and a round cap (on head).
16. Sample menu is attached with this document (Annexure-IV). Students' Mess Committee can change the menu in consultation with the Contractor. Menu can be changed, to suit the availability of seasonal vegetables and their market supply with the permission of institute authority only.
17. Maximum 4 Days Mess Off will be given to individual students under normal circumstances. Mess Off would only be given if either student is not medically fit and/or admitted in hospital/ going for academic / sports activity (deputed by the Institute) or for any other reason deemed fit by Hostel Authorities and he / she submits the information through Hostel Authorities to the Mess Contractor well in advance.
18. For occasions like fresher party/farewell, mess service shall remain suspended and the charges payable by the students as part of daily rate shall be deducted from the contractor bill; in that regard students' representatives in mess committee shall submit the information through Hostel Authorities to the Mess Contractor well in advance.



19. Contractor shall provide light food to the sick student/s during their illness and no extra charge will be paid for the same.
20. The mess utensils are to be cleaned with hot water using detergent powder/soap and then wiped properly after every meal.
21. The contractor will submit a feedback of 25% or more students (out of all dining students) at the end of every month. The feedback must be taken on minimum following parameters:

S.No.	Parameters	Points (range 1 - 5)*
1	Quality and Taste of cooked food	
2	Quality of Raw Material	
3	Cleanliness of utensils	
4	Cleanliness of mess workers	
5.	Overall performance	

\*Point less than or equal to 2 indicate poor, 3-Average, 4-Good, 5-Excellent

22. It shall be mandatory for the mess contractor or his representative (mess supervisor) to be present in mess during mess timings (when food is served in mess). Mess contractor/supervisor shall allow the students to enter the mess only after verification of the ID card/Mess membership Card.
23. In addition to the items mentioned in the Menu extra Curd, milk, butter, ice-cream, butter milk, coffee shall be served to students on payment basis at the rate approved by mess committee. The milk shall be served at night as per requirement with the permission of Hostel authorities at the approved rate.
24. The Contractor is required to maintain the details of all his employees / mess workers. This information along with their photographs shall be submitted to the Superintendent (Hostel).
25. Police Verification of all the employees / mess workers shall be responsibility of Contractor and before the engagement of employees / mess workers in the Institute mess, Police Verification should be done in proper manner.
26. The Contractor shall not employ any mess worker whose track record is not good or involved in any crime/offence/police case.
27. Liability/responsibility in case of any accident causing injury/death to mess worker(s) or any Mess staff shall solely be the liability of the Mess Contractor. The Hostel Section / Institute Authorities shall not be responsible by any means in such cases.
28. Storage / consumption of any alcoholic drink / liquor/Intoxicating items is strictly prohibited. The Contractor shall not serve any of such substance / drink in mess / hostel. Smoking, consuming gutakha, tobacco etc. is also prohibited in hostel premises.
29. The Contractor has to follow all rules and regulations of the Government (including labour laws) towards employing the mess workers. The Contractor shall be solely responsible for any dispute / violation arising out of wages and

service conditions of his workers of any rules and regulations of the Government.

30. The Contractor shall fully be responsible for behavior of the mess workers. If any worker misbehaved with any of the hostel inmates / hostel staff, action will be taken as suggested by the Hostel Authorities.
31. The Contractor shall provide other prepared food items like biscuits, wafers, namkins and flavoured milk / ice cream etc. in consultation with the Hostel Authorities whenever such need arises.
32. The food will be cooked at 2 to 3 cook houses and cooked food will be served at 6 to 7 Dining Halls, out of which 1 to 2 cook houses and 3 to 4 Dining Halls may be outside the campus premises as the Institute is running Hostels in the hired accommodations. The distance between the Institute and hired hostel is approximately 7 Km.
33. The cooking and distribution of cooked food in the Dining Halls will mutually be decided in consultation with the Mess committee.
34. The transportation of the cooked food from cook house to Dining Halls shall be the responsibility of the contractor. No Institute vehicle will be provided for provisioning the food in the Dining Halls. Any expenditure occurred in the transportation of cooked food from cook house to the dining halls (Distance may be up to 7 Km.) will be borne by the contractor.
35. Inside the campus, food must be prepared in the mess attached with Boys Hostel No.2 (at Polytechnic campus) and the same prepared food shall be served in two Dining Halls of Hostel-2 and one Dining Hall of Hostel-5.
36. Roti shall be prepared during meals at all Dining Halls separately.
37. Decision of the Hostel Authorities will be final and binding to the contractor in case of any dispute arising out with respect to the terms and conditions of this contract.
38. The Institute will not provide any kind of residential facility to any worker or other concerned persons. This will remain the responsibility of the contractor. Mess Contractor or his workers are not permitted to enter residential area of hostel.
39. The Authorities of NIT, Uttarakhand reserve the right to accept or reject any or all the offers or apportion the work amongst the different Tenderers in any manner as they may choose without assigning any reason whatsoever and their decision shall be final and binding on all concerned.

#### 40. **Legal Aspects**

- i. After award of the contract, the Contractor will enter into an agreement with the Institute for execution of this contract as per the prevalent rules and regulation of the Govt. This agreement will be executed on non-judicial stamp paper of appropriate value and the cost of stamp paper will be borne by the Contractor.
- ii. The Contractor shall indemnify and keep indemnified the Institute against all losses and claim for injuries or damages to any person or property whatsoever which may arise out of or in consequent of the execution of the contract and also against all claims, demands,

proceedings, damages cost, charges and expenses whatsoever in this respect and also on account of acts of omission or/ and commission of the personnel deployed by the Contractor.

- iii. Any property/ fitting or fixture, if damaged by the supervisor or the Mess Workers engaged by contractor, the cost as fixed by the Administration of the Institute shall be recovered from the Contractor's bill/Security deposit.
- iv. In case of violation of any of the above condition, the Contract is liable to be terminated with immediate effect and the contractor shall be barred from future assignments.
- v. Contractor shall solely be responsible in case(s) of incidence of food poisoning etc. and shall bear the complete expenditure arising out of this for medical treatment of the hostel inmates. In addition, penalty may be imposed on the contractor as decided by the Hostel Authorities against such cases.

#### 41. Minimum Desired Experience

The contractor must have executed a **single work** of at least **₹30,00,000/- (Rupees Thirty Lakh Only) per annum** in Govt./Semi Govt./Govt. undertaking/ Educational Institutions for a period of minimum 01 year.

#### 42. Terms of Payment

- i. Monthly payment to the Contractor will be made by Hostel Authorities in one installment after the submission of actual mess bill.
- ii. The payment / calculation of mess bill would be on actual days of operation of the mess and actual number of students served. Dates of starting and closing the mess shall be declared by Institute/Hostel Authorities.
- iii. Guests are permitted only with prior approval of the Hostel Authorities. Guest charges shall be decided by the Hostel Authorities for ordinary / special meals which shall be slightly on higher side than the approved daily rates of the contractor. [Bonafide student of the institute cannot be considered as a guest. Faculty/staff members of the institute and/or relatives of faculty/staff/students can be considered as guests.]
- iv. Contractor has to collect the guest charges directly from the students / guests.
- v. Following deductions will be made from the Contractor's mess bill:
  - (a) Electricity charge (as per electrical sub-meter).
  - (b) Income Tax / any other tax shall be deducted at the specified rates as per rules from time to time.
- vi. Disobeying the suggestions / instructions of Hostel Authorities in above matters shall be considered as violation of terms and conditions of Contract and shall invite penalty for the same (upto 10% of monthly bill or as decided by Hostel Authorities).

#### 43. Termination of Contract

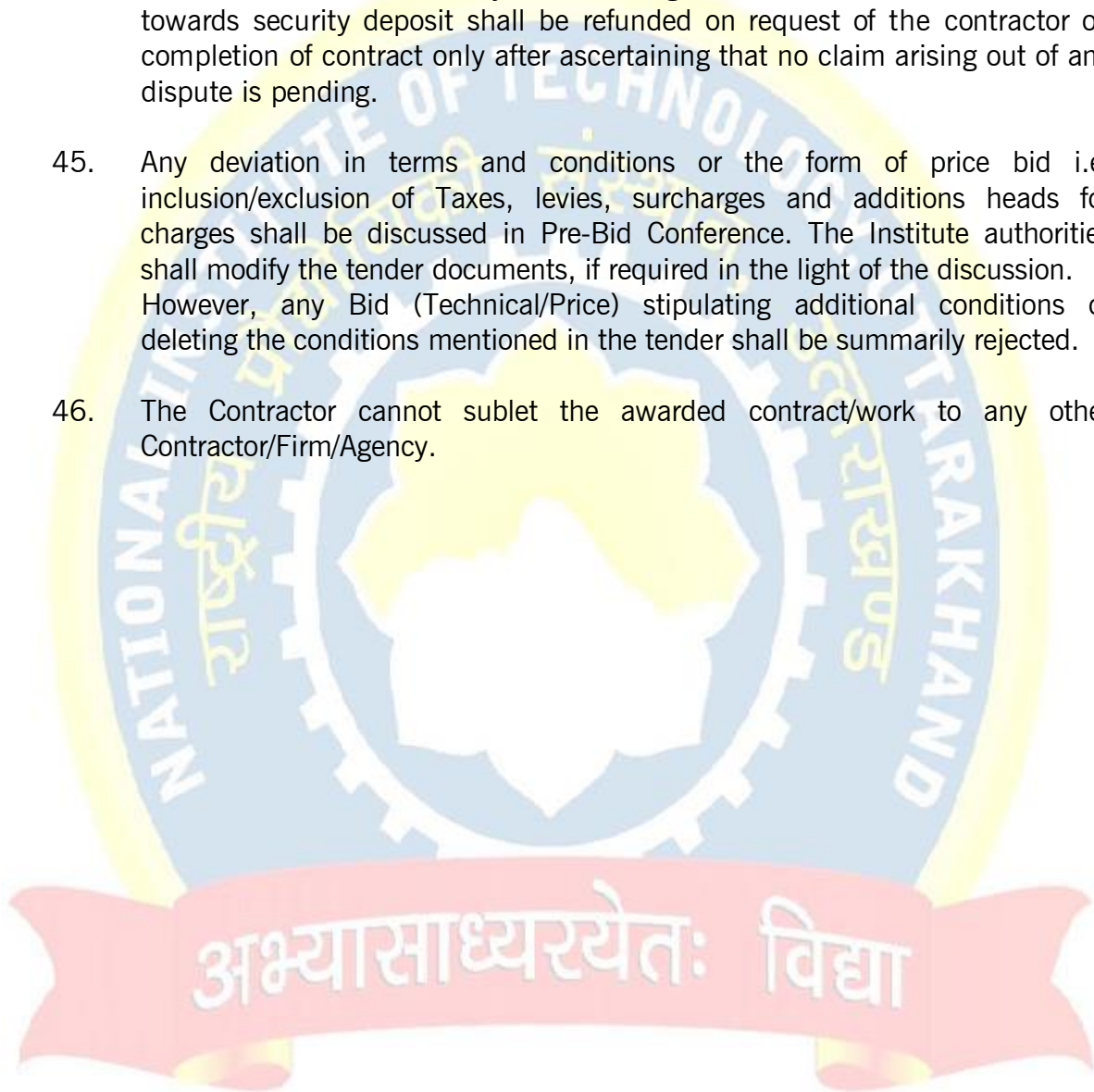
- i. One month notice is required on either side for the termination of the contract if such a condition arises during the contract period. If the services of the contractor are not up to the mark or, the quality of the food is below standard or unhealthy or unhygienic, then Hostel Authorities are empowered to terminate the contract with a short notice of one week. The opinion of Hostel Authorities is final so far as the food quality /mess management is concerned.

- ii. If students are not satisfied with the service and if they communicate to the Authorities, then the services shall be terminated with one month notice and contract shall be awarded to the next lower bidder at the rate approved by the students. The decision of the students shall be valid only if 50% or more students (out of those who have joined mess) endorse it.

44. **Security Deposit**

The successful bidder shall have to deposit an amount of ₹5,00,000/- (Rupees Five Lakh Only) to the Institute as a security deposit within 15 days from the award of contract. The Institute reserves the right to adjust the above amount towards any claim arising out of this contract. The amount towards security deposit shall be refunded on request of the contractor on completion of contract only after ascertaining that no claim arising out of any dispute is pending.

45. Any deviation in terms and conditions or the form of price bid i.e. inclusion/exclusion of Taxes, levies, surcharges and additions heads for charges shall be discussed in Pre-Bid Conference. The Institute authorities shall modify the tender documents, if required in the light of the discussion. However, any Bid (Technical/Price) stipulating additional conditions or deleting the conditions mentioned in the tender shall be summarily rejected.
46. The Contractor cannot sublet the awarded contract/work to any other Contractor/Firm/Agency.



**Scope of Work**

The General structure of the Mess menu is as under:

DAY	BREAKFAST	LUNCH	SNACKS	DINNER
DAILY	Tea & Milk , Butter & Jam , Banana, Bread, Coffee (Sunday only)	Salad		Salad
MONDAY	Onion Paratha+ Tomato sauce	Chapati + Plain Rice +Arahar Dal Fry+ Brinjal Fry+ Boondi Raita	Tea+ Namkeen (1 Packet of Rs. 5/-)	Shahi Paneer (Thick gravy)+ Masoor dal + Chapati+Plain Rice+Sohan Papri+Pickle
TUESDAY	Aaloo Paratha + Curd	Chapati + Plain Rice +Kadhi pakoda +Cabbage veg/Bhindi+ Green chatni+ 1/2 Papad	Tea+ Biscuits (1 Packet of Rs. 5/-)	Chapati+Chana dal fry+ Aloo muter+ Mewa Kheer+Veg Pulao+Pickle
WEDNESDAY	Plain paratha +Aaloo Sabji	Chhola Poori+ Plain rice,+ Mix Veg(atleast Beans, Shimla, Potato, Paneer) + Curd	Tea+ Namkeen (1 Packet of Rs. 5/-)	Chapati+Matar Paneer +Zeera Aaloo,+Sohan Papri +Pulao+Green chutney
THURSDAY	Cabbage Paratha + tomato sauce	Chapati + Plain Rice +Dal Makhani +Meeta Kaddu + Boondi Raita	Tea+ Biscuits	Khichdi+1 full Papad+ Curd+ Butter
FRIDAY	Chhola Bhatoora	Chapati + Plain Rice +Mix Veg+ Malai Kofta+ Veg Raita	Tea+ Namkeen( 1 Packet of Rs. 5/-)	Chapati+ Dum Aloo+ Arahar dal fry+ pulao+Boondi laddo+pickle
SATURDAY	Aaloo Paratha +curd	Chapati + Plain Rice +Bhindi Veg +Dahi Aloo gravy+ ½ Papad	Tea+ Biscuits (1 Packet of Rs. 5/-)	Chapati+Veg pulao+Potato and Tomato Veg+ Green chatni+ Kala Jam
SUNDAY	Poori + Chhola	Chapati + Plain Rice +Rajma + Aaloo brinjal veg+ Boondi Raita	Tea+ Namkeen( 1 Packet of Rs. 5/-)	Chapati+Pulao+ Kadhai Panner (Thick gravy)+ Cabbage Veg,+Sohan Papri +Green chutney
SICK	Common	Khichari, 200 ml Milk Toast Bread	Tea+ Biscuits	Khichari, 200 ml Milk and Toast Bread

**Note**

<b>1</b>	Quantity of Breakfast, Lunch, Dinner shall be unlimited except the following items			
	Bread	4 Slices	Butter	17 gm
	Jam	20 gm	Milk	200ml (Full cream)
	Tea	200 ml(milk enriched)	Banana	1 piece
	Sweet	1 piece	Curd	75 gm (without water)
<b>2</b>	Butter and Jam both will be available however students can take only one.			

The contractor shall procure wholesome food articles of good quality. The quality of some of the items is specified below

Atta (Flour)	Aashirwad, Annapurna, Nature Fresh, Shakti Bhog, Ginni or equivalent available in market
Mustard Oil	Dhara, Sundrop, , Fortune, Saffola
Ghee	Patanjali Cow Desi Ghee, Amul, Mother Dairy
Rice	Ashirwad, India Gate, Himlayan Crown, Rajdhani or equivalent available in market
Spices	MDH, Everest, Catch
Tomato Sauce	Maggi, Kissan , Heinz (To be served strictly in pouches/sachets)
Pickle	Mother's Recipe, Nilon's, Tops (To be served strictly in pouches/sachets)
Salt	Tata, Annapurna, Nirma, Captain cook
Milk	Aanchal, Mother Dairy, Ananda, Amul (All Full cream)
Butter	Amul, Nutrilite
Jam	Maggi, Kissan, Heinz / Tops
Namkeen	Haldiram, Kurkure, Navratan, Bikaner, Parle (To be served strictly in pouches/sachets)
Biscuits	Parle, Britannia, Sunfeast, Priyagold
Bread	Bann, Britannia or equivalent brand available in the market
Tea Leaves	Tata gold, Taj Mahal, Brook Bond
Coffee	Nescafe, Bru, Tata Cafe

The meals should be served during the following timings:

Breakfast	07.00 a.m. to 09:00 a.m. (On Working days) 07.30 a.m. to 09:30 a.m. (Saturday, Sunday & Holidays)
Lunch	12.30 p.m. to 2.00 p.m.
Tea	06.00 p.m. to 06.30 p.m.
Dinner	07:30 p.m. to 09: 00 p.m.

The timings may be changed as and when such circumstances arise.

**Note:**

- i. Atleast two clean cotton cloths shall be provided in each Dining Hall during meals.
- ii. All Dals must be fried with tomatoes and onions first.
- iii. It will be the responsibilities of contractor to ensure the purchase of superior quality items, in the case of rice, pulses, and vegetables. If it is found that the contractor is deliberately deviating from the specified quality or standard, a penalty equivalent to 2% monthly mess bill value shall be imposed on him.
- iv. Butter (Amul), Jam, Tomato Sauce/Ketchup, Pickle, Biscuits, Namkeens must be served in packets/Sachets.
- v. Mess Committee can change the menu in consultation with Contractor. Mess menu can be changed, to suit the availability of seasonal vegetables and their market supply with the permission of the Institute authority.
- vi. Mess committee shall have the right to change any brand provided the cost does not exceed the specified brand
- vii. **Salad:-** Kheera/tomato/raddish/onion/carrot/Green chilly/lemon(atleast onion, Green chilly, lemon must be available)
- viii. **Vegitables-** can be changed, to suit the availability of seasonal vegetables as decided by the Mess committee for each month.

The contractor is required to deploy and supervise the Mess staff/Mess workers for the above mentioned job as under:

Sl. No.	Particulars	Minimum nos. of persons
1.	Supervisor/Store Keeper	02
2.	Head Cook	02
3.	Cook/Cook Helper for making chapaties/ serving water/ food at all Dining halls	20
4.	Waiters	08
5.	Helper for washing Utensils	05
6.	Sweeper for cleaning Dining Halls, Kitchen and Mess area	06



## Technical Bid

All the details must to be filled by the contractor and copy of the supporting relevant documents has to be enclosed in serial order as mentioned hereunder.

Part – I General Details		
1.	Name of the Tenderer	
2.	Address of the Tenderer	
3.	* Demand Draft No. & Date for ₹500/- as cost of Tender, non-refundable.	
4.	* Demand Draft No. & Date for ₹2,00,000/- as EMD.	
5.	Contact/ Mobile Number of Tenderer	
6.	Type of Organization/ Enterprise (Sole Proprietary Firm /Partnership Firm/ Company/ Agency)	
7.	Photocopy of details of Shop and Establishment License	
8.	Photocopy details of Food License	
9.	Photocopy of PAN Card.	
10.	Photocopy of GST Registration	

\* Please write your name at the back of Demand Draft.

Date:

Place:

(Signature of the Tenderer)

Name: \_\_\_\_\_

Stamp & Seal



### Technical Bid

All the details must to be filled by the contractor and copy of the supporting relevant documents has to be enclosed in the serial order as mentioned hereunder.

PART - II : Professional Details					
Sr. No.	Type of Experience	Year	Mess Employees	Canteen Employees	Guest House Employees
1.	Mention the number of persons served every year, under appropriate columns in past 3 year (July to June) <i>Use extra sheet if required</i>	2014-15			
		2015-16			
		2016-17			
2.	Balance Sheet & Profit and loss account of last three years	2014-15			
		2015-16			
		2016-17			
3.	Staff Available (numbers)		<b>Manager</b>	<b>Cook</b>	<b>Helpers</b>
4.	Give details of termination of any of the previous contracts (if any)				
5.	Give references where you are currently providing such services (with contact number)				

#### Bidders will be technically qualified based on the following criteria

- 1) Part I and II of Annexure-V are to be filled with relevant details.
- 2) The contractor must have executed a single work of at least ₹ 30,00,000/- (Rupees Thirty Lakh Only) per annum in Govt. / Semi Govt. / Govt. Undertaking / Educational Institutions for a period of minimum 01 year.
- 3) Satisfactory visit report by Institute Authorities to Contractor's site, if felt necessary.
- 4) Satisfactory feedback received from reference quoted above & other sites on which Contractor has worked, if felt necessary.

#### Undertaking

I hereby agree to provide and serve the items mentioned in ANNEXURE IV as per the rates quoted by me/negotiate as per the terms and conditions mentioned in ANNEXURE III

(Signature of the Tenderer)

Name: \_\_\_\_\_  
Stamp & Seal

Date:  
Place:

**PRICE BID**

(To be sealed in separate envelope)

Ref: Tender No.NITUK/Tender/2018/01 dated 08.06.2018  
 "Hostel Mess/Catering Services"

Name of the

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

**OFFERED RATE OF MESS CONTRACT**

ITEM	Rate per student per day in (₹)
Meals (Breakfast, Lunch, Evening Tea and Dinner ) based on menu enclosed in <b>ANNEXURE- IV</b>	
<b>Note:</b> Unlimited serving to each student unless the quantity is mentioned on all weekdays.	

Note: Rates quoted should be inclusive of all taxes / levies etc. The rate per day is to be quoted as average of the weekly menu per day.

**Undertaking**

I hereby agree to provide and serve the items mentioned in ANNEXURE- IV as per the rates quoted by me as per the terms and conditions mentioned in ANNEXURE- III.

Date:

(Signature of the Tenderer)

Place:

Name: \_\_\_\_\_

अभ्यासाध्यरयेतः विद्या  
 Stamp & Seal

**SELF-CERTIFIED DECLARATION REGARDING BLACKLISTING/ DEBARRING FOR TAKING PART IN TENDER**

1. I / We \_\_\_\_\_ (Tenderer) hereby declare that the firm / agency/Company/Person, namely M/s \_\_\_\_\_ has not been declared as **insolvent**.

**AND**

2. I / We \_\_\_\_\_ (Tenderer) hereby declare that the firm / agency / Company/Person, namely M/s \_\_\_\_\_ has not been **blacklisted or debarred** in the past by Union/ State Government or Organization from taking part in Government tenders in India.

**OR**

2. I / We \_\_\_\_\_ (Tenderer) hereby declare that the firm / agency / Company/Person, namely M/s \_\_\_\_\_ was blacklisted or debarred by Union/ State Government or any Organization from taking part in Government tenders for a period of \_\_\_\_\_ years w.e.f. \_\_\_\_\_ to \_\_\_\_\_. The period is over on and now the firm / agency / Company/Person is entitled to take part in Government tenders.

In case the above information found false I / We are fully aware that the tender/contract will be rejected/cancelled by Director, NIT Uttarakhand, and Security Deposit shall be forfeited. In addition to the above the Director, NIT Uttarakhand will not be responsible to pay the bills for any completed/partially completed work.

Self-certification: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Stamp & Seal:

## Template to be pasted on respective envelope

## 1. Technical Bid

<b>T</b>	<b>B</b>	<b>Tender No. NITUK/Hostel/ TENDER FOR RUNNING HOSTEL MESS/CATERING SERVICES TECHNICAL BID</b>
		Name of Firm:.....
		Address:..... .....
		Email id:.....
		Phone Number.....(M).....(O)

## 2. Price Bid

<b>P</b>	<b>B</b>	<b>Tender No. NITUK/Hostel/ TENDER FOR RUNNING HOSTEL MESS/CATERING SERVICES PRICE BID</b>
		Name of Firm:.....
		Address:..... .....
		Email id:.....
		Phone Number.....(M).....(O)

## 3. Outer Envelope

<b>Tender No. NITUK/Hostel/ TENDER FOR RUNNING HOSTEL MESS/CATERING SERVICES</b>	
Name of Firm:.....	
Address:..... .....	
Email id:.....	
Phone Number.....(M).....(O)	