



ಭಾರತೀಯ ಮಾಹಿತಿ ತಂತ್ರಜ್ಞಾನ ಸಂಸ್ಥೆ ರಾಯಚೂರು
ಭಾರತೀಯ ಸೂಚನಾ ಪ್ರೌಢೋಗಿಕಿ ಸಂಸ್ಥಾನ ರಾಯಚೂರು
Indian Institute of Information Technology Raichur

GEC Transit Campus
Yeramarus Camp, Raichur - 584135
Karnataka, India
E-mail: office.director@iitr.ac.in

ಭಾರತೀಯ ಮಾಹಿತಿ ತಂತ್ರಜ್ಞಾನ ಸಂಸ್ಥೆ, ರಾಯಚೂರು

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**INDIAN INSTITUTE OF INFORMATION & TECHNOLOGY,
RAICHUR-584135**

TENDER DOCUMENT FOR

“Providing Mess Services at Student Hostel Mess” in IIT, Raichur
located at Transit Campus in Government Engineering College
(GEC) Yeramarus Camp, Karnataka 584135

TENDER NO. : IITR/MS/TENDER/MESS/2023-24/002

DATE OF ISSUE OF TENDER

21-07-2023

LAST DATE OF SUBMISSION OF
TENDER

16-08-2023

DATE OF OPENING OF TENDER

16-08-2023

ESTIMATED COST OF TENDER: RS. 0.70 CRORE PER ANNUM

Signature of Bidder with Seal and Date



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INDIAN INSTITUTE OF INFORMATION TECHNOLOGY RAICHUR -
584135

TENDER NO.: IIITR/MS/TENDER/MESS/2023-24/002, 21.07.2023

Indian Institute of Information and Technology Raichur requires the services of well-established and financially sound mess caterers/mess caterers services/Firms/ to provide Vegetarian & Non-Vegetarian mess catering services for the students of the institute. All the reputed and registered firms are encouraged to participate in the bidding process.

Bids in Sealed Envelope are invited for "Providing Mess Services at Student Hostel Mess", in IIIT, Raichur.

The Bidders can download the Tender Document containing Detailed Specification, Terms and Conditions etc. from 10-07-2023 to 31-07-2023 up to 03:00 PM from the Institute website viz www.iiitr.ac.in. The sealed tender from eligible bidders shall reach the IIIT Raichur address on or before 11 August 2023, 4.00 PM.

They have to submit the bids by mentioning the Tender Notice No. and furnish the receipt along with their Bid by transferring a non-refundable tender processing fee of Rs.2000/- (Rupees Two Thousand only) including GST, to the following IIIT Raichur's Bank Account and furnish the receipt along with their Bid.

Bank Name: SBI Bank

Account No. : 41616903555

Account Name: Indian Institute of Information Technology Raichur

IFSC Code: SBIN0004622

Branch: Raichur Branch.

in the sealed envelope during the submission of the Tender.

The Bids are to be submitted in hard copies only and IIIT Raichur will not be responsible for postal delay / non-receipt of Tender Form / DD sent through the post. Tender Forms duly

Signature of Bidder with Seal and Date



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Indian Institute of Information Technology Raichur

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filled in all respects only in the prescribed format, duly super-scribed, should reach the Director Office, Indian Institute of Information Technology, Raichur, Transit in Government

Engineering College (GEC Yeramarus Camp), Karnataka 584135, on or before 16-08-2023 up to 4.00 PM. The Tender Forms are likely to be opened at 4.30 PM on the same day.

The Director, IIIT Raichur reserves the right to accept or reject any or all of the submitted bids without assigning any reasons thereof. For complete details visit our website : www.iiitr.ac.in. For enquiry, Contact: Director office, IIIT Raichur, Telephone: 08532251010, Time - 10.30 am to 4.30 pm (During Working Hours Only).

Note: - The Bidders are requested to serially number the submitted documents and put page numbers in the Check List.

DIRECTOR

IIITR

Signature of Bidder with Seal and Date



Important Conditions of the Tender Process to be Abided by the Tenderer

A. EMD (EARNEST MONEY DEPOSIT) :

Bidders should transfer EMD of Rs.1,40,000/-(One Lakh Forty Thousand only) to Indian Institute of Information & Technology Raichur Bank account. EMD in any other form will not be accepted as a valid EMD. The EMD of the successful bidders will be returned on receipt of the Performance Security Deposit. The EMD shall be converted as a partial security deposit of the successful bidder(s). An additional security deposit of Rs. 1,40,000/- (Rupees One Lakh Forty Thousand only) in the form of a bank guarantee valid up to sixty days beyond the contract period will be required before the award of the contract to the successful bidder(s). The EMD will be returned to the unsuccessful bidder(s). No interest will be paid on the EMD and the Security Deposit.

B. PAYMENT OF TENDER FEES :

All the Bidders shall be required to submit Tender Form/Tender Processing Fees by transferring online to IIITR account or in the form of a Bank Draft of Rs. **2,000/- (Rs. Two Thousand Only)** drawn in favor of IIIT, Raichur and payable at Raichur. Alternatively, the Tender Fees/Tender Processing Charges may be paid Online by NEFT/RTGS in the following Bank Account :

Bank Name: SBI Bank

Account No. : 41616903555

Account Name: Indian Institute of Information Technology Raichur

IFSC Code: SBIN0004622

Branch: Raichur Branch.

The Bidder is required to write the name of the firm on the back side of the Demand Draft or NEFT/RTGS Receipt. A copy of the receipt is to be attached to the hard copy of the submitted Bid.

The fee should be received in the IIITR account before the last date of bid submission. A copy of the receipt of the fee transfer should be enclosed with the technical bid. Any tender without the tender fee will be considered as NON-RESPONSIVE and will AUTOMATICALLY STAND REJECTED. Any other form of payment will not be accepted.

The Tender Form/Tender Processing Fees is non-refundable.

C. TENTATIVE IMPLEMENTATION SCHEDULE :

The Successful Bidder shall have to implement "Providing Mess Services at Student Hostel Mess" in IIIT, Raichur as intimated by the Institute. The Selected Bidder shall

Signature of Bidder with Seal and Date



be intimated about the commencement of services in the Service Order by the Institute. The tentative date for the commencement of services is 1st September 2023. Any delay by the Successful Bidder in providing services in accordance with the Time Schedule will make the Successful Bidder liable to any or all of the following:

- (1) Forfeiture of Security Deposit.
- (2) Imposition of Liquidity Damage Charges.
- (3) Termination of Contract for default.
- (4) Blacklisting of the Successful Bidder.

The Director, IIITR shall have the sole authority to reschedule the date of providing the services if required. The decision of the Director, IIITR shall be final in this matter.

D. PRE- QUALIFICATION CHECK LIST :

The Bidders must meet the following conditions to be eligible for technical evaluation:

- a) Bidder should have deposited the prescribed Tender Fee (Attach Receipt).
- b) Bidder should have submitted the prescribed EMD. If exempted, attach copy of NSIC/MSME Certificate.
- c) Bidder should have valid GST Registration (Attach Certificate).
- d) Bidder should have valid PAN Number (Attach copy of PAN).
- e) Bidder should have valid ESIC & EPF Registration (Attach copy of Registration).

The Bidders are requested to note that all the supporting documents pertaining to the above Pre-Qualification requirement are to be provided along with the tender. If copies of the certificates are not attached the Bid may be treated as “Non- Responsive”.

E. ELIGIBILITY CRITERIA :

- a) Bidder should have valid Establishment / Trade / Food Safety License (FSSAI) for carrying out the business of Hotel / Catering / Hostel Mess Services.
- b) Bidder should have **at least Two years of experience in providing Mess Services for at least 500** or more Students to the Hostel of IITs / NITs / IIITs or any other CFTI.
- c) Bidder should have **at least One ongoing contract** for providing Mess Services for **at least 500 or more Students** to the Hostel of IITs / NITs / IIITs or any other CFTI.
- d) Bidder should have a minimum average annual turnover of **Rs. 35 Lakh** for the Two years i.e. 2020-21 & 2021-22.
- e) The Bidder should have a minimum of employees on Role with payment of EPFO/ ESIC of last One Year.
- f) The Bidder should not have been blacklisted by any Government Department / PSU / Bank / Central Autonomous Body/ Private Sector.

Signature of Bidder with Seal and Date



F. BID PRICE:

1. The work shall be for the full quantity as described in “Detail Scope of Work”. Corrections, if any, shall be made by crossing out, initialing, dating, and rewriting.
2. All duties, taxes and other levies payable by the bidder under the scope of this work shall be included in the total price. However, the percentage of duties, taxes being levied shall be shown separately in order to calculate Basic Price (Clearly indicate the detail break-up such as Price & Taxes if any).
3. The Prices should be quoted in Indian Rupees only.
4. The Director, IIIT, Raichur, will not be responsible to any liabilities, or entitlement of the workers engaged by the bidder during the period of work. The adherence to the State Govt. policies/norms/rules as stipulated, such as the Workmen Compensation Act, Minimum Wage Act, PF Act, ESI Act, the safety of workers, PF liabilities, Medical Claims, will be sole the responsibility of the bidder. No claim in this regard will be heard by the Director, IIIT Raichur what so ever.
5. During the operation of the maintenance period, any damages/casualties will have to be rectified/replaced by the service provider / the bidder promptly at his sole liability.

G. SINGLE BID BY INDIVIDUAL BIDDER :

Each Bidder shall submit only one bid.

H. VALIDITY OF TENDER

Tender shall remain valid for a period of 180 days after the deadline date specified for submission.

I. EVALUATION OF BIDS:

IIIT Raichur will evaluate and compare the tender(s) determined to be substantially responsive i.e. which :

- a) Are properly signed & submitted in original and
- b) Confirm to the terms & conditions of the Tender.

Conditional Tenders and late submitted Tenders will not be accepted.

J. BID SYSTEM AND INSTRUCTIONS FOR SUBMISSION OF BIDS:

“TWO BID” viz. **Technical Bid** and **Financial Bid** Systems will be followed for this tender.

Signature of Bidder with Seal and Date



The Technical bid and the Financial bid should be sealed by the bidder in separate covers duly super-scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super-scribed with for “**Providing Mess Services at Student Hostel Mess**” in IIIT, Raichur.

For Technical Bid - Envelope to be super-scribed with “**TECHNICAL BID for “Providing Mess Services at Student Hostel Mess**” in IIIT, Raichur and should be submitted with prescribed Tender Fee, EMD and the associated supporting documents. It is essential to fill complete forms to qualify the technical bid. Incomplete forms should be summarily rejected. If needed separate sheet should be enclosed for furnishing complete details.

For Financial Bid - Envelope to be super-scribed with “**Financial BID for “Providing Mess Services at Student Hostel Mess**” in IIIT, Raichur. The Price should be indicated in the prescribed format in the Price/Commercial Bid only. Any other format will lead to disqualification.

Tender received after the last date / time of submission as indicated in the tender notice will not be considered and will lead to rejection. The tender may be opened on 16.08.2023 at 4.30 P.M.

Each envelope / cover should also indicate clearly the name and address of the bidder.

Note : Contract will be awarded on the basis of L1 quoted rate per student per day subject to fulfillment of Minimum Reasonable Cost (MRC) as stipulated in “Detail Scope of Work”.

K. Technical Bid Evaluation and Qualification:

A three-step technical evaluation process will be followed. A composite technical score will be calculated based on these evaluations. 25% weightage will be assigned to the first two rounds of the technical evaluations combined, 15% weightage will be assigned to the presentation, and 60% weightage will be assigned to the price bid.

Technical Evaluation 1:

1. Should have served at least 500 persons at one place and at least 300 persons at two other places in a single shift daily for a period of at least one year within the last three years. The three places should be in different organizations.
2. The annual revenue from each of the locations should be at least Rs. 35 Lakh.
3. Completely filled QAC forms (Annexure B) must be collected from each of the three clients. Only the template given in Annexure B should be used. An

Signature of Bidder with Seal and Date



experience certificate (Annexure C) should accompany the QAC form. Both the forms should be printed on assessor's letterhead.

4. At least one of the three clients should be a Centrally Funded Institute (CFI).
5. The average total score from the three forms should be at least 80% to qualify for the next round.

Technical Evaluation 2:

1. The experience of the caterers qualified in the first round will be evaluated independently by IIITR.
2. IIITR representatives will collect feedback from the existing clients of the caterer.
3. If the result of the independent verification does not match with the first round of technical evaluation, the bid will be disqualified.

Technical Evaluation 3:

1. The experience of the bidders qualified in the second round will be called for an interview with the tender evaluation committee.
2. The presentation should highlight the background of the organization, relevant experience and a proposed working plan at IIIT Raichur. It is mandatory to appear for the presentation.

L. Financial Bid Evaluation and Final Selection:

The final selection of the caterer shall depend on a weighted criteria scoring system as described in subsequent paragraphs. If the Mess Tender Evaluation Committee

decides that the daily rate quoted by any tenderer is too low with reference to the quality and quantity specified in the tender, the respective tenders will not be considered.

The opening of the Price Bid [Part II of the bid]: After verification of the documents, the price bid of only those bidders who satisfy all the eligibility criteria and qualify the first two rounds of technical evaluation laid down in this notification will be opened. If any document produced in support of the eligibility criteria turns out not to be genuine, the EMD stands automatically forfeited, whether before awarding of work or otherwise.

Marks for price bid: Price bid carries 60% weight. The tenderer who quotes the lowest price; a) subject to compliance with Minimum Wages, ESI and EPF contributions, Bonus for normal Staffs and b) subject to compliance with standard remuneration for Supervisors- Managers (in respect of each of the locations/clients from whom experience certificate and QAC is submitted); will be given a score of 100 for price bid. The bids that are not compliant with a) and b) stand automatically disqualified. The tenderers will be allotted score relative to the score of the lowest tenderer, as below:

$$FS = (100 \times L1) / L$$

Where FS = Marks for the price bid.

Signature of Bidder with Seal and Date



L1 = Service charge of the lowest tenderer.

L = The Service charge quoted by the tenderer under evaluation

This will be normalized to 60% which is the maximum score for price bid.

Total marks scored will be the total of marks for technical bid, price bid, and presentation (out of 100). After calculation of total scores, two bidders with the highest total scores will be offered the opportunity to serve at IIITR, subject to the condition that both of them agree to serve at the lower of the prices quoted by the two. If a tenderer does not agree to match the price of the lower price bid, the opportunity will be given to the tenderer whose total score was third highest and so on.

NOTE: Only the rates quoted in Table A will be used to arrive at L-1.

Between the two finally selected bidders, the one with the higher total score will be given the opportunity to select the dining hall/kitchen of their choice. In case of a tie between two caterers, priority will be given to the bidder with the higher technical score to break the tie. If both bidders have the same technical scores as well, priority will be given to the contractor who has executed contracts of higher values in IITs, IIMs, IIITs and NITs.

M. SELECTION CRITERION IN CASE OF TIE OF SAME RATES OF L1 :

1. Bidder having higher Average Annual Turnover for Two Years i.e. 2020-21 & 2021-22 (as per submitted documents) will be selected.
2. In case of tie in Clause 1 above, the bidder having more number of ongoing contract for providing Mess Services to the Hostels of IIT/NIT/IIIT or any other CFTI shall be selected.

N. PAYMENT TO THE CATERER:

The daily rate quoted by the caterer shall include the following costs (both capital and operational):

- a) Wages for all relevant human resources,
- b) Fuel
- c) dishes and vessels for cooking etc.
- d) AMCs for the supplied equipment
- e) Deep cleaning of the kitchen area two-times a year. IIITR will appoint an agency for deep cleaning and the cost will be recovered from the bills payable to the mess contractor.
- f) All general provisions, vegetables, fruit and milk of good quality,
- g) Logistics - transportation, loading and unloading, and storage,
- h) Utilities (water, electricity, etc.) usage beyond permissible limits,
- i) Waste disposal charges, and other cost heads specified by IIITR.
- j) Taxes as applicable, if any

Signature of Bidder with Seal and Date



IIITR will ensure payment to the caterer of 80% of each month's bills within the first 10 days from the submission of the bill in the following month. The balance 20% of each month's bills shall be settled on or before the 25th of the following month, subject to the performance/compliance evaluation of the caterer. The Mess Monitoring Committee shall review the service performance of the caterers through regular inspection visits and meetings. Based on the feedback from MMC, the applicable non-compliance charges as mentioned in "Schedule -P: Penalties" shall be levied upon the caterer.

O. PAYMENT TERMS & CONDITIONS :

1. The monthly bills of the Bidder shall be passed only if it is accompanied by the proof of following:
 - a) Due wages paid to all his workmen engaged on the job for the month for which the bill has been submitted for reimbursement. Payment to his workmen is to be made through bank **latest by 5th of every month** and wage register is to be duly signed by him.
 - b) Having deposited the contributions of EPF and ESI with the concerned authorities for the preceding month, as per the relevant statutes.
 - c) Proof of payment of applicable taxes like GST.
 - d) Certificate from the Hostel Warden regarding satisfactory performance during the period of the bill.

P. TAXES, DUTIES & LEVIES :

- 1) All taxes (including GST), duties, levies etc., imposed by the State, Central Government and local bodies in connection with this contract in force at the time of submission of Bids shall be borne by the Bidder. However, if any new tax, duty or levy is imposed or enhanced by the Government/ Local bodies, the same shall be reimbursed on production of proof of payment.
- 2) Bidder shall be wholly responsible regarding the minimum wage payment (State Govt.). As and when the minimum wage rates are changed by the Government, the Bidder shall have to pay the revised rate to his workers as on that date.
- 3) The Bidder shall have his own set up including registration under the relevant laws governing the type of work he is to perform.
- 4) Bidder should appoint specialized, experienced and skilled workers/staff for executing the works stipulated in the contract.
- 5) The Bidder shall abide by all the rules and regulations of the labour laws and rules framed there under and maintain all the registers required under the above-mentioned rules and regulations.
- 6) The Bidder shall pay wages directly to the workmen without any intervention of any labour Bidder. The Bidder shall also ensure that no amount by way of commission or otherwise is deducted from the wages of the workmen. The

Signature of Bidder with Seal and Date



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भारतीय सूचना प्रौद्योगिकी संस्थान रायचूर
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Karnataka, India
E-mail: office.director@iiitr.ac.in

Bidder shall have to provide free-shared accommodation to the workers at his own expenses, outside the campus.

Q. SECURITY DEPOSIT:

The Selected Bidder shall be required to submit a Security Deposit within 10 Days from the date of receipt of the Intimation Letter/Service Order from the Institute for an amount equal to 3% of accepted cost including applicable taxes and duties.

The Security Deposit shall be furnished online or in the form of Demand Draft of any Scheduled Bank drawn in favour of the IIIT Raichur and payable at Raichur. This Security Deposit shall remain with the Institute, interest free, as Security for the entire duration of the Contract and will be replenished from time to time in case of deductions, if any, by the Institute towards recovery from the Agency. The aforesaid Security Deposit shall be returned to the Agency after 60 days or expiry of the contract without any interest, after deductions, if any, made by the Institute.

The Accepted Cost shall be the price quoted by the Selected Bidder in the Financial / Price Bid for complete Year including the applicable taxes and duties.

R. Institute shall at any time be entitled to determine and terminate the contract for any reason including unsatisfactory performance or violation of the terms and conditions of the contract whatsoever. A notice in writing from the Institute to Bidder shall be served, giving 30 (Thirty) days time for such termination and vacation of the premises, without assigning any reasons thereof. If all or part of the contract is terminated in accordance with the provisions contained above, the Institute shall pay to Bidder charges up to the effective date of termination. However, the termination of the contract shall not relieve the Bidder any of his obligations imposed by the contract with respect to the work performed by them prior to such termination. **The Selected Bidder may terminate the contract by providing the Institute a notice of at least 3 (Three) Months.**

S. Any amendment or corrigendum regarding the Tender will be issued on the Institute Website only.

T. For any disputes, the place of jurisdiction shall be Raichur, Karnataka (India) only.

U. You are requested to provide your offer on or before 4.00 PM on 31-07-2023.

V. All Communication is to be addressed to :—**Th Director Office,
Indian Institute of Information Technology, Raichur,
Transit in Government Engineering College (GEC)
Yeramarus Camp, Raichur Karnataka, Raichur- 584135**

Signature of Bidder with Seal and Date



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Indian Institute of Information Technology Raichur

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Karnataka, India
E-mail: office.director@iiitr.ac.in

W. Acknowledgement:

It is hereby acknowledged that we have gone through all the Schedules as well as the conditions mentioned above and we agree to abide by them.

Date:

Signature of Tenderer

Place:

Official seal and address

Signature of Bidder with Seal and Date



DETAIL SCOPE OF WORK

- a) Presently IIIT Raichur has an approximate total of 250 resident students which may vary from month to month. IIITR intends to operate two messes at two different hostels with one/two different caterers.
- b) Further, the contractor may have to provide the dining facility whenever required by the IIIT Raichur, at Academic Blocks and Guest House located outside the Mess premises. For this purpose, the tenderer should quote his rates separately.
- c) All the students staying at IIITR hostels are required to subscribe to the dining facility during the semester and IIITR will pay the mess fee directly to the caterers for these students. Day scholars, project staff, and interns will have the option to avail of the mess facility on a pay-per-meal or pay-per-day basis.
- d) The IIITR reserves the right to assign any of the dining hall/kitchen facilities such as furniture of the kitchen equipment to the caterer based on availability/requirement. The tenderer shall visit these facilities and assess the available infrastructure before submitting the tender. Any additional requirements, necessary for efficient services shall be arranged by the caterer without any extra charge. The IIITR shall reserve the right to assign the operation of both mess facilities to one caterer if the need arises.
- e) Permanent staff, faculty members, and outsiders, and staff hired by other contractors (such as security, transportation, and housekeeping, etc.) will also have the option to avail of the mess facility on pay-per-meal basis. The rates for each of these categories will be negotiated separately before awarding the contract.
- f) Depending on the availability of food, pay-per-meal coupons can be bought on the spot but pay-per-day coupons have to be bought at least one day before.

TERMS AND CONDITIONS ALONG WITH RESPONSIBILITIES OF THE CATERER

Mess contractor will be finalized based on his/her rate reasonability, experience, contracts executed earlier, contracts in hand, capacity to prepare regional food, managerial abilities and other relevant factors as considered appropriate by the Competent Authority. If required, a team of Officers may also check the quality of food served by the contractor at the place of his/her current contract of mess services. Mess Contractor (herein after referred as Contractor) is required to note that health, safety and satisfaction of the authorized hostel inmates (students of IIIT) is the prime concern of the hostel authority. On behalf of the hostel students, hostel section is laying down the following terms and conditions which shall be binding to the Contractor.

- 1) Mess facilities consisting of kitchens and dining halls on 'as is basis', are provided by Hostel Management. The caterer has to arrange for cooking food in the kitchen(s), and serve it in dining halls. Prospective caterer(s) may inspect available facilities with prior appointment.

Signature of Bidder with Seal and Date



- 2) The caterers are required to provide all the meals as per the contract without fail. If a mess has to be closed for unscheduled cleaning/maintenance or pest control as assessed by the mess council, the caterer has to compensate for it by providing a special dinner at no additional cost.
- 3) The Contract Agreement would be for one year and subsequently, may be renewed every year for an additional period of two years or part thereof, subject to satisfactory performance.
- 4) On expiry/termination of the license, the caterer must vacate the licensed premises. All fixtures, furniture, utensils, etc. which are properties of IIITR should be handed over to the Hostel Management in good and tenable conditions. The cost of repair charges for mishandling and willful damages, except normal wear and tear, will be deducted from the Security Deposit. Shortfalls if any have to be paid by the Caterer.
- 5) The caterer shall not construct or make any structural alterations or install additional fittings in the premises of the workplace without prior written approval from the Hostel Management. The caterer shall not assign, sublet, or part with the possession of the licensed premises and properties of the Institute therein or any part thereof under any circumstances.
- 6) Mess of IIITR shall provide the following. Water for cooking, washing, and cleaning; drinking water; electricity for the exclusive purpose of running the dining services for IIIT Raichur. Every effort must be made by the caterer to minimize electricity and water usage. Hostel management will provide existing items like refrigerators, and exhaust fans.
- 7) For evaluation of commercial bids, IIIT Raichur will ascertain a Minimum Reasonable Cost (MRC) of providing Mess Service on a per head per day basis after evaluating the factor costs (Costs on Logistics, Labour Accommodation, Raw Materials, Menu, Documentation, Statutory Payments, Payments on other contractual obligations, Waste Management etc.) involved in providing the services required at the mess using its own means. **The cost thus finalized by IIIT, Raichur shall be only disclosed at the time of Commercial Evaluation/ Price Bid Opening. It must be noted that any prospective bidder quoting below this cost (i.e. Minimum Reasonable Cost) will be rejected as an unreasonable quote. (e.g suppose if MRC is Rs 50/-, bids acceptable should be Rs 50/- or more. Bids below Rs. 49.99 will not be acceptable.**
- 8) Procurement of the following items/services is the responsibility of the caterer with the approval of the IIITR:
 - High-quality vegetables, fruits, provisions, dairy products, protein/meat, etc.
 - The Caterer shall be solely responsible for the arrangements of cooking gas, refills, and their safety.
 - The caterer has to make their own arrangements for procuring utensils, tools, equipment, i.e., movable items – commercial toaster, dinner

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- plates, water tumbler, tea tumblers, snacks plate, spoon, fork, katories, etc. to run the system efficiently. IIITR will not supply any such required items to the caterer.
- The caterer must provide all additional requirements, necessary for efficient services without any extra charges. Waste disposal three times a day is the responsibility of the caterer. Necessary logistics should be arranged by the caterer to remove the waste (both food and non- food) generated by the mess to designated waste disposing areas outside IIITR campus on a daily basis. The contractor is liable to be penalized for clogging of drains in the mess kitchen/washing area due to draining out of waste food etc.
- 9) It will be the sole responsibility of the contractor to abide by the provisions of the following acts as to the workers engaged by him for the performance of this contract:
- I. The Food Safety and Standards Regulations by FSSAI
 - II. Employment of Children Act
 - III. Workmen Compensation Act
 - IV. Employment of Labour/Contract Labour Act
 - V. Industrial Employment Act
 - VI. Contract Labour Abolition and Regulation Act
 - VII. Minimum Wages Act
 - VIII. Employee Provident Fund Act
 - IX. All other acts/legislations/rules/ regulations etc., as may be in force from time to time.
- 10) The maintenance of safety, health and hygienic conditions in and around the mess / kitchen will be the responsibility of the contractor. This includes monthly pest control and certification of hygienic conditions in complete mess area & kitchen. Use of blowers / exhaust fans installed in the mess & kitchen is compulsory for the entire period of mess operation. Warden's suggestions / instructions regarding cleanliness and other issues have to be followed and the expenditure towards this is to be borne by the Contractor.
- 11) Engagement of required staff, providing uniforms, head caps, and gloves, etc. shall be done by the caterer with the approval of the IIITR of the concerned hostel. The workers should always use hand gloves and caps while working (hair found in food is not acceptable). The caterer should provide a minimum of two pairs of uniforms to the workers and ensure that workers report for duty in clean uniforms.
- 12) Age of workers must be between 18 to 55 years.
- 13) The contractor and his workers must behave politely with the hostel inmates. The contractor shall enquire about the character of worker to be employed and ensure that there is no criminal case is pending or contemplated against that person. Then only, after satisfaction, contractor shall depute/ deploy the person in hostel mess. The workers employed by contractor should be free from any

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contagious disease or sickness or any other kind of disease that is considered unacceptable for handling food.

14) The contractor will run the mess for number of students shown in table below:

S.N.	PARTICULAR	NO. OF STUDENTS (EXPECTED*)(W.E.F. AUGUST 2023)	TYPE OF KITCHEN
1	IIIT, HOSTEL	140	VEGETARIAN
2	IIIT HOSTEL	110	NON- VEGETARIAN

* Actual number of students may vary depending on admission.

If the mess management is not up to the mark or the quality of the food is below standard or unhealthy or unhygienic, Director is empowered to terminate the contract with a short notice. The Hostel Wardens Committee's opinion shall be final as far as the matters related to food quality / mess management is concerned.

- 15) Food / any other item should not be served inside the room of hostel inmates except in exceptional cases or ill health on directives of the Warden only.
- 16) The Contractor shall be solely responsible to provide safe and hygienic food to the students at all times. The wardens / Mess Committee will monitor hygiene condition time to time. Any preparation not found to be wholesome or unhygienic is liable to be rejected without any compensation. The Contractor shall also provide light food to the sick student(s) during his/her sickness period and no extra charge will be recovered for the same. Also provide the food in Rooms for sick student, if required.
- 17) Raw material/ commodities for preparation of food should be of good quality. Cooking medium should be branded oil / ghee & other items like butter, Jam, Sauce etc. should also be standard branded make (as per the **list in Section - B**). Approval should be taken from the Warden and Mess Committee for the items which are not listed in Section-B before procuring or changing the items. Substandard materials & other oil / ghee must not be used for cooking.
- 18) Hygiene, overall cleanliness of surrounding, kitchen and the food, raw materials, ingredients etc. should be of good quality. Clean, fresh, nutritious, hygienic and edible food has to be served in the mess.
- 19) Any type of cooked food shall not be stored / preserved / re-served after meals. The remaining cooked food after lunch / dinner shall be completely

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discarded & disposed off in safe and hygienic manner. The Wardens instructions should be followed in above matters.

- 20) Not following Warden's suggestions / instructions shall be considered as violation of the terms and conditions of contract and shall invite heavy penalty for the same as decided by Mess Committee / Wardens Council / Hostel Section and after approval of the Director.
- 21) Mess workers and cook should be healthy and medically fit. They are required to have a regular medical check-up. If any mess worker is found medically unfit, he/she may not be given permission to continue his / her duties and mess contractor has to replace him / her immediately without fail. Regular Special attention is to given towards cutting of nails of all the workers.
- 22) Contractor is required to provide Uniform to the mess workers/ Staff. In addition to uniform, all mess workers shall be provided with Identity Card which they shall display at all times when on duty. Contractor is also required to pay his workers / staff as per minimum wages and should pay their EPF and ESIC component.
- 23) Sample menu is attached with this document (Section A). Hostel Warden, Hostel Management Committee can change the menu in consultation with the Contractor. Menu can be changed by Mess Committee to suit the availability of seasonal vegetables in the market. The contractor must display Menu in the mess. Any change in the menu (Already displayed) should also be brought to the notice of the students.
- 24) The meals should be served during the following timings :

Particulars	Monday-to-Friday	Saturday-to-Sunday
Breakfast	7:45 AM to 10:00 AM	8:00 AM to 10:15 AM
Lunch	12:15 Noon to 2:15 PM	12:30 noon to 2:30 PM
Snacks	5:00 PM to 6:30 PM	5:00 PM to 6:30 PM
Dinner	7:30 PM to 9:45 PM	7:30 PM to 9:45 PM

If required, the timings may be changed in consultation with the Students Mess Committee & Warden as and when such circumstances arise

- 25) **The price of the guest meals shall be 1.5 X per diet of hostel inmate.**
- 26) Unlimited salad will be provided during lunch and dinner. It will comprise of lemon and any three of the following in every meal: Tomatoes, cucumbers, onions, beetroots, carrots, radish and cabbage.
- 27) Mouth freshener (Fennel seeds and sugar)/Jaggery and Pickle to be provided with every meal.
- 28) Paneer options should be served twice in a week & other limited vegetable once a week
- 29) Curd shall be served on a daily basis.

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- 30) Coconut chutney will be served with all south Indian dishes (like Idli, Dosa, Uttappam, etc.).
- 31) Whenever butter is provided, Students will be served 20 Gms of butter. Ketchup has to be provided along with dishes like Maggie, Samosa, Paratha etc.
- 32) Sufficient counters should be operational. The need will be decided by the Mess Committee.
- 33) The successful bidder must provide food arrangements for special events like conference/meetings/workshops/talks/cultural programmes etc. as requested by the Institute. The rate & menu are to be finalized by the mess committee, concerned organizer and caterer.
- 34) In case the mess is closed on any occasion or for pest control then special dinner / lunch shall be provided, at no extra cost and the menu is decided by mess committee.
- 35) The successful bidder shall, at their cost, maintain complete readiness in terms of stock of all dry, fresh rations, condiments and other necessary items for running the mess including manpower in case of a bandh, strike or other exigencies.
- 36) Paper napkin should be provided when fried food is served.
- 37) Use of Vanaspati Ghee and Monosodium glutamate (Ajinomoto) is strictly prohibited.
- 38) Filled salt and chat masala dispensers must be available on the table at all times.
- 39) Cleanliness of the dining area to be maintained by the caterer at all times.

MESS REBATE – is applicable for following purposes:

- 40) For academic purposes: Mess off will be given to individual students for N-days under special circumstances. 'N' shall be the period of actual continuous absence from hostel and should be certified by the concerned Head of the Department and intimated to the Hostel Warden two days in advance. 'N' ranges from minimum 5 days.
- 41) For medical purposes: Mess off would also be given if a student's is not feeling well and admitted to hospital. The minimum number of days required for mess rebate is 5 days.
- 42) For Sports and cultural activity, deputed by the Institute and the student submits the application through the Professor In-charge to the Hostel Warden well in advance before leaving or any other reason deemed fit by the Warden. The minimum number of days required for mess rebate is more than 5 days.
- 43) For Personal leave: When a student is required to leave the hostel for N- days rebate shall be provided with the approval of the warden. 'N' should vary from more than 5 days to max of 10 days in a month.

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- 44) Monthly payment to the Contractor will be made by the Institute in one installment after the submission of the actual mess bill along with the self-attested copies of payment made towards Service Tax, EPF & ESIC (of previous month) of their workers and staff. All relevant papers in respect of statutory compliance (copies of Challan and Tax) must be submitted along with the monthly Mess bill.
- 45) The mess utensils i.e. Plates, Bowls, Spoons are to be cleaned with hot water using detergent powder/soap after every meal. All the materials required for cleaning shall be arranged by the contractor at his / her own expenses. Liquid hand wash for students should also be provided by the Contractor.
- 46) Mess Contractor or his representative Manager / Supervisor is required to remain present in the mess when the food is cooked & served in the mess. It is the responsibility of the Manager / Supervisor to oversee all mess operations and especially ensure that no lapses as stated in above clauses arise on day to day basis. Manager / Supervisor should be a Degree / Diploma holder in Hotel Management / Catering Technology.
- 47) The payment / calculation of mess bill would be on actual days of operation of the mess and actual number of students registered. The Caterer will maintain (attendance) of students being served on a daily basis.
- 48) 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 Hostel warden. The Antecedent of all the employees should be checked by the contractor (If required through police verification) and all information shall be provided to the Hostel Section. Attendance record of the workers engaged in the mess should be maintained on daily basis and a copy of the same is to be submitted along with the bill.
- 49) Liability / responsibility in case of any incidence/accident causing injury or illness/ death of mess worker(s) or any of his staff shall be of the contractor. The Hostel Section / Institute authority shall not be responsible by any means in such cases.
- 50) Contractor shall be solely responsible in case of incidence/s 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 Committee appointed by Director for such incidence.
- 51) The contractor shall not employ any mess worker whose track record is not good. He should not have any involvement in any crime / offence / police case.
- 52) Storage / consumption of any alcoholic drink / liquor are strictly prohibited. The contractor shall not serve any of such substances / drinks in mess / hostel. Smoking, consuming tobacco, pan masala etc. is also strictly prohibited in Institute premises. Contractor should also ascertain that his staff / workers are prohibited from storage / consumption of any alcoholic drink / liquor / drugs of any kind and ensure that they are not found in intoxicated condition any time either on campus or outside.

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- 53) The contractor has to follow all labour laws (State / Central) Government laws in regard of engaging the mess workers. The contractor shall be solely responsible for any dispute / violation of labour laws / government laws.
- 54) Institute will not take any responsibility for any tax liability arising directly / indirectly from this contract. Such liability has to be borne by the contractor. The Institute reserves its right to release the payment only after it is justified that contractor has fulfilled all liability and obligation.
- 55) The contractor shall be fully responsible for appropriate behaviour of the mess workers inside the Institute. The contractor has to ascertain that his staff/workers obey all security norms and general norms of IIIT. If it is found that any worker has misbehaved with any of the hostel inmates / hostel staff, the contractor has to act against that worker as suggested by the Warden under intimation to the Associate Dean/Registrar.
- 56) Following deductions will be made from the contractor's mess bill:
 - I. Electricity charges as per actual and Water charges Rs. 2000/- per month.
 - II. Income Tax (TDS) shall be deducted at the specified rates as per the rules from time to time.
- 57) The decision of the Director will be final and binding on the Contractor in case of any dispute arising out with respect to the terms and conditions of this contract.
- 58) Contractor shall enter into an Agreement for execution of this contract and shall bear full cost for the same.**
- 59) The Institute reserves the right to reject any / all tenders without assigning any reasons thereof.
- 60) Rates finalized after opening the price bid will be valid for One Year. In case of extension of the agreement for the next academic year / session, variation in the quoted price may be considered (based on the price index / price escalation), if approved by Director. Decision of Director shall be final on the matter.
- 61) Quality of food served in the mess should be maintained throughout the year.
- 62) If required the contractor may be requested to run the Cafeteria Canteen in the Institute on direct payment basis for selected items decided by the consent of both parties viz. Tea / Coffee / Samosa / Poha / Maggi or any other items. Contractor has to ensure that the work of canteen shall not affect the regular mess operations in terms of delay in serving breakfast, quality of food. He has to employ separate staff / workforce.
- 63) Food inspection (both raw and cooked food) will be done on regular basis by the Wardens/ Committee / Team having expert appointed by the Institute authority.
- 64) The assets and articles provided by the Institute shall be the property of the Institute and the Contractor shall be merely the custodian of such assets and articles. On expiry/termination of the contract, all such property shall properly be handed over to the Institute in good & working condition. The institute would claim financial compensation for the depreciation and damages as applicable from contractor.

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- 65) It is the responsibility of the Contractor to maintain the Kitchen Equipment provided by Institute in working condition. In case of any malfunctioning the equipment has to be got repaired by Contractor immediately from reputed company Dealer/ Service Centre. The institute would claim financial compensation for the depreciation and damages as applicable from contractor.
- 66) Theft / accident, fire and other safety hazards any type of loss/damage of assets due to any such incident shall be the sole responsibility of the Contractor. The Institute shall in no way be liable for any such incident occurring during or in connection with the services.
- 67) Contractor shall also be responsible for the statutory obligations of such personnel and shall indemnify the Institute in the matter. It is the duty of the Contractor to explain these terms to its employees / mess workers.
- 68) All the items to be served in the mess including curd shall be prepared preferably in the mess only.
- 69) Bidders /contractor will be selected on the basis of rate quoted by him in **Annexure-G (Financial /Price Bid)** for mess menu given in **Section-A**.
- 70) The Director, IIIT Raichur, will not be responsible to any liabilities, entitlement of the workers engaged by the bidder during period of work. The adherence to the Govt. policies/norms/rules as stipulated, such as Workmen Compensation Act, Minimum Wage Act, PF Act, ESI Act, safety of workers, PF liabilities, Medical Claims, will be sole the responsibility of the bidder. No claim in this regard will be heard by the Director, IIIT Raichur whatsoever.
- 71) Any amendments /corrigendum will be published only on institute website. Please see the website before submitting Tender documents.
- 72) The Contractor/Firm/Agency/Service Provider shall be responsible for fulfilling the requirements of all statutory provisions of relevant enactment viz. Minimum Wages Act, Payment of Wages act, Industrial Disputes Act, Gratuity Act, Contract Labour (Regulations and Abolition) Act, Workmen Compensation Act, Employee State Insurance Act, Employees Provident Fund & Miscellaneous Provisions Act and all other labour and industrial enactment at his own risk and cost in respect of all staff employed by him. The Institute shall be indemnified for any action brought against it for any violation/ non-compliance of any of the provisions of any of the acts etc. The contractor shall maintain all records required to be maintained under the statutory enactment and the Officer in-charge and his authorized representatives shall be entitled to inspect all such records at any time.
- 73) After 5 or more complaints the contract may get terminated, after giving the chance to the Contractor for explanation and put up their views.
- 74) In case, the Institute suffers any loss of any nature on account of Bidder or his employees not following security/ safety regulations/ instructions, the Bidder shall be liable to make the loss good as determined by the Institute at its sole discretion and the Institute shall have the right to recover such losses etc. from the dues payable to the Bidder and/ or security deposit.

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भारतीय सूचना प्रौद्योगिकी संस्थान रायचूर
Indian Institute of Information Technology Raichur

GEC Transit Campus
Yeramarus Camp, Raichur - 584135
Karnataka, India
E-mail: office.director@iiitr.ac.in

- 75) The Bidder shall not appoint any sub-contractor for the work assigned to him without the written permission of the Officer in-charge.
- 76) The Bidder's staff shall not be treated as the Institute staff for any purpose whatsoever. The Bidder shall be responsible for strict compliance of all statutory provisions of relevant labour laws applicable from time to time in carrying out the above job. The Institute shall not be liable to any penalty under relevant labour rules, enactment or related regulations for which Bidder is responsible under the law. However, if the Institute is forced to pay any cost of any nature on account of Bidder's liabilities the said cost shall be recovered from the dues payable to the Bidder.
- 77) Bidder shall obtain specified license from the Regional Labour Commissioner, Raichur, within a reasonable time after issue of letter of Acceptance of Bid for employment of labour in excess of the specified number, as per law.

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Section – A

Structure of Menu

Table C1a: Breakfast

Item	Frequency	Quantity	Comments
Milk/Tea/Coffee	Daily	Limited	250ML
Toasted white/whole wheat bread with jam and Jam	Daily	Limited	4 Slices
Eggs / Banana	Daily	Limited	Both will be available. Students can choose 1 egg preparation or 1 Banana
boiled chana and beans/ Cornflakes/ Oats	Daily	Limited	All three will be made available. Students can choose from 50 gms of boiled chana/ peanuts/ other beans or 25gms of Corn flakes or 25 gms Oats
Additional item	Daily	Unlimited	Indian Dish suggested by the mess committee

Table C1b: Lunch

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Item	Frequency	Quantity	Comments
Roti #	Once per meal	Unlimited	
Plain White Rice	Once per meal	Unlimited	
Sambar/Rassam	Once per meal	Unlimited	
Dal ##	Once per meal	Unlimited	One item from the list of dals mentioned below, without repetition as suggested by the mess council. A less-spicy variety of dal should be provided on request and for sick students.
Dry Sabji **	Once per meal	Unlimited/ Limited	One item from the list of dry sabjis mentioned below, without repetition as suggested by the mess committee
Curd/Lassi	Once per meal	Limited	100 ml of curd or 200 ml of lassi
Drinks ***	With lunch during 18 weeks of summer	200ML	One item from the list of drinks mentioned below. The 18 weeks will be decided by the mess council (mostly summer). Exactly which drink is to be served on which day will also be decided by the mess council in consultation with the caterer.
Papad /Fryums	Once per meal	Unlimited/ Limited	
Green Salad	Once per meal	Unlimited	Should include cucumber, chilli, tomato, onion, lemon, carrot, cabbage
Pickle/ Chutney	Once per meal	Unlimited	

#, ##, ** The Mess Council, in consultation with the contractor, will choose from the list of rotis, dals, dry sabjis, fried items, vegetable curries, and flavoured rice every month.

Table C1: Evening Tea

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Item	Frequency	Quantity	Comments
Tea and Coffee	Daily	Unlimited	
Snack Item	Daily	Limited	

Table C1d: Dinner

Item	Frequency	Quantity	Comments
Roti /Puri	Five times a week	Unlimited	Puri once in week
Plain White Rice	Once per meal	Unlimited	
Sambar/Rassam	Once per meal	Unlimited	
Dal ##	Once per meal	Unlimited	One item from the list of dals mentioned below, without repetition as suggested by the mess council. A less-spicy variety of dal should be provided on request and for sick students.
Dry sabji **/ Vegetable curry **	Once per meal	Unlimited	One item from the list of dry sabjis mentioned below, without repetition as suggested by the mess council
Curd	Once per meal	100 ML	
Papad / Fryums	Once per meal	Limited /Unlimited	
Green Salad	Once per meal	Unlimited	
Pickle / Chutney	Once per meal	Unlimited	
Chicken Biryani / Paneer biryani	Once per week (Tentatively Sunday)	Unlimited	200 gms of Chicken or 100 gms of paneer. Basmati rice to be used
Egg curry/paneer curry	One times per week	Limited	2 egg or 50 gms of paneer
Flavoured rice #	Three times per week	Unlimited	
Chhola +Paratha/Puri	Once per week	Unlimited	
Sweet/ Fruit	4 times in a week	One or two pieces depending on the item	

LIST / DETAILS OF REGULAR ITEMS OF Section – A

1. Breakfast

- Tea/Coffee and Milk.
- Bread: Min 4 slices, Brown/White bread.

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- Banana/ any seasonal fruit/Egg or Cornflakes and Bournvita : Student selects one of the above.
- Bread, Butter, Jam AND any one of the following, as directed. (C2-Additional Menu Items)
- Vada Sambar & Coconut / Groundnut Chutney.
- Idly/ Veg Idly/ Ragi Idly Sambar & Coconut / Groundnut Chutney.
- Masala Dosa&Sambar + Coconut / Groundnut Chutney. T
- omato bath/ Upma/ Semiyaupma and poha Upma, Coconut / Groundnut Chutney.
- Uttapam, Coconut Groundnut Chutney Sambar.
- Alooparatha /Mix paratha/ Paneerparatha + Curd + Chutney.
- Sabudana Khichdi + Chutney.
- Misal Pav/.pav bhaji/vada pav Pongal &wada (3 pieces)
- Stuffed paratha (Mix veg paratha, Radish paratha, Onion paratha, Aloomethi paratha), Gobhi-paratha
- Poori with aloosubzi/ Channa masala.

NOTE: Pickle/Butter is required to be served with Parathas. Butter serving is 20 gm.

2. Lunch/ Dinner: Unlimited

○ Dal

- Dal fry (Max 4 times in a week).
- Moong dal.
- Masoor Dal .
- Dal dhoki.
- Rajma/Chole masala.
- Toor dal.
- Mix dal.
- Palak dal.
- Imali dal.
- Dal Tadka,
- Lasooni dal tadka.
- Sambhar.
- Urad dal.
- Chana Dal

Note – Use green chillies in dal and vegetables, Red Chilli (in some special veg. can be used).

3. Vegetables: Unlimited Quantity

Dry Sabjis: Beans Poriyal, Brinjal Fry, Brinjal & Capsicum Fry, Tindora fry/Poriyal, Aloo Baigan, Gobi 65, Cabbage with peas, Shimla Mirch with Aloo, Aloo Jeera, Aloo Deep Fry, Aloo gobi, Potato

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brinjal fry, Raw Banana fry, Mix vegetable dry, Soya bean fry, Veg Jalfrezi, Bhindi Masala, Arbi, Aloo Cabbage, Aloo Beans, Soy Chilli, soya Chunks,

Vegetable Curries: Corn Palak, Mutter do piyaza, Corn palak masala, Aloo tomato curry, Malaikofta/ hairyalikofta, Kadai Veg, Aloo mutter curry, Mutter Masala, Black Chana Curry, Kadhi Pakoda, Kubuli Chana, Bhendi do Pyaza, Aloo Palak, Veg korma, Rajma Masala, Saag (Bathua/Sarso)

4. Vegetables: Limited Quantity (When served)

- i. Palak Paneer.
- ii. Chilli Paneer.
- iii. Paneer Butter Masala.
- iv. Paneer Tikka Masala.
- v. Kadai Paneer.
- vi. Paneer Bhurji.
- vii. Stuffed Tomato with Aloo.
- viii. Veg Kolhapuri.
- ix. Methi Mutter Malai.
- x. Matar Paneer Navratan Korma Note: 50 gms of Paneer must be served (without gravy)

5. Rice/Flavored Rice

- i. Plain Rice.
- ii. Jeera Rice.
- iii. Khichdi Rice.
- iv. Szechwan Rice.
- v. Mutter Rice.
- vi. Fried Rice.
- vii. Mutter Rice.
- viii. Lemon Rice.
- ix. Biryani.
- x. Veg Pulav.

6. Roti / Phulka

- i. Plain Tawa Roti/Phulka with/without Ghee.
- ii. Tandoori/Naan Roti (once in a week).
- iii. Methi Roti. Messi Roti.
- iv. Plain Puri,
- v. Palak Puri.

7. CURD/ RAITA

- i. Curd: Once per meal.
- ii. Veg/Boondi/Aloo Raita: With special meals, Cucumber Raita
- iii. Sweet Lassi : once in a week : 1 full glass (250 ml).
- iv. Namkeen Lassi: once in a week : 1 full glass (250 ml).

Chinese items for Dinner : 1 time in a week.(Chinese/ Western)

- v. Hakka noodles/ Chowmein.
- vi. Gravy Manchurian.
- vii. Pasta.

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viii. Macaroni.

8. Sweets

- a. Gulab Jamun (2 Pcs, 40 gms each).
- b. Rasgulla (2 Pcs, 40 gms each).
- c. Ice Cream (1 Pcs, 120 ml of approved make by mess committee).
50gm / 90 ml.
- d. Jalebi (4 Pcs, total 100 gms, made in hostel mess only).
- e. Moong/Carrot Halwa (100 gms, made in hostel mess only).
- f. Soojika Halwa (100 gms, made in hostel mess only).
- g. Kheer (with Sevai / Rice), Coconut Barfi, Laddu, Rasmalai.
- h. Frooti.
- i. Fruit Custard.
- j. Boondi and Petha.
- k. Shrikhand.

Note – Sweets should be served 4 times in a week.

9. Snacks (Limited):

- i. Maggi (100 gms) + Sauce.
- ii. Dhokla (White or Khatta, 100 gms) + Chutney.
- iii. Samosa (2 No., 40 gms each) + Imli Chutney.
- iv. Bread Pakoda (2 no.) + Sauce.
- v. Bread cutlet (2 no.) + Sauce.
- vi. Bhel + Imli Chutney + Green Chutney.
- vii. Pakoda (Moong or Aloo or Onion) + Imali Chutney + Sauce.
- viii. French toast (2 pcs). Veg cutlet(2 pcs).
- ix. Grilled aloo sandwich(2 pcs) + Sauce.
- x. Paneer/Veg Puff (1pcs) + Sauce.
- xi. Vadapav(2 pcs) + imli Chutney.
- xii. Pavbhaji (2 pav) + lemon + onion.
- xiii. Masala papad.
- xiv. Veg burger.
- xv. Alooabonda, (3 No., 40 gms each) + Imli Chutney.
- xvi. Mirchi Bhaji (3 Pcs)

Note that, here

- Breakfast means any breakfast items from 'Breakfast section'.
- Dal means any dal from the 'Dal' section.
- Vegetable means any vegetable curry from 'Vegetable' section (Unlimited/ Limited).
- Snacks means any snacks from 'Snacks' section (Limited).
- For Navratri, Shivratri and Ramzan, alternate dish should be provided to the student.
- The options in the list of items will be finalized by the Mess Committee.

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Section B

Permissible Brands of various items

Item	Brand
Salt	Tata, Annapurna, Nature fresh, Ashirvaad, Nirma, Saffola, Captain cook
Spices	M.D.H. Masala, Knorr, Catch, Everest, Mothers, Nilons, MTR, Priya, Patanjali, Ramdev, K-Pra
Ketchup	Maggi, Kissan
Oil (Sunflower)- Refined	Sundrop, Godrej, Saffola, Fortune, Nature Fresh, Dhara use of Hydrogenated (vanaspati) oil is strictly prohibited
Pickle	Tops, Nilon's, MTR, Bedekar
Atta/ Maida	Ashirwad, Pillsbury, Annapurna, Samrat, Nature fresh, Patanjali, Shakti, Bhog
Instant Noodles	Maggi only
Flavoured drinks	Rasna, Roohafza, Mapro
Papad	Lijjat, Ganesh, Shreeji, Ramdev
Butter	Amul only
Bread	Modern, Kwalitiy, Wibs, Britannia, Bonn, Harvest Gold.(local bakery if approved by committee)
Cornflakes	Kellogg's
Jam	Maggi, Kissan
Ghee	Amul, Mother Dairy, Britannia, Gits, Nestle, Everyday, Dynamix, Vadilal, Warana
Shrikhand	Amul, Warana, Chitale
Cow Milk (half- cream/non- toned)	Amul, Mother Dairy, Govardhan, Warana, Kwalitiy
Paneer	Amul, Mother Dairy, Warana, Gowardhan
Tea	Brooke bond, Lipton, Tata, Tetley, Godrej
Coffee	Nescafe, Bru, Tata
Ice Cream	Amul, Mother Dairy, Kwalitiywall's, Natural's, Havmor, Vadilal, Patanjali. Dinshaw's, Cream bell

Signature of Bidder with Seal and Date



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भारतीय सूचना प्रौद्योगिकी संस्थान रायचूर
Indian Institute of Information Technology Raichur

GEC Transit Campus
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Karnataka, India
E-mail: office.director@iiitr.ac.in

Soya	Nutrela
Frozen Peas	Safal (offseason), Al kabeer, Vadilal
Cheese	Amul, Mother Dairy, Britannia, Warana, Govardhan
Kolum Rice	Royal, Donut, Kohinoor, India gate
Basmati Rice for special rice	Everyday, Daawat
Custard Powder	Brown & Polson
Sauce (Chilli , Garlic , Soya, Manchurian, Tomato)	Chings, Heinz, Maggi, Kissan , Sam's, Cremica, Tops
Toor Dal / Masoor Dal / Urad Dal / Chana Dal	Tata, India gate, MTR Packed materials from Metro / Dmart / Big Bazaar / Bigbasket
Sugar	Madhur, Mantra, Satyam, MTR Packed materials from Metro / DMART / Big Bazaar / Big Basket
Cornflour / Rava	Packed materials from Metro / Dmart / Big Bazaar / Bigbasket
All Non Branded	As decided by the Mess committee

Note : Approval should be taken from the Warden and Mess Committee for the items which are not listed above before procuring or changing the items.

Signature of Bidder with Seal and Date



SCHEDULE – P: Penalties for Violations of Rules, Terms and Conditions

The caterer will be fined in case of violation of the rules of service. Here is a list of violations and the corresponding minimum fine per complaint. In case of a repeat of offense in a short duration, a stricter penalty will be imposed. The mess council reserves the right to impose appropriate penalties in case of violations not covered in this list.

- 1) Insects/worms found in food: Rs. 5,000/-
- 2) Soft objects like hair, rope, plastic, cloth, etc. in food: Rs. 5,000/-
- 3) Any complaint of stones/pebbles of diameter more than 2 mm: Rs. 1,000/-
- 4) Hard and/or sharp objects like glass pieces, nails, hard plastic, etc.: Rs. 5,000/-
- 5) Three or more complaints of unclean utensils in a day :Rs. 1,000/-
- 6) If mess council in consultation with students in present mess agrees that certain item of a meal was not cooked properly / overcooked / extra spicy/extra oily: Rs. 5,000/-
- 7) Timings mentioned in the tender or decided with the respective council should be followed strictly: Rs 5,000/-
- 8) If food for any meal gets over within timings of mess and waiting time is more than 15 minutes for lunch and dinner, and 10 minutes for breakfast and evening tea: Rs. 5,000/-
- 9) Changes in the menu of any meal without permission of mess council: Rs. 5,000/-
- 10) If the quality of milk is not found up to be appropriate or it is diluted. Rs 5,000/-
- 11) Inappropriate personal hygiene of workers including their dress and misbehavior by workers etc.: Rs. 10,000/-
- 12) Workers not carrying the ID card provided by the caterer: Rs. 5000/-
- 13) Kitchen, dining hall, washrooms, hand-wash areas are found untidy or inadequately replenished: Rs. 5,000/-
- 14) Failure to maintain a proper health check-up of the workers: Rs. 5,000 /-
- 15) Using brands not mentioned in the contract without prior permission and adulteration: Rs 5,000/-
- 16) Disposing solid waste go into drainage or other waste disposal violations: Rs. 10,000/-
- 17) Insufficiently cooked meat products: Rs. 10,000 /-
- 18) Shortage of or long waiting time for utensils: Rs. 5000/-
- 19) Food poisoning At least Rs. 2 lakhs or more

Signature of Bidder with Seal and Date



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ಭಾರತೀಯ ಮಾಹಿತಿ ತಂತ್ರಜ್ಞಾನ ಸಂಸ್ಥೆ, ರಾಯಚೂರು

ಭಾರತೀಯ ಸೂಚನಾ ಪ್ರೌಢೋಗಿಕಿ ಸಂಸ್ಥಾನ, ರಾಯಚೂರು

**INDIAN INSTITUTE OF INFORMATION & TECHNOLOGY,
RAICHUR-584135**

QUALIFYING/TECHNICAL BID

FOR

“Providing Mess Services at Student Hostel Mess” in IIIT,
Raichur

located at Transit Campus in Government Engineering
College (GEC)

Yeramarus Camp, Raichur Karnataka-584135

Signature of Bidder with Seal and Date



QFA: QUOTATION FORMAT ANNEXURE - TECHNICAL BID

Schedule to Tender No.	: IIITR/MS/TENDER/MESS/2023-24/002
Dated	: 21/07/2023
Tender Fee	: Rs. 2,000/-
Last date of submission of tender	: 16.08.2023 up to 4.00 p.m.
Date of opening tender /bid	: 16.08.2023 at 4.30 p.m.
Quotation must remain valid for	: 180 days from the date opening of the tender
Division	: Hostel Mess
Name of work	: - “ Providing Mess Services at Student Hostel Mess” in IIIT, Raichur

Sr. No.	DESCRIPTION OF THE WORKS	Services offered by the Bidder for compliance (YES/ NO)
[1]	*COMPREHENSIVE OVERALL WORK OF PROVIDING MESS SERVICES AT STUDENT HOSTEL MESS, IN IIIT, RAICHUR FOR PERIOD OF 12 MONTHS AS PER THE TERMS & CONDITIONS GIVEN.	
	Providing Mess Services at Student Hostel Mess in IIIT, Raichur. Job shall be carried out with due consideration to minute aspect, of above activity. It may be noted that it is not possible to list out explicitly each & every item to be inducted in scope of above work.	
	<u>Facilities Extended by IIIT, Raichur</u> : Kitchen, Bain Marie, Dining Table, Water Cooler. Electricity and Water (Chargeable basis).	
	<u>Important Points to be noted:</u> 1. The Bidder shall provide skilled cook and other suitable workers. 2. The Bidder and the team members should have pleasing personality with manners and hospitality. 3. The bill for catering (Breakfast, Lunch and Dinner etc.) services availed by the students shall be paid on monthly basis. 4. The Bidder shall be required to arrange the cooking utensils and other things etc. by themselves.	

Signature of Bidder with Seal and Date



Details / Documents Establishing Bidder's Eligibility and Conformity to Bidding Documents

(Note : These details should be furnished along-with the format of Tender)

Technical Bid Conditions & Checklist

Sl. No.	Details	Criteria / Documents to be submitted	YES/ NO Any Remarks	Page No.
1	Bidder should have deposited the prescribed Tender Fee Rs. 2000/- (Attach Receipt).	To be submitted in the form of Demand Draft of a Scheduled Bank in favour of IIIT Raichur payable at Raichur OR through Online Payment Mode. Bidder should write Name of firm and address on the reverse side of DD /Online Payment Receipt.		
2	Bidder should have submitted the prescribed EMD Rs. 1,40,000/- . If exempted, attach copy of NSIC/MSME Certificate)	To be submitted in the form of Demand Draft of a Scheduled Bank in favour of IIIT Raichur payable at Raichur OR through Online Payment Mode. Bidder should write Name of firm and address on the reverse side of DD /Online Payment Receipt.		
3	Bidder should have valid GST Registration	Attach GST Certificate		
4	Bidder should have valid PAN Number	Attach copy of PAN		
5	Bidder should have valid ESIC & EPF Registration	Attach copy of valid ESIC & EPF Registration		
6	Bidder should have valid establishment / trade / food safety license for carrying out the business of hotel / catering / Mess Services	Attach Certificates: 1. Copy of Agency / Firm / Establishment/ Company Registration to be attach. 2. Food Safety Licence Certificate (FSSAI).		
7	Bidder should have at least two years of experience in providing Mess Services for at least 500 or more students to the Hostel of IITs /	The Work Completion Certificates issued by the concerned IIT/ NIT/ IIIT / CFTIs clearly indicating the period of engagement to be submitted with Annexure –A.		

Signature of Bidder with Seal and Date



	NITs / IITs or any other CFTI.			
8	Bidder should have at least One ongoing contract for providing Mess Services for atleast 500 or more students to Hostel of IITs / NITs / IITs or any other CFTI.	The Certificates issued by the concerned IIT/ NIT/ IIT /CFTIs clearly indicating the period of engagement to be submitted with Annexure -B		
9	Bidder should have minimum average annual turnover of Rs. 35 Lakh. for the two years i.e., 2020-21 & 2021-22.	Certificate from Chartered Accountant certifying the Average Annual Turnover for Year 2021-22 and 2022- 23 to be attach. The Bidder must have minimum Avg. annual Turnover of Rs.35 Lakh for two years (2020-21 and 2021-22).		
10	Bidder should have minimum 35 employees on Role with payment of EPFO/ ESIC of last One Year.	Relevant documents of EPFO/ ESIC mentioning minimum 35 employees.		
11	The Bidder should not have been blacklisted by any Government Department / PSU / Bank / Central Autonomous Body/ Private Sector	Affidavit on Rs.100/- Stamp Paper in prescribed Annexure - C to the effect that the Bidder is not blacklisted by any Government Department/PSU/Bank/ Central Autonomous Body as on the date of Tender submission. Undertaking on Letterhead shall not be accepted.		
12	Staff available (Numbers) along with list mentioning Name, Date of Birth, Educational Qualification, Experience etc. (Enclose separate sheet)	Manager : Cook : Helpers :		

Signature of Bidder with Seal and Date



13	Details of Bidder	Attach Annexure –D		
14	Letter of Transmittal	Attach Annexure –E		
15	Proposal Submission	Attach Annexure –F		
16	Submission of Price Bid	The Bidder should submit the Price Bid in a separate sealed cover in the prescribed Annexure – G		

NOTE: Bids not meeting the Bid Evaluation Criteria as above shall be summarily rejected.

All information called for in the enclosed forms should be furnished against the respective columns in the forms. If the information is furnished in the separate document, reference to the same should be given against respective columns in such case. If any particulars/query is not applicable in the case of Bidder, it should be stated as not applicable. However, the Bidder are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information, may result the Bidder being summarily disqualified.

DIRECTOR

IIITR

Signature of Bidder with Seal and Date



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Karnataka, India
E-mail: office.director@iiitr.ac.in

CERTIFICATION

I, the undersigned, certify that, to the best of my knowledge and belief, the information submitted above, is correct. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged as the service provider.

I have read the instruction contained in this tender document carefully. I undertake to abide by the rules of the IIIT Raichur as amended from time to time. I also undertake that in case of any dispute the decision of the Director, IIIT Raichur will be final & binding on me.

_____Date:_____

[Signature of Bidder or authorized representative of the staff] Day/Month/Year

Full name of authorized representative: _____

Signature of Bidder with Seal and Date



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Annexure C

(Format for Affidavit on Rs. 100/- Stamp Paper)

I/We age residence of
hereby declare that (Name of the Agency) has
not been black listed by Government Department / Public Sector Undertaking / Bank / Central
Autonomous Body or any other Government Authority as on the last date of submission of this Tender.

(Name, Designation and Address of the Executant)

(Seal)

DESPONDENT

Date : -

Place : -

VERIFICATION

I, the above-named deponent(s) do hereby verify that the facts stated in the above Affidavit
are true to the best of my knowledge. No part of the same is false and no material has been
concealed there from.

Verified aton this the .../.../.....

(Name, Designation and Address of the Executant)

(Seal)

DEPONENT

**Solemnly affirmed and signed before me by the deponent on this day of 2023
at my office. (Judicial Magistrate First-Class / Notary Public/ Oath Commissioner)**

Date:

Signature of Bidder with Seal and Date



Annexure – D

**DETAILS OF THE BIDDER
(TO BE FILLED BY THE BIDDER)**

1	Name & Address of the Agency / Firm / Company	
2	Year of Establishment	
3	Registered Office Address	
4	Nature of the firm (Proprietorship/ Partnership/Private Limited or Cooperative body etc)	
5	Registration No of Firm	
6	GST Registration No.	
7	PAN No.	
8	Name & Address of the Director (s) and Authorized Person with designation.	
9	Mobile No.	
10	Email-ID	
11	Bank Account details	Account No.: Bank Name & Address: Branch: IFSC Code:

Signature of Bidder with Seal and Date



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Annexure -E

LETTER OF TRANSMITTAL

From:

[Full address of the Agency]

To,

The Director

Indian Institute of Information Technology Raichur, Raichur - 584135

Sub: **Submission of Tender for “Providing Mess Services at Student Hostel Mess” in IIIT,Raichur.**

Dear Sir/Madam,

Having examined the details given in invitation for Technical/Price Bid published in the newspaper and Technical bid document for the above work, we hereby submit the application with complete details.

1. We certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. We have furnished all information and details necessary for pre- qualifications and have no further pertinent information to supply
3. We authorize the Director, IIIT Raichur to approach individual(s), employer(s), Firm(s), Bank(s) and corporation(s) to verify our competence and general reputation.

Signature of the bidder

or his authorized signatory

with Seal of the Agency

Dated:

Signature of Bidder with Seal and Date



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Annexure -F

PROPOSAL SUBMISSION FORM

[Location, Date]

To
The Director
IIIT Raichur
Raichur -584135

Dear Sir/Madam,

We, the undersigned, offer to provide our services for the work of “Providing Mess Services at Student Hostel Mess” in IIIT, Raichur Transit campus at GEC Raichur in accordance with your Tender Notice. We are hereby submitting our proposal, which includes this Technical Proposal and Financial Proposal duly sealed in a single envelope.

We hereby declare that all the information and statements made in this proposal are true and we accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our proposal is accepted, to initiate the work of “ Providing Mess Services at Student Hostel Mess” in IIIT, Raichur Campus.

We understand that, you are not bound to accept any proposal you received.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Agency:

Address:

Signature of Bidder with Seal and Date



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ಭಾರತೀಯ ಸೂಚನಾ ಪ್ರೌಢೋಗಿಕಿ ಸಂಸ್ಥಾನ, ರಾಯಚೂರು
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,
RAICHUR – 584135

PRICE BID FOR

FOR

“Providing Mess Services at Student Hostel Mess ” in IIIT, Raichur

Campus located at

Transit Campus in Government Engineering College (GEC),

Yeramarus Camp, Raichur

Karnataka- 584135

Signature of Bidder with Seal and Date



Annexure -G

FINANCIAL / PRICE BID

TENDER NO.: IIITR/MS/TENDER/MESS/2023-24/002

SR. NO.	ITEM	RATE (Rs.)	Unit
1	As per Mess Menu given in Section A (Breakfast + Lunch + A/N /Evening Snacks/ Dinner) (250 - 300 Students)		Per student per day
2	Taxes (GST %)		Per student per day
	Total		Per student per day
	(Rupees in Words)		

Note :

1. **Rates quoted should be inclusive of all taxes / levis etc with break up** and should be valid for 12 months from the date of tender.
2. Contract will be awarded on the basis of L1 quoted rate per student per day subject to fulfilment of Minimum Reasonable Cost (MRC) as stipulated in "Detail Scope of Work".

I hereby agree to provide and serve the items mentioned in **Section -A** as per the rates quoted by me / negotiated as per the terms and conditions mentioned.

Signature of Bidder with Seal and Date