

Savitribai Phule Hall of Residence – I
HMC, IIT Kharagpur

NOTICE FOR INVITING TENDERS FOR ALLOTMENT OF
SBP-1 HALL JUICE SHOP

No: IIT/SBP-1/TENDER/24-25/02

Dated: 10th December 2024

Sealed tenders are hereby invited by the undersigned for the allotment of following shop in SBP-1 Hall of Residence, IIT Kharagpur, from eligible persons with sound financial background and experience in similar filed so as to reach SBP-1 Hall Office of the undersigned latest by 31.12.2024 at 5:00 PM.

Sr. No.	Name of Shop
01	JUICE SHOP (service from 9:00 am to 11.00 pm)

Application so received will be considered by the Committee on the merit, keeping in view the experience in the relevant trade, financial background and other resources available with the applicants. The application forms along with the terms and conditions are available at the Tender document.

Tender opening date (tentative): 31.12.2024 at 6.00PM

The Bidders are required to contact the Hall Office to confirm the same.



Warden, SBP-1 Hall of Residence

Warden
SAVITRIBAI PHULE HALL OF RESIDENCE-1
IIT Kharagpur

To

- i. Hall Notice Board
- ii. HMC Website (Link: <http://www.hmc.iitkgp.ac.in/web/tenders/>)

SBP -1 HALL OF RESIDENCE, IIT KHARAGPUR

APPLICATION FOR JUICE SHOP CONTRACT

1. Name of the Applicant: _____
2. Is the applicant an Individual or a company?
3. Present address: _____
4. Mobile No: _____
5. Permanent Address, if any: _____
6. Present Occupation: _____
7. Previous Experience, if any: _____
(Copy of all relevant documents to be attached)
8. Total number of male/ female staff to be engaged and details of their expertise and experience:

9. Whether applied for any canteen/juice shop/ mess contract in IIT previously? ____
10. Trade License No: _____ Dated _____
Issuing _____
Authority _____ Valid Up to: _____
11. Details of the License under Food Safety and Standards Act 2006/2011 _____
(Copy to be enclosed)

Note: The applicant is required to give the prices and quantities of items (mentioned in Appendix - I) along with this application form.

Declaration:

I/We shall follow the application procedure and abide by the terms and conditions mentioned in Appendix II.

(Signature of applicant)

SBP -1 HALL OF RESIDENCE, IIT KHARAGPUR

APPENDIX - I

Items to be provided

Sr. No.	Item Name	Quantity	Retail Unit	Rate
1	MILK SHAKES (CHOCOLATE, MANGO, BADAM, PISTA, ROSE, KESAR, STRAWBERRY, SOYA, VANILLA, ETC.)	180 ML. GLASS/ TETRA/ PET 200 ML. GLASS/ TETRA/ PET		
2	FRUIT JUICES (MIXED FRUIT, MANGO, LITCHI, APPLE, ORANGE, POMEGRANATE, CRANBERRY, TOMATO, CARROT, PINEAPPLE, ETC.)	125 ML. GLASS/ TETRA/ PET 150 ML. GLASS/ TETRA/ PET 200 ML. GLASS/ TETRA/ PET 250 ML. GLASS/ TETRA/ PET		
3	FLAVOURED MILK (CHOCOLATE, ELAICHI, BADAM, PISTA, ROSE, KESAR, STRAWBERRY, SOYA, VANILLA, COLD COFFE, ETC.)	180 ML. GLASS/ TETRA/ PET 200 ML. GLASS/ TETRA/ PET 180 ML. CAN 200 ML. CAN		
4	BUTTERMILK	200 ML. TETRA/ PET/ POUCH		
5	SHIKANJI, NIBOO PANI, LEMONADE, JEERA MASALA	200 ML. GLASS/ TETRA/ PET 250 ML. GLASS/ TETRA/ PET		
6	CARBONATED BEVERAGES AND DRINKS	750 ML. GLASS/ TETRA/ PET 500 ML. GLASS/ TETRA/ PET 200 ML. GLASS/ TETRA/ PET 330 ML. CAN		
7	FRUIT WATER	500 ML. GLASS/ TETRA/ PET		
8	ICED TEA	250 ML.		
9	MILK DRINKS (TEA, HOT COFFEE, ETC.)	110 ML. CUP 150 ML. CUP 200 ML. CUP		
10	MINERAL WATER	500 ML. PET 250 ML. PET		
11	LASSI	200 ML. GLASS/ TETRA/ PET 180 ML. GLASS/ TETRA/ PET		
12	DAHI (PLAIN, MISHTI, ETC.)	200 GM. CUP/ POUCH 400 GM. CUP/ POUCH		
13	ICECREAM	50 ML. STICK/ BAR/ CUP 100 ML. STICK/ BAR/ CUP 125 ML. STICK/ BAR/ CUP		
14	INSTANT CUP-A-SOUP	10 GM. / 11 ML.		

(Signature of applicant)

Note: The Committee may increase or decrease the items to be provided during the contract period

APPENDIX - II**GENERAL TERMS AND CONDITION OF CONTRACT FOR RUNNING JUICE SHOP IN
SBP -1 HALL OF RESIDENCE, IIT KHARAGPUR**

1. A bidder, whose juice shop service in any Hall of Residence in IIT Kharagpur during the past five years, was closed down or prematurely terminated by the competent authority due to disciplinary reasons, illegal unlawful activities will be debarred from participating in the present tendering process. The bidder has to give a self-declaration as per Form-D of the tender document.
2. The contract is valid only for the period of one year from the day of signing of the contract.
3. That the contract may be extended subject to satisfactory performance and service of the contractor to the students.
4. That the contractor must have a valid trade license and food safety license.
5. That the contractor will pay a monthly license fee of INR 12/- per square feet, exclusive of GST. The warden's team reserves the right to revise the license fees.
6. That failure to pay monthly license fees for consecutive 2 months will make the contractor defaulter and the contract will be liable to be terminated.
7. That the contractor shall have to deposit a sum of INR 25,000/- (Twenty-Five Thousand only) as security deposits with the Hall which will remain with the Hall Financial till the tenure of the contract.
8. That the outsiders (non-campus) will not be allowed to take juice from Hall juice shop. The juice shop is meant only for the students and their guests of the Hall to serve juice, snacks, milkshakes, green coconut, sugarcane juice and other Beverly drinks except alcoholic drinks.
9. That the juice shop opening timings, items to be served and the price of the items will be fixed as mentioned in the quotation by the Warden and HCM as per the guidelines of the Hall Management Centre (HMC).
10. That the revision of price will not be permitted without permission of Warden and Hall Council members of the hall.
11. That the contractor shall display the price list of the items to be served in the juice shop.
12. That the contractor shall not prepare other than allowed items in the juice shop.
13. That the contractor will be responsible for proper maintenance and up keep of all furniture and other belongings of the juice shop.

14. That the contractor will pay monthly Electricity charges as per bill provided by the Institute meter cell and the copy of the counterfoil in the Hall office every month.
15. That the contractor is not allowed to keep any high wattage Electrical appliances like electric heater, OTG without Warden's permission but he may be allowed to keep a refrigerator of up to 300-litre capacities.
16. That TV and music system will not be allowed in the shop without permission of the Warden.
17. That the contractor shall not keep or serve or possess any alcoholic/ narcotic items and tobacco product in the shop.
18. That the shop staff will not eat in the dining hall and kitchen.
19. That the contractor will be responsible for arranging the safe drinking water for the shop.
20. That the contractor will maintain proper books of account and ledger and will produce the same in hall office if needed.
21. That the contractor under no circumstances will be allowed to give sub contract to any other person or party.
22. That the contractor will submit the name, photograph permanent address, voter no., Aadhar Card and medical certificate in respect of the workers engaged by contractor in the shop.
23. That the contractor shall not be allowed to engage any worker whose age is less than 18 years.
24. That any dispute arising out of the contractor will be referred to the Chairman, HMC as arbitrator whose decision will be final.
25. That the contractor will maintain a Complaint /Suggestion register in the juice shop counter during the working hours. There should be at least 10 entries in each month.
26. That the contractor shall not be allowed to make any addition and alteration of the juice shop without permission from the competent authority.
27. That the contractor will pay monthly water charges as per the bill provided by the Water Works section based on the meter reading.
28. That a fine as decided by the Committee may be imposed or the contract may be terminated for violation of any of the clauses mentioned above.
29. Contractor is responsible to pay for any extra construction work needed in the allocated area of the juice shop with permission.
30. Contractor is allowed to sell fruits in the shop.

31. Application form of any contractor, with reported indiscipline/financial liability to IIT-Kharagpur, will be cancelled.
32. Attendance along with opening and closing time of juice shop needs to be marked daily. Failing to which will be considered as absence. Permission needs to be taken from Warden's to keep the shop closed. Fine as decided by the Committee will be imposed for absence without permission or prior information.

Appendix-III

Minimum Eligibility Criteria

1. The service provider must have valid Trade License/ Society Registration Number, for which self-attested Xerox copy has to be submitted.
2. The service provider must have valid Food License, for which self-attested Xerox copy has to be submitted.
3. Experience in providing services in similar fields including at least one contract in similar services for a duration of not less than six months.

Submission of Tender:

The tender can be personally dropped in the box to be kept in the Hall Office (Tender Box) on all working days (except Saturday, Sunday & Institute Holidays) between 10:00 AM to 1:00 PM in the forenoon and 3:00 PM to 5:00 PM in the afternoon session on or before the date and time as specified in the Tender Notice.

Final Selection Criteria

The Technical Bids will be evaluated by the Tender Evaluation Committee as per the requirements of the Tender Notice and its terms and conditions. The detailed evaluation method for the prequalification-cum-Technical Bid is specified below.

Technical Bids of firms that meet the minimum eligibility criteria mentioned in the Tender Document will proceed to detailed evaluation including opening and evaluation of the price bids, followed by interviews (price bids of the technically qualified bidders will be opened on the same day who will meet the minimum eligibility criteria). Each firm meeting the prequalification criteria will be evaluated and scored out of 100 marks, as mentioned in **Table-I (given below)**. In case of non-fulfilment of the minimum eligibility criteria/prequalification criteria in any category of the Technical Bid, the respective bidder's bid shall be rejected.

The final bidder for Juice Shop/Catering and allied services will be selected based on the highest marks secured out of 100 Marks mentioned in the Table-I. However, a minimum of 60 marks is required to qualify for further consideration. Achieving a minimum of 60 marks or securing the highest marks does not guarantee the award of the contract for juice shop/canteen/catering and allied services. The Committee will assess all the aspects such as past performance, past-experience, interview, presentation, and any other criteria deemed necessary for the smooth operation of the juice shop services.

Tie-Breaking Clause:

In case two or more bidders achieve the same score, the bidder will be selected based on their combined marks in Sl. No. 1 and Sl. No. 2 of Table-I. If the tie continues, it will be resolved by considering the marks obtained in the interview performance (Sl. No. 3 of Table I). In case the tie remains unresolved, or for any other reason, the decision of the Committee shall be final and binding.

TABLE-I		Marks by Committee
1.	Credential on Past-experience in juice business/ similar business (involved in similar profession) and financial standing based requirement.	[30 maximum]
2.	Price bid (The Bidder should quote all the items without correction and alteration the price bid format. Weightage will be given based on the rates on items)	[30 maximum]
3.	Interview (Interview will be based on past-experience, past performance, presentation on managing the juice shop, experience to handle the similar works, new ideas, presentation on cleaning, maintain quality, hygiene, manage students and other criteria required for smooth running of the juice services)	[40 maximum]
TOTAL		100

S. R. Pradhan
Hall Manager
SBP-1 Hall of Residence
 Manager
 SAVITRIBAI PHULE HALL OF RESIDENCE-1
 IIT Kharagpur

Singh
Asst. Warden
SBP-1 Hall of Residence
 Asst. Warden
 SAVITRIBAI PHULE HALL OF RESIDENCE-1
 IIT Kharagpur

Prabhu
Warden
SBP-1 Hall of Residence
 Warden
 SAVITRIBAI PHULE HALL OF RESIDENCE-1
 IIT Kharagpur

Copy to: i. HMC Website
 ii. Hall Notice Board

DECLARATION

I hereby certify that the information furnished in this document is complete and correct to the best of our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company/ individual will be black listed and will not be allowed to have any dealing with the SBP-1 Hall of Residence, IIT Kharagpur in the future.

Date: _____

(Signature of the tenderer with seal)

FORM 'D'

To
The Warden
SBP-1 Hall of Residence
IIT Kharagpur - 721302
West-Bengal

Declaration

This is to certify that I have been / have not been running a canteen service/ food stall/Juice shop in _____ Hall of Residence in IIT Kharagpur during the years _____

I further certify that my canteen service/ food stall/ juice shop in any Hall of Residence in IIT Kharagpur was not closed down or prematurely terminated by the competent authority in the past five years due to disciplinary reasons, illegal/ unlawful activities.

I understand that in case my above statement(s) is found false, at any stage, I will be summarily black listed and will not be allowed to have any dealing with the SBP-1 Hall of Residence, IIT Kharagpur further.

Date: _____

(Signature of the tenderer with seal)