

HALL MANAGEMENET CENTRE IIT KHARAGPUR

NOTICE FOR INVITING TENDERS FOR ALLOTMENT OF SBP-1 HALL NIGHT CANTEEN

No: IIT/SBP-1/Tender/24-25/01

Dated: 03rd December 2024

Sealed tenders are hereby invited by the undersigned on behalf of Chairman, HMC IIT Kharagpur for the allotment of following shop in SBP-1 Hall of Residence, IIT Kharagpur, from eligible persons with sound financial background so as to reach HMC office of the undersigned latest by 24.12.2024 at 5:00 PM

Sr. No.	Name of Shop
01	NIGHT CANTEEN

Application so received will be considered by the Committee of the HMC 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): 24.12.2024 at 6.00PM

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

-sd-
Coordinating Warden Mess-2,
Hall Management Centre

To

Warden, SBP-1 Hall of Residence (for displaying this notice at prominent places)

HMC Website (Link: <http://www.hmc.iitkgp.ac.in/web/tenders/>)

SBP - 1 HALL OF RESIDENCE, IIT KHARAGPUR APPLICATION FOR NIGHT CANTEEN 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 female staff to be engaged and details of their expertise and experience:

9. Whether applied for any canteen/night canteen/ 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 -1) along with this application form.

Declaration:

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

(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	TEA	100ML		
2	COFFEE	100ML		
3	90	1 PLATE FULL		
4	ONION MAGGI (80GMS PKT)	1 PLATE FULL		
5	MASALA MAGGI (80GMS PKT)	1 PLATE FULL		
6	EGG MASALA (ONE EGG) (80GMS PKT)	1 PLATE FULL		
7	CHICKEN MAGGI (50GMS CHICKEN) (80GMS PKT)	1 PLATE FULL		
8	CHEESE MAGGI (ONE SLICE CHEESE) (80GMS PKT)	1 PLATE FULL		
9	VEG MAGGI (80 GMS)	1 PLATE FULL		
10	VEG CHOWMEIN (150GMS CHOWMIN)	1 PLATE FULL		
11	EGG CHOWMEIN (ONE EGG) 150GMS CHOWMIN	1 PLATE FULL		
12	CHICKEN CHOWMEIN (50GMS CHICKEN) 150 GMS, CHOWMEIN	1 PLATE FULL		
13	EGG ROLL (1 EGG) (STANDARD SIZE)	ONE ROLL		
14	VEG ROLL (STANDARD SIZE)	ONE ROLL		
15	PANEER ROLL (STANDARD SIZE + 30GMS PANEER)	ONE ROLL		
16	CHICKEN ROLL (ONE EGG + 30 GMS CHICKEN)	ONE ROLL		
17	EGG CHICKEN ROLL (ONE EGG)	ONE ROLL		
18	PLAIN TAWA ROTI	ONE PIECE		
19	PLAIN PARATHA	ONE PIECE		
20	CHEESE PARATHA	ONE PIECE		

(Signature of applicant)

SBP -1 HALL OF RESIDENCE, IIT KHARAGPUR

APPENDIX-I Items to be provided

Sr. No.	Item Name	Quantity	Retail Unit	Rate
21	ALOOPARATHA	ONE PIECE		
22	ONION PARATHA	ONE PIECE		
23	JEERA RICE (150GMS)	ONE PLATE		
24	VEG FRIED RICE (150GMS)	ONE PLATE		
25	CHICKEN FRIED RICE (80GMS CHICKEN)	ONE PLATE		
26	EGG FRIED RICE (TWO EGGS)	ONE PLATE		
27	EGG CHICKEN FRIED RICE (ONE EGG + 80GMS CHICKEN)	ONE PLATE		
28	CHANNA MASALA (30GMS CHANNA RAW)	ONE PLATE		
29	BUTTER PANEER (70GMS PANEER)	ONE PLATE		
30	ALOO JEERA (150GMS CURRY)	ONE PLATE		
31	OMLET (ONE EGG)	ONE PLATE		
32	EGG BHURJI (TWO EGGS)	ONE PLATE		
33	EGG CURRY (TWO EGGS)	ONE PLATE		
34	CHILLY CHICKEN (120GMS CHICKEN RAW)	4 PIECES		
35	ALOO SANDWICH (DOUBLE BREAD)	ONE PLATE		
36	CHICKEN SANDWICH (30GMS CHICKEN)	ONE PLATE		
37	PAO -BHAJI (ROUND PAO 4 SLICE)	ONE PLATE		
38	PLAIN DOSA	ONE PIECE		
39	MASALA DOSA	ONE PIECE		
40	ONION DOSA	ONE PIECE		
41	PANEER DOSA	ONE PIECE		

(Signature of applicant)

APPENDIX - II

GENERAL TERMS AND CONDITION OF CONTRACT FOR RUNNING NIGHT CANTEEN IN SBP-1 HALL OF RESIDENCE, IIT-KHARAGPUR

1. A bidder, whose night canteen 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 6000/- (Six Thousand Only) 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 food from Hall night canteen. The night canteen is meant only for the students and their guests of the Hall to serve vegetarian and non-vegetarian food.
9. That the canteen 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 canteen.
12. That the contractor shall not prepare other than allowed items in the night canteen.
13. That the contractor will be responsible for proper maintenance and up keep of all furniture and other belongings of the canteen.
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 600-litre capacities.
16. That TV and music system will not be allowed in the canteen 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 canteen.
18. That the canteen 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 canteen.
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 him in the canteen.
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 box in the night canteen counter during the working hours. There should be at least 20 entries in each month.
26. That the contractor shall not be allowed to make any addition and alteration of the canteen. 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 up to INR 5000/- (Five Thousand only) 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 canteen with permission.
30. Application form of any contractor, with reported indiscipline/financial liability to IIT-Kharagpur, will be cancelled.
31. Attendance along with opening and closing time of canteen needs to be marked daily. Failing to which will be considered as absence. Permission needs to be taken from Warden's to keep the canteen closed. Fine of INR 1000/- (One Thousand only) 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 HMC 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-fulfillment 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 Canteen/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 canteen/night 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 canteen 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. 3 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 food business/ catering Services (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 canteen, 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 canteen services)	[40 maximum]	
TOTAL		100	

- The final bidder for Canteen/Catering and allied services will be selected based on the highest marks secured out of 100 Marks.
- For Boys Halls Only Male and for Girls Halls Only Girls staff should be engaged with prior permission of the Warden, Hall of Residence/Chairman, Hall of Residence.


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


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


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

Copy to: HMC Website