

**HJB HALL OF RESIDENCE
IIT-KHARAGPUR**

**NOTICE FOR INVITING TENDERS FOR ALLOTMENT OF HJB HALL
CANTEEN**

No: IITKGP/HJB HALL/TENDER/2016/02

DATED: 3.11. 2016

Sealed tenders are hereby invited by the undersigned on behalf of Warden, HJB Hall of Residence, IIT- Kharagpur for the allotment of following canteen in HJB Hall of Residence, IIT- Kharagpur, from eligible persons with sound financial background so as to reach office of the undersigned latest by 24.11.2016 at 8PM.

SL. No	Name of the Canteen	Canteen No
1.	HJB night canteen (Food service from 6PM to 2AM)	1

Application so received will be considered by the License Committee of the Hall of Residence on the merit, keeping in view the experience in the relevant trade, financial background and other infrastructures available with the applicants. The application forms along with the terms and conditions are available at the office of the undersigned with the payment of non refundable cash of Rs. 250/- (rupees two hundred fifty) on any working day between 5 PM to 8 PM.

Tender opening date: 25.11.2016 at 7PM.

(Warden)
HJB Hall

**HJB HALL OF RESIDENCE
IIT-KHARAGPUR**

APPLICATION FOR FOOD CANTEEN CONTRACT

**Photograph of
the Applicant**

1. Name of the Applicant(s): _____

2. Present Address: _____

3. Mobile No: _____

4. Permanent Address, if any: _____

5. Present Occupation:

6. Previous Experience, if any: _____

(Copy of relevant document to be attached)

7. Name, details and experience of cook:

8. Whether applied for any canteen / food/ mess contract in IIT previously?

9. Trade License No: _____ Dated _____ Issuing Authority

Valid Up to: _____

10. Financial Position: Financial proof of Minimum Rs. 5 Lakhs is desirable: Give the details:
(copy of relevant proof like bank statement to be enclosed)
11. Details of the earnest money Rs. 10,000 (refundable) like demand draft in favour of the
Warden of HJB Hall of Residence.

No: _____ Date: _____ drawn on Bank / Branch details

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

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

(Signature of the Applicant)

APPENDIX - I
HJB HALL OF RESIDENCE
IIT-KHARAGPUR

ESSENTIAL ITEMS TO BE PROVIDED:

SL. No.	Items Names	Quantity	Rate
1	Bread Omlette	2Slice Bread+1 egg	
2	Veg Sandwich	2slice Bread + Vegetables	
3	Chicken Sandwich	2slice Bread+ Chicken	
4	Veg Fried Rice	250gm	
5	Egg Fried Rice	250gm	
6	Chicken Fried Rice	250gm	
7	Chicken Butter Masala	250gm	
8	Chicken Curry	250gm	
9	Tandoori Chicken	1pc=200gm	
10	Chicken Tikka	4pc=200gm	
11.	Paneer Butter Masala	200gm	
12	Paneer Tikka	6pc=250gm	
13	Chana Masala	200gm	
14	Dal Fry	150gm	
15	Green peas Masala	200gm	
16	Alu Jeera	200gm	
17	Masala Dosa	Foot long	
18	Plain Dosa	Foot long	
19	Bournvita with Milk	200ml milk	
20	Tea	50ml	
21	Coffeee	50ml	
22	Roti	1pc	
23	Jeera Rice	250gm	
24	Laccha paratha	1pc.	
25	Puri Sabji	4pcs.	
26	Tandoori ROTI	1pc.	

(Signature of the applicant)

APPENDIX – I1

GENERAL TERMS AND CONDITION OF CONTRACT FOR RUNNING CANTEEN IN THE HJB HALL OF RESIDENCE, IIT-KHARAGPUR

1. The contract is valid only for the period of one year from the day of signing of the contract.
2. That the contract may be extended subject to satisfactory performance and service of the contractor to the students.
3. That the contractor must have a valid trade license for operating canteen.
4. That the contractor will pay a monthly license fee of Rs. 1500.00 (Rupees One Thousand Five Hundred Only). The warden reserves the right to revise the license fees.
5. 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.
6. That the contractor shall have to deposit a sum of Rs. 25,000 (Rupees Twenty Five Thousand only) as security deposits with the Hall which will remain with the Hall Financial till the tenure of the contract.
7. That the outsiders will not be allowed to take food in the Hall canteen. The canteen is meant only for the students of the Hall to serve vegetarian and non vegetarian foods.
8. That the canteen opening timings, items to be served and the price of the items will be fixed as mentioned in the quotation (in Appendix -I) by the warden as per the guidelines of the Hall Management Centre (HMC).
9. That the revision of price will not be permitted without permission of warden and Hall council members of the hall.
10. That the contractor shall display the price list of the items to be served in the canteen.
11. That the contractor shall not prepare lunch, dinner and other full meals in the canteen.
12. That the contractor will be responsible for proper maintenance and up keep of all furniture and other belongings of the canteen.
13. That the contractor will pay monthly Electricity charges as per bill provided by the Institute meter cell and submit the copy of the counterfoil in the Hall office every month.

14. 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 less than 300 litre capacities.
15. That TV and music system will not be allowed in the canteen.
16. That the contractor shall not keep or serve any alcoholic items and tobacco product in the canteen.
17. That the canteen staff will not eat in the dining hall and kitchen without a valid reason.
18. That the contractor will be responsible for arranging the safe drinking water for the canteen.
19. That the contractor will maintain proper books of account and ledger and will produce the same in hall office every month.
20. That the contractor under no circumstances will be allowed to give sub contract of food to any other person or party.
21. That the contractor will submit the name, photograph, permanent address, voter I.D, Aadhar Card and medical certificate in respect of the workers engaged by him in the canteen.
22. That the contractor shall not be allowed to engage any workers whose age is less than 14 Years.
23. That any dispute arising out of the contractor will be referred to the Chairman HMC as arbitrator whose decision will be final.
24. That the contractor will maintain a complaint/ Suggestion box in the canteen counter during the working hours.
25. That the contractor shall not be allowed to make any addition and alteration of the canteen hall without permission from the competent authority.
26. That a fine up to Rs. 5000.00 (Rupees Five Thousand only) may be imposed or the contract may be terminated for violation of any of the clauses mentioned above.
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. Application form of any contractor, with reported indiscipline/financial liability to IIT-Kharagpur, will be cancelled.

Appendix-III

Initial Criteria of eligibility for Pre-Qualification:

1. Experience in Canteen /Catering and allied business in Govt. Organization /PSU/Govt. funded Educational Institute as on the last date of submission of the tender.
2. Experience of having successfully run the Canteen/Catering and allied service in student's hostels of IISERs, IITs, IIMs, NITs, and central funded Universities /Institutes of higher learning ending as on the last date of submission will be preferred.'
3. The applicant's average annual financial turn –over (gross) in Canteen/ Catering services, duly audited by chartered Accountants, should not be less than 10 Lakhs during last preceding three financial years 2013-14, 2014-15 and 2015-16 . Year in which no turnover is shown, if any, would also be considered for working out the average.
4. Solvency certificate in the prescribed format is required from any scheduled Bank.
5. The bidder must have a minimum manpower of 03 deployed of service of similar nature as on the last date of tender submission.
6. The service provider should have valid Trade License/ Society Registration Number, Labour License and Registration Number, Permanent Account Number, proof of payment of last three years Income Tax. PAN/TAN, IT and ST clearance (copy of the certificates /returns) are to be submitted.

Evaluation process:

The Tender will be evaluated by Tender evaluation committee constituted by the Warden, HJB Hall - I.I.T – Kharagpur as per guidelines of H.M.C. The detailed evaluation method for prequalification-cum-Technical bid is specified. The total weight age will be 100 in prequalification cum Technical part. Technical bids of the firms, which meet the prequalification criteria, would be taken up for detailed evaluation and interviews will be held for evaluation. Each firm meeting the prequalification criteria would be evaluated and given score out of 100 marks as mentioned in the **form-B**, in case of non fulfilment if minimum pre-qualification criteria (mentioned in each **category** of the technical bid, the bid of the respective bidder shall be rejected. The empanelment for Canteen / Catering and allied service will be made for those firms who secure at least 60 marks out of 100 marks in the Technical Bids. However the empanelment does not automatically make any right of the bidder of getting the contract for Canteen/ Catering and allied services. The contract shall initially given for period of 1 (one) year. The period of Canteen contract may be extended by the authority for subsequent years on yearly basis based on satisfactory performance.

Tie-Breaking Clause:

In case two or more bidders score equal marks in their total technical score then empanelment will be made based on their total marks (Sl. No. 1+4 of Table- I). If the tie remains further, then the tie-breaking will be done by considering marks obtained / the value of the interview performance (Sl. No. 4 of Table I). Subsequently solvency marks/ Value (Sl. No. 3 of Table -I) will be considered, if still required of tie- breaking.

FORM 'A'

Details of Organization/Service Provider
[To be submitted in the organizational letterhead]

SL. No	Description	Information
1	Name of the firm	
2	Year of Establishment	
3	Complete Address	
4	Contact number and e-mail Id.	
5.	Name and Designation of the contact person with mobile number and e-mail Id.	
6.	Trade License Number/Society Regn. Number (copy should be enclosed)	
7.	Labour License Number/Registration Number (Copy should be enclosed)	
8.	Permanent Account Number (copy should be enclosed)	
9.	EPF Registration Number (copy should be enclosed)	
10.	ESI Registration Number (copy should be enclosed)	
11.	Proof of payment of Income Tax (for last three years) (copy of the IT Return for last three years ending on March'2015 to be enclosed)	Enclosed/ not enclosed
12.	Copy of the last three months challan (say, for December'2015 to February '2016 paid in January to March'2016) in support of the deposit of the contribution made both with the ESIC and the EPFO to be enclosed.	Enclosed/ not enclosed

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 will be black listed and will not be allowed to have any dealing with the HJB Hall of Residence, IIT-Kharagpur in the future.

Date:
seal

Signature of the tendered with

FORM 'B'

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 will be black listed and will not be allowed to have any dealing with the HJB Hall of Residence, IIT-Kharagpur in the future.

Date:

Signature of the tenderer with seal

(Table-I)

MANDATORY

Submitted (YES/NO)

1.	Tax return (3Years)	
2.	Trade License (Up to date)	

(Table-II)

Credentials:

1.	Past experience in food business/ Catering	[20 Maximum]	
	Less than 2 years	[0]	
	2 Years to 4 Years	[5]	
	4 Years to 6 Years	[10]	
	6 Years to 8 Years	[15]	
	8 Years to or more	[20]	
2	Past experience in food business in IIT-Kharagpur or other Centrally funded Institute.	[20 Maximum]	
	Less than 2 Years	[0]	
	2 Years to 4 Years	[5]	
	4 Years to 6 Years	[10]	
	6 Years to 8 Years	[15]	
	8 Years to or more	[20]	
3.	Financial standing in term of bank solvency	[20 Maximum]	
	Less than 2 Lakhs	[0]	
	Less than 2 Lakhs to 3 Lakhs	[5]	
	Less than 3 Lakhs to 4 Lakhs	[10]	
	Less than 4 Lakhs to 5 Lakhs	[15]	
	More than 5 Lakhs	[20]	
4	Interview	[40]	
	Total Marks	[100]	

FORM 'C'

FINANCIAL INFORMATION

1. Financial Analysis- Details to be furnished duly supported by figures in Balance Sheet/ Profit and Loss Account for 3 (Three) years ended on 31st March'2016 in Lakhs and certified by the Chartered Accountant, as submitted by the applicant to the Income –Tax Department (copies to be attached).

SL. No	Details	Financial Year		
		(1) 2015-16	(2) 2014-15	(3) 2013-14
i)	Gross annual turnover is Canteen/ Catering.			
ii)	Profit/ Loss [Rs. Lakhs]			

II. Financial arrangement for carrying out the proposed work.*

*Note: Attach additional sheets, if necessary

(Signature of applicant)

SOLVENCY CERTIFICATE
[Format for solvency certificate]

To
The warden
HJB Hall of Residence
IIT-Kharagpur-721302
West-Bengal

Solvency Certificate

This is to certify that to the best of our knowledge and information, M/s
.....(Address) A customer of our
bank is respectable and treated as good for an engagement up to sum of
Rs.....(Solvency amount)..... only as on(Date of
certificate).

This certificate has been issued without any risk and responsibility on the part Bank of
its Officers. This certificate is issued at the specific request of the customer.

Yours Faithfully,

ForBank

Bank Officer with Designation and Seal FABIR