



TENDER ENQUIRY FORM
M.T. HALL OF RESIDENCE
IIT KHARAGPUR- 721302

Enquiry No.: IIT/MT/Night Canteen/2020-21/001

Date- 18/02/2020

Last Date & Time of submission: 31.03.2020, 6 PM

(Office, M.T. Hall of Residence)

Time & Date of opening: 01.04.2020, 6 PM

(Warden Office, M.T. Hall of Residence)

Dear Sir,

We intend to invite quotations in accordance with the terms and condition detailed below and overleaf. If you are interested, kindly send your offer in precise and complete terms within the time mentioned above.

Warden

M.T.HALL OF RESIDENCE

IIT KHARAGPUR

Warden

MT Hall of Residence
IIT, Kharagpur

Sl. No.	Description	Unit	Quantity
1.	Canteen(Tiffin, Refreshment & Late night food service)		

M. T. HALL OF RESIDENCE

IIT KHARAGPUR

NOTICE FOR INVITING TENDERS FOR ALLOTMENT OF M.T. HALL CANTEEN

No: IITKGP/MT_HALL/TENDER/2020/01

DATED: 18.02. 2020

Sealed tenders are hereby invited by the undersigned on behalf of Warden, M.T. Hall of Residence, IIT Kharagpur for the allotment of following canteen in M.T. Hall of Residence, IIT Kharagpur, from eligible persons with sound financial background so as to reach office of the undersigned latest by 31.03.2020 at 6 PM.

Sl. No.	Name of the Canteen	Canteen No.
1.	MT Night Canteen (Food service from 9:00 PM to 3:00 AM)	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 resources 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. 200/- (Rupees two hundred) on any working day between 6 PM to 8 PM.

Tender opening date (tentative): 01.04.2020 at 6 PM. The Bidders are required to contact the Hall Office to confirm the same.



Warden

M.T. HALL OF RESIDENCE

Warden

MT Hall of Residence
IIT, Kharagpur

Copy To Tendering Committee:

1. Chairman, HMC.
2. Co-Ordinating Warden (Mess 1)
3. Co-Ordinating Warden (Mess 2)
4. Co-Ordinating Warden (Allotment)
5. Warden, M.T.Hall of Residence
6. Warden, Rani Laxmibai Hall of Residence
7. Wardens, All Halls of Residence (for displaying this notice at prominent places)
8. Institute Legal Cell Nominee
9. Hall President, M.T.Hall of Residence
10. HMC Website (Link: <http://www.hmc.iitkgp.ac.in/web/tenders/>)

M.T. HALL OF RESIDENCE
IIT-KHARAGPUR
APPLICATION FOR FOOD CANTEEN CONTRACT

Photograph of
the Applicant

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 numbers of cooks to be engaged and details of their expertise and experience:

9. Whether applied for any canteen food/ mess contract in IIT previously?
10. Details of the License under Food Safety and Standards Act 2006/2011. (copy to be enclosed):

Trade License No: _____ Dated _____
Issuing Authority: _____
Valid Up to: _____

11. Financial Position: Financial proof of Minimum Rs. 3 Lakhs is desirable: Give the details: (copy of relevant proof like Bank statement to be enclosed)

12. Details of the earnest money **Rs. 25,000/-** (refundable), which is must be submitted along with the application in form of a demand draft in favour of the Warden of MT 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.

Declaration:

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

(Signature of the Applicant)

APPENDIX - I
MT HALL OF RESIDENCE
IIT-KHARAGPUR

ESSENTIAL ITEMS TO BE PROVIDED:

Sl No.	Items Name	Unit	Rate Offered
1	Bread Omelette	2 Slice Bread+1 Egg	
2	Veg Sandwich	2 Slice Bread + Vegetables	
3	Chicken Sandwich	2 Slice Bread + Chicken	
4	Veg Fried Rice	250gm	
5	Egg Fried Rice	250gm	
6	Chicken Fried Rice	250gm	
7	Chicken Biryani	300gm	
8	Veg Roll	1 Chapati + Vegetable + Sauce	
9	Egg Roll	1 Chapati + Vegetable + Sauce	
10	Chicken Roll	1 Chapati + Vegetable + Sauce	
11	Special Roll	1 Chapati + Chicken + Mayonnaise	
12	Veg Maggi	1 Packet of 12 Rs + Vegetables	
13	Veg Fried Maggi	1 Packet of 12 Rs + Vegetables	
14	Egg Maggi	1 Packet of 12 Rs + 1 Egg	
15	Egg Fried Maggi	1 Packet of 12 Rs + 1 Egg	
16	Chicken Maggi	1 Packet of 12 Rs + Chicken	
17	Boiled Egg	1 piece	
18	Omelette	1. Single Egg 2. Double Egg	
19	Poach	3. Single Egg 4. Double Egg	
20	Plain Paratha	2 piece /plate+ With chutney	
21	Onion Paratha	2 piece /plate+ With chutney	
22	Aloo Paratha	2 piece /plate+ With chutney	
23	Cheese Paratha	2 piece /plate+ With chutney	

Sl No.	Items Name	Unit	Rate Offered
24	Chana Masala	150 gm	
25	Jeera Aloo	150 gm	
26	Veg Momos	5/ plate	
27	Chicken Momos	5/plate	
28	Nimbu Paani	200ml	
29	Milk + Boost/Horlicks	200 ml Milk	
30	Tea	50ml	
31	Coffee	50ml	
32	Cold Drink	200 ml	
33	Fruit Shake(s)	200 ml	

APPENDIX -11

GENERAL TERMS AND CONDITIONS OF CONTRACT FOR RUNNING NIGHT CANTEEN IN THE M.T. HALL OF RESIDENCE, IIT-KHARAGPUR

1. A bidder, whose canteen service in any Hall of Residence in IIT Kharagpur during the past five years, was closed down or pre-maturely 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 & food safety license for operating canteen.
5. That the contractor will pay a monthly license fee of Rs.3 000.00 (Rupees Three Thousand Only). The warden 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, on receiving the work order, 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.
8. That the outsiders (non-IITians) will not be allowed to take food in the Hall canteen. The canteen is meant only for the students and their guests of the Hall to serve vegetarian and non vegetarian foods.
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 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 Night Canteen.

12. That the contractor shall not prepare lunch, dinner and other full meals in the Night Canteen.
13. The canteen will not serve any rice (including jeera/tomato/onion rice, biryani, fried rice, etc.) or roti (including parantha, tandoori roti, naan, lachha parantha, etc.) from 30 minutes before lunch and dinner periods in the mess of the hall to 30 minutes thereafter.
14. Cooking outside the kitchen of the Night Canteen is not allowed. Tandoors, grills and similar items are not allowed in the Night Canteen.
15. That the contractor will be responsible for proper maintenance and up keep of all furniture and other belongings of the Night Canteen.
16. 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.
17. 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.
18. That TV and music system will not be allowed in the canteen.
19. That the contractor shall not keep or serve any narcotics, alcoholic items and tobacco product in the canteen.
20. That the canteen staff will not eat in the dining hall and kitchen without a valid reason.
21. The Contractor will be fully responsible for any accident or mishaps involving workers engaged by him/her and shall indemnify the Hall of Residence/Hall Management Centre/IIT Kharagpur from any claims arising out of the accidents, disabilities of any nature or death or arising out of provisions of law, or any other nature in respect of all outsourced workers engaged by the Contractor.
22. The Contractor shall be liable to pay compensation for any loss and damages caused to the property of the Hall or its workers/students/visitors by his/her workers.
23. That the contractor will be responsible for arranging the safe drinking water for the Night Canteen.
24. The contractor must make adequate provision for fire safety including installation of fire extinguishers, periodic maintenance of gas stoves and pipes, electrical

Connections, etc. Storage of inflammable items such as dry wood, kerosene, petrol, gas cylinders, etc. is not allowed.

25. The contractor will ensure that his/her workers use gloves, caps, etc. during food preparation and service. Also, adequate fly catchers must be installed from his/her own resources in the canteen. The contractor shall maintain cleanliness and hygiene in the canteen. In case of persistent bad report from food monitoring committee, the canteen contract can be terminated.
26. That the contractor will maintain proper books of account and ledger and will produce the same in hall office every month.
27. That the contractor under no circumstances will be allowed to give sub contract of food to any other person or party.
28. 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.
29. That the contractor shall not be allowed to engage any male worker and one whose age is less than 18 Years?
30. The contractor shall have to use ONLY branded & best quality raw materials which are approved by HMC for use in Hall MESS.
31. The contractor must make own arrangement for waste disposal. Dumping the waste in hall dustbins is not allowed.
32. The contractor will pay minimum wages in regards to his/her workers and will have to comply with acts i.e., Employment of Children Act, Workmen Compensation Act, Employment of Labour/Contract Labour Act, etc. It will be the sole responsibility of the Contractor to abide by the provisions of the applicable acts.
33. The Contractor shall comply with all requirements under central, state and local tax laws (tax, duties, levies, etc.) and shall be responsible for payment of all taxes and other statutory payments to the respective authorities.
34. Halls of Residence/Hall Management Centre/IIT Kharagpur will not be responsible for any liability arising out of non-compliance of the Contractor with any act/rule/law.
35. That any dispute arising out of the contractor will be referred to the Chairman HMC as arbitrator whose decision will be final.

36. That the contractor will maintain a Complaint/ Suggestion box in the canteen counter during the working hours.
37. That the contractor shall not be allowed to make any addition and alteration of the Night Canteen without permission from the competent authority.
38. 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.
39. That the contractor will pay monthly water charges as per the bill provided by the water works section based on the meter reading.
40. Application form of any contractor, with reported indiscipline/financial liability to IIT Kharagpur, will be cancelled.
41. Application from contractors who already have a canteen business within IIT Kharagpur campus will not be entertained.

Appendix-III

Initial Criteria of eligibility for pre-qualification:

1. The service provider should have valid Trade License/ Society Registration Number, for which self-attested Xerox copy has to be submitted.
2. Proof of financial strength of minimum 3 lakhs is required. Bank statement (within 15 days of tender submission date) /passbook printout (updated within 15 days of tender submission date) / solvency is to be submitted. Solvency certificate in the prescribed format (Form-C) is required from any scheduled bank.
3. Experience of owning / managing canteen / catering / allied business for a period of minimum two years. (all relevant experience document are to be submitted).
4. **The bidder must possess License under Food Safety and Standards Act 2006/2011, which is essential for starting a food related business.** In case he does not possess the same, he must give a declaration that he would produce it before starting the canteen, in case he is given the contract under this tender.

Evaluation process:

The Tender will be evaluated by Tender evaluation committee constituted by the Warden, M.T. Hall of Residence, I.I.T Kharagpur as per guidelines of H.M.C. The detailed evaluation method for prequalification-cum-Technical bid is specified. The total weightage 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 fulfillment of 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 be 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 Company/ Individual**

SL. No	Description	Information
1	Name of the Firm/Individual	
2	Year of Establishment (for company) /Date of Birth (for individual applicant)	
3	Complete Address	
4	Contact number: 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.	License under Food Safety and Standard Act 2006/2011(copy should be enclosed)	Enclosed/ not enclosed
8.	Permanent Account Number (copy should be enclosed)	
9.	Proof of payment of Income Tax (for last three years) (copy of the IT Return for last three years ending on March'2019 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 M.T. Hall of Residence, IIT Kharagpur in the future.

Date:

Signature of the tenderer with seal

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 individual / company will be black listed and will not be allowed to have any dealing with the M.T. Hall of Residence, IIT-Kharagpur in the future.

Date:

Signature of the tenderer with seal

(Table-I)

MANDATORY

Submitted (YES/NO)

1.	Trade License (Up to date)	
2.	License under food safety and standards 2006/2011	Submitted/ to be submitted later

(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 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 or more	[20]	
3.	Financial standing in term of bank solvency	[20 Maximum]	
	Less than 3 Lakhs	[0]	
	3 Lakhs to < 4 Lakhs	[5]	
	4 Lakhs to < 5 Lakhs	[10]	
	5 Lakhs to < 6 Lakhs	[15]	
	6 Lakhs or more	[20]	
4	Interview	[40]	
	Total Marks	[100]	

[Format for solvency certificate on Banker's Letter Head/ seal]

To
The Warden
M.T. 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

FORM-D

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

Declaration

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

I further certify that my canteen service/ food stall in any Hall of Residence in IIT Kharagpur was not closed down or pre-maturely 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 MT Hall of Residence, IIT-Kharagpur further.

Date:

Signature of the tenderer with seal