

**SISTER NIVEDITA HALL OF RESIDENCE
IIT-KHARAGPUR**

NOTICE FOR INVITING TENDERS FOR ALLOTMENT OF SNV HALL JUICE SHOP

No: IITKGP/SNVHALL/TENDER/2021-2022

DATED: 23.03.22

Sealed tenders are hereby invited by the undersigned on behalf of Warden, SNV Hall of Residence, IIT Kharagpur for the allotment of following shop in SNV Hall of Residence, IIT- Kharagpur, from eligible persons with sound financial background so as to reach SNV Hall office of the undersigned latest by 14.04.2022 at 5.00 pm in drop box kept at SNVH OFFICE from 9.00 AM to 5.00 PM (Monday to Saturday)

SL No.	Name of the shop	Shop No
1.	SNV juice shop (service from 9:00AM to 9:30 PM)	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.100/-**(Rupees one hundred only) on any working day between 10 AM to 5.00 PM.

-Tender opening date (tentative) : 16.04.2022 at 6.00 PM

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

Soumanya Gupta

**(Warden)
SNV Hall of Residence**

**WARDEN
Sister Nivedita Hall of Residence
IIT, Kharagpur**

To
Wardens, All Halls of Residence (for displaying this notice at prominent places)

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

Chandan Bose / Durga Prasad

*Pl. put it on HMC Website under tender
for wider publication.*

24.03.22

SNV HALL OF RESIDENCE IIT-KHARAGPUR

APPLICATION FOR JUICE SHOP 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 male and **female cooks / Juice maker** 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 if you have. (copy to be enclosed)

12. Financial Position: Financial proof of Minimum Rupees. One Lakh is desirable: Give the details: (copy of relevant proof like bank statement to be enclosed)

13. Details of the earnest money **Rs. 10,000/-** (refundable), which is must be submitted along with the application in form of a demand draft in favour of the Warden of SNV 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 applicant)

APPENDIX – I

**SNV HALL OF RESIDENCE
IIT-KHARAGPUR**

ITEMS TO BE PROVIDED:

SL No	Items Names	Quantity	Rate per Unit	Rate
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				

(Signature of the applicant)

APPENDIX – I

**SNV HALL OF RESIDENCE
IIT-KHARAGPUR**

ITEMS TO BE PROVIDED

Sl.	Item	Quantity	Rate per unit	Rate
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
36				
37				
38				
39				

(Signature of the applicant)

GENERAL TERMS AND CONDITION OF CONTRACT FOR RUNNING JUICE SHOP IN SISTER NIVEDITA 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.
5. That the contractor will pay a monthly license fee of Rs.1000.00 (Rupees One 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 shall have to deposit a sum of Rs. 10,000 (Rupees Ten 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 juice from Hall juice shop. The juice shop is meant only for the students and their guests of the Hall to serve juice, milkshakes, green coconut, sugarcane juice and other Beverly drinks except alcoholic drinks.
9. That the shop 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 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 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 any alcoholic 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 every month.
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 I.D, Aadhar Card and medical certificate in respect of the workers engaged by him 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 box in the Juice shop counter during the working hours.

26. That the contractor shall not be allowed to make any addition and alteration of the shop without permission from the competent authority.
27. That a fine up to Rs. 1000.00 (Rupees One Thousand only) may be imposed or the contract may be terminated for violation of any of the clauses mentioned above.
28. That the contractor will pay monthly water charges as per the bill provided by the Water Works section based on the meter reading.
29. Application form of any contractor, with reported indiscipline/financial liability to IIT-Kharagpur, will be cancelled.
30. Contractor is responsible for maintaining hygiene in the shop which includes proper cleanliness and staff must have aprons, caps and gloves.
31. Contractor is responsible to pay for any extra construction work needed in the allocated area of the shop.
32. Contractor is allowed to sell fruits in the shop.
33. Addition of water in juice is strictly prohibited and if the contractor is found guilty then he / she will face strict action against him/ her.
34. If any staff member found drunk or consuming any narcotics during working hours then the contract will be revised.
35. Contractor should be engaged female and male worker in the girl's hostel / hall.

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 1 lakh 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 juice shop / catering / allied business for a period of minimum two years (all relevant experience document are to be submitted).

Evaluation process:

The Tender will be evaluated by Tender evaluation committee constituted by the Warden, SNV 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 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 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/juice shop/ Catering and allied services. The contract shall initially be given for period of 1 (one) year. The period of Juice shop contract may be extended by the authority for subsequent years on yearly basis based on satisfactory performance.

Tie-Breaking Clause:

In case of 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.

**Details of Company/
Individual**

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 SNV Hall of Residence, IIT-Kharagpur in the future.

Date: _____

Signature of the tenderer with seal

FORM 'A'

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 Reg no.	
	Number (copy should be enclosed)	
7.	If you have 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)	Enclosed/ not enclosed
	(copy of the IT Return for last three years	
	ending on March'2016 to be enclosed)	

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

To
The Warden
SNV 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)

To
The Warden
SNV 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 SNV Hall of Residence, IIT-Kharagpur further.

Date: _____

Signature of the tenderer

(Table-I)			
MANDATORY		Submitted (YES/NO)	
1.	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 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 1 Lakh	[0]	
1	1 Lakh to < 2 Lakhs	[5]	
2	2 Lakhs to < 3 Lakhs	[10]	
3	3 Lakhs to < 4 Lakhs	[15]	
4	4 Lakhs or more	[20]	
4	Interview	[40]	
	Total Marks	[100]	

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 SNV Hall of Residence, IIT-Kharagpur in the future. ✎

Date: _____

Signature of the tenderer with seal