



**Gokhale Hall of Residence
IIT Kharagpur**

Enquiry No: IIT/GHR/Tender/22-23/001

Date: 11-01-2023

Last Date and time of Submission of Bids: 31-01-2023 up to 5.00 P.M

Date and time of Opening of Bids: 03-02-2023 at 6.30 P.M

Date and Time of the opening Financial Bids: Will be notified to the technically qualified tenderers.

Sub: Inviting quotations for providing Night Canteen Services to the Borders of the Hall.

Sealed quotations in two bid envelopes are invited by the Warden, Gokhale Hall of Residence, IIT Kharagpur for supply of snacks & foods in the Hall premises. The vendors with adequate credentials for supply of the same service as per the below mentioned timings and rates may submit their quotation on sealed envelopes duly superscripted with **Tender Notice No. IIT/GHR/Tender/22-23/ 001 Dated: 11-01-2023** to the Office of The Warden, Gokhale Hall of Residence, IIT, Kharagpur on and before **31-01-2023 up to 5.00 p.m.**

1. GENERAL TERMS AND CONDITIONS :

1.1 Please read terms and conditions carefully before filling up the document. Incomplete tender documents will be rejected.

1.2 Before submitting the tender should ensure that all self-attested documents are attached along with the technical bid.

1.3 All pages of the tender document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as a token of having accepted all the terms and conditions of this tender.

1.4 Tender shall be submitted in official tender form only. If submitted in any other form the same shall be summarily rejected. No bidder shall submit more than one tender form.

1.5 No paper shall be detached from the tender.

1.6 The name and address of the bidder shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the bidder. The tender should be filled in and submitted in strict compliance with the instructions laid down therein, otherwise the tender is liable to be rejected.

1.7 The Institute reserves the right to reject any or all the tender bids without assigning any reason.

1.8 For any query pertaining to this bid document, communication be addressed to Warden, Gokhale Hall of Residence, IIT Kharagpur.

1.9 The **Technical bids will be opened on 03-02-2022 at 6.30 PM** in the Office of Warden, Gokale Hall

of Residence, IIT Kharagpur.

1.10 The technical bid will be evaluated first and price bids will be opened in respect of those OEMs/Vendors, who are found technically qualified after evaluation of Technical bids. Date for opening price bid will be intimated later.

1.11 Kindly refer to the Institute website www.iitkgp.ac.in [link: Tenders] for complete tender details. The same is also available in the CPP Portal [<https://eprocure.gov.in>].

1.12 If there is any corrigendum/addendum, it shall only be published on Institute's Website and Central Public Procurement Portal.

Execution of AGREEMENT and payment of SECURITY DEPOSIT

2.1 The successful tenderer should execute an agreement for the fulfillment of the contract with the Warden, Gokhale Hall of Residence. If the same is not executed within 15 days the order may be cancelled by the Warden.

2.2 The successful tenderer shall be required to deposit an amount of Rs.25,000/- (Rupees Twenty Five thousand only) as security deposit immediately after the issue of work order and before the execution of the agreement, in the form of demand draft of any nationalized /scheduled bank only in favour of Warden Gokhale Hall of Residence payable at Kharagpur. No interest shall be paid on such security deposit, which shall remain with the Hall during the continuance of the contract and it shall be released only after three months on the expiry of termination of the contract subject to clearance of all dues by the contractor.

2.3 Hall will offer the stall within / or near by the Hall area.

2.4 The canteen service shall be provided from 17.00 hours to 3.00 hours on all seven days in a week.

2.5 Hall will not bear any expenditure for the setting up of stalls / infrastructure.

2.6 The contractor has to pay the electricity charges on actual basis, alongwith pro-rata fixed charges.

2.7 Licenses needed to run the canteen are 1. FSSAI license, 2. GST Registration specifying for selling bakery items and beverages 3. Local Municipal Corporation Trade License etc.

2.8 The contractor shall be responsible for maintaining hygiene at the allotted space and for the disposal of wastes generated from the night canteen operations.

2.9 The contractor should hand over the premises in the same condition as it was given to them at the time of occupying and if any damages found, the charges should be recovered from the contractor.

2.10 The contractor will pay a monthly license fee of Rs. 2500/- (two thousand five hundred) per month for the canteen space in advance on or before 5th day of every month . The Warden reserves the right to revise the license fees.

2.11 The period of contract is for one year from the date of award of contract for canteen premises. The contract may be extended subject to satisfactory performance and service of the contractor.

2.12 Failure to pay monthly license fee for consecutive 02 months will make the contractor defaulter and the contract will be liable to be terminated and the amount due will be recovered from security deposit.

2.13 Revision of price of any item will not be permitted without permission of the Warden.

2.14 Contractor shall display the price list of the items signed by Hall authorities to be served at the counter.

- 2.15 The contractor shall not sell any tobacco/alcoholic/intoxicating items in the counter.
- 2.16 TV and music systems will not be allowed in the counter.
- 2.17 The contractor will be responsible for arranging the safe drinking water at the counter.
- 2.18 The contractor under no circumstances will be allowed to give sub contract of food to any other person or party.
- 2.19 The contractor will submit name, photograph and permanent address in respect of the workers engaged by him at the counter.
- 2.20 Contractor shall not be allowed to engage any worker whose age is less than 14 years.
- 2.21 The contractor will maintain a complaint/suggestion box in the counter during working hours.
- 2.22 The contractor has to pay the water charges on actual basis, along with pro-rata fixed charges.
- 2.23 The contractor should hand over the premises in the same condition as it was given to them at the time of occupying and if any damages found, the charges should be recovered from the contractor.
- 2.24 The contractor shall not keep the canteen closed without prior permission from the Hall authority. Any such incident shall be treated as breach of contract and suitable action including penalty shall be taken.
- 2.25 The contractor shall comply with all existing labour legislations and Acts, Provisions as applicable, such as Contract Labour Regulation Act, Workmen's Compensation Act, Minimum Wages Act, Payment of Wages Act, Provident Fund Act, ESI Act etc.
- 2.26 The staff engaged by the contractor shall: (a) Show professional courteous behavior at all times. (b) Wear neat and clean work clothes, etc. (c) will not smoke beedies, cigarettes or take alcoholic drinks in the campus and they are not allowed to chew pan, gutka, tobacco items etc.
- 2.27 The contractor shall ensure that the staff engaged by him observes safety precautions and security regulations at the Hall campus.
- 2.28 Hall office reserves the right to call upon the contractor to remove any person employed/working in the canteen, if found unsuitable for services on account of hygiene or health or conduct or any other administrative reasons. The contractor will have to issue identity cards to its employees employed in the canteen.
- 2.29 A fine up to Rs. 5000/- may be imposed or the contract may be terminated for violation of any of the clauses mentioned above.
- 2.30 Evaluation will be done on price such as turnkey basis. Comparative statements will be prepared as per total price of all items.**

ITEMS SOLD :

- 3.1 The food items should contain ingredients of good quality. Beverages should be of excellent quality and hygienic.
- 3.2 The contractor should not keep any packed items for sale which has already surpassed the date of expiry.
- 3.3 The packed food items should be sold only as quoted in commercial bid or MRP whichever less.

Gokhale Hall of Residence
Indian Institute of Technology Kharagpur

TENDER FOR PROVIDING NIGHT CANTEEN SERVICES

1. Name of the Agency :
2. Address of the Agency:
3. Name of the Person :
4. Phone No :(Mob).....

List of items.

Sl No	Items	Qty	Price (Rs.)	GST Amount with %	Total
1	Maggi	100 gms			
2	Veg Fried Maggi	100 gms			
3	Onion Fried Maggi	100 gms			
4	Egg Fried Maggi (with one egg)	150 gms			
5	Chicken Fried Maggi	150 gms			
6	Egg Chowmein	250 gms			
7	Veg Chowmein	250 gms			
8	Boiled egg	per piece			
9	Bread Bhujia	150 gms			
10	Bread Omlette	2 slice bread with 1 egg			
11	Egg Roll	per piece with one egg			
12	Poach	1 egg			
13	Veg. Roll	per piece			
14	Chicken Roll	per piece			
15	Roti	per piece			

16	Plain Paratha	per piece			
17	Onion Paratha	per piece			
18	Alu Paratha	per piece			
19	Cheese Paratha	per piece			
20	Lacha Paratha	per piece			
21	Aloo Chat	50 gms			
22	Jeera Aloo	100 gms			
23	Dal Tarka	100 gms			
24	Chana Masala	100 gms			
25	Aloo Matar (green pea)	100 gms			
26	Ghghni (Matar)	100 gms			
27	Muglai Paratha	per piece			
28	Idli	2 piece			
29	Masala Dosa	1 ft. long			
30	Veg. Biryani	250 gms			
31	Chicken Biryani	250 gms			
32	Egg Biryani	250 gms			
33	Veg Fried Rice	250 gms			
34	Egg Fried Rice	250 gms			
35	Chicken Fried Rice	250 gms			
36	Egg Curry	100 gms + 1 egg			
37	Chilli Chicken	150 gms			
38	Kadai Chicken	150 gms			
39	Pasta	100 gms			
40	Chicken Roll	per piece			
41	Paneer Roll	per piece			
42	Shakes	200 ml			
43	Momo	6 pcs			

44	Lassi	200 ml			
45	Cold Drink	100 ml			
46	Samosa	per piece			
47	Tea	100 ml			
48	Coffee	100 ml			
49	Packed Drink	as per MRP			
50	Bourvita/ Horlicks	200 ml			
Total					

(Evaluation will be done on the basis of total amount quoted by the bidder for all the items)

Seal and Signature of the tenderer

Copy to:

1. Chairman HMC.
2. Hall Notice Board.
3. HMC Website.

Warden
Gokhale Hall of Residence
IIT, Kharagpur

**AGREEMENT BETWEEN THE NIGHT CANTEEN SERVICES CONTRACTOR AND THE
WORDEN, GOKHALE HALL OF RESIDENCE KHARAGPUR**

Agreement executed on ____th day of _____ 2023 between _____
(hereinafter called the contractor) and the
Warden, Gokhale Hall of Residence, IIT Kharagpur. Whereas the contractor had tendered for the Night Canteen
Services for students and staff of Gokhale Hall of Residence, Kharagpur as per tender notification
No. _____ dated _____ which tender
notification shall form part of this Agreement as if incorporated herein. Whereas Gokhale Hall has been pleased
to accept the offer subject to the conditions stipulated in the work order
No. _____ dated _____, whereas the contractor has as
security for the due fulfillment of his obligations under this deed deposited Rs.25,000/- (Rupees twenty five
thousand only) on ____th _____ 2023,

NOW THESE PRESENTS WITNESS AS FOLLOWS:-

1. The Gokhale Hall will offer space measuring 10 sq. ft. x 10 sq.ft. for setting up a stall within / near by the
Hall campus.
2. Hall will not bear the expenditure for the setting up of the stall/infrastructure.
3. The contract period is for one year from _____ to _____.
4. The contractor shall get the prices of all items approved by the Warden and no change whatsoever shall be
made without the prior written approval of the Warden. The contractor has to display the list of beverages and
products as mentioned in the quote with an approved rate.
5. The contractor shall have to pay the facilitation charges of Rs.2500/-(Rupees two thousand and five hundred)
per month.
6. The contractor will be required to pay the electricity charges on actual basis along with pro-rata fixed charges
levied by the Institute
7. The contractor has to pay the water charges on an actual basis, along with pro-rata fixed charges.
8. Warden reserves the right to terminate the contract without giving any notice in case the contractor commits
breach of any of the terms of the contract. Warden's decision in such a situation shall be final and shall be
accepted by the contractor without any objection or resistance. The contract can be terminated by either party
after giving one months' notice.
9. The contractor should not transfer the contract of the night canteen services or sublet the same to anybody
which action may be treated as a breach of contract and the contract shall be liable to be terminated without
any further notice. All expenses whatsoever for the retendering of the services will be recovered from the
contractor.

10. The contractor should hand over the premises in the same condition as it was given to them at the time of occupation and if any damage is found, the charges should be recovered from the contractor.

11. The Warden reserves the right to impose a penalty on the contractor for any serious lapse in maintaining the quality, hygiene and the services willfully or otherwise by the contractor or his staff or for any adulteration.

12. The security deposit which shall remain with the institute during the continuance of the contract and it shall be released only after three months on expiry or termination of the contract subject to clearance of all dues by the contractor. No interest shall be paid on the security deposit.

13. If the Hall Office is not satisfied with the quality of eatables served, services provided or behavior of the contractor or his/her employees, the contractor will be served with 24 hour notice to improve or rectify the defect(s) failing with the Warden will be at liberty to take appropriate necessary steps as deemed fit.

14. Waste and garbage disposal must be done twice a day on a regular basis. And should keep the premises clean and hygiene all the time

15. Notwithstanding, any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference, if the same had been the subject matter of suit, any and all actions and proceedings arising out of or relating to the contract (including any arbitration terms thereof) shall lie only in the court of competent civil jurisdiction in this behalf at the area in which the IIT Kharagpur is functioning and only the said courts shall have jurisdiction to entertain and try such action(s) and/or proceedings to the exclusion of all the other courts.

16. Further this office letter No. _____ dated _____ issued to the contractor will also form part of this agreement.

Signed on this day ____ th _____ 2023

Warden
Gokhale Hall of Residence
IIT Kharagpur

Seal of the contractor.

Witness

Witness

1.

1.

2.

2.