

HALL MANAGEMENET CENTRE IIT KHARAGPUR

NOTICE FOR INVITING TENDERS FOR ALLOTMENT OF LBS/ ABV/ SBP-1 /SBP-2 HALL NIGHT CANTEEN

No: IIT_KGP/HMC/NC/01/2024

Dated: 26.06.2024

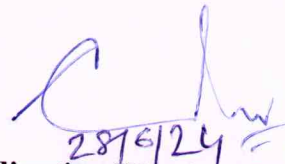
Sealed tenders are hereby invited by the undersigned on behalf of Chairman, HMC IIT Kharagpur for the allotment of following shop in LBS/ ABV/ SBP-1 /SBP-2 Halls of Residence, IIT Kharagpur, from eligible persons with sound financial background so as to reach HMC office of the undersigned latest by **17.07.2024 at 5:00PM**

| 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): **18th July, 2024 at 6.00PM**

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


28/6/24
Coordinating Warden Mess-2,
Hall Management Centre

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

Copy to,
Warden LBS/ ABV/ SBP-1 /SBP-2 Hall of Residence

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

_____ 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 numbers of male cooks 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 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)

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)

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 GMS0 | 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)

HALL OF RESIDENCE IIT KHARAGPUR
APPENDIX -I
Items to be provided

| Sr No | Item Name | Quantity | Retail unit | Rate |
|--------------|---|-----------------|--------------------|-------------|
| 21 | ALOO PARATH | ONE PIECE | | |
| 22 | ONON PARATH | 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 CHICHEN FRIED RICE (ONE EGG +80GMS CHICHEN) | 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 LBS/ ABV/ SBP-1 /SBP-2 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 Rs.6000.00 (Six Thousand Only). The warden's team reserves the right to revise the license fees keeping each other in knowledge.
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. 25,000 (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-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-liter 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 entry 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 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.
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 to pay for any extra construction work needed in the allocated area of the canteen with permission
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 Rs1000/- will be imposed for absence without permission or prior information.

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 night canteen/catering/allied business for a period of minimum two years (all relevant experience document is to be submitted).

Submission of Tender:

The tender can be personally dropped in the box to be kept in the Hall Management Centre, IIT Kharagpur 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.

Important Note: The bidder has to submit individual tender documents for each hall, if the bidder wants to apply for more than one hall.

Evaluation process:

The Tender will be evaluated by Tender evaluation committee constituted by the Chairman, HMC IIT Kharagpur as per guidelines of HMC. 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 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/night canteen/ Catering and allied services. The contract shall initially be given for period of 1 (one) year. The period of night canteen 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 (SI. 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 (SI. No.4 of Table I). Subsequently solvency marks/ Value (SI. No.3 of Table I) will be considered, if still required of tiebreaking.

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 individual will be black listed and will not be allowed to have any dealing with HMC Office, IIT Kharagpur in the future.

Date: _____

Signature of the tenderer with seal

FORM "A'

| Sr 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: | |
| 5 | E-mail. | |
| | Name and Designation of the contact person with mobile number and e-mail Id. | Name Designation |
| 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) (copy of the IT Return for last three years ending on March 2024 to be enclosed) | Enclosed / Not enclosed |

FORM 'C'

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

To
The Chairman,
HMC Office
IIT Kharagpur ,721302
West-Bengal

Solvency Certificate

This is to certify that to the best of our knowledge (Address) 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,

For Bank
(Bank Officer with Designation and Seal)

FORM 'D'

To
The Chairman,
HMC Office
IIT Kharagpur
721302
West-Bengal

Declaration

This is to certify that I have been / have not been running a canteen service/ food stall/night canteen in _____ Hall of Residence in IIT Kharagpur during the year's

I further certify that my canteen service/ food stall/night canteen 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 blacklisted and will not be allowed to have any dealing with the HMC Office, IIT Kharagpur further.

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 company/ individual will be black listed and will not be allowed to have any dealing with the LBS/ ABV/ SBP-1 /SBP-2 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) | |

| TABLE II | | | |
|---|---|--------------|--|
| Credentials | | | |
| 1 | Past experience in food business/ catering | [10 maximum] | |
| 2 | Less than 1 years | 5 | |
| | 1 years to < 2 years | 8 | |
| | More than two years | 10 | |
| 2 | Past experience in food business in IIT Kharagpur or other centrally funded institute | [20 maximum] | |
| | Less than 1 years | 5 | |
| | 1 years to < 2 years | 10 | |
| | 2 years to < 3 years | 15 | |
| | More than 3 years | 20 | |
| 3 | Financial standing in terms of bank solvency | [20 maximum] | |
| | Less than 1 lakhs | 5 | |
| | 1 lakh to < 2 lakhs | 10 | |
| | 2 lakhs to < 3 lakhs | 14 | |
| | 3 lakhs to < 4 lakhs | 17 | |
| | 4 lakhs or more | 20 | |
| 4. | Price bid | [20 maximum] | |
| | Lowest Bid | 20 | |
| | 2 nd Lowest | 18 | |
| | 3 rd Lowest | 16 | |
| | Rest | 14 | |
| The price bid would be based on total cost for the mandatory items divided by the total number of mandatory items. List of Mandatory items are provided in the menu list. | | | |
| 5 | Interview | [30 maximum] | |
| | TOTAL | 100 | |