

TENDER DOCUMENT

(Tender Notice no. **IIT/BRH/Tender/24-25/Night Canteen** dated: **20-06-2025**)

For

**Providing Night Canteen Services to the Borders of B R Ambedkar Hall of
Residence, IIT Kharagpur**



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भारतीय प्रौद्योगिकी संस्थान खड़गपुर
Indian Institute of Technology Kharagpur
बी. आर अम्बेडकर छात्रावास
B. R Ambedkar Hall of Residence

Tender No: IIT/BRH/Tender/24-25/Night Canteen

Date: 20-06-2025

NOTICE INVITING TENDER

Sealed quotations in two bid envelopes are invited by the Warden, B.R Ambedkar Hall of Residence, IIT Kharagpur for supply of beverages and snacks in the Hall premises. Interested parties with adequate credentials for related service may submit their sealed bids under Two-Bids system (Technical Bid and Price Bid) to be sealed and placed in one large Cover super scribed with tender reference number **Tender Notice No. IIT/BRH/Tender/24-25/Night Canteen Dated: 20-06-2025** to the Office of The Warden, B.R Ambedkar Hall of Residence, IIT, Kharagpur on and before **14-07-2025 up to 5.00 p.m.**

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

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

AB
20/06/2025
Warden,
B.R Ambedkar Hall of Residence
IIT Kharagpur

To

1. Institute Website
2. CPP Portal
3. Hall Notice Board
4. HMC.

TIME EVENTS OF VARIOUS TENDER RELATED ACTIVITIES

Tender No. & Date	IIT/BRH/Tender/24-25/Night Canteen Date: 20-06-2025
Brief Description of Tender	Providing Night Canteen Services to the Borders of B R Ambedkar Hall of Residence, IIT Kharagpur
Tender fee (Non-refundable)	Nil
EMD	Nil
Last date & time for submission of sealed tenders/quotations	14-07-2025 up to 5.00 P.M
Technical Bid opening date & time	14-07-2025 at 6.30 P.M
Two Bid System	Two bids – (i) Technical and (ii) Price bid, in two separate envelope- placed & sealed in one envelope
Submission of bids (by speed post) (Addressed to)	Warden B.R Ambedkar Hall of Residence IIT Kharagpur-721302, West Bengal
Bid opening place	Office of the Warden, B.R Ambedkar Hall of Residence IIT Kharagpur Kharagpur – 721302, West Bengal
Any clarification	Mail ID: brhoffice2014@gmail.com

Note:-

1. If the day falls on any Holiday, the date of any of the events mentioned above shall be on the next working day.
2. It is the responsibility of the Bidder to ensure that their bids whether sent by post or by courier or dropped by person should reach within the stipulated date & time.
3. The quotation received after the last date and prescribed time would summarily be rejected. Quotations having incomplete information are also liable to be rejected.
4. Warden, B.R Ambedkar Hall of Residence, IIT Kharagpur reserves the right to reject any or all the quotations in full or part without assigning any reason thereof and without giving any compensation. The decision of the Warden in this regard shall be final and binding to all.
5. The addendum/ corrigendum if any shall only be published on Institute's website and CPP Portal.

MINIMUM ELIGIBILITY CRITERIA:

Annexure-I

A. Technical Bid (in Sealed Envelope)

1. Updated FSSAI license
2. Local Municipal Corporation Trade License of related services.
3. GST Registration

B. Price Bid in Prescribed Format only (in Sealed Envelope) (Rates of all items should be quoted)

(Both the sealed envelopes are covered into another envelope.)

GENERAL TERMS AND CONDITIONS :

- Please read terms and conditions carefully before filling up the document. Incomplete tender documents will be rejected.
- Before submitting the tender should ensure that all self-attested documents are attached along with the technical bid. 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.
- 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.
- Warden reserves the right to reject any or all the tender bids without assigning any reason. For any query pertaining to this bid document, communication be addressed to Warden, B.R Ambedkar Hall of Residence, IIT Kharagpur.
- The food items should contain ingredients of good quality. Beverages should be of excellent quality and hygienic. The contractor should not keep any packed items for sale which have already surpassed the date of expiry. The packed food items should be sold only as quoted in commercial bid or MRP whichever is less.
- **The Technical bids will be opened on 14-07-2025 at 6.30 PM in the Office of Warden, B.R Ambedkar Hall of Residence, IIT Kharagpur.** 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.
- **VALIDITY OF CONTRACT:** The contract, if awarded, shall be initially valid for a period of ONE YEAR (01 year) from the date of award with same rate as quoted in the tender enquiry. The contract can be extended for a further period of three more years on same terms and conditions subject to satisfactory services provided by the vendor. Rate of the items will be revised with approval of the Warden. In case of breach of contract or in the event of not fulfilling the minimum requirements/statutory requirements, the Hall Authority shall have the right at any time to terminate the contract forthwith in addition to forfeiting the Performance Security amount deposited by the Contractor and initiating administrative actions for blacklisting, etc solely at the discretion of the competent authority.
- **TERMINATION OF THE CONTRACT:** The Contract can be terminated by the Warden of the Hall, after giving one month notice to the other party extendable by mutual agreement till alternate arrangements are made. However, 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.

- An evaluation of performance of the vendor to provide services at night canteen will be done at every six months by a committee duly constituted by the Hall Office. The contract may be terminated or appropriate financial penalty will be imposed if found unsuitable.
- On termination of the contract, the Contractor will hand over all the equipment/furniture/articles etc., supplied by the Hall, back in good working condition. If the successful bidder withdraws or the services provided by the successful bidder are not found satisfactory, Warden reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.
- **PENALTY FOR FAILED OR DELAYED SERVICES:** The staff deployed by the company shall perform their duties at the premises with due diligence and take all precautions to avoid any loss or damage to the Government property. If any negligent action or inaction on the part of workers of the company causing damage to contracted item(s) is reported, then the full amount equivalent to that of damaged article will be recovered from the company in addition to any other action as deemed appropriate by the Competent Authority.
- In case they fail to provide canteen/pantry services, inability to maintain hygiene & food safety condition or unavailability of items as specified and more than 10 complaints of unavailability of items is received a fine will be imposed based on the decision of the Hall Authority.
- **PERFORMANCE SECURITY DEPOSIT (PSD):** The successful bidder has to deposit Performance Security Deposit of Rs 50,000/- (Rupees Fifty Thousand only) in the form of Bank Guarantee/Demand Draft, at the time of the acceptance of the contract. Performance Security should remain valid for a period of Sixty (60) days beyond the date of completion of all contractual obligations of the service provider. In case the contract is further extended beyond the initial period, the PSD will have to be accordingly renewed by the successful bidder. No interest shall be paid on PSD.
- The Performance Security will be forfeited by order of the Competent Authority in the event of any breach or negligence or non-observance of any terms & conditions of the contractor for unsatisfactory performance or for non-acceptance of the work order. If the Contractor fails to provide the Performance Security Deposit (PSD) at the time of the acceptance, such failure shall constitute a breach of the contract.
- **Price Bid Evaluation: Formula for selecting Lowest (L1) vendor**
 - (i) Weightage of items mentioned in TABLE-A : 1.00
 - (ii) Weightage of items mentioned in TABLE-B : 0.75
$$\text{Quoted Price} = (\text{Sum of Prices in TABLE-A} * 1.00) + (\text{Sum of Prices in TABLE-B} * 0.75)$$
- **License Fee:** The contractor will pay a monthly license fee of Rs. 3600/- (Three thousand six 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. Failure to pay monthly license fees for consecutive 2 months will make the contractor a defaulter and the contract will be liable to be terminated.
- Electricity Bill has to be borne by the vendor as per rules set by HMC from time to time.
- Maintenance of electrical items e.g exhaust fan, ceiling fans, lights etc. will be borne by the vendor during contract period.

Checklist of Documents

Tender No: IIT/BRH/Tender/24-25/Night Canteen

Date: 20-06-2025

Name of the Vendor: _M/s _____

SI No	Documents	Yes/No
A.	Technical Bid (Separate Envelope)	
1	Updated FSSAI license	
2	Local Municipal Corporation / others Trade License of related services (Food or Catering Services)	
3	GST Registration	
4	Credentials in the related services (Work order of similar services within last 05 years)	
5	Tender pages (duly signed and stamped) as token acceptances of all terms and conditions	
B.	Price Bid in the prescribed format only with duly signed and stamped in Separate Envelope (Rate of all items should be quoted)	

Financial Bid Format

(Bidders are required to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Financial bids should be submitted in a separate envelope, otherwise the bid will be rejected.)

1. Name of the Agency :
2. Address of the Agency:
3. Name of the Person :
4. Phone No :.....(Mob).....
5. E-mail ID :

List of items:

TABLE-A

SI No	Items	Qty	Price (Rs.)	GST Amount with %	Total
1	Mixed Veg (portion of potato less than 50%)	150 g			
2	Daal Fry	150 g			
3	Chana Masala	150 g			
4	Chicken Kasa (4 pcs)	250 g			
5	Chicken Butter Masala (4 pcs)	250 g			
6	Chilli Chicken	250 g			
7	Bhindi Masala	100 g			
8	Plain Paratha	per piece			
9	Mix Chow	250 g			
10	Tea	100 ml			
11	Coffee	100 ml			
12	Veg Fried Rice	250 g			
13	Egg Fried Rice	250 g			
14	Chicken Fried Rice	250 g			

15	Chicken Biryani (Chicken 02 pcs)	300 g			
16	Omelet (2 eggs)				
TABLE-B					
17	Aloo Dum	150 g			
18	Paneer Butter Masala	150 g			
19	Shahi Paneer	150 g			
20	Chilli Paneer	150 g			
21	Paneer Varta	150 g			
22	Kadai Paneer	150 g			
23	Chicken Hyderabad (4 pcs)	250 g			
24	Chicken Bharta	250 g			
25	Kadai Chicken	250 g			
26	Tomato Chotpata	100 g			
27	Aloo Paratha	per piece			
28	Cheese paratha	per piece			
29	Veg Chowmein	250 g			
30	Veg Maggie	100 g			
31	Mix Maggie	150 g			
32	Cheese Maggie	125 g			
33	Mixed Role	per piece			
34	Paneer Role	per piece			
35	Bournvita	200 ml			
36	Horlicks	200 ml			
37	Finger Chips	150 g			
38	Chicken Pakora	250 g			
39	Onion Pakora	250 g			

40	Veg Biryani	300 g			
41	Mushroom Masala	250 g			
TABLE-C					
42	Roti				Rs. 5
43	Thumbs Up		On MRP		
44	Sprite		On MRP		
45	Coke		On MRP		
46	Ice Cream		On MRP		
47	Kurkure		On MRP		
48	Lays		On MRP		
49	Bingo		On MRP		

• **Price Bid Evaluation: Formula for selecting Lowest (L1) vendor**

- (i) Weightage of items mentioned in TABLE-A : 1.00
- (ii) Weightage of items mentioned in TABLE-B : 0.75

Quoted Price = (Sum of Prices in TABLE-A * 1.00) + (Sum of Prices in TABLE-B * 0.75)

- Rate of all items should be quoted by the vendors for evaluation.
- If all item rates are not quoted then the tenders are summarily rejected.

Seal and Signature of the tenderer

Permissible Brands of Consumables:

Items	Brand
Salt	Iodised Salt such as TATA, Annapurna, Nature Fresh, Aashirvaad or equivalent.
Spices	MDH, MTR, TATA, Aashirvaad or equivalent.
Oil	Mustard oil, Groundnut oil, Sunflower oil, Rice bran oil, Olive oil (Engine, Fortune, Sundrop, Nature fresh, Dhara, Emami, Patanjali, or equivalent)
Ketchup	Maggi, Kissan, Heinz
Atta	Aashirvad, Ganesh, Nature Fresh, Ganapati, Fortune or equivalent
Butter	Amul, Britannia, Bangla Dairy
Milk	Amul, Bangla Dairy or equivalent
Paneer	Amul, Bangla Dairy
Tea	Brook Bond, Lipton, Tata or equivalent
Coffee	Nescafe, Bru
Water	ISI Marked, FSSAI

The contractor may use other equivalent brands after obtaining prior approval from Warden.