

TENDER DOCUMENT

NAME OF THE WORK

PROVIDING CATERING SERVICES FOR ANAND VIHAR & PRAGATI VIHAR (INCLUDING ANNEX), STAFF CANTEEN & VARIOUS OFFICES AT NITIE, MUMBAI-400 087.

TENDER NO.	: SRIC/JULY/2023-24
RELEASE DATE OF TENDER/ DOWNLOADING	: 06/06/2023
PRE-BID MEETING	: 13/06/2023(3.00PM-5.00PM)
PRE-BID CLARIFICATION (published On the website)	: On and before 26/06/2023
SITE VISIT	: 13/06/2023(9.00AM to 4.00PM)
LAST DATE OF DOWNLOADING OF TENDER	: 26/06/2023
LAST DATE OF RECEIPT OF TENDER	: 27/06/2023(UPTO 01.00P.M.)
OPENING OF TENDER	: 27/06/2023 AT 03.00P.M.
ESTIMATED COST OF THE TENDER	: Rs.50,00,000 LAKHS.
TENDER FEE	: Rs.500/- (Non-refundable)
EMD	: Rs.1,00,000/- LAKH.

**National Institute of Industrial Engineering (NITIE)
Vihar Lake, P.O. NITIE, Mumbai – 400 087
Tel. 022 – 28573371 / Website: www.nitie.ac.in**

Table of Contents

1. Table of Contents	2
2. ABOUT NITIE	5
3. SCOPE OF CONTRACT	6
4. TENDER FOR PROVIDING CATERING SERVICES	7
5. NOTICE INVITING TENDER AND PROCEDURE FOR SUBMITTING TENDER:	8
6. Cover-I (TECHNICAL BID DETAILS)	9
7. Cover –II (FINANCIAL BID DETAILS)	11
8. MINIMUM ELIGIBILITY CRITERIA	11
9. GENERAL TERMS AND CONDITIONS	13
10. ELIGIBILITY CONDITIONS/GUIDELINES FOR EVALUATION OF TECHNICAL BIDS	16
11. SCOPE OF WORK	18
12. OPENING OF BIDS	19
13. EVALUATION OF FINANCIAL BIDS	19
14. PERIOD OF CONTRACT	20
15. FORFEITURE OF EMD	20
16. SECURITY DEPOSIT	20
17. ELECTRICITY CHARGES AND RENT	21
18. STATUTORY AND OTHER OBLIGATIONS OF THE TENDERER (CONTRACTOR)	21
19. SPECIAL TEMRS AND CONDITIONS	23
20. PAYMENT	29
21. TERMINATION OF THE CONTRACT	29
22. PENALTY	30
23. JURISDICTION	30
24. ANNEXURE – I	31
LETTER OF TRANSMITTAL	31

25. ANNEXURE – II	32
FACILITIES OFFERED BY NITIE, Mumbai.....	32
26. TECHNICAL SPECIFICATION AND FORMAT FOR TECHNICAL AND COMMERCIAL BID	33
27. ANNEXURE – III	34
FORMAT FOR PERFORMANCE CERTIFICATION.....	34
28. ANNEXURE – III-A	35
SPECIFICATION/CONFIRMATION SHEET.....	35
29. ANNEXURE IV	41
SPECIFICATION OF INGREDIENTS FOR COOKING	41
30. ANNEXURE V.....	43
Commercial Terms and Conditions	43
31. ANNEXURE VI.....	44
GENERAL TERMS AND CONDITIONS.....	44
32. ANNEXURE VII.....	47
CONTRACTOR’S UNDERTAKING (ON THEIR LETTER HEAD)	47
33. ANNEXURE VIII.....	49
FORMAT FOR COMMERCIAL BID	49
34. ANNEXURE-IX	54
INDIVIDUAL ITEM RATES	54
35. ANNEXURE-X	61
ITEM RATES FOR INGREDIENTS USED FOR COOKING	61
36. ANNEXURE X-A	63
MODEL MENU (PRAGATI VIHAR).....	63
37. ANNEXURE X-B	65
MODEL MENU (STAFF CANTEEN)	65

38. ANNEXURE-XI 66

 CHECK LIST 66

Cover-I – Technical Bid 66

Cover-II – Financial Bid 66

ABOUT NITIE

NITIE was incepted in 1963 to deliver a unique mission raising the productivity of India's industries and to make their limited resources gainfully utilized. Aided by ILO, the Government of India set up NITIE as the only training institute that sought to skills and competencies in the domain of operations and supply chain, materials management, work study, inventory control, shop floor management and personnel management to India's industry professionals.

Having established itself in industrial training, the institute launched its first Post Graduate Programme in Industrial Engineering (PGDIE) 1971, to teach graduates of engineering, the methods, and techniques of industrial engineering. Subsequently, with its qualitative and quantitative teaching capabilities ably strengthened and considering the growing requirement of industry, NITIE introduced two-year full time Post Graduate Programme in Industrial Engineering (PGDIM) in 1994 and subsequently started full time Post Graduate Programme in Industrial Safety and Environmental Management (PGDISEM) in 2001.

From the Academic year 2014-15, NITIE has started two Programmes viz, Post Graduate Diploma in Project Management (PGDPM) and Post Graduate Diploma in Manufacturing Management (PGDMM) to meet the growing demands of industry.

NITIE also offers fellow programme of Doctorate level recognized as equivalent to Ph.D. of an Indian University. NITIE has been conducting announced one year Post Graduate Program for Executives – Visionary Leadership for Manufacturing from September 2017. Details of all the PGD program & PGPEX programs are available on NITIE website www.nitie.ac.in

Along with higher education in the field of management education, today NITIE is vigorously engaged in executive education, industrial consultancy, sponsored and research projects. NITIE aspires to provide executive talent to help India manage emerging technologies. To this end, in its Pedagogy NITIE has carefully crafted an unmatched blend of classroom education in such technologies, management principles and hands-on practice.

NITIE is administered through a Board of Governors representing industry, government, labour, and professional bodies with Shri. Shashi Kiran Shetty, as Chairman and Prof. Manoj K Tiwari as Director.

SCOPE OF CONTRACT

NATIONAL INSTITUTE OF INDUSTRIAL ENGINEERING (NITIE), Mumbai invites tender from established and reputable contractors having sufficient experience of running canteen/lounge/facilities for big corporate/Research institutions for catering services contract for its canteen services for industry executives, faculty, officers, and staff of NITIE, Mumbai.

- *The Contractor is required to offer catering services which includes breakfast, lunch, snacks, dinner at Pragati Vihar (Including Annex)/and at staff canteen (no dinner) along with tea/coffee/cold drinks/biscuits/snacks, high tea etc. to NITIE offices and for various office meetings, programmes, seminars, and functions organized by NITIE from time to time.*
- *The Contractor will be functioning under overall supervision of Dean (SRIC) / Professor I/C – Executive Education and Sr. Superintendent (SRIC) supported by Assistant (Pragati Vihar) who will be doing the supervision and the functioning of catering services along with mobility of day-to-day activities.*

The contract for award of catering services through this tender shall come into force w.e.f.01.8.2023.

NITIE don't bind themselves to accept the lowest bid and reserves the right to reject any or all the tenders without assigning any reason thereof.

Yours faithfully,

Registrar
On behalf of Director, NITIE
National Institute of Industrial Engineering

**E-TENDER FOR PROVIDING CATERING SERVICES FOR ANAND VIHAR
& PRAGATI VIHAR (INCLUDING ANNEX), STAFF CANTEEN & VARIOUS
OFFICES AT NITIE, MUMBAI-400 087.**

<p>NAME OF THE TENDERER (As per Registration Certificate) (State the Registration No. and GST No.</p>	
<p>COMPLETE POSTAL ADDRESS OF THE TENDERER (as per Registration Certificate)</p>	

NOTICE INVITING TENDER & PROCEDURE FOR SUBMITTING TENDER

NITIE Mumbai Invites sealed tenders under **Two-Cover Bid System** i.e., Technical Bid and Financial Bid in separate covers from reputed, experienced, and financially sound Companies/Firms/Agencies for **Providing Catering Services For Anand Vihar & Pragati Vihar (Including Annex), Staff Canteen & various offices at NITIE** The tender documents can be downloaded from the website Interested Companies/ Firms/ Agencies may apply through <https://www.tenderwizard.com/NITIE> and <https://www.eprocure.gov.in> on or before **on 26/06//2023 & submit the tender on 27/06/2023 upto 01.00p.m.**

Details of tenders may be viewed on: <https://www.nitie.ac.in>

Bidders are required to submit the proposal (e-Tender) ONLY through <https://www.tenderwizard.com/NITIE> along with the supporting documents on or before the deadline given in the tender documents.

1. The Eligibility documents & technical bids will be opened on the day and time indicated in Schedule in the online/offline presence of authorized representatives of the bidder. Representatives of the bidding firms qualified in Stage I/Technical Evaluation of the selection process may be asked to give presentations on their strengths and suitability to meet our standards, before the nominated committee appointed by NITIE Mumbai.
2. The Financial bid of technically qualified bidders will be opened in the online/offline presence of representative of the technically qualified agencies at a date and time to be communicated later.
3. For queries, if any, please contact on: program@nitie.ac.in

NATIONAL INSTITUTE OF INDUSTRIAL ENGINEERING

TENDER DOCUMENT FOR PROVIDING CATERING SERVICES FOR ANAND VIHAR & PRAGATI VIHAR (INCLUDING ANNEX), STAFF CANTEEN & VARIOUS OFFICES AT NITIE.

Cover-I (TECHNICAL BID DETAILS)

This Cover forming Part-I of the Tender should be filled as per the format:

TECHNICAL BID

1. Earnest Money Deposit (EMD)	
COMPANY/FIRMPROFILE	
1. Name of the Company/Firm and complete registered address 1.(a) Legal Status (Individual, Proprietary firm, Partnership firm, Limited Company, or Corporation) 1.(b) Has your company/firm ever changed its name any time? If so, when, give the earlier name and the reason thereof? 1.(c) Were you or your company ever required to suspend catering services for a period of more than 06 months continuously after you commenced the catering services? If so, give the name of the contract and reasons thereof. 1.(d) Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.	
2. Name, Designation and Tel. No(s) of the Contract person -Fax No(s) -mail address	
3. Year of commencement of Business	

<p>4. Statutory Details (Photocopy to be attached)</p> <ul style="list-style-type: none"> -Registration No. of the Firm -PAN -RPFC – Registration No. -ESI Registration No. -Service Tax Registration No. -GST Registration No. 	
<p>5. Income Tax Assessment Completion Certificates for the financial years.</p> <p>2020 – 2021</p> <p>2021 – 2022</p> <p>2022 – 2023</p> <p>(In the event of assessment of the years indicated having not been completed the certificate of the latest assessment completed may be enclosed and the reason for non-completion of the assessment for the required years may be indicated)</p>	

Cover –II (FINANCIAL BID DETAILS)

This cover forming Part II of the Tender should be super-scribed with the words

This cover will be opened subsequently after short listing the bidders based on technical bids. Rates for breakfast, lunch, dinner, snacks, tea, coffee etc. to be served are to be indicated in the format as given in Annexure VIII to X. However, the commercial comparison of the bids will be done based on prices mentioned in the **ANNEXURE VIII ONLY**.

The **bidders must enclose the Annexures I to XI** along with the undertaking as per Annexure VII duly signed by the authorized persons in Cover II.

MINIMUM ELIGIBILITY CRITERIA

The bidders having followed minimum qualification are eligible to apply:

1. The bidder should have minimum 3 (Three) years of experience from 01/04/2020 to 31/03/ 2023 in providing catering services to provide food and beverages (Non-alcoholic) as per requirements, etc.
2. The bidder shall have an average annual turnover of Rs.40,00,000/-(Rs.Forty Lakhs Only) catering services only, in the last 3 financial years.
3. The bidder will submit the audited balance sheet and Profit & Loss (P & L) account of last 3 financial years, duly certified by CA, with positive net worth in each year. (2020-21, 2021-22, & 2022-23).
4. Latest bank solvency certificate minimum of Rs.20 Lakhs (Rupees Twenty Lakhs Only) from any of the Nationalized Bank / Scheduled Bank. The bidder/Company/Firm/Contractor should have at least one (01) successfully executed contract value should be not less than 75 lakhs in the last 3 years in providing similar services to Public Sector /Private Sector Companies/Government Departments/Educational Institute.
5. The bidder/company/firm/contractor should have ISO 22000:2005 certification and Hazard Analysis Critical Control Point (HACCP) certification.
6. The bidder/Company/Firm/Contractor should be registered with the appropriate registration authorities. (Labour Commissioner etc.)
7. The bidder/Company/Firm/Contractor should be registered with Income Tax, Goods and Service Tax and all other relevant departments.
8. The bidder/Company/Firm/Contractor should be registered with appropriate authorities under the Employees Provident Fund and Employees State Insurance Acts.
9. Either the Registered Office or one of the Branch Offices of the bidder should be in Mumbai.
10. The bidder/Company/Firm/Contractor should have its own Bank Account.

Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice the purpose. All documentary proof must be listed on the letter head of the company and enclosed in a cover, to be submitted along with the Part-I of the bid document (Cover-1) duly stamped and signed by the authorized person of the agency.

Manpower position (present) on your rolls.

Sr. No.	Manpower	Nos.
1.	Cook	
2.	Assistant	
3.	Waiter	
4.	Helper	
5.	Other (specify)	

- I. Declaration on letterhead of the bidder(s) that it has never been involved in any illegal activity or financial frauds.
- II. Declaration on letterhead of the bidder that its contract in the past did not terminate during the contract period due to unsatisfactory performance, nor did it refuse to continue the catering service for the organization after the contract was awarded to them in the past.

GENERAL TERMS AND CONDITIONS

1. NITIE Mumbai may accept or reject any or all the tenders/bids in part or in full without assigning any reasons. In case of any dispute, pertaining to tender/bids, the decision of this institute shall be final and binding on the bidders.
2. The Institute reserves all rights to withdraw/relax/interpret any of the terms and condition mentioned hereinbefore; in such situation the tenderer shall be given sufficient time to take the change into account.
3. Notwithstanding the sub-division of the documents into separate sections or otherwise, every part of each section/part/point or paragraph, shall be deemed to be supplementary to and complimentary of every other part and shall be read into totality as part and parcel of the contract.
4. Tenders received after the closing date and time shall not be considered.
5. Each page of the documents uploaded while submitting the online bids through portal should be signed and stamped by the tenderer in acceptance of terms and condition, laid down by the institute.
6. While indicating the price/rate of the items or services, the bidder should write the item value/monthly value, both in words and figure, in case of dispute, or cutting/ overwriting, the amount written in words will be taken as bid value.
7. Tenderer and his authorized representative (with proper authorization letter) may choose to be present/attend online at the time of opening Technical and Price Bids.
8. The person/officer signing the tender/bid documents on behalf of the contractor should be delegated with an appropriate power of attorney (Duly endorsed by a notary public) by the Chief Executive Office / Managing Director of the company to sign such documents. An appropriate declaration must be enclosed, a sample of which is Annexed with this tender document.
9. Tenders' incomplete in any form will be rejected outright; conditional offers will not be accepted.
10. No tenders will be allowed to withdraw after submission of the tender; otherwise, the EMD submitted by the tendering firm would stand forfeited. In case, the successful tenderer declines the offer of contract (or refuse to acknowledge or execute the contract/agreement within 15 days of award of work), for what so-ever reasons, his/her EMD will be forfeited.
11. The contractor should not sublet work to any other contractor. No child labour should be engaged and human rights as per law shall be protected and adhered to. Person engaged must undergo a prior character and antecedent check/police verification and must be medically cleared specially Kitchen staff should undergo a periodical medical examination.

12. NITIE reserves the right to obtain feedback from the previous/present clients of the Tenderer and also depute its team(s) to inspect the site(s) at present contract(s) for on-the- spot first-hand information regarding the quality of food and services provided by the Tenderer. Decision of NITIE with regard to award of the contract will depend upon the feedback received by it from the previous/and present clients and also from its team(s) deputed for the purpose. The decision of the Institute in this regard will be final and binding on all bidders.
13. The duration of the Contract will be 12 months, extendable up to 24 months, unless terminated in keeping with the terms stated under Annexure V & VI to this document.
14. NITIE, Mumbai reserves the right to use in-house information for assessment of capability of bidders. The decision of NITIE, Mumbai regarding the tender will be final and binding.
15. Pre-bid site inspection, queries and discussion can be made any time during working hours (9 am-5.00 pm). Additionally, Clarification, if any, can be obtained from the Sr. Superintendent(SRIC) during working hours of the Institute.
16. Issuance of tender or submission of tender by itself shall not amount to prequalification or entitle the bidder to participate in the bidding.
17. NITIE, Mumbai shall not be responsible for any costs or expenses incurred by the bidders in connection with the preparation of bid.
18. In the event of any dispute as to the interpretation of any of the clauses, such dispute shall be settled through mutual negotiations. The decision of the Director, NITIE, Mumbai, in this regard will be final.
19. Unsuccessful bidders will not be formally informed of the result of their tender.
20. The Institute reserves the right to reject any or all the tenders without assigning any reason.
21. The Institute reserves the right to change any condition of the tender before opening of the Technical Bids.
22. The successful bidder will have to enter into an agreement with the Institute before taking charge of the Canteen and commencement of the canteen work.
23. Canvassing in any form will make the tender liable for rejection.
24. **Validity of the Bid:** Bids shall remain valid for acceptance for a period of 90 days from the date of opening of the price bid. Any benefit for downward reversion of prices, should be extended to NITIE.

25. Companies must enclose a Compliance List (or checklist) along with the technical bids and mention how they plan to execute the services, enforce quick response time, customer care, quality, and grievance redressal mechanism etc., settling things on the same business day. The service escalation matrix shall be mentioned.
26. All payments in respect of this Tender like Tender Fee/EMD etc. should be made through online mode i.e., Net banking etc. and the payment details along with proof of payment to be submitted with the technical bid document.
27. EMD/Security Deposit shall not carry any due interest. Tender bid submitted without the EMD shall be summarily rejected.
28. The engagement of personnel by the contracting contractor /firm/organization will solely be at their discretion, as per usual norms and qualification and in no way make them entitled for any job or employment or permanency or any incumbency status in NITIE, Mumbai.
29. Senior Superintendent (SRIC Office), NITIE Mumbai will be the contact point, on and behalf NITIE Mumbai for any queries related to the tender, and can be contacted at (022)28575269, e-mail: program@nitie.ac.in
30. EMD in respect of the agencies which do not qualify the Technical Bid (First Stage) / Financial Bid (Second competitive stage) shall be returned to them without any interest. However, the E.M.D. in respect of the successful bidder shall be adjusted towards the Performance Security Deposit. Further, if the contractor fails to deploy manpower against the initial requirement within 15 days from date of placing the order the EMD shall stand forfeited without giving any further notice and the contract will be terminated.
31. Bidders must submit EMD, Eligibility Documents, the Technical bid and Financial Bid ONLY through tender-wizard.
32. The successful bidder will have to deposit a **Performance Security Deposit of 5%** of the total value of contract amount for one year or as per the guidelines issued by the GOI within 15 days of the receipt of the formal order. The performance security will be furnished in the form of Online Payment/Bank Guarantee drawn in favour of “NITIE Mumbai” payable at Mumbai 400087. The performance security should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the service provider.

Officer in Charge (SRIC)
NITIE, Mumbai.

ELIGIBILITY CONDITIONS/GUIDELINES FOR EVALUATION OF TECHNICAL BIDS

Basic Eligibility.

- a) **The bidder should have minimum 3 (Three) years of experience from 01/04/2020 to 31/03/2023 in providing catering services to provide food and beverages (Non-alcoholic) as per requirements, etc.**
- b) **Experience of having successfully run the catering services during the last five years as follows:**
 - 3 similar completed works each having not less than 75 persons on its dining strength.
 - 2 similar completed works each having not less than 150 persons on its dining strength.
 - 1 similar completed works each having not less than 300 persons on its dining strength.

Similar nature of work means the running of the Canteens/messes of Education Institutions/Organizations/Companies/Guest Houses.

c) **Average Financial Turn-Over (Gross)**

The bidder's average annual financial turnover (gross) in catering services during the last three financial years, i.e., 2020-2021, 2021-2022 & 2022-23 duly audited by CA should not be less than 40 lakhs.

d) **Latest Bank Solvency**

The bidder should have a solvency of 40% of the total cost of the work. A certificate of this effect may be enclosed from the banker.

e) **Executed Contract**

The bidder/Company/Firm/Contractor should have at least one (01) successfully executed contract value should be not less than 75 lakhs in the last 3 years in providing similar services to Public Sector /Private Sector Companies/Government Departments/Educational Institute.

f) **The bidder/company/firm/contractor should have ISO 22000:2005 certification and Hazard Analysis Critical Control Point (HACCP) certification.**

g) **The bidder/Company/Firm/Contractor should be registered with the appropriate registration authorities. (Labour Commissioner etc.)**

h) **The bidder/Company/Firm/Contractor should be registered with Income Tax, Goods and Service Tax and all other relevant departments.**

i) **The bidder/Company/Firm/Contractor should be registered with appropriate authorities under the Employees Provident Fund and Employees State Insurance Acts.**

- j) The bidder/Company/Firm/Contractor should have its own Bank Account.**
- k) Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice the purpose. All documentary proof must be listed on the letter head of the company and enclosed in a cover, to be submitted along with the Part-I of the bid document (Cover-1) duly stamped and signed by the authorized person of the agency.**
- l) The bidder whose contract was terminated in past during the contract period due to unsatisfactory performance, will not be eligible to apply. A bidder who was awarded the contract earlier but refused to continue the contract/refused to sign the agreement as given by the institution will not be eligible to apply.**
- m) Tenders must be accompanied with declaration to this effect on letter head of bidders.**
- n) Tenders received without proper documents, including demand draft shall be summarily rejected.**

- For the purpose of pre-qualification, applicant will be evaluated in the following manner:**
 - i. The initial criteria prescribed in basic eligibility criteria prescribed above in respect of years of operation in the business, experience of similar class of work completed and financial turnover will first be scrutinized and applicant's eligibility for the work will be determined.**
 - ii. The above will be followed by the visit of the Team of NITIE to the sites of the contractor to inspect the site(s) at present contract(s) for on-the-spot first-hand information regarding the quality of food and services provided etc.**
 - iii. On the basis of evaluation as above the financial bids will be opened.**

SCOPE OF SERVICES TO BE PROVIDED BY THE CONTRACTOR

Catering [Services of Food & Beverage (Non-Alcoholic)]

The contractor shall take up the responsibility of supplying and serving buffet breakfast/lunch/dinner, all day menu, as well as morning/evening coffee/tea for the room and official guests only at dining hall.

- 1.1.1 The contractor shall also be asked to supply and serve special lunch/dinner for departments/units as requested, on fixed rates as per order placed by Officer-in Charge, Anand Vihar & Pragati Vihar Guest House, (Including Annex) Catering services for Staff Canteen, various Offices at NITIE Mumbai-400087.
- 1.1.2 The required CCGT (cutlery, crockery, glassware, tableware) and buffet ware items will be supplied by the contractor as per the specification. The crockery will be the ceramic for dining hall buffet and chinaware for the VVIP table service in Anand Vihar & Pragati Vihar (including annex), Staff Canteen and various offices, good quality cutlery (All sample to be approved by the Officer-In-Charge, Anand Vihar & Pragati Vihar, Staff Canteen and Various Offices). The contractor shall be responsible for proper cleaning, washing, and maintaining of the cutleries, crockery, glassware, tableware's and other kitchen utensils used for preparing and serving coffee/tea/break-fast/lunch/dinner.
- 1.1.3 The contractor is permitted to utilize the kitchen and store available in the Pragati Vihar Guest house for the purpose of cooking/storing the necessary vegetables/groceries. Food should be prepared in the kitchen for official guest and served in the Guest House only. Cooking for regular break-fast/lunch/dinner must be done in the Central kitchen. The contractor shall ensure the cleanliness of the storeroom, kitchen, and dining area as per three stars and above hotel standards on daily basis.
- 1.1.4 The contractor shall maintain the account of the number of breakfast/lunch/dinners provided on a per day basis and submit the bill to the NITIE every 15 days for Institute Guest and in 7 days for departmental official visitors.
- 1.1.5 The contractor is responsible for charging the guests for the number of breakfast / lunch / dinner / coffee / teas they have ordered. (b) The contractor has to arrange himself all the provision items for cooking, cleaning materials, manpower. Pragati Vihar Guest house will be available for operation in as is where in condition, for maintaining it in upright, spic and span good condition.
- 1.1.6 Dining hall/Kitchen/Cafeteria service shall be rendered in hygienic condition by trained F&B production and Service personnel, details of which may be indicated as required in the Annexure –IXA & IXB. As per standard norms appropriate pest-control treatment in kitchen/store- room areas must be undertaken periodically.
- 1.1.7 Meals should be provided as per the agreed menu and the rates as fixed. The menu details are given in Annexure-X(A) & X(B) for which the rate to be mentioned in Annexure–IX. Menu/rates should also be indicated for events or special occasions (viz., seminars, workshops, conferences, summer/winters schools etc.) on per head basis for Lunch / Dinner, for vegetarian and non-vegetarian dishes.
- 1.1.8 Kitchen consumables and utensils, except available in the Pragati Vihar Guest House, will be arranged by the contractor as per the requirement at no extra charge.

- 1.1.9 Repair and maintenance (not exceeding of Rs.5000/-) of the items under contractor control like cooking ranges, refrigerator, water cooler, water purifier, bread toaster, mixer/grinder, and other electrical equipment's etc., will be done by the contractor at no extra charge. If the cost exceeds of Rs.5000/- then it would be referred to NITIE authority for certification and payment.
- 1.1.10 Sanitation in case of outbreak of epidemic or any such special circumstances will be the sole responsibility of the contractor.
- 1.1.11 The contractor has to provide the necessary contract laborers (chef, cooks, assistant cooks, stewards, and other assistants) as required for the Anand Vihar & Pragati Vihar Guest House, Catering services for Staff Canteen, Offices and Various offices of NITIE Mumbai-400087.
- 1.1.12 The garbage should be disposed off at the designated area or as directed on a day-to-day basis. Garbage segregation has to happen as per HACCP standards with wet garbage stored in Conducive environment & dry garbage to cover all times.

Note: The contractor needs to maintain records for various departments (as per Annexure – VI) which shall be subject to examination by the designated officer of the Anand Vihar & Pragati Vihar Guest House. Any deterioration in providing above services shall attract the provision of deduction, penalty or fine, pertaining to payment.

OPENING OF BIDS

1. The Technical Bid will be opened Online through e-tender wizard portal on 27/6/2023 at 03.00p.m.in the Mini Conference room of NITIE in the presence of such bidders who may wish to be present, either applicant/their representatives through online mode/physically.
2. The Financial Bids of only technically acceptable tenders will be opened for further consideration. The decision of NITIE in this regard will be final.
3. EMD of the unsuccessful bidders will be returned, without interest, within a period of three months from the date of award of contract to the successful bidder.

EVALUATION OF FINANCIAL BIDS

1. Following weightage shall be given for evaluation of Financial Bids:

(a) Lunch (about 75 per day)	-	40%
(b) Tea/Coffee (about 300 units per day)	-	30%
(c) Snacks (about 100 pieces)	-	30%

2. Financial Bid shall not be the sole criteria for award of contract. Feedback received from the previous/present clients and on-the-spot assessment of the NITIE's designated team shall also form the basis of selection.

PERIOD OF CONTRACT

1. The contract for Canteen Services shall remain valid initially for the period of one year. However, in order to evaluate the performance and services of the Contractor, the contract will have probationary period of three months. The contract for the remaining period (9 months) will be confirmed only if the services and quality of items served by the contractor are found satisfactory during the probationary period. Review after every six months (December & March) will be taken. Continuation will be based on the customer feedback.
2. The contract term is subject to renewal by NITIE on satisfactory performance on mutually agreed terms and conditions for a further period of one year or till such time mutually agreed to.

FORFEITURE OF EMD

1. EMD of the successful bidder shall be liable to be forfeited if the contractor does not fulfil any of the following conditions:
 - i. An agreement is not signed in the prescribed form within ten days of the receipt of the Letter of Award of the Contract:
 - ii. The Contractor does not commence canteen services within seven days of the stipulated date for commencement of canteen services from the issue of Work Order.
 - iii. The Contract for award of Canteen Services through this Tender shall come into force with effect from **1st August, 2023**.

Hence, the Financial Bids submitted by the bidders should be valid to become operative from **1st August, 2023**. In view of this, no change in the financial bid will be allowed.

If the successful bidder withdraws or alters the terms of the tender during this period, the Earnest Money Deposit shall be forfeited.

SECURITY DEPOSIT

1. The successful bidder will be required to deposit a Performance Security Deposit of 5% of the total value of contract amount for 1 year or as per the guidelines issued by the GOI within 15 days of the receipt of the formal order.

The performance security will be furnished in the form of Online Payment/Bank Guarantee drawn in favour of "NITIE Mumbai payable at Mumbai 400087. The performance security should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the service provider.

2. If the Contract is terminated by the Contractor without giving stipulated period of notice or fails to observe the terms & conditions of the Tender, Letter of Award for the Contract, and the agreement signed by the Contractor with the Institute, the Security Deposit will be forfeited without prejudice to the NITIE Management's right to proceed against the contractor for any additional damages that the Institute suffers as a result of the breach of the aforesaid terms and conditions.

ELECTRICITY CHARGES AND RENT

1. NITIE, Mumbai will provide suitable premises for cooking and catering services. The Electricity and water will be provided free of charge. The contractor will use the power only for refrigerator and other electrical equipment provided and as allowed by the Institute.

STATUTORY AND OTHER OBLIGATIONS OF THE TENDERER (CONTRACTOR)

1. The canteen is located within the premises of NITIE, Mumbai and is governed by all the legislation's of both the Central and State governments, as applicable and the contractor shall comply with the provision thereof in as far as the management of the canteen is concerned. The contractor shall be solely responsible for the breach of any act or regulation as aforesaid.
2. NITIE premises are the absolute property of the Institute, and the Director hereby grants the contractor permission to use the premises during the period of the contract and for the purpose of the contract.
3. In the event of violation of any contractual or statutory obligations by the contractor, he/she shall be responsible and liable for the same. Further, in the event of any action claim, damages, suit initiated against the Institute by any individual, agency, or government authority due to acts of the contractor, the contractor shall be liable to make good/compensate such claims or damages to the Institute. As a result of the acts of the Contractor, if Institute is required to pay any damages to any individual, agency or government authority, the contractor would be required to reimburse such amount to the Institute, or the Institute reserves the right to recover such amount from the payment(s) due to the contractor while settling his/her bills or from the amount of security Deposit of the contractor lying with Institute.
4. The contractor shall at all times keep indemnified the principal employer, namely NITIE head of the Institute and its officers and designated concerned staff for and against all third party claims whatsoever (including property loss and damage personal accident, injury or death of any person) and or the owner and the contractor shall at his/her own cost and initiative at all times, maintain all liabilities under workman's compensation Act/fatal Accident Act, personal injuries, Employees state insurance Act, PF Act and any other statutory obligations in force from time to time.
5. The contractor will not take any item supplied to him outside the premises of the NITIE, Mumbai either for the purpose of repairs or otherwise without the expressed permission in writing from the authorized officer of the NITIE, Mumbai and with proper gate pass document. All materials and articles brought by the contractor to the work site shall have to be declared at the Security Gate.

6. The contractor will meet the Dean (SRIC)/Professor In-charge once in a month or whenever called upon to do so with regards to the functioning of the canteen or its employees and take prompt action to redress the grievance, if any, brought to his notice. The contractor shall insure his employees at his cost. In the event of any injury to the contractor's employee/s arising out and in the course of employment, the contractor shall at all times keep NITIE and its employees effectually indemnified against all liabilities towards his employees under the Workmen's Compensation Act and/or other applicable laws in force from time to time. The contractor shall be responsible for the discipline of his personnel and NITIE's Orders/directives shall be binding on the contractor and all his personnel.
7. The Institute will not be responsible for failures of service on any account. In case the catering services are not provided satisfactorily, the same will be got done by the Institute and necessary recovery will be made from contractor at a penal rate fixed by the Institute.
8. The contractor will also be responsible for the proper use and maintenance of gas, sanitary and electrical installations. The contractor will pay for the gas consumed in the kitchen and commercial gas cylinders will have to be arranged by the contractor at his cost. Since the kitchen equipment are mainly used for preparing food for faculty, executives and staff, payment of electricity and water charges are exempted. The contractor will reimburse to the Institute on the basis of replacement cost losses due to breakage, damage or pilferage of utensils, crockery, furniture, equipment etc. at prevailing market rates. Any damage caused to the gas, sanitary or electrical installation will be the responsibility of the contractor who will make good any loss arising out of such damage. The dininghall, kitchen, storerooms, furniture, crockery, utensils, and equipment handed over to the contractor and other installations like gas, sanitary and electrical in charge of the contractor are the absolute property of the Institute.
9. In the following cases the contract will stand terminated without any notice at the discretion of the Institute:
 - a) If the contractor is a firm, then in the event of dissolution of the firm.
 - b) If the contractor is a company, then in the event of its going into liquidation;
 - c) In case any act of bankruptcy comes to the notice of the Institute whether the contractor is a proprietor, partnership firm or a company.
10. The Director will be the sole deciding authority in matter of all disputes whether relating to working of the conditions of contract or interpretations of the terms & conditions thereof and her/his decision will be final and binding on the contractor.
11. Notwithstanding anything contained herein above, the following special terms and conditions will prevail between the contractor and the Institute.

SPECIAL TERMS AND CONDITIONS

- a) The new catering contract will be effective initially for a period of one year, can be extended up to 2 years based on service performance.
- b) This contract may be extended beyond the period of one year on mutually agreed terms & conditions, as finally decided by the Director of the Institute.
- c) The present contractor should hand over all the items given to him for running the MDP (presently Pragati Vihar (including annex)) and Staff Canteen to the Sr. Superintendent, who will assess the shortages and damages if any and take further action to recover the amount at the closure of contract.
- d) Sr. Superintendent will then hand over all the items to the new contractor (i.e., whatever items required by him) and obtain acknowledgement. In addition, the Sr. Superintendent will hand over all the items, equipment, gadgets in the Pragati Vihar (including annex) and Staff Canteen kitchen/dining hall to the contractor and obtain acknowledgement for the same.
- e) Contractor will furnish a list of persons employed by him in Pragati Vihar (including annex) and Staff Canteen with their designations to Sr. Supdt. (SRIC). He should employ suitable qualified/skilled personnel for proper services to staff and visitors. The minimum staff to be employed by the contractor will be Sixteen (16).
 - Canteen Supervisor: 1 No. (Skilled)
 - Cooks: 02 Nos. (Skilled)
 - Assistant to cooks/helper in Kitchen: 02 Nos. (Skilled)
 - Service Staff:
 - i. Pragati Vihar and Guest House: 03 Nos. (Unskilled)
 - ii. Canteen Staff: 03 Nos. (Unskilled)
 - iii. Providing Services to various offices including MDP Annex & events: 05 Nos. (Unskilled)
- f) The Institute will have no liability whatsoever with respect to persons employed by the contractor in all respects.
- g) The contractor will have to serve for the period of one year will have to give satisfactory services to the institute. When there are major and repetitive complaints against the contractor, the Institute has the right to terminate the contract forthwith and to invoke the bank guarantee and the security deposit at the discretion of the Director.

- h) The contractor on his own cannot terminate the contract during the validity period of the contract. If he does so, the Security Deposit of Rs.2,50,000.00 will be forfeited.
 - i) The contractor will have to obtain the necessary licenses from the Mumbai Municipal Corporation etc. at his own cost and NITIE will not be responsible in the regard.
 - j) The contractor will have to do insurance coverage for his workers and furnish the details of such coverage to NITIE for record and renew the documents within time under intimation to NITIE and NITIE will not be responsible for the same.
 - k) The contractor will have to arrange monthly medical check-ups for all his workers and submit a report in this regard to the Sr. Supdt. (SRIC).
 - l) There will be a monthly review of contractor's performance for extension. For non-adherence to conditions of the contract and performance, contract can be terminated with a month's notice from NITIE.
12. For the no. of MDP & UBP Participants expected to arrive in the previous day, the same will be officially communicated to the Contractor at least morning of the previous day so as to provide catering services from the afternoon onwards of the previous day, and accordingly, he should bill for the half day in the afternoon of the previous day and half day in the forenoon of succeeding day of a UBP (i.e. the ½ day billing on the afternoon of the previous day on the basis of no. of participants informed and actual full day billing during the course of the UBP/MDPs and actual half day billing for the succeeding day based on "Check in" as per Register.
13. Participants mean persons attending any of the courses in NITIE like MDP/UBP/PF (Physical Facilities) or special programs arranged and hosted by NITIE and will include members/guests attending Seminars/Conferences, Workshops etc.
14. All work shall be carried out with due regard to the convenience of NITIE. The orders of the concerned authority shall be strictly observed.
15. The contractor will deploy adequate manpower for work during late hours and on Saturdays/Sundays, including other holidays, according to the requirement of NITIE and the guests.
16. The workers employed by the contractor shall not have any claim against NITIE for employment or regularization of their services by virtue of being employed by the canteen contractor, against any temporary or permanent posts in NITIE.
17. The contractor shall arrange for items i.e., crockery and other utensils for running the canteen. The utensils & crockery as available with NITIE and in good working condition will be provided by NITIE. Any additional requirement to meet the institute need to be procured by the contractor.
18. The contractor shall not use canteen premises for any other activity except for the purpose for which it has been provided for.

19. The contractor will operate & maintain the canteen premises, furniture, utensils, crockery, kitchen equipment and cutlery in clean, hygienic and good working conditions at all times at the contract's cost and to the satisfaction of the concerned officers of NITIE.
20. It will be responsibility of the Contractor to procure / supply all the raw materials required for the effective and smooth running of the NITIE Pragati Vihar (including annex) and Staff Canteen and replenish the stock from time to time.
21. Materials required for the services are to be deposited by the contractor only in places to be indicated by the Institute authority. Registrar/Officer In-charge and designated Institute authority shall have a right at any time to inspect and examine any stores and materials intended to be used in or processed or any place from where they are being obtained and the contractor shall give such facilities as required to be given for such inspection and examination.
22. Any materials brought to site for use on the work shall not be removed off the site without prior written approval of Institute authority, but on final completion of the work the contractor shall at his own expenses remove from the site all surplus stores and materials originally brought by him.
23. The contractor shall not appoint any sub-contractor to carry out his obligations under the contract.
24. The successful bidder will be required to provide an interest free Security Deposit of Rs.2,50,000 (Rupees Two Lakh Fifty Thousand only) in the event of award of the contract, before taking over the canteen facility for operation. The interest free security deposit should be in the form of Bank Guarantee from a nationalized bank or Demand Draft on Scheduled / Nationalized Banks. The Security Deposit will be returned after one month of expiry of the contract. NITIE reserves the right to deduct any appropriate amount on account of destruction of NITIE property other than due to fair wear and tear or retain the amount deposited for non-compliance of any of the provisions of the terms and condition laid down in the contract or for any implications arising out of violation of the rules and regulations in enforcement by the statutory body/competent authority
25. The contractor, will render, at the end of every month, an account of all the items like Kitchen equipment, utensils, cutlery, crockery, furniture, fittings, etc. given to him by NITIE, Mumbai and any officer duly authorized by the NITIE, Mumbai will have the right to inspect and check such kitchen equipment, utensils, cutlery, crockery, furniture, fittings etc. at any time.
26. The Canteen premises provided for the purpose of operating the canteen shall be used by the contractor only for the purpose of operating the canteen services to NITIE faculty, executives, and staff and for no other purpose, whatsoever.
27. The Contractor will render catering service at places and timings required by the Institute without any extra cost and will employ adequate staff on shift duty basis, if

necessary. He will employ adequate no. of employees for running the Pragati Vihar (including annex) and Staff Canteen and serve hot tea/coffee, food etc. at all times, as required. Currently the Tea/Coffee snacks services are being offered at Office Staff canteen, Director Office, ALB building, Faculty members, Deans Office along with the tea/coffee services to different sections like Administration, Accounts, Library, Estate, Academic, Computer center and SRIC Department.

28. The Contractor will hand over all the furniture, crockery, cutlery, utensils, and other equipment handed over to him, in good condition to the Institute at the termination of his contract.
29. The contractor shall be solely responsible for compliance with all the provisions of the Bombay Shops & Establishment Act, Employees State Insurance Act, 1948, the employees Provident funds Act-1952, the contract Labour (Regulation and Abolition) Act-1970 and the Rules there under Minimum Wages Act and orders under the said acts applicable in Mumbai and any other laws of the land that may be applicable to him from time to time and he shall keep the NITIE indemnified against all liabilities and responsibilities for his non-compliance of the provisions of the said Acts and Schemes and in particular, laws governing employer/employee relations in respect of the staff engaged by the Contractor. He shall obtain necessary license, maintain records and registers, and submit returns and shall pay contributions in accordance with the said acts, in respect of the employees employed by him for operating the canteen.
30. The contractor shall follow strictly the security regulations of NITIE at the site of work regarding entry of personnel, materials etc. and other regulations that might be enforced from time to time at the work site and also in the campus for smooth and efficient operation. The contractor, his agents, representative, workmen etc. and his materials, carts, trucks, or other means of transport etc. will be allowed to enter through and leave from such point of entry/exit at such times, the authorities in-charge of the residential/office are at their sole discretion may permit.
31. The Contractor, his agents, representatives, and workmen shall strictly observe the orders pertaining to fire precautions prevailing within the canteen premises.
32. The quality of all edibles and other consumables will be of the highest standard and the Menu will be as per the specimen attached.
33. Cloth napkins are to be provided for all special lunches and dinners. Paper napkins are to be kept daily in the dining hall for use.
34. Institute authorities reserve the right to reduce the rates specified above if the contractor fails to comply with the instructions of the Institute authorities or change the menu mutually agreed upon. The reduction in the rates will be determined by the institute authorities and communicated to the contractor in writing before the necessary deductions are made.

35. In the event of the contractor not being able to provide a particular item of menu on a particular day, the contractor will provide a substitute of the same standard in consultation with the Institute authorities.
36. The contractor will not bring or cook, or permit bringing or cooking of beef or bacon or anything which may injure the religious feelings of any community, nor he will skin or permit skinning of animals or birds within the said premises.
37. The vegetarian cook should be a separate person who will not engage himself in the preparation of non-vegetarian dishes at any times and for any reason.
38. Shifting of furniture for special parties will be the responsibility of the contractor himself for catering purpose. He will make his own arrangements for conveying/transport of foodstuffs for use in the canteen, special parties etc., at places and timing notified.
39. Sufficient quantity of provisions will be made available in the kitchen for cooking at least 3 hours before the time of meal. If the contractor fails to supply the meals on due time on account of his failure to stock sufficient quantity of provisions, the Institute will be free to arrange the meals at or from any reputed hotel, cost of which will be borne by the contractor. In addition, he will be liable to pay 40% of such cost by way of liquidated damages.
40. The contractor or his representative will be present every day in the Institute during the period when the meals and other services are being served to ensure proper functioning of the catering service and to comply with the requirements of the Institute authorities.
41. The contractor will have to supply breakfast/lunch, snacks, and dinner in the Pragati Vihar (including annex), ALB Building and canteen and same items also in the Guest House as per requirement and schedule drawn for the purpose by the concerned authorities of the Institute.
42. The contractor shall maintain the electronic fly-kill/insect repellent equipment, emergency lighting/gas and fuel supply at his own cost.
43. Storing/Supply/Sale and consumption of drugs, alcoholic drinks, cigarettes, or any other items of intoxication are strictly prohibited in the Institute's campus, including Pragati Vihar (including annex)/Staff Canteen. Any breach of such restrictions by the contractor will attract deterrent action against the contractor as per statutory norms.
44. No minimum guarantee will be furnished to the contractor towards consumption of food items. He/she is advised to maintain the highest quality at the minimum possible prices.
45. In addition to normal service of breakfast, lunch, snacks, and dinner in the canteen / Pragati Vihar premises to all employees, the contractor has to fulfill the requirement of services to the official meetings in the conference room/meeting room/Director's office or from any other official from time to time. The contractor

should also serve dinner as per requirement from Pragati Vihar (including annex)/staff canteen/guesthouse/residence campus people on all days including Sundays and holidays with prior intimation.

46. The contractor shall employ sufficient and competent staff (labour) as may be reasonably required for efficient running of the canteen and catering services. The contractor should deploy adequate number of serving personnel including cook and assistant cook and Supervisor for 7 days in a week at Pragati Vihar (including annex) and Staff Canteen.
47. The contractor shall be responsible for timely payment of wages to his/her workers as per Minimum wages Act of Government of Maharashtra applicable to catering services and fulfill all other statutory obligations, such as provident fund, ESI services Tax etc. in force from time to time.
48. The manpower employed by the contractor should be in the age range of 18 years to 50 years with sound physique and free from any contagious disease. Employment of child labour is strictly prohibited under the law. The manpower deployed will be the employees of the contractor and will be direct supervision, control & employment of the contractor. NITIE, Mumbai will not be liable in any way. The contractor's employees will maintain proper etiquettes and behavior with NITIEians and guests. If it is found that the conduct or efficiency of any person employed by the contractor is unsatisfactory the contractor shall have to remove the concerned person and engage a new person within 48 hours of intimation by Institute. The decision of the Institute designated officer in this regard shall be final and binding on the contractor. The contractor will provide details viz. proof of residence, photographs, age proof and identification proof of people employed by him.
49. The contractor will provide his personnel with neat and appropriate uniform and identity card endorsed by NITIE, Mumbai. They will be subject to security checks as applicable.
50. The contractor, his agents and representatives are required to be in possession of the individual identity/muster cards or passes after due police verification as required. The muster cards or passes are examined by the security staff at the time entry/exit inside the NITIE premises area and also at any time or number of times within the premises. It will be the responsibility of the Contractor to maintain the list of workers permitted to work inside the premises in a register and the same should be given to Superintendent (SRIC). Entry passes to each worker will be issued by NITIE administration.
51. The contractor will give an undertaking to the Institute that the staff employed by him are men/women of good conduct and will conduct themselves at all times in a manner satisfactory to the Institute authorities and in accordance with the regulations formulated by the Institute from time to time.
52. NITIE, Mumbai will provide the weekly menu to the contractor or his representative for adherence.

53. Any breach of above security regulations and rules in force from time to time will be viewed seriously. No claim whatsoever will be entertained by the Institute on account of the observation of the security regulation.
54. NITIE, Mumbai shall not be responsible or held liable for any damage to person or property consequent upon the use, misuse or failure of any tools and equipment used by contractor, even though the same has been rented or loaned to Contractor. The acceptance and/or use of any such tools and equipment by contractor shall be construed to mean that contractor accepts all responsibility for and agrees to indemnify NITIE, Mumbai from any and all claims for said damages resulting from said use, misuse or failure of such tools and equipment.

PAYMENT

1. The payment in respect of official hospitality bills of the Institute submitted in duplicate by the contractor shall be released on receipt basis subject to fulfillment of obligation by the contractor imposed under various laws, Rules & Regulation, etc. applicable from time to time and after scrutiny or authorization for supply at the prices offered by the contractor. Any supply of food items without proper authorization by the designated authority or NITIE will not be paid for. Income Tax, as applicable at the prevailing rates, will be deducted at source.
2. In the event there is any query, objection, delay, or dispute with regard to any bill or a part thereof, the contractor shall not be entitled to any interest to be paid by the Institute for late payment.
3. All payments and receipts would be rounded off, i.e., paise 50 or above will be rounded off to the nearest higher rupee and paise less than 50 shall be ignored.

TERMINATION OF THE CONTRACT

1. The contract can be terminated by either i.e., NITIE or the contractor, after giving three- month notice to the other party extendable by mutual agreement till alternate arrangements are made. However, NITIE 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. NITIE's decision in such a situation shall be final and shall be accepted by the contractor without any objection or resistance.
2. On termination of the contract, the contractor will hand over all the equipment/furniture/articles etc. supplied by NITIE, in good working condition, back to NITIE.
3. If the successful bidder withdraws or the services provided by the successful bidder are not found satisfactory (say in a month or so) during the probationary period of three months from the date of taking over charge of the canteen services, NITIE reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.

PENALTY

1. The Institute reserves the right to impose a penalty (to be decided by the Institute authorities) on the contractor for any serious lapse in maintaining the quality and the services willfully or otherwise by the contractor or his staff or for any adulteration.
2. If the Institute is not satisfied with 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 which the NITIE will be at liberty to take appropriate necessary steps as deemed fit.

JURISDICTION

1. Dispute, if any arising out of the contract, shall be settled by mutual discussion, alternatively by legal recourse under jurisdiction of Mumbai only.

ANNEXURE – I

LETTER OF TRANSMITTAL

From: (Name & Complete Postal Addresses of the Applicant)

To:

Registrar
National Institute of Industrial Engineering (NITIE)
Vihar Lake, NITIE P.O.
Mumbai – 400 087

SUBJECT: - SUBMISSION OF PREQUALIFICATION APPLICATION FOR PROVIDING CATERING SERVICES FOR ANAND VIHAR & PRAGATI VIHAR (INCLUDING ANNEX), STAFF CANTEEN & VARIOUS OFFICES AT NITIE, MUMBAI-400 087.

Having examined the details given in invitation for prequalification published in the newspapers and prequalification document for the above work we hereby submit the prequalification documents. We bid for the CATERING SERVICES for Anand Vihar & Pragati Vihar (Including Annex), Staff Canteen & various offices at NITIE.

1. We hereby certify that all the statements made, and information supplied in the enclosed forms to, and accompanying statements are true and correct.
2. We have furnished all information and details necessary for prequalification and have no further pertinent information to supply.
3. We submit the requisite certified solvency certificate and authorize the Registrar to approach the Bank issuing the solvency certificate to confirm the correctness thereof. We also authorize Registrar to approach individuals, employers, firms, and corporation and to visit the works completed by us in the past or are in progress at present, to verify our competence and general reputation.
4. We submit the following certificates in support our suitability trained know-how & capability for having successfully completed the following works.

S. No.	NAME OF WORK	CERTIFICATE FROM

Encl:

Date of Submission:

Signature of Applicant

ANNEXURE – II

FACILITIES OFFERED BY NITIE, Mumbai

1. NITIE, Mumbai will provide the contractor suitable premises for catering services (will show as per request)
2. Electricity & Water will be provided free of charge.
3. Financial Assistance of Rs.2,75,000/- (Rupees Two Lakh Seventy-Five Thousand Only) per month.
4. All existing canteen equipment and utensils/crockery/cutlery available with NITIE, Mumbai (will show as per request)
5. All existing Furniture, Tables, Chair (will show as per request)
6. Deep Fridge, Microwave oven, toaster, mixer
7. Aqua guard and Cooler for drinking water.
8. Free periodic pest control.
9. General civil and electrical maintenance of the premises.
10. The contractor will be responsible for maintaining all the equipment supplied by NITIE, Mumbai in the kitchen, which include aqua guard and water cooler, deep fridge, microwave oven, mixer, juicer, toaster, grill, and gas burner etc. at their cost.

ANNEXURE – III

FORMAT FOR PERFORMANCE CERTIFICATION

(Furnish this information for each individual work from the employer for whom the work was executed)

1. Name of the contract and location
2. Agreement no. Scope of Contract
 - a. Contract Cost
 - b. Date of start
 - c. Period
 - d. Amount of compensation levied if any
 - e. Performance Report
 - (i) Quality of Food – Excellent A/very Good/Good/Fair
 - (ii) Resourcefulness – Excellent A/very Good/Good/Fair
 - f. Compliance of all statutory requirements- Yes / No

(Seal of the Organization) (Signature of the Responsible Authority)

Date

Technical Specification and Format for Technical and Commercial Bid

(No prices to be quoted in technical bid, only confirmation required for the item. Prices to be quoted in the commercial bid only)

The vendor is expected to offer Catering services at NITIE premises at Vihar Lake, and cater to faculty, Industry executives and staff numbering about **75** at present or as per actual turnout. The contractor will provide the catering service in a planned manner by coordinating all their activity.

SCHEDULE OF QUANTITIES-INSTRUCTIONS TO TENDERERS:

The “Schedule of Quantities” is to be read for the purpose of pricing in conjunction with the special instructions to the Bidder General condition of Contract, the specifications, and the schedule of materials to be supplied by NITIE, Mumbai.

The prices inserted in the schedule of quantities shall be in all-inclusive value of the services described including all costs, taxes and expenses which may be required in and for the services described together with all general risks, liabilities and obligations set forth or implied in the documents on which the tender is to be based.

The contractor will arrange for all the materials required to prepare items as given in schedule of quantities on supply basis.

The Bidders shall fill in his rates in the Schedule of Quantities.

NITIE, Mumbai, may at discretion order for deletion of any of the items given under schedule of quantities. No claim on account of deletion of this item shall be entertained.

Alternative item/optional item, if any, provided in the schedule of quantities of tender are for obtaining the unit price only. The operation of such items shall be solely at the discretion of NITIE, Mumbai.

For such optional/alternative items, NITIE, Mumbai, may at sole discretion order to provide the services at the market price as could be reasonably worked out or at the quoted price whichever is less. No claim on this account shall be entertained at any stage. The option of operation of these optional/alternative items will be solely at the discretion of the NITIE, Mumbai. No claim on any account whatsoever will be entertained at any stage.

The Bidder is supposed to quote rate against each item in the column as given in **A**, in the schedule of quantities in commercial bid. **Technical bid should only provide compliance statement and specification & quantity**

ANNEXURE – III-A

SPECIFICATION/CONFIRMATION SHEET

Sr. No	Item Description	Quantity	Confirmation Yes / No
A	<i>BREAKFAST/SNACK</i>		
1	Idli with chutney/Sambar	2 per plate 50 gms. Each	
2	Medu Wada With Sambar	2 per plate 50 gms. Each	
3	Poha (onion or potato) with Chutney	150 gms	
4	Upma with chutney	150 gms.	
5	Sheera	125 gms.	
6	Sabudana Khichadi	150gms	
7	Sabudana Wada with dahi chutney	2 per plate 50 gms. Each	
8	Veg. Cutlet with chutney	2 per plate 75 gms. Each	
9	Potato Wada with dry and liquid chutney	2 per plate 75 gms. Each	
10	Bhajia	6 per plate	
11	Kachori With chutney	2 per plate	
12	Samosa with chutney	2 per plate	
13	Sada Dosa With chutney	100 gms	
14	Uthappa With chutney	100 gms	
15	Onion Uthappa with chutney	100 gms	
16	Puri Bhaji (Puri size 5")	4 puri	
17	Upvas Kachori with Dahi chutney	150 gms	
B.	<i>CONTINENTAL BREAKFAST</i>		
1.	Corn Flakes	100 gms	
2.	Bread, Butter & Jam	4 Slices + 1 sachet each	
3.	Veg Toast	4 Slices	
4.	Bread Toast	4 Slices	
5.	Boiled Egg/Fried Egg/Omlet	2 Eggs	
6.	Dry Fruits	100 gms	
C.	<i>BREAD PREPERATIONS</i>		
1	Chutney sandwich	2 slices	
2	Veg. Sandwich	2 slices	
3	Cheese sandwich	2 slices	
4	Bread Pakoda	2 slices	
5	Bread Toast	1 large size	
6	Bread Slice	1 large size	
7	Butter make: Amul	50 gms.	
8	Tomato Sauce	1 T. spoon	
9	Jam	1 T. spoon	

D.	HOT DRINKS		
1	Tea + sugar (upto 2 spoons) Brand: Wagh bakri/ Hasmukh Rai		
2	Coffee + sugar (up to 2 spoons)		
3	Milk pure (Aarey whole)	110 ml. (1 Cup)	
4	Milk pure (Aarey whole)	150 ml (1 Glass)	
5	Bournvita	T.spoon Approx. 3 gms.	
6	Nescafe	1 T. spoon	
7	Tea (without sugar)		
E	COLD DRINKS		
1	Thumps-Up/Gold Spot/Limca/Citra/Pepsi/Coca-cola	200 ml	
2	Soda	200 ml	
3	Fresh Lime	150 ml	
F.	LUNCH/DINNER ITEMS - (VEGETARIAN)		
i.	Soup	130 ml.	
1	Tomato with bread pcs	130 ml.	
2	Mix. Veg.	130 ml.	
3	Sweet Corn	130 ml.	
ii.	Rotis (Std size)		
1	Roti (soft)	Dia. 8 inch	
2	Butter Roti	Dia. 8 inch	
3	Nan	Dia. 8 inch	
4	Butter Nan	Dia. 8 inch	
5	Paratha	Dia. 8 inch	
6	Butter Paratha	Dia. 8 inch	
7	Chapatti	Dia. 8 inch	
iii.	Rice/Biryani		
1	Parimal No. 1	150 gms.	
2	Surati Kolam No.1	150 gms.	
3	Veg. Pulao	150 gms.	
4	Veg. Fried Rice	150 gms.	
5	Masalabhat	150 gms	
6	Curd Rice	150 gms.	
7	Veg Biryani	150 gms	
8	Kashmiri Pulao	150 gms	
9	Dal Kichadi	150 gms	
10	Green Peas Pulav	150 gms	
11	Mushroom Biriyani	150 gms	
12	Biryani Rice	150 gms	
13	Steamed Rice	150 gms	
14	Jira Rice	150 gms.	

15	Dal Rice	150 gms.	
iv	Dal		
1.	Valsad Tur Dal	130 gms.	
2.	Masur Dal	130 gms	
3	Rasam/	130 ml.	
4	Sambar	130 gms.	
5	Dal fry	130 gms.	
6	Dal Tadka	130 gms.	
v	Vegetable	150 gms.	
1	Std. Veg. (Seasonal)		
2	Veg. with Gravy (any of the following)		
3	Dum Aloo	150 gms.	
4	Veg. Kofta	150 gms.	
5	Malai Kofta	150 gms	
6	Paneer Mutter	150 gms	
7	Mix Vegetable	150 gms	
8	Veg. Kolhapuri	150 gms	
9	Veg Makhani	150 gms	
10	Aloo Methi	150 gms	
11	Navrattan Korma	150 gms	
12	Aloo Palak	150 gms	
13	Green Peas Masala	150 gms	
14	Chana Masala	150 gms	
vi	Special Veg. (any of the following)		
15	Veg. Kadhai	150 gms	
16	Veg Handi	150 gms	
17	Paneer Kofta	150 gms	
18	Shahi paneer	150 gms	
19	Palak korma	150 gms	
20	Palak paneer	150 gms	
21	Paneer butter masala	150 gms	
22	Paneer makhhanwala	150 gms	
23	Paneer Tikka Masala	150 gms	
24	Paneer Kadhai	150 gms	
25	Mushroom Masala	150 gms	
26	Mushroom Mutter	150 gms	
27	Kadhai Mushroom	150 gms	
28	Veg. Jaipuri	150 gms	
29	Veg. Hyderabad	150 gms	
30	Stuffed tomato	150 gms	
31	Stuffed Capsicum	150 gms	

32	Dum Aloo Punjabi	150 gms	
33	Aloo Simla	150 gms	
34	Methi Mutter Malai	150 gms	
35	Methi Malai	150 gms	
vii.	Miscellaneous Items		
1	Spl. Pav Bhaji (with 2 Pav in Butter)	100gms	
2	Extra Pav (plain)	1 No.	
3	Extra Pav (Butter)	1 No.	
4	Ordinary Pav Bhaji (with 2 pav)		
5	Puri (5 nos.)	Dia 5 inch	
6	Butter Milk	150 ml.	
7	Sweet Lassi	150 ml.	
8	Papad (Appalam (Fried)	Std. Size	
9	Papad (Fried) Ganesh/ Lijjat make	Std. Size	
10	Papad (Roasted) Ganesh/ Lijjat make	Std. Size	
11	Papad (Masala) Ganesh/ Lijjat make	Std. Size	
12	Lasun chutney Ganesh/Lijjat make	1 spoon	
13	Pickle reputed brand	1 spoon	
14	Green chutney	1 spoon	
15	Tomato salad	8 pcs	
16	Green salad (2 slices each of any 4 out of Beet, Tomato, Carrot, Raddish, Cucumber)		
17	Dahi Raita	75 gms.	
18	Boondi Raita	75 gms.	
19	Veg. Raita	75 gms.	
20	Curd (Amul, Warana, Mahananda pack)	Available sizes	
21	Butter Milk (Aarey, Amul, Mahananda)	Available pouch	
G	NON-VEG ITEMS		
i.	Chicken		
1	Chicken Biryani plate (3 pcs)	150 gms.	
2	Chicken Handi Biryani (3 pcs)	150 gms.	
3	Chicken Hyderabad Biryani	150 gms.	
4	Chicken Tikka Biryani (5 pcs)	150 gms.	
5	Chicken Liver Masala (5 pcs)	150 gms.	
6	Chicken Liver Oil Fry (5 pcs)	150 gms.	
7	Chicken Sukha (3 pcs)	150 gms.	
8	Chicken Fry (3 pcs)	150 gms.	
9	Chicken Kolhapuri (3 pcs)	150 gms.	
10	Chicken Masala (3pcs)	150 gms.	

ii.	Mutton		
1	Mutton Masala (3 pcs)	150 gms.	
2	Mutton Kolhapuri (3 pcs)	150 gms.	
3	Mutton Biryani plate (3 pcs)	150 gms.	
4	Mutton Hyderabad Biryani (3 pcs)	150 gms.	
5	Mutton Handi Biryani (3 pcs)	150 gms.	
6	Mutton Fry (5 pcs)	150 gms.	
7	Mutton Sukha (3 pcs)	150 gms.	
8	Mutton Liver Masala (5 pcs)	150 gms.	
9	Mutton Liver Fry (5 pcs)	150 gms.	
iii.	Fish		
1	Bangada Fry (2 pcs)	150 gms.	
2	Bangada Masala/Curry (2 pcs)	150 gms.	
3	Pomphret Fry (2 pcs)	150 gms.	
4	Pomphret Masala/curry (2 pcs)	150 gms.	
5	Halwa Fry (2 pcs)	150 gms.	
6	Surmai Fry (2 Pcs)	150 gms.	
7	Fish Curry (2 pcs)	150 gms.	
8	Egg		
9	Double Omlet	150 gms	
10	Double Burji	150 gms.	
11	Double Half Fry	150 gms.	
12	Egg Masala (1 egg)	150 gms.	
13	Boiled Egg (1 egg)	150 gms.	
iv.	Sweet Dishes		
1	Semia Kheer	100 gms.	
2	Rice Kheer	100 gms.	
3	Custard with Jelly	100 gms.	
4	Amul Shrikhand	100 gms.	
5	Fruit Salad	100 gms.	
6	Gulab Jamun	1 no.	
7	Rasgulla	1 no.	
8	Puran Poli	1 no.	
9.	Ghee (AMUL/Vijaya/Aarey/SAGAR Ag marked)	1 spoon	
10.	Gajar Halwa	100 gms.	
11	Doodhi Halwa	100 gams.	

v.	Biscuits & Pastries		
1	Glucose (Britania/Parle etc)	1 Pack	
2	Marie	1 Pack	
3	Monaco	1 Pack	
4	KrackJack	1 Pack	
5	Nice	1 Pack	
6	Bourbon Cream	1 Pack	
7	Good Day	1 Pack	
H	CHINESE ITEMS (VEG & NON-VEG)		
i.	Soup		
1	Sweet Corn Soup	130 ml	
2	Hot & Sour soup	130 ml	
3	Veg Noodles Soup	130 ml	
4	Clear Soup	130 ml	
5	Schezwan Soup	130 ml	
6	Tomato Soup	130 ml	
7	Chicken Manchow Soup	130 ml	
ii.	Rice/Noodles		
1	Fried Rice	150 gms	
2	Manchurian Rice	150 gms	
3	Schezwan Fried Rice	150 gms	
4	Singapore Rice	150 gms	
5	Hongkong Rice	150 gms	
6	Schezwan Tripple Rice	150 gms	
7	Mushroom Fried Rice	150 gms	
8	Mushroom Schezwan Rice	150 gms	
9	Hakka Noodles	150 gms	
10	Schezwan Noodles	150 gms	
11	Singapore Noodles	150 gms	
12	Hong Kong Noodles	150 gms	
13	Schezwan Tripple Noodles	150 gms	
14	Prawns Fried Rice	150 gms	
15	Prawns Tripple Rice	150 gms	
16	Prawns Schezwan Rice	150 gms	
17	Egg Fried Rice	150 gms	

ANNEXURE IV

SPECIFICATION OF INGREDIENTS FOR COOKING

Sr.No	Description	Required Specification	Actual Specification	Source procured from	Remark
1	Wheat Atta	Atta to be made from M.P. Sihori Brand			
2	Wheat Atta Ready made	Pilsbury or equivalent packed condition			
3	Toor Dal	Dal (Vasad)			
4	Masoor Dal				
5	Chana Dal				
6	Sugar	Big size granules			
7	Oil Sunflower	Godrej/ Guinea Tin pack of 15 Litres			
8	Besan				
9	Chavali				
10	Chilli Powder	Ramdev/ Everest/ Or kashmiri			
11	Haldi Powder	Ramdev/ Everest			
12	Dhania Powder	Ramdev/ Everest			
13	Garlic	Big size			
14	Onion	Good quality			
15	Potato	Good quality			
16	Idli Rava	Good quality			
17	Jeera	Machine Clean and uniform size granules			
18	Kabuli Chana	Good quality in packed condition			
19	Black Chana	Good quality in packed condition			
20	Kaju	Good quality Tukda			
21	Magar	Good quality in packed condition			
22	Til	Good quality in packed condition			
23	Masur whole	Good quality in packed condition			
24	Matki	Good quality in packed condition			
25	Rajma	Good quality in packed condition			

26	Maida	Good quality in packed condition			
27	Green peas	Safal or equivalent			
28	Poha	Good quality in packed condition			
29	Papad	Moong dal (Ganesh/Lijjat)			
30	Papad	Appalam MTR/Shakti			
31	Papad	Udid dal (Ganesh/ Lijjat)			
32	Pickle	Nilon, Mother's Recipe or Equivalent			
33	Rice	Kolam/ Parimal for regular use			
34	Rice for Pulao	Basmati			
35	Rice for Pulao	Basmati			
36	Rava	Good quality in packed condition			
37	Udid dal	Good quality in packed condition			
38	Dalda	Minimum use or preferably no use			
39	Ground nut	Free from sour taste good quality in packed condition			
40	Tea Powder	Hashmukh rai/ Wagh Bakri			
41	Butter	Amul/ Vijaya			
42	Ghee	Amul/ Vijaya/Sagar			
43	Coconut	Good taste			
44	Coffee	Nestle			
45	Coffee	Filter			
46	Milk	Aarey whole or equivalent			

Vendors / Suppliers are to give compliance by stating complied with Other Terms and Conditions in the REMARKS Column.

ANNEXURE V

Commercial Terms and Conditions

Sr. No	DESCRIPTION	ESSENTIAL CONDITIONS	Compliance Yes / No	Remarks
1	Taxes, Duties and Levies Applicable	No taxes will be paid separately		
2	Conveyance charges to employees employed by Contractor	To be borne by contractor.		
3	Transport charges for items needed for canteen services	TO BE ARRANGED BY SUPPLIER		
4	Octroi	To be borne by vendor		
5	Payment Terms	All the daily transaction will be done through the cash counter in the canteen		
6	Security Deposit	THE SUCCESSFUL BIDDER HAS TO GIVE SECURITY DEPOSIT OF INR 2,50,000/-		
7	Validity Of Quotation	180 DAYS MIN from the date of opening of Price bid.		
8	Any Other Charges Applicable	SUPPLIER TO SPECIFY		
9	Subsidy: In the form of Financial Support (to take care of labor expenses as employed by contractor	Will be paid to contractor after recommendations from Pragati Vihar Superintendent at the end of the month. Contractor will have to show attendance record of his employees and payment made to them		

ANNEXURE VI

GENERAL TERMS AND CONDITIONS

Sr. No	DESCRIPTION	Compliance Yes / No	Remarks
1	The vendor is expected to offer Catering Services at NITIE premises and cater to staff numbering about 75 at present or as per actual turnout.		
2	The quality of food items and services offered should be at reasonable rate.		
3	The vendor will have to sign a memorandum of agreement as per the format given in Annexure VI.		
4	The canteen premises including kitchen area, seating tables, chair and floor and glass door, windows to be absolutely clean. The kitchen area to be hygienic and well maintained. The gas burners to be maintained always neat and clean and utmost safety measures are to be taken.		
5	<p>The vendor would employ his/her own 'Cooking and service Personnel' in the age range of 18 years and above with sound physique free from any contagious disease (Medical certificate with Pathological Report to be furnished from the Doctor nominated by NITIE). The vendor will be responsible for the salary and other dues payable to the staff employed by him and also for their employment conditions which should be in consonance with all legal obligations as an employer on the subject, including provision of uniform and their proper washing. The vendor is expected to provide two sets of uniform per year, made of terry cotton cloth conforming to the following specifications:</p> <ol style="list-style-type: none"> 1. Cook – Two Half Pants, Two Half Shirts + Sandals 2. Bearer – Two Jodhpuri Coats & Pants + Sandals <p>On termination of the Vendor's Service Contract with NITIE the vendor</p>		

	would withdraw himself along with his service personnel, after handling over the cooking and servicing equipment, stores items and materials provided to him by NITIE at the time of beginning of contract.		
6	The Vendor will make his own arrangement to procure quality food grains, cooking oil and other provisions required for Canteen Services.		
7	Typical standard list of items which may be served is given in Annexure III. New item to be served only with prior approval of Prof. In charge (Pragati Vihar).		
8	Presently the canteen services starting time for Breakfast is 0800 hrs. lunch service at 1300 hrs. and evening tea and snacks 1800 hrs. onwards. Same for MDP; besides dinner at Pragati Vihar at 2000 hrs.		
9	During MDP breakfast two snacks; tea, coffee filter or Nescafe, Milk, curd, Various sandwiches with or without toast fresh fruit juice to be served.		
10.	Normally the servicing of lunch/Breakfast/ evening snacks would be as per Model Menu mentioned in the Annexure VIII. The vendor will have to submit a weekly plan of menu in advance for approval to the Superintendent for concurrence/ approval		
11.	Daily the vendor has to provide drinking water on the table by keeping one/ two jugs with lid and 6 glasses duly cleaned. Refill with water if required.		
12.	The vendor must maintain in a clean state the chairs and other furniture in the canteen and pay particular attention that the servicing tables are cleaned with adequate frequency during the servicing hours. The Canteen chairs (molded type) must be washed once in a week with soap and water.		
13.	The vendor will be responsible for arranging, washing, repairs to the maintenance of tablecloth, curtains, and napkins in use in the Canteen and will		

	maintain proper account and keep record for washing transactions. Linen for curtains, tablecloth and cloth for napkins will be provided by Institute and will also bear washing charges.		
14.	<p>The payment towards services (for special lunches/tea) would be settled against bills to be raised by the vendor at the end of every month. Normally the bills would be settled in two weeks' time from their presentation to NITIE Accounts.</p> <p>a) The vendor will initially be appointed on trial basis for one month. The amount of lump sum service payment for this trial period will be paid at a suitable time, later, in two installments, when the contract is finally awarded, after satisfactory performance during trial period.</p> <p>b) On either side, the contract will be terminated with notice for not less than three months. The condition as to such a notice will not be applicable in the case of termination of the contract on breach of contractual obligations and the question will be settled on merits of the case. NITIE Director's decision would be final in all such matters.</p>		
15.	All the commodities procured from market like dal, rice, vegetables, oil, tea, various masala for canteen will have to be made available for inspection to Prof. I/C Executive Education or Superintendent as and when demanded the same shall be evaluated as per tender/ Purchase Order (P.O.) documents.		
16.	Experience of eight to ten years as main cook. And also furnish qualification details of this person along with name, age, and employment details with your firm.		
17.	The cook should be able to prepare all the items in Annexure III-A.		

18.	No child labour shall be used for this service contract		
19.	It is essential to conduct routine medical checkup of all the persons employed by the contractor once in six months and medical certificate be produced if asked.		
20.	The contract will expire exactly after one year from the date of award. (If not extended). It is essential to maintain good quality standard of food items served in the canteen and also efforts are to be made for continuous improvements in service.		
21.	INSPECTION & ACCEPTANCE PROCEDURE: STAGE-I Inspection of Incoming Raw materials along with itemized bill STAGE – II Acceptance of Preparation by random check.		
22.	CATALOGUES: Catalogues or brochures of the similar service provided by vendor at other reputed institute, company premises.		
23.	ACCESSORIES: Give list of equipment the vendor intends to bring during the execution of contract period.		

ANNEXURE VII
CONTRACTOR'S UNDERTAKING (ON THEIR LETTER HEAD)

(Note: To be signed by vendor before submission of bid)

Nature of Work:	Providing catering services to industry executives/Faculty and staff numbering around 100 at present or actual turnout including good quality of food items, services, maintaining general level of cleanliness and the reasonableness of the cost of items, at NITIE, Vihar Lake, Mumbai 400087.
	Tender No.

I/We hereby tender for providing catering services for the Institute of the work specified in the underwritten Memorandum within the time specified in such Memorandum at the rate specified therein and in accordance with the specifications and instructions in writing referred to the General Conditions of the Contract and with such materials as are provided for by and in all respect in accordance with such conditions as far as possible.

Offer validity: 180 days

Earnest Money if deposited at the time of tender may be refunded/ returned, on demand or may be treated as part of the Security Deposit and such earnest money will be adjusted against security deposit.

Should this tender be accepted in whole or in part, I/We hereby agree: -

To abide by and fulfill all the terms and provisions of said conditions annexed hereto and all the terms and conditions contained in notice inviting tenders so far as applicable and/ or default thereof, to forfeit and pay to the Institute, sum of money mentioned in the said conditions.

If I/We fail to commence the service specified in the above Memorandum I/We, agree that the institute shall, without prejudice to any other right or remedy, be at liberty to forfeit, to get forfeited the said amount of earnest money, absolutely. Otherwise, the said earnest money shall be retained by institute and will be adjusted towards Security Deposit as mentioned in this Memorandum.

To execute all the services referred to in the Tender Documents up to the terms and conditions contained and referred to therein.

I/We agree that should I/We fail to commence the services specified in the above Memorandum an amount equal to the amount of the earnest money mentioned in the form of invitation of Tender shall be absolutely forfeited by the Institute and the same may at the option of the Institute be recovered out of the deposit in so far as they may extend in terms of the said Bond and in the event of deficiency, out of any other money due to Me/Us or otherwise.

Dated the..... Day of 2023

(+) Witness: Signature (*).

Address:

Occupation:

I/We have understood various clauses of General terms and conditions and commercial terms and Conditions of the contract as given in the tender document and agree to abide by the same.

Signature of the Contractor

Date:

ANNEXURE VIII

FORMAT FOR COMMERCIAL BID

The bidders should quote the rates as under-

Financial support of Rupees Two Lakhs Seventy-Five Thousand (Rs.2,75,000/-) per month will be provided by NITIE to support the labor expenses of the contractor.

Minimum Labour to be deployed at the NITIE is as below:

- Canteen Supervisor : 1 no. skilled
- Cooks (Skilled worker): 02 nos. (skilled)
- Assistant to cooks/helper in Kitchen: 02 nos. (Skilled)
- Service Staff
 - Pragati Vihar and Guest House: 03 nos. (Unskilled)
 - Staff Canteen: 03 nos. (Unskilled)
 - Providing services to various offices including MDP Annex and events: 05 nos. (Unskilled)

A. BREAKFAST / SNACKS TO BE PROVIDED AT STAFF CANTEEN & PRAGATI VIHAR

	Item	Qty.	Rate (Rs.)
1.	INDIAN (As per Annexure-IX – anyone item from listed items from A-1 to 17)	Per Plate	
2.	CONTINENTAL (As per Annexure- IX – one item each from listed items from B-1, 2, 5 & 6 & either 3 or 4)	Per Plate	

B. OFFICE LUNCH / DINNER SERVICES TO BE PROVIDED AT STAFF CANTEEN

LIMITED LUNCH/DINNER (Thali)		Qty.	Rate (Rs.)
1.	<u>Vegetarian:</u> <i>1 Soup, Chapatias, 1 Stp Veg, 1 Spl Veg, Dal/Sambar, Rice, Papad, Pickle, curd, 1 sweet dish)</i>	Per Plate	
2.	<u>Non-Vegetarian:</u> <i>(1 Soup, Chapatias, 1 Std Veg, 1 Spl Non-Veg, Dal/Sambar, Rice, Papad, Pickle, curd, 1 sweet dish) + one Non-Vegetarian dish</i>	Per Plate	

LUNCH / DINNER SERVICES (To be provided at Pragati Vihar Canteen)

SPECIAL/DELUX LUNCH (UN-LIMITED)			RATE(RS.)
1.	<p><u>Vegetarian:</u> <i>(Fresh Fruit Juice, Soup, 1 Dry Veg, 1 Spl. Veg with gravy, Dal/Sambar, curd rice Chapaties/Bread butter/puri, Special Veg item ordered, Fried rice or Veg Pulav, papad, pickle, curd, Green salad and slice ice- cream, fresh cut fruits, decoction coffee or any sweet ordered)</i></p>	Per Person	
2.	<p><u>Non-Vegetarian:</u> <i>(Fresh Fruit Juice, Soup with crumbs, 1 Dry Veg, 1 Spl. Veg withgravy, Dal/Sambar, curd rice Chapaties/Bread butter/puri, 1 chicken boneless dish or any non- veg item ordered, Fried rice or Veg Pulav, papad, pickle, curd, Green salad and slice ice-cream, fresh cutfruits, decoction coffee or any sweet ordered)</i></p>	Per Person	

**TARIFF TO BE QUOTED BY THE CATERER FOR INDUSTRY EXECUTIVES/FACULTY
AND OFFICERS**

(A) Full day rate for MDP/UBP Participants: Rs. _____

Bifurcation of the above quoted Full day rate (A)

Break up for Full day rate as quoted (A)		
Item	Qty.	Rs.
Bed Tea		
Breakfast - Indian		
Breakfast - Continental		
Tea / Coffee & Biscuits: 11.00 AM		
Lunch (Unlimited – Veg / Non-Veg.)		
Tea / Coffee & Biscuits: 3.00 PM		
Tea & Snacks - Indian		
Dinner (Unlimited – Veg / Non-Veg.)		
Full Day Rate Total:		

*Please note one special lunch will be substituted in the above during a programme and the rate will be adjusted as quoted above.

B. Full day Rates of Non-Residential MDP/UBP Participants: Rs. _____

Break up for Full day rate for Non-Residential MDP Participants as quoted (C)		
Item	Qty.	Rs.
Tea / Coffee & Biscuits: 11.00 AM		
Lunch (Unlimited – Veg / Non-Veg.)		
Tea / Coffee & Biscuits: 3.00 PM		
Tea & Snacks - Indian		
Full Day Rate Total:		

C. MDPs/UBPs Participants F/N Services ½ day: Rs. _____

Break up for F/N Service ½ day rate as quoted (D)		
Item	Qty.	Rs.
Bed Tea		
Breakfast - Indian		
Breakfast - Continental		
Tea / Coffee & Biscuits: 11.00 AM		
Lunch (Unlimited – Veg / Non-Veg.)		
Rate Total:		

D. MDPs/UBPs Participants A/N Services ½ day: Rs. _____

Break up for A/N Service ½ day rate as quoted (E)		
Item	Qty.	Rs.
Tea / Coffee & Biscuits: 3.00 PM		
Tea & Snacks - Indian		
Dinner (Unlimited – Veg / Non-Veg.)		
Rate Total:		

Signature of the Tenderer:

Name:

Address:

Date:

Place:

ANNEXURE-IX
INDIVIDUAL ITEM RATES

(To be used as and when multiple items are to be include or when special items to be ordered)

Please quote individual item rates for the below mentioned items

Sr. No	Item Description	Quantity	Rate
A	<i>INDIAN BREAKFAST/SNACKS</i>		
1	Idli with chutney/Sambar	2 per plate 50 gms. Each	
2	Medu Wada With Sambar	2 per plate 50 gms. Each	
3	Poha (onion or potato) with chutney	150 gms	
4	Upma with chutney	150 gms.	
5	Sheera	125 gms.	
6	Sabudana Khichadi	150 gms.	
7	Sabudana Wada with Dahi Chutney	2 per plate 50 gms. Each	
8	Veg. Cutlet with chutney	2 per plate 75 gms. Each	
9	Potato Wada with dry and liquid chutney	2 per plate 75 gms. Each	
10	Bhajia	6 per plate	
11	Kachori With chutney	2 per plate	
12	Samosa with chutney	2 per plate	
13	Sada Dosa With chutney	100 gms	
14	Uthappa With chutney	100 gms	
15	Onion Uthappa with chutney	100 gms	
16	Puri Bhaji (Puri size 5")	4 puri	
17	Upvas Kachori with Dahi chutney	150 gms.	
B.	<i>CONTINENTAL BREAKFAST</i>		
1.	Corn Flakes	100 gm	
2.	Bread, Butter & Jam	4 slices + 1 sachet each	
3.	Veg Toast	4 slices	
4.	Bread Toast	4 slices	
5.	Boiled Egg/Fried Egg/Omlet	2 eggs	
6.	Dry Fruits	100 gms.	
C	<i>BREAD PREPERATIONS</i>		
1	Chutney sandwich	2 slices	
2	Veg. Sandwich	2 slices	
3	Cheese sandwich	2 slices	
4	Bread Pakoda	2 slices	
5	Bread Toast	1 large size	
6	Bread Slice	1 large size	
7	Butter make: Amul	50 gms.	
8	Tomato Sauce	1 T. spoon	
9	Jam	1 T. spoon	

D.	HOT DRINKS		
1	Tea + sugar (upto 2 spoons) Brand: Wagh bakri/ Hasmukh Rai		
2	Coffee + sugar (up to 2 spoons)		
3	Milk pure (Aarey whole)	110 ml. (1 Cup)	
4	Milk pure (Aarey whole)	150 ml (1 Glass)	
5	Bourn vita	T.spoon Approx. 3 gms.	
6	Nescafe	1 T. spoon	
7	Tea (without sugar)		
E	COLD DRINKS		
1	Thums-Up/Gold Spot/Limca/Citra/Pepsi/Coca-cola	200 ml	
2	Soda	200 ml	
3	Fresh Lime	150 ml	
F	LUNCH/DINNER ITEMS - (VEGETARIAN)		
i.	Soup	130 ml.	
1	Tomato with bread pcs	130 ml.	
2	Mix. Veg.	130 ml.	
3	Sweet Corn	130 ml.	
ii.	Rotis (Std size)		
1	Roti (soft)	Dia. 8 inch	
2	Butter Roti	Dia. 8 inch	
3	Nan	Dia. 8 inch	
4	Butter Nan	Dia. 8 inch	
5	Paratha	Dia. 8 inch	
6	Butter Paratha	Dia. 8 inch	
7	Chapatti	Dia. 8 inch	
iii.	Rice/Biryani		
1	Parimal no. 1	150 gms.	
2	Surati Kolam no.1	150 gms.	
3	Veg. Pulao	150 gms.	
4	Veg. Fried Rice	150 gms.	
5	Masala Bhat	150 gms.	
6	Curd rice	150 gms.	
7	Veg Biryani	150 gms	
8	Kashmiri Pulao	150 gms	
9	Dal Kichadi	150 gms	
10	Green peas pulao	150 gms	
11	Mushroom Biryani	150 gms	
12	Biryani Rice	150 gms	
13	Steamed Rice	150 gms	
14	Jira Rice	150 gms.	

15	Dal Rice	150 gms.	
Iv	Dal		
1	Valsad Tur dal	130 gms.	
2	Masur dal	130 gms.	
3	Rasam/	130 ml.	
4	Sambar	130 gms.	
5	Dal fry	130 gms.	
6	Dal Tadka	130 gms.	
V	Vegetable	150 gms.	
1	Std. Veg. (Seasonal)		
2	Veg. with Gravy (any of the following)		
3	Dum Aloo	150 gms.	
4	Veg. Kofta	150 gms.	
5	Malai Kofta	150 gms	
6	Paneer Mattar	150 gms	
7	Mix Vegetable	150 gms	
8	Veg. Kolhapuri	150 gms	
9	Veg Makhani	150 gms	
10	Aloo Methi	150 gms	
11	Navrattan Kurma	150 gms	
12	Aloo Palak	150 gms	
13	Green Peas Masala	150 gms	
14	Chana Masala	150 gms	
Vi	Special Veg. (any of the following)		
15	Veg. Kadhai	150 gms	
16	Veg Handi	150 gms	
17	Paneer Kofta	150 gms	
18	Shahi paneer	150 gms	
19	Palak korma	150 gms	
20	Palak paneer	150 gms	
21	Paneer butter masala	150 gms	
22	Paneer makhhanwala	150 gms	
23	Paneer Tikka Masala	150 gms	
24	Paneer Kadhai	150 gms	
25	Mushroom Masala	150 gms	
26	Mushroom Mutter	150 gms	
27	Kadhai Mushroom	150 gms	
28	Veg. Jaipuri	150 gms	
29	Veg. Hyderabad	150 gms	
30	Stuffed tomato	150 gms	
31	Stuffed Capsicum	150 gms	
32	Dum Aloo Punjabi	150 gms	

33	Aloo Simla	150 gms	
34	Methi Mutter Malai	150 gms	
35	Methi Malai	150 gms	
vii.	Miscellaneous Items		
1	Spl. Pav Bhaji (with 2 Pav in Butter)	100gms	
2	Extra Pav (plain)	1 no.	
3	Extra Pav (Butter)	1 no.	
4	Ordinary Pav Bhaji (with 2 pav)		
5	Puri (5 nos.)	Dia 5 inch	
6	Butter Milk	150 ml.	
7	Sweet Lassi	150 ml.	
8	Papad (appalam) (Fried)	Std. size	
9	Papad (Fried) Ganesh/ Lijjat make	Std. Size	
10	Papad (Roasted) Ganesh/ Lijjat make	Std. Size	
11	Papad (Masala) Ganesh/ Lijjat make	Std. Size	
12	Lasun Chutney Ganesh/ Lijjat make	1 spoon	
13	Pickle reputed brand	1 spoon	
14	Green chutney	1 spoon	
15	Tomato salad	8 pcs	
16	Green salad (2 slices each of any 4 out of Beat, Tomato, Carrot, Muli, Cucumber)		
17	Dahi Raita	75 gms.	
18	Boondi Raita	75 gms.	
19	Veg. Raita	75 gms.	
20	Curd (Amul, Varana, Mahanada pack)	Available sizes	
21	Butter Milk (Aarey, Amul, Mahananda etc)	Available pouch	
G	NON-VEG ITEMS		
i.	Chicken		
1	Chicken Biryani plate (3 pcs)	150 gms.	
2	Chicken Handi Biryani (3 pcs)	150 gms.	
3	Chicken Hyderabad Biryani	150 gms.	
4	Chicken Tikka Biryani (5 pcs)	150 gms.	
5	Chicken Liver Masala (5 pcs)	150 gms.	
6	Chicken Liver Oil Fry (5 pcs)	150 gms.	
7	Chicken Sukha (3 pcs)	150 gms.	
8	Chicken Fry (3 pcs)	150 gms.	
9	Chicken Kolhapuri (3 pcs)	150 gms.	
10	Chicken Masala (3pcs)	150 gms.	

ii.	Mutton		
1	Mutton Masala (3 pcs)	150 gms.	
2	Mutton Kolhapuri (3 pcs)	150 gms.	
3	Mutton Hyderabad Biryani (3 pcs)	150 gms.	
4	Mutton Handi Biryani (3 pcs)	150 gms.	
5	Mutton Fry (5 pcs)	150 gms.	
6	Mutton Sukha (3 pcs)	150 gms.	
7	Mutton Liver Masala (5 pcs)	150 gms.	
8	Mutton Liver Fry (5 pcs)	150 gms.	
9	Mutton Biryani plate (3 pcs)	150 gms.	
iii.	Fish		
1	Bangada Fry (2 pcs)	150 gms.	
2	Bangada Masala/Curry (2 pcs)	150 gms.	
3	Pomphret Fry (2 pcs)	150 gms.	
4	Pomphret Masala/curry (2 pcs)	150 gms.	
5	Halwa Fry (2 pcs)	150 gms.	
6	Surmai Fry (2 Pcs)	150 gms.	
7	Fish Curry (2 pcs)	150 gms.	
8	Egg		
9	Double Omlet	150 gms	
10	Double Burji	150 gms.	
11	Double Half Fry	150 gms.	
12	Egg Masala (1 egg)	150 gms.	
13	Boiled Egg (1 egg)	150 gms.	
iv.	Sweet Dishes		
1	Semia Kheer	100 gms.	
2	Rice Kheer	100 gms.	
3	Custard with Jelly	100 gms.	
4	Amul Shrikhand	100 gms.	
5	Fruit Salad	100 gms.	
6	Gulab Jamun	1 no.	
7	Rasgulla	1 no.	
8	Puran Poli	1 no.	
9	Ghee (AMUL/Vijaya/Aarey/SAGAR) Ag marked	1 spoon	
10	Gajar Halwa	100 gms.	
11	Doodhi Halwa	100 gms.	

v.	Biscuits & Pastries		
1	Glucose (Britania/Parle etc)	1 Pack	
2	Marie	1 Pack	
3	Monaco	1 Pack	
4	Krackjack	1 Pack	
5	Nice	1 Pack	
6	Bourbon Cream	1 Pack	
7	Good Day	1 Pack	
H	CHINESE ITEMS (VEG & NON-VEG)		
i.	Soup		
1	Sweet Corn Soup	130 ml	
2	Hot & Sour soup	130 ml	
3	Veg. Noodles Soup	130 ml	
4	Clear Soup	130 ml	
5	Schezwan Soup	130 ml	
6	Tomato Soup	130 ml	
7	Chicken Manchow Soup	130 ml	
ii.	Rice/Noodles		
1	Fried Rice	150 gms	
2	Manchurian Rice	150 gms	
3	Schezwan Fried Rice	150 gms	
4	Singapore Rice	150 gms	
5	Hongkong Rice	150 gms	
6	Schezwan Tripple Rice	150 gms	
7	Mushroom Fried Rice	150 gms	
8	Mushroom Schezwan Rice	150 gms	
9	Hakka Noodles	150 gms	
10	Schezwan Noodles	150 gms	
11	Singapore Noodles	150 gms	
12	Hong Kong Noodles	150 gms	
13	Schezwan Tripple Noodles	150 gms	
14	Prawns Fried Rice	150 gms	
15	Prawns Tripple Rice	150 gms	
16	Prawns Schezwan Rice	150 gms	
17	Egg Fried Rice	150 gms	

ANNEXURE-X

ITEM RATES FOR INGREDIENTS USED FOR COOKING

Sr. No	Description	Required Specification	Unit of Measurement	Rate
1	Wheat Atta	Atta to be made from M.P. Sihori Brand		
2	Wheat Atta Ready made	Pilsbury or equivalent packed condition		
3	Toor Dal	Dal (Valsad)		
4	Masoor Dal			
5	Chana Dal			
6	Sugar	Big size granules		
7	Oil Sunflower	Godrej/ Guinea Tin pack of 15 Liters		
8	Besan			
9	Chavali			
10	Chilli Powder	Ramdev/ Everest/ Or Kashmiri		
11	Haldi Powder	Ramdev/ Everest		
12	Dhania Powder	Ramdev/ Everest		
13	Garlic	Big size		
14	Onion	Good quality		
15	Potato	Good quality		
16	Idli Rava	Good quality		
17	Jeera	Machine Clean and uniform size granules		
18	Kabuli Chana	Good quality in packed condition		
19	Black Chana	Good quality in packed condition		
20	Kaju	Good quality Tukda		
21	Magar	Good quality in packed condition		
22	Til	Good quality in packed condition		
23	Masur whole	Good quality in packed condition		
24	Matki	Good quality in packed condition		
25	Rajma	Good quality in packed condition		

26	Maida	Good quality in packed condition		
27	Green peas	Safal or equivalent		
28	Poha	Good quality in packed condition		
29	Papad	Moong dal (Ganesh/Lijjat)		
30	Papad	Appalam MTR/Shakti		
31	Papad	Udid dal (Ganesh/ Lijjat)		
32	Pickle	Nilon, Mother's Recipe or Equivalent		
33	Rice	Kolam/ Parimal for regular use		
34	Rice for Pulao	Basmati		
35	Rice for Pulao	Basmati		
36	Rava	Good quality in packed condition		
37	Urad dal	Good quality in packed condition		
38	Dalda	Minimum use or preferably no use		
39	Ground nut	Free from sour taste good quality in packed condition		
40	Tea Powder	Hashmukh rai/ Wagh Bakri		
41	Butter	Amul/ vijaya		
42	Ghee	Amul/ Vijaya/Sagar		
43	Coconut	Good taste		
44	Coffee	Nestle		
45	Coffee	Filter		
46	Milk	Aarey whole or equivalent		

(Signature of the Contractor and Date)

ANNEXURE X-A

MODEL MENU (PRAGATI VIHAR)

Monday	Tuesday	Wednesday	Thursday	Friday
Break fast	Break fast	Break fast	Break fast	Break fast
Tea Coffee Milk Lemon juice Orange Juice Idli Sambar /Chutney Poha Bread butter, Bread Toast Omelet Boiled egg Fried Egg	Tea Coffee Milk Lemon juice Orange Juice Puri bhaji Upma/Chutney Bread butter, Bread Toast Omelet Boiled egg Fried Egg	Tea Coffee Milk Lemon juice Orange Juice Masala dosa/ chutney Aloo Parotha/chutney Bread butter, Bread Toast Omelet Boiled egg Fried Egg	Tea Coffee Milk Lemon juice Orange Juice Medu Vada sambhar / Kachori Bread butter, Bread Toast Omelet Boiled egg Fried Egg	Tea Coffee Milk Lemon juice Orange Juice Aloo parotha/ chutney Onion Uttapam Bread butter, Bread Toast Omelet Boiled egg Fried Egg
Evening snacks	Evening snacks	Evening snacks	Evening snacks	Evening snacks
Tea Coffee Milk Lemon Juice Mosambi juice Potato vada-red garlic chutney Sada Dosa- chutney Bread Butter Bread Toast Veg Sandwich Veg Toast Sandwich Biscuits-good day and parle,	Tea Coffee Milk Lemon Juice Grape juice Dahi Vada Sada Uttap- chutney Bread Butter Bread Toast Veg Sandwich Veg Toast Sandwich Biscuits-good day and parle glucose medium	Tea Coffee Milk Lemon Juice Apple juice Samosa chutney Dhokla-chutney Bread Butter Bread Toast Veg Sandwich Veg Toast Sandwich Biscuits-good day and parle- medium	Tea Coffee Milk Lemon Juice Mosambi juice Veg & Nonveg Franky, Aloo Tikka Bread Butter Bread Toast Veg Sandwich Veg Toast Sandwich Biscuits-good day and parle- medium	Tea Coffee Milk Lemon Juice Orange Juice Sev Puri Bhel Puri Bread Butter Bread Toast Veg Sandwich Veg Toast Sandwich Biscuits-good day and parle-medium

Monday	Tuesday	Wednesday	Thursday	Friday
Lunch/Dinner	Lunch/Dinner	Lunch/Dinner	Lunch/Dinner	Lunch/Dinner
Salad Dry Sabji- beans, Wet Sabji – Chana Masala Sp. Sabji - malai Methi Mutter Tur dal, Plain Rice, Jeera Rice Chapathi Pickle Papad moong dal-fried Papad moong dal roasted Boondi Raita, Sweet –Gulab Jamun Curd, Butter milk Lassi Fruit Juice Milk Shake Vegetarian Thali limited	Salad Dry Sabji- Cabbage, Wet Sabji – Rajma Sp. Sabji - Veg Kolhapuri Tur dal, Plain Rice, Pulav Rice Chapathi Pickle Puri Papad-applam- fried Papad-Moong- Roasted Raita, Sweet –Jilabi Curd, Butter milk Lassi Fruit Juice Milk Shake Vegetarian Thali limited	Salad Dry Sabji- Bhendi Wet Sabji – Moong Usal Sp. Sabji - Paneer Tikka Egg masala Tur dal, Plain Rice, Veg Fried Rice Chapathi Pickle Papad-udid- fried Papad-udid- fried Raita, Sweet – Shrikhand Curd, Butter milk Lassi Fruit Juice Milk Shake Vegetarian Thali limited	Salad Dry Sabji- aloo flower Wet Sabji – Paneer palak Sp. Sabji -Veg Handi Tur dal, Plain Rice, Schezvani Fried Rice Chapathi Pickle Papad-applam- fried Papad-Udid roasted Raita, Sweet –Dudhi Halwa Curd, Butter milk Lassi Fruit Juice Milk Shake Vegetarian Thali limited	Salad Dry Sabji- Tondli Wet Sabji - aloo green mutter Sp. Sabji -Veg. makhanwala Tur dal, Plain Rice, Peas pulav Chapathi Pickle Papad-applam- fried Papad-Udid roasted Raita, Sweet –Rice Kheer Curd, Butter milk Lassi Fruit Juice Milk Shake Vegetarian Thali limited

ANNEXURE X-B

MODEL MENU (STAFF CANTEEN)

Monday	Tuesday	Wednesday	Thursday	Friday
Break fast	Break fast	Break fast	Break fast	Break fast
Tea Coffee Uttapa Idli Sambar /Chutney Poha	Tea Coffee Upma/Chutney Medu Vada sambhar /	Tea Coffee Batata wada Masala dosa/ chutney Aloo Parotha/chutney	Tea Coffee Idli Sambar Medu Vada sambhar / Kachori	Tea Coffee Aloo parotha/ chutney Onion Uttapa/ Upma/Chutney
Evening snacks	Evening snacks	Evening snacks	Evening snacks	Evening snacks
Tea Coffee Potato vada-red garlic chutney Sada Dosa- chutney	Tea Coffee Dahi Vada Sada Uttap- chutney	Tea Coffee Samosa chutney Dhokla-chutney	Tea Coffee Aloo Tikki	Tea Coffee Sev Puri Bhel Puri

Monday	Tuesday	Wednesday	Thursday	Friday
Lunch	Lunch	Lunch	Lunch	Lunch
Dry Sabji Wet Sabji Dal, Plain Rice, Chapati Sweet Curd, Vegetarian Thali limited	Dry Sabji Wet Sabji Dal, Plain Rice, Chapati Sweet Curd, Vegetarian Thali limited	Dry Sabji Wet Sabji Dal, Plain Rice, Chapati Sweet Curd, Vegetarian Thali limited	Dry S Sabji Wet Sabji Dal, Plain Rice, Chapati Sweet Curd, Vegetarian Thali limited	Dry Sabji Wet Sabji Dal, Plain Rice, Chapati Sweet Curd, Vegetarian Thali limited

ANNEXURE-XI

CHECK LIST

Cover-I – Technical Bid

Sr. No.	Documents/Annexure	Submitted – Yes / No
1.	Online payment of Tender fee of Rs.500/-	
2.	Online payment of Rs.1,00,000/- towards EMD	
3.	Attested copy of deed of partnership if the bidder is a partnership concern	
4.	Attested copy of certificate issued under shops and Establishment Act	
5.	PF, ESI, Insurance under personal Accident Insurance scheme, license photocopies	
6.	Signature of the bidder or his/her authorized signatory on each page of the Tender Document as acceptance of the terms and conditions contained in the Tender Document	
7.	Attested copy/ies of income-tax clearance certificate/s for last 3 years	
8.	List of present and past clients (please use separate sheet for each) as per the format.	
9.	Annexure-III- Format for Performance Certificate (One each for each client served)	
10.	Technical Specification and format for technical and commercial bid	
11.	Annexure-IIIA – Specification/Confirmation Sheet	
12.	Annexure-IV – Specification of Ingredients for Cooking	

Cover-II – Financial Bid

Sr. No.	Documents/Annexure	Submitted – Yes / No
1.	Annexure-V – Commercial Terms and conditions	
2.	Annexure-VI – General Terms and Conditions	
3.	Annexure-VII – Contractors Undertaking (on their letter head)	
4.	Annexure-VIII –Format for Commercial Bid	
5.	Annexure-IX – Individual Item Rates	
6.	Annexure-X – Item Rates for Ingredients used for cooking	