

NOTICE INVITING TENDERS

(Box Tenders/Open Tenders)

**(FOR RUNNING OF DOKKA SEETHAMMA CANTEEN IN THE INSTITUTE
CAMPUS OF NIT ANDHRA PRADESH, TADEPALLIGUDEM)**



National Institute of Technology- Andhra Pradesh,
Near NH-16, Kondrupolu Tadepalligudem-534101,
West Godavari District, Andhra Pradesh.
Phone No:08818-284710

PREMEABLE:

National Institute of Technology, Andhra Pradesh, is the 31st NIT among the chain of NITs started by the Government of India. NIT Andhra Pradesh is established in the state of Andhra Pradesh in the academic year 2015 – 2016.

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Newspaper Advertisement

Tender Notice:



NIT Andhra Pradesh, Tadepalligudem

Ref. No.: NIT-ANDHRA/ESTATE/EE/D.S.CANTEEN/2020

Box Tenders/Open Tenders are hereby invited from reputed Registered Vendors for providing the following services at NIT-Andhra Pradesh, Tadepalligudem, West Godavari district.

“For Running of Dokka Seethamma Canteen in The Institute campus of NIT Andhra Pradesh, Tadepalligudem”

Tender Schedules can be downloaded from NIT-Andhra Pradesh website from 07.02.2020 onwards. Bidders need to submit hard copy with relevant documents attested by gazetted officer.

The last date for submission of tenders is 12.03.2020 up to 11:00AM.

For further details regarding Tender notification & specifications, please visit www.nitandhra.ac.in.

Date: 07.02.2020

NIT Andhra Pradesh,

Tadepalligudem.

TENDER NOTICE

Last date for submission of Tender: 11.00 a.m. on 12th March 2020

The Office of the Registrar (I/C), NIT Andhra Pradesh, Tadepalligudem invites Vendors for **2 years** contract for **Operation, Maintenance of Dokka Seethamma Canteen** at Institute campus, conforming to the specifications given in the schedules here. Those having experience in running a Canteen, or possess the necessary professional expertise and are looking for such an opportunity, are eligible to apply. The Tender document can be obtained either:

(a) In person from the Office of the Registrar (I/C), NIT Andhra Pradesh, Tadepalligudem, 534102

(or)

(b) By downloading from <http://www.nitandhra.ac.in>

The proposals/offers should be submitted under the two-bid system, i.e., Technical bid and financial bid (in separate sealed covers indicating clearly the specific bid on the cover). The duly signed tender documents (Technical and Financial bids in separate covers) shall be sent to the Office of the Registrar (I/C) NIT Andhra Pradesh, Tadepalligudem, 534 102 by speed/registered post.

(or)

(a) Dropped in the tender box kept in the said Office, **by 11:00 a.m., on 12th March 2020.**

The offers /bids will be evaluated by a duly constituted Committee. The technical bids will be opened first. The Committee will examine the technical bids and decide upon the suitability of each bid as per the requirements, terms and conditions. Inspection committees / may carry out surprise visit(s) to the bidder's / clients' places and their report(s) will form a valuable input for the short-listing process.

Opening of the Technical bid: 03:00 p.m., 12th March 2020.

Venue: Conference Hall, NIT Andhra Pradesh, Tadepalligudem. (tentatively)

Technical bids with any explicit or implicit price indications will be rejected. The financial bids/offers will be opened only for the technical bids which meet the specifications. The schedule for opening the financial bids will be intimated only to the shortlisted bidders. The final selection from among the bidders will be based on the **factual** assessment and rates Quoted by the parties.

The decision of the Tender Committee shall be final and binding.

Sd/-
I/C REGISTRAR
NIT ANDHRA PRADESH

Time Schedule of various tender related events

(For Running of Dokka Seethamma Canteen in The Institute campus of NIT Andhra Pradesh, Tadepalligudem)

Bid Document downloading Start date/ Time	07.02.2020 at 10.00am
Bid Document downloading End Date/ Time	11.03.2020 at 05.00pm
Prebid meeting	20.02.2020 at 03.00pm
Last Date and Time for the receipt of Bids	12.03.2020 at 11.00am
Technical Bid Opening Date /Time	12.03.2020 at 03.00pm
Financial Bid Opening Date / Time	Will be intimated later
Contact Person	The Registrar, NIT Andhra Pradesh, Tadepalligudem.
Reference No:	NIT-ANDHRA/ESTATE/EE/D.S.CANTEEN/2020

Signature of the Bidder with stamp

CLARIFICATIONS

Queries, if any, can be made through e-mail only to **registrar@nitandhra.ac.in** on or before 20.02.2020. Queries received via any mode other than e-mail id mentioned above shall not be entertained. The queries should only be sent in the following format on the official letter head of the company.

S. No.	Page No. (Tender Ref.)	Clause (Tender Ref.)	Description (Tender Ref.)	Query

If there is any addendum/corrigendum related to tender, it shall only be published on NIT Andhra Pradesh website (www.nitandhra.ac.in). The Bidders are advised to check NIT Andhra Pradesh website regularly. No other mode of notice will be given.

The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made, if any. Bidders are totally responsible for incorporating/complying the changes/ amendments issued, if any, during pre-bid meeting in their bid.

If the last date of receiving/opening of the bids coincides with a holiday, then the next working day shall be the receiving/opening date.

The Technical Bid along with relevant documents should be attached with original EMD and Tender processing fee. Physical submission of Price bid only shall be considered.

Sd/-

**I/C REGISTRAR
NIT ANDHRA PRADESH**

For any clarification and further details on the above tender, please contact.

Office Phone Number:08818-284710

TENDER SCHEDULE

(To be read along with Schedules A, B and C)

Important Conditions of the tender to be strictly adhered to by the bidders

PREREQUISITE ELIGIBILITY CRITERIA:

1. The firm should have registered with commercial or sales tax Authority on or before 01/04/2016.
2. Each page of the tender document along with all other submitted documents must be duly signed by Authorized signatory with Bidder's company seal and initial, otherwise the document will be invalid.
3. A declaration undertaking on the letter head of the Bidder/Agency that all the terms and conditions as given in the tender document are acceptable and the Agency has not been blacklisted by any of the organization at any point of time and no criminal case is pending against the said firm/agency (as per **Annexure 3**) should be given.
4. The Bidder should have the following registrations (enclose self-attested copies of all certificates):
 - a) The firm should have valid FSSAI license for not less than 31/12/2019.
 - b) PAN
 - c) GST
 - d) Provident Fund Registration as on 31/12/2019.
 - e) ESI Registration as on 31/12/2019.
 - f) The firm should have Latest ISO Certification.
 - g) Valid Labour license as on 31/12/2019.
5. The Average annual Financial turnover during the **last 3 years** ending 31st March 2019 should not be less than **Fifty Lakhs turn over**, the same was certified with Auditor along with UDIN number. Without UDIN number the document is treated as Invalid.
6. The Agency shall have complete **4 years of experience** in Institutional / Industrial /Higher Educational Institute Canteen/Food Court (Similar) before 31.03.2019 with either of the following.
 - a. Three similar works, each costing not less than the amount equal to 50 Lakhs (Fifty lakhs).
 - b. Two similar works, each costing not less than the amount equal to 35 Lakhs (Thirty-Five lakhs).
 - c. One similar work of aggregate cost not less than the amount equal to 25 Lakhs (Twenty-Five lakhs).
7. The following documents must be submitted along with tenders in support of the above.
 - a. Should submit relevant work order(s), **satisfactory certificates**, work completion certificate(s), Audited financial statements of preceding Three years with Profit and Loss Account, Balance sheet along with schedules.
 - b. Should submit income tax returns of the assessment years 2017-18, 18-19, 19-20 along with computerized statements and Form26A.

Submission of Bid:

The bid can be submitted on all working days (Monday to Friday) between 10.00 a.m. and 05.00 p.m. The due date for submission of the bid is on or before 11.00 a.m., **12th March, 2020**. In the event of this day being declared as a holiday, the bids can be submitted up to 05:00 p.m., on the following working day.

Two bid system: The proposals/offers/bids should be submitted under the two-bid system, namely:

(a) Technical bid; and (b) Financial bid.

The Technical Bid should consist of all the details, along with general terms and conditions, as specified in the Schedule A. There should be no specific cost/financial indication in the Technical Bid. The Financial bid should indicate price information for the Canteen items mentioned in the Annexure I.

The Technical bid and Financial bid should be put in separate covers and super scribed as "Technical Bid" and "Financial Bid" respectively; the covers should be sealed properly. These two sealed covers should be put into another **Master envelope**, along with a **covering letter** and **tender processing fee** (non-refundable) of **Rs. 10,000/-** (Rupees Ten Thousand Only) and **Earnest Money Deposit** (see below), and sealed. The words "Tender for Establishment, Operation, Maintenance and Comprehensive Management Canteen at NIT-ANDHRA, Tadepalligudem" should be super scribed on the Master cover.

Earnest Money Deposit (EMD): The bidder(s) should submit a refundable EMD amount of **Rs. 1,00,000/-** (Rupees one lakh only) along with the bid in the form of Demand Draft or Banker's pay order drawn in favor of "The Director, NIT Andhra Pradesh" payable at Tadepalligudem. Any bid without the said Tender processing fee and EMD will be considered INVALID and hence summarily REJECTED. Photo/Fax copies of the Demand Draft/Banker's pay orders will not be accepted. No interest will be paid on the refundable EMD, which shall be converted as a part of the Security Deposit in the case of the successful bidder(s). For unsuccessful bidders, their EMD will be returned within one month from the date of opening the Financial Bid. The EMD of the successful bidders shall be returned only after obtaining satisfactory report from competent authority of NIT Andhra Pradesh.

Authority to Sign: All documents must be duly signed by authorized representative(s) of the respective bidders. If an individual or a proprietor / proprietress of a firm is a signatory, he/she should sign above the printed full name and current address (to be presented in block letters). In case of a partnership firm, all the Partners of the firm or a Partner holding Power of Attorney for the firm should sign. A certified copy of the Power of Attorney document must accompany the full set of Documents. In both cases, a certified copy of the Partnership Deed and current address of all the partners of the firm must be furnished. In the case of a limited Company or a Corporation, the documents shall be signed by a duly authorized person holding Power of Attorney for signing them, and accompanied by copies of the Power of Attorney and the Memorandum of Articles of Association duly attested by a Notary Public.

Compliance/acceptance: Compliance or acceptance with reference to the Basic Technical Details (Schedule-A), Terms & Conditions for providing General Facilities for Students (Schedule-B) and Scope of Work (Schedule-C), must be included in the Technical bid.

Opening of the bids: The bids will be opened at the appointed place, time and date by a duly constituted Committee in the presence of the bidders or their authorized representatives who choose to be present. The Master envelope (containing the covering letter, tender processing fee, EMD and the said two separate envelopes indicated as Technical bid and Financial bid) will be opened first. Offers found without the Tender processing fee and EMD or an invalid EMD (or the EMD presumably kept inside one of the two envelopes containing the Technical/Financial bids) will be summarily rejected; unopened bids will be returned to the respective bidders. On verifying the EMD, the respective Technical bids will be opened. The Committee will examine the Technical bids and decide upon their suitability as per the Schedules. The bidders whose Technical bids are not found acceptable will be advised of the same and their sealed cover containing their Financial Bids will not be opened; their EMD will be returned to them promptly.

Visit to Bidder's Business Outlet(s): Complete details of Canteen being operated presently by the bidders must be enclosed with their respective Technical bids; Inspection committees may carry out visits to the Canteen run by the bidders and their reports will form a valuable input for the short-listing process.

Quote Price: The bidder shall quote monthly fixed charges (rent) towards running of Dokka seethamma canteen in the Institute. The bidder will be selected as L1 by considering the Highest quoted rent price mentioned in the Financial Bid.

Alternative Proposals: Each bidder shall submit offers that strictly comply with the requirements of the Tender Document. Any alternatives or modifications shall render the corresponding bid invalid; offers with conditional rebate will also be held invalid.

Validity of Offer: Each bidder shall agree to keep the bid open for 90 days from the due date of submission thereof and not make any modifications in the terms and conditions.

Late offer: The offers received after the due date and time will not be considered and the same will be returned unopened to the respective bidders.

Acceptance and Rejection: The Tender Committee reserves the right to shortlist/reject any or all bids and accept the whole or any part of a bid without assigning any reason.

Final Selection: Final selection shall be based on the submitted bid documents and inspection reports and the rates quoted by the party. Various factors, namely, availability of items; quality of service; reliability of services, apart from the quote, shall be considered during the finalization process.

Disputes and Jurisdiction: The Courts of Tadepalligudem alone will have jurisdiction to try any matter/dispute or reference between the parties arising out of this agreement/contract.

Indemnity clause: The Agency shall indemnify NIT Andhra Pradesh, Tadepalligudem of any legal issues that may arise out of the activities of the canteen and/or its employees whether within the premises or outside the campus.

Acknowledgement:

It is hereby acknowledged that we have gone through all the Schedules as well as the conditions mentioned above and we agree to strictly adhere to them.

Date:

Signature of Bidder(s) along with official seal and address

Schedule – A: Basic Technical Details

S NO.	DESCRIPTION	INFORMATION
1 A	Name of the Bidder	
	Complete Address	
	Phone No:	Email Id:
1 B	Contact Person / Representative of firm: Name Designation	
	Phone:	Mobile No:
2 A	GST:	Registration No:
	PAN:	TAN:
	FSSAI:	
	(Enclosed copies of the above)	YES/NO
2 B*	Submit the copies of last two years Income Tax Saral form/Returns	Submitted/ Not submitted
3*	No. of shops/facilities operated elsewhere (Enclose list of shops/facilities handled up to 2020, and ongoing work separately with all the relevant documents) (list to be included with name and the duration, type of service provided etc.)	

4*	Whether Quality Certification obtained for any of the services provided (If Yes, copy to be enclosed)	
5*	Average annual turnover for the last 2 years ending 31st March 2019 i.e. for the years 2017-18, 18-19	Rs.
6	Criminal proceedings, if any, against the bidder	Yes/No (if yes, details to be furnished)

(Enclose all documentary proofs for the support of the above)

Date:

Authorized signature with Seal

Schedule – B: Terms & Conditions for providing General Facilities for Students

- 1 Institute shall provide the Electricity (on chargeable basis) for the purpose of running the facilities. Every effort must be exercised by the Vendor to minimize electricity and water usage and desist from unnecessary usage.

Note: 1. Electricity bill should be paid as per norms.

2. Regular water bill should be paid as per norms.

- 2 The Canteen which holds the license for the operation of the facility, shall fulfill the following responsibilities regarding cleanliness and sanitation:
 - Hygiene and sanitation standards should be strictly compliant with FSSAI regulations and/or prevalent norms. Compliance to the hygiene standards will be checked periodically. Noncompliance to hygiene standards will be sufficient reason to terminate the contract.
 - cleaning and washing of plates, cutleries and utensils.
 - cleaning and maintenance of kitchen equipment.
 - keeping the premises and surroundings neat, clean and hygienic. Periodic fumigation as per laid down norms.
- 3 The vendor's performance will be monitored on a regular basis.
- 4 The rates stipulated during the award of the contract may be changed according to the mutual agreement after negotiations. The rates referenced to MRP shall change according to market variations.
- 5 The vendor shall not assign, sublet or part with the possession of the licensed premises and properties of the Institute therein or any part thereof under any circumstances.
- 6 On expiry/termination of the contract, the Vendor must vacate the allotted premises promptly. All fixtures, furniture, etc. which are properties of NIT-ANDHRA, Tadepalligudem, should be handed over to the Institute in good and tenable conditions. The cost of repair charges incurred following mishandling and/or willful damage (except normal wear and tear) will be deducted from the caution deposit.
- 7 The vendor shall not construct or make any structural/electrical alterations or install additional fittings inside the premises of the work place without prior approval from the Institute.
8. Employment of child labor, defined as per relevant laws is strictly prohibited. The contract will be terminated with immediate effect if those laws are violated.
9. The vendor shall maintain a register with name, age and address of all their employees working at NIT-ANDHRA, Tadepalligudem premises and submit the same to Registrar (I/C) in a prescribed format after the award of contract. The vendor must report any changes in their list. of employees.
10. No employee must stay in the premises of NIT-ANDHRA, Tadepalligudem after working hours. The vendor must obtain the necessary written permission from the competent authority to enable overnight stay of their employees in the campus at

times of exigencies. The facility cannot also be used for the accommodation of staff when they are not on duty.

11. The vendor shall be responsible for the proper conduct and behavior of the employees engaged by them.
12. Smoking, consumption/distribution of alcohol, use of pan and gutka, and drug/substance abuse by the employees is strictly prohibited.
13. All expenses related to the employees engaged by the vendor shall be borne by the Contractor/ Vendor. In case of any accident or mishap to any employee of the vendor, the Institute and its functionaries shall not be held responsible/liable in any manner whatsoever.
14. The vendor is solely responsible for the payment of minimum wages, ESI and EPF for their employees as per the Government of Andhra Pradesh and Government of India norms as applicable and should meet any other statutory and non-statutory benefits/obligations. The vendor shall not pay differential wages based on gender, caste, community or on linguistic basis. The record of duty hours and pay structure must be maintained as per rules for inspection by the government authorities.
15. The vendor shall carry out periodic cleaning of fixtures (including lights, fans, etc.). The maintenance of the tools and equipment provided by NIT-ANDHRA, Tadepalligudem shall be taken care of by the vendor and return in the same condition as received.
16. No colors or preservatives should be added to the food items. All cooked items (if not specified otherwise) should be freshly prepared in edible oil. The cooking oil should not be reused under any circumstances. Oil used for frying purposes should be replaced every 12 hours or if its color turns dark due to maximum usage. Usage of Monosodium glutamate (ajinomoto) is strictly prohibited.
17. The vendor shall be required to display the price list of all the items. The prices of the items given in NIT-ANDHRA, Tadepalligudem, shall not be more than the local market rate and shall be approved by NIT-ANDHRA, Tadepalligudem, every year. The vendor shall display the approved rate list at a prominent location within the allotted premises.
18. There should be complete adherence to the approved menu, price and quantity. In case the Vendor is to supply extra items on demand, they may do so, provided the request is placed by the customer(s) for a bulk order. The Vendor shall promptly inform the competent authority if anyone from outside or inside the campus uses compulsion or coerce them or in any way obstructs the functioning of the facility.
19. All the items are required to be made available during the working hours.

20. NIT-ANDHRA, Tadepalligudem, shall have free access to inspect the facility used and items/ services provided by the vendor at any time during the working hours of the facility and beyond, if needed. If any substandard or unauthorized items/services are found to be provided, the vendor shall be penalized by the. NIT-ANDHRA, Tadepalligudem. The vendor shall have to abide by the corresponding rules.
21. A “Suggestions Book” must be kept at the billing counter, visible to all the customers, so that the customers may record comments about any item. A copy of the complaint/suggestion should be given to the customer after obtaining signature from the canteen in-charge. NIT-ANDHRA, Tadepalligudem shall have the right to check the complaint book at any time.
22. While accepting the offer, the vendor shall execute a bond accepting the terms and conditions for serving the general facilities, as listed in the schedules given here. The agreement can be terminated by either side with a notice of one month. NIT-ANDHRA, Tadepalligudem reserves the right to review and modify the terms and conditions, periodically.
23. All the canteen items (cakes, puff, samosa, rolls, Pastry, pizza, etc) should be baked inside the shop premises. However, exceptions will be provided for branded items (FSSAI approved).
24. The bidder(s) shall declare that he/she (they), including partners if any, was (were)/ is (are) not involved in any criminal proceedings as per Indian Law.

Date:

Signature with Seal

STATEMENT RELATED TO BIDS

Name of the Work	Running of Dokka Seethamma Canteen in The Institute campus of NIT-ANDHRA, Tadepalligudem.
Tender Processing fee (non-refundable)	Rs. 10,000/- (by way of Demand draft from any nationalized bank drawn in favour of The Director, NIT Andhra Pradesh, Payable at Tadepalligudem. DD from other than nationalized banks will not be accepted).
EMD	Rs. 1,00,000/- (by way of Demand draft from any nationalized bank drawn in favour of The Director, NIT Andhra Pradesh, Payable at Tadepalligudem. DD from other than nationalized banks will not be accepted).
EMD validity period	180 days from the date of opening of financial bid.
Period of contract	The contract is initially for a period of 2 years . The contract may be extended for another 1 more year based on the performance of the agency and/or institute needs.
Period for signing the order of acceptance	Within 7 days from date of receipt of Letter of award
Area earmarked for Canteen	• 650 sq. m
Security/Performance deposit	The successful bidder shall deposit an amount equal to 6 months of quoted rent price in the Financial Bid before signing the order of acceptance.
Security/Performance deposit validity period	26 months from the date of commencement of services

Date:

Signature with Seal

1. RATES, TAXES AND DUTIES

- 1.1. The vendor should quote comprehensive discount by consideration of item rates listed in annexure, quality of material and by bidding to all terms and conditions in this document.
- 1.2. The Tenderer/vendor quoting the highest comprehensive discount will be the successful Tenderer by adhere to the item rates & item quantity fixed in annexure and binding to Terms and conditions of the Tender document. The highest comprehensive discount tender by itself will not confer any right to get a lease. Such tender may be considered subject to acceptance and confirmation from the NIT-ANDHRA, Tadepalligudem which depend on the tender amount quoted.

2. SPECIAL CONDITIONS

- 2.1. The vendor shall provide and maintain in good condition sufficient wet & dry garbage dust bins of approved pattern with lids. These dustbins should be daily used for the storage of waste food and sweepings of the floor, dust etc., and the contents/garbage should be disposed regularly, outside without fail at his/her own cost.
- 2.2. The vendor shall make his own arrangements for drinking water supply.
- 2.3. The milk and other articles of food should not be allowed to be exposed to dust and flies, but should be stored in a proper neat safes or cupboards to protect from cockroaches etc., Insecticides should be sprayed so as to prevent flies and other insects but not to contaminate food stuffs.
- 2.4. The vendor should provide a separate proper washing place enclosed with Thotties and Bamboos for cleaning dishes, cups etc. used in the business.
- 2.5. Dining rooms or kitchen rooms, verandas etc should not be used as sleeping apartments for those employed in business or any other persons.
- 2.6. The vendor shall not employ any person suffering from any contagious or infectious disease in the premises in any capacity.
- 2.7. No portion of dining rooms shall be utilized for preparing sweet meats, coffee etc. Such items shall only be prepared in the Kitchen room or should be brought from outside to the Campus.
- 2.8. The vendor shall not put up, nor shall be allowed to be put up any "Pan shop" at the entrance of the food court or near the premises or inside the premises allotted to him.
- 2.9. A complaint and suggestions book should always be kept with a copy of the terms and conditions of the contract at the seat of the Vendor or his clerk or Manager to enable the customers to note their complaints and suggestions therein.
- 2.10. The vendor should provide door mat of proper size made of galvanized wire coir-mate at each entrance of the dining hall or rooms.
- 2.11. It is responsibility of vendor to maintain the floors, walls, tables and chairs clean ever and hygiene all the time.
- 2.12. Every night after 8.00 P.M. all the floors of the food court should be washed and cleaned with disinfectants.
- 2.13. Sufficient spittoons with sand should be provided at the veranda corners.
- 2.14. The vendor should use every time sterilized stainless-steel plates and stainless-steel spoons, cups, saucers and Plastic covers/plastic plates/any item related to plastic usage shall be imposed to fine.
- 2.15. The Vendor shall run the food court as self-service system, and token system.

- 2.16. Arrangements should be made by the Vendor to keep the drinking water in jugs/glasses for the use of customers.
- 2.17. The Vendor shall not make use of Husk chullahs/ovens or smoke producing coals/cokes in kitchen of the food court for preparation of food items/eatables etc., **Vendor must use only the gas stoves** and make necessary arrangements for removal of fumes, hot gases etc by providing Exhaust fans and / or ventilation system as required at his own cost, as per the directions of the NIT-ANDHRA, Tadepalligudem Administration.
- 2.18. On sufficient advance notice from the NIT-ANDHRA, Tadepalligudem Administration, the Vendor shall prepare and make available any item or items in sufficient quantity/quantities for a particular occasion/purpose of group of persons as per agreed rates.
- 2.19. Apart from the items schedule in annexure, the vendor can supply other special items at prevailing market rate. But it should be with prior approval of the NIT-ANDHRA, Tadepalligudem, authorities in writing, on record.
- 2.20. The vendor should provide a separate enclosure for faculty at his own cost with decent furniture.
- 2.21. The quoted rates may be increased/decreased, in this regard the decision of NIT-ANDHRA, Tadepalligudem, and it is binding on the contract.
- 2.22. The vendor shall maintain neat and hygienic environment in and outside premises of the food court and the NIT-ANDHRA, Tadepalligudem authorities will check the food court premises periodically. If the committee feels that the premises is not neatly maintained by the vendor, a penalty to a tune of Rs.10,000/- may be levied on the vendor.
- 2.23. In the event of unsatisfactory services rendered by the Contractor/vendor, a monetary fine as penalty @Rs. 100/- per day will be imposed for every default during the period of contract. If the services do not improve subsequently, a monetary fine as penalty of Rs. 200/- per day will be imposed for the defaults this will have to be paid by the Contractor within a week on communication from the NIT-ANDHRA, Tadepalligudem failing which it will be adjusted against the Security Deposit.
- 2.24. If any short fall or misconduct or have not provided sufficient quality of food to the students at stall points, the vendor/tender will be terminated and SD also forfeited.
- 2.25. In the event of refusal to carry out work by the successful Vendor on any grounds during the contract tenure, it's security deposit shall be forfeited.
- 2.26. All statutory taxes which are applicable from time to time by the Govt. of AP/GOI are applicable at no additional cost to the institute.
- 2.27. Income Tax as applicable on the total amount disturbed by the institute to the Agency will be deducted at source by the institute under the provision of Indian Income Tax Act. Payment will be made through bank transfer after deducting TDS and any other taxes as applicable as per Government rules within 15 days of receiving the invoice and supporting document on a monthly basis through bank transfer.
- 2.28. All the work given in the tender shall be treated as one unit for execution and these shall be awarded to one party alone who would be overall lowest.
- 2.29. A vigilance committee appointed by the NIT Andhra Pradesh administration will monitor the rates displayed and the quality of services provided by the contractor and submit reports to the administration.
- 2.30. Kitchen equipment and furniture will be provided within the Scope of NIT Andhra Pradesh on rent basis (Rent will be decided by the competent authority of NIT Andhra Pradesh), the contractor shall make his own arrangements for the remaining.

3. PAYMENT TERMS:

- 3.1. The successful bidder shall pay monthly rent with allied charges (Electricity and water charges) on or before 5th of every month for preceding month.
- 3.2. In case of delay in payment, interest on that amount shall be levied as per the norms of NIT Andhra Pradesh administration for the delayed period.
- 3.3. In case of delay in paying rent for more than 3 times, a penalty decided by the NIT Andhra Pradesh administration shall be levied from the security deposit.

4. PERIOD OF CONTRACT

The work/service shall begin within 10 days of issue of Work Order/agreement. The contract is initially for a period of 2 years and may be extended for another 1 more year based on satisfactory report obtained from the Institute. The decision of the NIT Andhra Pradesh, Tadepalligudem is final and binding.

5. TIE BREAKING PROCEDURE:

In case of a tie in the least quoted price, the following tie-breaking procedure shall be applicable. The contract will be awarded to Bidder, who gets highest points by considering the below aspects.

SL. No	Description	Points	Total (50 Points)
1	No. of years of work experience only in Educational Institutions (State & Central Government). (From 26AS must be submitted for the period of Experience claimed)	1 point per each running year	Max. 15 points
2	Average turnover during the last three Financial Years.	1 Point for each crore	Max. 15 points
3	Total no. of employees to which PF paid during the Last FIVE years. (PF challans/TRRN has to be submitted for proof)	1 Point for every 100 employees	Max. 20 points

Note: The Bidders must submit the hardcopies of documentary proofs for the above items attested by gazetted officer.

I / we accept all the terms and conditions of the tender notice.

Date:

Place:

Signature of Bidder(s)

Official seal

PENALTY FOR INADEQUATE PERFORMANCE:

SL NO	DESCRIPTION	PENALTY	REMARKS
1	Use of banned items like Aji-no-moto, Baking soda, coloring items, Vanaspathi /Dalda etc and their presence in kitchen premises.	Rs. 10,000/-	
2	Presence of unwanted items in food: <ul style="list-style-type: none">• Harmful items (e.g. blade, glass, metal wires, nails, etc.)• Other items (e.g. cockroaches, cigarettes, insects, stones etc.)	Rs. 25,000/-	The contractor should prepare an alternate item immediately when such an incident is reported, pending further enquiry.
3	Presence of soft items in food: <ul style="list-style-type: none">• rope, soft plastic, cloth etc.	Rs. 5,000/-	
4	For damages caused by the contractors end to the kitchen equipment's and other items supplied by the Institute.	Twice the cost of the equipment will be recovered.	
5	Improper Waste /Garbage Disposal in specified area, Improper cleaning of utensils, kitchen area and its surroundings, Chocking of drains.	Rs. 10,000/-	
6	Adulteration /Food Poisoning by any means.	To be confirmed by the Institute	
7	Changes in approved menu of any meal without permission of warden/mess committee	Rs. 10,000/-	
8	Use of the brands not mentioned in the document without prior permission of the Institute Authorities.	Rs. 20,000/-	
9	Use of ingredients/ other items after their expiry	Rs. 10,000/-	
10	Vegetables used should be fresh and of good quality. Use of rotten or of poor-quality vegetables	Rs. 10,000/-	
11	If the quality of milk is not found up to be appropriate, or it is diluted	Rs. 8,000/-	
12	Timings mentioned in the tender or decided with the respective authority of Institute should not followed strictly	Rs. 5,000/-	
13	In case of gross failure /negligence/any misconduct with students/staff/guests etc.	Rs. 25,000/-	

**SCHEDULE – C: SCOPE OF WORK AND PREVAILING CHARGES FOR ITEMS / SERVICES
(SUBJECT TO REVISION)**

NIT ANDHRA PRADESH, TADEPALLIGUDEM

Scope of Work:

Subject:

Contract for Running of Dokka Seethamma Canteen in The Institute campus of NIT Andhra Pradesh, Tadepalligudem.

The “Dokka Seethamma Canteen” will function, in the specified area of NIT Andhra Pradesh campus, Tadepalligudem. The bidder(s) shall visit this facility and ascertain the available infrastructure before submitting the bid. Any additional requirements, necessary for efficient services, shall be taken care of by the bidder(s). The rates quoted by the bidder(s) shall include the overall operational costs related to the rendering of the items / services as well as all applicable taxes.

Area:

Sufficient area (650 sq. m) will be earmarked in the Institute.

Working Hours:

Working Hours will be intimated later by the competent authority of NIT Andhra Pradesh, Tadepalligudem.

I/We agree to the above terms and conditions specified.

Signature of Bidder(s)

Official seal and address

Annexure – I - List of Items

PERISHABLE AND NON-PERISHABLE ITEMS

S.No.	Item	Brand
1	Rice	One-year old sona masuri
2	Oil (Refined Sun Flower, Ground-Nut)	Crystal, Gold Drop, Vijaya brand, Freedom
3	Dal Arhar	Grade – I
4	Dal Chana	Grade – I
5	Dal Moong (Pesarpappu)	Grade – I
6	Dal Urad (Gundu)	Grade – I
7	Rajma	Grade – I
8	Kabuli Chana	Grade – I
9	Idly Ravva	Grade – I
10	Suji	Grade – I
11	Wheat Ravva	Grade – I
12	Salt (Crystal)	Annapurna/Tata
13	Salt (Table)	Annapurna/Tata
14	Mirchi Powder	Grade – I
15	Haldi (Turmeric Powder)	Grade – I
16	Dhaniya Powder	Grade – I
17	Mustard	Grade – I
18	Zeera	Grade – I
19	Red Chilly	Grade – I
20	Hing	Grade – I
21	Dry cloves	Grade – I
22	Elachi	Grade – I
23	Patta	Grade – I
24	Sugar	Grade – I
25	Jagri	Grade – I
26	Tea Powder	Red Label/Taj Mahal/Lipton
27	Coffee Powder	Brook Bond/Green Label
28	Cooking Gas	HP Gas/19 Kg. Commercial.
29	Soya Chunks	Grade – I
30	Maida	Grade – I
31	Basin	Grade – I
32	Corn Flour	Grade – I
33	Tamarind	Grade – I
34	Ground Nut	Grade – I
35	Putana Dal	Grade – I
36	Dry Coconut	Grade – I
38	Rasam Powder	Grade – I
39	Sambar Powder	Grade – I
40	Cashew	Grade – I
41	Vermicelli	Grade – I

42	Saboodana	Grade – I
43	Pure Ghee (Durga)	Grade – I
44	Pickles	Grade – I
45	Chole Masala	Grade – I
46	Chat Masala	Grade – I
47	Namkin	Haldiram's/Everest
48	Biscuits Pkt.	BRITANIA, PARLE
49	Noodles	Grade – I
50	Cheeki Atta	Grade – I
51	Kasuri Menthi/pkt	Grade – I
52	Fresh Mutter	Grade – I
53	Chili Sauce	Grade – I
54	Tomato Sauce	MAGGI/ANNA PURNA
55	Soya Sauce	Grade – I
56	Black Pepper	Grade – I
57	Eating Soda	Grade – I
58	Rice Flakes	Grade – I

S.No.	Item	Brand
1	Bread	Modern
2	Butter	Amul
3	Jam	Kissan/Frutop
4	Eggs Each	Grade A
5	Chicken –Skinless	Standard
6	Vegetables	
7	Onion	
8	Garlic	
9	Ginger	
10	Milk (Toned)	3 % Fat
11	Paneer	
12	Curry Leaves	
13	Coriander	
14	Green Leafy Vegetables	
15	Potatoes	
16	Pepper	
17	Coconut Full	
18	Green Chilies	
19	Butter Chiplet	
20	Curd	
21	Carrot	

Note:

1. Branded Sun flower & Ground nut oil should be used on monthly rotation basis and Vanaspathi should not be used in cooking.
2. The above commodities should be used before the expiry date.

Annexure – II – Fixed Charges

FOR NIT ANDHRA PRADESH, TADEPALLIGUDEM, DOKKA SEETHAMMA CANTEEN ITEMS				
S.No	Item Name	Weight (in Grms/ml)	Quantity in (Nos)	Price (Rs.)
Break Fast items				
1	Upma with chutney	200 g	1 plate	20
2	Plain Dosa - With chutney & sambar	200 g	1	20
3	Dosa (onion/ pesara/ carrot/ Masala) with Chutney	180 g	1	25
4	Idly with Chutney & sambar	60 g each	4	20
5	Uthappam With chutney	80 g each	2	25
6	vada Chutney & sambar	80 g each	3	30
7	Mysoor bajji with chutney	50 g Each	4	20
8	Puri With Potato Curry	60 g each	2	20
9	chapathi/Parota	80 g each	2	30
10	Pulka With potato curry	50 g Each	3	25
11	Perugu Avada	80 g each	2	30
12	Pulihora	150 g	1 bowl	20
13	Sprouts	150 g	1 bowl	30
Snacks				
14	Samosa Veg (Alu)	80 g each	2	20
15	Mirchi Bajji	60 g each	2	10
16	Banana Bajji	50 g each	2	10
17	Onion Pakodi	100 g	1 plate	20
18	Palak Pakodi	100 g	1 plate	20
19	Punugu -Small		12 Pcs	15
20	Masala Vada	50 g each	2	10
21	Bread Bajji	70 g each	2	15
22	Panu puri		6 pieces	10

23	Chat	100 g	1	20
24	Pav bajji		2 pieces	30
25	Bread omlette(2 general size bread slices +egg)	150 g	1	25
26	Omlette	1 egg	1	15
27	Egg bajji-full egg	100 g	1	15
Tea items				
1	Tea	100 ml	01 cup	10
2	Coffee	100 ml	01 cup	20
3	Milk	100 ml	01 cup	10
4	Milk with boost/bournivita	100 ml	01 cup	12
5	Masala Tea	100 ml	01 cup	12
6	Ginger Tea	100 ml	01 cup	15
7	Lemon Tea	100 ml	01 cup	15
8	Ginger Lemon Tea	100 ml	01 cup	20
9	Green Tea	100 ml	01 cup	20
10	Badam Tea	100 ml	01 cup	20
11	Black pepper milk	100 ml	01 cup	20
12	Sugar less Tea	100 ml	01 cup	20
13	Jaggery Tea	100 ml	01 cup	20
14	Dum Tea	100 ml	01 cup	10
16	Black short Tea	100 ml	01 cup	20
17	Kullad chai	100 ml	01 cup	20
18	Rusk	-	2 no. s	5
19	Osmania Biscuit	-	2 no. s	6
20	Dry Fruit Biscuit	-	2 no. s	15
Chinese Items				
1	Noodles (Veg)	200 g	1 bowl	30

2	Noodles-egg	200 g	1 bowl	40
3	Fried rice Veg	200 g	1 bowl	40
4	Fried rice- Egg	200 g	1 bowl	50
5	Chicken Fried Rice	200 g	1 bowl	60
6	Chicken Noodles	200 g	1 bowl	50
7	Gobi Manchuria	200 g	1 bowl	40
8	Gobi Fried Rice	200 g	1 bowl	50
9	Mushroom fried rice	200 g	1 bowl	50
Rice Items				
1	Lemon rice /Tomato Rice /Pudina Rice/Ghee Rice/Jeera Rice	200 g	1 bowl	50
2	Curd Rice With pickle	200 g	1 bowl	50
3	Veg -Biryani with Raitha	200 g	1 bowl	70
4	Mushroom Biryani	200 g	1 bowl	100
5	Egg -Biryani with Raitha	200 g	1 bowl	80
6	Chicken dum Biryani with Raitha	200 g	1 bowl	100
7	Chicken fried Biryani with Raitha	200 g	1 bowl	100
8	Prawn -Biryani with Raitha	200 g	1 bowl	100
9	Mutton -Biryani with Raitha	200 g	1 bowl	120
10	Mixed Biryani with Raitha	200 g	1 bowl	120
Bakery Items				
1	Veg Puff with tomato sauce	60 g	1	10
2	Egg Puff with tomato sauce	80 g	1	15
3	Chicken Puff with tomato sauce	80 g	1	25
4	Cake Pieces-any flavour	70 g	1	15
5	Pastries-Piece-Cool	85 g	1	20
6	Sandwich-veg with sauce	100 g	1	20
7	Sandwich-chicken with sauce	120 g	1	30

8	Spring Roll with tomato sauce	100 g	1	20
9	Burger-veg with tomato sauce	120 g	1	50
10	Chicken –burger with tomato sauce	140 g	1	60
11	Hotdog-veg with tomato sauce	120 g	1	50
12	Chicken –Hotdog with tomato sauce	140 g	1	60
13	Pizza-veg	125 g	1	60
14	Pizza-Non veg	140 g	1	70
15	French fries with tomato sauce	100 g	1 bowl	50
JUICE ITEMS				
1	Coconut water	250 ml	-	20
2	Kharbuja juice	250 ml	-	25
3	Grape juice	250 ml	-	25
4	pomegranate juice	250 ml	-	25
5	Beet root juice	250 ml	-	25
6	Carrot juice	250 ml	-	25
7	Orange juice	250 ml	-	25
8	Papaya juice	250 ml	-	25
9	Pine apple juice	250 ml	-	25
10	Water melon juice	250 ml	-	25
11	Cucumber juice	250 ml	-	25
12	Mosambi juice	250 ml	-	25
13	Apple juice	250 ml	-	25
14	Banana juice	250 ml	-	25
15	Mixed fruit juice	250 ml	-	30
16	Dry fruit juice	250 ml	-	50
MILK SHAKES				
1	Chocolate	250 ml	-	50

2	Banana	250 ml	-	50
3	Strawberry	250 ml	-	50
4	Pine apple	250 ml	-	50
5	Butter scotch	250 ml	-	50
6	Rose milk	250 ml	-	50
7	Badam Milk	250 ml	-	50
8	Pistha Milk	250 ml	-	50
ICE CREAMS				
1	Chocolate	100 g	-	20
2	Vanilla	100 g	-	15
3	Butterscotch	100 g	-	20
4	Strawberry	100 g	-	20
5	Dry fruit	100 g	-	60
6	Orio	100 g	-	25
7	Nuts overload	100 g	-	80
Other Items				
1	Fruit salad	200 gms	1 bowl	20
2	Vegetable salad	200 gms	1 bowl	20
3	Mineral Water bottle	500 ml	1	MRP
4	Chips	-	packet	MRP
5	Dry fruits	-	-	MRP
6	All fruits	-	-	MRP

NOTE:

- The prices mentioned above are including parcel charges.
- Apart from the above, the contractor is free to make available any food items, on MRP rates with prior approval of NIT Andhra Pradesh, Tadepalligudem.

I/We agree to the above terms and conditions specified.

Official seal & Signature of Bidder

CHECK-LIST

The Bidder may use the check-list below, to ensure that the tender submitted is complete in all respects.

Cover (a) “**Technical Bid**” should contain the following documents:

S. No	Particulars	Yes	No
1	The original tender schedule downloaded from the NIT Andhra Pradesh website.		
2	Crossed Demand Draft from National Bank towards Tender Processing Fee		
3	Crossed Demand Draft from National Bank towards EMD		
4	Previous work orders		
5	Satisfactory certificates		
6	Financial turnover certificates issued from competent authority		
7	Copy of registration of firm		
8	Copy of PAN card		
9	latest Income Tax Saral form>Returns		
10	Copy of GST registration		
11	Copy of Aadhar card		
12	Copy of FSSAI liscence		
13	Signed undertaking by the Bidder/Agency (declaration)		

Note: All the pages of the original bid document may be serially numbered and signed by the Bidder.

Signature of the Bidder with stamp

(on the official letterhead of the firm)

Ref: _____

Declaration by the Bidder

I/We hereby declare that all the terms and conditions of the tender document has/have been read by me/us and I/we accept all the terms and conditions mentioned in the tender document and shall comply with them strictly.

Further I/We hereby declare the following:

1. I/We never been blacklisted by any institution/department due to any reason.
2. I/We are ready to get our capabilities inspected by the Officer/Committee of the University, to judge the level of competency for undertaking the work.

If our bid is accepted, we undertake to:

1. Not to object our disqualification on the basis of above declaration, if found wrong and misrepresented at any point of time during contract.
2. The workers deployed will be more than 18 years and shall comply all the statutory requirements.

Place:

Bidders signature

Date:

Official Seal

FINANCIAL BID

(To be provided on letter head of the Agency)

To
The Director
NIT Andhra Pradesh
Tadepalligudem.
Sir,

Sub: Tender for Running of Dokka Seethamma Canteen in The Institute campus of NIT Andhra Pradesh, Tadepalligudem.

Ref: **NIT-ANDHRA/ESTATE/EE/D.S.CANTEEN/2020, DATED:07.02.2020**

With the above cited reference and subject, we submit herewith our financial bid.

Sl.no	Description	Quoted Rent Price in figures
1	Monthly fixed charges (Rent) towards running of Dokka Seethamma Canteen (650 sq. m area)	Rs.
Quoted Rent Price in Words:		

NOTE:

1. Quoted Rent Price should be inclusive of all applicable charges as per Central government norms.
2. Quoted Rent Price should be valid for two years from the date of signing of the agreement. Rate/ rent should remain fixed during the entire period of the contract. i.e. two years and shall not be subject to variation on any account.
3. If there is a discrepancy between the Quoted Rent Price in words and in figures, the value in words shall prevail.
4. The bid with highest quoted rent price shall be considered for selecting L1.

Date:

Signature of the Bidder with seal

Place:

Name:

Address: