

NOTICE INVITING TENDERS

(Box Tenders/Open Tenders)

(FOR PROVIDING FOOD CATERING SERVICES FOR BOTH BOYS AND GIRLS STUDENTS
AT NIT ANDHRA PRADESH CAMPUS, TADEPALLIGUDEM)



National Institute of Technology- Andhra Pradesh,

Near NH-16, Kondrupolu, Tadepalligudem-534101,

West Godavari District, Andhra Pradesh.

Phone No:08818-284710

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Newspaper Advertisement

Tender Notice:



NIT Andhra Pradesh, Tadepalligudem

Ref. No.: NIT ANDHRA/ESTATE/EE/FOOD CATERING SERVICES/2019

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

“Tender for providing Food Catering Services for both boys and girls students at NIT Andhra Pradesh Campus, Tadepalligudem”

Tender Schedules can be downloaded from NIT-Andhra Pradesh website from 04.02.2020 onwards. Along with tender schedule, bidders need to submit relevant documents in hard copies attested by gazetted officer.

The last date for submission of tenders is 05.03.2020 up to 11:00AM.

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

**Date: 04.02.2020
NIT-Andhra Pradesh,
Tadepalligudem.**

Time Schedule of various tender related events

**(FOR PROVIDING FOOD CATERING SERVICES FOR BOTH BOYS AND GIRLS STUDENTS AT NIT
ANDHRA PRADESH CAMPUS, TADEPALLIGUDEM)**

Bid document downloading Start Date/ Time	04.02.2020 at 11.00 AM
Bid document downloading End Date / Time	04.03.2020 at 05.00 PM
Pre-Bid meeting	13.02.2020 at 03.00 PM
Last Date and Time for the receipt of Bids	05.03.2020 at 11.00 PM
Technical Bid Opening Date /Time	05.03.2020 at 03.00 PM
Financial Bid Opening Date / Time	Will be intimated later
Contact Person	The Registrar, NIT Andhra Pradesh, Tadepalligudem.
Reference No:	NIT ANDHRA/ESTATE/EE/FOOD CATERING SERVICES/2019

CLARIFICATIONS

Queries, if any, can be made through e-mail only to registrar@nitandhra.ac.in on or before 13.02.2020. Queries received via any mode other than e-mail id mentioned above will 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 Financial 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

BID

Ref. No.: NIT ANDHRA/ESTATE/EE/FOOD CATERING SERVICES/2019

Dated:04-02-2020

Subject: Tender for providing food catering services for both boys and girls students at two different kitchens and corresponding dining halls of NIT Andhra Pradesh campus, Tadepalligudem.

Sir/Madam,

Bids are invited on the Box/Open Tender platform from the reputed Registered Firms/ Agencies/Bidders/Suppliers from the experienced premises of Food catering Services. The details of bidding conditions and other terms can be downloaded from the NIT Andhra Pradesh Website.

The attested copies of all the documents of Technical bid, signed undertaking of Bidder should be submitted offline mode only to Director, NIT Andhra Pradesh, Tadepalligudem.

The participating Bidder/s will have to pay tender processing fee (non-refundable) and EMD for the amounts specified in the Statement related to bids, in the form of Demand Draft drawn from any Nationalized Bank, in favour of The Director, NIT Andhra Pradesh, Tadepalligudem.

Further, the Successful Bidder shall furnish a part of a bid as Performance Guarantee specified in the Statement related to bids, to be paid in the form of Bank Guarantee as mentioned in the Tender Schedule.

NIT Andhra Pradesh, Tadepalligudem, will not accept the tenders from blacklisted companies or undependable suppliers, whose past performance with NIT Andhra Pradesh was found poor due to delayed and/or erratic supplies and those with frequent product failures, and also against whom there have been adverse reports of sub-standard quality/poor services, as defined in the other parts of the bidding documents.

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

Office Phone Number: 08818-284710.

STATEMENT RELATED TO BIDS

Bid Document Fee/ Tender processing Fee (Non-refundable)	Rs. 25,000/- by way of DD from any Nationalized bank drawn in favor of the Director NIT-Andhra Pradesh, Payable at Tadepalligudem.
EMD	Rs. 10,00,000/- by way of DD from any Nationalized bank drawn in favor of the Director NIT-Andhra Pradesh, Payable at Tadepalligudem.
Bid Validity Period	90 days from the date of opening of Financial bid
EMD validity period	90 days from the date of opening of Financial bid
Contract Agreement	One year from the date of acceptance of Work Order
Period of furnishing Performance Guarantee	Within 7 days from date of receipt of LOA
Performance Guarantee Value	5% on the work order value (in the form of BG)
Performance Guarantee Validity period	14 months from the date of commencement of services
Period for signing the Order of Acceptance	Within 14 days from date of receipt of LOA
Payment Terms (after Commencement of work)	Monthly payment after receiving the previous month allotted work schedule details and attendance particulars certified by the concerned authority
Strength of the Students	1550 ± 5%

TENDER SCHEDULE

PREMEABLE:

National Institute of Technology, Andhra Pradesh, is the 31st Institution 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.

NIT Andhra Pradesh, Tadepalligudem, invites tenders from reputed agencies / companies (no brokers, intermediaries or aggregators) for providing food catering services for both boys and girls students at different kitchens and respective dining halls of its campus as per the requirements of NIT Andhra Pradesh, Tadepalligudem, based on the eligibility criteria and general terms and conditions mentioned in this document.

NAME OF CONTRACT: Contract for providing food catering services for both boys and girls students at NIT Andhra Pradesh, Tadepalligudem.

PERIOD OF CONTRACT:

The contract shall be initially for a period of **(01) one year**, subject to satisfactory performance of services and compliance of all terms and conditions of the agreement. The contract is extendable by another **(01) one year** based on satisfactory performance and as per the norms of Government of India. The Competent Authority may allot the contract in full or a part of such contract to the next firm(s) out of the panel available with it at any time in the event of non-compliance or breach of any terms and conditions of this contract by the awarded Bidder or otherwise, if it is deemed fit to do so in the interest of the Institution, in order to ensure effective supply/supervision of these services by more than one Bidder even after the award of contract.

If the Successful Bidder has an existing contract with NIT Andhra Pradesh, for food catering services, it shall stand automatically terminated and the new contract will commence.

SCOPE OF WORK:

To prepare and serve Breakfast, lunch, snacks and dinner to both boys and girl's students, guests and visitors at different kitchens and respective dining halls of the NIT Andhra Pradesh, Tadepalligudem, on payment basis, as per menu decided by both NIT Andhra Pradesh administration and student's committee. Contractor should have one complete setup for the mess service. It is required to maintain the mess and its surroundings neat and clean. The employees of the contractor have to work under the guidance of mess manager appointed by the contractor and coordinate with the authorized representative of the NIT Andhra Pradesh.

Name and Signature of bidder with seal

Instructions:

- 1) The contractor will have to commence the job within stipulated period as per award of the contract. The food has to be prepared in clean, hygienic and safe conditions as per the menu given in Annexure-3.
- 2) The contractor shall provide adequate number of competent and well-trained staff for cooking, cleaning and dining services.
- 3) The employees of the contractor should have worked in large canteens, hostels, messes and should have the knowledge and aptitude of preparing both vegetarian and non-vegetarian food.
- 4) The kitchen, dining hall, hand wash area, dish wash area etc. will be washed with water and soap solution and mopped, after every meal (Breakfast, lunch, snacks and dinner) and be disinfected once in 7 days or as and when required.
- 5) High quality of hygiene, sanitation and safety will be maintained at kitchen and dining halls. All the surrounding area of the mess premises should be cleaned and washed daily.
- 6) Food is served through counters on self-service basis. Water should be served on the dining tables.
- 7) After every meal (Breakfast, lunch, snacks and dinner) all the utensils (plates, cups, katoris, water glasses, spoons, forks, knives etc.), are to be cleaned with soap solution with hot water, dried and kept ready for the next meal. All the vessels used for cooking also should be washed in soap solution with hot water and properly cleaned vessels should be available for use for cooking the next meal.
- 8) After every round of meal, table should be cleaned/wiped before serving next batch of students. Cleaners will not be engaged for kitchen work.
- 9) Food should also be served to the hostel rooms for sick students only as and when required with prior permission of Chief Warden.
- 10) Water coolers should be cleaned after every 3 days and should be maintained as per the instructions by the authority.
- 11) The tea spoons, table spoons, forks, knives, stainless steel tumbler glasses, katories, should made available by the contractor at his/ her own cost and the contractor will be responsible for loss of any item.
- 12) Credentials of deployed employees will be checked by the mess committee, if found unsatisfactory may be instructed to replace such employee(s).
- 13) Security of premises, equipment, fittings and fixtures, furniture etc. is the responsibility of the catering contractor.
- 14) Major civil and electrical works will be attended by the Institute. Minor maintenance jobs such as replacement of bulbs, tube lights, taps etc. are the responsibility of the catering contractor.
- 15) Commercial cylinder, cooking utensils, crockery, cutlery etc. will not be provided by the Institute Hostel. Upkeep of all items provided by the Hostel will be the sole responsibility of the caterer.
- 16) Refilling of Commercial cylinders, procurement of good quality provisions and other consumables is the responsibility of the caterer.
- 17) The dining hall will be furnished by the Institute but it shall be maintained in good decor and hygienically by the catering contractor.
- 18) The caterer shall attend mess committee meetings, as and when convened by the competent authority.

19) The timings of mess are as follows:

Breakfast: 07:00 AM to 09: AM

Lunch: 11:00 AM to 02:00 PM

Evening Tea and snacks: 04:00PM to 05:00 PM

Dinner: 06:00 PM to 09:00 PM

- 20) Any changes in the timings, menu will be determined by the committee constituted by the administration of NIT ANDHRA PRADESH.
- 21) Coupons for Parents meals and extra meals will be sold (given) to the customer either on the basis of a student writing for it in the register maintained or against cash payment for the same to the caterers. The price of the same shall be decided by the Committee in consultation with the Caterer.
- 22) In case the mess is closed on any occasion or for pest control then special dinner / lunch shall be provided, at no extra cost.
- 23) In case a special event is organized in the hostel for which food is arranged from another caterer/restaurant, the same shall be provided to the students with no extra cost to the students.
- 24) Basic menu is unlimited. Special items, vegetable fried items, chips, fruits etc. are limited.
- 25) Any special/non-vegetarian items are considered as "EXTRAS" and will not form part of the basic menu.
- 26) In case of unsatisfactory performance / any dispute whatsoever / labour dispute emergency condition or any other reason as deemed fit by the Chief Warden, the contract can be cancelled at the sole discretion of the Director.
- 27) Hygiene and overall cleanliness in and around Kitchen have to be maintained. Raw materials, ingredients etc. used for food preparation are to be of good quality. Clean, fresh, nutritious, hygienic and edible food has to be served. Any type of COOKED FOOD shall not be stored / preserved / re-served after meals.
- 28) Waste disposal three times a day is the responsibility of the caterer. Necessary logistics should be arranged by the caterer to remove the waste (both food and non- food) generated by the mess to designated waste disposing areas outside NIT campus on a daily basis.
- 29) Issues related to Hygiene in the mess
- Hygiene and sanitation standards should strictly comply with FSSAI regulations and/or prevalent norms.
 - Cleaning and Housekeeping of kitchen and dining area will be the sole responsibility of the caterer.
 - Cleaning of utensils, cutlery, crockery, kitchen equipment, furniture, and mess water coolers is also responsibility of the caterer. The highest possible standards are expected in this regard. Consumption of water for cleaning purposes should be minimum required.
 - All possible measures must be taken to ensure hygiene in the kitchen and mess. These include the provision of ample Liquid soap for hand wash at basin, hand gloves for mess workers, head caps for mess workers and other measures as advised by the council.
 - Cleaning of toilets in the Mess premises should be taken care of by the caterer.
 - Mess workers should be provided the necessary training so as to maintain the highest possible standard of hygiene, as is expected.

- The mess council would reserve the right to check on cleanliness and upkeep of premises and quality of provisions, and quality of the food.
- 30) Contractor shall be solely responsible in case of incident(s) of food poisoning etc. and shall bear the complete expenditure arising out of this for medical treatment of the boarders of the mess. In addition, penalty may be imposed on the contractor as decided by the Committee of Wardens / Chief Warden for such incident(s). Further, legal action may also be taken as per the provisions of law.
 - 31) **Daily rate (inclusive of fuel, cost of procurement of rice, wheat and all other provisions, vegetables, fruits, mineral water, unloading and loading, transportation, storage, labour and fluctuations in the rates of the commodities) per student should be quoted in the tender. The Institute will not pay any other charges for the catering services provided except the daily rate.**
 - 32) **When circumstances warrant, contractor should cater for large number of students/staff members at very short notice. Similarly, fluctuations in strength during vacation periods shall have to be accommodated.**
 - 33) The contractor and his workers must behave politely with boarders of the Mess. The contractor and his team, under any circumstances should not involve in any altercations with the boarders of the mess. In case of such situations/ under emergency, the Contractor should intimate immediately to the concerned Warden/Deputy Chief Warden/Chief Warden.
 - 34) Mess workers and cooks should be healthy and medically fit. They are required to have a regular check up with the institute Medical Officer. If any mess worker is found medically unfit, he may not be given permission to continue his duties and mess contractor has to replace him immediately without fail.
 - 35) The Hostel / Institute administration reserves the right to depute persons to act as supervisors to check the overall maintenance of the premises and proper use of the materials.
 - 36) Mess Contractor or his representative / manager is required to remain present in the mess when the food is being served in the mess.
 - 37) Smoking / drinking liquor etc. is strictly prohibited in the Institute premises.
 - 38) Storage / consumption of any alcoholic drink / liquor are strictly prohibited. The contractor shall not serve any of such substance / drink in mess / hostel. Smoking, consuming gutka, tobacco etc. is also prohibited in mess premises.
 - 39) Employment of child labour (below the age of 18 is totally prohibited. It is the responsibility of the Contractor to comply with all formalities of labour office including obtaining necessary labour license.
 - 40) The employees of the contractor should wear uniform along with a name tag.
 - 41) All expenses related to the functioning of the employees engaged by the Contractor shall be in the scope of the Contractor.
 - 42) The Contractor is solely responsible for the payment of minimum wages for their employees as per of the Government of India norms and deductions towards P.F. and E.S.I. The record of duty hours and pay structure should be maintained as per rules for inspection by authorized government personnel and NIT Andhra Pradesh and for meeting other statutory and non-statutory benefits/obligations. A copy of the all statutory levies paid by the contractor should be submitted to the Chief Warden every month.
 - 43) **In case of failure to comply with the above statutory rules, Acts, the authorities shall have the right to impose the penalty or cancel the contract.**

- 44) Contractor shall **provide light food** to the sick student/s during his/their sickness period and no extra charge will be paid for the same.
- 45) The Institute will monitor and evaluate the performance of the caterer. Grading of the caterer is done by the students based on quality, quantity, hygiene etc. Continuous bad performance will result in termination of contract. Non-compliance with menu and serving of unhygienic food will result in instant monetary fine.
- 46) Contractor must make his own arrangements for house-keeping of the dining and kitchen area allotted. House-keeping of common areas shared by the caterers must be done by them on rotation basis.
- 47) **Fly Control / Mosquito Control Measure:**
- The Service Provider shall ensure adequate, safe and effective insect-, pest-, and rodent control measures in the Mess premises.
 - At Kitchen, Main Dining Hall and in and around the mess, fly control / mosquito control measure are to be carried out by the Service provider on alternate days or on daily basis during seasons.
 - The Service provider shall make proper arrangement for spraying with appropriate approved pest control materials in and around all the dining halls on a daily basis/regularly to avoid fly / mosquito menace. The impute chemicals will be inspected by the mess – in-charge/ authorized official of the Institute at their discretion before use.
 - The service provider has to arrange for rodent control measure at the Main Dining Hall/ Kitchen/ Stores regularly.
 - The service provider shall take adequate measures to ward of domesticated/stray animals/birds from the Mess.
 - The rates quoted shall be inclusive of all the above activities.

Name and Signature of bidder with seal

PREREQUISITE ELIGIBILITY CRITERIA:

1. The firm should have registered with commercial or sales tax Authority on or before 1/4/2016.
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 7) 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 **Six crores 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 **5 years of experience** in Institutional / Industrial /Higher Educational Institute catering (Similar work) before 31.03.2019 with either of the following.
 - a. Three similar works, each costing not less than the amount equal to 2.5 crores (250 lakhs).
 - b. Two similar works, each costing not less than the amount equal to 3.5 crores (350 lakhs).
 - c. One similar work of aggregate cost not less than the amount equal to 5.5 crores (550 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.

Name and Signature of bidder with seal

Tender processing Fee, Earnest Money Deposit (EMD) and performance Guarantee:

1. Interested Bidders are required to pay a non-refundable Tender fee of **Rs. 25,000/- (Rupees Twenty-five thousand only)** in the form of DD, drawn from any Nationalized Bank in favour of The Director, NIT Andhra Pradesh, Tadepalligudem.
2. In addition, interested Bidders are required to pay a refundable amount of **Rs. 10,00,000/- (Rupees Ten lakhs only)** towards EMD and it should remain valid for a period of 90 days beyond the final tender validity period.
3. Bids received without EMD and Tender processing fee shall be summarily rejected.
4. Tender processing fee and EMD must be attached to the Technical Bid only and NOT to the Financial Bid.
5. The Successful Bidder shall furnish a Performance Guarantee of an amount equivalent to 5% of work order value, in the form of bank guarantee from any Nationalized bank. Also, the Bank Guarantee shall be renewed by the Agency from time to time, if contract is extended.
6. EMD of Bidder will be forfeited, if the Bidder withdraws or amends its bid or impairs or derogated from the bid in any respect within the period of validity of its bid.
7. Further, if the Successful Bidder fails to furnish the Performance Guarantee within the specified period, his EMD will be forfeited.
8. In case the Bidders / Successful Bidder(s) are found in breach of any condition(s) at any stage of the tender, EMD / Performance Guarantee shall be forfeited.
9. EMD will be returned to both Successful and Unsuccessful Bidders without any interest whatsoever, after allotment of Letter of Award.

METHOD OF SUBMISSION OF BIDS:

- The Bid documents can be downloaded from Institute website <http://www.nitandhra.ac.in/main/tender>.
- The bids should be filled in two bid formats with all the required documents as enclosures in separate sealed covers i.e., (a) Part-I Technical bid, (b) Part-II Financial bid
Two separate sealed covers should be specifically super-scribed as **(a) "Technical bid for providing food catering services for boys at NIT Andhra Pradesh, Tadepalligudem"** and **(b) "Financial bid for providing food catering services for boys at NIT Andhra Pradesh, Tadepalligudem"**. Both the sealed envelopes (a) and (b) are to be kept in another Master envelope, which should also be sealed and submitted.
- The Master envelope should be super-scribed with **"Tender for providing food catering services for boys at NIT Andhra Pradesh, Tadepalligudem"** and shall be addressed to "The Tender Box, C/o Director, National Institute of Technology Andhra Pradesh, Near NH-16, Kondrupolu, Tadepalligudem, A.P-534102".
- **Last date for submission of bid documents is 05.03.2020 up to 11:00 A.M.**
- Bids received after the due date and time shall be summarily rejected.
- Incomplete bids or bids not submitted in prescribed format are liable for rejection.
- Institute will not be responsible for **postal delay**.

EVALUATION OF THE BIDS:

The tender box shall be opened in the presence of Bidders, who may like to be present on 05.03.2020 at 03.00 p.m. in purchase section, **NIT Andhra Pradesh, Tadepalligudem**, Andhra Pradesh-534101.

The Technical bid should consist of all the details as specified in the schedules along with commercial terms and conditions. There should be no cost indication in the Technical bid.

A Committee duly constituted by the Competent Authority would evaluate the Technical bids submitted by the Bidders.

At first, bidders are expected to meet the Pre-requisite eligibility criteria. Bidders failing to meet these criteria or not submitting requisite supporting documents / documentary evidence for supporting the eligibility criteria, are liable to be rejected summarily. If any document produced in support of the eligibility criteria turns out not to be genuine, the EMD/Security Deposit stands automatically forfeited, whether before award of work or otherwise.

Thereafter, technical bids of the selected bidders will be evaluated further by awarding points in the following procedure.

SL NO.	DESCRIPTION	POINTS ALLOCATION	REMARKS
1	No. of years of Firm Registration Firm / Company: Partner deed (or) Incorporation companies Act. Individual: VAT/GST/Labour license documents for incorporation of His or Her business	a. 3 points, if Age of firm is 3 years. b. 5 points, if Age of firm is 4 years. c. 7 points, if Age of firm is 5 years. d. 10 points, if Age of firm is above 6 years.	Max. 10 points will be awarded
2	No. of Higher Educational Institutions/Organizations (N), the bidder provided the similar nature of services during the last FIVE years for more than 800 boarders per day. (Submit relevant Work orders and respective agreement)	$N \times 2$	Max. 10 points will be awarded
3	Average annual turnover of the bidder during the latest FIVE years ending on 31-03-2019 (In crores) (Turnover certificate duly certified by Auditor with UDIN number)	$N \text{ (No. of crores)} \times 1$	Max. 8 points will be awarded
4	Value of the single largest Executed catering contract in any Higher Education Institution or Organizations closed on / before 31.12.2019. During last five years.	$N \text{ (Total work order value in crores)} \times 1$	Max. 8 points will be awarded
5	Total no. of employees (N) currently working under the company as on 31.12.2019. (Submit Valid Labour license certificate)	$N \times 0.02$	Max. 6 points will be awarded

6	No. of workers (N) deployed in the single largest contract in any Govt. Higher Educational Institutions during the last FIVE years as on 31.12.2019. Submit relevant work order. A certificate issued by the respective Client with Competent Authority (Not less than the rank of Group A).	$N \times 0.05$	Max. 6 points will be awarded
7	No. of Highly Skilled workers (N) (with hotel management/ catering technology Certificate/ Diploma/Degree) available on the rolls of the bidder's organization for the last two years. EPF statement with TRRN	$N \times 0.03$	Max. 6 points will be awarded
8	FSSAI Registration (State/Central) under FSS Act, 2006 or relevant act applicable as on 31.12.2019.	$N \times 1$	Max. 10 points will be awarded
9	The Bidders should be registered with Income Tax, PAN, ESI, EPF, Labour License, GST during the last THREE years ending 31-03-2019 .	N (No. of registrations made) $\times 1$	Max. 6 points will be awarded
10	Quality Assessment certificate issued by Head of Organization from Higher Educational Institutions/ Organizations where the bidder provided the catering services during the last FIVE years for more than 800 boarders per day (As per Annexure-6)	Sum of Quality assessment score obtained in each certificate $\times 0.1$	Max. 30 points will be awarded
	TOTAL		100 POINTS

Note:

- a) Assessment marks for the point nos. (1 – 9) of the above table should be at least 25% on each individual score. Otherwise, bid shall be technically disqualified.
- b) Quality assessment marks in the point no. 10 of the above table should be at least 15 points. Otherwise, bid shall be technically disqualified.
- c) Overall assessment marks in the above table shall be more than or equal to 50 points. Otherwise, bid shall be technically disqualified.
- d) **Bidders obtaining more than or equal to 50 points and also satisfying (a) & (b) conditions will be considered for Financial bid opening.**

Name and Signature of bidder with seal

OPENING OF FINANCIAL BID AND EVALUATION:

Financial Bids of only the technically qualified bidders in technical evaluation will be opened. The financial bids shall be evaluated for completeness and accuracy. The Daily Rate as stated in the Annexure-8 shall be used for the purpose of evaluation of Financial bids.

The lowest bid shall be given a financial score (FS) of 100 points. The financial score (FS) of other bidders will be determined using the formula: $FS = 100 \times FP/F$, in which FP is the lowest financial bid, and F is the financial bid of the particular vendor.

Total Consolidated Score (CS) will be the sum of the 60% of the technical score (TS) and 40% of the financial score (FS) i.e. $CS = 0.6 \times TS + 0.4 \times FS$.

Bidder with the highest consolidated score (CS) will be selected. NIT Andhra Pradesh, Tadepalligudem, also reserves the right of downward negotiation of the prices quoted by the successful bidders.

TIE BREAKING PROCEDURE:

In case of a tie in the least quoted price, tie-breaking points shall be given for the following.

SL. No	Description	Points	Total (50 Points)
1	No. of years of work experience in Government Higher Educational Institutions. (From 26AS must be submitted for the period of Experience claimed)	1 point per each running year	Max. 10 points
2	No. of years of work experience in Pvt Institutions/Organizations. (From 26AS must be submitted for the period of Experience claimed)	0.5 points per each running year	Max. 10 points
3	Financial turnover of the Firm certified by Auditor with UDIN.	0.5 Point for each crore	Max. 10 points
4	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:

- 1) The contract will be awarded to bidder, who score highest points in the above table.**
- 2) In case of further tie, the bidder will be selected by a coin toss.**
- 3) 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:

Name and Signature of bidder with Seal

GENERAL TERMS AND CONDITIONS:

1. Bidder must fulfill all the requirements given in the Technical Bid and all the terms and conditions of this tender.
2. Photocopies & supporting documents submitted **should be legible and self-attested**. Only the documents as asked in the Tender must be submitted. Further, no irrelevant (or) superfluous documents are to be submitted with the Tender.
3. The Successful Bidder shall be required to execute an Agreement Deed on the format approved and supplied by this Institute on stamp papers of appropriate value.
4. The decision of the Director, NIT Andhra Pradesh, Tadepalligudem, with regard to the determining of quality of work/services done by the Agency or its employees shall be final and acceptable to the Agency.
5. The Director, NIT Andhra Pradesh, Tadepalligudem, reserves the right to get the work/services so rejected done/replaced at his own level at the risk and cost of the Agency after giving a notice in writing to it and the expenditure incurred on this count shall be recovered from the Agency from its outstanding dues or by revocation of Bank Guarantee, as he may think proper.
6. During the contract, the Agency shall deploy required number of personnel to provide the said services and immediately communicate their names, father's name, residential address, date of birth, Telephone number(s), recent passport size photograph(s) etc. in the form of data base in both hard and soft copy within 07 days from the date of their deployment or communicate any change about it from time to time.
7. The Director, NIT Andhra Pradesh, Tadepalligudem, or any other officer(s) so authorized by him shall be at liberty to carry out any surprise check on the working of the persons so deployed by the Agency in order to ensure that the required numbers of persons are deployed and that they are doing their duties satisfactorily.
8. The Food catering Personnel deployed by the Agency for the execution of the contract shall be the employees of the Agency for all intents and purposes and in no case, there shall be any relationship of employee and employer between the said persons and NIT Andhra Pradesh, Tadepalligudem, either implicitly or explicitly.
9. The persons so deployed shall be under the overall control and supervision of the Agency and the Agency shall be liable for payment of their wages etc. and all other dues within the stipulated time which the Agency is liable to pay under the various Labour Regulations and other statutory provisions. NIT Andhra Pradesh, Tadepalligudem, shall be absolved from any such liability at its own level.
10. The Agency shall be responsible for all injuries and accidents to persons employed by it. For the staff not covered under ESIC Scheme, suitable Medical policy along with Workmen Compensation policy shall be taken by the Agency.
11. As per Govt. memo No.721/Gr.(1)/81-35, dt:17.11.87. The contractor shall obtain the insurance at his own cost to cover the risk on the works to labour engaged by him during period of execution against fire and other usual risks and produce the same to the administration concerned before commencement of work.
12. Avoiding un-insulated electrical wire etc., as they would electrocute the workers.
13. The Agency shall **be responsible for the good conduct and behavior of its** employees. If any employee of the Agency is found misbehaving with the supervisory staff or any other staff member/student of NIT Andhra Pradesh, Tadepalligudem, it shall terminate the services of such employees on the recommendation of the Officer designated by the Director, NIT Andhra Pradesh, Tadepalligudem. The Agency shall issue necessary instructions to its employees to act upon the instructions given by the Supervisory staff of the NIT Andhra Pradesh, Tadepalligudem.

14. The Agency and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to it by NIT Andhra Pradesh, Tadepalligudem and shall not knowingly lend to any person or company, any of the assets of the NIT Andhra Pradesh, Tadepalligudem, under its control.
15. In the event of any loss being caused to the NIT Andhra Pradesh, Tadepalligudem, on account of negligence/dereliction of duties by the Agency or by its employee that shall be established after a joint inquiry comprising of the representatives of NIT Andhra Pradesh, Tadepalligudem and the Agency and NIT Andhra Pradesh, Tadepalligudem should get the same compensated from the Agency.
16. The Agency will not be held responsible for the damages caused to the property of the Institute due to natural calamities like lightening, earth quake, flood etc.
17. The Agency shall not appoint any Sub-Company/Agency to carry out any obligation under the contract.
18. The Agency shall take day to day instructions from the Officer/s or his Deputy of NIT Andhra Pradesh, Tadepalligudem.
19. None of the employees of the Agency shall enter into any kind of private work at different locations of the NIT Andhra Pradesh, Tadepalligudem, during working hours or otherwise. The Agency should not put its employees in different shifts at other locations other than NIT Andhra Pradesh, Tadepalligudem & they should not be employed by other agencies to do so also. In case of any violations of this kind, the Agency shall be penalized by imposing a fine of Rs. 5,000/- per employee per incident.
20. In addition, NIT Andhra Pradesh, Tadepalligudem, will have liberty to increase/decrease the total number of food catering personnel by giving a short notice of 24 hours to the Agency.
21. All food catering personnel should have working knowledge of English language.
22. The Agency shall maintain an **Occurrence Book** which will be made available to the supervisory staff of NIT Andhra Pradesh, Tadepalligudem.
23. The Food catering Personnel proposed to be deployed by the Agency shall be subject to screening by NIT Andhra Pradesh, Tadepalligudem, to ascertain their suitability and skills. The person deployed at the Institute shall be at the discretion of the Institute. Before deploying a person in NIT Andhra Pradesh, Tadepalligudem, the Agency shall furnish complete particulars and obtain approval of the designated officer of NIT Andhra Pradesh, Tadepalligudem.
24. The Agency shall ensure that the persons wear **uniform** while they are on duty in the NIT Andhra Pradesh, Tadepalligudem campus.
25. All the Food catering personnel shall be normally required to work in three shifts basis (8 hrs each).
26. No Food catering personnel will be allowed to perform double duty /continuous basis unless authorized by the Officer/s of NIT Andhra Pradesh, Tadepalligudem. **Weekly off is mandatory for all personnel as per labour laws.**
27. The Agency will get all the staff on its rolls deployed at NIT Andhra Pradesh, Tadepalligudem campus, verified of their Antecedents through Andhra Pradesh Police and a certificate to this effect be furnished by the Agency to NIT Andhra Pradesh, Tadepalligudem, within 30 days of initial deployment. The Agency should maintain proper record/documents of the same. These documents are required to be produced to NIT Andhra Pradesh, Tadepalligudem, whenever required.
28. The Agency shall nominate **one "Field Officer"** experienced in the field of food catering for taking care of queries/matters relating to general discipline, incidents, accidents relating to its deployed personnel and also for immediate interaction with NIT Andhra Pradesh, Tadepalligudem authorities.
29. That no right, much less a legal right shall vest in the Agency's staff to claim/have employment or otherwise seek absorption in NIT Andhra Pradesh, Tadepalligudem, nor the Agency's staff shall have any right what so ever to claim the benefits and for emoluments that may be permissible or paid to the employees of NIT Andhra Pradesh, Tadepalligudem. It will be the responsibility of the Agency to make it clear to their staff before deploying at NIT Andhra Pradesh, Tadepalligudem.

30. The Agency shall take all reasonable precautions to prevent any unlawful act or disorderly conduct of its staff so deployed for the preservation of peace and protection of persons and property of NIT Andhra Pradesh, Tadepalligudem.
31. In case of any complain/defect pointed out by NIT Andhra Pradesh, Tadepalligudem, authorities against any Agency's staff, the Agency shall immediately replace the person so deployed.
32. The Agency shall not be allowed to change its name and style after the award of the contract.
33. **The Courts of Tadepalligudem alone will have jurisdiction to try any matter/dispute or reference between the parties arising out of this agreement/contract.**
34. **Resolution of Disputes:** In the event of any dispute arising out of or in connection with this contract, whether during the subsistence of the contract or thereafter, the matter shall be referred to the Director, NIT Andhra Pradesh, Tadepalligudem, or any other officer nominated by the Director, NIT Andhra Pradesh, Tadepalligudem, for arbitration and the decision of the arbitrator shall be final and binding on both the parties. The Agency agrees that the arbitrator could be an employee of the Institute and shall not have any objections in this regard. The proceedings before the arbitrator would be governed by the provision of the Arbitration Act 1996.
35. **Termination of the Contract:**
The contract may be terminated in any of the following contingencies: -
- On giving three months' notice by the Agency/Institute **OR**
 - On the expiry of the contract, without any notice **OR**
 - On giving one month notice by the Institute, at any time during the tenancy of contract, in case the services rendered by the Agency are not found satisfactory and in conformity with the terms and conditions of the contract and the standard prescribed for this services **OR**
 - On Agency being declared insolvent by the competent Court of Law, without any notice **OR**
 - On assigning of the contract or any part thereof or any benefit or interest therein or there under by the Agency to any third party or for sub-letting the whole or a part of the contract to any third party, without any notice.

Provided that during the notice period for termination of the contract, in the situation contemplated above, the Agency shall keep on discharging his duties as before till the expiry of notice period.

In case of termination of contract on the grounds mentioned at **Sr. No (c)** above OR in case the Agency decides to conclude the contract before the expiry of 24 months contract period without giving three months' notice as mentioned at **Sr. No (a)** above, the Agency shall forfeit the Performance guarantee held with the Institute and the Agency shall not have any claim/right against the Institute in satisfaction of this condition.

PAYMENT TERMS:

Monthly payment to the contractor will be initiated by Chief Warden. NIT Andhra Pradesh, will ensure payment to the caterer of 90% of each month's bill within one week after the submission of actual mess bill including copies of all statements, taxes paid for the said period. The balance 10% of each month's bill shall be settled on finalization of penalties, if any along with the next month bill.

Name and Signature of bidder with Seal

Payment is based on the performance of the Service Provider as per the below assessment criterion.

Mess committee feedback form:

Sl. No	Type of Service	points	
1.	KITCHEN		
	i.	Vegetables cutting in Hygienic Conditions	___ /5
	ii.	Vessels/ Pans cleanness	___ /5
	iii.	Wearing uniform while cooking food	___ /5
	iv.	Cleanness inside preserving area	___ /5
2.	STORE HYGIENIC		
	i.	As per Brands, Fresh Vegetables	___ /5
	ii.	Items storage	___ /5
	iii.	Condition of ingredients	___ /5
	iv.	Neatness of Store	___ /5
3.	NEATNESS OF MESS		
	i.	Providing hot water for cleaning of plates	___ /5
	ii.	Neatness of tables at dining time	___ /5
	iii.	Proper dumping of food waste	___ /5
	iv.	Mess hall & surroundings cleaning	___ /5
4.	Proper Cleaning of Toilets in mess premises	___ /5	
5.	Cooking & Serving of food as per MENU	___ /5	
6.	Timeliness Service	___ /5	
7.	Quantity of food as per menu i.e., no. of grams/actual consumption whichever is higher	___ /5	
8.	Courtesy of services from Service Provider employees towards students	___ /5	
9.	Quality of food to all dining members		
	i.	Status of boiled Rice/ Status of Banana/ Status of Boiled Egg	___ /5
	ii.	Taste of Curries/ Fried	___ /5
	iii.	Snacks, Tea, Coffee and Breakfast	___ /5
Total		___ /100	

Name & Signature of the Mess Committee Member:

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Note:

1. If overall credit points are above 50 and up to 60, the fine will be 10 % in total bill amount.
2. If overall credit points are above 40 and up to 50, the fine will be 20 % in total bill amount.
3. If overall credit points are above 30 and up to 40, the fine will be 30 % in total bill amount.
4. If overall credit points are below or equal to 30 for three times in the contract period, the contract will be cancelled along with 50 % fine each time.

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 contractor 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 price of any item without permission of NIT Andhra Pradesh administration	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 to be appropriate, or it is diluted	Rs. 8,000/-	
12	Delay in any meal over the timings of mess	Rs. 5,000/-	
13	In case of gross failure /negligence/any misconduct with students/staff/guests etc.	Rs. 25,000/-	

Name and Signature of bidder with Seal

FORCE MAJEURE:

No liability shall be attached to the Bidder/Service provider for non-operation or execution of his obligation under this contract as a result of Force Majeure of any other factor beyond the control of the Bidder/Service Provider.

No liability shall be attached to the Bidder/Service provider for any damage due to natural calamities such as earthquake, war, civil, commotion and willful damage.

COMMENCEMENT OF WORK:

The Successful Bidder should start the work with effect from the date of commencement of Agreement by mutual consent. In case, it is found that the work has not been taken up from the date of commencement of Agreement, the NIT Andhra Pradesh, Tadepalligudem, at its sole discretion may cancel the work order and the Performance guarantee shall be forfeited without any further reference to the Bidder. Further, the work order will be awarded to next least quoted bidder with the same terms and conditions.

DISCLAIMER:

Even though adequate care has been taken in the preparation of this Tender Schedule the Bidder should satisfy himself that the Schedule is complete in all respects.

NIT-Andhra Pradesh not their employees make any representation or warranty as to the accuracy, reliability or completeness of the information in this Tender Schedule and it is not possible for the NIT-Andhra Pradesh to consider the investment objective, Financial situation and particular needs of each party who reads or uses the Tenders Schedule. Certain prospective Bidders may have a better knowledge of the scope of work than others. Each prospective Bidder should conduct his own investigations and analysis and check the accuracy, reliability and completeness of the information in the Tender Schedule and obtain independent advice from appropriate sources.

The Registrar, NIT-Andhra Pradesh, reserves the right to change any or all of the provisions of this tender document. Such changes would be intimated to all parties procuring this tender document. The Registrar, NIT-Andhra Pradesh, reserves the right to reject any or all the bids submitted in response to this tender document at any stage without assigning any reasons whatsoever.

Name and Signature of bidder with Seal

Prevailing charges for services (subject to revision)

1) Water charges

- The water required for running and maintaining the Mess (except cooking and drinking) shall be supplied by Institute.
- The Contractor shall ensure utmost economy in the consumption of water and shall ensure that there is no wastage of water in the Mess.
- Leaking taps shall be brought to the notice of NIT Andhra Pradesh Administration well in time to repair the same.
- The water charges **of Rs.10/- per student** per month will be recovered from the contractor's monthly bill.
- The contractor is required to provide potable water for drinking and cooking at his own cost.

2) Electricity charges (as per APSEB prevailing rate):

- The charges for electricity consumed for lights, fans and other electrical appliances in the Mess will be borne by the Contractor.
- Institute reserves the right/option to levy penalty on the contractor in case of wastage of electricity.
- The charges to the electrical consumption in the Mess which includes cooking area, dining area, chef room, store rooms, open corridors etc. will be recovered on actual consumption basis. A separate meter will be provided.

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

Signature of Caterer

Official seal and address

PERISHABLE AND NON-PERISHABLE ITEMS		
SL No	Name of Item	Brand/Grade
1	Rice	One-year old sona masuri
2	Oil (Refined Sun Flower/Ground nut oil)	Crystal, Gold Drop, freedom
3	Dal Arhar	popular, Royal, Tata
4	Dal Chana	popular, Royal, Family firm
5	Dal Moong (Pesarpappu)	Organic, Royal, Tata
6	Dal Urad (Gundu)	Organic, Tata, Fasmup
7	Rajma	Pathanjali, Royal, Green sence
8	Kabuli Chana	Tata, Royal, Green sence
9	Idly Ravva	Sri Lalitha,Royal
10	Sooji	Priya/Bhagaya lakhmi/Royal
11	Wheat Ravva	Priya/Royal
12	Salt (Crystal)	Annapurna/Tata /Ashirwad
13	Salt (Table)	Annapurna/Tata /Ashirwad
14	Mirchi Powder	Ashirwad, Eastern, Aachi
15	Haldi (Turmeric Powder)	Ashirwad, Catch, Eastern
16	Dhaniya Powder	MTR/ Everest / Priya
17	Mustard	popular, Royal
18	Zeera powder	Catch, Everest, Priya
19	Red Chilly	Ashirwad,Eastern,Aachi
20	Hing	GD/SSS
21	Lavanga	Standard Grade
22	Elachi	24 Mantra/ Pronature
23	Patta	Standard Grade

24	Sugar	Grade One
25	Jagri	Standard Grade
26	Tea Powder	Red Label,Taj Mahal ,3Roses, lipton
27	Coffee Powder	Brook Bond, Green Label, Bru
28	Cooking Commercial Gas	HP Gas/19 Kg, Indian Gas /19 Kg, Bharath Gas/19 Kg.
29	Soya Chunks	forture
30	Maida	Golden harrest / JD
31	Basin	Standard Grade
32	Corn Flour	GM/ Organic
33	Tamarind	Standard Grade
34	Ground Nut	24 Mantra/ Organic
35	Putana Dal	Dadi/24 mantra/popular
36	Dry Coconut	Tulasi/ Sri Gopal
37	Rasam Powder	MTR/ Everest / Ashirwad
38	Sambar Powder	MTR/ Everest / priya
39	Cashew	Evergreen, Signature
40	Vermicelli	priya, bombind
41	Saboodana	royal, star
42	Pure Ghee	Durga, jersy, nanda gopal
43	Pickles	Priya,Ruchi
44	Chole Masala	MTR/ Everest /priya
45	Chat Masala	MTR/ Everest /priya
46	Namkin	BTW
47	Biscuits Pkt	Good day, Britaniya,Unibix
48	Noodles	Maggi, Yipee, Nestle
49	Chekki Atta	Ashirwad,BTS, Shalimal
50	Kasuri Menthi/pkt	Everest,BSF,Pushp

51	Fresh Mutter	Standard Grade
52	Chilly Sauce	kisan, Maggi
53	Tomato Sauce	kisan, Maggi
54	Soya Sauce	Chings, Goldencrown, Elmac
55	Black Paper	Urban Platter
56	Eating Soda	Standard Grade
57	Rice Flakes	Baghaya lakshmi
58	Bread	Modern, Britaniya, Meena
59	Butter	Amul, Jeersy, Nandini
60	Jam	Kissan/Fruitop
61	Eggs Each	Grade A
62	Chicken –Skinless	Standard/Fresh
63	Vegetables	Standard/Fresh
64	Onion	Standard/Fresh
65	Garlic	Standard/Fresh
66	Ginger	Standard/Fresh
67	Milk (Toned)	Grade One
68	Paneer	Milky mist, Amul
69	Curry Leaves	Standard/Fresh
70	Coriander	Standard/Fresh
71	Green Leafy Vegetables	Standard/Fresh
72	Potatoes	Standard/Fresh
73	Pepper	Grade One
74	Coconut Full	Standard/Fresh
75	Green Chillies	Standard/Fresh
76	Butter Chiplet (10 gms)	Grade One
77	Curd	Standard/Fresh

78	Carrot	Standard/Fresh
79	Mango powder	Everest, catch, Eastern
80	Semiya	Bambino, MTR, Savorit
81	Vinegar	WEIKFIELD, SIL
82	Garam masala	Everest, MTR, Priya
83	Poha	Silver star, 24LM Organic
84	Milk	Standard/Fresh
85	turmeric	Grade One
86	Nutritional powders	horlicks/Boost/bournvita

Note:

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

Name and Signature of bidder with Seal

NATIONAL INSTITUTE OF TECHNOLOGY, ANDHRA PRADESH.
(PROPOSED MENU FOR ALL HOSTELS)

Annexure- 3

	Breakfast	Lunch	Evening Snacks	Dinner
Compulsory Menu	Tea, Coffee, Milk (1 glass of 200 ml), Bread toasted (4 slices) with Butter and Jam (20 gms each) Sprouts (50 gms each) Breakfast should be unlimited.	Rice, Indian bread, gravy curry, Daal, dry curry, Sambar, curd (100 gms), sweet, fryums or papad, pickle, salt, sugar, Lemon slices, Veg salad – any 3 [Cucumber/onion/Radish/tomato/beetroot/Carrot/mix veg salad]	Tea/Coffee/ Milk	Rice, indian bread, gravy curry, Daal, dry curry, Rasam, fruit, papad/fryums, curd, pickle, salt, sugar, Lemon slices, Veg salad – any 3 [Cucumber/onion/Radish/tomato/beetroot/Carrot/mix veg salad]
Monday	compulsory menu items +one Breakfast Item out of the listed items	compulsory menu items + one rice item with Raitha from the list	Tea/Coffee/Milk & Masala Vada (4 Nos) each 40 gms	compulsory menu items with one north Indian paneer gravy curry in place of gravy curry.
Tuesday	compulsory menu items+one Breakfast Item	compulsory menu items	Tea/Coffee/Milk & Bhelupuri 150 gms	compulsory menu items + one rice item with Raitha from the list
Wednesday	compulsory menu items +one Breakfast Item	compulsory menu items +non-vegetarian curry+one rice item with Raitha from the list	Tea/Coffee/Milk & Samosa (4 Nos)	compulsory menu items +Ice cream 2 scoops per person
Thursday	compulsory menu items+Maggi (250 gms) + Tomato Sauce	compulsory menu items + one paneer dry instead of veg dry	Tea/Coffee/Milk & Sandwich-2 sets (4 slices)	compulsory menu items Plus One rice item with Raitha +Piza 100 gms/ Veg. noodles
Friday	compulsory menu items+ One breakfast item	compulsory menu items + one rice item with Raitha	Tea/Coffee/Milk & Onion pakoda (100 gms)	compulsory menu items Plus Veg biriyani (instead of rice and dry curry), raitha Ice Cream 2 scoops per student
Saturday	compulsory menu items+one Breakfast Item	compulsory menu items + one paneer curry in place of gravy curry _ tomato soup	Tea/Coffee/Milk + Bun cutlet – 3 Nos 75 gms each)	compulsory menu items, + one rice item with Raitha from the list
Sunday	compulsory menu items+one Breakfast Item	Compulsory item + paneer curry (instead of gravy curry) + rice item with Raitha from the list	Tea/Coffee/Milk + Mirchi Bajji (2 Nos)	Cholapur 2 Nos with chenna masala, non-vegetarian curry, curd rice, rice item with raitha.
TABLE				
Compulsory Extras at agreed price (to be made available every day)	Omlet [Full/Half Fried], Boiled Egg. Egg Dosa Small pocket of Corn Flakes. Bournvita, Boost, Horlicks , Milkshakes,	Omlet [Full/Half Fried], Boiled Egg, Noodles [veg/egg/chicken] Fruit Juices Non veg curry	Milkshakes, Biscuits	Omlet [Full/Half Fried], Boiled Egg, egg/chicken Biryani
		Non Veg curry to be provided 2 times in a week (one on Wednesday compulsory)		Non-veg (Mutton, Fish, Chicken) non veg curry to be provided 3 times a week (one on Sunday compulsory)

Note: Chutney, Daal and Sambar should not be watery. Appropriate proportion of coconut and / or pulses must be used.

Breakfast Items (Menu)	<ol style="list-style-type: none"> 1) Aloo Paratha (3 No.s) +pickle + curd (100 ml) 2) Gobi Paratha (3 No.s) + pickle + curd (100 ml) 3) Poha (200 gms) + sprouts 4) Idly (50gm each – 4 Nos.)+ Vada (40 gms each – 2 Nos.) + Sambar coconut/groundnut chutney 5) Maggi / Topramen (250 gms) + Tomato sauce 6) Dosa (120 gms - 2 Nos) +alu-onion curry (30 gms) + chutney + sambar 7) Sewai upma (200 gms) + chutney + sambar 8) Puri with gravy curry (4 Nos) 9) Mysore Bonda 6 Nos with samabar and chutney
Indian Breads (Menu)	<ol style="list-style-type: none"> 1) Phulka(10 times a week) 2) Poori (1 time a week) 3) Plain paratha (1 time a week, made of wheat flour) 4) Methi paratha (1 time a week) 5) Aloo paratha 6) Gopi paratha 7) Bhatura
Rice items (un limited)	<ol style="list-style-type: none"> 1) Biryani 2) Pulav 3) Matter Pulav 4) Veg Fried rice 5) Tomato rice 6) Tamarind Rice 7) Ghobi fried rice
Gravy Curries (Menu) Note: No item should repeat more than once in 5 Days.	<ol style="list-style-type: none"> 1) Alu tamatar 2) Mix veg curry 3) Chana masala 4) Paneer butter masala(50 grams paneer) 5) Palak paneer(50 grams paneer) 6) Kadai paneer(50 grams paneer) 7) Chillee paneer (50 gms paneer) 8) Paneer recipes 9) Alu Gobhi 10) Brinjal curry (Gutti Vankaya) 11) Ladies Finger curry 12) Alu Brinjal mixed curry 13) Drumstics curry 14) Masala Egg
Dry Curries (Menu) Note: No item should repeat more than once in 4 Days.	<ol style="list-style-type: none"> 1) Alu gobi matar masala 2) Cabbage capsicum 3) Alu-capsicum 4) Beetroot chana 5) Bhindi masala fry 6) Baigan bharta 7) Alu carrot peas masala 8) Brinjal Fry
Daals (Menu)	<ol style="list-style-type: none"> 1) Toor dal 2) Moong dal 3) Dal makhani 4) Rajma masala 5) Mix dal 6) Kadhi with pakoda 7) Mysore dal 8) Arhar Dal 9) Tomato Dal 10) South Indian Dals
Sweets – 75 gms (Menu)	<ol style="list-style-type: none"> 1) Gulab jamun 2) Carrot halwa 3) Kala jamun 4) Badushah 5) Jalebi 6) Ice cream cup – 100 ml of Vanilla/black currant, chocolate, Mango, Kesrai, Badam. 7) Sooji-halwa 8) Rasmalai 9) Rasmalai 10) Rasagulla 11) Double ka meeta

Fruits	1) Banana (green, yellow) – 100 gms. (not more than thrice a week) 2) Seasonal – 150 gms 3) Orange 4) Water melon– 250 gms 5) Papaya– 150 gms
Fruit Juice	1) Mango 2) Banana Milk shake 3) Orange 4) Pineapple 5) Lime water 6) Watermelon 7) Grapes 8) Badam milk
Snacks	1) Alu Samosa 2) Cake (2 pieces for person) 3) Alu Pakoda 4) Onion Pakoda 5) Bakery biscuits 6) Gobi Manchuria 7) Mixture 8) Veg Puff 9) Pani Puri 10) Mirchi Bajji 11) Bonda

Note: All the items in the meal are unlimited in quantity except the following:

- Milk – 1 cup of 200 ml.
- Curd/Raitha – 150 ml. (Curd with 3% fat undiluted milk)
- Sweet
- Fruits
- Branded Ice cream

Coffee/tea: All residents have a choice to mix coffee/tea in milk. Coffee/tea in a container shall be kept at the counter at the time of breakfast. Coffee powder sachets to be kept along with milk for making coffee by the students.

Other points to note:

- Paneer item to be served two times in a week.
- Boiled Egg to be served twice in a week.
- Aloo Paratha/Gobi Paratha/Methi Paratha with curd to be served once in a week.
- Ice cream to be served two times in a week.
- **Extras:**
 - Atleast 2 items to be made available during the breakfast
 - Atleast 2 items to be made available during the lunch
 - Atleast 2 items to be made available during snack time
 - Atleast 3 items to be made available during the dinner (One among them should be a small ice cream cup)

MESS REPRESENTATIVES:

3rd year:

1. SOWMYA(611782) *Y. Jay*
2. HARSHINI(411780) *V-Sri Harshini*
3. UTKARSH(311744) *Utthar*
4. ATUL(711703) *Atul Pandey*
5. GUNANAND(711715) *Gunanand*

4th year:

6. JAHNAVI(211615) *P. Jahnvi*
7. UMESH YADAV(411675) *Umesh Yadav*

MESS WARDENS:

1. *K. Hime Bhal*
2. *Smriti*
3. *mes wardens*

This menu is designed by a group of students and few faculty along with a medical officer
[Signature]
07/11/15

PART-A (TECHNICAL BID)

All the commercial conditions shall also be indicated in this part. Deviations, if any, to our specifications shall be brought out very clearly. Bidders shall mention point-wise and conform to technical specifications given in our Enquiry.

S No.	Particulars	Details
1	Bidder's name	
2	Registered office and Address	
3	Working Place of the office	
4	Year of Establishment	
5	Type of Firm (Ownership, Partnership, Pvt Ltd or Ltd Co.)	
6	Details of ownership (Name and Address of the Board of Director, Partners etc)	
7	Name of the authorised signatory who is authorised to sign all the relevant documents (power of attorney, if any to be submitted)	
8	Contact Details	
	Name of the contact person	
	Designation	
	Telephone Number (Office)	
	Mobile Number(s)	
	Email Id	
9	Address for communication	

10	Registration Numbers:	
	Firm Registration No.	
	FSSAI No.	
	GST No.	
	EPF No.	
	ESI No.	
	Labour License No.	
	Any other registration which is mandatory for such agencies stipulated by concerned authorities:	
11	Is it a latest ISO Certified company	YES/NO
12	PAN Number	
13	Total Annual Turnover for last three years	2016-17: Rs 2017-18: Rs 2018-19: Rs
14	Whether Agency has been blacklisted by any Govt or Semi-Govt. organization or any other organization? If yes, provide details	YES/NO
15	Do you accept all terms and conditions of tender document and signed the tender document?	YES/NO
16	Do you have necessary license(s) to provide food catering services? If yes, provide details	YES/NO
17	Do you agree to provide services as per the Institute's requirement?	YES/NO
18	No. of years of service in the field of food catering services	
19	Have you submitted the previous work order(s), work completion certificate(s), satisfactory certificates, audited accounts statement / bank statement?	YES/NO
20	DD Number, Amount and Date of the EMD submitted	
21	Bank Particulars	

Account name	
Type of A/C: (SB/CA/CC)	
A/C No.	
IFS code	
Name of the Bank	
Branch	

Enclose all certificates in support of above statements.

Date:

Place:

Authorized Signatory

Name:

Designation:

Company:

Contact No.

Company Seal

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	Signed 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	Experience certificates		
5	Relevant work orders		
6	Work satisfactory certificates		
7	Financial turnover certificates issued from competent authority		
8	List of present clients with address & phone numbers		
9	Attested and Submitted all the relevant hard copies		
10	latest Income Tax Saral form>Returns		
11	Copy of registration with labour Department		
12	Copy of PAN card		
13	Copy of GST registration		
14	Copy of EPF registration		
15	Copy of ESI registration		
16	Copy of Latest ISO Certificate		
17	Copy of FSSAI registration		
18	Signed undertaking by the Bidder/Agency (as per annexure-7)		

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

Signature of the Bidder with stamp

CA CERTIFICATE FORMAT

This is to certify that M/s _____, having their Registered Office at _____, who is registered with EPF, ESI, Service Tax and have the Annual turnover (in rupees) for the past **03 years** as mentioned below.

Turnover	2016-17	2017-18	2018-19
Total Turnover of the firm			
Total Turnover for Food catering services			

It is further stated that, the above firm has paid all the statutory dues to the respective agencies as on this date.

Seal and Signature of the Auditor

FORMAT FOR QUALITY ASSESSMENT CERTIFICATE
FOR CATERING SERVICES

(TO BE TYPED ON THE LETTER HEAD OF INSTITUTE/ORGANIZATION)

(Please provide your honest assessment of the quality of the catering services provided by the aforementioned agency based on the following criteria)

Name of the firm: _____

Period of service availed from the contractor: _____ to _____

Average number of diners during the period of the contract: _____ Value of the contract Rs. (in lakhs) _____

Please give numeric value 0 to 5 (5- Excellent, 4-Very good, 3-Good, 2-Average, 1-Poor, 0-Very Poor) for each of the items given below:

1. The contractor's response has been prompt and as required by the administration ()
2. All the managers were professionally trained having valid degree/diploma / certificate in hotel management / catering technology from approved Institute ()
3. All the managers have been punctual and performed their duties with complete responsibility ()
4. There have been no removals or replacement of managers on the ground of indiscipline, substance abuse, negligence, criminal record, driving mishap, etc. ()
5. Quality of food ()
6. Quantity of food ()
7. Any record of accidents ()
8. Health and hygiene and proper cleanliness and any service disruption ()
9. Any collective feedback from client/students about noncompliance of service ()
10. Whether the staff is proficient in their respective work ()

Overall Score: _____ out of 50.

Note: Quality Assessment Certificates shall only be considered with relevant work orders and Satisfactory Certificates and shall also be attested with gazetted officer.

Signature and Seal of the Assessor

DECLARATION

(To be provided on letter head of the Bidder
and submit along with Technical bid)

I / We _____ do hereby certify that our firm is not blacklisted and no enquiries / cases are pending against us by Govt. of India / Govt. of Andhra Pradesh or by any State Board Universities, since inception of the firm / company.

All the terms and conditions given in the tender draft "**for providing food catering services for both boys and girls students at NIT Andhra Pradesh Campus**" issued by NIT Andhra Pradesh, Tadepalligudem, are acceptable to us.

We also certify that the information mentioned in the submitted documents is true and complete in every respect and explicitly agree that in case at a later date it is found out by the Institute (NIT Andhra Pradesh, Tadepalligudem) that any details provided herein by us are incomplete/incorrect, any contract given to us may be summarily terminated forthwith, our firm may be blacklisted, and that the Institute may also initiate any other legal/penal proceedings, as deemed fit by it.

Date:

Place:

Authorized Signatory

Name:

Designation:

Company:

Contact No.

Company Seal:

PART-2. FINANCIAL BID

(To be provided on letter head of the Agency)

To

The Director
NIT Andhra Pradesh
Tadepalligudem.
Sir,

Sub: Tender for providing food catering services for both boys and girls students at NIT Andhra Pradesh, Tadepalligudem.

Ref: **NIT ANDHRA/ESTATE/EE/FOOD CATERING SERVICES/2019, DATED:04.02.2020**

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

Sl.no	Description	Base rate fixed per student per day (Rs.)	Rate quoted per student per day (Rs.)
1	Breakfast, Lunch, Snacks and Dinner as per the Menu given in Annexure-3	Rs. 120/-	
	In words ()		

NOTE:

1. Rate quoted should be exclusive of all taxes/levies (service tax /GST and any other statutory Central/State Govt. taxes).
2. Rate quoted per student per day shall **not be greater than OR Less than 5%** of the Base rate fixed per student per day. If not, the bid shall be summarily rejected.
3. **Rate quoted should be valid for one year from the date of signing of the agreement. Rate/ price should remain fixed during the entire period of the contract. i.e. one year and shall not be subject to variation on any account.**
4. No claim for compensation or loss due to fluctuations in the market rate of any item or any other reasons/ causes will be entertained.
5. If there is a discrepancy between the rate quoted in words and in figures, the value in words shall prevail.
6. **Bidder with the highest consolidated **score (CS)** shall be selected as L-1.**

Date:

Signature of the Bidder with seal

Place:

Name: