

NOTICE INVITING TENDER FOR PROVIDING CATERING SERVICES
ON CONTRACT BASIS AT IIM TIRUCHIRAPPALLI HOSTEL MESS
Tender No. IIMT/MESS/01/2020 dated: 16/05/2020

Details	Date	Time	Venue
Date of issue of Tender Document	16/05/2020 (Saturday)	17.00 Hrs. onwards	-
Pre-bid Meeting	26/05/2020 (Tuesday)	11.00 Hrs.	Dean's Office Meeting Room, IIM Tiruchirappalli
Last date for receipt of Tenders at IIM Tiruchirappalli	08/06/2020 (Monday)	Upto 17:00 Hrs.	-
Opening of Master Envelope and Technical Bid(Cover 1)	09/06/2020 (Tuesday)	11.00 Hrs.	Dean's Office Meeting Room, IIM Tiruchirappalli
Opening of Price Bids of Eligible Vendors (Cover 2)	12/06/2020 (Friday)	11.00 Hrs.	Dean's Office Meeting Room, IIM Tiruchirappalli
Tender Document	The tender document can be downloaded from the IIMT website www.iimtrichy.ac.in/tender		
Name of Work/ Service	Providing Catering Services on contract basis to IIMT Hostel Mess.		
Brief Scope of Work	Providing Breakfast, Lunch, Evening snacks and Dinner for around 500 hostel students of IIMT, on fixed, "daily rate per student" basis.		
Cost of Tender Document (Non refundable)	Rs.1,180/- (inclusive of GST) has to be remitted through NEFT to IIM Tiruchirappalli , SB A/c.No.32170808935, IFSC Code: SBIN0071187 of SBI, IIM Tiruchirappalli. A copy of the payment transaction receipt has to be attached with the application form, without which the bid won't be considered.		
EMD Amount (Refundable to unsuccessful Bidder)	Rs.3,00,000/- (rupees three lakhs) has to be remitted through NEFT to IIM Tiruchirappalli , SB A/c. No.32170808935, IFSC Code: SBIN0071187 of SBI, IIM Tiruchirappalli.. A copy of the payment transaction receipt has to be attached with the application form, without which the bid won't be considered		
Security Deposit (SD) (Refundable)	Rs. 15,00,000/- (Rupees fifteen lakhs) - <i>The SD amount, less the EMD amount already paid, will have to be remitted to IIM Trichy within ten working days along with the letter of acceptance from the receipt of the Work Order, failing which the work order will stand cancelled.</i>		
Address for submission of Tender	The Chief Administrative Officer (i/c), Indian Institute of Management Tiruchirappalli, Pudukkottai Main Road, Chinna Sooriyur Village, Trichy - 620 024.		
Mode of Submission of Tender	Speed Post/Registered Post/Courier OR Hand delivery – during office hours (9.30 to 17.00 hrs) only (To be submitted to Dispatch Section of IIMT @ Administrative Wing – II Floor and obtain acknowledgement)		



Notice Inviting Tender

OVER VIEW

1. Indian Institute of Management Tiruchirappalli (IIMT), an Institute of National Importance, established by the Ministry of Human Resource Development, Govt. of India, is the eleventh IIM and was instituted on 4th January 2011. More details about IIMT are available in our website www.iimtrichy.ac.in.
2. IIMT invites sealed Tenders through advertised tender enquiry from competent and experienced Catering Contractors for providing catering services at **IIMT Hostel Mess**, on contract basis for approximately **500 students (boys & girls)**.
3. The bidder(s) should remit a Non-Refundable Tender document fee of **Rs. 1,180/-** (inclusive of GST) through online transfer to “IIM TIRUCHIRAPPALLI” as per the bank details provided at Page one. A copy of the payment transaction receipt has to be attached with the tender application, without which the tender won't be considered for bidding process.

EARNEST MONEY DEPOSIT

4. The bidder(s) should remit an Earnest Money Deposit (EMD) of **Rs. 3,00,000/-** (Rupees three lakhs only) through online transfer to “IIM TIRUCHIRAPPALLI” as per the bank details provided at Page one. A copy of the payment transaction receipt has to be attached with the tender application form, without which the tender won't be considered for the bidding process.
5. The EMD of the successful bidder will be adjusted against the Security Deposit due to be paid. The EMD of the unsuccessful bidders will be released after finalization of the tender. No interest is payable on the earnest money.

SCOPE OF WORK

6. The essence of the contract is to prepare and serve food (Breakfast, Lunch, Evening snacks and Dinner) for around **500 students** at IIMT Hostel Mess, on contract basis at agreed on fixed, “**daily rate per student**” basis, for a period of one year. The scope of work includes the following:
 - a Procurement of LPG commercial cylinders, fresh groceries, vegetables, raw materials and other ingredients for running of the Hostel Mess, as per the menu prescribed in **Annexure-III**, out of catering contractor's own expenses and arrangements.
 - b Cooking and Serving the Breakfast, Lunch, Evening snacks and Dinner.
 - c Deployment and supervision of required number of service personnel such as cooks, servers, cleaners, storekeeper and supervisors etc., for running the mess.
 - d Management and control of stocks and inventories.
 - e Cleaning and moping of kitchen, dining halls and auxiliary areas three times in a day.
 - f Cleaning of plates with the dish washer three times a day and cleaning of utensils.
 - g Cleaning of the kitchen drains on continuous basis.
 - h Cleaning of wash basins.
 - i Cleaning of dining hall tables and chairs after each meal.

- j Maintenance of the equipment in the kitchen and dining hall. Proper use of equipment is the responsibility / liability of the Bidder.
- k Proper collecting and storing of food and vegetable waste and safe disposal of the same outside the campus.
- l Safety and Security of workers deployed by the caterer, equipment, utensils and other items in the kitchen and dining hall.
- m Maintenance of records and documents related to running of the mess and statutory compliances as per prevailing labour laws and other statutory compliances.
- n The contractor should be in a position to cater to the tastes of North Indian, South Indian and Jain Food. Thus, the successful bidder (i.e., caterer) has to provide Breakfast, Lunch, Evening snacks and Dinner on fixed “*daily rate per student*” basis.
- o Basic menu is unlimited. However, the special items such as fried vegetable items, chips, curd, sweets, fruits, special vegetarian / non-vegetarian etc., are limited.
- p Special items of Vegetarian / Non vegetarian are to be made available as extras at the rates mentioned in *Annexure – IV*.
- q Providing any other catering services for Institute’s events, which shall be considered necessary by IIMT at subsidized rates, from time to time. Such catering services either shall be arranged within the mess facility or independently outside the mess area but within the Campus of IIMT.
- r *The selected contractors shall provide catering service for a period of one year. However, the contract may be extended for a further period of up to two years on yearly basis, if services of the Caterer is found to be satisfactory, on the same terms and conditions and at the sole discretion of the Institute.*

BASIC ELIGIBILITY CONDITIONS FOR SUBMITTING BIDS

1. The bidder(s) should be registered with the Goods and Services Tax council for the purpose of Goods & Service Tax (GST). A copy of the GST registration certificate has to be submitted with the tender document. A copy of GST Registration Certificate, PAN and Bank account details should be submitted along with the Technical Bid. The names appearing on all these documents and tender document should be same or linked.
2. Bidders should be regular in filing Income-Tax returns. A copy of Income tax returns and audited accounts statement for last two consecutive financial years (2017-18 & 2018-19) and unaudited financial statement of 2019-20 should be submitted.
3. The average annual turnover of the bidder(s) should be at least Rs. **200 lakhs** (Rupees two hundred lakhs only) in the last three consecutive financial years.
4. The bidder should have experience in having successfully run the catering services during the **last three consecutive years ending 31st March 2020**. (Proof to be attached).
5. During the last three years the bidder should have undertaken;
 - a) Three similar works (Preferably two of them in a Hostel Mess of a renowned Educational Institution) each having at-least 300 persons on its dining strength (each dining), with total turnover of atleast of INR 100 lakhs across three years.

OR

- b) Two similar works (Preferably two of them in a Hostel Mess of a renowned Educational Institution) each having at-least 300 persons on its dining strength (each dining) and one similar work (Preferably in a Hostel Mess of a renowned Educational Institution) having at-least 400 persons on its dining strength (each dining), with total turnover of atleast of INR 120 lakhs across three years.

OR

- c) Two similar works (Preferably one of them in a Hostel Mess of a renowned Educational Institution) each having at-least 400 persons on its dining strength (each dining), with total turnover of atleast of INR 140 lakhs across three years.

OR

- d) One similar work (Preferably in a Hostel Mess of a renowned Educational Institution) having at-least 500 persons on its dining strength (each dining), with total turnover of atleast of INR 180 lakhs across three years.

Copy of the work orders pertaining to the above mentioned works should be attached with technical bid.

- **Note: Similar nature of work means;**

(A) Running of Hostel Messes successfully in renowned Educational Institutions such as IIMs, IITs, NITs, AIIMS / Central Universities / State Universities / Deemed Universities / Renowned Private Educational Institutions / Universities or any Academic Institution functioning under Ministry of Human Resources Development;

(B) Running of executive canteen/Mess in large organizations / Institutional Canteens successfully in the State/ Central/ PSUs/ PSBs/Private Sector. Details of current and previous works to be provided in the given format (Refer **Annexure-1(B)**, item 24&25).

6. **Average Annual Turnover:** The bidders average annual turnover (gross) in Catering Services during the last three consecutive financial years i.e., 2017-18, 2018-19 & 2019-20, duly audited by Chartered Accountant, should not be less than **INR 200 lakhs** (Rupees two hundred lakhs only). Copy of the Audited financial statements for 2017-18 & 2018-19 and unaudited financial statement for 2019-20 should be attached. The year in which no turnover is shown would also be considered for working out the average.
7. **Performance Certification:** The bidders' performance for each work completed in the last three years and work in hand should be certified by the responsible official from the concerned organization with verifiable contact details. The certificate(s) should be enclosed with Technical bid. The Institute officials may also contact the past and present clients to verify the credential of the certificates and also to get on the spot information regarding quality of services provided etc.,
8. The Bidder should have a valid License under Food Safety and Standards (Licensing and Registration of Food Business) Regulations 2011 issued by Food Safety and Standards Authority of India.
9. The bidder should have registered with the appropriate registration authorities (Employees Provident Fund, Employees State Insurance, Labour Office, etc.).

10. The bidders should not be blacklisted by any client and any department of the Government of India in the past. There should not be any criminal case registered against the bidding firm or its owners/partners anywhere in India. An undertaking to this effect in the Company letter head duly signed by the owner / partner or both to be enclosed, as per **Annexure-IX**.
11. The tenders of the bidder(s) not in possession of valid statutory registrations / permits are liable for rejections.

DETAILS OF APPROXIMATE NUMBER OF DINERS AND REQUIREMENT OF EQUIPMENT

a)

Sl. No.	Dining Facility	No. of Students (Approx.)	Available facilities
1.	Hostel Mess	500	Well-furnished kitchen and two A/c Dining halls with a seating capacity of around 300 persons at a time.

- b) Type of kitchen equipment and dining hall facilities provided by the Institute are detailed in **Annexure V**. Dining table and chairs will be provided by the Institute. Apart from this equipment, the contractor has to bring equipment, if necessary, at his own cost. Provision of stainless steel utensils like plates, tumbler, spoon etc., to be necessarily the responsibility of the Bidder.

PROCEDURE FOR SUBMISSION OF TENDER

12. The tender document should be downloaded from the IIMT website www.iimtrichy.ac.in/tender
13. Bidder shall go through the tenders published on the website and download the required tender documents/Annexure for the tenders he/she is interested. Bidder should fill up in the prescribed format about the qualification and eligibility.
14. After downloading / getting the tender document / Annexures, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
15. The bidders should not make any changes or amendment in the tender document as published in the IIMT website.
16. All correspondence and documents relating to the tender shall be written in English.
17. No paper / page shall be detached from the tender document. No addition or alteration should be made in the tender document.
18. The tender document should be filled in legible handwriting/printing/typing without any ambiguity. If any correction is necessary, the same should be made after scoring out the old entry. All the corrections should be attested with full signature of the bidder with date.



19. It is construed that the bidder has read all the terms and conditions before submitting their offer. An undertaking as given in the **Annexure-XII** to the effect of stating that the terms and conditions of the tender have been read and abided by the tenderer shall be furnished.
20. Bidder should take into account the corrigendum/Addendum published from time to time before submitting the bids.
21. The bids shall be submitted in TWO-BID SYSTEM (Technical Bid and Financial Bid), by the reputed and experienced bidder(s) established and functioning having valid licenses, certificates and relevant experience in the field of providing catering services on contract basis to any Govt. Organization, Educational Institution, Public Sector Undertaking (PSU), or any other reputed private organization, etc.
22. All the pages of the tender document being submitted must be signed and sequentially numbered by the bidder(s) before submission, as per the procedures and requirements stipulated herein.
23. Since this tender is based on two bid system., **TWO SEPARATE SEALED ENVELOPES** as explained below need to be prepared:
 - a. **Technical Bid (Envelope A)** – The payment made towards Tender Fees, EMD amount and filled Application form as per **Annexure-I(A)** and **Annexure-I(B)** with the required enclosures should be in sealed condition and SUPERSCRIBED with the following text: **“Technical Bid for Providing Catering Services on contract basis at IIMT Hostel Mess**
 - b. **Financial Bid (Envelope B)**: **Annexure-II rate for basic menu** {Breakfast, Lunch, Snacks and Dinner including tea/coffee/ milk (150 ml) for the menu given in **Annexure-III**} and **Annexure-IV** rate for extras will not be considered for deciding the award of contract. These rates will be valid for a period of 90 days from the date of tender for providing catering services on contract basis at IIMT Hostel Mess. **The rate quoted by the bidders in Financial Bid should be per student per day** and GST should be quoted separately. **Financial Bid documents should be put in a separate cover and the cover should be in sealed condition.**
24. Both these sealed envelopes (Envelope A and Envelope B) should carry the name and address of the bidder and be placed/kept within a LARGER Size Master Envelope with the following text **SUPERSCRIBED** on the master envelope:

“Tender for Providing Catering Services on contract basis at IIMT Hostel Mess
Tender No.IIMT/MESS/01/2020 dated: 16/05/2020”
25. This master envelope containing the two envelopes must reach the following address on or before **08/06/2020** by **17.00 hrs**;

The Chief Administrative Officer (i/c)
Indian Institute of Management Tiruchirappalli,
Trichy - Pudukkottai Main Road,
Chinna Sooriyur,
Tiruchirappalli - 620 024.

26. The tender should be submitted either through Registered Post/Speed Post/Courier or Hand delivery during office hours only (To be submitted to Dispatch Section of IIMT @ Administrative Wing – II Floor and obtain acknowledgement). The vendor will be given an acknowledgement receipt if the tender document is delivered to IIMT in person. IIMT will not accept any responsibility or grant any relaxation of time for any Postal delay in submission of tender.
27. **The bidders are cautioned that furnishing of incomplete/ambiguous information, suppression of facts and any alteration of the prescribed tender format will entail outright rejection of the bid application.**

PRE-BID MEETING

28. The bidders can inspect the Mess and Dining area by fixing prior appointments with Chief Administrative Office (i/c), IIM Tiruchirappalli before the pre-bid meeting. *The bidders may instead choose to see the photos of the mess facilities available in this link (https://www.iimtrichy.ac.in/sites/default/files/upload/25Apr2020205607_20200425205558IIMTMessPhotos.pdf)*. A Pre-bid meeting will be conducted on **26/05/2020, Tuesday at 11.00 hrs** in the Dean's Office Meeting Room, Indian Institute of Management Tiruchirappalli to clarify doubts that may arise before submission of the bids. *The pre-bid meeting may either be conducted physically or through online mode, which will be intimated in the Institute website.* Bidders/Representatives are invited to participate in this pre-bid meeting. Such attendees have to produce a **letter of authorization** from their firm (or firms they are representing) for attending the **Pre-bid meeting** as per format enclosed vide **Annexure-X**. Bidders are requested to mail (purchase@iimtrichy.ac.in) the doubts prior to the pre-bid meeting if possible, to enable us to clarify the doubts in the pre-bid meeting itself.

OPENING OF MASTER ENVELOPE AND TECHNICAL BID (Envelope A)

29. The Master Envelope and the Technical Bid will be opened at **11.00 hrs on 09/06/2020 (Tuesday)**, by the Tender Evaluation Committee in the presence of representatives of the bidders or their authorized representatives. A maximum of two representatives of any bidder shall be permitted to attend the bid opening. Bidders / Representatives have to produce authorization letter from the firm, to participate in the opening of Technical Bid as per the format enclosed vide **Annexure-X**.

TECHNICAL BID

30. The Technical bid should be furnished in the Application stipulated in the **Annexure-I(A)&(B)** of this tender document.
31. Technical bid consists of details on application, eligibility, list of documents need to be provided and method of Technical evaluation.
32. Technical bid should contain all the required enclosures which should be serially numbered and indexed. Any overwriting in the bid made by the bidder shall be signed by the person signing the bid.
33. There shall NOT be any price indication in the technical bid. If for any reason, it is found that the technical bid reveals the price bid related details in any manner whatsoever, or, the price bid is enclosed in the envelope superscribed as, **"Technical Bid"**, the bid document will be summarily rejected in the first instance itself.



34. Mere submission of information does not entitle the bidders to meet the eligibility criteria. IIMT reserves the right to verify and vet, any or all the information submitted by the bidder.
35. Making misleading or false representation in the bid document will lead to disqualification of the bidder resulting in forfeiture of EMD amount.
36. The IIMT reserves the right to shortlist the acceptable technical bid.
37. The Financial Bid Covers of those bidders who have been found to be technically eligible and who obtains 60 and above marks in the Technical Bid evaluation will only be opened and processed further.
38. IIMT reserves the right to shortlist/reject any or all tenders without assigning any reason at any stages of process.
39. Caterers will be technically evaluated based on their experience, credentials, business turnover, financial strength and stability, contracts executed during the last three years, contracts in hand, capacity to prepare food, managerial abilities, Feedback references, support facilities to execute the order, compliance to statutory regulations, reliability and other relevant factors as considered appropriate by the IIMT.
40. Besides, scrutinizing the documents submitted along with the technical bid, if found necessary, the bidder will be interviewed by the Committee either in person or through online mode to assess the eligibility, capability and suitability of the bidder.
41. The bidders whose technical bid is not found acceptable will be informed of the same and their price bid will not be opened.
42. IIMT reserves the rights to change, modify, add or alter the bidding process including inclusion of additional evaluation criteria for shortlisting of bidders at later stages i.e. after publication of the tender document.
43. The decision of the IIMT is final in awarding the contract. IIMT reserves the right to negotiate or refloat the tender opened if L1 price is not acceptable to IIMT inter-alia, other reasons.
44. Canvassing in any form shall make the tender liable for rejection. If a bidder deliberately gives wrong information in his tender or creates conditions favorable for the acceptance of his tender, the IIMT reserves the right to reject such tender at any stage.
45. IIMT reserves the right to cancel the contract, if a bidder or bidders obtains the contract as a result of cartel formation of tendering or by forged methods at any stage.
46. No IIMT employee and/ or their dependents are eligible to submit their offer against this tender.
47. **Relationship Certificate**
 - a. The bidder should give a certificate that none of his/her near relative is working in the units as defined below where he is going to apply for the tender. In case of sole proprietorship firm certificate will be given by the proprietor. For partnership firm certificate will be given by all the partners and in case of limited company by all the Directors of the company. Due to any breach of these conditions by the company or firm or any other person the tender will be cancelled and Bid Security will be forfeited at any stage whenever it is noticed and IIMT will not pay any damage to the company or firm or the concerned person.

- b. The company or firm or the person will also be debarred for further participation in the concerned unit.

The near relatives for this purpose are defined as: -

Members of a Hindu undivided family.

Spouse.

The one is related to the other in the manner as father, mother, son(s) & Son's wife (daughter in law), Daughter(s) and daughter's husband (son in law), brother(s) and brother's wife, sister(s) and sister's husband (brother in law).

- c. The Relationship Certificate (**Annexure-XI**) needs to be placed in the Technical bid cover.

TENDER EVALUATION PROCESS

The Tender evaluation process consists of three stages.

48. Stage - I - Pre Qualification Bid:

The Bidders, who have remitted a non-refundable Tender document fee of Rs. 1180/- and an Earnest Money Deposit of Rs. 3,00,000/- (rupees three lakhs only) to IIMT and meeting all the basic eligibility conditions mentioned at page 3 & 4 of the tender document, will only be considered.

Stage -II - Technical Bid:

Based on the information supplied by the bidder(s), marks will be provided for the technical capabilities of each bidder as per the weightages given below ;

Items	Maximum Marks
I. Financial Soundness	
a) Working Capital : Current Assets / Current Liabilities (2:1 & above = 15 Marks , 1.75:1 & above = 10 marks , 1.50:1 & above = 5 marks and 1.49:1 & below = 0 mark) (15 marks)	25
b) Financial turnover in last 3 years (10 marks); (Average turnover in the last three consecutive years, as reported in the audited financial statements of 2017-18 & 2018-19 and unaudited financial statement of 2019-20 will be considered). (Rs. 200 – 249 lakhs = 5 marks ; Rs.250 - 275 lakhs = 8 marks ; and above Rs. 275 lakhs = 10 marks).	
II. Experience in similar nature of work during last three years (based on the work orders).	
a) Average annual turnover for last three consecutive years Rs. 250 lakhs and above (15 marks)	15
b) Average annual turnover for last three consecutive years Rs. 225 lakhs and above but less than Rs. 250 lakhs (10 marks)	
c) Average annual turnover for last three consecutive years Rs. 200 lakhs and above but less than Rs. 225 lakhs (5 marks)	

<p>III. Performance in past works for 3 years (copy of testimonials from the previous clients indicating Quality of food, Quality of Service, Hygiene, Cleanliness, etc should be enclosed. (Copy of Testimonials in letter head for the work order value of at least Rs. 100 lakhs each with verifiable contact details: Govt. Educational Institutions/PSU Canteens = 5 marks each; Private Educational Institutions = 3 marks each; Any testimonial without work order copy, contact details and not in letter head would not be considered)</p>	25
IV. Personnel and Establishment	
<p>a) Structure of Organization (Organogram) with details of roles and responsibilities in each category. (5 marks) (In this regard, relevant document needs to be attached with technical bid)</p>	10
<p>b) Qualified technical & Administrative Personnel to be deployed at IIMT Hostel Mess (5 marks). (Please provide the details of tentative manpower deployment at IIMT Hostel Mess).</p>	
V. Evaluation on the Presentation by Bidder(s).	
<p>The presentation by the bidder(s) will be evaluated by IIM Trichy panel members. The presentation will be evaluated based on the following parameters:</p> <ol style="list-style-type: none"> <i>Bidder's understanding of IIMT's requirements;</i> <i>Technical capabilities of the bidder to provide catering services at IIMT Hostel Mess for approximately 500 students;</i> <i>Financial capabilities of the bidder to meet the catering services budgeting of atleast two - three months;</i> <i>Quality of raw materials used at present clients' Mess.</i> <i>Quality of food served to the students, cleanliness of kitchen & dining area and layout of the stores maintained at present clients (photos to be shown).</i> <i>Maintenance of feedback register.</i> <i>Feedback from Students/Clients regarding courteousness and responsiveness.</i> <i>Photos of arrangements made by the bidder(s) on the above points, wherever applicable related to previous and present clients, are required to be shown as part of the presentation.</i> 	25
Total Marks	100

Stage III – FINANCIAL BID

49. A minimum of 60 marks (of which 10 marks should have been scored from **Item III** of above table i.e. **Performance in past works for 3 years**) out of 100 marks in technical bid evaluation is required to be eligible for participating in price bid. The Financial bids of all bidders who have scored 60 or more marks from the Technical Bid Evaluation will be opened on **at 11.00 hrs on 12/06/2020 (Friday)**, in the presence of eligible bidders or their authorized representatives, **either physically or through online mode, which will be intimated through Institute website**. Bidders / Representatives have to produce authorization letter from the firm, to participate in the opening of Technical Bid as per the format enclosed vide **Annexure-X**.

50. The Bidder who is technically qualified and quotes the **“lowest daily rate (exclusive of GST)”** as per the menu, stipulated quality and all other terms and conditions will be considered for selection. IIMT will reserve its right

not to consider L1 (lowest rate quoted), if in its assessment that the lowest rate is unreasonably low compared to prices the of food items for the stipulated menu in the market.

51. The **Financial Bid** should be quoted in the prescribed format **Annexure-II** of the tender document. ***The daily rate per student will alone be considered for selection of caterer.***
52. ***The bidder should quote the price and tax separately.*** Rates quoted shall not be revised on account of any increase in price of commodities, taxes etc., No escalation of price whatsoever would be allowed during the pendency of the contract.
 1. Price bid must indicate the daily rate (i.e., Mess Rate Per student per day), for the menu indicated in Annexure III of the tender document.
53. The Unit rate should be quoted in figures as well as words for all the items in the price bid. Wherever there is a difference in the two, the rates in words will be taken as final.
54. The quote shall remain valid and open for acceptance for a period of **90 days** from the date of opening of price bid.
55. Since IIMT is providing kitchen equipment as per the **Annexure-V**, the bidder should take this aspect into consideration, while quoting the rate.
56. The rates for extra items mentioned in **Annexure-IV** will be negotiated with the selected Bidder and finalized. The rates for the extra item will not be considered for selection.
57. Successful bidder will have to deposit the interest free performance security deposit (SD) money of **Rs. 15,00,000/-** (Rupees fifteen lakhs only) into IIMT account through NEFT/RTGS (Copy of the payment receipt needs to be submitted along with signing of the contract after award of work. IIMT's bank account details are mentioned at Page one of the tender document.
58. IIMT reserves the right to cancel the submitted bids without assigning any reason thereof.

TERMS AND CONDITIONS OF THE TENDER

2. The Price (i.e., ***Mess Rate Per Day Per Student***) to be quoted by the bidder against this tender shall be inclusive of cost of rice, groceries, vegetables, raw materials and all other ingredients of good quality, fuel cost, electricity & water charges, labour cost, conversion cost, loading, unloading, transportations and storage of raw materials, salaries, allowances etc., payable to the workers employed by the caterer and statutory taxes, duties and levies, wherever applicable, ***excluding GST.***
3. Bidders should quote rate for all the menu listed in **Annexure-III** in the format prescribed in **Annexure-II** which alone will be considered for selection.
4. The Caterer shall provide catering services as per the menu prescribed. Basic daily menu (Breakfast, Lunch, Evening snacks, Tea/Coffee and Dinner) to be served by the caterer is given at **Annexure-III**. The IIMT reserve its right to modify the menu at its discretion in consultation with the caterer to suit the availability of seasonal vegetables and their market supply.

5. The mess building with the kitchen equipment as per **Annexure-V** will be handed over to the Caterer. The equipment should be used with at most care. All the equipment should be maintained properly at own cost of the Caterer.
6. The Caterer needs to have necessary facilities such as gas connection to the oven and other gadgets for carrying out preparation of food for students and serving in the dining room of the Hostel Mess. The Caterer should be solely responsible for the arrangements of gas refills out of his own resources and its safe custody and usage.
7. The Caterer shall also furnish a certificate in every Mess Bill to the effect that amount claimed is inclusive of GST and dispute, if any arises on that issue, will be settled amicably between the caterer and the GST authorities concerned without involving IIMT as a party to the dispute.
8. IIMT shall provide basic facilities such as furniture, cooking equipment, water cooler in dining room. A stock register of item will be maintained. These facilities will be under the control of the Caterer and he/she will be responsible for any loss/damage.
9. Caterers should make their own arrangement for all utensils like stainless steel plates, spoons, cups, jugs, tumblers etc.,
10. IIMT shall provide electricity to the mess building. Electricity charge will be levied as per the prevalent tariff of TNEB, applicable to IIMT as per actual consumption. A separate meter will be installed. However, the electricity consumption for the garbage composter will be borne by the Institute.
11. The Caterer shall use cooking gas (LPG) at his cost for cooking in the kitchen. Water required for cooking, washing and incidental purposes will be supplied at cost by the Institute to the Caterer. Water meter will be fixed by the Institute. The Caterer shall ensure that his staff is trained by fire drills regularly in operating fire extinguishers which shall be supplied by the Institute; and that proper and adequate fire precautions, safeguards and preventive measures against fire are taken by the Caterer.
12. The Caterer shall pay a sum of INR **50,000/-** plus GST per month towards monthly rent.
13. Water charges will be levied on actual consumption every month based on the meter readings and as per the following slabs;
 - a. Rs 50 per kilo ltrs up to the consumption of 600 kilo ltrs per month.
 - b. Rs 75 per kilo ltrs up to the consumption of above 600 kilo ltrs and up to 1000 kilo ltrs per month.
 - c. Rs 100 per kilo ltrs up to the consumption of above 1000 kilo ltrs per month.
14. Utmost attention has to be given to provide wholesome quality dishes and render an excellent acceptable services besides maintaining punctuality in services without any complaint from diners which is equally important.
15. Tentative Mess Timings:

✓ Breakfast	: 07.00 – 10.30 Hours;
✓ Lunch	: 12.30 – 14.30 Hours.
✓ Evening snacks with tea	: 16.30 – 17.30 Hours.
✓ Dinner	: 19.00 – 22.00 Hours

16. Basic menu is unlimited and special items like sweet, ice cream, fruits etc. are limited. Special vegetarian/ non-vegetarian items are considered as extras and will not form part of basic menu.
17. The food, raw materials, ingredients etc. are to be of good quality, clean, fresh, nutritious, hygienic and edible. No cooked food shall be stored / preserved after meals. All perishable items like milk, bread, vegetables, chicken etc. have to be procured on a daily basis. Not following IIMT's suggestions/ instruction in such matters shall be considered as violation of terms and conditions of agreement and shall invite penalty for the same. The Caterer shall use only branded raw materials and best quality for preparing the food. ***The list of Brands or products given by the Institute in Annexure-VI*** have to be strictly followed.
18. Vegetables used should be fresh and of good quality. Rice of good quality, well cleaned, de-stoned should be used. Standard brand Toor/ Urad Daal / Pulses/ Grams/ Spices are only to be used for cooking. The caterer should procure the required provisions from standard shops. Milk should be of Aavin brand. Rice should be cooked properly. Chapatti should be baked properly and it should be soft. For preparation of curry (i.e., Sabji) each day, the vegetables must be changed. Potatoes mixed with vegetables should not exceed 20%. Fruit served should be of good quality.
19. The Caterer shall use only branded raw materials and best quality for preparing the food. Procurement of first quality branded groceries; vegetables etc. will be the responsibility of the caterer. Brands of other items will be decided by the IIMT. The members of the Hostel Mess Committee will check all materials brought to the mess as well as cooking practices. A register shall be maintained in this regard. In the event of the quality of the food served being poor or not adhering to contractual conditions, the IIMT will be free to impose penalty as deemed fit on the Caterer and as per penalty clause.
20. Caterer shall provide light food such as milk, bread, kanji etc., in lieu of meals to the sick student(s) during his/their sickness period and no extra charge will be paid for the same.
21. Caterer or his Mess Manager is required to remain present in the mess when the food is served. The weekly menu should be displayed on the notice board.
22. The Caterer shall maintain a suggestion book for recording the suggestions for improvement. The suggestions that have the approval of the IIMT should be acted upon forth with. The suggestion/compliant book should be kept open for inspection by the Mess Committee.
23. Keeping the kitchen, dining halls and mess premises neat, clean and hygienic are the responsibilities of the Caterer. Strict adherence of the hygiene and sanitation of the messes and its surrounding are utmost essential. Disposal of waste getting flogged in drainage lines have to be cleared by caterer. Hostel Mess Committee's suggestions / actions regarding cleanliness have to be followed and all the expenditure will be borne by the caterer. Any violation on the part of caterer is liable for appropriate penal provisions. The Caterer is also responsible for proper disposal of all waste without bringing any environmental hazards. Daily cleaning report should be submitted to IIMT.
24. The mess utensils are to be cleaned using detergent powder/soap of approved quality with warm water after every meal and again soaked in the hot water tub/tank, otherwise penalty clause will apply.
25. The Caterer should dispose of the kitchen waste in a proper manner and no waste should be poured into the sewerage line as the garbage will damage the pumps installed at Sewerage Treatment Plant. If any blockage in

the sewer line is noticed due to the dumping of kitchen waste, the Caterer will be penalized with heavy penalty by the Institute. The rate of penalty will be decided by the Institute.

26. Caterer shall be solely responsible for cases of incidence of food poisoning and shall bear the complete expenditure arising out of this for medical treatment of the hostel inmates. In addition, penalty shall be imposed on the caterer as decided by the IIMT for such incidences. Since the services include food and eatable, the provisions of Prevention of Food Adulteration Act, 1954 are binding on the caterer.
27. There will be strict check on quality of food. The items of food served will be checked by the Mess Committee constituted by the IIMT. Such quality audit may be a test audit or random audit. Mess Committee meeting will be held once in fortnight. The caterer should attend the meeting to sort out the issue. If the quality of the food is below the standard, fine will be levied as detailed in the penalty clause.
28. **Billing and Payment:** The caterer shall submit the mess bill in the form of Tax Invoice containing the details of GST Registration number of the caterer and IIMT (33AAAAI5004R1ZO) along with HSN/SAC code every month on or before 7th of subsequent month. After deducting the amount towards rent, electricity, water charges and TDS etc., and penalty if any, payment will be made within ten days from the date of receipt of the monthly mess bill. Amount will be disbursed based on the performance review by the Student diners and IIMT. The model feedback form to be collected from diners for performance review and evaluation is given in **Annexure VII**. Monthly review of the mess committee's feedback to be submitted along with bill. In the event of delay of payment due to any query, objection or dispute with regard to any bill or a part thereof, the caterer shall not be entitled to any interest. The caterer should produce the proof for remittance of PF, ESI, and Salary payment to workers in each worker's name every month along with the mess bill. The certificate for having paid minimum wages paid to the mess workers must be submitted by the caterer along with the monthly bill.
29. In the case of delay / default in payment of contribution under ESI Scheme and EPF Scheme besides the recovery of the amounts due by the Bidder outwards their contribution, penal interest and / or damages as may be levied by the ESI or PF Authorities, a penalty of 20% of the above amount would also be levied and recovered from their running bills. In the event of cessation of the contract due to any reason whatsoever, the Security Deposit will be refunded only after due satisfaction as regards the payment of ESI and EPF dues by the Bidder.
30. While calculating the Monthly Mess Bill amount, in respect of student diners who stay away for more than two days on official assignment of the Institute or under medical grounds, (N - 2) formula shall be applied for mess reduction/ rebate, where N is the number of days absent by the student diner.
31. IIMT reserves the right to carry out the post payment Audit and technical examination of the work and final bill including all supporting vouchers, abstracts etc., and enforce recovery of any sum becoming due as a result thereof. However, no such recovery shall be enforced after three years of passing the final bill.
32. IIMT will have the full power to impose penalty to the caterer for not fulfilling the requirements.
33. The caterer is required to maintain the details of all his employees / mess workers. This information along with their photographs shall be submitted to the Office of the CAO in the format that may be prescribed.
34. The Caterer shall be responsible for the proper conduct and behavior of the mess workers engaged by him. The caterer along with his workers has to behave politely with hostel residents. If it is found that any worker has misbehaved with any of the hostel inmates, the caterer has to take action as suggested by the IIMT.



35. The Bidder shall provide the break-up of qualified manpower proposed to be employed at IIMT Hostel Mess indicating qualification, experience, etc.
36. Staff strength in each category of Mess workers viz., Cooks, Servers, and Helpers deployed by the caterer should be optimum and finalized in consultation with IIMT. Experienced Manager with fluency in English/Hindi should be appointed. The cooks employed should have expertise in preparing North, South Indian and Jain food items. The caterer shall maintain the register containing the details of staff deployed with Name, designation, qualification, experience etc., and the register shall be open to the scrutiny of the authorized officials of IIMT.
37. Employment of child labour is totally prohibited.
38. The employees of the caterer should wear uniform along with, cap, gloves and apron etc.
39. The employees cannot reside in the place of work except to the extent necessary for their duty in respect of the functioning of the dining facility. The Institute will permit the Bidder to use the 1st floor of mess building to provide accommodation for the workers. The caterer should maintain their accommodation area neat and clean.
40. It shall be clearly understood that the personnel to be deployed by the Bidder are their own workers and they have no binding whatever with the Institute. The Bidder shall indemnify the Institute from all liabilities arising out of deployment of personnel and other related issues thereto.
41. All expenses relating to the employment of the mess workers engaged by the Caterer shall be within the scope of the Caterer. The caterer shall have full control over his employees including the right to appoint, determine service conditions, discharge, dismiss or otherwise terminate their services at any time. The caterer shall be solely responsible for any claim arising out of employment or termination of employment of his mess workers and for statutory payments. The Caterer is solely responsible for the payment of minimum wages for their mess worker as per the Government norms and deductions towards PF and ESI. The caterer should produce the record of duty hours and pay structure as per rules, for inspection by authorized government personnel and IIMT and for meeting other statutory and non - statutory benefits/obligations. The caterer shall comply with all the provisions of the Rules framed under any Laws and Rules as may be applicable from time to time in respect of the workers engaged by him. The caterer when required by the IIMT shall produce the registers and records for verification and comply with other directives issued by the IIMT for compliance of the statutory provisions. Thus, the caterer has to follow all labour laws / government laws and all statutory obligations in regard of employing the mess workers. The caterer shall be solely responsible for any dispute / violation of labour laws.
42. Storage / consumption of any alcoholic drink / liquor are strictly prohibited. The caterer shall not serve any of such substance / drink in mess / hostel. Smoking, consuming tobacco etc. are also prohibited in hostel/mess premises.
43. The Caterer shall deposit **Rs. 15,00,000/-** (rupees fifteen lakhs only) in total as interest free security deposit which shall be refunded within 90 days after the expiry of the agreement and after adjusting applicable deductions, if any.
44. On expiry of the agreement, all the equipment/articles/facilities provided to the caterer shall be returned in good condition subject to the allowable wear and tear and no excuses of any nature whatsoever will be entertained for any loss or any damage to the equipment /articles/facilities. In case of any loss or damage, the Caterer will have to replace the lost items / carry out necessary repair, subject to the approval and instructions of the IIMT.

- 35 It will be the sole responsibility of the bidder alone to execute the entire contract on his own. The caterer should not assign or sublet the contract to any other person(s).
45. After the award of the contract, the caterer shall work closely with Mess Committee in fine tuning the menu, timings and service requirements.
46. In case the caterer fails to operate the contract or comply with any of the contractual obligations, IIMT reserve the right to get the same done at the caterer's risk and cost by another agency apart from recovery of a penalty.
47. The caterer shall be responsible for providing at his own expense for all precautions to prevent from any loss or damage to mess facilities.
48. All necessary personal safety equipment (including first aid kit) as considered adequate shall be made available by the caterer for use by personnel employed on the site and maintained in a condition suitable for immediate use. The caterer shall take adequate steps to ensure proper use of equipment by those concerned. Special emphasis will be laid on fire safety norms and proper operation of electrical gadgets/ instruments and firefighting equipment etc., placed at the disposal of the hostel mess. The caterer shall take appropriate safety measures against outbreak of fire and will be held responsible in case of such an incident occurring. Liability/responsibility in case of any fire accident or any other accident causing injury/ death to mess worker(s) / inmate(s) or any of his staff shall be of the caterer. The IIMT shall not be responsible in any means in such cases. The caterer is responsible to organize a periodic training for the staff on fire and safety measures.
49. It is the responsibility of the caterer to maintain all kitchen equipment supplied by the Institute in proper working conditions at all times. If there are damages, the caterer has to make good the losses incurred to the Institute or alternatively replace the damaged equipment with same brand and specification. Institute will not supply any equipment additionally or by way of replacement.
50. When circumstances warrant, contractor should cater for large number of students, faculty & staff members and Institute guests at very short notice. Similarly, fluctuations in strength during vacation/lean periods shall have to be accommodated.
51. Disposal of waste material shall be done by the caterer in accordance with the prevalent rules and regulations and use the garbage composter regularly and store the output from the garbage composter. Food and Vegetable wastages should not be dumped in the open area.
52. The contractor will not be permitted to franchise the hostel mess for any other commercial activity outside the scope of student hostels. The Mess premises should not be used for any other purpose, other than the catering services for Hostel students.
53. Mess workers and cook should be healthy and medically fit. The Caterer should ensure that all his workers are free from communicable diseases. If any mess worker is found medically unfit, he/she may not be given permission to continue his/her duties and the caterer has to replace him/her immediately without fail.
54. IIMT will not be liable for any medical attention, injury / loss of life of the mess or any other worker engaged by the contractor in the preparation, transportation of the food items to the Dining Halls and further service as per the contract. A suitable insurance coverage for the staff of caterer shall be arranged by the Contractor at contractor's cost towards compensation of any loss to their workmen as per legal provisions.

55. The caterer who is selected for providing catering services will have to execute the contract agreement in the non-judicial stamp paper consisting of all the terms and conditions of the tender document.
56. Further, the caterer has to sign the Integrity Pact as given in the format at **Annexure – VIII**.
57. **Forfeiture of Earnest Money Deposit:** The earnest money will be forfeited in the following cases:
- Earnest Money is liable to be forfeited and bid is liable to be rejected, if the bidder(s) withdraws or amends impairs or derogates from the tender in any respect within the period of validity and/or after opening the tender.
 - When the successful tenderer does not deposit the interest free security deposit money after the work order is given.
 - If the successful bidder fails to commence the work within the prescribed time after the confirmed order is issued.
 - When information/certificate/document furnished is found to be false at any stage.
 - When the bid documents have been manipulated or altered after they are downloaded from the website.
58. **Amendment to bid document**
- At any time prior to the date of submission of bids, IIMT may modify the bid document with amendments either on its own or in response to a clarification required by a prospective bidder during pre-bid meeting.
 - Such amendments shall be notified on IIMT's website only and these amendments will be binding on all prospective bidders.
 - The Institute may at its own discretion extend the last date for the receipt of bids/cancel the bids without assigning any reason.

Terms and Conditions for Contract

- That the Caterer shall provide catering services as per the menu and at the timings to be advised by the Licensor from time to time which is at the sole discretion of the Licensor.
- That the Caterer shall ensure quality/hygiene food and provide satisfactory/acceptable services without giving any room for complaint from diners.
- That the Caterer shall prepare the food items in a hygienic atmosphere. Qualified and trained Caterers staff shall be available to supervise cooking, serving, dish washing and general housekeeping. The Licensor reserves the right of inspection relating to quality and service at any given point of time who shall also be sole judge about the dining services. The Licensor also reserves the right to appoint a committee comprising of Students, Officers, Staff and Faculty to inspect the quality of materials used for cooking and also quality of food prepared and served and the cleanliness of mess and its surroundings. The Licensor reserves the right to send the food samples to the Govt. approved food testing laboratories for conducting Microbiological tests.
- The Caterer shall engage sufficient number of competent employees (i.e., cooks, servers, cleaners, helpers and supervisors etc.) for running the Dining Hall services. Manager and Mess supervisor must be available in the mess running time. Expenses on account of payment of Salary/ Wages/ Food/ Uniform / Personal Protective

Equipment and other benefits including statutory payments like PF, ESI / Group Insurance coverage, Holiday wages, Gratuity, Bonus, etc., to the employees engaged by the Caterer shall be borne by the Caterer himself. The Caterer shall have full control over his employees including the right to appoint, determine service conditions, discharge, dismiss, or otherwise terminate their services at any time.

5. The Caterer shall be solely responsible for any claim arising out of employment or termination of employment of his employees and for statutory payments. It is agreed that there is no employer-employee relationship between the Licensor and the Caterers' employees in anyway, whatsoever and the Caterer has to carry out their business as an independent Caterer.
6. It is the Caterers' sole responsibility to comply with various statutory and non- statutory obligations such as Labour License (under Contract Labour Regulation and Abolition Act, 1970 and Prohibition of Child Labour Act 1996) and shall produce the same for verification and record within a fortnight from the date of signing this contract failing which the contract is liable to be terminated. The other statutory obligations arising from Prevention of Food Adulteration Act, Public Health Act, Payment of Minimum Wages Act, Workman Compensation Act, Factories Act, Employees Provident Fund Act, Employees State Insurance Corporation Act, GST Act, Payment of Bonus Act, Tamil Nadu Industrial Establishment, (National Festival Holidays) Act 1958 and the Rules framed thereunder or any other Laws and Rules as may be applicable from time to time etc., have to be fully complied with and furnish proof for such compliance to the Licensor every month or at such intervals as may be called upon by the Licensor. The compliance with the stated statutory obligations falls within the scope of the Caterer. The meeting of all statutory and non-statutory benefits/obligations shall be the scope of the Caterer and the Licensor is indemnified from any action being brought against the Licensor for non-compliance by the Caterer. The caterer should submit Mess employees PF and other statutory payment copies along with next month mess bill.
7. That the caterer shall issue uniforms for all the staff employed by him and shall provide an identification badge embossing name of such staff. The cost of providing uniforms dress and laundry charges for the same shall be within the responsibility and scope of work of the Caterer.
8. The Caterer shall not employ any mess worker whose track record is not good. He should not have involved in any crime / offence / police case / previous history of misbehaving with the diners.
9. The Caterer's employees shall maintain good discipline and relationship within the Licensor's campus. In the event of any complaint or commission of an act of misconduct by the employees of the Caterer, the Caterer shall take prompt action, including removing the said employee from the dining facility. The Caterer shall deal with all disputes relating to their employees without involving the Licensor. Any act by the Caterer or its employees bringing disrepute to the Licensor shall warrant for automatic cancellation of the contract. The decision of the Licensor in this regard is final and binding on the Caterer.
10. During vacation, the mess will remain closed. However, if there are students staying back, the Caterer shall provide service to the students staying in the hostel. During vacation time if the students' strength falls below a certain number, the rate at which the catering services to be provided to the students will be decided jointly. The Licensor will give prior information on the actual strength during vacation. A vacation mess shall be provided by the Caterer.
11. (a) The rate finalized and agreed upon by the caterer shall remain unchanged for the agreement period.
(b) The rate at which the caterers are paid towards the basic menu and extra items are given in **Annexure-II &**

IV, respectively. During the currency of the contract, if there are any revision in any of the statutory levies then it is the responsibility of the Caterer to adhere to the new regulations without approaching the Licensor for revision of rates. Further, rates for basic menu and extra items shall remain firm for this contract period of one year. No escalation of price whatsoever would be allowed during the pendency of the contract.

12. PENALTY CLAUSE:

Failure to supply food in terms of quality, quantity and as per the menu indicated in *Annexure – III* will attract penalty. For not adhering to contractual conditions, the IIMT shall be free to impose penalty as deemed fit on the caterer. Penalty imposed shall be adjusted against payment due to the caterer.

PENALTY:

- a. If vegetables kept for use is found to be of poor quality or rotten/stale/spoilt/infected, then a penalty of INR 2,000/-for each occasion will be imposed.
- b. If poor quality of rice issued for preparation of meals, idly and dosa, a penalty of INR 3,000/-for each occasion will be imposed.
- c. Oil once used should not be reused. If reuse of oil is found, penalty of INR 2000/-for each occasion would be levied.
- d. Items like taste enhancers like Aji-no-moto, baking soda, coloring items etc., are banned and they should not be used. If they are found in the kitchen premises penalty of INR.2000/- for each occasion will be imposed.
- e. Presence of unwanted items in food such as blade, glass, metal wires, nails, cockroaches, cigarettes, clothe, rope, soft plastic, etc., will attract a penalty of INR 5,000/- for the first instance, INR 10,000/- will be in the second instance onwards.
- f. Kitchen, dining hall, stores and washing area should be kept clean. If not, then a penalty of INR.5000/- for each occasion will be imposed.
- g. If there is any deviation in the approved menu without prior permission from mess committee, a penalty of INR 2000/-for each occasion will be imposed.
- h. If the mess Caterer or his representative manager is not present when the food is served, a penalty of INR 2000/- for each occasion will be imposed.
- i. Insects found in any of the prepared food will invite penalty of INR 2,500/-. If repeatedly found in the food / vegetables, the penalty of INR 10,000/- will be imposed.
- j. If food for any meal, gets over or exhausted within timings of mess and waiting time is more than 15 minutes for lunch and dinner, and 10 minutes for breakfast then a fine of INR 2,000/-would be imposed on the caterer. The timing for that meal will be extended equivalent to delay time.
- k. Unavailability of the suggestion book/ complaint register on the counter and/or discouraging the complaint would impose a fine of INR 1,000/-.
- l. Unclean utensils in a day would attract a fine INR 2,000/-.
- m. If a Mess Committee agrees that certain food was not properly cooked, then a fine of INR 1,000 will be

imposed.

- n. Discrepancy on personal hygiene of workers, dining hall etc., will call a fine of INR 2,000/-.
 - o. If the caterer found to have used unbranded/bad/duplicate quality of any mess commodities, a fine of INR 2,000/- will be imposed for every occasion of such happening.
 - p. Non-compliance of the safety norms will invite a fine of INR 1,000/ per offence.
 - q. Misbehavior of the worker deployed by the Caterer would result in a fine of INR 1,000/-.
 - r. If the left-over food and other vegetable waste are not fed to garbage composite and disposed within the same day, then a penalty of INR 2,000/- will be imposed.
 - s. For any penalty provisions stated above (i) First violation of the rule implies fine as per the above rules and (ii) Second and subsequent violations of the same rule within 30 days of the previous fine will attract triple the initial amount of fine on the caterer.
 - t. Continuous overall bad performance (for any two months in a trimester) will result in Termination of the contract.
 - u. Refer **Annexure – VII** (Refer Tender document) for feedback form to be used by the Student Diners for Reviewing the Performance of the caterer.
 - v. The Hostel Committee or his authorized nominee, IIMT shall be the Competent Authority with regard to imposition of Penalty. The caterer may appeal to the IIMT for reduction/waiver of penalty. The decision of the Hostel Administration Committee shall be final and binding.
13. **Damage, loss and injury to Students/ Property:** The Caterer shall at his own expense reinstate and make good to the satisfaction of the Licensor for any injury, loss or damage occurred to any property of the Institution, Students, Staff/ Employees/ Workers of the Institution, the injury loss or damage arising out of or in any way in connection with the execution or purported execution under the contract.
14. In case the Licensor be held liable for any loss, damage or compensation to third parties arising by the Caterer, such loss, damage or compensation shall be paid by the Caterer to the Licensor together with the costs incurred by the Licensor on any legal proceedings pertaining thereto otherwise, IIMT will be entitled to recover such damage/loss out of the outstanding bills or from the Performance Security Deposit of the agency.
15. **Force Majeure Clause:** In the event of *force majeure*, either party to the agreement will be absolved of its responsibilities under this agreement subject to the condition that prevalence of such force majeure condition shall be brought to the notice of the other party within 24 hours of occurrence. Where the force majeure eventuality continues to prevail for a period of more than one week from the date of occurrence, the parties will consult each other and come to a decision about the continuation of the agreement.
16. **Arbitration:** In the event of the disputes, differences, claims and question arising between the parties hereto arising of this contract or anyway relating to any terms, conditions or provisions herein mentioned or validity, interpretation, thereof or otherwise in relation hereto, all such dispute claims or question shall be referred to SOLE ARBITRATOR appointed by the Licensor. Such arbitration shall be held in accordance with the provision of Arbitration and Conciliation Act 1996, or re-enactment thereof for the time being in force and arbitration proceedings shall be held at Tiruchirappalli.



17. **Termination of Contract:** Notwithstanding, anything contained in the terms and conditions, the IIMT shall be at liberty to terminate the contract by giving **30 days** clear notice without assigning any reason whatsoever. However, the caterer may terminate his/her contract by giving **90 days** clear notice. In this case caterer will be debarred for participating in further mess tender process of IIMT Hostels for 3 years.
18. **Jurisdiction:** All disputes arising out of this contract shall be subjected to the jurisdiction of Madurai Bench of Madras High Court.
19. **Signing of contract:** Each contract document shall be signed by the Caterer with his usual signature. Contracts by a company shall be signed with the name of the Company by a person authorized in this behalf and a power of attorney or other satisfactory proof showing that the persons signing the contract documents on behalf of the company is duly authorized to do so, shall accompany the contract.
20. The Licensor reserves the right to review and modify the terms and conditions based on necessity of the Institute.
21. No amendment of any portion of this agreement shall be valid or binding upon the parties thereto unless the same is approved in writing by the authorized representative of each of the parties.
22. Apart from the above conditions, all the terms and conditions detailed in the tender shall be deemed to the part of this contract agreement.



APPENDIX

Covering Letter for submission of Tender Document

The Chief Administrative Officer (i/c),
Indian Institute of Management,
Pudukkottai Main Road,
Chinna Sooriyur Village,
Tiruchirappalli 620 024

Subject: Notice Inviting Tender for Providing Catering Services on Contract Basis at
IIM Tiruchirappalli Hostel Mess

Reference: Tender Notice published in IIM Trichy website. **Tender No. IIMT/MESS/01/2020**
dated: 16/05/2020

Dear Sir,

With reference to the tender notice published in above mentioned website, I / We hereby submit my/ our tender in a required format. *Technical Bid in sealed envelope and Financial Bid in separate sealed envelope, both put in one single envelope.*

I / We have carefully gone through the terms and conditions and prescribed given and I / We accept the same without any alterations / modifications.

Yours faithfully,

Signature _____

Name _____

ANNEXURE – I (A)

**APPLICATION FOR PRE-BID QUALIFICATION
AND TECHNICAL BID**

Important Note:

- Bidders are cautioned that the tabular statement given below is the application format for Technical bid. *Hence there should NOT be any indication either in this tabular statement or in the enclosures to this tabular statement regarding Daily Mess Rate / Rate per Day per student/ Price or any other commercial consideration under this contract.*
- All information called for in this Application format should be furnished against the relevant columns in the format. If the information is furnished in a separate sheet enclosed with the technical bid, this fact should be mentioned against relevant column(s). If any particulars/ query are not applicable in case of the applicant bidder, it should be stated as “Not Applicable”.

Sl. No.	Description	Information
1.	Do you unconditionally agree with all Terms and Conditions stipulated in the Tender Document?	Yes / No
2.	Have you furnished Documentary evidence / proof in support of compliance with the basic eligibility conditions stipulated in of the tender document	Yes / No
3.	Details of Tender Processing cost remittance (copy of UTR to be enclosed)	Amount: INR: Ref. Number: Date : Name of Bank
4.	Details of EMD remittance (copy of UTR to be enclosed)	Amount: INR: Ref. Number: Date : Name of Bank:
5	Did you undertake the Catering contract work in the Educational Institutions? If yes, number of years served	Yes / No
6.	Name and Address of the Applicant/ bidder with Telephone/ Fax/ Mobile and Mail ID	

Place:

Signature of the bidder with Name and seal

Date :

Signature of the Bidder with seal

ANNEXURE – I (B)

TECHNICAL BID

(To be submitted in a separate sealed envelope but to be kept inside a larger size outer envelope)

1.	Name and Address of the Applicant/ bidder with Telephone/ Fax/ Mobile and Mail ID	
2.	Year of Establishment / Incorporation	
3.	(a) Registration/ Incorporation Particulars (Please attach attested copies of documents of registration/ incorporation of your firm/ Company as required under business law)	
	(b) Details of License under food, safety and Standard License as per FSS-LR Act 2011.	
	(c) Statutory details (Photocopies to be attached): PAN No. of the Agency/firm GST No. of the Agency/firm	
4	Details of a) Valid license issued by FSSAI (Proof to be attached) b) Quality food certifications, if any, obtained viz., ISO 9001- 2000, IIMTCP etc., (Proof to be attached)	
5.	Legal Status of the bidder (In the case of Partnership Firm, authenticated copy of Partnership Deed, in the case of Private or Public Limited Company authenticated copy of Memorandum and Articles of Association and in the case of Proprietary concern, Proprietary Firm Registration Certificate should be enclosed as documentary proof)	

6.	Bio data or Profile containing name, educational qualifications, occupation and postal address of Proprietor / Partners/ Directors/ Managing Director/ Chairman and Managing Director (please use separate sheet if found necessary)									
7.	Name, designation and Phone number of persons authorized to sign the documents on behalf of the Proprietary concern/ Partnership Firm/ Private or Public Limited company (Please attach Power of Attorney / authorization for signing the document. In the case of Proprietary concern bidder may submit attested copy of the PAN card / Passport of the Proprietor and authorized signatory in case of proprietor is not signing the tender document)									
8.	Name and Designation of the Contact Person/ Representative/ Manager of the Agency/ firm/ company with mobile number & email ID									
9.	Annual Turnover during the last three years. (Copy of the Annual Accounts duly certified by the Chartered Accountant to be enclosed)	<table border="1"> <thead> <tr> <th>Year</th> <th>Annual Turnover of the bidder from Catering Business (Rupees in Lakhs)</th> </tr> </thead> <tbody> <tr> <td>2017-18</td> <td></td> </tr> <tr> <td>2018-19</td> <td></td> </tr> <tr> <td>2019-20 (un-audited is permitted)</td> <td></td> </tr> </tbody> </table>	Year	Annual Turnover of the bidder from Catering Business (Rupees in Lakhs)	2017-18		2018-19		2019-20 (un-audited is permitted)	
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2018-19										
2019-20 (un-audited is permitted)										
10.	Average Turnover in last three consecutive years from Catering Business. Please submit documentary evidence i.e. Income tax returns filed and audited accounts statement for last two financial years (2017-18 & 2018-19) and unaudited financial statement for 2019-20.	INR _____ in lakhs								
11.	Are your firm/ company carrying out any other trade/ business in addition to Catering Services? Furnish particulars of other trade/ business carried out.									
12.	Total experience (years/ months) Hostel Mess in Central Educational Institution : Institutional / Organizational Canteen: Catering/ Restaurant:									

13	Have your firm/ company ever changed its name any time? If yes, provide the previous name and the reasons there for?	
14	Whether the company/firm ever required to suspend catering services for a period of more than six months continuously? If yes, state the reasons.	
15	Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.	
16	Have you registered under Employees State Insurance Corporation Act (ESI) Act? If so, enclose copy of the registration certificate. Also provide a copy of latest remittance made by your agency/ firm/ company	
17	Have you registered Under Employees Provident Fund (EPF) and Miscellaneous Provisions Act? If so, enclose copy of the registration certificate. Also provide a copy of the latest remittance made by your firm towards EPF.	
18	Details of bank mandate; Name of the Bank : Name of the Branch : Account No: Type of Account : IFSC Code : (copy of the cancelled cheque should be enclosed)	
19	Brief details of Litigations, if any, Connected with Catering work, Current or during the last three years, the opposite party and the disputed amount.	
20	Specify whether there are any issues / disputes against your agency/ firm/ company before the commissioner of Provident Fund, Employees State Insurance, Labour Tribunal Authorities, etc.,	
21	Give details of Termination of previous contract, if any	

22	Give information, if any, regarding the proceeding for bankruptcy, insolvency or winding up in which the bidder is / was involved																												
23	Provide number of cooks, servers, cleaners, supervisors proposed to be deployed by the bidder for the proposed catering strength of 500 students at IIMT Hostel Mess																												
24	<p>Details of Ongoing Contracts: The following should be enclosed: (a) Work Orders and Contract/ Agreement copies with verifiable contacts. (b) TDS Certificates (Form 16A) issued by the Client comprising of gross bill values for the works done by the caterer. (c) Attach separate sheet for each job/ work undertaken, without changing the format.</p> <table border="1"> <thead> <tr> <th rowspan="2">Sl. No.</th> <th rowspan="2">Name and address of the client organization with name, address, mobile number and Email ID of the Officer to whom reference may be made.</th> <th rowspan="2">Nature or type of work undertaken (viz., Hostel Mess, Industrial or Institutional Canteen)</th> <th rowspan="2">Work order Value INR</th> <th rowspan="2">Number of Diners</th> <th colspan="2">Period of contract</th> </tr> <tr> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Sl. No.	Name and address of the client organization with name, address, mobile number and Email ID of the Officer to whom reference may be made.	Nature or type of work undertaken (viz., Hostel Mess, Industrial or Institutional Canteen)	Work order Value INR	Number of Diners	Period of contract		From	To														
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					From	To																							
25	<p>Details of Completed Contracts during the last three Years: Work Order Copy, Contract/ Agreement copy should be enclosed. If required, please use separate sheet without changing the format. Enclose Performance Certificate or certificate of satisfactory completion with verifiable contacts from the client organizations for the last three consecutive years (2017-18, 2018-19 & 2019-20).</p> <table border="1"> <thead> <tr> <th rowspan="2">S No.</th> <th rowspan="2">Name and address of the client organization with name, address, cell number and E Mail ID of the Officer to whom reference may be made.</th> <th rowspan="2">Nature or type of work undertaken (viz., Hostel Mess, Industrial or Institutional Canteen etc.,)</th> <th rowspan="2">Work order Value INR</th> <th rowspan="2">Number of Diners</th> <th colspan="2">Period of contract</th> </tr> <tr> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						S No.	Name and address of the client organization with name, address, cell number and E Mail ID of the Officer to whom reference may be made.	Nature or type of work undertaken (viz., Hostel Mess, Industrial or Institutional Canteen etc.,)	Work order Value INR	Number of Diners	Period of contract		From	To														
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					From	To																							
26	Any other information, document which may help IIMT in assessing your capabilities, may be enclosed. The bidder may add any further information that he considers relevant for the evaluation of their bid. The bidder may attach catalogue and other annexure that would help in providing quality food and services.																												

27	Details of Awards, if any received or Reviews in the Media, if any	
28	Whether the agency was blacklisted by any client. Suppression of the fact will lead to rejection to the bid. After execution of contract, if it is noticed that the agency was blacklisted, the contract will be cancelled.	

Note:

1. All the documents that need to be enclosed to the Technical Bid should be arranged and submitted in the same serial order as they appear on the Technical Bid.
2. All the pages of tender documents must be serially numbered, duly signed and stamped by the bidder. If an individual or a proprietor of a firm is a signatory, he / she should sign above the full type written name and current address. In case of partnership firm, all the partners of the firm or a partner holding power of attorney for the firm (a certified copy of the power of attorney should accompany the documents) should sign. In both the cases, a certified copy of the partnership deed and current address of all the partners of the firm should be furnished. In case of limited company or a corporation, the documents shall be signed by a duly authorized person holding power of attorney for signing the documents, accompanied by copies of the letter of power of attorney and the Memorandum and Articles of Association duly attested by a Notary Public.

Declaration:

- a) I/ we hereby certify that the information furnished in this tender document is complete and correct to the best of my knowledge.
- b) I/ we understand that furnishing of false information could result in disqualifying for the award of the contract.
- c) I/ We also authorize the IIMT or its authorized representative to approach individuals, employers, firms and corporation to visit the works completed by us in the past or are in progress at present, to verify the competence and general reputation.
- d) I/ We do hereby offer to perform and execute the catering contract in conformity with terms and conditions of the contract.
- e) I / We agree that the acceptance of any tender shall be at the sole and absolute discretion of the IIM Tiruchirappalli and they do not bind themselves to accept the lowest tender or any tender and may reject any or all tenders received.

Place:

Signature of the bidder with Name and seal

Date:

Name

Seal

Designation



ANNEXURE-II

FINANCIAL BID

The Chief Administrative Officer (i/c),
Indian Institute of Management Tiruchirappalli,
Pudukkottai Main Road,
Chinna Sooriyur Village,
Tiruchirappalli 620 024

Sir,

In response to the Tender Notification Number: **IIMT/MESS/01/2020** dated: **16/05/2020**
we are submitting the price bid as below:

**RATES OFFERED BY THE BIDDER FOR PROVIDING CATERING SERVICES
AT IIMT HOSTEL MESS (FOR BOYS & GIRLS)**

Sl. No.	ITEM	Unit	RATE (INR)	GST (INR)	Total (INR)
1.	Basic Menu Breakfast, Lunch, Snacks and Dinner as per the menu given in Annexure III	Per student per day			

Rate needs to be mentioned in words also: _____

Note: The daily rate per student should be quoted by the bidder. *The rate shall be inclusive of cost of rice, groceries, vegetables, raw materials and all other ingredients of good quality, fuel cost, electricity & water charges, labour cost, conversion cost, loading, unloading, transportations and storage of raw materials, salaries, allowances etc., payable to the workers employed by the caterer and statutory taxes, duties and levies, wherever applicable, excluding GST. **The GST component should be shown separately.** The daily rate per student quoted without GST will only be considered for the selection of caterer.*

I/we here by agree to provide catering services as per the terms and conditions of the tender document and the rate shall be valid for a period of 12 months from the award of the contract.

Name:

Designation:

Signature with Office Seal

Date :

Signature of the Bidder with Seal

ANNEXURE-III

MENU

Breakfast	Bread (Plain/whole wheat/multigrain) - toasted/normal
	Butter & Jam
	Tea, coffee & hot milk (150 ml)
	Cornflakes, Flavoured Cornflakes, Chocos or equivalent with cold milk
	Eggs to order (Boiled/scrambled/omelette)
	Sprouts
	Fruits/Fruit juice
	One of the following items: Poha and Jalebi, Upma, Masala Dosa, Paratha (Aloo, Paneer, Onion, Gobi), Idli/vada - Sambhar, Uttapam, Puri - Sabji, PaoBhaji, Chole - Bhaturrey. Chutney/Sauce wherever applicable
Lunch	Dal fry/makhani/chana/tadka
	Rice (Plain/Jeera) or Biryani or Pulao or Equivalent
	One seasonal vegetable dry
	One seasonal vegetable gravy
	Egg masala or egg curry or scrambled egg masala or equivalent
	Rasam
	Sambhar or equivalent
	Salad - Green/Russian/sprout or equivalent
	Roti - Plain/tawa/tandoori/naan/paratha
	Plain curd/raita
	Pickle - 2 types
	Papad/fryums or equivalent
Lemon Juice	
Evening Snacks	Tea, coffee & hot milk (150 ml)
	Bread (Plain/whole wheat/multigrain) - toasted/normal
	Butter & Jam
	Eggs to order (Boiled/scrambled/omelette)
	Any one item from the list: Samosa (2 in nos), Kachori (2 in nos), Sandwiches (2 in nos), Paneer Pakoda (150 gms), Veg cutlet with bread (2 in nos), Pastry/Patty (2 in nos), Spring Roll (2 in nos), Chowmein/pasta/noodles, VadaPav (2 in nos), Aloo patty burger, Aloo - papdi chat or equivalent. Chutney/Sauce wherever applicable

Dinner	Dal fry/makhani/chana/tadka
	Rice (Plain/Jeera) or Biryani or Pulao or Equivalent
	One seasonal vegetable dry
	One seasonal vegetable gravy
	Egg masala or egg curry or scrambled egg masala or equivalent
	Rasam
	Sambhar or equivalent
	Salad - Green/Russian/sprout or equivalent
	Roti - Plain/tawa/tandoori/naan/paratha
	Plain curd
	Buttermilk/lassi
	Pickle - 2 types
	Papad/fryums or equivalent
	Fruits
	Desserts
Sunday Lunch	Dal fry/makhani/chana/tadka
	Rice (Plain/Jeera) or Biryani or Pulao or Equivalent
	One seasonal vegetable dry
	One seasonal vegetable gravy
	Special gravy (Veg and Non - Veg)
	Rasam
	Sambhar or equivalent
	Salad - Green/Russian or equivalent
	Roti - Plain/tawa/tandoori/naan/paratha
	Plain curd/raita
	Pickle - 2 types
	Papad/fryums or equivalent
Sunday Dinner	Dal fry/makhani/chana/tadka
	Rice (Plain/Jeera) or Biryani or Pulao or Equivalent
	One seasonal vegetable dry
	One seasonal vegetable gravy
	Special gravy (Veg and Non - Veg)
	Rasam
	Sambhar or equivalent
	Salad - Green/Russian or equivalent
	Roti - Plain/tawa/tandoori/naan/paratha
	Plain curd
	Buttermilk/lassi
	Pickle - 2 types
	Papad/fryums or equivalent
	Fruits
Desserts	

Note: 1. One Non-veg item to be served for the entire batch in the Lunch on all Sundays
2. Feast (three course meal) once in a month.

ANNEXURE- IV

RATE FOR EXTRAS FOR PROVIDING AT IIMT HOSTEL MESS

(This quote will not be considered for deciding the award of contract)

Sl. No	Item	Quantity	Rate (INR)
	Night Milk	150 ml	
	Cornflakes	30gm with 100 ml milk	
	Fruit Juice	200 ml	
Vegetarian Extras			
	Baby corn masala	150 gm	
	Paneer butter masala	150 gm	
	Mushroom Masala	150 gm	
	Chili Paneer	150 gm	
	Meal Maker Masala	150 gm	
	Aloo Gobi	150 gm	
	French Fries	150 gm	
Non –Vegetarian Extras			
	Single Omelet	1 no	
	Egg Masala	1 no	
	Boiled Egg	1 no	
	Scrambled Egg	1 no	
	Chicken 65	150 gm	
	Chicken Masala	150 gm	
	Chettinadu Chicken	150 gm	
	Ginger Chicken	150 gm	
	Pepper Chicken	150 gm	
	ChiliChicken	150 gm	
	Garlic Chicken	150 gm	
	Chicken Biryani	300 gm Basmati rice + 100 gm Chicken	
	Fish Fry	200 gm	
	Prawn Masala	150 gm	
	Mutton Biryani	300 gm Seraga Samba rice + 150gm Mutton	
	Mutton Chukka	150 gm	
Sweets			
	Gulab Jamun	50 gm /2 pieces	
	Rasagulla	50 gm /2 pieces	
	Basanthi	75 ml	
	Rasamalai	75 ml	

Date :

Signature of the Bidder with Seal

ANNEXURE-V

List of Kitchen Equipment provided by IIMT

MODULAR KITCHEN EQUIPMENT				
Sl. No.	QTY.	DESCRIPTION OF EQUIPMENT		
MEAT WASH (GROUND GLOOR)				
1	1	PRE-RINSE SPRAY UNIT		
VEG WASH				
2	1	PRE-RINSE SPRAY UNIT		
VEG PREP.				
3	1	POTATO PEELER		
4	1	VEG CUTTER BOWL TYPE		
5	1	KNIFE STERLIZER CABINET		
6	1	KNIFE SHARPENER		
MEAT PREP.				
7	1	KNIFE STERLIZER CABINET		
8	1	MEAT MINCER		
9	1	SLICER		
10	1	KNIFE SHARPENER		
MAIN KITCHEN				
11	1	MILK BOILER		
12	1	DROP-IN DEEP FAT FRYER		
13	1	COMBI OVEN W/STAND (10 PAN)		
14	1	TILTING STEAM JACKETED KETTLE		
15	1	TILTING BRAISING PAN		
COLD FOOD AREA				
16	1	BLENDER		
DISH WASH AREA				
17	1	PRE-RINSE SPRAY UNIT		
18	1	DISH WASHING MACHINE CONVEYOR W/ON LOADER & DRYER (CONVEYOR TYPE)		
SOILED DISH DROP-OFF AREA				
19	1	PRE-RINSE SPRAY UNIT		

CUSTOM BUILT KITCHEN EQUIPMENT				
Sl. No	QTY.	DESCRIPTION OF EQUIPMENT		
RECEIVING DOCK (GROUND FLOOR)				
1	1	HAND WASH SINK UNIT		
2	1	WEIGHING TABLE W/DRAWER		
3	1	WALL MOUNTED STORAGE CABINET		
4	2	MOBILE BUSSING CART		
5	2	MOBILE PLATEFORM TROLLEY		
MEAT WASH				
6	1	DOUBLE SINK UNIT		
7	1	DRAIN TROUGH GRATING		
VEG WASH				
8	1	DOUBLE SINK UNIT		
9	1	DRAIN TROUGH GRATING		
10	1	DRAIN TROUGH GRATING		
11	1	FLUSHING HOSE UNIT		
STORE				
12	1	WEIGHING TABLE W/DRAWER		
13	1	WALL MOUNTED STORAGE CABINET		
14	15	STORE ROOM SHELVING		
15	5	DUNNAGE RACK		
16	2	FOUR DOOR REFER (UPRIGHT)		
17	1	FOUR DOOR FREEZER (UPRIGHT)		
18	5	STORE ROOM SHELVING (STEWARDING)		
VEG PREP.				
19	1	HAND WASH SINK UNIT		
20	1	WORK TABLE W/UNDER STORAGE		
21	2	WALL SHELVES		
22	1	MOBILE SINK TROLLEY		
23	1	WORK TABLE W/UNDER STORAGE		
24	2	WALL SHELVES		
25	1	WORK TABLE W/ SINK		
26	2	WALL SHELVES		
27	1	WORK TABLE W/UNDER STORAGE		
28	2	WALL SHELVES		
29	1	FOUR DOOR REFER (UPRIGHT)		
30	1	POTATO / ONION STORAGE BIN		
MEAT PREP.				
31	1	FISH PREP TABLE W/SINK		
32	1	BUTCHER'S CHOPPING BLOCK		
33	1	WORK TABLE W/UNDER STORAGE		
34	2	WALL SHELVES		

35	1	WORK TABLE W/UNDER STORAGE		
36	2	WALL SHELVES		
37	1	HAND WASH SINK UNIT		
38	1	DOUBLE SINK UNIT		
39	1	DRAIN TROUGH GRATING		
40	1	WORK TABLE		
41	2	WALL SHELVES		
42	1	WORK TABLE W/UNDER STORAGE		
43	2	WALL SHELVES		
44	1	MOBILE CHOPPING BOARD SANITIZER TROLLEY		
45	1	WORK TABLE		
46	2	WALL SHELVES		
47	1	FOUR DOOR REFER (UPRIGHT)		
48	1	FOUR DOOR FREEZER (UPRIGHT)		
MAIN KITCHEN				
49	1	HAND WASH SINK UNIT		
50	1	SET-UP TABLE		
51	1	BEVERAGE COUNTER W/SINK TROUGH		
52	1	WATER BOILER		
53	1	HOT FOOD PICK-UP COUNTER W/OHS		
54	1	UNDER COUNTER REFER (3 DOOR)W/ OHS		
55	2	SPREADER TABLE		
56	1	S.S CLADDED MOBILE TANDOOR		
57	1	FOUR BURNER RANGE W/ELECT OVEN		
58	1	GRIDDLE PLATE		
59	1	SPREADER TABLE (FOR DEEP FAT FRYER)		
60	1	EXHAUST HOOD (WALL SIDE SINGLE PLENUM)		
61	1	WORK TABLE W/ SINK & OHS		
62	1	UNDER COUNTER REFER (3 DOOR)W/ OHS		
63	1	CHINESE RANGE		
64	1	DRAIN TROUGH GRATING		
65	1	EXHAUST HOOD (ISLAND TYPE SINGLE PLENUM)		
66	1	WORK TABLE W/UNDER STORAGE		
67	1	IDLI STEAMER (TABLE TOP)		
68	1	DRAIN TROUGH GRATING		
69	2	SINGLE BURNER STOCK POT RANGE		
70	1	EXHAUST HOOD (WALL SIDE SINGLE PLENUM)		
71	1	WORK TABLE W/ SINK & OHS		
72	2	MOBILE WORK TABLE		
73	2	SPREADER TABLE		
74	1	CHPATTI PLATE W/ PUFFER		
75	2	DRAIN TROUGH GRATING		

76	1	EXHAUST HOOD (WALL SIDE SINGLE PLENUM)		
77	2	MASALA GRINDER (TILTING)		
78	2	DRAIN TROUGH GRATING		
79	3	MOBILE POT RACK		
80	1	THREE SINK UNIT		
81	1	S.S WALL MOUNTED PIPE SHELF		
82	1	DRAIN TROUGH GRATING		
83	1	DRAIN TROUGH GRATING		
84	1	FLUSHING HOSE UNIT		
COLD FOOD AREA				
85	1	HAND WASH SINK UNIT		
86	1	UNDER COUNTER REFER (3 DOOR)		
87	1	WALL MOUNTED STORAGE CABINET		
88	1	WORK TABLE W/ SINK		
89	1	WALL MOUNTED STORAGE CABINET		
90	1	WORK TABLE W/UNDER STORAGE		
91	2	WALL SHELVES		
92	1	WORK TABLE W/UNDER STORAGE		
93	2	WALL SHELVES		
94	1	ICE-CREAM CABINET		
LIVE COUNTER				
95	2	FOOD PICK UP COUNTER W/HOT BAIN-MARIE, TRAY REST RAIL & SNEEZE GUARD		
96	2	FOOD PICK UP COUNTER W/COLD BAIN-MARIE, TRAY REST RAIL & SNEEZE GUARD		
97	2	FOOD PICK UP COUNTER W/HOT BAIN-MARIE, TRAY REST RAIL & SNEEZE GUARD		
98	2	FOOD PICK UP COUNTER W/COLD BAIN-MARIE, TRAY REST RAIL & SNEEZE GUARD		
DISH WASH AREA				
99	1	HAND WASH SINK UNIT		
100	1	FLUSHING HOSE UNIT		
101	1	DRAIN TROUGH GRATING		
102	4	MOBILE CLEAN DISH RACK		
103	1	L-SHAPED SOILED DISH DROP OFF TABLE W/ ROLLERS, TWO SINK, THREE-TIER RACK SHELF, TROUGH & CHUTE		
104	1	DRAIN TROUGH GRATING		
105	2	VAPOUR HOOD		
106	1	CLEAN DISH LANDING TABLE		
107	1	WALL MOUNTED RACK SHELF		

SOILED DISH DROP-OFF AREA			
108	1	HAND WASH SINK UNIT	
109	1	FLUSHING HOSE UNIT	
110	1	DRAIN TROUGH GRATING	
111	1	SOILED DISH DROP-OFF TABLE W/TWO SINK & RACK SHELF	
112	1	DRAIN TROUGH GRATING	
113	6	MOBILE CLEAN DISH RACK	
GARBAGE AREA			
114	1	DRAIN TROUGH GRATING	
115	1	FLUSHING HOSE UNIT	
116	2	MOBILE CAN STORAGE RACK	
117	1	DRAIN TROUGH GRATING	
118	3	STORE ROOM SHELVING (DRY TRASH)	
119	1	GARBAGE SORTING TABLE	
120	1	HAND WASH SINK UNIT	

COLD ROOM						
Sl. No	QTY.	DESCRIPTION OF EQUIPMENT	ROOM SIZE	DOOR SIZE	DOOR	
			WXDXH MM	MM	HINGE	
1	1	GARBAGE REFER	2400 X 2400 (VERIFY) X 2600 MM	750 X 1950 MM	RIGHT SIDE	

COMPOSTER					
Sl. No	QTY.	DESCRIPTION OF EQUIPMENT	ROOM SIZE		
			WXDXH MM		
1	1	GARBAGE COMPOSTER	4500 X 1950 X 3100 MM		

BOUGHT OUT EQUIPMENT				
Sl. No	QTY.	DESCRIPTION OF EQUIPMENT	UNIT RATE (INR)	AMOUNT (INR)
RECEIVING DOCK (GROUND FLOOR)				
1	4	AIR CURTAIN		
2	4	INSECT-O-CUTOR		
3	1	BENCH WEIGHING SCALE		
4	1	PLATEFORM WEIGHING SCALE		
5	1	AIR CURTAIN		

MEAT WASH			
6	1	GARBAGE CAN	
VEG WASH			
7	1	GARBAGE CAN	
STORE			
8	1	PLATEFORM WEIGHING SCALE	
9	1	BENCH WEIGHING SCALE	
VEG PREP.			
10	1	GARBAGE CAN	
MEAT PREP.			
11	1	BENCH WEIGHING SCALE	
12	1	GARBAGE CAN	
MAIN KITCHEN			
13	1	GARBAGE CAN	
14	1	GARBAGE CAN	
15	1	GARBAGE CAN	
MASALA GRINDING / POT WASH AREA			
16	1	GARBAGE CAN	
COLD FOOD AREA			
17	1	GARBAGE CAN	
DISH WASH AREA			
18	1	GARBAGE CAN	
SOILED DISH DROP-OFF AREA			
19	1	GARBAGE CAN	
GARBAGE AREA			
20	2	AIR CURTAIN	
21	3	INSECT-O-CUTOR	
22	10	GARBAGE CAN (ROUND SHAPE)	
23	1	GARBAGE CAN	

Dining Area:

Tables & Chair will be provided by the Institute.

Date :

Signature of the Bidder with Seal

ANNEXURE-VI

Selected Branded Items to be used

Name of the ingredient	Brand Permitted to be used for Cooking
1. RICE	Par boiled rice– Tamil Nadu Ponni
2. ATTA/ WHEAT	Aashirvad/ Pillsbury/ Annapurna
3. MAIDA	Rockfort/ Naga
4. SALT	Tata / AnnaPurna/ Nature Fresh/ Kristal for all purposes
5. BUTTER	Amul/Aavin
6. JAM	Kissan / Fruitoman Jam
7. OIL	Sundrop, Nature Fresh, Godrej, saffola, Gold winner
8. ICE CREAM	Arun / Amul/ Kwalitywalls (in different flavours)
9. MILK	Aavin milk alone should be used for all purposes (higher fat content)
10. TEA	Brook Bond, Lipton, Tata, Chakra Gold
11. COFFEE	Nescafe/ Bru/ Green label
12. KETCHUP	Maggi/Kissan
13. GHEE	Aavin
14. PICKLE	Priya/ Mothers /Ruchi/Sakthi/ Aachi
15. BREAD	Any Standard Brand
16. CHIPS	Potato
17. DAL	Good quality, clean, fresh and stone/ dust free any standard Brand
18. PAPAD	Large size
19. CHICKEN	Suguna / Any good quality of chicken

ANNEXURE-VII

**Model Feedback form to be collected from Student Diners for
Performance Evaluation of Caterers**

- a) Monthly bill amount will be disbursed based on the performance review by the Students' Mess Committee every month based on the following criteria.

Sl.No.	Particulars	Score (Each criteria shall have a maximum of five marks)
1.	Quality of raw materials, vegetables, etc.	
2.	Quality & Quantity of the food served	
3.	Cleanliness and Hygiene	
4.	Overall Catering service	
5.	Punctuality in providing service	
Total:		
Average score for Sl. No. 1 to 5:		

Scale: Very Good: 5, Good:4, Average:3, Bad:2, Very Bad: 1

I / We agree to the above mentioned evaluation process.

Name:

Place:

Designation:

Date:

Signature:

Office Seal

Date :

Signature of the Bidder with Seal



ANNEXURE - VIII

Integrity Pact

To
Indian Institute of Management Tiruchirappalli
Trichy – Pudukkottai Main Road,
Chinna Sooriyur,
Trichy – 620 024

Sub: Submission of Bid for providing Catering Services on Contract Basis
at IIM Tiruchirappalli Hostel Mess

Dear Sir,

I/We acknowledge that Indian Institute of Management Tiruchirappalli is committed to follow the principles thereof as enumerated in the Integrity Agreement enclosed with the tender/bid document.

I/We agree that that Notice Inviting Tender (NIT) is an invitation to offer made on the condition that I/We will sign the enclosed Integrity Agreement, which is an integral part of tender documents, failing which I/We will stand disqualified from the tendering process.

I/We acknowledge that THE MAKING OF THE BID SHALL BE REGARDED AS AN UNCONDITIONAL AND ABSOLUTE ACCEPTANCE of this condition of the NIT. I/We confirm acceptance and compliance with the Integrity Agreement in letter and spirit and further agree that execution of the said Integrity Agreement shall be separate and distinct from the main contract, which will come into existence when tender/bid is finally accepted by Indian Institute of Management Tiruchirappalli. I/We acknowledge and accept the duration of the Integrity Agreement, which shall be in the line with Article 1 of the enclosed Integrity Agreement.

I/We acknowledge that in the event of my/our failure to sign and accept the Integrity Agreement, while submitting the tender/bid, Indian Institute of Management Tiruchirappalli shall have absolute and unfettered right to disqualify the tenderer/bidder and reject the tender /bid in accordance with terms and conditions of the tender/bid.

Yours faithfully,

(Duly authorized signatory of the Bidder)

Date :

Signature of the Bidder with Seal



To be signed by the bidder and same signatory competent/authorized to sign the relevant contract on behalf of Indian Institute of Management Tiruchirappalli

INTEGRITY AGREEMENT

This Integrity Agreement is made at Tiruchirappalli on this _____ day of _____ 2020.

BETWEEN

Indian Institute of Management Tiruchirappalli represented through the Chief Administrative Officer(i/c) (Hereinafter referred as the 'Principal/Owner' which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

AND

_____ (Name and Address of the Individual/firm/company) through _____ (Hereinafter referred to as the (Details of duly authorized signatory) "Bidder/Contractor" and which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

Preamble

WHEREAS the Principal / Owner has floated the Tender (No. IIMT/MESS/01/2020 dated 16/05/2020) (hereinafter referred to as "Tender/Bid") and intends to award, contract for Providing Catering Services on Contract Basis to IIM Tiruchirappalli Hostel (Name of work) hereinafter referred to as the "**Contract**".

AND WHEREAS the Principal/Owner values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder(s) and Contractor(s).

AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Agreement (hereinafter referred to as "**Integrity Pact**" or "**Pact**"), the terms and conditions of which shall also be read as integral part and parcel of the Tender/Bid documents and Contract between the parties.

NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this Pact witnesses as under:

Article 1: Commitment of the Principal/Owner:

- 1) The Principal/Owner commits itself to take all measures necessary to prevent corruption and to observe the following principles:
 - a) No employee of the Principal/Owner, personally or through any of his/her family members, will be in connection with the Tender, or the execution of the Contract, demand,

take a promise for or accept, for self or this person, any material or immaterial benefit which the person is not legally entitled to.

- b) The Principal/Owner will, during the Tender process, treat all Bidder(s) with equity and reason. The Principal/Owner will, in particular, before and during the Tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the Tender Process or the Contract execution.
 - c) The Principal/Owner shall endeavor to exclude from the Tender process any person, whose conduct in the past has been of biased nature.
- 2) If the Principal/Owner obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal Code (IPC)/Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Principal/Owner will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

Article 2: Commitment of the Bidder(s)/Contractor(s)

- 1) It is required that each Bidder/Contractor (including their respective officers, employees and agents) adhere to the highest ethical standards, and report to the Government/Institute all suspected acts of fraud or corruption or Coercion or Collusion of which it has knowledge or becomes aware, during the tendering process and throughout the negotiation or award of a contract.
- 2) The Bidder(s)/Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender process and during the Contract execution:
 - a) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal/Owner's employees involved in the Tender process or execution of the Contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Tender process or during the tender process or during the execution of the Contract.
 - b) The Bidder(s)/Contractor(s) will not enter with other Bidder(s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.
 - c) The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act. Further the Bidder(s)/Contract(s) will not use improperly, (for the purpose of competition or personal gain), or pass on to others any information or documents provided by the Principal/Owner as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

- d) The Bidder(s)/Contractor(s) of foreign origin shall disclose the names and address of agents/representatives in India, if any. Similarly Bidder(s)/Contractor(s) of Indian Nationality shall disclose names and addresses of foreign agents/representatives, if any. Either the Indian agent on behalf of the foreign principal or the foreign principal directly could bid in a tender but not both. Further, in cases where an agent participate in a tender on behalf of one manufacturer, he shall not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a subsequent/parallel tender for the same item.
 - e) The Bidder(s)/Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract.
- 3) The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.
 - 4) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm indulge in fraudulent practice **means a willful misrepresentation or omission of facts or submission of fake/forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the Institute interests.**
 - 5) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm use Corrective Practices (means the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/her reputation or property to influence their participation in the tendering process).

Article 3: Consequences of Breach

Without prejudice to any rights that may be available to the Principal/Owner under law or the Contract or its established policies and laid down procedures, the Principal/Owner shall have the following rights in case of breach of this Integrity Pact by the Bidder(s)/Contractor(s) and the Bidder/Contractor accepts and undertakes to respect and uphold the Principal/Owner's absolute right:

- 1) If the Bidder(s)/Contractor(s), either before award or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliability or credibility in question, the Principal/Owner after giving 14 days' notice to the contractor shall have powers to disqualify the Bidder(s)/Contractor(s) from the Tender process or terminate/determine the Contract, if already executed or exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Principal/Owner. **Such exclusion may be forever or for a limited period as decided by the Principal/Owner.**
- 2) **Forfeiture of EMD/Security Deposit:** If the Principal/Owner has disqualified the Bidder(s) from the Tender process prior to the award of the Contract or terminated/determined the Contract or has accrued the right to terminate/determine the Contract according to Article 3(1), the

Principal/Owner apart from exercising any legal rights that may have accrued to the Principal/Owner, may in its considered opinion forfeit the entire amount of Earnest Money Deposit and interest free Security Deposit of the Bidder/Contractor.

- 3) **Criminal Liability:** If the Principal/Owner obtains knowledge of conduct of a Bidder or Contractor, or of an employee or a representative or an associate of a Bidder or Contractor which constitutes corruption within the meaning of Indian Penal Code (IPC)/Prevention of Corruption Act, or if the Principal/Owner has substantive suspicion in its regard, the Principal/Owner will inform the same to law enforcing agencies for further investigation.

Article 4: Previous Transgression

- 1) The Bidder declares that no previous transgressions occurred in the last 5 years with any other Company in any country confirming to the anticorruption approach or with Central Government or State Government or any other Central/State Public Sector Enterprises in India that could justify his exclusion from the Tender process.
- 2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the Tender process or action can be taken for banning of business dealings/holiday listing of the Bidder/Contractor as deemed fit by the Principal/Owner.
- 3) If the Bidder/Contractor can prove that he has resorted/recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal/Owner may, at its own discretion, revoke the exclusion prematurely.

Article 5: Equal Treatment of all Bidders/Contractors/Subcontractors:

- 1) The Bidder(s) / Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder/Contractor shall be responsible for any violation(s) of the principles laid down in this agreement/Pact by any of its Sub-contractors/sub-bidders.
- 2) The Principal/Owner will enter into Pacts on identical terms as this one with all Bidders and Contractors.
- 3) The Principal/Owner will disqualify Bidders, who do not submit, the duly signed Pact between the Principal/Owner and the bidder, along with the Tender or violate its provisions at any stage of the Tender process, from the Tender process.

Article 6: Duration of the Pact:

This Pact begins when both the parties have legally signed it. It expires for the Contractor/Bidder 12 months after the completion of work under the contract or till the continuation of defect liability period, whichever is more and for all other bidders, till the Contract has been awarded. If any claim is made/lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Pacts as specified above unless it is discharged/determined by the Competent Authority, IIM Trichy.

Date :

Signature of the Bidder with Seal



Article 7: Previous Transgression:

- 1) This Pact is subject to Indian Law, place of performance and jurisdiction is the Headquarters of the Institute i.e. Tiruchirappalli of the Principal/Owner, who has floated the Tender.
- 2) Changes and supplements need to be made in writing. Side agreements have not been made.
- 3) If the Contractor is a partnership or a consortium, this Pact must be signed by all the partners or by one or more partner holding power of attorney signed by all partners and consortium members. In case of a Company, the Pact must be signed by a representative duly authorized by board resolution.
- 4) Should one or several provisions of this pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- 5) It is agreed term and condition that any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement / Pact, any action taken by the Owner/Principal in accordance with this Integrity Agreement/Pact or interpretation thereof shall not be subject to arbitration.

Article 8: LEGAL AND PRIOR RIGHTS

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Integrity Pact will have precedence over the Tender/Contract documents with regard any of the provisions covered under this Integrity Pact.

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses:

..... (For and on behalf of Principal/Owner)
 (For and on behalf of Bidder/Contractor)

WITNESSES:

1. (Signature, Name and Address)
2. (Signature, Name and Address)

Place:

Dated:

Date :

Signature of the Bidder with Seal



ANNEXURE-IX

UNDERTAKING CERTIFICATE

It is certified that I, _____ (name of the person) S/o Shri _____ r/o _____ here by certify that I am authorized to sign this document and that our firm / company has never been blacklisted by any of the Government Organization / Agencies in the past and there is no criminal case registered against our firm / company or its owner / partners anywhere in India.

Name:

Place:

Designation:

Date:

Signature:

Office Seal



ANNUEXURE-X

LETTER OF AUTHORISATION FOR ATTENDING PRE BID MEETING /BID OPENING

To

The Chief Administrative Officer (i/c),
 Indian Institute of Management Tiruchirappalli,
 Pudukkottai Main Road,
 Chinna Sooriyur Village,
 Tiruchirappalli 620 024

**Subject: Authorization for attending Pre Bid Meeting / Bid Opening on
 (Date) in the Tender for Providing Catering Services on
 Contract Basis at IIMT Hostel Mess**

Following persons are hereby authorized to attend the Pre Bid Meeting / Bid Opening for the tender mentioned above on behalf of.(Bidder) in order of preference given below.

<u>Order of preference</u>	<u>Name</u>	<u>Specimen Signatures</u>
I		
II		
Alternate Representative		

Signatures of bidder
 or
 Officer authorized to
 sign the bid
 Documents on behalf of
 the bidder.

Notes:

1. Maximum of two representatives will be permitted to attend Pre Bid Meeting / bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not recovered.

Signature of Bidder with seal

Date :

Signature of the Bidder with Seal



ANNEXURE-XI

**NEAR RELATIVE CERTIFICATE
(To be given by ALL Directors)**

I _____ S/o. Shri _____
_____ R/o _____

_____ hereby certify that none of my relative (s) as defined in the tender document is / are employed in IIMT as per details given in tender document. In case at any stage, it is found that the information given by me is false / incorrect, IIMT shall have the absolute right to take any action as deemed fit / without any prior intimation to me.

Dated:

Signature

Name in block letters of the signatory

In capacity of

NOTE:

- In case of Company / Institution/ Body corporate, a list of all Board of Directors may be submitted along with the bid.
- In case of Company / Institution/ Body corporate, “Near Relative Certificate” are required by all the Directors of Company / Institution/ Body corporate excluding Government of India /Financial Institution nominees and Independent non-official part time Directors appointed by Government of India or the Governor of State.
- In case of Proprietorship firm, certificate will be given by the proprietor.
- For Partnership firm, certificate will be given by all the partners.
- The ‘Near Relative Certificate’ should be submitted as per clause 8

Date:

Signature of Bidder with seal



INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

(An Institute of National Importance, Ministry of HRD, Government of India)

Trichy - Pudukkottai Main Road, Tiruchirappalli-620 024 (TN)

Phone:0431-2505121/5122 | email : purchase@iimtrichy.ac.in

ANNEXURE- XII

DECLARATION

I, _____ (name of the person) hereby declare that I am authorized to sign this document and that:

- 1) All the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that our agency does not satisfy the eligibility criteria, our candidature/empanelment is liable to be cancelled/ terminated.
- 2) I understand that the decision taken by the IIMT is final and binding in all matters.
- 3) I hereby agree to work as per the terms and conditions stipulated by IIMT.
- 4) I understand that the IIMT reserves the right to accept or reject and to cancel the tender process and reject all expression of interests at any time prior to the award of the contract, without detailing any specified reasons whatsoever.

Place: _____

Signature: _____

Date: _____

Name : _____

Designation: _____

Signature of Bidder with seal

Date :

Signature of the Bidder with Seal

CHECKLIST FOR DOCUMENTS TO BE ATTACHED WITH THE TENDER

Sl. No	Covers	Details	Remarks	Tick (√)
1	Envelope – A (Cover 1)	All the documents and Annexures including copy of the payment transaction receipts amounted to Rs. 1180/- and Rs. 3,00,000/- towards tender fee and EMD, respectively, except Financial Bid document.		
2	Envelope – B (Cover 2)	Only Financial Bid documents as per Annexure- II and rates for extra items as per Annexure-IV .		
3	Main cover	All the above 2 covers put inside the cover “Tender for Providing Catering Services on Contract Basis at IIM Tiruchirappalli Hostel Mess”		
4	Whether GST Registration Certificate is enclosed.			
5	Whether PAN is enclosed.			
6	Whether documents in support of meeting the basic eligibility conditions stipulated in page 3 & 4 of Tender document (i.e., proof for experience in similar nature of work, annual turnover, performance certification with verifiable contacts and financial solvency have been enclosed with Technical bid).			
7	Whether Covering letter for submission of Tender document as per Appendix is placed on top of the tender document.			
8	Whether Technical Bid documents as per Annexure-I(A)&(B) of the tender document are submitted.			
9	Whether duly filled in Technical Bid documents (i.e., Annexure-I(A)&(B) to the tender document) are kept below the Appendix and whether the following documents have been enclosed with the Technical Bid: i. Registration/ Incorporation details of the bidding firm/Agency/ Company ii. Documents in support of Legal Status of the Bidder. Copy of Registered Partnership Deed or Articles / Memorandum of Association in the case of partnership firm or Private Limited Company. iii. Bio data/ profile of the Proprietor/ Partners/ Directors iv. Authorization / Power of attorney for signing the tender document v. Audited Annual Accounts, Income Tax Return and assessment orders for the last two consecutive financial years i.e., 2017-18 and 2018-19 and unaudited financial statement for 2019-2020. vi. ESI/ EPF details of the bidding firm/Agency/ Company vii. Details of completed contracts in the prescribed format during the last three years along with proof with verifiable contacts. viii. Details of ongoing contracts in the prescribed format along with proof with verifiable contacts. x. All other information/ details/ supporting documents/proof desired in the Tender document.			
10	Whether Annexure-III (Menu), Annexure-V (List of Kitchen Equipment) and Annexure-VI (list of selected brand items) are submitted.			



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11	Whether Model Feedback form to be collected from Student Dinners for Performance Evaluation of caterer as per Annexure – VII is submitted.	
12	Whether Integrity Pact Agreement as per Annexure- VIII is submitted.	
13	Whether Undertaking Certificate as per Annexure-IX to the effect that the bidder had never been blacklisted by any of the Government Organization / Agencies is submitted.	
14	Whether Letter of Authorization to attend pre-bid and tender opening meetings as per Annexure-X is submitted.	
15	Near Relative Certificate as per Annexure –XI is submitted.	
16	Whether declaration as per Annexure-XII regarding accepting all the terms and conditions of the tender document is submitted.	
17	Whether Technical Bid documents and all the required enclosures to the Technical Bid are serially numbered and over writing/ erasures, if any, in the technical bid duly been signed and endorsed with seal?	
18	Whether an Index or Table of Content of all enclosures to the Technical bid has been prepared and attached with the Technical bid, to facilitate quick reference?	
19	Whether Tender documents have been signed with seal in all the pages by the bidder.	

Signature of Bidder with seal

Date :

Signature of the Bidder with Seal