

TENDER DOCUMENT OF MESS FACILITIES FOR VARIOUS HOSTELS

Tender No. NIAMT/EM/Contract/60/2023-24



IMPORTANT DATES

Publication on Institute Website:	16/08/2024
Publication on CPP Portal:	16/08/2024
Pre-bid Meeting:	27/08/2024 at 11:30 AM
Last Date of submission:	18/09/2024 at 03:00 PM
Opening of Technical Bid:	18/09/2024 at 03:30 PM

NATIONAL INSTITUTE OF ADVANCED MANUFACTURING TECHNOLOGY
(FORMERLY NATIONAL INSTITUTE OF FOUNDRY AND FORGE TECHNOLOGY)
(A DEEMED TO BE UNIVERSITY under Ministry of Education, Govt. of India)
Hatia, Ranchi, Jharkhand-834003

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राष्ट्रीय उन्नत विनिर्माण प्रौद्योगिकी संस्थान
(पूर्व नेशनल इंस्टीट्यूट ऑफ फाउंड्री एंड फोर्ज टेक्नोलॉजी)
हटिया, राँची - 834 003 (झारखण्ड)

National Institute of Advanced Manufacturing Technology
(Formerly National Institute of Foundry and Forge Technology)
Hatia, Ranchi – 834 003 (Jharkhand)

सं No. – NIAMT/EM/Contract/60/2023-24

दिनांक Date – 16/08/2024

Chapter-1 Introduction

The hostels at NIAMT, Ranchi provide full residential accommodation to all its students. The mess of each hostel is managed by a student committee called the Mess Committee (MC) under the overall control of the warden of the respective hostel. The usual mess running schedule for the Odd and Even semesters is provided below.

Semester	From	To
ODD	Last week of July	Mid-December
EVEN	The first week of January	Mid-May

No mess charges will be paid for the period of odd and even semester breaks declared by the Institute.

The exact date will be notified to the contractor before the commencement of the contract initially and at the appropriate times during each subsequent academic year. For the smooth functioning of hostel messes, the Institute wishes to outsource the catering facility of all hostels. The approximate number of students in a hostel and their cluster number are mentioned below.

S#	Name of hostel (Chatrawas)	Hostel capacity (Apprx.)	Type	Cluster No.	Number of Kitchen	Minimum strength per cluster**		
						2023-24	2024-25	2025-26
1	J.C. Bose (Block A & B)	400	Boys	I	Two			
2	H.J.B. Hostel	250	Boys	II	Two			
3	M.V. Hostel	150	Boys					
4	Nirala	150	Boys	III	Two			
5	Vikram Ambala	20	Boys					
6	Satvik Mess	100	Boys & girls					
7	Kalpana Chawla*	200	Girls	IV	One			

** Cluster indicates a group of hostels

Note:

1. Each kitchen must have separate cooks and serving staffs.
2. Hostel capacity indicates the maximum capacity of the particular hostel. The actual student strength

will be generally less than the maximum capacity.

3. Each cluster shall have two separate kitchens except Kalpana Chawla Hostel with separate cooking staffs.
4. Separate bids must be submitted for each cluster if interested by the party. On the top of the envelope cluster no. must be clearly mentioned.

Chapter-2 Scope of the work related to mess catering services to various clusters at NIAMT.

- 1) Breakfast, lunch, snacks and dinner must be served as per the menu available in Chapter 7. Any minor changes in the menu will be decided with the mutual consent of the Mess Committee and the contractor concerned with the consent of warden of the concerned hostel.
- 2) Mess services timings are mentioned below, and the contractor must meticulously follow them.

Breakfast	: 07.00 AM - 08.30 AM
Lunch	: 12.30 PM - 02.30 PM
Snacks	: 05.00 PM - 06.00 PM
Dinner	: 07.30 PM - 09.00 PM

- 3) The contractor shall use only branded and best-quality raw materials to prepare the food. Brands of certain mess items are given below. A quality control squad will do the surprise check from time to time of all materials brought to the mess as well as cooking practices. If the quality of the food served is poor or does not adhere to contractual conditions, Hostel Management Committee (HMC) will be free to impose a monetary fine on the contractor as deemed fit based on the recommendation of the quality control squad. Such fines imposed will be deducted from the contractor's bills.

Item name	Brand
Atta	Ashirwad / Patanjali / Shaktibhog/ Fortune
Salt	Tata / Annapurna / Nature fresh
Ketchup	Maggi / Kissan / Lal's
Oil (Sunflower)	Sundrop / Nature Fresh / Saffola
Oil (Mustard)	Dhara / Hathi / Engine (Use of hydrogenated oil (vanaspati) is prohibited)
Instant Noodles	Maggi
Butter, Paneer, Curd and Milk	Amul / Medha / Sudha
Jam	Kissan / Maggi / Tops
Tea	Brook Bond / Lipton / Tata
Coffee	Nescafe / BRU / Sunrise

Rice	Kattarni / Taj Mahal (for general days) India Gate / Patanjali (for special dishes)
Bread	Modern / Morris / Nasta (White Bread)
Pickles	Mother / Nilon's / Lal's / Patanjali /MDH
Spices	MDH/ Everest / Patanjali
Ice Cream	Amul / Quality / Rollick / Vadilal
Green Vegetables	Fresh and good quality
Fish	Fresh and good quality
Chicken	Fresh Chicken (no frozen Chicken will be used)
Besan	Jalan/Shaktibhog / Shankar / Patanjali / Kalash/Fortune

The contractor may use any other approved brands only if permitted by the Mess Committee in writing. The contractor will submit two or three brands for each item in such cases, and the Mess Committee will select the cooking brands.

- 4) Hygiene, overall cleanliness of surroundings, kitchen, raw food materials, ingredients, etc., are to be strictly followed. Clean, fresh, nutritious, hygienic, and edible food must be served. Any cooked food shall not be stored/preserved/reserved. Not following the wardens' suggestions/instructions in the above matters shall violate contract terms and conditions and invite a penalty for the same (up to 10% of the monthly bill as decided by the Hostel Management Committee).
- 5) When circumstances warrant, the contractor should cater to more students/staff members on short notice.
- 6) The contractor shall provide light food/fruits or, as advised by the Senior Medical Officer of the Institute, to sick students during his / her sickness period, and no extra charge will be paid for the same.
- 7) The contractor shall provide a special dinner once a semester in consultation with the respective hostel management committee.
- 8) The mess contractors have to provide vegetarian food on a separate table in the dining hall. Non-vegetarian food must be prepared separately in the mess, and one separate refrigerator should be kept by the contractor, which is only for vegetarian food inside the mess.
- 9) The contractor shall provide only lady workers for the girls' hostel. Male workers are not permitted in the girls' hostel.
- 10)The institute reserves the right to evaluate the vendors and may choose not to award the contract to

single individual if they are selected for multiple clusters. Vendors must not be blood relatives and should provide an undertaking attested by notary public.

Chapter 3 General terms and conditions and monitoring

- 1) The contractor shall bear the AMC charges for electric gadgets and other appliances used in the mess provided by the Institute.
- 2) An adequate number of staff must be deployed in each mess. Mess staffs should wear proper and clean dress.
- 3) Maintenance of the mess and kitchen premises will be the contractor's sole responsibility. The contractor must make arrangements for frequent housekeeping of the dining, store, bathroom and kitchen area allotted and disposal of kitchen and dining waste materials. The contractors themselves must housekeep common areas used by the contractors and their staff.
- 4) The contractor shall dispose of the solid wastes of the mess daily in the place designated within the Institute campus at their own cost. The vendor is responsible for garbage disposal and maintaining cleanliness in accordance with the directives of the institute and govt. regulations.
- 5) Mess utensils are to be cleaned with hot water using standard detergent powder/soap after every meal.
- 6) The contractor shall be responsible for any incidence of food poisoning and shall bear the complete expenditure arising out of this for the medical treatment of hostel residents. A penalty may also be imposed on the contractor as decided by the HMC for such incidents.
- 7) Contractors must follow the guidelines of the Food Safety and Standards Authority of India (FSSAI) and must possess a valid FSSAI certificate.
- 8) The contractor shall not make or permit any construction or structural alteration of additional fittings inside the premises of the workplace without prior written approval of the Institute authorities.
- 9) Mess workers and cooks should be healthy and medically fit. They are required to have a regular check-up with the Institute's Senior Medical Officer. If any mess worker is found medically unfit, he/she may not be given permission to continue duties, and the mess contractor has to replace him/her immediately without fail.
- 10) Contractors are expected to have the financial capacity to run each cluster for at least two months from their own resources.
- 11) The security deposit will be returned within three months from the date of expiry of the contract period, provided there are no pending issues/dues against the contractor.
- 12) A three-month notice is required from the contractor for withdrawal of contract service if such a condition arises during the contract period.
- 13) If the functioning of a contractor and his team is not up to the mark or the quality of the food is below

standard, unhealthy, or unhygienic, the Institute has the right to terminate the contract on the basis of recommendations of HMC with a short notice of one week.

- 14) In case of unsatisfactory performance / any dispute whatsoever / labour dispute/emergency condition or any other reason as deemed fit by the Chief Hostel Warden, the contract can be cancelled at the sole discretion of the Institute authority.
- 15) In case of any dispute between the students/warden and the contractor, the matter will be referred to HMC, and the decision of the HMC, with the approval of the competent authority, will be final and binding on the contractor.
- 16) Monthly payment to the contractor will be made by the office of the Chief Hostel Warden on the basis of the recommendation of concerned Wardens of each Hostel of a cluster in one installment after the submission of the actual mess bill (including copies of all statutory payments).
- 17) Up to 2% variations in monthly mess bill claims will be absorbed by the contractor on account of mess rebates availed by the students. The Institute will reimburse any amount in excess of 2%.
- 18) The facilities provided by the Institute will be in the possession of the contractor, who will be responsible for any damage other than usual wear and tear. In case of any loss or damage, the contractor will have to replace the lost items / carry out necessary repairs at their cost, subject to approval and instructions of the Chief Hostel Warden. Cooking utensils and other equipment related to cooking and serving, gas refills (Commercial) and their safety, which are required to run the mess, will have to be arranged by the contractor.
- 19) The Institute will depute persons to act as supervisors to check the overall maintenance of the premises and proper use of the materials.
- 20) The HMC will monitor and evaluate the performance of the contractors. The students grade the contractors based on quality, quantity, hygiene, etc. Continuous bad performance will result in the termination of the contract. Non-compliance with the menu and serving of unhygienic food will result in an instant monetary fine.
- 21) In case of any vendor deny running any mess, the other existing vendor may be asked to run the mess based on the decision of the concerned hostel warden.
- 22) Mess rules are in the Institute website, contractors are advised to refer these rules before bidding.

Chapter 4 Facilities offered by the Institute.

- 1) The Institute will provide necessary furniture, light, geysers, and fans in the mess, along with water cooler.
- 2) The Institute will provide electricity for the kitchen, storeroom, dining hall and wash area at prevailing rates on a chargeable basis.
- 3) Storage space is available in each mess and will be provided for free. The Institute will also provide running water free of cost.

Chapter 5 Obligations of the Contractors

5.1 Statutory obligations

- 1) The contract shall be on a job contract basis. However, the Institute expects the contractor to follow all statutory rules, like Minimum Wages (Central) Act, ESI Act, PF Act, etc., to engage labourers on daily wage per Government norms. The Institute will not be responsible for non-compliance with the above-mentioned directives laid down by the government.
- 2) Any financial implication and/or penalty on the institute arising out of noncompliance of any Govt. regulations by the contractor shall be recovered from the concerned contractor.
- 3) The contractor shall not assign, sublet, or part with the possession of the premises and properties of the Institute therein or any part thereof under any circumstances.
- 4) The contractor shall not appoint any sub-contractor to carry out any obligation under this contract.
- 5) The contractor shall vacate the leased premises with all fixtures, furniture, etc., which are Institute properties in good and tenable condition at the termination of the contract.
- 6) The contractor shall not make or permit any construction or structural alteration of additional fittings inside the premises of the workplace without prior written approval of the Institute authorities.
- 7) Employment of child labour (as per norms) is prohibited. The contractor is expected to comply with all formalities of the labour office, including obtaining the necessary labour license.

5.2 Contractual obligations

- 1) All expenses related to the functioning of the employees engaged by the contractor shall be in the scope of the contractor.
- 2) Mess contractor or his representative manager is required to remain present in the mess when the food is served in the mess.
- 3) The contractor is expected to provide better quality food prepared using the ingredients specified in Chapter 2, or higher quality.
- 4) The contractor must collect the food charges from the guest / directly from the student/guest concerned. It shall be 25% higher than the approved daily rates on the menu.
- 5) The contractor and his workers must behave politely with hostel inmates. Under any circumstances, the contractor and his team should not be involved in arguments with the boarders of the mess. In case of such situations / under emergency, the contractor should immediately inform the concerned Warden / Chief Hostel Warden.
- 6) Smoking is strictly prohibited on the Institute premises. Storage or consumption of drugs /

alcoholic drinks/liquor is strictly prohibited. The contractor shall not serve any substance/drink in the mess/hostel.

- 7) The contractor's employees should wear a uniform along with a suitable name tag as decided by the contractor.
- 8) Contractors will make their own arrangements for the storage of goods other than as mentioned in (4) of Chapter 2, if required.
- 9) All utensils (for cooking, serving, and crockery) used to provide students with meals and snacks must be provided by the contractor.
- 10) The contractor will provide regular maintenance of the facilities provided. The contractor will be responsible for maintaining safety, health, and hygienic conditions in and around the mess/kitchen. The warden's suggestions/instructions regarding cleanliness must be followed, and the contractor must pay for this. The contractor has to maintain the premises neat and clean, including the kitchen and surrounding areas of the Hostel Mess. At least once in a day the dining area must be clean with detergent/phenyl and water.
- 11) The contractor must make his own arrangements for frequent housekeeping of the dining, store, bathroom, and kitchen area allotted and disposal of the kitchen and dining waste material. The contractors themselves must housekeep common areas shared by the contractor. Solid waste of mess must be disposed of daily outside the Institute campus by the contractor on his own arrangement or as directed by concerned hostel warden.

Chapter 6 Penalty

Failure to supply food in terms of quality, quantity and as per the menu indicated in Chapter 7 will attract a penalty. For not adhering to the contractual conditions, the Wardens Committee, headed by the Chief Hostel Warden on recommendations of the Mess Committee, will impose a monetary fine on the contractor. Fines imposed shall be deducted against the next payment due.

S#	Description of items attracting a penalty	Penalty (T) per occasion
1	Use of rotten and/or poor-quality vegetables.	5,000.00
g	Use of banned items such as Aji-no-moto, baking soda, colouring items, etc.	8,000.00
3	The kitchen is not kept clean and tidy,	5,000.00
4	Any complaint of insects cooked along with food found in any food item.	15,000.00
5	Any complaint of soft objects like rope, soft plastic, cloth, etc. in food	2,000.00
6	Any complaint of stones/pebbles in food*.	4,000.00 - 8,000.00
7	Five or more complaints of unclean utensils in a day.	2,000.00
8	Items properly not cooked.	7,000.00
9	Changes in the approved menu (as per Chapter 5) of any meal without permission of Warden	10,000.00
10	Use of brands not mentioned in the contract without prior permission and adulteration.	15,000.00

11	Any discrepancy (workers' personal hygiene, misbehavior, etc.).	10,000.00
12	Damages caused by the contractor to the kitchen equipment, vessels and other items supplied by the Institute.	Replacement of the damaged item

*Actual penalty will depend on the size of the stone/pebble found.

Appeal

The contractor may appeal to the Director for reduction/waiver of penalty. The decision of the Director shall be final.

Chapter 7 Common menu for all mess.

Days/Dishes	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Breakfast	Bread Jam Butter Milk (Veg.) 120ml Tea Banana Boiled Egg (1 No. Non-Veg) Tomato Chutney/Plain	Bread Jam Butter Milk (Veg.) 120 ml Tea Banana Omlette (1 Egg. Non-veg) Pav Bhaji	Bread Sattu Puri/Puri and Sabji Jam Butter Milk (Veg.) 120 ml Tea Banana Boiled Egg (1 No. Non -Veg) Uttapam (Sambhar & Chutney)	Bread Jam Butter Milk (Veg.) 120 ml Tea Banana Omlette (1 No. Non-Veg) Plain Paratha Sabji	Bread Jam Poha Butter Milk (Veg.) 120 ml Tea Banana Omlette (1 Egg Non-Veg) Idli Sambhar & Chutney)	Bread Jam Butter Milk (Veg.) 120 ml Tea Banana Omlette (1 Egg Non-Veg) Chhole Bature	Bread Jam Butter Milk (Veg.) 120 ml Tea Banana Boiled Egg (1 No Non-Veg) Dosa (Sambhar & Chutney)
Lunch	Roti Rice Moong Dal Salad Mix Veg Chilli Paneer Egg Curry Dahi	Roti Rice Rajma Salad Aloo & seasonal vegetables Dahi Vada Imli Chutney Sambhar/Rasam	Roti Rice Moong Dal Salad Matar Paneer Fish Curry (Non-veg) Dahi	Roti Veg Fried Rice Chana Dal Salad Malai Kofta/Kofta Sabji Seasonal Veg Dahi.	Roti Rice Dal Mix Salad Paneer Butter Masala Chicken Curry (Non- veg)	Roti Rice Black Dal Salad Mushroom Masala Egg Bhurji (non-veg)	Roti Aloo Green Mutter/Soyabean Sabji Onion Raita Salad Paneer Pulao Chicken Biryani (non-veg) Papad
Snacks	Tea Maggi	Coffee Veg Roll	Tea Papdi Chaat	Coffee Bread Pakora	Coffee Chowmin	Tea Samosa	No Snacks
Dinner	Roti Rice Chana Dal Aloo Suyabean Chunk Sabji Aloo Bhujiya Gulab Jamun	Dal Puri Rice Green Matar Sabji Dal Kheer/Sewai	Roti Rice Chana Dal Yellow Matar Sabhi Aloo Palak Chocolate Ice cream	Roti Pea Pulao Aloo Tomato Sabji Rajma Kadhi Custard	Roti Rice Dal Patta Gobi Aloo Vanila Ice Cream	Pratha (Muli/Maithi) Chokha Dahi' Aloo Chana Khichdi Papad	Plain Puri Rice Dal Kabuli Chana Aloo& seasonal veg. Bhujia Jalebi

Chapter 8 Instructions for submitting the bids and further information for bidders.

- 1) There is no fee for tender documents. The tender documents can be downloaded from the Institute website.
- 2) A bidder may submit bids for any number of clusters (see Chapter 1 for details of CLUSTERS) only. Separate tenders must be submitted for each cluster. Under normal circumstances, one contractor may only get an offer for one cluster. Once selected for a cluster, the contractor can not get the offer for other clusters.
- 3) All-inclusive daily rate (inclusive of fuel cost, cost of purchasing of rice, wheat and other provisions, vegetables, fruits, water, unloading and loading, transportation, storage, labour, all statutory taxes including duties and levies etc. and fluctuations in the rates of the commodities) per student should be quoted in the tender. The Institute will not pay any other charges for catering services provided. The contractor is responsible for getting the refills from the gas company so that he can run the mess at his own cost. Any fluctuations in the gas price must be absorbed by the contractor only.
- 4) The daily rate (inclusive of all charges) quoted by a bidder must be in the range of 135 to 145.00 (Rupees one hundred thirty five to one hundred forty five only) per day per student, excluding GST. The daily rate shall be based on the tentative menu given in Chapter 7, and it shall include all the charges, statutory requirements, and obligations. The Institute will pay GST at actuals, as applicable. The daily rate should be indicated in the financial bid only.
- 5) Two-bid system: The bids must be submitted in a two-bid system, i.e., technical and financial bids. The technical bid should consist of all details as specified in the schedules/tender document, along with commercial terms and conditions. There should be no cost indication in the technical bid.
- 6) Technical and financial bids must be kept in separate sealed envelopes. Both the envelopes must be kept in a bigger envelope, sealed and sent to "*Assistant Registrar (EM and S&P), Room No. 101, 1st Floor, Administrative Building, National Institute of Advanced Manufacturing Technology, Hatia, Ranchi - 834003*" so as to reach before the scheduled date and time through speed post. Sealed bids may also be deposited in the box kept at Store & Purchase Section, Room No. 101, 1st Floor, Administrative Building, National Institute of Advanced Manufacturing Technology, Hatia, Ranchi.
- 7) The financial bid will be evaluated CLUSTER-wise.
- 8) Earnest Money Deposit (EMD). The EMD amount for CLUSTERS will be Rs. 2,00,000.00 (Rupees Two Lakhs only) (Rs. 50,000/- each Cluster). Bidders registered with MSME for

services are exempted from paying the EMD upon submission of such certificate. The FSSAI certificate shall be submitted in the technical bid. The EMD amount must be deposited by those without a valid MSME certificate for services through NEFT / RTGS in favour of the "National Institute of Advanced Manufacturing Technology, Ranchi" failing which their bids will be rejected. The detail of the account for EMD payment is as follows:

Name of the Beneficiary	:	NIAMT, Ranchi
Name of the Bank	:	Canara Bank
Name of Branch	:	NIFFT Hatia
IFSC Code	:	CNRB0002730
Account Number	:	2730101006939

- 9) The bids without EMD / valid MSME and FSSAI certificates for services shall be treated as INCOMPLETE and REJECTED summarily. The EMD of unsuccessful bidders will be released after the finalization of the contract. No interest will be paid on EMD. The EMD of the bidder whose tender is accepted/approved will be released only after the bidder concerned deposits the security amount as given below.

Security amount for each cluster Rs. 7,50,000.00 (Rupees Seven Lakh Fifty Thousand only)
Security amount will be paid in the form of Demand Draft / Bank Guarantee from any nationalized bank in favour of NIFFT, Ranchi payable at Ranchi and sign the contract / MoU within 15 days from the date of issuance of the work order. The EMD shall stand forfeited in the event of premature withdrawal or amendment of the bid/tender or if the bidder impairs or derogates from the tender in any respect during the period of the bid or in case the successful bidder fails to deposit security amount and sign the contract / MoU within the stipulated period of 15 days.

- 10) Authority to sign the tender documents: All the documents must be duly signed by the bidder. If an individual or a proprietor of a firm is a signatory, he/she should sign above in full and stamp. In the case of a partnership firm, all the firm's partners 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 this case. In both cases, a certified copy of the partnership deed and current address of all the partners of the firm should be furnished. In the case of a limited Company or a Corporation, the documents should be signed by a duty-authorized person holding Power of Attorney for signing the documents, accompanied by copies of the Power of Attorney and the Memorandum of Articles of Association duly attested by a Notary Public.

The bidder should sign and stamp each page of the tender document as a token of having read and understood the terms & conditions and submit the same along with the bid.

- 11) Compliance/confirmation: Compliance or confirmation report with reference to general terms and conditions and requirements for running the dining facility should also be included in the technical bid.
- 12) Bidders may visit the various hostels and facilities available in the mess.
- 13) A bidder may submit bids for any number of CLUSTERS (see Chapter 1 for details of CLUSTERS). Separate tender must be submitted for each CLUSTER. However, one bidder will get an offer for a maximum of one CLUSTER only under normal circumstances on the basis of the lowest quoted rate out of a total number of tenders submitted by the concerned bidder. For the other remaining CLUSTER, the next lowest contractor will be considered.
- 14) Bidder shall ensure the submission of complete information/documents at the first instance itself. NIAMT, Ranchi reserves the right to complete the evaluation based on the details furnished by the bidder without seeking any subsequent additional information. The bids not in compliance with the specified tender terms and conditions or with incomplete information/documents are liable for rejection. The technical bids fulfilling the above specifications and requirements will be considered for further evaluation.

Tenure of the contract

The initial contract is for three years from the date of award of work and extendable for two years on satisfactory performance on a year-to-year basis, subject to assessment of the annual performance and mutual agreement on escalation of rate on an annual basis.

Technical bid

The technical bid will contain the following information in a sealed envelope:

- a) Basic technical details of the bidder as per Annexure A.
- b) Declaration sheet as per Annexure B.
- c) Compliance report as per Annexure D.
- d) Supporting documents in support of all claims made at Annexures A, B and D.
- e) Proof for Earnest Money Deposit (EMD) through NEFT/RTGS.
- f) Any other information the bidder wishes to provide to support their credentials, details, if any, to be furnished.

Financial bid

The financial bid will contain information in the format given in Annexure C.

Validity of bids

The bid should be valid for 120 days from the closing date specified in the advertisement.

Acceptance and rejection

The committee duly constituted by the competent authority reserves the right to shortlist/reject any or all tenders without assigning any reason with the approval of the Director.

Disputes and Jurisdiction

Any legal disputes arising from any breach of contract about this tender shall be settled in the court of competent jurisdiction in the Courts of Ranchi.

Correspondence information

The prospective participants should inform us of their intention to participate and send written queries to email estatemangement@niamt.ac.in by **4.00 PM** on **23/08/2024** to enable us to keep the response ready. The queries received after **4.00 PM** on **23/08/2024** will not be responded to.

Chapter 9 Eligibility criteria and documents required to be submitted.

S#	Eligibility criteria	Documents required
1	The firm should be registered under the Companies Act, or it should be a partnership firm, or a proprietorship firm duly evidenced by statutory documents. In the case of society, it must be registered under the society act (documentary proof to be submitted).	Relevant certificates of registration.
2	The prospective bidder should have successfully carried out catering services in any academic institutions / reputed organizations or institutions for not less than 150 persons/users on a normal working day for continuous period of atleast one year / academic year. Bidders who have experience only in the cafeteria (snacks and beverage services) will not be considered.	Copies of the work order and experience certificate issued by the authorized officer of the organization.
3	The tender document must include PAN No., FSSAI certificate, GST No., and income tax return. Documentary proof of each should be submitted.	Copy of PAN No., valid FSSAI certificate, GST and copies of Income Tax Return for the last three financial years (i.e., 2021-22, 2022-23 and 2023-24).
4	The annual turnover of the bidder during the last three financial years should have at least 50 lakhs (Rupees fifty lakhs only) per year, exclusively from running canteens/mess in organizations / academic institutions such as IITs, NITs, Central Universities / reputed organizations, PSUs, Public and Private limited companies, etc.	A certificate from a certified Chartered Accountant indicating the annual turnover for the last three financial years (i.e., 2021-22, 2022-23 and 2023-24) for running of canteen / Mess. The turnover should exclusively from running canteens / mess in organizations/ academic institutions such as IITs, NITs, Central Universities / reputed organizations, PSUs, Public and Private limited companies, etc.

5	The bidder has to provide a solvency certificate as specified with proof of document.	Copies of the solvency certificate issued by a Chartered Accountant / Bank.
6	The bidder should submit a declaration stating that the bidder's firm has never been blacklisted by any academic institutions / reputed organizations or institutions.	An undertaking of the bidders regarding blacklisting is to be submitted affidavit in Notary Public.
7	Number of workers deployed in the single largest mess contract in academic institutions / reputed organizations or institutions should be a minimum of 10 numbers with proof of document.	An affidavit showing the name and details of workers in the single / largest contracts.
8	Terms and conditions regarding the service of staff/workers employed by the contractor are to be taken care of by the contractor himself as per Govt of India labour laws (other rules as applicable).	An affidavit from Notary Public regarding compliance and adherence to the Govt. Labour law (like Minimum wages Act, EPFO, ESIC etc.) must be furnished.

Chapter 10 Mechanism of selection of contractors and related terms

- 1) The technical bids received within the due date will be opened on the date specified in the tender document. Authorized representatives of the contractors, if any, are welcome to be present during the bid opening process.
- 2) After verifying the tender fee and EMD, the committee will examine the technical bids and decide the suitability as per the given specifications and requirements. The bidders whose technical bids are not found acceptable will be informed of the same, and their financial bid will not be opened. The EMD will be returned to them.
- 3) A list of bidders who qualify after the evaluation of technical bids will be displayed on the Institute website (<http://www.niamt.ac.in>) with the scheduled for opening of the financial bids.
- 4) The financial bids of technically qualified bidders will be opened on the specified date. Authorized representatives of the contractors, if any, are welcome to be present during the opening of price bids.
- 5) The lowest bidder will be awarded contact for each cluster. For all the clusters in the Institute, the rate per day per student will be same (the lowest rate quoted). Therefore, the bidders of other clusters must match their quote with the lowest bidder of the first allotted cluster. If a particular contractor being lowest in a particular cluster does not agree at the lowest rate of any cluster, the same cluster will be allotted to other bidders who have quoted lowest in other cluster and if he accepts to run at the lowest quoted rate.
- 6) If quotations are not received for one or more clusters, the Institute reserves the right to allocate

the same to successful bidders (in consultation with successful bidders), even if they have not quoted for the same.

- 7) If the awarded contract of the particular mess is cancelled by the Institute authority due to poor performance, the same will be allotted to other mess contractor serving in the Institute.
- 8) The committee appointed for the purpose of selecting the mess contractors reserves the right to negotiate the rate, if required.
- 9) Though the contract is for three years, there will be an annual rotation among the different clusters to ensure equal opportunity for all contractors.
- 10) In the event of tie in the quoted price of more than one bidder for any cluster, the following criteria will be taken into consideration for awarding the contract:
 - a. Turnover (with valid certificate issued by Chartered Accountant) from relevant business in last financial year (2023-24)
 - b. Turnover (with valid certificate issued by Chartered Accountant) from relevant business in last-to-last financial year (2022-23)
 - c. And so, on
- 11) Bids will be considered in the following sequence:
 - a. Cluster I - JCB Hostel
 - b. Cluster II - MV and HJB Hostels
 - c. Cluster III - Nirala, Vikram Ambala, and Central Satvik (Vegetarian) mess
 - d. Cluster IV- Kalpana Chawla Girls Hostel
- 12) For each cluster separate bids to be submitted. Cluster no. mentioned on the top of the envelope.
- 13) The bidder selected for cluster I will not be considered for other clusters. The bidder selected for cluster II will not be considered for cluster III and IV. Similarly, the bidder selected for cluster III will not be considered for cluster IV.
- 14) In case single bidder is technically qualified contract for all the four (4) clusters will be awarded to the single bidder. In case of two (2) technically qualified bidders each bidder will be given two clusters. In case of three (3) technically qualified bidders, the contract for cluster four (IV) will be awarded to the bidder quoting least price for cluster four(IV). However each cluster will be considered as independent unit.

**Basic technical details of the bidder (Technical bid)
(To be used as the technical bid for pre-qualification)**

Quoted for cluster No.....

1) Name of the contractor / firm:

Complete address :
.....
.....
.....

Phone :.....

Email :.....

GST No. :

PAN No. :

2) Name(s) of the owner(s)/Partner(s):

With Address :
.....
.....

3) Name of Contact Person/Representative:

Contact Numbers/ email :.....

Contact Number :.....

Office :.....

Residence :.....

Mobile :.....

Email :.....

4) Details of EMD

Amount :.....

UTR No. :.....

Date :.....

Issuing Bank:.....

5) Details of bank account:.....

Name of Bank and Branch :.....

Account No.:.....

IFSC Code:

MICR Code:.....

6) Details of registration :

(Signature of Bidder)

Place:

Name & Designation.....

Seal of the firm

Declaration
(To be typed on the letterhead of the firm)

- 1) I ___ hereby certify that all the information and data furnished by me with regard to this tender specification are true and complete to the best of my knowledge. I have gone through the specifications, conditions and stipulations in detail and agree to comply with the requirements and intent of the specification. If, at any time, I am found to have concealed / suppressed any materials / information or given any false details, my contract shall be summarily terminated without any notice and performance security may be forfeited.
- 2) I certify that I am the duly authorized representative of the under-mentioned tenderer.
- 3) I certify that my company meets all the conditions of eligibility criteria laid down to take part in the tender.
- 4) I, further specifically certify that my company has not been blacklisted/debarred or put on any hold by any academic institution / reputed organizations or institutions in the last three years.

Name of the tendering company/firm/agency _____

Name of Signatory _____

Official status of signatory in the firm _____

Mobile number _____

(Signature of authorized person)

Name:

Seal of the company

Place:

Date:

Financial Bid
(Format of financial bid)

To
The Registrar
NIAMT, Ranchi-834003

Sub: Submission of financial bid for mess catering services for hostels at NIAMT, Ranchi
Ref:

In response to your advertisement for "Mess Catering Services to various hostel clusters at NIAMT, Ranchi" we submit herewith our financial bid.

REGULAR MENU (As Chapter 7)

Cluster No. :.....(See Chapter 1)
Daily Rate :Rs.....
Amount in words :Rupees
.....only.

Important Notes

- 1) The daily rate per student (inclusive of all charges) quoted by the bidder must not be more than Rs. 135 to 145/- (Rupees One Hundred Thirty-five to One Hundred Forty-five *only*). GST will be paid by the Institute on actual, as applicable.
- 2) The contract is for three years. from the date of award of work and extendable for two years on satisfactory performance year-to-year basis subject to assessment of annual performance and mutual agreement on escalation of rate on annual basis.

(Signature of authorized person)

Name:.....

Seal of the company

Place:

Date:

Compliance report

S#	Description of items / parameters / information	Yes / No
1	We have gone through the terms and conditions of the tender document and agreed to abide by the same.	
Performance of the organization		
2	Bidder is a registered catering firm with proof of document.	
3	Copy of work order(s) of same services supplied during last three years preferably from academic institutions / reputed organizations or institutions with proof of document,	
4	List of customers during last three years with proof of document.	
5	PAN No. and Income tax return of last three years with proof of document.	
6	GST No. with proof of document.	
7	FSSAI certificate	
8	Previous experience as a caterer in any Institute/Organization of repute	
9	Annual turnover of last three years as specified with proof of document.	
10	Solvency certificate as specified with proof.	
11	Is organization / any of its subsidiaries, blacklisted by any academic institution / reputed organizations or institutions with proof of document.	
Technical specifications		
12	Menu as specified or better.	
13	Is bid valid for 120 days or as specified?	
14	Is bid document duly signed?	
15	Agree to start the work as specified?	
16	Agree to provide manpower as specified?	
17	Agree to payment terms as specified?	
Other requirements		
18	EMD fee of Rs. _____ through transaction UTR No. _____ in favour of NIAMT, Ranchi is attached,	
19	Agreed to provide performance security as specified?	
20	Agreed to sign contract as per terms & conditions?	
21	Name and Address of contact person nearest from NIAMT, Ranchi.	

- The committee may consider including this parameter as compulsory or optional as per the Institute requirement.

(Signature of authorized person)

Name:

Seal of the company

Place:

Date: