

**OFFICE OF THE CHIEF WARDEN, NIT HOSTELS  
NATIONAL INSTITUTE OF TECHNOLOGY  
(An Institution of National Importance)  
WARANGAL – 506004  
TELANGANA STATE**



**TENDER DOCUMENT**

**FOR  
CATERING SERVICES  
(INCLUDING KITCHEN & DINING HALL MAINTENANCE)**

**FOR  
INSTITUTE FOOD COURTS (IFC-A, IFC-B & IFC-C)  
&  
PRIYADARSHINI MESS (Ladies Hostel)**

**TENDER NOTIFICATION No. NITWH/CSKM/2016, Dated: 22/06/2016**

(The tender document has 20 pages. The contents of the tender document are (1) Important dates (2) Important conditions of the tender to be abided by the bidder (3) Schedule-A: General Terms & Conditions (4) Schedule-B: Scope of the Work & Menu (5) Schedule-C: Basic Technical Details)

**June, 2016**

## **IMPORTANT DATES**

1	Starting Date of Issue of Tender form	<b>22nd June, 2016</b>
2	Last Date of Issue of Tender form	<b>07<sup>th</sup> July 2016 (up to 1.00PM)</b>
3	Last Date of Receipt of Tenders	<b>07<sup>th</sup> July 2016 (up to 3.00PM)</b>
4	Date of Opening of Technical Bids	<b>07<sup>th</sup> July 2016 at 4.00 PM</b>
5	Date of Opening of Financial Bids	<b>Will be intimated to successful bidders.</b>
Venue for Opening the Technical Bid : <b>TEQIP OFFICE, MAIN BUILDING, NIT Warangal</b>		

### **NOTE:**

- **Last date of issue of tender form is 07<sup>th</sup> July 2016 up to 1.00 PM.** It can be had from Office of the Chief Warden, NIT Hostels, NIT, Warangal
- Tender form duly filled in all respects in only original prescribed format, supplied by the N.I.T., Warangal, duly super-scribed, should reach the Office of the Chief Warden, NIT Hostels, NIT, Warangal – 506 004, on or before **07<sup>th</sup> July 2016, 3.00 PM.** Tender document fee of Rs. 2,000/- (Two thousands only) is to be paid in cash / DD in favour of **Chief Warden, NIT Hostels, NIT Warangal.**
- Alternatively, bidders can submit their offer by downloading the complete tender document from the website (**www. nitw.ac.in**). The bidder has to ensure that the tender should strictly comply with the requirements of the Tender Document. Any modifications shall render the Tender invalid. Agencies submitting their bids by downloading the tender document from NIT website shall submit the crossed demand draft for Rs. 2,000/- (Rupees Two thousand only) drawn in favour of Chief Warden, NIT Hostels, NIT Warangal, towards tender document fee, along with their bid, failing which their bid will be rejected.
- Bidder should sign and stamp all the pages of duly filled tender document before submission of the same.
- E.M. Deposit of Rs. 1,00,000/- is to be deposited by Demand Draft drawn in favour of **Chief Warden, NIT Hostels, NIT Warangal** along with the tender for each bid.
- Financial bid and Technical bid should be placed in separate sealed covers. These two sealed covers along with a covering letter, Tender document Fee Receipt/DD and EMD shall be put together in a sealed cover at the time of submission, clearly super-scribing “Tender for providing Catering Services (including kitchen & Dining Hall maintenance) for Institute Food Courts (IFC-A, IFC-B & IFC-C) & Priyadarshini Mess (LH)”. DO NOT PUT any DD inside the technical bid cover or financial bid cover.
- This Contract is only for one academic year (**refer schedule – B**).

**Chief Warden  
NIT Hostels  
NIT Warangal**

**OFFICE OF THE CHIEF WARDEN, NIT HOSTELS  
NATIONAL INSTITUTE OF TECHNOLOGY, WARANGAL 506004**

TENDER NOTIFICATION No. NITWH/CSKM/2016

Dated: 22.06.2016.

**IMPORTANT CONDITIONS OF THE TENDER  
TO BE ABIDED BY THE BIDDER**

**Submission of Tender:** The tender can be submitted on all working days. The due date for the submission of the tender is on or before **07<sup>th</sup> July 2016 by 3.00 PM.** In the event of this day being declared as a holiday, the tenders can be submitted up to the appointed time on the next working day.

**Two-bid system:** The offers/bids should be submitted in two-bid system (i.e.) Technical bid and Financial bid.

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

Financial bid should indicate **“Daily Rate”** for the menu mentioned in the technical bid. The technical bid and financial bid (along with detailed justification for the daily rate quoted) should be put in two separate covers. **Words “Technical Bid” and “Financial Bid”** must be written on these covers clearly and the covers should be sealed. Again these two sealed covers should be put into a bigger cover along with a covering letter, Tender Fee Receipt and EMD and sealed. **“Tender for providing Catering Services (including kitchen & Dining Hall maintenance) for Institute Food Courts (IFC-A, IFC-B, IFC-C) and Priyadarshini Mess (Ladies Hostel)”** should be super scribed on the left side of the outer cover.

**Earnest Money Deposit (EMD):-** The bidder should submit an **EMD amount of Rs.1.00 lakh (Rupees one lakh only)** along with the tender by way of Demand draft or Banker’s pay order drawn in favour of “ The Chief Warden, NIT Hostels, NIT Warangal” and payable at Warangal. The tender without EMD shall be considered as UNRESPONSIVE and REJECTED. Photo/Fax copies of the demand draft/Banker pay orders shall not be accepted. The EMD of the unsuccessful bidder will be released after the finalization of the contract. No interest will be paid on EMD. The EMD of the firm, whose tender is accepted / approved, will be released only after the firm concerned **deposits the security amount of Rs. 4,00,000/-** in the form of Demand Draft with the Chief Warden Office. The EMD shall stand forfeited in the event of withdrawal during the contract period or amendment of the bid/tender, or if the bidder impairs or derogates from the tender in any respect during the period of bid, or in case successful bidder fails to sign or accepts the contract within the stipulated period.

Contractor is required to deposit an amount of Rs.4,00,000/- towards security deposit at the time of award of contract within stipulated time if his / her offer is accepted. In case of premature termination of the contract by either side, the security deposit of the contractor shall be forfeited.

**Authority to sign:** - 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 the full type/written name and current address. In case of a 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 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 case of a 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 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 contained therein and submit the same along with the bid. No photocopies of this tender document will be accepted.

**Compliance/Confirmation:-** Compliance or Confirmation report with reference to general terms & conditions and requirement for running the dining facility (Schedule-A), Scope of work and details of menus (Schedule-B) and the Basic Technical details (Schedule-C), should also be included in the Technical bid.

**Daily Rate:** The financial bid should include the price quoted as daily rate per student for each Menu separately (see schedule-B for the details of menus) and must include all charges including taxes and service charges, as levied by Central and State Governments. However, the percentage of taxes and service charges must be clearly indicated. The detailed justification for the daily rate quoted must be submitted along with the financial bid, failing which the financial bid shall be treated as UNRESPONSIVE and shall not be considered.

**Validity of offer:** Bidder shall agree to keep the tender open for ninety (90) days from the due date of submission thereof and not to make any modifications in its terms and conditions.

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

**Opening of the tender:** The offer/bids will be opened by a committee duly constituted for this purpose at the appointed place, time and date, in the presence of such bidders or their authorized representatives who choose to be present. The larger envelope (containing a covering letter, Tender Fee Receipt, EMD and two separate covers with technical/financial bids) will be opened first. Without EMD or offers with invalid EMD or **EMD presumably kept inside the covers containing Technical/Financial bids will be summarily rejected** and unopened tenders will be returned to such bidders.

On verifying the Tender Fee Receipt and EMD, the technical bids will be opened. The committee will examine the technical bids and decide the suitability as per the following specifications and requirements. The bidders, whose Technical Bids are not found acceptable will be advised of the same and their sealed cover containing financial bid will not be opened and EMD will be returned to them.

### **Specifications and Requirements**

- i) The Bidders should have been registered with VAT/Service Tax/ EPF authorities as a caterer during the last five year ending on 30-04-2016.
- ii) The prospective bidder should have successfully carried out catering services in any industry/organization/establishment for not less than 500 persons/users on a normal working day in a single unit for a continuous period of **one year** during the last Five years. The time period of Five years shall be reckoned as on 30.04.2016. The bidders having experience only in the Cafeteria (snacks & beverage services) will not be considered.

- iii) The annual turnover of the bidder during the last three years ending on 31-03-2016 should be at least Rs. 50 lakhs (Rupees Fifty lakhs only).
- iv) Minimum number of institutions served during the last THREE years (i.e. in providing catering services on contract basis catering minimum 500 persons/day) should be TWO.
- v) Number of workers deployed in the single largest contract in an Industrial/Institutional Mess should be a minimum of 20.

Tenderer shall ensure submission of complete information / documents at the first instance itself. NITW reserves the right to complete the evaluation based on the details furnished by the tenderers without seeking any subsequent additional information. Tenders not in compliance with tender conditions or with incomplete information / documents are liable for rejection.

The Technical Bids, which fulfil the above specifications and requirements, will be considered for further evaluation. Further evaluation of the bids is based on the taste of food, food variety, quality and hygiene aspects. Inspection committee may carry out surprise visit to the establishments /mess/dining facilities run currently by the bidders and their reports will form valuable input for the short-listing process.

The bidders, whose bids are short-listed by the Committee constituted for this purpose, will be intimated and they may attend the opening of financial bid. The financial bids of only these Bidders shall be considered for opening. **Same contractor will not be awarded more than one mess. However, the decision of the Director will be the final.**

**Acceptance and Rejection:** Hostel Management reserves the right to shortlist/reject any or all tenders and accept the whole or any part of the Tender without assigning any reason. Catering establishments, who served in NITW Hostel /Canteens and whose services were terminated are not eligible to participate in this tendering process.

**Disputes and Jurisdiction:** Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within the city of Warangal in Telangana State.

**Acknowledgement : It is hereby acknowledged that we have gone through all the Schedules as well as the conditions mentioned above and we agree to abide by them.**

**Date:**  
**Place:**

**SIGNATURE OF BIDDER  
ALONG WITH OFFICIAL SEAL**

**OFFICE OF THE CHIEF WARDEN, NIT HOSTELS  
NATIONAL INSTITUTE OF TECHNOLOGY, WARANGAL 506004**

**SCHEDULE - A**

**TERMS AND CONDITIONS FOR CATERING SERVICES (INCLUDING  
KITCHEN & DINING HALL MAINTENANCE) FOR INSTITUTE FOOD  
COURTS (A, B & C) AND PRIYADARSHINI (LADIES HOSTEL) MESS**

1. Institute Food courts and Priyadarshini Mess will run for 9 months with a lean period of 3 months (in two stages) in a year. The menu for the normal days is enclosed. **There shall be at least 8 special meals sessions ( four vegetarian and four non vegetarian) during the year for different festivals and ceremonies of the Institute with no extra cost. However it may include items like fruit juice, ice creams, special curries etc. in addition to usual items.** The menu for these special meals will be decided with mutual discussion of Mess warden, Mess Committee and the contractor.
2. Breakfast, Lunch and Dinner need to be served as per the menu agreed upon with the Hostel Management. The details of the menu are given in Schedule – B.
3. TENTATIVE MESS TIMINGS

Breakfast	: 07.00 AM – 09.00 AM
Lunch	: 11.30 AM – 02.00 PM
Dinner	: 07.00 PM – 09.00 PM
4. Basic menu is unlimited. Special items, vegetable fried items, chips, fruits etc. are limited.
5. Any special/non-vegetarian items are considered as “EXTRAS” and will not form part of the basic menu.
6. The Electricity consumed for the kitchen, store room, rest room and the wash area will be charged as per TSNPDCL rates. Running water in the kitchen will be metered. For drinking and cooking purposes, ISI certified Mineral water is to be used by the contractor.
7. The Bidder shall pay a nominal license fee of Rs.10,000/- per month per mess for the premises and Rs.10,000/- towards hire charges for the kitchen equipments and vessels supplied by the Institute.
8. Contractor is required to deposit an amount of Rs, 4,00,000/- towards security deposit at the time of award of contract within stipulated time if his / her offer is accepted. In case of premature termination of the contract by either side, the security deposit of the contractor shall be forfeited.
9. Dispute: - In case of any dispute between the Chief Warden and the Service Provider, the matter will be referred to an arbitration committee to be approved by the Director and the decision of the Committee will be binding on the contractor.
10. Statutory Requirement/obligation: All statutory rules, like Minimum Wages (Central) Act, ESI Act, PF Act, etc., as applicable for engagement of labor on daily wage basis are to be followed strictly as per Government norms.
11. In case of failure to comply with the above statutory Rules, Acts, the authorities shall have the right to impose the penalty or cancel the contract.

12. 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.
13. The contractor shall not appoint any sub-contractor to carry out any obligation under this Contract.
14. The contractor shall vacate the leased premises with the all features, furniture etc., which are institute properties in good and tenable conditions at the termination of the contract.
15. The contractor shall not make or permit any construction or structural alteration of additional fitting inside the premises of the work place without prior written approval of the authorities.
16. The security deposit will be returned three months after the end of the contract period without interest if there are no pending issues against the contractor.
17. One month notice is required from the contractor for the termination of the contract service if such a condition arises during the contract period.
18. If the contractor and/or his team and also functioning of the mess is not up to the mark or, the quality of the food is below standard or unhealthy or unhygienic, then Chief Warden is empowered to terminate the contract with a short notice of one week. The Hostel Wardens Committee's opinion is final so far as the food quality / mess management is concerned.
19. In case of unsatisfactory performance / any dispute whatsoever / labour dispute emergency condition or any other reason as deemed fit by the Chief Warden, the contract can be cancelled at the sole discretion of the Director.
20. Hygiene and overall cleanliness in and around Kitchen has to be maintained. Raw materials, ingredients etc. used for food preparation are to be of good quality. Clean, fresh, nutritious, hygienic and edible food has to be served. Any type of COOKED FOOD shall not be stored / preserved / reserved after meals. Not following warden's suggestions / instructions in above matters shall be considered as violation of terms and conditions of contract and shall invite penalty for the same (upto 10% of monthly bill as decided by Mess Committee).
21. The mess utensils are to be cleaned with hot water using detergent powder/soap after every meal.
22. Contractor shall be solely responsible in case of incident(s) of food poisoning etc. and shall bear the complete expenditure arising out of this for medical treatment of the boarders of the mess. In addition, penalty may be imposed on the contractor as decided by the Committee of Wardens / Chief Warden for such incident(s). Further, legal action may also be taken as per the provisions of law.
23. The Contractor shall use only branded raw materials of best quality for preparing the food. Brands of certain mess items are given below. A quality control Supervisor will check all materials brought to the mess as well as cooking practices. In the event of the quality of the food served being poor or not adhering to contractual conditions, the Hostel management will be free to impose monetary fine as deemed fit on the contractor. Such fines imposed will be adjusted against the payments due to the contractor. The Institute shall pay only the approved daily rate per student for the entire contract period.

<b>MESS ITEM</b>	<b>BRAND</b>
Salt	Tata, Annapurna, Nature fresh
Ketchup	Maggi, Kissan,
Oil (Sunflower)	Sundrop, Goldrop, Priya, Vijaya, Naturelle, Freedom (use of Hydrogenated (vanaspati) oil is prohibited)
Atta	Ashirvad, Pillsbury, Annapurna
Flavoured fruit drinks	Rasna, Roohafza
Butter	Amul /Vijaya
Cornflakes	Kellogg's
Jam	Kisan /Trix
Tea	Brook bond, Lipton, Tata, 3 Roses, Gemini
Coffee	Nescafe/Bru/Sunrise
Rice	Vijaya or Sona masuri (preferably from Mulkanoor Cooperative Society)
Bread	Ruchi/Modern/Spensers
Milk	Vijaya/Mulkanoor Dairy
Pickles	Priya/Ruchi/Spensers/Ramya
Noodles	Maggi, Nestle, Nissan

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

24. **All inclusive daily rate (inclusive of fuel, cost of procurement of rice, wheat and all other provisions, vegetables, fruits, mineral water, unloading and loading, transportation, storage, labour, all statutory taxes including service tax, duties and levies etc and fluctuations in the rates of the commodities) per student should be quoted in the tender. The Hostel Management will not pay any other charges for the catering services provided except the daily rate.**
25. **14.5 Kg capacity Gas cylinders for non domestic use are provided by the institute. It is the sole responsibility of the contractor to get the refills from the Gas company to run the mess. Any fluctuations in the Gas price must be absorbed by the Contractor only.**
26. **When circumstances warrant, contractor should cater for large number of students/staff members at very short notice. Similarly, fluctuations in strength during vacation periods shall have to be accommodated.**
27. Monthly payment to the contractor will be made by Chief Warden in one instalment after the submission of actual mess bill including copies of all statements, taxes paid for the said period.
28. The contractor and his workers must behave politely with boarders of the Mess. The contractor and his team, under any circumstances should not involve in any altercations with the boarders of the mess. In case of such situations/ under emergency, the Contractor should intimate immediately to the concerned Warden/Deputy Chief Warden/Chief Warden.
29. Mess workers and cooks should be healthy and medically fit. They are required to have a regular check up with the institute Medical Officer. If any mess worker is found medically unfit, he may not be given permission to continue his duties and mess contractor has to replace him immediately without fail.
30. The Hostel / Institute administration reserves the right to depute persons to act as supervisors to check the overall maintenance of the premises and



proper use of the materials.

31. Mess Contractor or his representative / manager is required to remain present in the mess when the food is being served in the mess.
32. Smoking / drinking liquor etc. is strictly prohibited in the Institute premises.
33. Storage / consumption of any alcoholic drink / liquor are strictly prohibited. The contractor shall not serve any of such substance / drink in mess / hostel. Smoking, consuming gutka, tobacco etc. is also prohibited in mess premises.
34. Employment of child labour (below the age of 18) is totally prohibited. It is the responsibility of the Contractor to comply with all formalities of labour office including obtaining necessary labour license.
35. The employees of the contractor should wear uniform along with a name tag.
36. All expenses related to the functioning of the employees engaged by the Contractor shall be in the scope of the Contractor.
37. The Contractor is solely responsible for the payment of minimum wages for their employees as per of the Government of Telangana State norms and deductions towards P.F. and E.S.I. The record of duty hours and pay structure should be maintained as per rules for inspection by authorized government personnel and N.I.T and for meeting other statutory and non-statutory benefits/obligations. A copy of the all statutory levies paid by the contractor should be submitted to the Chief Warden every month.
38. **The contractor should submit the proof of payment of statutory/non-statutory benefits such as ESI/EPF etc. to the persons employed by him every month along with mess bill claims, otherwise bills will not be paid.**
39. **It is also mandatory on the part of the contractor to open Savings Bank Account in the State Bank of Hyderabad, NIT Branch, Warangal in the names of all the persons employed by him and also monthly salary must be paid by way of credit into their individual accounts. These details have to be submitted along with mess bill claims.**
40. Contractor shall provide light food to the sick student/s during his/their sickness period and no extra charge will be paid for the same.
41. All the workers engaged in the food courts (IFC-A, IFC-B & IFC-C)/ Priyadarshini Mess (Ladies Hostel) are to be solely employed by the contractor only. Contractor has to engage sufficient number of employees for cooking, serving and cleaning/house keeping.
42. Hostel management will monitor and evaluate the performance of the caterer. Grading of the caterer is done by the students based on quality, quantity, hygiene etc. Continuous bad performance will result in termination of contract. Non-compliance with menu and serving of unhygienic food will result in instant monetary fine.
43. The students are permitted to opt for the change of mess once in a semester. The change of mess is permitted subject to the condition that the strength of a mess does not fall below 600 and does not exceed 800.

44. The AMC charges for the electric gadgets and gas at the mess have to borne by the caterer.
45. Contractor must make his own arrangements for house-keeping of the dining and kitchen area allotted and disposal of the kitchen and dining waste material. House-keeping of common areas shared by the caterers must be done by them on rotation basis.

### **PENALTY**

Failure to supply food in terms of quality, quantity and as per the menu indicated in Schedule-B will attract penalty. For not adhering to contractual conditions, the Chief Warden shall be free to impose monetary fine as deemed fit on the contractor. Fines imposed shall be adjusted against payment due to the contractor.

- a) Vegetables used should be fresh and of good quality. If vegetables kept for use is found to be rotten or of poor quality, then a fine of Rs. **5,000/-** for each occasion will be imposed.
- b) Items 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 Rs. **10,000/-** for each occasion will be imposed.
- c) Kitchen should be kept clean. If it is not kept clean, a fine of Rs. **5000/-** for each occasion will be imposed.
- d) For damages caused by the contractor to the kitchen equipments, vessels and other items supplied by the licenser, **twice** the cost of the equipment will be recovered.
- e) Any complaint of insects cooked along with food found in any food item would invite a fine of Rs. **20,000/-** on the contractor. The contractor should prepare an alternate item immediately when such an incident is reported, pending further enquiry.
- f) Any complaint of soft objects like rope, soft plastic, cloth etc in food will attract a fine of Rs **2,000/-** per complaint.
- g) Any complaint of stones / pebbles of diameter more than 2 mm will attract a penalty on the contractor which can range between Rs **5000/-** to Rs **10,000/-** depending on the size of the stone/ pebble per complaint.
- h) 5 or more complaints of unclean utensils in a day would lead to a fine of Rs. **2,000/-** on the contractor.
- i) If mess committee agrees that certain item of a meal was not cooked properly then a fine of Rs. **10,000/-** would be imposed on the contractor.
- j) Changes in approved menu (as per schedule – B) of any meal without permission of warden/mess committee would result in a fine of Rs. **10,000/-** on the contractor.
- k) Fine on any discrepancy (personal hygiene of workers, misbehaviour by workers etc.) will lead to fine of Rs. **5,000/-** on contractor for every instance.
- l) It is the responsibility of the contractor to see that the drainage lines are properly cleaned to see that the premises is hygienic. If it is found that due to negligence any drain is choked or foul stinking smell is detected, a heavy penalty of Rs. **30,000/-** will be levied at each instance of such occurrence.
- m) Using of brands not mentioned in the contract without prior permission and adulteration shall invoke a hefty fine beyond the limit of any fine mentioned above and is decided by the Mess Committee with consent with the wardens. Severity of hygiene failure shall be assessed and decided by the Mess Committee and fined appropriately. In case of gross failure/negligence a severe penalty will be imposed, which could be a hefty fine as cash and/or summary termination of the Contract.

**The Dean (Students Welfare)/authority nominated by the Director, NITW in his capacity, Warden and Chief warden shall be the Competent Authority with regard to imposition of Penalty. The contractor may appeal to the Chief Warden for reduction/waiver of penalty. The decision of the Chief Warden shall be final.**

**OFFICE OF THE CHIEF WARDEN, NIT HOSTELS  
NATIONAL INSTITUTE OF TECHNOLOGY, WARANGAL 506004**

**Schedule – B: Scope of Work & Details of Menu**

**Scope of Work:**

**Table – 1**

Sl No	Dining Facility	No of Students (Expected)	Available facilities	Menu allotted
1	<b>**Priyadarshini Mess (Ladies Hostel)</b>	600 – 1200	Equipped with a Kitchen and a Dining Hall of seating capacity of 300 at a time.	General Menu
2	Institute Food Court – A	600 – 800	Equipped with a kitchen and a dining hall of seating capacity 300 at a time	General Menu
3	Institute Food Court – B	600 – 800	Equipped with a kitchen and a dining hall of seating capacity 300 at a time	North Indian Menu
4	Institute Food Court – C	600 – 800	Equipped with a kitchen and a dining hall of seating capacity 240 at a time	South Indian Menu

**\*\*All the workers and Service persons in the Dining Hall of Priyadarshini Mess must be ladies.**

This Contract is for one academic Year only i.e., academic year 2016-17. Normal duration of academic year shall be August, 2016 to April/May, 2017 or till the closure of the Institute for summer vacation.

The contract may, at the sole discretion of NIT, Warangal represented by its Director, be extended for another academic year in case the performance of the contractor is satisfactory. The 'satisfaction' shall be a matter to be decided / recorded by a committee appointed by the Director, comprising of various stake holders including hostel management, student representatives, Deans and such others who may in the sole opinion of the Director be relevant. The contractor shall have no say in the matter of determination of 'satisfaction'.

Same contractor will not be awarded more than one Mess. However, the decision of the Director will be the final.

The work of providing Catering Services (including Kitchen & Dining Hall maintenance) for Institute Food Courts (IFC-A, IFC-B & IFC-C) and Priyadarshini Mess (Ladies Hostel) shall have to be undertaken without causing any damage to the Institute properties. In case any damage is caused by the workers deployed by the Company/Contractor, the same shall be made good by the Company/Contractor.

Decision of the Director/Chief Warden will be final and binding on the contractor in case of any dispute arising out with respect to the terms and conditions of this contract.

**The tenderer must submit Financial bid for each menu separately i.e. “General Menu” applicable to Priyadarshini Mess and IFC-A, “North Indian Menu” applicable to IFC-B and “South Indian Menu” applicable to IFC-C.**

The following are the base rates for different menus (inclusive of all taxes).

1. General Menu : Rs. 93/- ( Rupees Ninety three only)
2. North Indian Menu : Rs. 95/- ( Rupees Ninety five only)
3. South Indian Menu : Rs. 94/- ( Rupees Ninety four only)

**The bidders who quote less than 5% or more than 5% of the base rate will be disqualified.**

**In case of tie, L1 will be decided based on the total price of the extra items. In case of further tie, L1 will be decided based on the rate quoted for the first of the extra item namely chicken masala. In case of further tie, L1 will be decided based on the rate quoted for the second, third, fourth, and fifth of the extra items respectively. In case of further tie, L1 will be decided based on the draw of lots.**

**No tenderer will be awarded contract for more than one mess even if his/its quotation happens to be the lowest for more than one menu.**

**Caterer must submit a detailed note of justification in respect of the quoted daily rate, by giving details of dining hall and kitchen expenses, wages and taxes, failing which the financial bid shall be treated as UNRESPONSIVE and shall not be considered.**

**The Institute reserves the right to reject any bid at any stage of tender evaluation without assigning any reason. Mere participation in the tender process by any tenderer will not confer any right, what so ever, on him/it.**

**The committee reserves the right regarding the allotment of messes to the successful bidders.**

Once the contract is awarded, the contractor will automatically be within the purview of the Food and Adulteration Act and the items supplied in the institute food court (IFC-A, IFC-B & IFC-C), Priyadarshini Mess (Ladies Hostel) should strictly adhere to the stipulated regulations of the Food and

Adulteration Act. Any deviation from this will be viewed seriously and is liable to attract legal penalties and punishments.

The following conditions apply for the menu in Table 2, 3 and 4.

**Lunch and Dinner are unlimited**, except for the following items.

1. Sweet
2. Fruits
3. Milk (100 ml)
4. Curd-2 cups (max.) each 50 gm
5. Fried Vegetable items.

The daily rate quoted must include fuel cost, procurement of rice & provisions and vegetables of good quality, mineral water and other items. Further, the cost of these raw materials shall be inclusive of loading and unloading, transportation, storage at dining hall premises for which no additional cost is payable or reimbursable by the Hostel management.

The contractor should go through the Schedule-A and give a compliance report for the terms & conditions and the requirements. The Hostel management ensures monthly payment to the contractor.

Hostel Management reserves the right to assign any one of the dining facility to the contractor based on availability/requirement. The contractor shall visit these facilities and ascertain the available infrastructure. Any additional requirements, as deemed necessary by the contractor shall be taken care of by the contractor.

The hostel office will provide necessary facilities such as crockery (serving plates, glasses, spoons etc.). Other items viz. working tables, racks, shelf, vegetable cutting machine, wet grinder, chapatti puffer, cooking burners, mixer grinder, cold storage etc. shall only be provided. These facilities will be in the charge of the Contractor and he / she 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 repair, subjected to approval and instructions of the Chief Warden / Warden. Other utensils, Gas refills and their safety, which are required to run the mess, will have to be arranged by the contractor. The regular maintenance of the facilities provided is to be borne by the contractor.

The maintenance of safety, health and hygienic conditions in and around the mess /kitchen will be the responsibility of the bidder. Warden's suggestions / instructions regarding cleanliness have to be followed and the expenditure towards this is to be borne by the contractor.

The successful bidder has to maintain the premises including kitchen and surrounding areas of the institute food court (IFC-A, IFC-B and IFC-C), Priyadarshini Mess (Ladies Hostel) clean and hygienic.

**Table-2 – GENERAL MENU**  
**Applicable to Priyadarshini Mess (Ladies Hostel) and IFC-A**

DAYS	BREAKFAST	LUNCH	DINNER
MONDAY	Puri , Alu Curry,  Tea/Coffee/Milk	Veg Biryani, Chapati, Guthi Vankaya Curry in Gravy, <b>Vegetable curry*</b> White Rice, Raitha, Onion, Sweet, Sambar, Curd	White rice, Pulka, Moong dhal, Alu 65, Rasam, Onion, Curd, Chutney, Banana(1)
TUESDAY	Masala Dosa, Chutney  Tea/Coffee/Milk	White Rice, Chapathi, Green Peas with tomatoto curry, <b>Vegetable curry*</b> , toor dal with vegetable, Fryums, Rasam, Curd, Onion	White Rice, Pulka, Rasam, Palak Paneer, Sambar, Mango Pickle, Bendi curry, Curd /Butter milk
WEDNESDAY	Upma & Poha, Coconut Chutney  Tea/Coffee/Milk	Veg Biryani, Pulka, Mix Veg Curry, <b>Vegetable curry*</b> Raitha, White Rice, Sambar, Sweet, Onion, Curd	White Rice, Pulka, Rasam, Pulse Gravy/ Donda, Pakoda, Palak Dal, Chutney, Curd, Banana (1)
THURSDAY	Idli, Vada, Sambar, Chutney  Tea/Coffee/Milk	White Rice, Pulka, toor dal with leafy vegetable, Dal Makhani, <b>Vegetable curry*</b> Chutney, Rasam, Onion, Curd, Fryums	White Rice, Pulka, Mango Pickle, Sambar, <b>Vegetable curry*</b> , Gobi Masala, Rasam, Curd, /Butter Milk Seasonal Fruit
FRIDAY	Utappam/Alu bonda  Tea/Coffee/Milk	Lemon Rice, Chapathi, Alu tomato curry, <b>Cabbage- Manchurian curry</b> , Curd, Pickle/ Chutney, Sambar, Sweet, Onion	White Rice, Pulka, Rasam, Bajji, Mix Veg Fry Curry, Gongura Chutney, Dalfry, Banana (1) Curd, /Butter Milk
SATURDAY	Pongal/Rava Dosa, Coconut Chutney,  Tea/Coffee/Milk	White Rice, Poori, Chole curry, Coconut chutney, sambar, <b>Mixed Vegetable curry</b> , Onion, Curd, Fryums	White Rice, Pulka, Rajma <b>in gravy curry</b> Chutney, Tomato Dal, Bendi Fry, Rasam Curd.
SUNDAY	Alu Paratha, coconut + mint chutney / Ginger Pickle  Tea/Coffee/Milk	Veg Biryani, Chapati, Plain rice, Panner Butter Malsala, <b>Vegetable curry*</b> , Curd, Fruit Salad, Onion	White Rice, Pulka, Chana Curry, Toor Dal, Rasam, Chutney, Curd, Veg. Manchuria, Banana(1)

**Vegetable curry\*: 1) Carrot coconut (fresh) 2) Bendi, 3) Donda,4) Beans+ coconut  
5) Cabbage 6) Arvi/Snake gourd 7) Capsicum 8) Beetroot coconut.  
(Any One as per above schedule)**

- ALL DAYS : 1. Bread, Butter, Jam as Alternate Breakfast  
: 2. Milk to be served in the night at extra cost.  
: 3. Corn flakes to be served at extra cost in the Breakfast  
: 4. Boiled Egg/ Omelette to be served at extra cost in the lunch  
and Dinner.  
: 5. Non-Veg (Chicken) to be served at extra cost in the lunch.  
: 6. Fresh Fruit Juice to be served at extra cost in the lunch/Dinner.

**Table-3 North Indian MENU**  
**Applicable to IFC-B**

DAYS	BREAKFAST	LUNCH	DINNER
MONDAY	Puri , Alu Curry, Tea/Coffee/Milk	Chapati, <b>Vegetable curry*</b> White Rice, Dal, Baingan Bartha/ Brinjal Masala, Raitha, Onion, Sweet, Curd	White rice, Pulka, Alu 65, Moong dhal, Bundi Raita, Rasam, Onion, Chutney, Banana(1)
TUESDAY	Dosa, Sambar,Chutney Tea/Coffee/Milk	White Rice, Chapathi, Green Peas with tomoto curry, Kadi Pakoda, Toor dal with vegetable, Fryums, Onion	White Rice, Pulka, Dal, Palak Paneer, Sambar, Mango Pickle, Bhendi Masala, Curd /Butter milk
WEDNESDAY	Upma & Poha, Coconut Chutney Tea/Coffee/Milk	Pulka, Mix Veg Curry, soyabean curry, Dalfry, Raitha, White Rice, Sambar, Sweet, Onion, Curd	White Rice, Poori, Chole curry, Bajji, Palak Dal, Chutney, Bundi Raita, Curd, Banana (1)
THURSDAY	Idli, Vada, Sambar, coconut Chutney Tea/Coffee/Milk	White Rice, Pulka, toor dal with leafy vegetable, Dal Makhani, <b>Vegetable curry*</b> , Rasam, Onion, Curd, Fryums	White Rice, Pulka, Dal, Kadi Pakoda, Gobi Masala, Sambar, Papad, Seasonal Fruit
FRIDAY	Masal Dosa, Groundnut Chutney Tea/Coffee/Milk	Tomato Rice, Chapathi, Dal Makhani (soya), Cabbage-Manchurian curry, Pickle, Curd, Onion, Sweet.	White Rice, Pulka, , Bajji, Mix Veg Fry Curry, Dalfry, Palak Paneer, Banana (1) Curd, /Butter Milk
SATURDAY	Pongal/Rava Dosa, Coconut Chutney, Tea/Coffee/Milk	White Rice, Poori, Chole curry, Coconut chutney, Dal, Mixed Vegetable curry, Onion, Curd, Fryums	Pulka, Plain Rice, Jeera Alu, Rajma in gravy curry, Tomato Dal, Rasam,Curd.
SUNDAY	Alu Paratha (3), coconut + mint chutney / Ginger Pickle Tea/Coffee/Milk	Veg Biryani, Chapati, Plain rice, Panner Butter Malsala, <b>Vegetable curry*</b> , Curd, Fruit Salad, Fryums, Onion	White Rice, Pulka, Toor dal, Chana Curry, Rice Kheer, Veg Manchuria, Papad, Curd, Banana(1)

**Vegetable curry\*: 1) Carrot coconut (fresh) 2) Bendi, 3) Donda,4) Beans+ coconut  
5) Cabbage 6) Arvi/Snake gourd 7) Capsicum 8) Beetroot coconut.  
(Any One as per above schedule)**

- ALL DAYS : 1. Bread, Butter, Jam as Alternate Breakfast  
: 2. Milk to be served in the night at extra cost.  
: 3. Corn flakes to be served at extra cost in the Breakfast  
: 4. Boiled Egg/ Omelette to be served at extra cost in the lunch  
and Dinner.  
: 5. Non-Veg (Chicken) to be served at extra cost in the lunch.  
: 6. Fresh Fruit Juice to be served at extra cost in the lunch/Dinner.

**Table-4 – South Indian MENU**  
**Applicable to IFC-C**

DAYS	BREAKFAST	LUNCH	DINNER
MONDAY	Puri , Alu Curry, Tea/Coffee/Milk	Lemon Rice, Chapathi, Plain rice, Dal, Alu tomoto curry, Cabbage- Manchurian , Gongura Chutney, Rasam, Curd, Onion, Sweet	White Rice, Pulka, Bajji, Mix Veg Fry Curry, Pickle/ Chutney, Sambar, Curd, Banana (1)
TUESDAY	Dosa, Sambar, Chutney Tea/Coffee/Milk	White Rice, Chapathi, Green Peas with tomatoto curry, <b>Vegetable curry*</b> , Toor dal with vegetable, Rasam, Papad, Curd, Onion	White Rice, Pulka, Palak Paneer, Mango Pickle, Bendi curry, Sambar, Curd
WEDNESDAY	Upma & Poha, Coconut Chutney Tea/Coffee/Milk	Veg Biryani, Pulka, Mix Veg Curry, Toor Dal, Raitha, White Rice, Sambar, Sweet, Onion, Curd	White Rice, Pulka, Rasam, Pulse Gravy/ Donda, Pakoda, Palak Dal, Chutney, Curd, Banana (1)
THURSDAY	Idli, Vada, Sambar, Coconut Chutney Tea/Coffee/Milk	White Rice, Pulka, Toor dal with leafy vegetable, <b>Vegetable curry*</b> Chutney, Rasam, Onion, Curd, Papad	White Rice, Pulka, Mango Pickle, Sambar, <b>Vegetable curry*</b> , Gobi Masala, Rasam, Curd, Seasonal Fruit
FRIDAY	Masal Dosa, Groundnut Chutney Tea/Coffee/Milk	Veg Biryani, Chapati, Guthi Vankaya Curry in Gravy, <b>Vegetable curry*</b> White Rice, Sambar, Curd, Onion, Sweet	White rice, Pulka, Moong dal, Mix. Veg. Curry, Rasam, Onion, Curd, Chutney, Banana(1)
SATURDAY	Pongal/Rava Dosa, Coconut Chutney, Tea/Coffee/Milk	Tamarind rice, White Rice, Poori, Chole curry, Coconut chutney, Mixed Vegetable curry, Sambar, Curd, Fryums	White Rice, Pulka, Chutney, Tomato Dal, Bendi Fry, Rasam, Rice Kheer, Curd.
SUNDAY	Alu Paratha(3), coconut + mint chutney / Ginger Pickle Tea/Coffee/Milk	Veg Biryani, Chapati, Panner Butter Malsala, <b>Vegetable curry*</b> , white rice, Sambar, Curd, Fruit Salad, Onion	White Rice, Pulka, Dal with leafy vegetable, <b>Vegetable curry*</b> , Rasam, Chutney, Curd, Papad, Banana(1)

**Vegetable curry\*: 1) Carrot coconut (fresh) 2) Bendi, 3) Donda,4) Beans+ coconut  
5) Cabbage 6) Arvi/Snake gourd 7) Capsicum 8) Beetroot coconut.  
(Any One as per above schedule)**

- ALL DAYS : 1. Bread, Butter, Jam as Alternate Breakfast  
: 2. Milk to be served in the night at extra cost.  
: 3. Corn flakes to be served at extra cost in the Breakfast  
: 4. Boiled Egg/ Omelette to be served at extra cost in the lunch  
and Dinner.  
: 5. Non-Veg (Chicken) to be served at extra cost in the lunch.  
: 6. Fresh Fruit Juice to be served at extra cost in the lunch/Dinner.



**OFFICE OF THE CHIEF WARDEN, NIT HOSTELS  
NATIONAL INSTITUTE OF TECHNOLOGY, WARANGAL 506004**

**Schedule-C: Basic Technical Details**

1. Name of the contractor  
  
Complete Address  
  
Phone No. and E-mail ID:
2. Name of the owner(s)/Partners:  
(Attach Bio-data of all Partners):
3. Name of the Contact Person/ Representative of firm  
  
Telephone numbers of the Contact Person/Representative of firm :  
  
Office.....  
Residence.....  
Mobile.....  
  
Email .....
4. a) License No/Registration No PAN/TAN, ESI, EPF, PF, VAT, ST,  
Bank Account Numbers (copies should enclosed as Annexure-A)  
  
b) Proof for payment of income tax, local sales tax and service tax (last  
three years) (copy of income tax and service tax payments to be  
enclosed as Annexure-B, C and D)
5. List of Higher education Institutions/organisations where the firm is  
presently providing similar services (enclose copies of work order up to  
2016 and ongoing work separately for those where there are more  
than 500 boarders. List with name of the institution, duration,  
number of students catered, type of service provided etc., to be  
included in Annexure-E
6. Whether Quality Certification obtained for any of the Food  
Courts/Dining facilities/Catering services provided, If Yes, list to be  
enclosed as Annexure-F
7. Bidders Solvency (Capital Employed) Rs.(in lakhs) (Solvency certificate  
for an amount not less than Rs.25.00 Lakhs should be enclosed as  
Annexure-G
8. Details of Earnest Money:
  - i. Draft/Pay Order No.
  - ii. Date & Name of the Bank

iii. Amount (in Words)

iv. Due Date of Draft/Pay Order

9. Turnover for the last three years. Authenticated copy of audited Statement of Accounts for the last three years should be enclosed as Annexure H1, H2 and H3. (In case the work was executed for private firm/persons, TDS certificate should be submitted as Annexure-H4)
10. Total No. of Persons to be deployed (Permanent/Temporary)  
Chief Cook:                      Manager:  
Cooks:                              Supervisor:  
Helpers:                            Cleaners:
11. Litigations, if any, connected with Catering Work : Yes/No  
(if Yes, details to be furnished as Annexure- I )
12. Any other information, bidder wishes to provide in support of their credentials, details, if any, to be furnished as Annexure-J

**DECLARATION BY THE CONTRACTOR**

I/We have carefully read the terms and conditions of contract as contained in Tender Notification No. NITWH/CSKM/2016 Dated: 22.06.2016 and agree to abide by these terms. If, I/We fail to fulfill any of the terms and conditions of the contract, then Director/ Chief Warden has the right to cancel the contract without any further correspondence and NIT, Warangal, has no financial liability. I/We promise to pay the compensation or fine in case of such default.

(Signature of Bidder)

Name & Designation

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Seal of the firm

- Note: i) Authenticated certificates, testimonials & proof of experience to be produced in support of SI. No.2,3,4 &5
- ii) Annexure A to J should be included along with this. Mark the Annexure number at top right corner.

**FORMAT FOR FINANCIAL BID (TO BE TYPED ON THE LETTERHEAD OF FIRM)**

**FINANCIAL BID**

To  
The Chief Warden,  
NIT Hostels ,  
NIT Warangal – 506004

Sir,  
Sub: Selection of contractors for catering services for IFC (A,B &C) and Ladies Hostel.  
Ref: Your tender notification No NITWH/CSKM/2016, Dated 22 /06/2016.

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

**MENU**

Type of Menu(vide schedule-B of Tender document)	General Menu	North Indian Menu	South Indian Menu
Daily rate per student ( Rs.)			

(Detailed note of justification in respect of the quoted daily rate, by giving details of dining hall & kitchen expenses, wages and taxes etc must be enclosed, otherwise financial bid shall not be considered).

**EXTRA ITEMS**

Sl.No	Item	Quantity	Rate
1.	Chicken Masala	Per Plate (100 gms)	
2.	Chicken 65(Dry)	Per Plate (100 gms)	
3.	Fish Fry	Per Plate (100 gms)	
4.	Boiled Egg	1 No	
5.	Single Egg Omlet	1 No	
6.	Single Egg Masala	1 No	
7.	Egg Burgi	Per Plate (100 gms)	
8.	Corn Flakes	Cup of 50 gm	
9.	Night Milk /	Cup of 150 ml	
10.	Fruit Juice	Cup of 150 ml	
11.	Evening Tea/Coffee/Milk	100 ml	

- Note :**
1. Rates quoted should be inclusive of all taxes / levis (service tax and any other statutory Central/State Govt. taxes)& Fluctuations in the rates of items and should be valid for ONE year from the date of tender.
  2. Bidders must quote for the menus given above.
  3. Financial bid should be kept in separate sealed cover.
  4. Price comparison shall be done for each menu separately. ( Table 2,3 and 4)
  5. In case of tie, L1 will be decided based on the total price of the extra items. In case of further tie, L1 will be decided based on the rate quoted for the first of the extra item namely chicken masala. In case of further tie, L1 will be decided based on the rate quoted for the second, third, fourth, and fifth of the extra items respectively. In case of further tie, L1 will be decided based on the draw of lots.

**DECLARATION**

- We hereby accept to cater to any minor modifications in the menu as requested by the students and approved by the Hostel Management committee after discussion during the period of the contract, without any additional cost.
- We hereby agree to abide by the decision of the Hostel management and terms and conditions mentioned in the schedules.
- We have enclosed the duly signed copy of all the schedules with the required annexures.
- We hereby certify that the above rates are inclusive of service tax and any other statutory Central/State Govt. taxes and fluctuations in all items.

Sincerely

Authorized signatory of the bidders with seal.

## **CHECK LIST**

Ensure that you have enclosed the following before submitting the Tender

1. Separate envelope consisting of Tender Document, Fee Receipt/DD and DD for EMD (as specified for each item separately).
2. Technical Bid Documents in a separate sealed envelope (as per Schedule C).
3. Financial Bid along with detailed justification in a separate sealed envelope.
4. Please study the important conditions of the Tender, Terms and Conditions (Schedule A) and Scope of Work and Details of Menu (Schedule B) and submit the Tender in accordance with those.