

NOTICE INVITING QUOTATIONS FOR PROVIDING MESS SERVICE AT IIT GOA

GSTIN: 30AABAI1653D1ZF

PAN: AABAI1653D

TAN: BLRI08261B

Enquiry No. C&EMD/IITGOA/2022/004

Date: 06th Jan'2022

IIT Goa invites sealed quotations for providing mess service for three months' period at IIT Goa hostel premises.

- Estimated cost put to tender – Rs.7,00,000/-Month (inclusive all taxes & GST).
- Single Bid system tender
- EMD – Bid security declaration to be submitted by bidders as per the enclosed format.

Eligibility criteria

- The bidder is required to submit central license of his firm for running canteen / mess obtained under FSSAI act 2006.
- Bidder should be registered with Income Tax and Goods & Service Tax departments or Registered himself in Goa on award of contract.
- Bidder should be registered with appropriate authorities under EPF & ESIC act or any other labour authorities including the contract labour (Regulation & abolition act)

Terms and conditions:

1. Quotation must be valid for at least 60 days initially and shall remain firm throughout the period of contract thereafter.
2. The mess provider Should Quote the price inclusive of all taxes & GST.
3. The successful agency / firm / company will have to deposit a Bank Guarantee of Rs. (approx. 3% of the contracted value of service) at the time of award of work. This Bank Guarantee should be from a scheduled/ nationalized bank in the form of Performance Bank Guarantee (PBG) in favour of 'Indian Institute of Technology Goa'. This PBG shall cover entire period of contract and shall remain valid for a period of 60 days beyond the period of contract.
4. Precaution should be taken for safe environment of the premises.
5. Waste segregation and waste disposal including wet & dry waste is in the scope of bidder.
6. Water & Electricity will be provided by the Institute free of cost. The bidder may quote his rate accordingly.
7. The mess provider Should Quote the price considering the Menu, all annexures and other terms and conditions including the special terms & condition.

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8. The period of service may be extended further on mutual agreement on satisfactory performance of the caterer.
9. EMD not applicable. However, bidders have to submit signed '**Bid Security Declaration**' accepting that if they withdraw or modify their bids or increase the quoted rate during period of validity etc. They will be suspended for future requirement of IIT Goa for 2 years. Tender without bid security declaration shall be liable for rejection. Bidders are requested to refer bid security declaration format.
10. For any clarification, you may kindly contact C&EMD at estate@iitgoa.ac.in.
11. **Sealed quotations must reach to the Institute by 15:00 Hrs on or before 12th Jan' 2022. The opening of the bids will be on the same day i.e at 15:30hrs in the presence of bidders. Interested bidders may remain present at the Institute, C&EMD office on the particular day with proper authorization letter/Identity card.**
12. **Delay due to any reason, postal/courier etc will not be entertained.**
13. **The mess service will start w.e.f 17th Jan'2022 onwards. The selected caterer shall start the service on the mentioned date.**
14. **Refer all Annexures.**
 - Annexure -A (Menu)
 - Annexure-B (List of permissible brand)
 - Annexure-C (Bid security Declaration)
 - Annexure-D (Details about the company)
 - Annexure-E (Penalties per complaint)
 - Annexure-F (Price Bid)
 - Annexure-G (List of equipment's)

Registrar

IIT Goa

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Special terms & conditions

1. The **timings of the meals** are strictly to be followed. Any deviation in the timings hampers the smooth functioning of institute program and engagements. Therefore, violations in this regard will attract stern action against caterer including financial penalty as mentioned in this document (**Refer Annexure E**). The Institute reserves the right to make any changes in said timings at any point of time after award of the contract. Caterer has to cater to following schedule: -

<u>Meal</u>	<u>Weekdays timings</u>	<u>Weekend timings</u>
Breakfast	0700 hrs to 0900 hrs	0730 hrs to 0930 hrs
Lunch	1200 hrs to 1415 hrs	1200 hrs to 1415 hrs
Tiffin	1630 hrs to 1745 hrs	1630 hrs to 1745 hrs
Dinner	2000 hrs to 2145 hrs	2000 hrs to 2145 hrs

2. The caterer will maintain a record of no. of persons being served on a daily basis with proper authentication for the purpose of accounting and billing.
3. **Engagement of required staff** shall be done by the caterer in consultation with the Institute authorities for their suitability.
4. The caterer will make all arrangements necessary for **neat, clean and organizational outlook** of all its workers befitting to the stature of IIT Goa in consultation with institute authorities. The workers will always maintain COVID appropriate personal hygiene and a clean appearance including use of clean hand gloves, masks, headgear and other necessary accessories while working.
5. The caterer shall, at their cost, maintain **complete readiness** in terms of stock of all dry, fresh rations, condiments and other necessary items for running the mess including manpower in case of a bund, strike or other exigencies.
6. The mess is strictly for IIT Goa campus inmates and its authorized personnel. Institute reserves its discretion in availing its services. **Caterer will not render or provide the services** of mess to any unauthorized personnel or use his discretion in this regard whatsoever.
7. The caterer will make all necessary arrangements for **accommodating and transporting all manpower** deployed by him so as to ensure timely operation of mess in order to timely serve meals. Institute will have no obligation in this regards whatsoever. Only essential manpower for breakfast preparation may be allowed to stay during night time in the hostel premises with approval of the hall office.
8. The caterer will ensure **upkeep of all the equipment, infrastructure** (as the case may be) provided to him by the institute. All such maintenance of Institute property / equipment will be carried out by the caterer at his own cost.
9. The caterer will be solely responsible for the general **discipline and conduct of his staff** at the Institute at all the time. It may be noted that only verified individuals through mandatory Police verification on submission of such document will be allowed to enter the Institute and will be deemed deployment worthy. In case of a violation financial penalty will be levied on the caterer as deemed fit by the Institute.
10. The caterer must provide food arrangements for special events like conference/meetings/workshops/talks etc. as requested by the Institute. The rate & menu are to be finalized mutually by the mess committee, concerned organizer and caterer.

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11. The Caterer shall not employ child labour. Violation will attract legal action as per extant regulation on the subject.
12. Major civil and electrical works of the canteen will be attended by IIT Goa. Maintenance jobs such as repair of all mess equipment and running expenses are the responsibility of the caterer. A high uptime and sound upkeep of IIT Goa mess equipment is essential. Any deviation in menu due to want of repair of equipment attracts penalty as deemed fit by the Institute.
13. The caterer has to arrange all cooking needs and serving utensils including plates, glasses, cups spoons, forks etc. The serving utensils will be vetted by the IIT Goa authorities for their quality and fitness before use, therefore the provision may be made in consultation of IIT authorities. Upkeep of all items provided by IIT Goa will be the sole responsibility of the caterer.
14. The caterer at his own cost will have to make provision of commercial / only permissible cooking gas cylinders and related cooking.
15. The caterer will check enter all the material brought by him such as Gas cylinder, utensils, plates, cooking aids etc. The caterer will be allowed to take back these materials on closing of the contract after due verification with the entry list.
16. Security of licensed premises, equipment, fittings and fixtures, furniture etc. is the responsibility of the catering contractor. **Any damage to the Institute infrastructure by the caterer team or caused due to their negligence will be repaired or replaced at the caterers' cost.**
17. **Cleaning and Housekeeping of the kitchen and dining area will be the sole responsibility of the caterer. Cleaning of utensils, cutlery, crockery, kitchen equipment, furniture and fitments is also responsibility of the caterer. Mess provider should ensure that any dry & wet waste, polythene, garbage etc should not be laid down inside drain inlet area to prevent choking of the drain line.**
20. Mess workers should be provided necessary training in consultation with the Institute authorities so as to maintain the highest possible standard of hygiene. IIT Goa reserves the right to check cleanliness including pest control, fumigation, upkeep of premises, quality of rations and other deliverables at any time without prior notice.
21. IIT Goa is a total tobacco/alcohol free campus, therefore none of the staff deployed at the campus should be possessing or consuming tobacco products such as bidi, cigarette, chewing tobacco in any form, gutkha, masala, pan, Alcohol/ banned substances etc. Violation will attract penalty.
22. The caterer will ensure complete chain of activities so as to provide healthy and tasty meals absolutely on time to inmates on all days.
23. TDS @ 2% shall be made from the amount payable to the caterer. The TDS certificate will be issued by IIT Goa. Payment of income tax on profits of the firm is the sole responsibility of the caterer.
24. The caterer will adhere to the safe working practices and will take all safety measures necessary for the safety of his workmen. He will remain responsible for the safety of his persons engaged. The caterer should provide all necessary safety instructions, personal protective safety equipment to the persons engaged by him as applicable and required.
25. The caterer shall be liable to bear all expenses/damages/compensation in the event of any injury or loss of life of the personnel engaged by him while on duty.

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26. The caterer shall be bound by all security procedures followed at IIT Goa and abide by the security instructions for all purposes. Workmen engaged by him will be liable for check and search by the security on duty while mustering in and out and also at the other random places and timings. Any breach/violation of security regulations in the work premises by any of the caterer's persons shall be caterer's responsibility.
27. The caterer shall indemnify IIT Goa against any litigation arising from violation of statutes, laws and rules during operation of the contract. The caterer shall conduct all legal proceedings as may be necessary without any cost to the Institute. If due to any reason whatsoever, IIT Goa management is made liable to pay any liabilities of the caterer under any of the said laws etc; the same shall be recovered from the dues payable by IIT Goa to the caterer.
28. **Payment to the caterer** will be made on monthly basis on presentation of bills and on satisfactory performance certificate(s) from the authorized representative of the Institute. **In case of any discrepancy in service or inadequate payment of wages / to debtors, bill payment will be withheld till resolution of all issues.**
29. Institute will make payment to the service provider for the charges per day per head basis in a month at the quoted rate only. All other expenditure incurred in the catering such as gas cooking gas, rations, vegetables, spices, wages of workmen, utensils etc. are to be borne by the caterer. The kitchen and dining hall, kitchen equipment's, other gadgets like fridges etc belonging to the Institute shall be allowed to be used by the caterer free of cost.
30. The bidders are to strictly adhere to the minimum wages (including VDA), ESI, EPF & any other statutory requirement under the prevalent rules applicable for Area "B" prescribed by Central Ministry of Labour and Employment, Govt. of India. Under no circumstance, the rates payable to manpower being deployed should be lower than the prescribed rates. The caterer shall be solely responsible for any violation of the rules/statutes of the Govt. or otherwise applicable to this contract.
31. This agreement may be terminated on any of the following contingencies: -
- (a) On the expiry of the contract period as stated above
 - (b) By giving one month's notice by Institute on account of:
 - (i) Committing breach Terms and Conditions of this agreement by the service provider.
 - (ii) Assigning the contract or any part thereof to any Sub Contractor by the main Contractor without written permission of the Institute.
 - (iii) On Contractor being declared insolvent by competent Court of Law.
 - (c) During the notice period for termination of the contract, in the situation contemplated above, the
- The service provider shall keep on discharging his duties as before till the expiry of notice period.
21. In the event of any question, dispute / difference arising under the agreement or in connection herewith (except as to matter the decision of which is specially provided under this agreement) the same shall be referred to the sole Arbitration by the Director IIT Goa or his nominee. Any arbitration will under be the jurisdiction of Goa state authorities only.

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List of Menu is enclosed.

Specific detail of menu**Breakfast**

<u>Item</u>	<u>Frequency</u>	<u>Quantity</u>	<u>Comments</u>
Milk (untoned)	Daily	Unlimited	
Toasted white and whole wheat bread with jam	Daily	Unlimited	
Butter	Daily	Unlimited	
Tea and Coffee	Daily	Unlimited	
Egg	Daily	2 eggs	
Corn/Wheat flakes/Oats	Daily	1 bowl (25 gr)	

Tiffin / Snacks

<u>Item</u>	<u>Frequency</u>	<u>Quantity</u>	<u>Comments</u>
Snack as per menu	Daily	Unlimited	
Toasted white and whole wheat bread with jam	Daily	Unlimited	
Butter	Daily	Unlimited	
Tea and Coffee	Daily	Unlimited	

Lunch and Dinner

<u>Item</u>	<u>Frequency</u>	<u>Quantity</u>	<u>Comments</u>
Plain white rice	Once per meal	Unlimited	
Jeera rice	Once per week	Unlimited	
Pulav/Biriyani	Once per week	Unlimited	
Dal	Once per meal	Unlimited	As per menu
Curd	Once per meal	200 gm	
Papad	Once per meal	Unlimited	
Vegetable salad (Tomatto, Cucumber,beet root,carrot)	Once per meal	Unlimited	
Pickle/Chutney	Once per meal	Unlimited	
Fruit/Sweet	Once per day	Fruit 250 gm and Sweets 100 gm	As per menu
Ice Cream	As per Menu	40 – 50 gm	

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Annexure-B

List of Permissible Brand

<u>Item</u>	<u>Brands</u>
Salt	Tata, Annapurna, Patanjali
Spices	Suhana. , Badshah, Everest, Patanjali
Ketchup	Maggi, Kissan, Mharaja, Patanjali
Refined Oil	Patanjali, Sundrop, Fortune, Sunrich (Use of Hydrogenated Vanaspati oil is prohibited)
Pickle	Patanjali, Maharaja, Priya, Bedekar, Nilon's
Atta	Patanjali, Ashirvad, Swadist, Annapurna
Instant Noodles	Maggi, Top Ramen, Patanjali
Papad	Lijjat, Mother's, Priya
Butter	Amul, Nandini, Mother Dairy, Patanjali, Goa Dairy
Bread	Britannia, Spencers
Cornflakes	Patanjali, Quality, Tops
Jam	Kissan, Maggi, surabhi
Ghee	Amul, Mother Dairy, Nandini, Patanjali
Frozen yogurt	Nandini, Sphurti, Amul
Cow Milk	Amul, Nandini(Shubham), Goa Dairy, Warana
Paneer	Amul, Nandini, Warana,
Tea	Marvel,Tata, Taj Mahal,Mili
Coffee	Nescafe, Bru, Sunbean,Nestle
Soya	Nutrella, Fortune, High Meal-maker
Cheese	Amul, Britannia, Mother Dairy
Rice	Royal, Donur, Patanjali, Kingfisher
Basmati Rice for special rice	Patanjali, Daawat, Devaaya,
Custard Powder	Brown & Polson, Pillsbury, Birds

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(To be printed in letter head)

BID SECURITY DECLARATION

IN LIEU OF SUBMISSION OF EARNEST MONEY DEPOSIT (EMD)

Ref: Our Offer No.....dated.....

In the event of withdrawing or modifying our offer or increase our price within the validity or extended validity period, we hereby accept the suspension of our company/firm for a period of maximum two years from the date publication of this tender for future requirement of IIT Goa.

Signature with date: Name:

Designation:

Official Seal

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DETAILS ABOUT THE BIDDER / COMPANY

1.	Name and address of applicant *	
2.	Telephone No./Fax No./email address	
3.	Legal status (Attach copies of original document defining the legal status). a) An individual b) A proprietary Firm c) A Firm in partnership d) A limited company or corporation.	
4.	Particulars of registration with registrar of companies ESI, EPF, Goods & Service Tax etc. (Attach attested photocopies) a) Registration Number b) Place of Registration	
5.	Name and title of Directors and officers with designation who will be directly concerned with this work.	
6.	FSSAI registration certificate	

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Penalties / Fine

<u>Violation</u>	<u>Penalty per complaint</u>
Non-availability of complaint register on the counter/ discouraging students from registering complaints	Rs.1,000/-
Cockroaches, flies, insect etc., in cooked food	Rs.2,000/-
Usage of spoiled/stale food ingredients eg: rotten Vegetables, infected grains, expired items.	Rs.2,000/-
Poor maintenance/tampering with institute property	Rs.5,000/-
Presence of unwanted items in food: Harmful items like blade, glass, metal wires, nails, Pieces of plastics etc.	Rs.2,000/-
Three or more complaints of unclean utensils in a day	Rs.1,000/-
If mess committee in consultation with students in present mess agrees that certain item of a meal was not cooked properly / overcooked / extra spicy / extra oily	Rs.2,000/-
Food poisoning	Forfeiture of PBG and cancellation of contract
Consumption or possession of Alcohol/tobacco/banned substances	Rs.5,000/-
Non adherence to the timings mentioned in the tender or decided with the respective Mess Committee	Rs.2,000/-
Changes in menu of any meal without permission of mess committee	Rs.2,000/-
Change in menu due to any mess equipment being defective / out of sorts for more than 24 hrs	Rs.2,000/-
If the quality of milk is not found to be appropriate, or it is diluted.	Rs.2,000/-
Inappropriate post COVID personal hygiene of workers including their dress and / or misbehavior by workers etc.	Rs.2,000/-
Failure to maintain a proper health checkup of the workers	Rs.2,000/-
Using / storing brands not mentioned in the contract without prior permission	Rs.2,000/-
Noncompliance with workers dress Code	Rs.1,000/-
Use of spurious brands, goods or accessories in preparation / presentation	Rs.2,000/-
Damage to Institute infrastructure over and above cost of repair / replacement (which shall be levied extra)	Rs.5,000/-
If food gets over during the scheduled meal time	Rs.2,000/-
Non attending of monthly meeting of the mess committee by the caterer or his representative.	Rs.2,000/-
Not adhering quarterly pest control, hygiene and cleanliness	Rs.2,000/-

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PRICE BID

Sr no.	Student Strength nos	Catering Charges per day per head inclusive of GST 5% (Amount in Rs.)
1	50-200	In Figure
		In words.....

- The L-1 firm shall be decided on the basis of the lowest rate offered among the qualified bidders.
- No ambiguity should be there in the quoted price and the rate must be as per the price bid format. **Conditional offer or the proposal not furnished as required above** shall be considered as non-responsive and is liable to be rejected.
- In case, more than one bidder is identified as L1, such bidders will be asked to submit sealed revised offer. But the revised offer should not be higher than price quoted at the time of submission of tender. The lowest tender shall be decided on the basis of revised offer. It is mandatory for the bidders in tie to give revised offer. In case any bidder declines to give the revised offer then, his offer will be cancelled and suitable action as per the bid security format may be taken.

If the revised offer is again found to be equal, the lowest tender, among such bidders, shall be decided by draw of lottery in the presence of bidder and tender scrutiny committee.

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Annexure-G

List of Kitchen Equipment's available at the Hostel premises

Sr.No	Item Description	Unit	Quantity
	Receiving Area		
1	Big Sink Unit (1200 x 760 x 850mm)	Each	1
	Jet Spray	Each	1
	SS Rack (1200mm x 600mmx 1800mm)	Each	1
2	Store Area		
	MS Slotted Angle Rack - 3 Tier (1050 x 600 x 1800mm)	Each	4
	Bins (450 x 500 x 600mm)	Each	4
	Onion Bin (900 x 500 x 750mm)	Each	1
	Potato Bin (900 x 500 x 750mm)	Each	1
	Pallet (1000 x 600 x 150mm)	Each	5
	MS Slotted Angle Rack - 5 Tier (900 x 450 x 1800mm)	Each	10
	Vertical Storage Cabinet (1050 x 600 x 1800mm)	Each	1
	MS Slotted Angle - 5 tier (600 x 450 x 1800mm)	Each	1
	Platform Trolley (900 x 600 x 1000mm)	Each	2
3	Veg Preparation Area		
	Industrial Mixer	Each	1
	2 Door Vertical Refirgerator (600 x 600 x 1950mm)	Each	1
	Wall Shelf (1750 x 350mm)	Each	2
	Work Table with sink (1700 x 600 x 850mm)	Each	1
	Potato Peeler - 10kg	Each	1
	Tilting Masala Grinder - 15 ltrs	Each	1
	Pulveriser - 7.5 Hp	Each	1
	Work Table with 2 U/s - (1750 x 600 x 850mm)	Each	1
4	Dish Wash Area		
	Soiled Dish Landing Table - (2300 x 750 x 850mm)	Each	1
	3 sink unit - (1900 x 750 x 650mm)	Each	1
	Jet Spray	Each	1
	Hood Type Dish Wash Machine	Each	1
	Unloading Table - (1500 x 750 x 850mm)	Each	1
	Pot Rack (1100 x 600 x 1500)	Each	2
	S.S Rack - 4 Tier (900 x 450 x 1800)	Each	3
	Work Table with Sink (1800 x 650 x 850mm)	Each	1
	Dough Kneading Machine - 40kg	Each	1
	Work Table with 2 U/s (550 x 800 x 850mm)	Each	1
	Chapathiplate with puffer (1200 x 900 x 850mm)	Each	1

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	Work table with 2 U/s (1000 x 900 x 850mm)	Each	1
	Hot plate (1200 x 800 x 850mm)	Each	1
	Idlis Steamer	Each	1
	Work Table with 2 u/s (1300 x 900 x 850mm)	Each	1
	Tilting Bratt Pan (150 ltrs)	Each	1
	Tilting Boiling Pan (150 ltrs)	Each	1
	Stationary Boiler - 100 litres	Each	1
	Single Burner Range - (750 x 750 x 500mm)	Each	2
	2 Burner Gas Range - Low Ht (1200 x 900 x 600mm)	Each	2
	Cold Room with Racks (1800 x 1200 x 2100mm)	Each	1
5	Serving Area		
	Neutral Counter with Tray Rail (600 x 650 + 300 x 850mm)	Each	4
	Hot Bain Marie Counter with Tray Rail (2100 x 650 + 300 x 850mm)	Each	2
	Thali Trolley (1800 x 600 x 1500mm)	Each	2
6	Staff Dining Area		
	Chaffing Dish	Each	4
	Miscellaneous		
	Insect Killer	Each	6
	Air Curtain	Each	4
	Fire Blanket	Each	1
	Fire Extinguisher	Each	2
	Hot Water Geyser	Each	2
	SS Corner Guard	Each	40
	Extra Dish Washin Racks	Each	
	Dish Wash Rack - Plate	Each	5
	Dish Wash Rack- Glasses / Cups	Each	5
	Dish Wash Rack - Tray	Each	5
	Dish Wash Rack - Cutlery	Each	5

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Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
vada/idly-chutneey-sambhar	uttapa	aloo paratha	Poori Bhaji	poha-sev	dosa - masala chutney-	aloo paratha
Boiled egg	Boiled egg	egg burjii	Boiled egg	Boiled egg	Boiled egg	egg burjii
brown bread-butter-jam	brown bread-butter-jam	brown bread-butter-jam	brown bread-butter-jam	brown bread-butter-jam	brown bread-butter-jam	brown bread-butter-jam
Tea-coffe	Tea-coffe	Tea-coffe	Tea-coffe	Tea-coffe	Tea-coffe	Tea-coffe
banana	watermelon	pineapple	banana	watermelon	banana	pineapple
sprouts	sprouts	sprouts	sprouts	sprouts	sprouts	sprouts
bournvita	bournvita	cornflakes	bournvita	cornflaks	bournvita	cornflaks
		Lunch				
allo bhaji	brinjal	paneer / egg curry	mix veg	beans	cabbage+peas	dahi pakoda
chapati	chapati	chapati	chapati	chapati	chapati	chapati
Rice	Rice	Rice	Rice	Rice	Rice	Rice
masoor Dal fry	rajma	chana Dal fry	dal	arhar Dal fry	Dal fry	arhar Dal fry
Pappad/pic	Pappad/pic	Pappad/pic	Pappad/pic	Pappad/pic	Pappad/pic	Pappad/pic
Salad	Salad	Salad	Salad	Salad	Salad	Salad
buttter milk	curd	boondi raita	curd	buttter milk	curd	boondi raita
		Snacks				
samosa/kachori+chutney	bread pakoda	tikki chat	maggie/pav bhajii	fried idli / dahi vada	onion,chili,palak pakoda/c	veg sandwich
bread-butter-jam	bread-butter-jam	bread-butter-jam	bread-butter-jam	bread-butter-jam	bread-butter-jam	bread-butter-jam
Tea/coffee	Tea/coffee	Tea/coffee	Tea/coffee	Tea/coffee	Tea/coffee	Tea/coffee
		Dinner				
mix veg	cauliflower+peas	Palak dal	Dal methi	Dal tadaka	chole bhature	Chicken curry
kala chana dal	arhar Dal	veg crispy	Soyabean/Pumpkin	bendi	Dal	Paneer Masala
Green peas pulav	Jeera Rice	veg frieds ricec	Veg pulav	Jeera Rice	Green peas pulav	Veg Biryani
chapati	chapati	chapati	chapati	chapati	chapati	chapati
Pappad/pic	Pappad/pic	Pappad/pic	Pappad/pic	Pappad/pic	Pappad/pic	Pappad/pic
Salad	Salad	Salad	Salad	Salad	Salad	Salad
ice cream	jelabi	rasagulla	sevai mavi	ice cream	gulab jamun	veg raita