

## NATIONAL INSTITUTE OF TECHNOLOGY: TIRUCHIRAPPALLI

### NOTICE INVITING TENDER FOR RUNNING DINING FACILITIES AT N.I.T. TRICHY

National Institute of Technology Trichy, proposes to outsource catering services in one of the messes attached to its hostels starting from mid-July 2010 for a period of one year. It is proposed to engage a contractor to provide catering services to the residents of the hostels. Details of number of diners, type of kitchen and dining hall are provided in the tender document.

Sealed tenders are invited from financially sound professional caterers with experience in running multi-cuisine food services in reputed institutions. Previous experience in catering to student community/Institutions of repute is preferable. The caterers who are doing catering service currently in this Institution need not apply.

Tender format is available in the Website [www.nitt.edu](http://www.nitt.edu). Completed tender may be submitted to the Office of the undersigned before 3.00 p.m. on 09<sup>th</sup> July 2010 along with a DD for Rs.500/- drawn in favour of Director, NIT, Trichy, payable at Trichy. The envelope may be superscribed "Tender for Catering Service in Boys Mess". The selection of the Caterer will be based on a weighted criteria system to be derived from the tender documents of the bidders. NITT reserves the right to shortlist / reject any or all tenders without assigning any reason.

Date : 14/06/2010

Chief Warden

Part – A

TENDER FOR RUNNING THE DINING FACILITIES AT NIT TIRUCHIRAPPALLI

1. Name and address of the caterer with  
Phone No. and E-Mail ID, if any :
2. Licence No. :
3. No. of Food courts/Dining facilities  
Run in Academic Institutions\* (Provide  
All supporting documents) :
4. No. of Food courts/Dining facilities  
Run in other establishments\* (Provide  
All supporting documents) :
5. Whether Quality Certification obtained for  
Any of the Food Courts/Dining Facilities  
(Provide all supporting documents) :
6. Bidders Solvency (Capital employed) : Rs. In lakhs
7. Turnover per annum : Rs. In lakhs  
IT returns form should be furnished for the  
Last three Assessment years
8. No. of Employees :
9. Any other information :

Date : 06.2010

Signature

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\* List to be enclosed with full address and phone numbers.

Note:

1. Furnish a copy of audited Statement of Accounts in support of the particulars given in Sl. No.6, 7 & 8.
2. Part A, B & C (Tender documents) duly signed in each page and sealed have to be sent to the Dy. Registrar (R & C), NIT, Tiruchirappalli – 620 015 in a sealed cover along with a DD for Rs.500/- which is non refundable.

Part – B

TERMS & CONDITIONS AND REQUIREMENTS FOR RUNNING DINING FACILITIES FOR THE HOSTEL STUDENTS OF NIT, TRICHY

Sl.No.	Dining Facility	No. of Students	Type of Kitchen	Available facilities
1	Boys Mess	450 - 500	Modern kitchen facilities being installed	Equipped with a kitchen and a Dining hall of seating capacity around 500. Most of the cooking vessels are available. It has also a water heater for hot water supply. Steam boilers are being set.

1.	Plates, cups tumblers and spoons for serving food will be provided. Transporting cooked food, if necessary, to the dining halls is the responsibility of the Contractor. Prospective Contractors may inspect available facilities with prior appointment.
2.	Breakfast, Lunch, Evening snacks, Tea/Coffee and Dinner need to be served as per the basic menu agreed upon with the Hostel Management. A copy of the typical menu is enclosed as Part – C.
3.	<b>TENTATIVE MESS TIMINGS</b> Breakfast : 07.00 – 09.00 Lunch : 12.00 – 14.00 Evening Tea : 16.30 – 17.30 Dinner : 19.00 – 21.00
4.	Basic menu is unlimited, Special items, vegetables, 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.	Water will be provided to an extent of 50 kld (kilo litre per day). The caterer should adopt better conservancy measures as water is ELIXIR of human life. The water supply will be metered. Any wastage of water on the part of the caterer will be charged extra at admissible rates.
7.	Procurement of first quality provisions, vegetables, milk, cooking gas etc. will be the responsibility of the caterer.
8.	The Institute shall provide electricity to the Caterer for the exclusive purpose of running the dining facilities at prevalent rates of TNEB / in the Institute.

9.	The Caterer shall use only branded raw materials and best quality for preparing the food. Brands of products will be decided by the Hostel Management. 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 caterer. Such fines imposed will be adjusted against the payments due to the caterer.
10.	The Caterer should be solely responsible for the arrangements of gas refills, and their safety and supply of milk from his own resources.
11.	The Caterer shall provide catering services as given in the menu annexed. The cost includes fuel cost, procurement of rice & provisions and vegetables of good quality and others items. Further, the cost of these raw materials shall be inclusive of loading and unloading, transpirations, storage at dining hall premises, statutory taxes including service tax, duties and all other levies (existing and which may be imposed from time to time) for which no additional cost is payable or reimbursable by the Hostel Management.
12.	Cleaning plates/washing and keeping the mess premises neat clean and hygienic are the responsibilities of the caterer. Strict adherence of the hygiene of messes and its surrounding is essential. Any violation on the part of caterer is liable for appropriate penal provisions of truncation of bills as decided by the competent authority.
13.	Reliability, quality and hygiene are factors based on which the caterers will selected.
14.	The kitchens are to be well maintained _ Hygiene, Cleanliness and presentation of not only the venue but also the staff should be given the top most priority.
15.	All inclusive daily rate (inclusive of fuel, cost of procurement of rice, wheat and all other provisions, vegetables, fruits , unloading and loading , transportation, storage, labour, all statutory taxes including service tax, duties and levies etc) per student should be quoted in the tender. The Hostel Management will not pay any other charges for the catering services provided.
16	The rates stipulated in the contract wil hold good for the agreement period, which shall be one year, extendable by another year on the same terms and conditions. Further extensions shall be considered based on the performannce and review. Either party may terminate the contract by giving three months notice.

17	The caterer shall not serve food cooked in the dining facility in any other place inside or outside the campus. He shall also not serve food cooked outside in the dining facility.
18	When circumstances warrant caterer 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.
19	Authenticated certificates, testimonials and proof of experience should be produced along with the tender.
20	The caterer 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.
21	The Caterer 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.
22	The caterer 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.
23	The Management will not provide any advance payment and the bill for catering service will be settled within 10 working days from the date of receipt of the bill.
24	The Caterer shall deposit Rs.1,00,000/- as interest free caution deposit which shall be refunded after the expiry of the agreement after adjusting applicable deductions, if any.
25	The caterer will submit two or three brands for each item and the Hostel Management will select the brands for cooking.
26	The Caterer shall pay a nominal license fee Rs.18,000/- per month per mess for the premises, RS.1000/- per month towards water charges and Rs.1000/- towards hire charges for the kitchen equipments and vessels supplied by the Institute. Electricity charges for kitchen, store room, rest room and the wash area shall be paid by the licensee as per meter readings.
27	The selected Caterer shall start the dining facility around mid-july 2010. The present contract shall be valid only for 12 months, extendable by another year on same terms and conditions. Further extensions shall be considered based on the review.

28	Staff strength in each category of cooks, helpers should be optimum and finalised in consultation with hostel management. Minimum number of service personnel as required should alone be in the dining hall.
29	Employment of child labour (below the age of 18) is totally prohibited. It is the responsibility of the Caterer to comply with all formalities of labour office including obtaining necessary labour license.
30	Necessary <b>Permission</b> in writing should be obtained by the caterer for overnight stay of its employees in the campus in times of <b>exigencies</b> .
31	The employees of the caterer should wear uniform along with a name tag.
32	The Caterer shall be responsible for the proper conduct and behaviour of the employees engaged. The employees cannot reside in the place of work except to the extent necessary for their duty in respect of the functioning of the dining facility.
33	Smoking and consumption/distribution of Alcohol is strictly prohibited.
34	The Caterer should ensure that all the employees are free from communicable diseases. Medical certificates to this effect should be available for inspection by the authorities.
35	All expenses related to the functioning of the employees engaged by the Caterer shall be in the scope of the Caterer.
36	The Caterer is solely responsible for the payment of minimum wages for their employees as per of the Government of Tamilnadu norms and deductions towards P.F. and E.S.I. The record of duty hours and pay sturcture 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.
37	N - 2 formula shall be applied as mess reduction for diners who stay away for more than 4 days for calculating the bill.
38	Turnover during the last 3 years along with balance sheets need to be submitted.
39	The decision of the Hostel Management is final in awarding the contracts.
40	The hostel management reserves the right to review and modify the terms and conditions periodically.

41	The items of food served will be checked by the quality committee constituted by the Hostel authorities. Such quality audit may be a test audit or random audit. In case of dispute on quality between caterer and the quality committee. Director, N.I.T.T in his capacity as Chief Warden, NITT Hostel will be the sole arbitrator and his/her decision shall be final and binding on both the parties.
42	The caterer should ensure that the Number of personnel staying in the messes overnight is limited to two at any point of time.
43	Since the service include food and eatable, PFA rules 1955 is binding on the caterer.
44	Any other relevant matter will be included at a later date.

## Part-C MENU

DAYS	BREAKFAST	LUNCH	SNACKS	DINNER
Monday	Pongal, Medhu Vadai(1), Sambar, Coconut Chutney, Bread, Butter Jam, Coffee/Tea	Chappathi, Peas Masala, Veg (1 cup), salad, Plainrice, sambar, Rasam, Curd, Appalam, Pickles	Channa Sundal (1 cup), Tea/ Coffee, Milk	Chappathi, Dhal, Alu curry, Veg. Briyani, Onion-Raita Fruit salad (1 cup), Ice-Cream, Pickles
Tuesday	Dosai, Sambar, Tomato Chutney, Bread, Butter Jam, Coffee/Tea	Chappathi, Turnip Masala Cabbage Curry, Plainrice, Moor Kuzhambu, Rasam, Curd, Appalam, Pickles	Bajji (2 Nos.) Coconut chutney, Tea/ Coffee, Milk	Chappathi, Veg Manchurian, Bagara Baingan, , Plain Rice, Tomato Rasam, Butter Milk, Banana, Pickles
Wednesday	Idly, Sambar, Coconut Chutney, Bread, Butter Jam, Medhu vadai(1), Coffee/Tea	Chappathi, Masala Dhal, Beet-Root Channa, Plainrice, sambar, Rasam, Curd, Appalam, Pickles	Spl. Mixer (45 gm), Tea/ Coffee, Milk	Chappathi, Muttarpanner (1½ cup) tomato Rice, Curd Rice, Banana, Pickles, Appalam
Thursday	Rawa Ghee Uppuma, Sambar, Coconut Chutney, Bread Bajji, Butter Jam, Coffee/Tea	Chappathi, Dhalpalak, Alu Lajawab, Plainrice, sambar, Rasam, Curd, Appalam, Pickles	Mysore Bonda (1 No.) Coconut chutney, Tea/ Coffee, Milk	Chappathi, Veg Butter Masala, Snake Guard Curry, Plain Rice, Pepper Rasam, Butter Milk, Banana, Pickles
Friday	Idly, Sambar, Coconut Chutney, Bread, Butter Jam, Medhu vadai, Coffee/Tea	Chappathi, Soya Beans Dhal, Chow Chow Masala, Plainrice, sambar, Rasam, Curd, Appalam, Pickles	Medhu vadai (2 No.) Coconut chutney, Tea/ Coffee, Milk	Chappathi, Aloo Gopi Masala, Vegetable Curry, Plain Rice, Pineapple Rasam, Banana, Pickles
Saturday	Masala Dosai, Ground Nut Chutney, Bread, Butter Jam, Coffee/Tea	Chappathi, Dhal Punjabi, Mix-Veg, Foogath, Plainrice, sambar, Rasam, Curd, Appalam, Pickles	Samosa (1 No.) Tomato Sauce, Tea/ Coffee, Milk	Chappathi, Chole, Plain Rice, Lemon Rasam, Vegetable Curry, Butter Milk, Banana, Pickles
Sunday	Alu Parota(Three) + Curd, Bread, Butter Jam, Coffee/Tea	Chappathi, Dhal Dilksh Veg-Salad (1 cup), Plainrice, sambar, Rasam, Curd, Appalam, Pickles	Veg-Cutlet (1 No.) Tomato Sauce, Tea/ Coffee, Milk	Dosai, Sambar, Coconut Chutney, Curd Rice, Banana, Pickles

All days - Milk to be served in the night at extra cost.

Alternate days - Egg to be served at extra cost.



## **PENALTY**

Failure to supply food in terms of quality, quantity and as per the menu indicated in Schedule–2 will attract penalty. For not adhering to contractual conditions, the licenser shall be free to impose monetary fine as deemed fit on the caterer. Fines imposed shall be adjusted against payment due to the caterer.

- 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.2,000/- for each occasion will be imposed.
- b. If poor quality of rice is used for preparation of meals, idly and dosa, a penalty of Rs.5,000/- for each occasion will be imposed.
- c. Oil once used should not be reused. If reuse of oil is found, penalty of Rs.2000/- for each occasion would be levied.
- d. 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.4000/- for each occasion will be imposed.
- e. Kitchen should be kept clean. If it is not kept clean, a fine of Rs.2000/- for each occasion will be imposed.
- f. If there is any deviation in the approved Menu as per Schedule – 2, a fine of Rs.2000/- for each occasion will be imposed.
- g. For damages caused by the caterer to the kitchen equipments, vessels and other items supplied by the licencer, the cost of the equipment will be recovered.

The Associate Dean(Students – boys)/authority nominated by the Director, NITT in his capacity as Chief warden shall be the Competent Authority with regard to imposition of Penalty. The caterer may appeal to the Chief Warden for reduction/waiver of penalty. The decision of the Chief Warden shall be final.