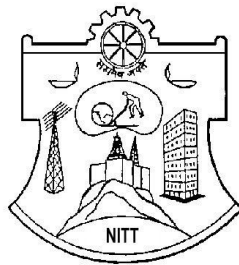


NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI – 15

HOSTELS

Web : www.nitt.edu

Phone : 0431 – 250 4136



TENDER DOCUMENT

Tender Notification No.: OS-1 / 2011 – 12/CAFE

Dated : 12.12.2011

Name of the work : CAFETERIA IN HOSTEL PREMISES

EMD Amount : **Rs. 20,000/- (Rupees Twenty thousand only)**

Last Date of submission of Tender : **02.01.2012 upto 03.00 P.M.**

Address for submission of Tender : **The Dean students' Welfare,
Hall No.: A23, Administrative Block,
National Institute of Technology,
Tiruchirappalli - 620 015**

Date of opening of bid : **02.01.2012 at 4.00 P.M.**



NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI - HOSTELS

NOTICE INVITING TENDER FOR CAFETERIA IN HOSTEL PREMISES

National Institute of Technology (N.I.T.), Tiruchirappalli Hostels propose **CAFETERIA IN HOSTEL PREMISES** commencing from January 2012 for a period of one year, may be extendable for two more years on year to year basis based on performance and review. It is proposed to engage one cafeteria to provide services to the residents of the N.I.T., Tiruchirappalli hostels in the hostel premises.

Sealed tenders under three part system are invited from financially sound professional reputed restaurants with experience in running multi-cuisine food services.

- **PART A** comprises the terms and conditions, given in Annexure 1. The tenderer needs to agree with all the terms and conditions unconditionally without any alterations and also to provide the items as given in respective annexures. In addition to this, two Demand Drafts drawn in favour of **The Chief Warden, N.I.T. Tiruchirappalli, Hostels** payable at Tiruchirappalli from any of the Nationalised bank as demanded below have to be enclosed.
 - (i) One Draft for Rs. 270/- (Rupees Two hundred and seventy only) towards the cost of application which is non refundable.
 - (ii) Another Draft for Rs. 20,000/- (Rupees Twenty thousand only) towards Earnest Money Deposit which is refundable to the unsuccessful bidders. Tender documents received without Cost of Document and EMD shall be summarily rejected.
- **PART B** Comprises the details of financial and performance credentials of the tenderer in the prescribed format given in Annexure - 2.
- **PART C** Comprises the details of the rate at which the caterers are required to quote for each item in the prescribed format given in Annexure - 3.

All the tenderers have to furnish the details in three separate covers for **PART A, PART B and PART C** and they should be kept in single envelope superscribing **TENDER FOR CAFETERIA SERVICES IN NITT HOSTEL PREMISES** and it should reach **The DEAN (Students' Welfare), National Institute of Technology, Tiruchirappalli – 620 015** on or before 02.01.2012 at 03.00 P.M.

IMPORTANT DATES

1. DATE OF ISSUE OF TENDER : 12.12.2011
2. LAST DATE FOR RECEIPT OF TENDER : 02.01.2012 : 03.00 P.M.
3. DATE OF OPENING OF PART A COVER : 02.01.2012 : 04.00 P.M.
4. DATE OF OPENING OF PART B COVER : 02.01.2012 : 04.30 P.M.
5. DATE OF OPENING OF PART C COVER : 03.01.2012 : 02.30 P.M.

The caterer will be finalized based on his experience, contracts executed earlier, and capacity to prepare food, managerial abilities and other relevant factors as considered appropriate by the executive committee. A team of wardens and students will also check the quality of food served etc. by the tenderer at the place where he/she provides cafeteria services now.

The selection of the cafeteria will be based on weighted average criteria to be derived from the tender documents, the authenticated enclosures received from the bidders and the reputation of the firm and the quality of services provided by the tenderer.

The applicant should sign in each page of the application (Part A including Annexure 1, 2 &3, Part B and Part C).

National Institute of Technology, Tiruchirappalli Executive Committee (Hostel Management) reserves the right to shortlist/reject any or all tenders without assigning any reason at any stages of process.

Date: 12.12.2011
NIT, TIRUCHIRAPPALLI

CHIEF WARDEN
NITT HOSTELS



NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI - HOSTELS
TENDER FOR PROVIDING CAFETERIA SERVICE IN HOSTEL PREMISES

Part – A

ANNEXURE - 1

**TERMS & CONDITIONS FOR PROVIDING CAFETERIA SERVICE IN HOSTEL ZONE
PREMISES OF NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI**

1.	The Institute shall provide electricity to the Cafeteria for the exclusive purpose of running the facilities at prevalent rates of TNEB in the Institute.
2.	Water will be provided to an extent of 20 kld (kilo litre per day). The cafeteria 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 cafeteria will be charged extra at admissible rates. The caterer should arrange to provide purified water to the users of the cafeteria.
3.	The Caterer should be solely responsible for the arrangements of gas connection and their safety.
4.	Atmost attention has to be given to provide wholesome quality dishes and render good acceptable services besides maintaining punctuality in services without any complaint from students which is equally important.
5.	TENTATIVE TIMINGS 4:00 PM TO 2:00 A.M.
6.	Caterer of the cafeteria or his representative manager is required to remain present in the cafeteria when the service is provided.
7.	The food, raw materials, ingredients etc. are to be of good quality, clean, fresh, nutritious, hygienic and edible. NO COOKED FOOD shall be stored / preserved after the closing time of a day.
8.	Procurement of first quality BRANDED provisions, vegetables, milk, cooking gas etc. will be the responsibility of the Caterer.
9.	Keeping the kitchens, dining halls and cafeteria premises neat, clean and hygienic are the responsibilities of the owner. Strict adherence of the hygiene of cafeteria and its surrounding is essential. Disposal of waste getting flogged in septic tank etc. have to be cleared. Hostel Executive Committee's suggestions / actions regarding cleanliness have to be followed and the expenditure towards this is to be borne by the Caterer. Any violation on the part of tenderer/caterer is liable for appropriate penal provisions as decided by the competent authority.
10.	Caterer shall be solely responsible for cases of incidences of food poisoning and shall bear the complete expenditure arising out of this for medical treatment of the users. In addition, penalty may be imposed on the caterer as decided by the Hostel Executive Committee for such incidences.

11.	Cafeteria workers and cook should be healthy and medically fit. 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. If any cafeteria worker is found medically unfit, he/she may not be given permission to continue his/her duties and the caterer has to replace him/her immediately without fail.
12.	Financial credibility, Past performance, Quality assurance, Reliability, hygiene and the rates quoted for items are major factors based on which the caterer will be selected.
13.	Employment of child labour (below the age of 18) is totally prohibited. It is the responsibility of the caterer to comply with all the statutory requirements of labour law and other connected laws in force.
14.	The employees of the cafeteria should wear uniform along with name tag, cap, gloves etc.
15.	The caterer shall be responsible for the proper conduct and behaviour of the employees engaged. The caterer along with his workers has to behave politely with users. If it is found that any worker has misbehaved with any of the users, the caterer has to take action as suggested by the Hostel Executive committee under intimation to the Dean (Students' Welfare).
16.	Necessary Permission in writing should be obtained by the caterer for stay of its employees in the cafeteria. No female employees should be allowed.
17.	Storage / consumption of any alcoholic drink / liquor is strictly prohibited. The cafeteria shall not serve any of such substance / drink in cafeteria / hostel. Smoking, consuming tobacco etc. are also prohibited in hostel/ cafeteria premises.
18.	All expenses related to the functioning of the employees engaged by the caterer shall be in the scope of the caterer.
19.	The caterer is required to maintain the details of all his employees / workers. This information along with their photographs shall be submitted to the Hostel-Office in the prescribed format.
20.	Liability / responsibility in case of any accident causing injury/ death to cafeteria workers or any of his staff shall be of the caterer. The hostel office / Institute authority shall not be responsible in any means in such cases.
21.	The caterer shall not employ any worker whose track record is not good. He should not have involved in any crime / offence / police case.
22.	The caterer has to follow all labour laws / government laws in regard of employing the cafeteria workers. The caterer shall be solely responsible for any dispute / violation of labour laws.
23.	The caterer should execute an agreement in the non – judicial stamp, incorporating the various terms and conditions. The Caterer shall deposit Rs. 20,000/- as interest free caution deposit which shall be refunded after the expiry of the agreement and after adjusting applicable deductions, if any.
24.	The Caterer shall pay a nominal license fee of Rs. 5,000/- per month for the premises, Rs. 3000/- per month towards water charges and Electricity charges for the mess, kitchen, store room, rest room and the wash area shall be paid by the licensee as per meter readings at TNEB commercial rate.
25.	The selected caterer shall start the dining facility on or before 9 th of January 2012.
26.	The copies of certified audited financial statement of accounts in support of turnover, capital employed, no. of employees, profit/loss during the last 3 years ending 31.3.2011 as called for in Part B Annexure 2(Item II) shall be submitted. The I.T. returns for the last three Assessment years ending 2011-12 have to be enclosed.

27.	The decision of the Hostel Executive Committee is final in awarding the contracts.
28.	The items of food served will be checked by the quality control committee constituted by the Hostel Executive Committee. Such quality audit may be a test audit or random audit. In case of dispute on quality between cafeteria and the quality control committee, Hostel Executive Committee , NIT Tiruchirappalli Hostels will be the sole arbitrator and their decision shall be final and binding on both the parties.
29.	Since the services include food and eatable, the provisions of Prevention of Food Adulteration Act, 1954 are binding on the caterer.
30.	The Hostel Executive Committee reserves the right to review and modify the terms and conditions based on necessity with the consent of the cafeteria.

The Hostel Executive Committee shall be the Competent Authority with regard to imposition of Penalty. The caterer may appeal to the Dean (Students' Welfare) for reduction/waiver of penalty. The decision of the Dean (Students' Welfare) shall be final and binding.

I/We hereby agree to abide by the aforesaid terms and conditions of the **cafeteria services contract**.

I/We also certify that the tender document downloaded is replica of the document published by NIT, Tiruchirappalli and no alteration/addition has been made by me/us in the tender document. The tender document consists of 11 pages.

Place:

Date :

SIGNATURE OF THE TENDERER WITH NAME&SEA



NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI - HOSTELS

**TENDER FOR PROVIDING CAFETERIA IN HOSTEL PREMISES
PART – B
ANNEXURE - 2**

Sl. No.	Item	Details		
I. GENERAL DETAILS				
1	Name & Address of the Bidder			
2	Contact Phone Numbers and e-mail id			
3	Type of Organisation / Enterprise (Partnership firms, Pvt.Ltd. and Public Ltd. firms alone)			
4	Registration Details	Authority	Reg. No.	Date
5	PAN/TAN Card No.			
6	VAT No.			

II. PROFESSIONAL DETAILS ((Provide All supporting documents))				
1	Type of Experience (i) State the type of food supply/ catering works carried out in last three years with details regarding daily persons served per day / event, duration etc. (ii) Attach the order copies/ certificates from clients for such works.	Academic Institutions		Other Establishments
2	Total Experience (Years/ Months)	Academic Institutions		Own/Other Establishments
3.	Total Turn Over in Last Three Years (Rs.) (Attach copies of IT returns.)			
4.	Average Turn Over in Last Three Years			
5.	Staff Available	Manager	Cook	Helpers
6	Give details of termination of any previous contract if any.			
7	Give two references where the cafeteria is currently providing such services(With full address and contact numbers)			

Date :

Place :

Signature of the bidder with Name & Seal



**NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI - HOSTELS
TENDER FOR PROVIDING CAFETERIA IN HOSTEL PREMISES**

PART – C

ANNEXURE - 3

RATES OFFERED BY THE BIDDER

Sl. No.	ITEM	QUANTITY	RATE (Rs.) (Including Service Tax etc.)
1.	MASALA DOSA	80+40 gms	
2.	PLAIN DOSA	60gms	
3.	EGG DOSA	100gms	
4.	POORI MASALA (2 nos.)	60gms	
5.	ALOO PARANTHA WITH CURD	1 no.	
6.	ONION PARANTHA WITH CURD	1no.	
7.	GOBHI PARANTHA WITH CURD	1 no.	
8.	PANEER PARANTHA WITH CURD	1 no.	
9.	CHEESE PARANTHA WITH CURD	1 no.	
10.	GHEE ROAST DOSA	100gms	
11.	ROTI /NAAN	30gms	
12.	BUTTER NAAN	40gms	
13.	KULCHA	30gms	
14.	BUTTER KULCHA	40gms	
15.	PHULKA (2Nos)	60gms	
16.	CHAPATI (2 NOS.)	60gms	
17.	PARATHA	50gms	
18.	VEG CLEAR SOUP	150ml	
19.	TOMATO SOUP	150ml	
20.	CREAM OF MUSHROOM SOUP	150ml	
21.	SWEET CORN SOUP	150ml	
22.	CREAM OF CHICKEN SOUP	150ml	
23.	SWEET CORN CHICKEN SOUP	150ml	

24.	EGG BRIYANAI	300gms+2 eggs	
25.	CHICKEN BRIYANI	300gms+ 100gm chicken	
26.	MUTTON BRIYANI	300gms + 100 gm mutton	
27.	VEG BRIYANI	300gms	
28.	VEG FRIED RICE	250gms	
29.	KASHMEERI PULAO	250gms	
30.	CHICKEN FRIED RICE	250gms	
31.	EGG FRIED RICE	250gms	
32.	ZEERA RICE	300gms	
33.	PLAIN RICE	300gms	
34.	CURD RICE	300gms	
35.	LEMON/TOMATO RICE	300gms	
36.	VEG NOODLES	250gms	
37.	EGG NOODLES	250gms	
38.	CHICKEN NOODLES	250gms	
39.	VEG BUTTER MASALA	200gms	
40.	RAJMA MASALA	200gms	
41.	PANEER BUTTER MASALA	200gms	
42.	CHANNA MASALA	200gms	
43.	KADAI VEG	200gms	
44.	PALAK PANEER	200gms	
45.	MUTTER PANEER	200gms	
46.	GOBHI MASALA	200gms	
47.	DAL TADKA	200gms	
48.	PANEER MANCHURIA	200gms	
49.	GOBHI MANCHURIAN DRY	200gms	
50.	GOBHI MANCHURIAN	200gms	
51.	MALAI KOFTA	200gms	
52.	DUM ALOO	200gms	
53.	CHILLI CHICKEN DRY	200gms	
54.	CHICKEN 65	150gms	
55.	PEPPER CHICKEN DRY	150gms	
56.	SCHEZWAN CHICKEN DRY	150gms	
57.	CHICKEN LOLLYPOP	150gms	
58.	CHICKEN TANGDI	1 piece	
59.	BUTTER CHICKEN	200gms	
60.	KADAI CHICKEN	200gms	

61.	GINGER CHICKEN	200gms	
62.	CHICKEN MANCHURIA	200gms	
63.	MUGHLAI CHICKEN	200gms	
64.	MUTTON MASALA	200gms	
65.	COLD DRINKS	200ml	
66.	WATER BOTTLE (BRANDED)	1litre	
67.	TEA	100 ml	
68.	COFFEE	100ml	

I hereby agree to provide and serve the items mentioned in Part - A (Annexure 2 & 3) as per the rates quoted above by me and as per the terms and conditions mentioned in PART - A.

Date :

Signature of the bidder with Name & Seal

Place :

Address with Phone Nos., email ID etc.