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**TENDER
FOR
CATERING ARRANGEMENT FOR PARTICIPANTS OF
ALL INDIA INTER NITs SPORTS MEET 2014**

The National Institute of Technology, Tiruchirappalli (herein after referred to as NITT) is an Educational Institution of National Importance, functioning under the control of Ministry of Human Resource Development (MHRD), Government of India. During Feb 9-12, NITT is conducting All India Inter NITs Sports Meet at NIT, Trichy. In this connection, **The Dean (Students Welfare)**, NITT invites sealed tenders from professional, competent and experienced Catering Contractors for providing catering services to the 1600 participants at the B Mess of NITT.

The detailed Tender Document containing Terms & Conditions governing the award of orders may be obtained from the Office of Dean (Students Welfare) on any working day from the date of publication of this Notice up to **4th February 2014 between 10.00 a.m. to 3.00 pm** on payment of Non-refundable Rs.100.00 (Rupees One Hundred Only) in Cash or by Demand Draft in favour of “**The Director, NIT Trichy**”. The sale of tender will close on **4th February 2014 at 3.00 P.M.** Details of Tender are also available on website of www.nitt.edu.

The tender offer in the prescribed format with stipulated EMD (by Demand Draft) in favour of “The Director” may be submitted along with all relevant documents latest by **4th February 2014; 3:00 PM** at the address: **The Dean (Students Welfare), NIT Trichy - 620 015**. This indenter reserves the right to accept or reject any tender(s), partially or wholly, without assigning any reason whatsoever.

Director / NITT

TENDER DOCUMENT

Sealed tenders are invited on per page basis for **CATERING ARRANGEMENTS FOR ALL INDIA INTER NITs SPORTS MEET– 2014, Feb-9 to Feb-12, 2014** from the registered firms/agencies specialized in Catering/Food. The firms/agencies are also required to carry sound financial status and solvency status. The work requires great skills, experience and responsibility.

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|-------------------------------------|--|
| 1. Description of work | Catering Arrangements for All India Inter NITs Sports Meet - 2014 , Feb-8 to Feb-13, 2014 |
| 2. Volume of work | As given in the pricing document |
| 3. Specifications of the items | As per attachment |
| 4. Earnest Money Deposit | Rs 20, 000 (Rupees Twenty Thousand Only)
By Demand Draft in favour of "The Director, NIT Trichy", Payable at Trichy. |
| 5. Performance security deposit | The EMD of successful bidder will be converted into performance security for the period of contract |
| 6. Address for submission of tender | The Dean Students Welfare
National Institute of Technology,
Tiruchirappalli-15, Tamil Nadu |
| 6. Schedule of submission of tender | 04.02.2014 upto 3:00 P.M. |
| 7. Date, Venue & Time of opening | Office of Dean Students Welfare,
04.02. 2014 at 3:30 P.M. |

SCOPE OF WORK AND SERVICES

Catering Services as listed in Annexure - 1 and as per the Menu listed in Annexure - 2 shall be provided to persons authorized by designated NITT Authorities. Venue for providing catering services will be in B Mess located inside NITT Hostel Zone. Approximately 1600 persons require to be provided the referred catering services. The number of persons mentioned is indicative only and it may be likely to increase/decrease at the discretion of NITT . Type of service is buffet and quantity is unlimited. The contract will not be split and will be awarded as whole package to the successful tenderer.

FACILITIES PROVIDED BY NITT

1. B Mess comprising Kitchen, Dining Hall, Store Room, Wash Area and Veranda will be allotted to the contractor free of cost.
2. Existing facilities in the referred areas will also be extended to the contractor free of cost.
3. The tenderer may visit the premises, if he/she so wishes before submitting the tender.
4. Water and electricity(for lighting and fans) will be given free of cost. Cooking fuel should be arranged by the contractor at his own cost.
5. The contract should bring his own equipment, tableware, vessels, dining vessels, manpower etc, at his own cost. However, quality of such facilities should be ensured.

TENDER FEE AND EMD

The word *Tender for Catering arrangements for All India Inter NITs Sports Meet– 2014* should be superscribed on the top left corner of the envelope bearing the name & address of the tenderer. The sealed tender should accompany with the following.

- a. Tender document completed in all respect duly signed by the tenderer, Tender cost of **Rs. 100.00 (One Hundred Only)** separately,
- b. Earnest Money in the form of Demand Draft of **Rs.20000/- (Rupees Five Thousand Only)** drawn in favour of “**The Director, NIT Trichy**” payable at Trichy, should be submitted in SEALED Envelope.

SPECIAL CONDITIONS

1. The Contractor shall be responsible for service of food in the referred location i.e. B Mess at specified date listed under **Annexure - 1**. The service timings are subject to change and Institute will intimate the contractor of such changes from time to time. The contractor shall abide by the service timings strictly. Any delay in service will be viewed seriously and be treated as breach of contract attracting penal actions as per risk Clause of this tender.

2. The Contractor shall provide efficient and prompt service. The food preparation is to be done in a strict hygienic environment and matching process without any compromise on quality . Only wholesome good quality ingredients should be used for the preparation of food which could be inspected without prior notice.
3. The employees of the contractor shall adhere to good health and hygiene.
4. The contractor is at the liberty either to prepare food in the B Mess or at his own place. In the event of contractor prefers to prepare food at his own premises, he should ensure hygiene and quality of food.
5. The movements of contractor's staff, material, vehicle, contractors vessels etc., are governed by the NITT security regulations in force from time to time.
6. If the contract is awarded to the existing mess contractor of NITT, their regular service should not be disturbed at the expense of this contract. At any point of time any complaints raised regarding shortage of food and service by the students of NITT / Hostel office, the contractor will be liable to face penal action.
7. The contractor should ensure cleanliness and the premises and facilities allotted to him should kept clean and neat always.
8. The contractor shall bring his own cleaning materials, disinfectants etc. All the necessary housekeeping materials for the performance of services shall be to the Contractor's account.
9. The contractor's vehicle to transport prepared food to the designated dining Hall, shall have valid Registration, RTO clearance, Pollution certificate Insurance and other statutory requirements. The driver of the vehicle shall have valid Driving License.
10. The Contractor shall perform the Service to the satisfaction of the NITT Authorized Representative. If any shortcoming is found, then on instruction from the NITT Representative, the Contractor shall rectify the shortcoming immediately.
11. The Contractor shall ensure that the cooks and staff are qualified persons, well versed in food preparation, preservation, service and cleaning.
12. The prepared food shall be brought in the contractor's containers, which should be clean and closed with proper lid for safe transit and service.
13. The scope of contract includes:
 - i. Cleaning of allotted area , equipments, Vessels, furniture and tableware before and after service. After every service the floor should be swept and mopped neatly.
 - ii. Arranging and Serving buffet type service as per the prescribed menu.
 - iii. Placing water jugs and tumblers .
 - iv. All table wares viz. SS plates & spoons for dining, use & through water tumblers, tea/coffee cups should be arranged by the contractor at his own cost.
 - v. Soiled vessels and utensils, soiled table wares, Service dishes etc., from dining halls should be cleaned thoroughly with detergents and staked neatly at appropriate storing places ear marked for each item.
 - vi. Waste foods and other debris collected from kitchen, dining halls, rooms etc, shall be deposited at bins provided for that purpose.

- vii. The contractor shall engage sufficient employees to meet the timely and effective service.
 - viii. The Contractor shall perform all housekeeping work in a thorough, efficient, professional manner with due diligence and standards, in conformity with applicable laws and regulations and NITT's own procedures and instructions. The Contractor shall perform the Service to the satisfaction of the Institute.
14. The rate quoted should be firm and all inclusive i.e., cost of all inputs, Cooking Equipments, serving Vessels including Utensils (other than mentioned under Clause III) , All labour charges for cooking, arranging , Serving through Buffet system, Cleaning of all Vessels used for service, Tables and Dining Halls, Table wares, overhead, other administrative cost, and cleaning materials inclusive of spray, etc. No variation of whatsoever will be entertained later. The quoted rate must be exclusive of VAT and Service Tax but include all other taxes and duties. The VAT and Service Tax rates should be shown separately in the quotation.
 15. Menu as listed in Annexure- 2 should be ensured fully. The Contractor should take back the leftover food at their risk and cost.
 16. Number of persons required to provided for each service will be intimated one day in advance by the authorized NITT official in writing
 17. In case of shortage / non supply of food items in time or if the food items supplied are not of expected quality, the total charges on account of alternative arrangements made by NITT for that service , shall be TO THE ACCOUNT of the Contractor. The opinion/decision of NITT in this regard will be final.
 18. There should be no case or charge under investigation / enquiry / trial against the agency, nor conviction in a Court of law or suspended / blacklisted by any organization on any ground against the contractor.
 19. Any loss, theft, damage or breakage of the items entrusted to the Contractor will be borne by the Contractor and recovery to that effect will be made from his bills/payment. In regard to natural wear and tear of any such item, the decision of the Institute shall be final and binding on the Contractor.
 20. The Contractor will have full responsibility of proper upkeep, maintenance and custody of the furniture, fittings , appliances etc, handed over by the Institute.
 21. At the end of the contract, the contractor shall henceforth return all the facilities under acknowledgement to NITT.
 22. The Institute has no liability or any responsibility whatsoever on the Contractor's employees and the Contractor will be solely responsible for employing and managing his employees. In the event of any dispute between the Contractor and his employees, the Contractor alone will be responsible for settlement of any claim and consequences that may arise out of any such dispute, whether statutory or otherwise. There is no relationship of master and servant between NITT and Contractor's workers.
 23. The Contractor will be solely responsible for the referred scope of work. The referred scope of work will be monitored by the designated officials of the Institute. The Contractor shall also ensure availability of a responsible person during the contract period.

24. Contractor shall employ such personnel who are medically fit. The Institute has right to direct the Contractor to remove from the premises such of his personnel who may be physically, hygienically, clinically or medically unfit.
25. The Institute will not make any separate payment towards the expenses incurred by the Contractor for complying with the above or any of the statutory provisions regarding their employees.
26. All disputes arising out of or in relation to this agreement shall be settled by mutual discussions and in the event of failure of amicable settlement, such dispute(s) shall be referred to the Arbitration in accordance with Arbitration and Conciliation Act 1996. This agreement shall be subject to the exclusive jurisdiction of the courts at Tiruchirappalli.

RISK CLAUSE

- i. Notwithstanding anything contained in any other clause, NITT reserves the right to terminate the contract forthwith by giving a notice to the contractor 24 hours in advance due to any failure on the part of the Contractor in discharging his obligations under the contract or in the event of his becoming insolvent or going into liquidation. The decision of the NITT about the failure on the part of the Contractor shall be final and binding on the Contractor.
- ii. If there is any stoppage of service in any area referred under scope of the contract due to any reason, the Contractor is liable for penalty action as desired by NITT.
- iii. In the event of any failure on the part of the Contractor, NITT shall have the right without any prejudice to get the work done through any other alternate agency at the risk and cost of the Contractor. The additional cost, loss, if any incurred by NITT on account of such alternative arrangement will be recovered from the Contractor.
- iv. If the quality of the food, taste and service is not satisfactory, Dean Students welfare is empowered to levy suitable fine.

ACCOUNTING AND PAYMENT TERMS

1. The payment will be admitted and cleared for the **actual service rendered** as per rates.
2. NITT will issue food tokens to the participants, Carters are advised to admit the participants those who produced tokens only.

PAYMENT TO THE CONTRACTOR

- i. Payment will be made within 15 days from the date of submission of bills.
- ii. Payments will be made through CHEQUE only .

HOW TO QUOTE

1. Columns of the Rate Schedule is attached in Annexure II should be duly filled in figures without any corrections or overwriting.
2. As token of acceptance, the tenderer should affix seal and sign on all the pages of tender. Any alteration, erasure or over - writing will render the tender invalid.
3. Alteration neatly carried out and duly attested over the full signature of the tenderer however is permitted.
4. The tenderer should submit the tender documents intact without detaching any page or pages filled or unfilled.
5. Name of the tenderer should be written on the sealed envelope.
6. The duly filled - in and signed Tender documents should be sealed in a cover superscribing "Tender for Outsourcing Catering Services for All India NIT Sports Meet" and addressed to The Dean (Students Welfare), NIT, Tiruchirappalli - 620 015 so as to reach him on or before 04 / 02 /2014 at 15.00 hrs and the tender will be opened at 15.30 hrs on the same day (04/02/2014) in the presence of tenderers / representatives who are present for the tender opening.
7. The Institute also reserves the right to accept or reject any or all the tenders or any part thereof at any stage of process without assigning any reason whatsoever. The Institute has no obligation to accept the lowest tender. NITT' s decision in this regard shall be final and binding
8. The tenderer should submit Technical details of the firm as per the Annexure III with relevant documents to be attached.

VALIDITY OF RATES:

The rates quoted should be valid for 30 days initially from the date of opening of the price bid.

EVALUATION OF TENDER RATES:

The contract will not be split and will be awarded as whole package to the successful tenderer A tenderer who quotes lowest will be ranked as L1 and will be considered for the contract.

Example is given below

Name of the Tenderer	Cumulative amount Quoted in Rs.	Commercial Ranking
A	X	L1
B	X+1	L2
C	X+2	L3

In the above event the tenderer by name 'A' who quoted lowest rate of X amount will be ranked as L1 and will be considered for the contract.

Annexure - I

Required Catering Service

S. No		Date	Service	Anticipated Quantity
1.	Pre Event	08.02.2014	Dinner	750
2.	DAY 1	09.02.2014	Breakfast	1400
3.		09.02.2014	Lunch	1600
4.		09.02.2014	Dinner	1600
5.	DAY 2	10.02.2014	Breakfast	1600
6.		10.02.2014	Lunch	1600
7.		10.02.2014	Dinner	1600
8.	DAY 3	11.02.2014	Breakfast	1600
9.		11.02.2014	Lunch	1600
10.		11.02.2014	Dinner	1600
11.	DAY 4	12.02.2014	Breakfast	1600
12.		12.02.2014	Lunch	1600
13.		12.02.2014	Dinner	1600
14.	Post Event	13.02.2014	Breakfast	500

Annexure II Indicative Menu and RATE SCHEUDLE

S. No	Timing	Menu	Rate including all taxes per day per head
1	7.00 am - 10.00 am	Break Fast 1. Bread, Butter, Jam 2. Idli, Sambar, Chutney / Pongal, Medu Vada (2 nos), Sambar, Chutney / Kitchidi, Medu Vada (2 nos) / Masal Dosa, Sambar, Chutney/ Poori, Potato Curry/ Aaloo paratha, Curd, Pickle (No repetition of items during the event) 3. Milk 150 ml, Tea and Coffee Decoction should be served separately. 4. One Boiled Egg for Non veg participants, Sprout (1 cup) for Veg people 5. Banana (Green Banana)	
2	12.00 pm - 3.00 pm	Lunch 1. Chapatti / Fulka, 2. Dal (Moong/ Dal fry/ Channa/ Panjabi/ Rajma/ Thoor) 3. Plain Rice, Sambar/ Karakuzhambu/ vathakuzhambu, Rasam 4. Seasonal Veg Curry (dry) 5. Appalam, pickle, lemon juice, 1 sweet 6. Curd, Salt, Sugar, pickle, 7. Veg. Salad (Onion, Tomato, Green Chilli, Cucumber)	
3	7.00 pm - 10.30 pm	Dinner 1. Chappatti / Fulka, 2. Dal (Moong/ Dal fry/ Channa/ Panjabi/ Rajma/ Thoor) 3. Variety rice (Veg Pulav / Jeera / Kashmiri pulav / Fried Rice) 4. Seasonal Veg Curry (Panner item to be served atleast 2 times) 5. Chicken fry / Curry (150 gms) for Non Veg. people Veg. Special (150 gms) for veg. people 6. Veg. Salad (Onion, Tomato, Green Chilli, Cucumber) 7. Curd rice, pickle / Plain rice, Rasam 8. 1 Banana, 1 ice cream (40 ml)	
Total			

- Note:1. The rates for Catering should not exceed Rs. 150/-(Rupees One Hundred and Fifty Only) per head per day.
 2. The rates should be inclusive of all taxes, service tax etc.
 3. The above work should be estimated for approx. 1500 -1600 participants.

(SIGNATURE OF THE BIDDER)
WITH ADDRESS & SEAL

ANNEXURE - III
SYNOPSIS SHEET

The following details/documents/ certificates issued by the competent authority in respect of the bidder are required to be submitted:

1. Name of Firm/Agency : _____
2. Name of the Proprietor/Partner : _____
3. Postal Address of the Firm : _____

- Telephone/ Fax No./e-mail ID : _____

4. PAN Number (Attach Photocopy) : _____
5. Service Tax No., TIN & (Attach Photocopy): : _____
6. Attested copy of ITR for the last 3 Years (i.e. Assessment Year 2012-13,2011-12 & 2010-11):

7. (a) Attested Copies of Balance Sheet (Trading, Profit & Loss A/c & Balance sheet) Signed by the CA during last 2 years certifying the annual turnover
(b) Solvency status:
8. Details of clients to whom services for Catering & Boarding arrangements have been provided by the said firm in the last two years (Copy of the award letter be enclosed) : _____
9. Details of EMD: Name of the Bank _____ Demand Draft No. _____ dated _____ Amount ` _____ (_____ only)
10. Declaration of the bidder that no case/dispute/claim with arbitration court/consumer forum etc. is pending
11. The Firm have requisite license and is registered with statutory body/authority.

(SIGNATURE OF THE BIDDER)

WITH ADDRESS & SEAL