



HOSTEL ADMINISTRATION, NITT HOSTELS
NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI-620 015
TAMIL NADU

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EXPRESSION OF INTREST

Notification Number: **HAC/ NITT/HM/ST/ 2013-14/1**

dated:02.02.2014

**NOTICE INVITING EXPRESSION OF INTEREST (EoI) FOR RUNNING NIGHT
CANTEENS AT HOSTEL ZONE**

Name of Work/ Service	Establishment of Night Canteens in NITT Hostel Zone
Brief Scope of Work	Experienced firms to undertake One year contract for running night canteens at NIT Hostels Trichy.
EoI Document	The EoI document can be downloaded from the NITT website www.nitt.edu
Cost of the Document (Non refundable)	The downloaded EoI document shall be accompanied by demand draft for Rs.520/- (Rupees Five hundred and twenty only) drawn in favour of The Director, HAC/ NITT payable at Tiruchirappalli, Tamil Nadu
EMD Amount (Refundable)	Rs. 50,000/- (Rupees Fifty thousand only)
Last date and time for submission of EoI	12.02.2014 up to 3.00 p.m.
ate and Time of Opening of Technical Bid	12.02.2014 up to 3.30 p.m. (Venue: A 13 Hall, Administrative Building, NIT, Tiruchirappalli-15)
Price Bid Opening Date	Will be informed later
Address for submission of EoI	The Chief Warden, Hostel Administration Committee, Hostel Office, National Institute of Technology, Tiruchirappalli-15, Tamil Nadu
Date of Opening of Price Bid	Will be informed later to the technically acceptable shortlisted bidders
Bid Validity	90 days from the date of Price bid opening.
Mode of Submission of EoI	Speed Post / Registered Post / Direct delivery.

OVERVIEW

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, Government of India. At present, over 5000 students are pursuing their Engineering education in NITT and they are accommodated in 21 hostels situated within NITT campus.

The Management and Administration of the NITT Hostels is vested with **Hostel Administration Committee (herein after referred to as HAC/ NITT)** headed by the Chief Warden. The Chief Warden, **HAC/ NITT** invites sealed EoIs from the leading firms to establish Night Canteens in NIT Hostel Zone.

1. TERMS AND CONDITIONS

EoI must be submitted in two sealed envelopes separately i.e., the EoI form duly signed on every page along with all the required documents in one envelope (Technical bid - As per format given in Annexure III) (**Envelope-A**) and the offer/price bid on the prescribed Performa in the second envelope (**Envelope-B**). Both the envelopes are to be sealed in Master Envelope and the name of Applicant with address should be clearly mentioned on the envelopes. Those who fail to follow this procedure may be disqualified forthwith.

2. EARNEST MONEY DEPOSIT (EMD)

Application must be accompanied with earnest money amounting to **Rs. 50,000/-(Rupees Fifty thousand only)** in Demand Draft, from any scheduled bank in favour of " **The Director, NIT, Trichy**" payable at **Tiruchirappalli**. No other format for Earnest Money deposit would be accepted.

3. RECEIPT & OPENING OF EoI

EoI should reach in the office of **The Director, Hostel Office, NIT, Tiruchirappalli - 620 015 up to 12.02.2014 on or before 3.00 P.M.** EoI document / technical bid shall be opened on **12. 02. 2014 at 3.30 P.M.** in the presence of Applicants or their authorized representative.

4. PRE-QUALIFICATION DOCUMENTS

The following pre-qualification documents are to be submitted along with the EoI form in a separate envelope from. However, the EoIs received without any of the following documents, may render the EoI invalid and the price bid would not be opened: -

- a) The applicant must be resident of India and one of the following documents mentioned will be submitted as a proof of residence namely: -
 - (i) Passport
 - (ii) Ration Card
 - (iii) Driving Licence
 - (iv) Water/Electricity bill (Latest)
 - (v) Voter Identity Card
 - (vi) Telephone Bill.(BSNL.L.L Latest)
 - (vii) Addhar Card
- b) Self Attested photocopy of the Ownership Document, in case of firm a Partnership Deed and Registration Certificate under Companies Act along with memorandum of association etc. as the case may be.
- c) An affidavit to the effect that the applicant/firm either himself/ herself or through any partner/ close relation i.e., son/ daughter/ father/ mother does not already have a concurrent licence from the NITT / NIT HOSTEL OFFICE for running the trade mentioned in this EoI.
- d) In case of firm/company, self Attested photocopy of authority to negotiate and sign EoI and licence deed on behalf of the firm/company.
- e) The applicant should have a minimum of at least two Retail Outlets with the same name.

- f) A self attested Passport size photographs should be pasted on the EoI form.
- g) Affidavit to the effect that the firm/individual is not blacklisted by any Govt. Organisation and that no criminal case or any economic offence is pending under any Court of Law/Registered with Police (**Annexure-I**).
- h) PAN Number and photocopy of PAN Number duly attested.

IMPORTANT NOTE:-

- i) Price bid once submitted with EoI cannot be revised (unless or otherwise negotiated after opening of EoI/bid).
- ii) The person who backs out after bidding will be debarred for next three years from dealing with the Hostel Administration. His/her earnest money shall also be forfeited.
- iii) The person who is already holding a particular shop/ canteen/mess at NITT / NIT Hostel Zone cannot be allowed to apply for the same trade till the date of completion of licence period of the same shop held by him.

5. OTHER CONDITIONS REGARDING ALLOTMENT OF SHOP

i) The applicant who do not have any licence of similar trade from NITT / NIT Hostel Zone on the date of filling of this EoI shall submit an affidavit to the effect that :

“the applicant/firm either himself/herself or through any partner/close relation i.e., son/daughter/father/ mother does not already have a concurrent licence from the NITT / NIT Hostel Zone for running the trade mentioned in this EoI”. (Annexure-II (a))

ii) Applicant(s) who are having licence of existing shop of similar trade in NITT / NIT HOSTEL ZONE, on the date of filling of EoI, shall submit an affidavit to the effect that :

“the applicant / firm either himself / herself or through any partner / close relation i.e., son / daughter/ father/ mother already have a concurrent licence of Shop title / No..... from the NITT / NIT HOSTEL ZONE for running the trade mentioned in this EoI and in case of allotment of shop bid (new shop) to him / her / them, he / she / they will surrender the existing shop before taking over the possession of the new shop, if allotted”. (Annexure-II (b))

iii. Though the licensee/firm either himself / herself or through any partner / close relation i.e., son/daughter/father/mother can have concurrent licence of only one shop/premises at a time from the NITT / NIT HOSTEL ZONE for running the trade mentioned in this EoI, however, an existing licensee may apply for the shop/trade tendered subject to the following conditions: -

- a) He/she/they will have to surrender the exiting shop as per terms & conditions of licence before accepting the offer for the new shop of similar trade and will have to hand over the vacant possession of the existing shop before taking over the possession of the new shop.
- b) The existing licensee will given vacation notice as per terms and conditions of licence and will have to pay the licence fee which may fall short of 60 days mandatory notice period.

Note: A Licensee cannot have more than one licence of the premises of similar trade from NITT / NIT Hostel Zone and in case at any stage it is found that he/she or through any partner/close relations i.e. son/daughter/ father/ mother has any interest/share/partnership in any other premises of the similar trade, the licence shall stand terminated/cancelled & his/her/their security forfeited.

iv. The licence will be given for **One year and extendable based on the performance and service** which is awardable in order of **highest bid (H1)** and shall be governed by the provisions of the Public Premises (Eviction/Regulations) Act and rules framed there under from time to time for the purpose of any action in case of default. In case the first highest bidder backs out and fails to take possession of the premises he/she will be debarred for three years and the earnest money shall be forfeited and the next two Applicant(s) in order of licence fee rates/bids may be considered for/offer the license as per direction of the Authority. If, the next two applicants(s) also back(s) out and fail(s) to take possession of the premises, their earnest money shall also be forfeited, debarred for next two years, the EoI may be cancelled and the fresh EoI will be floated.

v. The Director, HAC reserves the right to accept or reject any or all the EoIs without assigning any reason whatsoever, and without any prior notice to the applicants whatsoever.

vi. Licence fee should be mentioned both in figures as well as in words, wherever required.

6. DOCUMENTS/PAYMENTS TO BE SUBMITTED BY SUCCESSFUL APPLICANT (S)

1. (i) Documents/payments are to be submitted/deposited by the successful bidder within 15 days from the issue of licence memo or before taking over the possession of the premise whichever is earlier. The possession of the premises will be given after the submission of the following documents: -

- a) Licence Deed on Non-Judicial Stamp Papers Worth Rs.100/-.
- b) One-Month Advance Licence Fee plus Service Tax.
- c) Security deposit equal to **Rs. 1, 00,000/- (Rupees One lakh only)**.
- d) Latest Police Verification report from the concerned police authorities to the effect that there is no criminal case pending in any Court of law against the applicant/Firm.

(ii) In addition to above, the successful bidder shall submit a Bank Guarantee or Fixed Deposit Receipt (FDR) pledged in favour of "**The Director, NIT Trichy**", issued by any local nationalized bank, equal to **12 months licence fee** as Surety which shall remain valid upto one month after the expiry of the licence period, within a month of taking over possession. Failure to submit the Bank Guarantee/pledged FDR in time shall attract a fine of **Rs.2500/-** per day and if delay is more than 15 days, the offer of licence is liable to be terminated.

*Note: If the licensee does not submit the aforesaid documents/payments within the stipulated period a fine @ **Rs.500/-** per day will be charged for each day of delay beyond the stipulated period, till the actual deposit of the same. In this case allotment is also liable to be cancelled; EMD forfeited and offer may be made to the 2nd or 3rd lowest bidder as per the decision of the licensor.*

(iii) EMD of the allottee / licensee will be refunded only after submission of the bank guarantee/ Pledged FDR and in case of non-submission of bank guarantee, the same will be kept as security till submission of the bank guarantee / pledged FDR and may be adjusted against dues, if any. However, in case the allottee / licensee without submitting the bank guarantee / pledged FDR, terminate or submits vacation / termination notice before expiry of one month from the date of possession, his / her EMD shall be forfeited.

2. The Applicant will be sole proprietor of the premises, and if not, the document-governing letter of Authority from the firm shall be furnished along with the documents mentioned in the para-1 above.

7. PERIOD OF LICENCE

The licence shall initially be for a period of **one year and extendable for one more year** with 10% increase in the licence fee. The licence is extendable by the Hostel Administration subject to the satisfactory service of the licensee on the discretion of the Chief Warden, HAC, NIT Trichy, for terms and increase in monthly licence fee for each term as deemed fit by the authorities. The licensee shall not be eligible for such extension as a matter of right whatsoever, and the decision of the Chief Warden, shall be final and binding on the licensee. In default the provisions of P.P. Act, 1971 shall be invoked.

Note: *A Licensee cannot have more than one licence of the premises of similar trade from NITT / NIT HOSTEL Zone and in case at any stage it is found that he/she or through any partner/close relations i.e. son/daughter/ father/ mother has any interest / share / partnership in any other premises of the similar trade, the licence shall stand terminated / cancelled & his / her / their security forfeited.*

8. POSSESSION OF THE PREMISES

Failure to occupy the premises within 15 days of issue of acceptance may result in forfeiture of earnest money and cancellation of licence. In case the licensee, after acceptance of letter of licence of the premises, fails to furnish all the required documents and/or take possession of the said premises within 15 days from the date of issue of letter of licence, he shall be fined Rs. 500 per day for next 10 days and licence order will be terminated automatically. Further alternative arrangements for running the said premises are made by the HAC / NITT.

a) The licensee shall use the premises solely for the purpose for which it has been licensed out, and for no other purpose and he shall not part with the premises/sub-let the premises to any one directly or indirectly.

9. PAYMENT OF LICENCE FEE

The licensee shall pay to the licensor monthly licence fee in advance and without demand by **7th of each month** along with service tax or any other State/Central tax imposed from time to time. The licence fee for the first month shall be paid within 15 days from the issue of letter/memo. of licensing out of the said space and before taking possession. In case of failure to pay, licence is liable to be withdrawn. The licensee shall pay interest @18% p.a. on licence fee due from him, if he/she does not pay the same on due date, but will not be permitted to do so beyond one month and thereafter his licence is liable to be cancelled and the security forfeited.

The licensee will deposit licence fee in cash by Challan or Demand Draft of any scheduled bank at Trichy, in favour of "**The Director, NIT Trichy**".

10. PAYMENT OF ELECTRICITY / WATER CHARGES

In addition to the licence fee the licensee shall pay the bills of electricity / water according to the reading of electricity / water meter to be installed by him at his own cost and the arrears, if any will be recovered from the security. In case separate electricity / water meter is not installed, the licensee shall pay the charges of electricity / water at flat rates fixed by the Office of the Chief of works, NIT, Trichy from time to time. The licensee will pay the electricity / water bills raised by the Institute within 10 days from the issue of bill failing which the electricity / water supply will be disconnected without any intimation and the arrears if any will be adjusted from the amount of security deposit.

11. SECURITY DEPOSIT

- For the faithful performance and observance of the terms and conditions of the licence, the licensee shall deposit in advance within 15 days from the issue of letter/memo. of the offer of the licence and before taking possession of the said premises, **security deposit equal to amount a sum of Rupees One lakh**

(Rs.1,00,000) to the Chief Warden, NIT Trichy, which will be kept by the Institute and refunded only after completion of the tenure.

- The licensee will deposit the amount of security by crossed Demand Draft (of any scheduled bank at Trichy), in favour of The Director, NIT Trichy.
- The security or remainder thereof, if not forfeited shall be refunded to the licensee after the expiry of the licence, after the vacation of the premises by the licensee and after adjusting dues, if any.

12. LICENCE DEED

The licensee shall execute necessary licence deed specifying the terms and conditions as mentioned herein, on the Non-judicial stamp papers worth Rs.100/- at his own cost, within 15 days from the issue of licence memo, along with other documents/payments as above.

13. MAINTENANCE OF THE PREMISES

(a) The licensee shall keep the premises in a clean sanitary and tenable condition and shall pay for the cost of making good any damage thereto or to adjacent premises, caused by negligence or misuse of premises by the licensee and shall indemnify the licensor against any loss/damage/ additions/ alterations to the premises.

(b) The licensee shall not store empty packing cases or baskets or any goods or any other material on the open spaces around the premises or any other place from where such goods or material may be visible from outside. The area in front of the said premises shall not be encroached upon and used or allowed to be encroached upon or used for any purpose other than the public passage. **The licensee shall not make any addition or alternation in or around the premises without the written consent of the Chief Warden.**

(c) The licensee would provide dust free, mosquito, cockroach and fly free environment. The conditions, which increase the infection, shall not be allowed. The licensor reserves the right to issue directions from time to time for proper sanitation and cleanliness of the premises. These will have to be followed by the licensee.

(i) In case of failure to implement the directions regarding condition and sale of the products and maintenance of the premises, **a fine to the tune of 2%, 5% and 10% for the monthly licence fee be imposed upon the licensee for 1st, 2nd, and 3rd violations respectively. However, the discretion to impose the minimum fine upon the canteen lies with the Chief Warden** and his EoI is also liable to be terminated by the Chief Warden. The decision of the Chief Warden, in this case shall be final and binding.

(ii) The licensee will not sell items other than the items/quality/brand prescribed /authorised and shall not charge rates higher than the rates fixed/mentioned, failing suitable penalty/fine will be imposed for every laps by the Hostel office, NIT Trichy.

(iii) The licensee shall ensure promptness of service at the counter and shall appoint necessary staff for the purpose and shall also ensure that there is no mismanagement on his part or his agents and servants. In case of failure, to implement the directions regarding service at the counter, suitable fine may be imposed by the Chief Warden and his licence is also liable to be terminated by him.

(d) The licensee shall pay during the terms of licence all the Central/local taxes and cesses for the time being imposed or assessed on the premises by the competent authority from time to time.

(e) The licensee shall pay service tax on the licence fee as notified by the Central Excise Commissionerate from time to time. The Service Tax should be deposited along with monthly

licence fee.

(f) No obnoxious trade like Bidi, Cigarette, Pan Masala etc., shall be carried on at the premises. The licensee shall ensure strict 'NO SMOKING' inside the premises.

(g) Sale/stock of Bubble Gum/Chewing-gum and spitting is banned in the Institute premises. Hence, the licensee will not stock/sell Bubble Gum/Chewing-gum or toffees with gum ingredients at the shop/site, failing suitable penalty will be imposed.

(h) Neither this licence nor any of the rights conferred by it shall be transferred or assigned to any other person, nor shall the premises or any part thereof be sublet directly or indirectly.

(i) The licensee would be required to get license under the Prevention of Food Adulteration rules from the Health Department, Trichirappalli (wherever required / necessary).

(j) The licensee shall not employ any child labour(s) in contravention of the LABOUR EMPLOYMENT ACT, 1970.

(k) The licensee will be fully responsible for implementation of Labour Laws/ Shops & Establishment Legislation including minimum wages, ESI, P.F. & Workmen Compensation etc.

(l) The licensee would be required to make necessary fire safety arrangement in the shop and also install appropriate number of fire extinguishers in consultation with the Safety Officer of NITT to ensure safety and security of the public, self and the Institutes property.

(m) The penalty fine so imposed for violation must be deposited within stipulated period failing interest @ 12% will be charged.

(n) Use of plastic cup, carry bag will not be allowed.

14. TERMINATION NOTICE

Notwithstanding anything contained in conditions above, the licensor shall be at liberty to terminate this licence by giving **30 days** clear notice ending with the expiry of that month of licence without assigning any reason whatsoever. However, the licensee may terminate this licence by giving **60 days** clear notice ending with the expiry of the month of licence. In this case he/she will be debarred for participating in the EoI process of all the commercial sites for 2 years / site subsequent to his/her vacation notice and 50% of the one month licence fee will be charged / deducted from the licensee and the same will be deducted from his security deposit subject to minimum of Rs.20,000/- and maximum of Rs.1 lakh (including the cost of re-tendering).

However, the Chief Warden, NITT reserves the right to allot the licence to the 2nd or 3rd highest bidder, in case the initial licensee opts to terminate the licence any time during the period of initial allotment of the licence.

15. BUSINESS TIMINGS OF THE PREMISES

The timings of the said premises for providing services shall be **during 4.00 pm to 1.00 am.** The presence of licensee or his persons shall be ensured during the said working hours, otherwise it would be a violation of the terms and conditions calling for termination of licence followed by eviction.

16. ARBITRATION

If any dispute arises after the issue of LOI/Work order and during the execution of the project

which is not resolved within 30 days of their arising, they shall be referred to a sole arbitrator to be appointed by the Director of NITT. The governing law in this regard will be The Arbitration and Conciliation Act, 1996 of India. The venue of the Arbitration will be Tiruchirappalli. Further, disputes if any, that may arise at any point of time, shall be subject to Tiruchirappalli jurisdiction only.

17. VACATING OF THE PREMISES AFTER EXPIRY / REVOCATION OF LICENCE

The licensee shall deliver the vacant possession of the premises to the Chief Warden, NIT Trichy after the expiry or revocation of the licence. In case, the licensee fails to handover the vacant possession after expiry of licence period, he will be liable to pay 5 times of monthly licence fee after the licence period has expired unless it is extended by the Chief Warden, NIT Trichy, In case of non-deposit of the fine as above, the same is liable to be deducted from the security deposit. In such case licensee shall be governed by the P.P. Act, 1971.

The licensee shall permit access to the Chief Warden or his nominees, at all reasonable times for the purpose of inspecting the premises and the trade or business carried therein.

The Chief Warden, NIT Trichy, may modify, impose or relax any clause in the terms and conditions.

In case of breach of any of the terms and conditions of this licence, the Chief Warden, NIT Trichy may revoke this licence and forfeit the security and the licensee shall thereupon forfeit all the rights hereunder, and shall remain liable for any sum then due, from him and also for any damage or loss which may be caused to the licensor by reason of such default or for making any alternative arrangement for running the said premises.

18. TECHNICAL BID EVALUATION CRITERIA

An empowered committee would evaluate the EoI based on the following parameters and weightages

- | | |
|---|----------|
| ➤ Net Worth of the vendor (Based on his turnover and income tax assessment and other mandatory legal obligations) | 10 Marks |
| ➤ No. of outlets & Prior Experience | 10 Marks |
| ➤ Manpower to be deployed (his projections) | 10 Marks |
| ➤ Government related documents | 20 Marks |
| ➤ Inspection of existing outlets | 30 Marks |
| ➤ Proposed Plan | 20 Marks |

I/We accept all the terms and conditions mentioned above and hereby EoI monthly licence fee as per sealed envelope, attached separately :

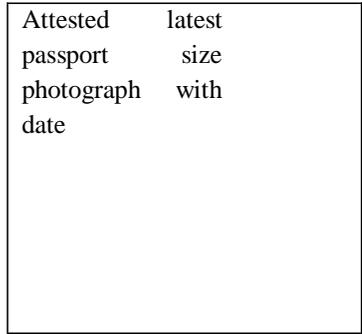
Place: **Signature of the bidder with Name and seal**

Date: **Name & Designation**

Seal

APPLICATION FOR EARNEST MONEY DEPOSIT

Pay Order/Demand Draft



No..... Date.....

for Rs. at
scheduled Bank.....

Date of birth.....

PAN Number:
(Attach Photocopy of PAN Number)

(Signature of Applicant(s))
(Individual/Firm/company/other)
(Affix stamp except individuals)

Name in full.....

Father's Name.....

Address for correspondence.....

Phone No..... Mobile No.....

Permanent Address.....

Phone No..... Mobile No.....

Witness (1)

Witness (2)

Signature:

Signature.....

Name.....

Name.....

Address

Address.....

.....

.....

Phone No.....

Phone No.....

Mobile No.

Mobile No.

ANNEXURE-I

PROFORMA FOR AFFIDAVITE

TO BE WRITTEN ON NON-JUDICIAL STAMP PAPER OF RS. 100/-

(TO BE ATTESTED BY A MAGISTRATE 1ST CLASS OR OATH COMMISSIONER)

I.....
S/o Shri.....

R/o..... Police Station..... District..... Contractor/
partner, + or sole proprietor (Strike out the work which is not applicable) of (firm or contractor)
..... do hereby declare and solemnly affirm that:

- (i) I am/my firm/company is not blacklisted by Union or any State Govt./ Organisation.
- (ii) No individual/firm/companies blacklisted by the Union or State Government or any partner or shareholder thereof, have any connection directly or indirectly with or has any subsisting interest in business of my firm.
- (iii) I am or my partner are not involved / convicted in any criminal case / economic offence and no criminal case/economic offence is pending against me or my partner in any court of Law /Registered with police.

Dated:.....

Deponent

VERIFICATION

I do hereby solemnly declare and affirm that the above declaration is true and correct to the best of my knowledge and belief. No part of it is false and it conceals nothing.

Deponent.....

ANNEXURE-II(a)

Affidavit as per Clause 7 (i) of the EoI to be given by the Applicant who do not have any licence of similar trade from NITT on the date of filling of this EoI :-

AFFIDAVIT

I,.....
S/o Shri.....

R/o..... Police Station..... District..... Contractor/
partner, + or sole proprietor (Strike out the work which is not applicable) of (firm or contractor)
..... do hereby declare and solemnly affirm that :-

*“The applicant/firm either himself/herself or through any partner / close relation i.e., son/daughter/father/
mother does not already have a concurrent licence from the NITT for running the trade mentioned in the EoI
form”.*

Dated:.....

Deponent

VERIFICATION

I do hereby solemnly declare and affirm that the above declaration is true and correct to the best of my knowledge and belief. No part of it is false and it conceals nothing.

Deponent.....

ANNEXURE-II(b)

Affidavit as per Clause 7 (ii) of the EoI to be given by the Applicant(s) who are having licence of existing shop of similar trade mentioned in the EoI form in NITT, on the date of filling of EoI: -

AFFIDAVIT

I..... S/o
Sh.....

R/o..... Police Station..... District..... Contractor/
partner, + or sole proprietor (Strike out the work which is not applicable) of (firm or contractor)
..... do hereby declare and solemnly affirm that :-

That the applicant /firm either himself/herself or through any partner/close relation i.e., son/ daughter/ father/ mother already have a concurrent licence of Shop title / No..... from the NITT for running the trade mentioned in this EoI and in case of allotment of shop tendered (new shop) to him/her/them, he / she / they will surrender the existing shop before taking over the possession of the new shop, if allotted. (Annexure-II (b))

Dated:.....

Deponent

VERIFICATION

I do hereby solemnly declare and affirm that the above declaration is true and correct to the best of my knowledge and belief. No part of it is false and it conceals nothing.

Deponent.....

ANNEXURE - III

APPLICATION FOR TECHNICAL BID

(To be submitted in a separate sealed envelope but to be kept inside a larger size outer envelope)

Important Note: (1) Bidders are cautioned that the tabular statement given below is the application format for Technical bid. Hence there should NOT be any indication either in this tabular statement or in the enclosures to this tabular statement regarding Price Bid or any other commercial consideration under this contract.

(2) All information called for in this Application format should be furnished against the relevant columns in the format. If the information is furnished in a separate sheet enclosed with the technical bid, this fact should be mentioned against relevant column(s). If any particulars/ query are not applicable in case of the applicant bidder, it should be stated as "Not Applicable".

Sl. No.	Description	Information
1.	Do you unconditionally agree with all Terms and Conditions stipulated in the EoI Document?	Yes / No
2.	Have you furnished Documentary evidence/ proof in support of compliance with the basic eligibility conditions stipulated in the EoI document	Yes / No
3.	Details of EoI Fees remittance	Amount: Rs.: DD Number : Date : Name of Bank : Payable at :
4.	Details of EMD remittance	Amount: Rs.: DD Number : Date : Name of Bank : Payable at :
5.	Name and Address of the Applicant/ bidder with Telephone/ Fax/ Mobile and Mail ID	
6.	Year of Establishment / Incorporation	
7.	Registration/ Incorporation Particulars (Please attach attested copies of documents of registration/ incorporation of your firm/ Company as required under business law)	
8.	Legal Status of the bidder (In the case of Partnership Firm, authenticated copy of Partnership Deed, in the case of Private or Public Limited Company authenticated copy of Memorandum and Articles of Association and in the case of Proprietary concern, Proprietary Firm Registration Certificate should be enclosed as documentary proof)	

9.	Bio data or Profile containing name, educational qualifications, occupation and postal address of Proprietor / Partners/ Directors/ Managing Director/ Chairman and Managing Director (please use separate sheet if found necessary)		
10.	Name, designation and Phone number of persons authorized to sign the documents on behalf of the Proprietary concern/ Partnership Firm/ Private or Public Limited company (Please attach Power of Attorney / authorization for signing the document. In the case of Proprietary concern bidder may submit attested copy of the PAN card / Election Commission Card / Passport of the Proprietor and authorized signatory in case of proprietor is not signing the EoI document)		
11.	Name and Designation of the Contact Person/ Representative/ Manager of the Agency/ firm/ company with mobile number & email ID		
12.	Annual Turnover during the last three years. (Copy of the Annual Accounts duly certified by the Chartered Accountant to be enclosed)	Year	Annual Turnover of the bidder from Catering Business (Rupees in Lakhs)
		2010-11	
		2011-12	
		2012-13	
13	Average Turnover in last three years from Catering Business	Rs. _____in lakhs	
14	Are your firm/ company carrying out any other trade/ business in addition to Catering Services? Furnish particulars of other trade/ business carried out.		
12.	Total experience (years/ months)	Intuitional/ Industrial Canteen:	
		Catering/ Restaurant:	
16	Have your firm/ company ever changed its name any time? If yes, provide the previous name and the reasons there for?		
17	Were the company /firm ever required to suspend catering services for a period of more than six months continuously after you commenced the catering services? If yes, state the reasons.		
18	Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.		
19	Income Tax Permanent Account Number (Copy of PAN Card to be enclosed)		
20	Income Tax Assessment Completion Certificates/ Assessment Orders for the financial years 2010-11, 2011-12 and 2012-13 (In the event of assessment of the years indicated having not been completed the		

	certificate of the latest assessment completed may be enclosed and the reasons for non completion of the assessment for the required years may be indicated)						
21	Have you registered under Employees State Insurance Corporation Act (ESI) Act? If so, enclose copy of the registration certificate. Also provide a copy of latest remittance made by your agency/ firm/ company						
22	Copy of the statement of returns, if any , filed with ESI for the financial year 2012-13						
25	Service Tax Registration Number (Proof to be attached).						
26	Copy of Service Tax Returns for the last three years i.e., 2010-11, 2011-12 and 2012-13 along with assessment orders. (In the event of assessment of the years indicated having not been completed the certificate of the latest assessment completed may be enclosed and the reasons for non completion of the assessment for the required years may be indicated).						
27	VAT TIN (Proof to be attached)						
28	CST Number (Proof to be attached)						
29	Name and address of your banker						
30	Number of cooks, servers, cleaners, supervisors proposed to be deployed by the bidder for the proposed Canteen						
31	Details of Ongoing Contracts:						
	S No.	Name and address of the client organization with name, address, mobile number and Email ID of the Officer to whom reference may be made.	Nature or type of work undertaken (viz., Hostel Mess, Industrial or Institutional Canteen)	Work order Value (Rs.)	Number of Diners	Period of contract	
						From	To
32	Details of Completed Contracts during the last three Years : Order Copy, Contract/ Agreement copy should be enclosed. If required, please attach extra sheets. Enclose Performance Certificate or certificate of satisfactory completion from the client organizations for the three years 2010-11, 2011-12 and 2012-13						
	S No.	Name and address of the client organization with name, address, cell number and E Mail ID of the Officer to whom reference may be made.	Nature or type of work undertaken (viz., Hostel Mess, Industrial or Institutional Canteen etc.,)	Work order Value (Rs.)	Number of Diners	Period of contract	
						From	To

33	Any other information, document which may help HAC/ NITT in assessing your capabilities, may be enclosed .The bidder may add any further information that he considers relevant for the evaluation of their bid. The bidder may attach catalogue and other annexure that would help in providing quality food and services.						
34	Details of quality certifications, if any, obtained viz., ISO 9001-2000, FSSAI, HACCP etc., (Proof to be attached)						
35	Proposed plan for running night canteen. (Use Separate sheet)						

Note:

1. All the documents enclosed to the Technical Bid should be arranged and submitted in the same serial order as they appear on the Technical Bid.
2. All the pages of EoI documents must be numbered, duly signed and stamped 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 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 both the cases, a certified copy of the partnership deed and current address of all the partners of the firm should be furnished. In case of 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 and Articles of Association duly attested by a Notary Public.

Declaration:

- ✓ I/ we hereby certify that the information furnished in this EoI document is complete and correct to the best of my knowledge.
- ✓ I/ we understand that furnishing of false information could result in disqualifying for the award of the contract.
- ✓ I/ We also authorize the HAC or its authorized representative to approach individuals, employers, firms and corporation to visit the works completed by us in the past or are in progress at present, to verify the competence and general reputation.
- ✓ I/ We do hereby offer to perform and execute the catering contract in conformity with terms and conditions of the contract.
- ✓ I / We agree that the acceptance of any EoI shall be at the sole and absolute discretion of the HAC/NIT, Trichirappalli and they do not bind themselves to accept the lowest EoI or any EoI and may reject any or all EoIs received.

Place:

Signature of the bidder with Name and seal

Date:

Name

Designation

Seal

ANNEXURE - IV

APPLICATION FOR PRICE BID

(To be submitted in a separate sealed envelope but to be kept inside the Larger size outer envelope)

To be submitted under the letter head of the bidder

To

The Chief Warden

Hostel Administration Committee

National Institute of Technology,

Tiruchirappalli-15

Sir,

In response to the Tender notification Number: **HAC/ NITT/HM/ST/ 2013-14/1** dated: 02/02/2014 we are submitting the Licence fee for the Night Canteen as below:

Licence Fee for One month including of all taxes
Rs. _____ (Rupees _____)

Note: *The Rate Quoted by The Bidder Shall Be Inclusive of All Taxes, Duties And Levies of State Government/ Central Government and Local Bodies. HAC/ NITT will not be responsible for any change in the tax rate during the contract period.*

I/ we hereby agree to provide Night Canteen service as per the terms and conditions of the contract as would be decided by the HAC/ NITT.

Place:

Signature of the bidder with Name and seal

Date:

Name

Designation

Seal

Indicative Menu and Rate

S. No	Menu	Quantity	Rate (Rs)
1.	Idly	2 nos	10
2.	Iddappam	3 nos	10
3.	Aappam	1 No	15
4.	Plain Dosai	1 No	15
5.	Roast	1 No	20
6.	Ghee /Onion /Egg Roast	1 No	25
7.	Chicken Keema Dosai	1 No	40
8.	Uthappam	1 No	20
9.	Onion / Egg Uthappam	1 No	25
10.	Kal Dosai	1 No	20
11.	Parota	1 No	10
12.	Veechu Parota	1 No	12
13.	Chappathi	2 No	20
14.	Chilli Parota	150 g	30
15.	Veg Kothu Parota	150 g	30
16.	Egg Kothu Parota	150 g	35
17.	Chicken Kothu Parota	150 g	50
18.	Naan	1 No	12
19.	Butter Naan	1 No	15
20.	Roti	1 No	10
21.	Kulcha	1 No	15
22.	Aloo Kulcha	1 No	20
23.	Romali Roti	1 No	20
24.	Kadaai Vegitable	150 g	40
25.	Kadaai Panner	150 g	50
26.	Green Peas Masala	150 g	35
27.	Mashroom Masala	150 g	40
28.	Panner Butter Masala	150 g	50

29.	Aloo Gobi / Mutter Masala	150 g	35
30.	Gobi Manjurian Dry / Gravy	150 g	45/40
31.	Mashroom Manjurian	150 g	40
32.	Panner Manjurian	150 g	50
33.	Baby Corn Pepper Onion	150 g	40
34.	Veg Manjurian	150 g	35
35.	Gobi 65	150 g	30
36.	Panner 65	150 g	50
37.	Mashroom 65	150 g	45
38.	Panner Tikka	150 g	50
39.	Omlette	150 g	8
40.	Egg Masala (2 eggs)		20
41.	Egg Podimas		10
42.	Tandoori Chicken Half / Full		120/240
43.	Tangiri Kabab	3 pcs	120
44.	Chicken Tikka	6 pcs	65
45.	Chicken Garlic Kabab	6 pcs	65
46.	Reshmi Kabab	6 pcs	70
47.	Chicken Lolly Pop	5 pcs	70
48.	Chicken 65	7 pcs	60
49.	Grilled Chicken Half / Full		130/260
50.	Chicken Spring Roll		60
51.	Paper Chicken Fry	150g	60
52.	Chettinaad Chicken Masala	150g	65
53.	Kadai Chicken	150g	60
54.	Butter Chicken Masala	150g	60
55.	Chicken Tikka Masala	150g	60
56.	Chilli/Garlic/Ginger Chicken-Dry	150g	60
57.	Chilli/Garlic/Ginger Chicken-Masala	150g	60
58.	Chicken Manjurian Dry / Gravy	150g	65/60
59.	Veg Fried Rice / Noodles	200 g	40
60.	Egg Fried Rice / Noodles	200 g	45

61.	Chicken Fried Rice / Noodles	200 g	50
62.	Sehezwan Veg Fried Rice / Noodles	200 g	40
63.	Sehezwan Chicken Fried Rice / Noodles	200 g	50
64.	Chicken Briyani	300 g Basmati rice+ 1 Leg pc	90
65.	Mutton Briyani	300 g Serga samba rice +100g of mutton	120

Date :

Signature of the bidder with Name & Seal

Place :

Checklist for submission of EoI

(This checklist duly filled should be enclosed with the EoI form)

All the documents enclosed with the EoI form should be numbered and signed.

Name of the Applicant _____

Shop Name and Site/Location _____

S. No.	Documents	Photocopy enclosed Yes / No	Page No
1	All the pages of EoI form are signed (please write Yes/No)		
2	Earnest money by demand draft enclosed vide draft No. _____ dated _____ for Rs. _____ Drawn at bank		
3	Residence Proof duly attested Name of document:		
4	Self Attested Photocopy of ownership/partnership deed		
5	A Passport size photographs duly attested by the Gazetted Officer pasted on the tender form at last page.		
6	Affidavit to the effect that the firm/individual is not blacklisted by any Govt. Organisation.		
7	An affidavit to the effect that the applicant/firm either himself/herself or through any partner/ close relation i.e., son/daughter/father/mother does not already have a concurrent licence from the NITT for running the trade mention in the EoI form.		
8	The Applicant should have licence from the competent authority under the prevention of Food Adulteration Act/rules. Attested copy of the same should be enclosed with the EoI form.(if required).		
9	PAN Number		
10	Any other (please mention)		

Note

EoI form and documents should be submitted in a separate enveloped and should be marked as "A" and written **EoI documents for running Night Canteen at Hostel zone . Name of the Applicant should also be written on the envelope.**

Price bid/Offer should be submitted separately in a sealed envelope and should be marked as envelope "B" **price Bid for running Night Canteen at Hostel zone.** Name of the Applicant / bidder should also be written on the envelope. **There should be no cutting/overwriting in quoting the price bid.**

EoI form is not transferable

Dated: _____