



**NATIONAL INSTITUTE OF TECHNOLOGY,
Tiruchirappalli 620 015**

HOSTEL ADMINISTRATION COMMITTEE

Phone: 0431- 250 4135

Email: hac@nitt.edu

Website: www.nitt.edu

e-Procurement Notice

Ref: NITT/Hostels/HAC/Tender 2025-26/001

Dated: 11.07.2025

Online tenders are hereby invited in two Bid system from INDIAN NATIONALS for **Providing Catering Services on Contract basis to 12 NITT Hostel Messes.**

Bidders can download complete set of bidding documents from e-procurement Platform <http://eprocure.gov.in/eprocure/app> from 11.07.2025 (06.00PM) onwards. Bidders need to submit the bids online for the interested items by uploading all the required documents through <http://eprocure.gov.in/eprocure/app>.

Last Date/ Time for receipt of bids through e-procurement is: 04.08.2025 (05.00PM)
Late bids shall not be accepted.

For further details regarding Tender Notification & Specifications please visit website:
<https://eprocure.gov.in/eprocure/app> and www.nitt.edu

CRITICAL DATE SHEET

Published Date	11.07.2025 (06.00PM)
Bid Document Download Start Date	11.07.2025 (06.00PM)
Clarification Start Date	11.07.2025 (06.00PM)
Clarification End Date	15.07.2025 (11.00AM)
Pre bid meeting Date Venue of Pre-bid Meeting	15.07.2025 (11.00AM) Hostel Office, NITT
Bid Submission Start Date	11.07.2025 (06.00PM)
Bid Submission End Date	04.08.2025 (05.00PM)
Bid Opening Date(Technical)	05.08.2025 (05.00PM)
Bid Opening Date(Price)	Will be announced after technical evaluation

Note : Bidder should submit the EMD as specified in the tender in the form of Demand Draft and should be posted / couriered / given in person to the Tender Inviting Authority, within bid submission due date and time as indicated in the tender. Scanned copy of the Demand Draft(s) should be uploaded as part of the offer.

Signature of the Bidder



**NATIONAL INSTITUTE OF TECHNOLOGY,
Tiruchirappalli 620 015**

HOSTEL ADMINISTRATION COMMITTEE

Website: www.nitt.edu

Phone: 0431- 250 4135

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TENDER DOCUMENT

Tender Notification No: NITT/Hostels/HAC/Tender 2025-26/001 **Date** 11.07.2025

NOTICE INVITING TENDER FROM INDIAN NATIONALS FOR PROVIDING CATERING SERVICES ON CONTRACT BASIS TO THE NITT HOSTEL MESSES

Name of Work/ Service	Providing Catering Services on Contract basis to 12 NITT Hostel Messes.
Brief Scope of Work	Providing Breakfast, Lunch, Evening Snacks and Dinner for about 6000 hostel students of NITTH, on fixed “Daily Rate per Student” for Mess and Average Total Rate/ for Standard Meals
Tender Document	The tender document can be downloaded from the NITT website www.nitt.edu from 11.07.2025 (6.00 PM)
EMD Amount (Refundable to unsuccessful Bidder)	INR 4,00,000/- (Rupees Four lakhs only) for each Mess.
SECURITY DEPOSIT	INR .25,00,000/- (Rupees Twenty-five lakh only) Per Mess
Pre Bid Meeting Date & Time	15.07.2025 at 11.00 AM (Venue: Hostel Office, NIT, Tiruchirappalli-15)
Last date and time for submission of E-Tender	04.08.2025 up to 05.00 PM
Date and Time of Opening of Technical Bid	05.08.2025 at 05.00 PM (Venue: Stores and Purchase Section, National Institute of Technology, Tiruchirappalli- 620 015)
Date of Opening of Financial Bid	Will be announced after technical evaluation
Bid Validity	180 days from the date of Price bid opening.
Mode of Submission of E-Tender	E-Tender portal (CPP Portal) https://eprocure.gov.in/eprocure/app

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Application Format for Technical Bid and Price Bid are given at **Annexure – I (A) to (E)** and **Annexure – II (a) & (b)** Respectively

SECTION A: 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 Education (MOE), Government of India. At present, over 6000 students are pursuing engineering and allied education and they are accommodated in 29 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/NITTH)** headed by the Chief Warden. **Chief Warden/HAC**, NITT invites tenders from professional, competent and experienced Catering Contractors for providing Outsourced Catering services to the Hostel Mess, on Contract basis.

Through this tender, it is proposed to engage **12 Messes Catering Contractors** for **catering 300 to 700** hostel students each approximately for NITT Hostels.

SECTION B: SCOPE OF WORK

The essence of the contract is to prepare and serve food for about **6000 hostel students** of NITT, on Outsourced turnkey contract basis at agreed fixed, “Daily Rate per Student” for Mess, for a period of one year. The scope of work includes the following:

- a) Procurement of Gas and Gas Connection, fresh groceries, raw materials, vegetables and other ingredients etc. for running the Mess by Catering Contractor’s own expenses and arrangements.
- b) Cooking and Serving the Breakfast, Lunch, Evening snacks and Dinner.
- Deployment, Supervision & Maintenance including health check-ups of required number of Personnel like Cooks, Servers, Cleaners, Store keeper, Supervisors etc. for running the Mess. **Medical fitness certificate of workers obtained prior to three months must be kept open for inspection at any time.** The contractor should abide by the pandemic guidelines / regulations issued by the State / Central Government from time to time.
- c) Management of Stocks & Inventories.
- d) Cleaning including Mopping / Washing Kitchen, Dining halls, entrance and walkways adjacent to dining hall, Wash basin, bathroom, handwash, Mess outside area and Auxiliary areas thrice a day.
- e) Cleaning of Plates/Utensils with dish washer thrice a day.
- f) Cleaning of Kitchen Drains etc. twice weekly.
- g) Cleaning of Dining Tables & Chairs after each meal.
- h) Maintenance of Equipment in the Mess including Kitchen, Dining hall etc. Proper use of equipment is the responsibility / liability of the Bidder.
- i) Proper Collection & Storage of food & vegetable Wastes till disposal to designated places like composite garbage etc including converted by the machine, as solid cake etc. Waste should not be stored on the way of transport of food from kitchen to dining area.
- j) Maintenance including safety & security of all items/staff deployed by Caterer in the Mess including kitchen & dining hall.
- k) Maintaining proper Hygiene and Pest control in the Mess and also in all kitchens.
- l) Maintenance of Records & Documents related to running of the mess and statutory compliances as per the prevailing labour laws and other statutory compliances.
- m) Maintaining clean mess premises (Inside & Outside) and removal of kitchen wastes and garbage.
- n) The caterer shall be responsible for providing CCTV and the installation and maintenance of CCTV cameras, at appropriate areas/places, at their own cost, with video footage to be stored for a minimum duration of one month.
- o) HAC will provide Television set & Set Top box only.
Caterers have to pay the Monthly/Yearly Recharge for the Set Top Box/Dish connection. The maintenance of TV & Dish is the responsibility of Caterers.
- p) The kitchen area will be provided to the caterers after completion of deep cleaning and painting initially. It is the responsibility of the caterers to handover mess at the same condition. Otherwise, appropriate charges for cleaning will be deducted from the caterer.
- q) Any other activities as may be considered necessary by the HAC/NITTH.

The contractor should be in a position to cater to the tastes of various Indian & Continental Foods (North, South & Regional Foods etc).

Successful bidder (i.e. Caterer) has to provide Breakfast, Lunch, Evening Snacks and Dinner for a “Daily Rate per Student” for Mess. Selected contractors shall provide catering service for a period of **one** year which may be extended for another two years on yearly basis or part thereof, not exceeding three years in total subject to the satisfactory performance on the same terms & conditions and at the sole discretion of the NITTH/HAC. Further the institute will have liberty to extend the contract until the finalization of the new contract.



B (a). PRE-BID MEETING: With a view to ascertain the views of prospective bidders on the tender, it has been decided by HAC/NITTH to conduct a Pre-Bid Meeting on **15.07.2025 at 11.00 AM** (Venue: Hostel Office, NIT, Tiruchirappalli-15). Purpose is to clarify student's requirements and to answer prospective bidders on technical bid and other issues. If prospective bidder finds any discrepancies/ omissions in tender document or is doubt in their meaning, they should get clarified at Pre bid Meeting. No extension of time will be given for submission of tender on any account. Any modification of the bidding documents which may become necessary as a result of the Pre-bid meeting shall be made known to all the bidders by the Chief Warden through a notification of amendment in the NITT website/E-tender.

SECTION C: TECHNICAL BID EVALUATION CRITERIA

1. The bidder should have experience in running the catering services for the **last five years ending 31 May 2025**. (Proof to be attached).
2. During the last five years:
 - (i)
 - a) Bidders should have successfully completed One similar work valuing **Rs.175 Lakhs**
OR
 - b) Bidders should have successfully completed Two similar work valuing **Rs.100 Lakhs** each
OR
 - c) Bidders should have successfully completed Three similar work valuing **Rs.86 Lakhs each**
&
 - (ii) Bidders should have successfully completed One similar work with minimum dining strength of 300 Nos

Catering Service Work Orders and completion certificate should be attached in the given format (Annexure-VI)

Note: Similar nature of work means (A) Running of Hostel Messes successfully in renowned Government Educational Institutions such as IITs, NITs, IIMs, AIIMS, Central/State/Deemed Universities/ Renowned Private Educational Institutions/Universities. Details of current and previous works to be provided in the given format (Refer **Annexure-1 (B)**).

3. **Average Annual Turnover:** The bidders' average annual turnover (gross) in Catering and allied Services in any three years among the last five financial years should not be less than Rs.150 Lakhs (Rupees one hundred and fifty lakhs only) viz. **2019-2020, 2020-21, 2021-22, 2022-23, and 2023-24**. Bidders should submit audited Balance sheet and Profit & loss A/c duly certified by the Chartered Accountant.
 4. The bidder should have made profit in the preceding financial year. Copy of the statements/Certificate by the Chartered Accountant should be attached.
 5. Solvency Certificate for value of Rs.50.00 lakhs issued by any Nationalized/Scheduled bank not later than six months.
 6. **Performance Certification:** The bidders' performance for each work completed in the last five years
- Signature of the Bidder**



and work in hand should be certified by the responsible official from the concerned organization. The certificate (s) as per **Annexure VI** should be enclosed with Technical bid. The institute officials may visit the past and present service places, if required.

7. At the time of award, Bidders should have a valid Central License under Food Safety & Standards (Licensing and Registration of Food Business) Regulations 2011 issued by Food Safety and Standards Authority of India (FSSAI). If the FSSAI Certificate is not available, the copy of Challan / proof of having applied for FSSAI Certificate should be submitted. However, original certificate should be submitted **within two months from the start of works**.
8. Startups/ MSEs are encouraged to participate, subject to meeting the eligibility criteria and other conditions. (Considering the sensitive nature of the contract in terms of extreme safety of the students in providing hygienic food services and statutory compliances, the committee concluded not to extend the relaxation of experience and turnover to the startups / MSEs).

**SECTION D:
DETAILS OF APPROXIMATE NUMBER OF DINERS IN EACH MESS, TYPE
OF KITCHEN AND DINING HALL**

Mess Names & Hostels	Approximate No. of Students	Available Facilities/License Fee
1. Girls Mess- South Indian Menu (Opal G Floor)	300-700	Equipped with a Kitchen & a Dining Hall (Seating Capacity about 350 at a time) License fee: Rs.40, 000/-+GST Per month.#
2. Girls Mess- North Indian Menu (Opal I Floor)	300-700	Equipped with a Kitchen & a Dining Hall (Seating Capacity about 350 at a time) License fee: Rs.40, 000/-+GST Per month.#
3. Boys Mess- North Indian Menu (Mega Mess I FF)	300-700	Equipped with a Kitchen & a Dining Hall (Seating Capacity about 350 at a time) License fee: Rs.40, 000/-+GST Per month.#
4. Boys Mess- South Indian Menu (Mega Mess I GF)	300-700	Equipped with a Kitchen & a Dining Hall (Seating Capacity about 350 at a time) License fee: Rs.40, 000/-+GST Per month.#
5. I Year Boys Mess- North Indian Menu (Nilgiri/A)	300-600*	Equipped with a Kitchen & a Dining Hall (Seating Capacity about 300 at a time) License fee: Rs.20, 000/-+GST Per month.#
6. I Year Boys Mess- South Indian Menu (Tripti) (Kailash Mess)	300-600*	Equipped with a Kitchen & a Dining Hall (Seating Capacity about 300 at a time) License fee: Rs.40, 000/-+GST Per month.#
7. Boys Mess- Andhra Menu (Swadh) (Annapurna Mess)	300-700	Equipped with a Kitchen & a Dining Hall (Seating Capacity about 300 at a time) License fee: Rs.40, 000/-+GST Per month.#
8. Boys Mess- Kerala Menu (Nalan) (Sabari Mess)	300-700	Equipped with a Kitchen & a Dining Hall (Seating Capacity about 300 at a time) License fee: Rs.40, 000/-+GST Per month.#
9. Boys Mess- Veg Menu – (F Mess)	100-300	Equipped with a Kitchen & a Dining Hall (Seating Capacity about 150 at a time) License fee: Rs.20, 000/-+GST Per month.#

Signature of the Bidder



10. Boys Mess – North Indian Menu (Mega Mess II FF)	300-700	Equipped with a Kitchen & a Dining Hall (Seating Capacity about 350 at a time) License fee: Rs.40, 000/-+GST Per month.#
11. Boys Mess- South Indian Menu (Mega Mess II GF)	300-700	Equipped with a Kitchen & a Dining Hall (Seating Capacity about 350 at a time) License fee: Rs.40, 000/-+GST Per month.#
12. Girls Mess- Mixed Menu – (Beryl Mess)	200-300	Equipped with a Kitchen & a Dining Hall (Seating Capacity about 150 at a time) License fee: Rs.20, 000/-+GST Per month.#

* Mess will be allotted based on number of diners registered in Serial No.5 & 6. Minimum will be allotted to Nilgiri (A Mess) & Maximum will be allotted to Tripti (Kailash Mess).

The License fee mentioned above is as per the rates prescribed by EMD of the Institute, which will continue subject to further revision in future as per the EMD/Institute decision. Applicable Water and EB charges shall be paid by the caterers.

Experienced/Trained chefs from the respective native are to be engaged to prepare respective variety of foods.

Dining Student strength at any Mess should be 300-700 (except for F Mess (Veg) & Girls Beryl Mess). Online Mess Registration is compulsory. Student can opt for different messes every month. During normal course of time, if HAC/NITTH finds that strength is below 300 for any mess for 03 consecutive months the HAC may decide to terminate the contract and handover it to the caterer having best feedback.

Available Equipment, Vessels, Furniture, Electrical Fittings, Fixtures, Water Pipes & Taps and Dining hall facilities (incl. table& chairs) provided by NITTH (Mess-wise). Apart from these equipment, the contractor has to bring the equipment, if necessary, at his own cost. Provision of Utensils like plates, tumbler, spoon etc. to be necessarily the responsibility of the Bidder. Ever silver / SS plates, tumblers, spoon, cups etc., only should be used.

**SECTION E: PROCEDURE FOR SUBMISSION OF E-TENDER
GENERAL INSTRUCTIONS TO THE BIDDERS**

Bidders must carefully follow the instructions and submit the bids.

1. Bidder may go through the tender published in the NITT website (www.nitt.edu) and download the required Tender documents with annexures.
2. If there are any pre-bid queries, they may be raised online through the tender site, or through the contact details on or before **15.07.2025 (11.00 AM)**. Queries after the pre-bid meeting will not be entertained.
3. After downloading/getting the tender document with Annexure/Appendices, Bidder should go through them carefully, fill up in the Prescribed Formats and submit details & documents completely as asked for. Otherwise bid will be rejected. Bidders are cautioned that furnishing of incomplete/ambiguous information, suppression of facts and alteration of prescribed format will entail outright rejection of tender application. Conditional tenders, late tenders, tenders containing prima-facie absurd rates,

Signature of the Bidder

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tenders which are incomplete or otherwise considered defective, tenders not in accordance with the tender conditions and the tenders not in original ARE LIABLE TO BE REJECTED. Unwanted and irrelevant details need not be furnished.

4. Bidder shall not make any changes in the Applications of Technical and Price Bid.
5. It is construed that the bidder has read all the terms and conditions before submitting their offer. An undertaking as given in the Annexure 1 (D) to the effect of stating that the terms and conditions of the tender have been read and abided by the tenderer shall be furnished. Annexure – I (C) may be referred for the check list of documents to be uploaded.
6. Bidder should take into account the Corrigendum/Addendum published from time to time before submitting the bid.
7. All correspondence and documents relating to the tender shall be written in English. Each page of the Tender Documents must be stamped and signed by the authorized signatory of the bidder.
8. No paper/ page shall be detached from the tender document. No addition or alteration should be made in the tender document.
9. The bids should be submitted in legible handwriting/printing/typing without any ambiguity in Annexure - I and Annexure - II of the tender document. If any correction is necessary, the same should be made after scoring out the old entry. All the corrections should be attested with full signature of the tenderer.
10. The tender should be submitted in CPP Portal. The original Demand Draft for the Performance Security Deposit to be sent to the Tender Inviting Authority before the due date. The scanned copy of the Demand Draft for the Performance Security Deposit to be uploaded in the CPP Portal. Non-submission / Non-receipt of original Demand Drafts to / by the Tender Inviting Authority, the respective bidder's E-Tender will be disqualified.
11. Bidders shall bear all costs incurred by them in bid preparation and submission. All activities in connection with the preparation of bid will be the sole responsibility of the bidder.
12. Bidder or his authorized representatives may personally visit messes and dining facilities available at NITTH premises at his/ their own cost upon prior intimation.
13. Submission of the bid will, therefore, be considered as meeting the requirements of having fully read and understood the tender document and the scope of work prescribed herein and expected from the caterer.
14. Contractor will be responsible and liable for implementation of all statutory provisions with regards to their works incl. Safety, Labour, Municipal regulations/laws etc. This also includes Payment of Minimum Wages, PF, ESI, Bonus etc. as applicable under the Labour Laws to their deployed man power.
15. For any queries regarding tendering process, Bidders are requested to contact Hostel Office by phone: 0431-2504135/69 or by e-mail(hostel_convener@nitt.edu) / (hac@nitt.edu) / (hosteloff@nitt.edu)

Instructions for Online Bid Submission

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.

Signature of the Bidder



1. Possession of valid Digital Signature Certificate (DSC) and enrollment / registration of the contractors / bidders on the e-Procurement/e-tender portal are prerequisite for e-tendering.
2. Bidder should register for the enrollment in the e-Procurement site using the “[Online Bidder Enrollment](#)” option available on the home page. Portal enrollment is generally free of charge. During enrollment / registration, the bidders should provide only valid and true information including valid E-mail id. All the correspondence shall be made directly with the contractors/bidders through E-mail id as registered.
3. Bidder need to login to the site through their user ID / password chosen during enrollment / registration.
4. Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY / TCS / nCode / eMudra or any other Certifying Authority recognized by Controller of Certifying Authorities (CCA) India on eToken / SmartCard, should be registered.
5. The registered DSC only should be used by the bidder in the transactions and should ensure safety of the same.
6. Contractor / Bidder may go through the tenders published on the site and download the tender documents/schedules for the tenders.
7. After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as required, otherwise bid will be rejected.
8. Any clarifications may be sought online through the tender site, through the contact details or during pre-bid meeting if any. Bidder should take into account the corrigendum if any published before submitting the bids online.
9. Bidder may log in to the site through the secured login by the user id / password chosen during enrolment / registration and then by submitting the password of the e-Token / Smartcard to access DSC.
10. Bidder may select the tender in which he / she is interested in by using the search option and then move it to the ‘my tenders’ folder.
11. From my tender folder, he / she may select the tender to view all the details uploaded there.
12. It shall be deemed that the bidder has read and understood all the terms and conditions before submitting the offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the incomplete bid shall be rejected.
13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and ordinarily it shall be in PDF /xls / rar / jpg / dwf formats. If there is more than one document, all may be clubbed together and provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through zip / rar and the same if permitted may be uploaded. The file size being less than 1 MB the transaction uploading time will be very fast. Any number of files can be uploaded with 2 MB size of each file in CPP Portal without any restriction.
14. The Bidders can update well in advance, the documents such as certificates, annual report details etc., under “My Space option” and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.



15. Bidder should submit the EMD as specified in the tender. The original DDs should be posted / couriered / given in person to the Tender Inviting Authority, within bid submission due date and time as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
16. The bidder has to select the payment option as offline to pay the EMD as applicable and enter details of the instruments.
17. The details of the DD / any other accepted instrument, physically delivered, should tally with the details available in the scanned copy and the data entered during bid submission time, otherwise submitted bid shall not be acceptable or liable for rejection.
18. While submitting the bids online, the bidder shall read the terms and conditions and may accept the same to proceed further to submit the bid packets.
19. The bidder has to digitally sign and upload the required bid documents one by one as indicated. Very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read, understood and agreed with all clauses of the bid document including General conditions of contract without any exception.
20. The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid may be rejected.

INSTRUCTIONS FOR PRICE BID

21. If the price bid format is provided in a spread sheet file like Price bid_XXXXX.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Priced-bid/ **Price bid** template shall not be modified / replaced by the bidder; else the bid submitted is liable to be rejected for the tender.
22. The bidders are advised to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission due date and time (as per Server System Clock). The TIA shall not be held responsible for any delay or the difficulties faced during the submission of bids online by the bidders.
23. The time settings fixed in the server side and displayed at the top of the tender site, shall remain valid for all actions of requesting, bid submission, bid opening etc., in the e-Tender system. The bidders should follow such time during bid submission.

EVIDENCE FOR ONLINE BID SUBMISSION

24. After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the acknowledgement number indicated by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and also be used as entry pass to participate in the bid opening.
25. All the data being entered by the bidders would be encrypted using Public Key Infrastructure (PKI) encryption techniques to ensure the secrecy of the data. The data entered is not retrievable by unauthorized persons during the bid submission and until the time of bid opening by any person.
26. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers’ public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.



27. The confidentiality of the bids is maintained with the use of Secured Socket Layer (SSL) 128 bit encryption technology. Data storage encryption of sensitive fields is done.
28. The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
29. For any queries regarding e-Tendering process, the bidders may contact at address as provided in the tender document. Parallely for any further queries, the bidders are advised to contact over phone: **1-800-233-7315, 0120-4001005** or send an E-mail to cphp-nic@nic.in.

SECTION F: EARNEST MONEY DEPOSIT AND SECURITY DEPOSIT

1. As detailed below, bidders should furnish one separate demand drafts towards EMD amount:

➤ **INR 4,00,000/-** (Rupees Four lakh only) should be remitted towards EMD. (DD/Bank Guarantee issued by any nationalized/scheduled bank is acceptable).

Note: a. The firms registered with NSIC / MSME (Only Micro & Small Units) are exempted from EMD as per Government norms.

b. Since a bidder is submitting only one tender document indicating their order of preference, one EMD is enough.

2. The account details are given below for Payment:

- Account Name: The Chief Warden
- Account No.: 10023883020
- Bank: SBI, NIT Trichy Branch
- IFSC: SBIN0001617

3. The EMD amount will be refunded to the unsuccessful bidders, after issuing work order to the successful bidders.
4. In respect of Successful bidder, EMD amount of **Rs.4,00,000/-** shall be adjusted against the required **Security Deposit of INR Rs.25,00,000/-** (Rupees Twenty-five lakh only) Per Mess. Alternatively, Bidder may deposit 50% of in the form of Demand Draft and remaining 50% in the form of Bank Guarantee from RBI Scheduled Banks.

5. **Without EMD, Technical Bid will be rejected.**

SECTION G: TECHNICAL BID AND PRICE BID

TECHNICAL BID:

- a. **The Technical bid** should be furnished in the Application stipulated in the Annexure-I series of this tender document.
- b. Technical bid consists of details on application, eligibility, list of documents to be provided and method of Technical evaluation.

Signature of the Bidder

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- c. The bidder needs to agree with all the terms and conditions of the tender document unconditionally without any alterations.
- d. The bidder should submit an undertaking in the prescribed format Annexure I (D) in proof of having accepted all the terms and conditions of the tender document.
- e. **Technical bid should contain all the required enclosures which should be serially numbered and indexed. Any overwriting in the bid made by the bidder shall be signed by the person signing the bid.**
- f. The bidders are permitted to attach separate sheets wherever necessary along with the application of technical bid.
- g. There shall NOT be any price indication in the technical bid. If for any reason, it is found that the technical bid reveals the price bid related details in any manner whatsoever, or the price bid is enclosed in the envelope super scribed, “Technical Bid”, the bid document will be SUMMARILY REJECTED in the first instance itself.
- h. **The Technical bid will be opened on 05.08.2025 at (06.00PM)**
- i. At the time of opening of Technical bid, the name of those who have submitted their offers along with the details of EMD will be shared.
- j. Mere submission of information does not entitle the bidders to meet the eligibility criteria. HAC/NITTH reserves the right to verify and vet, any or all the information submitted by the bidder.
- k. Making misleading or false representation in the bid document will lead to disqualification of the bidder resulting in forfeiture of EMD amount.
- l. HAC/NITTH reserves the right to shortlist the acceptable technical bids.
- m. Covers of the Price Bid of the Contractor who have qualified in the Technical Bid evaluation will only be opened and processed further.
- n. NITTH reserves the right to shortlist/reject any or all tenders without assigning any reason at any stages of process.
- o. Contractors will be shortlisted based on their experience, credentials, business turnover, financial strength and stability, contracts executed during the last five years, contracts in hand, capacity to prepare food, managerial abilities, Feedback references, support facilities to execute the order, compliance to statutory regulations, reliability and other relevant factors as considered appropriate by the HAC/NITTH.
- p. HAC/NITTH representative (s) may visit the sites of the bidder to inspect their works to receive on the spot information, regarding quality of services provided etc.,
- q. Besides scrutinizing the documents submitted along with technical bid, if found necessary, bidders will be interviewed by the Committee to assess the eligibility, capability and suitability of the bidder.
- r. The bidders whose technical bid are not found acceptable will be informed of same and their price bid will not be opened.
- s. HAC/NITTH reserve the rights to change, modify, add or alter the bidding process including inclusion of additional evaluation criteria for short listing of bidders at later stages.
- t. The decision of the HAC/NITTH is final in awarding the contract. HAC/ NITTH reserves the right to negotiate or refloat the tender, if L1 price is not acceptable, inter-alia other reasons.



- u. Canvassing in any form shall make the tender liable for rejection. If a bidder deliberately gives wrong information in his tender or creates conditions favorable for the acceptance of his tender, HAC/NITTH reserves the right to reject such tender at any stage.
 - v. HAC/NITTH reserves the right to cancel the contract, if a bidder or bidders obtains the contract as a result of cartel formation of tendering or by forged methods at any stage.
 - w. No NITTH/NITT employee and/or their dependents are eligible to submit their offer against this tender. Should the bidder or a contractor has dependent/relative or in the case of partnership firm, any of its partners or dependents of partners employed in NITTH/NITT, the bidder should submit an undertaking **Annexure I (E)** mentioning the fact at the time of submission of the tender, failing which, tender may be disqualified or if such fact subsequently comes to light, the contract may be cancelled.
- x. **Criteria for General Assessment Score: (Max 10 Marks)**

Providing catering services to 700 students and above	10 marks
Providing catering services to 501 to 700 students	08 marks
Providing catering services to 301 to 500 students	06 marks

Balance Sheets Turnover: As per average annual turnover criteria - (Max 10 Marks)

6 crores and above	10 marks
5 crores to less than 6 crores	08 marks
3 crores to less than 5 crores	06 marks
More than 1.5 crore to less than 3 crores	04 marks

Note:

- i) The above criteria shall be allowed to priorities the bidders to select required no.of bidders and allotments of mess thereon.
- ii) If there is a tie in L1 rate, the bidders having highest average annual turnover in any three years during the last five financial years will be considered.

PRICE BID:

- a. **Price bid** should be quoted in the prescribed format (**Annexure – II**) of the tender document (“Daily Rate per Student” will alone be considered for selection of Mess caterer and Average Total Rate/ for Standard Meals) duly signed, stamped and uploaded in the CPP portal as PDF. The Overall total value (cumulative total as in Annexure-II) to be typed in the provided **Price bid_XXXXX.xls** and uploaded in the CPP portal.
- b. The bidder should quote the price inclusive of all taxes. Rates quoted shall not be revised on account of any increase in price of commodities, taxes etc. No escalation of price whatsoever would be allowed during the pendency of the contract.

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- c. Price bid must indicate the rate clearly (i.e. Daily Rate per Student” for Mess and Average Total Rate/ for Standard Meals), for the menu indicated in **Annexure III** of the tender document.
- d. Those caterers who are quoting for a Regional Vegetarian Menu (South, North etc) and Continental must also quote for all Indian Vegetarian Menu and same applies to Non-Vegetarian Menu and should accept to change to General/South/North Indian Menu as and when required by HAC.
- e. The Unit rate should be quoted in figures as well as words for all the items in the price bid. Wherever there is a difference in the two, the rates in words will be taken as final.
- f. The quote shall remain valid and open for acceptance for a period of 180 days from the date of opening of price bid.
- g. NITTH is providing few available Kitchen Equipment at present. Once they are condemned or damaged, that equipment's may not be replaced by NITTH/HAC. Bidder has to take own responsibility to run the catering services. It is the whole responsibility of the caterer for their belonging in kitchen, dining etc. for the entire contract period.
- h. The rates for extra items mentioned in Annexure II (b) will be negotiated with the selected Bidder and finalized. Rates for the extra item will not be considered for selection in case of Messes only.
- i. Covers of the Price Bid of Bidders who are technically qualified and agreed to maintain the stipulated quality and all other terms & conditions will only be opened for further evaluation. HAC/NITTH reserves right not to consider L1 (lowest rate quoted), if in its below the minimum threshold limit of Rs.152/- (including GST) assessment that the lowest rate is unreasonably low compared to prices of the food items for the stipulated menu in the market.
- j. Bidders whose technical bids are not found acceptable and their sealed cover containing price bid will not be opened and EMD amount will be returned to them.
- k. Technically qualified bids alone are eligible for opening of price bid. Date of opening of price bids will be decided after technical bids have been opened and evaluated by the Committee.
- l. Caterers will be finalized based on their experience, credentials, business turnover, financial strength and stability, contracts executed during the last five years, contracts in hand, capacity to prepare food, managerial abilities, Feedback references, support facilities to execute the order, compliance to statutory regulations, profile/qualification/experience of the cooks/ manpower, culinary capacity, client profile along with performance certification by their clients, rate quoted, reliability and other relevant factors as considered appropriate by the HAC/NITTH. Well Qualified/Experienced/Talented Cooks should not be changed without written permission of NITTH/HAC.
- m. Besides, scrutinizing the documents submitted along with the technical bid, if found necessary, bidders will be interviewed by the Committee to assess their eligibility, capability and suitability.
- n. If found necessary, HAC/ NITTH or its authorized representative may visit sites of the bidder to Inspect the Present Contracts to receive on the spot information regarding quality of services provided etc.



- o. The base rate (Minimum Threshold rate) is fixed as **Rs.152/-** (Rupees one hundred and fifty-two only-inclusive of all taxes) for the catering menu given in Annexure III. (Quote can be more than or equal to the Minimum Threshold Rate. Quotes less than the Minimum Threshold rate will be rejected.)
- p. Price bid Evaluation shall be based normally on L1 rate after negotiation, if required. All the qualified bidders shall be negotiated to match with L1 prices. Upon matching, they will be allocated with the mess as explained below.

The evaluation for arriving at L1 based on the rates quoted in Annexure II (a) only. Rates quoted in Annexure II (b) shall not be considered for evaluation for arriving at L1.

- q. With a view to arrive at uniform daily rate for all messes, it will be the prerogative of HAC/NITTH to make negotiation and to work out splitting/redistributing of Mess Contracts amongst successful bidders based on **Minimum Threshold Rate (Rs.152/- incl. 5% GST)/Parallel Rate Contract** basis. Normally each eligible bidder shall be allotted minimum one mess subject to matching of lowest daily rate as decided by the tender committee. However, depending upon the responses/availability of eligible bidders, the bidder may also be allotted more than one mess as decided by the tender committee. The decision of the HAC/NITTH will be final and binding in awarding the contract (s). The above Minimum has been fixed taking into consideration of costs of various inputs, Inflation, Revision in GST, Duties & Levies, increase in various items in the menu and all other factors considered necessary which is final & conclusive.

Awarding Criteria:

The L1 Bidder shall be given first preference in selecting the preferred mess. If there is a tie in L1 rate, the bidders having highest average annual turnover in any three years during the last five financial years will be considered. The remaining Bidders shall be given preference based on the marks scored as per the criteria in the SECTION G: (x)

- a. Existing Catering Contractors, engaged for rendering catering service in the Hostel Messes of NITTH, will be assessed based on the current Feedback/Performance report from the respective Messes. Like that of new entrants (i.e. new bidders), existing catering contractors of NITTH should also furnish EMD and Comply with all Terms & Conditions, Specifications of this tender document. With a view to ensure Neutrality & Impartiality in the Tendering process, HAC/ NITTH will not issue Performance certificate in respect of any existing contractors. However, they are permitted to include their turnover with NITTH under their Total Turnover.
- b. HAC/ NITTH reserves the right to change, modify, add or alter the bidding process including inclusion of additional evaluation criteria for short listing of bidders at later stages.
- c. Chief Warden, HAC/NITTH shall reject the Rate quoted by any of bidder for Mess if the same is below Minimum Threshold Rate of Rs.152/-.
- d. The decision of the HAC is final in awarding the contract. HAC reserves the right to negotiate or refloat the tender opened if L1 price is not the lowest acceptable price to HAC / NITTH inter-alia, other reasons.
- e. HAC reserves the right to Reject any or all the Tenders, wholly or partly or close the tender at any stage prior to award of contract without assigning any reason whatsoever and without any obligation or liability whatsoever.



- f. In the event of bid being accepted, quotations will be Converted into a Contract, which will be governed by the Terms & Conditions of the Contract Agreement apart from tender document.
- g. Canvassing in any form shall make the tender liable for Rejection. If a bidder deliberately gives Wrong information in his tender or creates conditions favorable for the acceptance of his tender, the HAC reserves the right to Reject such tender at any stage.
- h. HAC/ NITTH reserves the right to Cancel the Contract, if a bidder or bidders obtains the contract as a result of Cartel Formation of tendering or by forged methods at any stage.
- i. No NITTH employee and/ or their dependents are eligible to submit their offer against this tender. Should the bidder or a contractor has dependent / relative or in the case of partnership firm, any of its partners or dependents of partners employed in NITTH, HAC inviting the tenders should be informed of this fact at the time of submission of the tender failing which tender may be disqualified or if such fact subsequently come to light, the contract may be cancelled.

SECTION H: TERMS AND CONDITIONS

1.	Rate to be quoted by the bidder against this tender shall be inclusive of cost of all raw materials like rice, groceries, vegetables & all other ingredients of good quality, loading, unloading, transportations & storage of raw materials, fuel cost, electricity & water charges, Cleaning & Conversion cost, labour costs inclusive of salaries & allowances etc. payable to workers employed by Caterer and statutory Taxes, duties & levies incl. GST. In a nutshell, the rate quoted by the bidder shall be all inclusive. Aavin Milk will be arranged by the Hostels and the Corresponding amount will be deducted from their bill amount.
2.	Bidders should Quote Rate for All the Menu listed in Annexure II b and III in the format [Annexure II (a)] which alone will be considered for selection.
3.	Caterers shall provide catering services as per the Menu prescribed (Annexure III/IIb). Mess's Basic Daily Menu (Breakfast, Lunch, Evening Snacks, Tea/Coffee/Milk and Dinner) to be served by the Caterer is given in Annexure III . HAC/NITTH reserves its right to modify the menu at its discretion in consultation with the caterers to suit the availability of seasonal vegetables and their market supply.
4.	Mess building with all the Kitchen Equipment will be handed over to the Caterer. The equipment should be used with utmost care.
5.	Caterers needs to have necessary Facilities such as Gas connection for oven and other Gadgets for carrying out preparation of food for students and serving in the dining room of the Hostel. Bidder shall use cooking gas (LPG) at their cost for cooking in the kitchen. Caterers will be solely responsible for the arrangements of gas connection and refill out of his own resources including its safe custody and usage.
6.	Caterers shall also furnish a certificate in every Mess Bill to the effect that amount claimed is inclusive of GST and dispute, if any arises on that , will be settled amicably between the Caterer and GST authorities concerned without involving HAC/ NITTH as party to the dispute.

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7.	NITTH/HAC shall provide basic Facilities such as furniture, cooking equipment, water cooler in dining room. A stock register of item will be maintained. These facilities will be under the control of the Caterer, and he/she will be responsible for any damages or theft. Repair/replacement must be done within 1 month of the first complaint failing which the caterer will have to pay penalty on the spot as decided by the Warden on duty /HAC.
8.	Caterers should make their own arrangement for all Utensils like plates, spoons, cups, jugs, tumblers etc. Bidders may visit each mess to know what are the utensils available and what are the items to be arranged by themselves. No aluminum/plastic utensil is to be used.
9.	NITTH/HAC shall provide Electricity to the Caterers for exclusive purpose of running the Mess-dining facilities, lighting inside & outside of the kitchen for running Grinder, Freezer, Refrigerator etc. at prevalent tariff applicable for NITTH. Electricity will not be allowed to be used for cooking purpose. A separate energy meter will be installed. However, electricity consumption for garbage compostor will be borne by the Institute.
10.	Water required for cooking, washing and incidental purposes will be supplied on Cost basis by NITTH/HAC to the Caterers. Water meter will be fixed by the Institute. Water areas in and around the mess premises are to be maintained clean.
11.	The Bidder shall ensure that his staff are regularly trained for Fire & Safety drills like operating fire extinguishers etc. which shall be supplied by the Institute and that proper & adequate precautions, safeguards & preventive measures against fire are taken.
12.	The Caterer shall pay the License fee plus applicable GST (as indicated against Each Mess) under Section D to NITT EMD. However, Water & Electricity charges should be paid by the successful bidders at actuals. The Caterer has to pay the License fee, EB & Water charges directly to NITT Estate Maintenance Department (EMD).
13.	Utmost attention has to be given to provide wholesome Quality dishes, render good acceptable Services, maintaining Punctuality in services without any Complaint from diners, which is equally important.
14.	Tentative Mess Timings: Breakfast : 07.00 – 09.30hrs Lunch : 12.00 – 14.30hrs Evening Snacks with tea : 16.30 – 18.00hrs Dinner : 19.00 – 21.30hrs
15.	Basic Mess Menu is unlimited and special items like sweet, ice cream, fruits etc. are limited. Special vegetarian/non-vegetarian items are considered as extras and will not form part of basic menu.
16.	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 meals.
17.	Vegetables used should be fresh and of good quality. Good quality, well cleaned, De-stoned Rice should be used. Standard brand Toor/Urad Dal/Pulses/Grams/Spices are only to be used for cooking. The caterer should procure the required provisions from Standard Shops. Milk should be of Aavin brand (with ratio of milk and water specified by volume). Rice should be cooked properly. Chapatti should be baked properly and it should be soft. For preparation of Curry (i.e., Sabji) each day, vegetables must not be repetitive. Potatoes mixed with vegetables should not exceed 20%. Fruit served should be of good quality. Root vegetables should be cleaned properly before cooking / serving as salad.



18.	Caterers shall use only Branded Raw materials and best quality for preparing the food. Procurement of first quality branded groceries, vegetables etc. will be the sole responsibility of the caterer. Selected branded items are attached in Annexure IV . Brands of other items will be decided by the NITTH. Members of the Hostel Mess Committee will check all materials brought to the mess as well as Cooking Practices. A Register shall be maintained in this regard. In the event of the quality of the food served being poor or not adhering to contractual conditions, the NITTH/HAC/Warden will be free to impose Penalty as deemed.
19.	Caterer shall provide Light food such as Milk, Bread, Rice Gruel/Kanji, fruit juice etc. in lieu of meals to the Sick Hostellers/student/s during his/her their sickness period and no extra charge will be paid for the same. Caterer should supply the food if the student cannot come to the mess in exceptional scenario, however with intimation to RSC's / Wardens.
20.	Caterer or his Mess Manager is required to be present in the mess when food is served. Weekly Menu, mess timings, serving staff and cook names should be displayed on the notice board.
21.	The Caterer shall maintain a Suggestion book for recording Suggestions for improvement. Such suggestions have the approval of the NITTH/HAC, should be forthwith acted upon. Suggestion book should be kept open for inspection by the Hostel Committee.
22.	Keeping the Kitchen, Dining halls, Mess outside area and Mess premises Neat, Clean & Hygienic are the responsibilities of the caterers. Strict adherence of hygiene of messes and its surrounding is essential. Caterers should not dump Vegetable/Raw material/Other Wastes into the drainage Disposal of wastes getting clogged in drainage lines have to be cleared by caterer. Hostel Committee's suggestions / actions regarding cleanliness have to be followed and the expenditure will be borne by the caterer. Any violation on the part of caterer is liable for appropriate penal provisions. Daily cleaning report should be submitted to NITTH/HAC.
23.	Mess utensils are to be cleaned using detergent powder/soap with warm water after every meal and again soaked in the hot water tub/tank.
24.	Caterer shall be solely responsible for cases of incidence of Food Poisoning and shall bear the complete expenditures arising out of this for medical treatment of the hostel inmates. In addition, Penalty may be imposed on the caterer as decided by the NITTH/HAC/ Warden for such incidences. Since the services include food & eatables, provisions of Prevention of Food Adulteration Act, 1954 are binding on the caterer. There will at least one Meeting per month of mess committee and the caterer to sort out the issues.
25.	There will be strict Check on quality of food. The items of food served will be checked by the Mess Committee constituted by the NITTH/HAC. Such quality audit may be a test audit or random audit. Mess Committee Meeting will be held once in fortnight. The caterer should attend the meetings. If the quality of the food is below the standard, fine will be levied as detailed in the Penalty clause based on a common agreement of the mess committee.
26.	Billing and Payment: Caterers shall submit Mess bill in the form of Tax Invoice containing details of GST Registration number of the Caterer and NITT (33AAATN5491Q1ZZ) along with HSN/SAC code every month on or before 07 th of subsequent month. After deducting the amounts towards TDS etc., (after ensuring the prompt payments of license fee, EB & Water charges NITT EMD by the caterer) 75% bill amount will be paid within fifteen days from date of receipt of monthly mess bill. 25% bill amount will be disbursed based on the Performance Review and Penalties, if any , by Student diners, Mess Committee of NITTH/HAC. Model Feedback form to be collected from diners for performance review & evaluation is given in Annexure VI . Monthly Review of the hostel student Committee to be submitted along with bill. Hostel Committee will not provide any advance for any reason whatsoever. In the event of delay of payment due to any query, objection or dispute with regard to any bill or a part thereof, the caterer shall not be entitled to any

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	interest. The certificate for wages paid to the mess workers must be obtained from the official concerned & produced with mess bill along with Proof for Remittance of Salary, PF, ESI etc to each Workers every month.
27.	In the case of delay / default in payment of contribution under Pay, ESI, EPF etc. by the Caterers, said contribution, penal interest and / or damages as may be levied by the ESI or PF Authorities on NITTH the same along with a Penalty of 20% of the above amount would also be levied and recovered from their running bills. In the event of cessation of the contract due to any reason whatsoever, the Security Deposit will be refunded only after due satisfaction regarding payment of Wages, ESI & EPF, by the Caterers.
28.	While calculating monthly bill amount, in respect of student diners who stay away for any day on official assignment of Institute as per hostel rules, full mess reduction will be allowed. However, for those staying away for more than three days on some personal ground (as approved by the warden), N-3 formula shall be applied for Mess Reduction, where N is the number of days absent by student diner. One-week prior notice to the NITTH is mandatory (exemptions in exceptional cases as approved by the warden, e.g., death of family member, serious health condition, etc.).
29.	NITTH/HAC reserves the right to carry out Post Payment Audit & Technical Examination of the Work & Final bill including all supporting vouchers, abstracts etc. and enforce recovery of any sum becoming due as a result thereof. However, no such recovery shall be enforced after five years of passing the final bill.
30.	NITTH/HAC/Warden will have full powers to impose Penalty to Caterers for not fulfilling any requirements.
31.	<p>PENALTY: Failure to supply food in terms of quality, quantity, rate, menu etc. will attract Penalty. For not adhering to contractual conditions and for any deviations from normal, NITTH/HAC or their authorized Mess Committee shall be free to impose penalty as deemed fit on the caterer. Penalty imposed shall be adjusted against payment due to the caterer.</p> <ol style="list-style-type: none"> If vegetables kept for use is found to be of poor quality or rotten/ stale/ spoilt/ infected/unclean, then a penalty of Rs.2, 000/- for each occasion will be imposed. If poor quality of rice is used for preparation of meals, idly and dosa a penalty of Rs.3,000/- for each occasion will be imposed. Oil once used should not be reused. If reuse of oil is found, penalty of Rs.2000/- for each occasion would be levied. Items like taste enhancers 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.2000/- for each occasion will be imposed. Presence of unwanted items in food such as blade, glass, metal wires, nails, cloths, cockroaches, cigarettes, rope, soft plastic, hair, etc. will attract a penalty of Rs.5, 000/- for each occasion. Insects found in any of the prepared food will invite a penalty of Rs.2, 500/- for each occasion will be imposed for each occasion. Kitchen, stores, dining hall and washing area, external area immediately surrounding the mess should be kept clean. If not, then a penalty of Rs.2000/- for each occasion will be imposed. In addition to the penalty, the responsibility of cleaning the untidy external premises immediately, lies with the caterer. If there is any deviation in the approved Menu without prior permission from mess committee, a penalty of Rs.2000/- for each occasion will be imposed. If mess Caterer or his representative manager is not present in the mess when the food is served, a penalty of Rs.2000/- for each occasion will be imposed. If food for any meal, gets over or exhausted within timings of mess and waiting time is more



	<p>than 15 minutes for lunch and dinner, and 10 minutes for breakfast then a fine of Rs.5,000/- would be imposed for each occasion on the caterer. The timing for that meal will be extended equivalent to delay time.</p> <p>k. Unavailability of the suggestion book/ complaint register on the counter and/or discouraging the complaint would impose a fine of Rs.1, 000/- for each occasion.</p> <p>l. Unclean utensils in a day would attract a fine Rs. 2,000/- for each occasion.</p> <p>m. If Mess Committee agrees that certain food was not properly cooked, then a fine of Rs.2, 000 will be imposed for each occasion.</p> <p>n. Discrepancy on Hygiene of workers, dining hall etc. will call a fine of Rs.2, 000/- for each occasion.</p> <p>o. If Caterer found to have used unbranded/ bad/ duplicate quality of any mess commodities, a fine of Rs.2, 000/- will be imposed for each occasion.</p> <p>p. Non-compliance of Safety norms will invite a fine of Rs.2500/- each occasion.</p> <p>q. Misbehavior of Caterer's Mess workers would result in a fine of Rs.1, 000/- for each occasion.</p> <p>r. If the left-over food and other wastes are not fed to garbage composite or not disposed from the premises within the same day then a penalty of Rs. 2, 000/ will be imposed for each occasion. The same penalty will be levied on the caterer, if the left-over food is placed/stored in the vicinity of or on the way to the dining area</p> <p>s. Excess billing incl. double claims etc. will attract Penalty equal to that amount.</p> <p>t. For any penalty provisions stated above (i) First violation of the rule implies fine as per the above rules and (ii) Second and subsequent violations of the same rule within 30 days of the previous fine will attract triple the initial amount of fine on the caterer.</p> <p>u. Refer Annexure-V for Feedback Form to be used by the Student Dinners for Reviewing Performance of the caterer.</p> <p>v. If the Food Quality is not up to the mark and/or Insufficient quantity on inspection, 20 to 50% amount of that day will be deducted. On three such occurrences, the contract is liable to be terminated. If a written complaint is received (a minimum of 10 students) on shortage of food for three days in a month, an amount equivalent to 100 students daily rate shall be deducted from the payment.</p> <p>w. Continuous Bad Performance as per Feedback Penalty (Annexure-V) i.e. Actual Feedback Score is less than 17 for any two months in a semester will result in termination of the contract.</p> <p>x. Mess Committee/Squad constituted by the HAC is authorized to visit the Mess, Stores & Kitchen and inspect Quality of materials including transportation of raw material/cooked food outside the mess area any time. Mess squad is also authorized to recommend Penalties as above to HAC for Implementation on the caterer.</p> <p>y. Warden/HAC/ NITTH or their authorized Mess Committee, shall be the Competent Authority with regard to imposition of Penalty. Caterer may appeal to the HAC for reduction/waiver of penalty. The decision of the HAC shall be final and binding.</p>
32.	<p>Plastics: Use and throwaway plastics such as plastic sheets used for food wrapping, spreading on dining table etc., plastic plates, plastic coated tea cups and plastic tumbler, plastic storage containers for pickles, water pouches and packets, plastic straw, plastic carry and garbage bags, and plastic flags/banners irrespective of thickness are banned inside the NIT Trichy campus. Carry bags made from compostable plastics bearing a label "compostable" and conforming to the Indian Standard: IS or ISO 17088:2008 titled as Specifications for "Compostable Plastics" only can be used. Use of Paper bags/plates/cups etc., is encouraged.</p>



33.	The owners are expected to visit the mess & kitchen every month and meet the HAC or the warden in charge of the mess.
34.	The Caterer is required to provide a special dinner / mess feast in every month to the students failing which suitable penalty as decided by the Warden/HAC will be levied.
35.	Quality and expiry check on food procured from outside (e.g., ice cream, sweets, packed food, idiyappam, etc. will be by the mess committee. Any default / defect/ sub standard will be liable to penalty as deemed fit.
36.	Contract will be on hold during exceptional/abnormal conditions like COVID when mess is not operating for an indefinite period. However the contract will be resumed with same terms & conditions after normalcy is retrieved.
37.	Separate menu will have to be arranged by the caterers during the festivals like Navratri, Ramadan, etc., for which caterers may charge extra.
38.	The Caterers must produce the stock register to the mess competent authority.
39.	The Caterer is required to maintain the Details of all his employees / Mess Workers. This information along with their photographs shall be submitted to the Office in the format that may be prescribed. Criminal antecedents must be verified and Non conviction certificate of the mess workers to be maintained and submission for verification.
40.	The Caterer shall be responsible for the Proper Conduct & Behavior of the Mess Workers engaged by him. Caterer along with his workers has to behave politely with hostellers. If it is found that any worker has misbehaved with any of the hostel inmates, Caterer has to take action as suggested by the NITTH/HAC.
41.	The caterer shall not employ any mess worker whose Track Record is not good. He/she should not be involved in any crime / offence / police case.



42.	Break-up of qualified Manpower Required at each Mess of NITTH:		
	SNo.	Designation	Total Manpower per day
	1	Mess Manager	01
	2	Supervisors	03
	3	Cooks	04
	4	Asst Cooks	05
	5	Servers	15
	6	Cleaners	12
	7	Other Staff- Helpers/Security etc	As Required
<p>Staff strength in each category of Mess workers viz. Mess Manager, Supervisors, Cooks, Asst. Cooks, Servers, Helpers, Cleaners etc. deployed by the caterer should be optimum and finalized in consultation with NITTH/HAC; HAC reserves the right to order additional staff if services are found inadequate. For additional strength of students in any dining hall, minimum staff has to be increased proportionately. Mobile phone numbers of Manager & Supervisors should be displayed in dining hall. Copy of said list also should also be furnished to the Licensor. Experienced Manager with fluency in English should be appointed. Qualified/ Experienced/Talented Cooks employed should have expertise in preparing Multi-Cuisine Food like North, South-Tamilnadu, Kerala, Karnataka& Andhra & Continental Food-Veg & Non-Veg items for appropriate Messes. North Indian Mess should have North Indian Cook and so for Others. At least 01 Cook should be qualified with a certificate from Catering Institute/Govt. organization. Caterer shall maintain Register containing the details of staff deployed with Name, designation, qualification, experience etc. and the register shall be open to the scrutiny of the authorized officials of NITTH/HAC.</p>			
43.	Employment of child labour (below the age of 18) is totally prohibited. The contractor shall provide a list of workers to be deployed with age proof.		
44.	The employees of the caterer should wear uniform along with, cap/headgear, gloves, mask (in dining area), ID cards (with name), etc.		
45.	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. Necessary Permission in writing should be obtained by the caterer for Overnight Stay of their employees in the Mess. In Girls Mess, no male workers should be employed. It shall be clearly understood that the personnel to be deployed by the Bidder are their own workers and they have no binding whatever with NITTH. Bidders shall indemnify the NITTH/HAC from all liabilities arising out of deployment of personnel and other related issues thereto.		
46.	All expenses relating to the employment of the mess Workers engaged by the Caterer shall be within the scope of the Caterer. Caterers shall have full control over his employees including right to appoint, determine service conditions, discharge, dismiss or otherwise terminate their services at any time. In case of termination, intimation should be sent to warden and replacement should be arranged within a week. If not done, penalty, as deemed fit, will be levied by the warden. Caterers shall be solely responsible for any claim arising out of employment or termination of employment of his workers and for statutory payments. The Caterer is solely responsible for the payment of minimum wages for their mess workers as per Government norms and deductions towards PF, ESI etc. Caterer should produce record of duty hours and pay structure as per rules, for inspection by authorized Govt. Personnel & NITTH/HAC and for meeting other statutory & non-statutory benefits/obligations. The caterer shall comply with the provisions of the Factories Act, Contract Labour (regulation and abolition) Act, Workmen Compensation Act, Employees PF		

Signature of the Bidder



	<p>Act, Minimum Wages Act, Payment of Wages Act, Payment of Bonus Act and the Rules framed there under or any other Laws and Rules as may be applicable from time to time in respect of the workers engaged by him.</p> <p>Caterers when required by NITTH/HAC shall produce registers & records for verification & compliance of directives issued by NITTH/Statutory provisions. Thus, the caterer has to follow all labour laws/government laws and all statutory obligations in regard of employing mess workers. The caterer shall be solely responsible for any dispute / violation of labour laws.</p>
47.	Storage / consumption of any alcoholic drink / liquor are strictly prohibited. The caterer should not serve any of such substance / drink in mess / hostel. Smoking, consuming tobacco etc. are also prohibited in hostel/mess premises.
48.	Caterers should execute an Agreement in the non-judicial stamp, incorporating the various terms and conditions. The Caterer shall deposit Rs. 25,00,000/- (Rupees Twenty-five Lakh only) in total as interest free Security Deposit which shall be refunded after the expiry of the agreement and after adjusting applicable deductions, if any.
49.	On expiry of the agreement, all the equipment/articles/facilities provided to the caterer shall be returned in good condition subject to the allowable wear and tear and no excuses of any nature whatsoever will be entertained for any loss or any damage to the equipment /articles/facilities. In case of any loss or damage, Caterer will have to replace the lost items/carry out necessary repairs, subject to approval& instructions of HAC failing which penalty , as deemed fit , will be levied by the warden.
50.	During vacation, messes will remain closed. NITTH/HAC will inform the caterer well in advance about the need for providing services. However, if there are students staying back, the Caterer shall provide service to students staying in the hostel. The Licensor will give prior information on the actual strength during vacation. A vacation mess shall be provided by the Caterer. However, the right to award the contract for the vacation mess lies with the Licensor who shall decide the Caterer for the vacation period. All the other terms and conditions are applicable on the vacation mess. If needed NITTH/HAC will instruct the any caterer be provide the catering services to the students staying in the hostels during vacation period.
51.	Notwithstanding anything contained in the terms and conditions, HAC/NITTH shall be at liberty to terminate the contract by giving 30 days clear notice without assigning any reason whatsoever. However, Caterer may terminate his/her contract by giving 60 days clear notice. In this case caterer will be debarred for participating in further mess tender process of NITT Hostels for 03 years.
52.	It will be the sole responsibility of the bidder alone, to execute the entire contract on his own. Caterers should not assign or sublet the contract.
53.	After the award of the contract, the caterer shall be on trial for 03 months , subject to fortnightly review of performance; Continuance of the contract for the remaining period shall be subject to satisfactory performance during the trial period.
54.	In the case of Special Event organized in the Hostel for which food is arranged from another Caterer/Restaurant, the students will get a discount corresponding to the food charges for that meal. However, a maximum of 05 such events can take place within a span of 01 year.
55.	In case, Caterer fails to operate the contract or comply with any of the contractual obligations, NITTH/HAC/ Warden reserves the right to get the same done by another agency, at the Caterer's Risk & Costs apart from recovery of a penalty.
56.	Caterers shall be responsible for providing at their own expense, all precautions/gadgets etc. to prevent loss or damage from any and all risks and to minimize the amount of such loss or damage and for the necessary steps to be taken for said purpose.
57.	In case NITTH/HAC be held liable for any loss, damage or compensation to third parties arising by Caterer, such loss, damage or compensation shall be paid by the Caterer to HAC/ NITTH

Signature of the Bidder

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	together with Costs incurred by HAC on any legal proceedings pertaining thereto.
58.	All necessary Personal Safety Equipment's as considered adequate should be made available by the Caterer for use by personnel employed on the site and maintained in a condition suitable for immediate use. Caterer shall take adequate steps to ensure proper use of equipment by those concerned. Special emphasis will be laid on Fire Safety norms and proper operation of Electrical gadgets/instruments & Firefighting equipment etc. placed at the disposal of the hostel mess. The caterer shall take appropriate safety measures against outbreak of fire and will be held responsible in case of such an incident occurring. Liability/ responsibility in case of any Fire Accident or any other accident causing injury/death to mess workers /inmates or any of their staff shall be that of the caterer. The NITTH/HAC shall not be responsible for such cases by any means. It is the responsibility of the caterer to maintain all Kitchen& Other Equipment supplied by the Institute in proper working conditions at all times. If there are damages, Caterer has to make good, losses incurred by the institute or alternatively replace the damaged equipment with same brand and specification. Institute will not supply any equipment additionally or by way of replacement.
59.	Disposal of waste material shall be done by the caterer in accordance with the prevalent rules & regulations and use the Garbage Composter regularly and store the output from the garbage composter. Food & Vegetable waste should not be dumped in the open area. Segregation of waste with color coded bins is mandatory.
60.	The contractor will not be permitted to Franchise the hostel mess for any other Commercial activity outside the scope of student hostels. Mess premises should not be used for any other purpose, other than Catering services for Hostel students.
61.	Mess Workers & Cooks should be Healthy and medically fit. Caterer should ensure that all his workers are free from communicable diseases. If any mess 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. Medical fitness certificate obtained prior to three months from the workers must be kept open for inspection at any time.
62.	NITTH/HAC will Not be Liable for any Medical attention, Injury/ Loss of life of mess or any other Workers engaged by the contractor in the preparation, transportation of food items to dining halls and Other services as per the contract. A suitable Insurance coverage for all Caterers Staff shall be arranged by the Contractor at his/her cost towards compensation of any loss to their workmen as per legal provisions.
63.	In the event of the disputes, differences, claims and questions arising between the parties hereto arising out of this agreement, all such dispute claims shall be referred to Sole Arbitrator appointed by the NITTH/HAC. All legal disputes shall be subject to the jurisdiction of Courts at Tiruchirappalli.
64.	Messes Caterers, if they are asked to vacate during some dispute, they should vacate the NITT Hostel Premises within a week and Legal procedure will be executed separately for this agreement should be made.
65.	It is proposed to award the contract to 12 Caterers . Apart from that, a waiting list of few caterers will also be announced. HAC has authority to increase/decrease the number of messes based on the student strength & requirement. In the event of unsatisfactory performance by the successful bidders, the contract with them will be terminated and the same will be awarded to the caterers in the waiting list, without going for fresh tender, on the acceptance for the L1. Further the caterers in the waiting list may be asked for taking contract (at the rate at which other caterers are performing the contract) for any additional Mess if needed. Out of 12 messes, HAC has the authority to increase the number of messes considering the number



	of registrations and student intake for each mess.
66.	As the catering service involves student health, relaxation of prior experience and turnover for the startups is not applicable with reference to clause 3 of O.M No.F.20/2/2014-PPD (Pt.)
67.	Caterers who are selected for providing catering services will have to execute the Contract Agreement consisting all terms & conditions of contract as per format at Annexure - VII.
68.	Further, Caterers has to sign the Integrity Pact as given in the format at Annexure – VIII.
69.	All the caterers are strictly advised to pay off all the dues to the local vendors regularly for all the purchases. While submitting monthly invoices, they should submit a declaration that they have paid all the dues of earlier month. During the currency of the contract if at any time any vendor approaches Hostel Office claiming any dues from any caterer, the same will be retained from the monthly bill. Such retained amount will be released only after getting confirmation from such local vendor of having received the amount. Further, if any amount is claimed by any vendor after the closure / cancellation of contract, such due amounts will be deducted from the Security Deposit of the caterers and paid to such vendors. A penalty of Rs. 10,000/- shall be levied for damaging the image /reputation of the institute.
70.	The caterer shall be responsible for providing CCTV and the installation and maintenance of CCTV cameras, at appropriate areas/places, at their own cost, with video footage to be stored for a minimum duration of one month.
71.	HAC will provide Television set & Set Top box only. Caterers have to pay the Monthly/Yearly Recharge for the Set Top Box/Dish connection. The maintenance of TV & Dish is the responsibility of Caterers.
72.	The caterer shall be responsible for the Pest control activity every month and Proof should be attached while claiming the bill.
73.	The vessels and cutleries for vegetarian and non-vegetarian items must be color coded, segregated and cleaned separately
74.	Proper segregation of raw, cooked, vegetarian and non-vegetarian food should be done
75.	Two numbers of bread toaster should be provided by the caterers

I/We agree to the above terms and conditions given in pages 1 to 25.

Place:

Signature of the bidder with Name and seal

Date:

Name

Designation

Seal

Signature of the Bidder

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ANNEXURE - I

APPLICATION FOR PRE-BID QUALIFICATION AND TECHNICAL BID

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 Financial Bid/Rate per Day per student/Cost/Price 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 is 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”.

ANNEXURE – I (A): Pre-Bid Qualification:

S. No.	Description	Information
1.	Do you Unconditionally Agree with all Terms and Conditions stipulated in the Tender Document?	Yes / No
2.	Have you furnished Documentary Evidence/ proof in support of compliance with the technical bid evaluation criteria stipulated in Section C of the tender document	Yes / No
3.	Details of EMD remittance	Amount: INR: DD/Ref. No: Date : Name of Bank :
4.	Have you undertook any Catering Contract Work in the Educational Institutions? If yes No. of Years served	Yes / No
6.	Name and Address of the Applicant/ bidder with Telephone/ Fax/ Mobile and Mail ID	

Place:

Signature of the bidder with Name and seal

Date:

Name

Designation

Seal

Signature of the Bidder



ANNEXURE – I (B)

Technical-Bid Qualification and TECHNICAL BID

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

1.	Name and Address of the Applicant/ bidder with Telephone/ Fax/ Mobile and Mail ID	
2.	Year of Establishment / Incorporation	
3.	(a) Registration/ Incorporation Particulars (Please attach attested copies of documents of registration/ incorporation of your firm/ Company as required under business law)	
	(b) Details of License under Central food, Safety and Standard License as per FSS-LR Act 2011.	
4.	Legal Status of the Bidder (in case of Partnership Firm, authenticated copy of Partnership Deed, in case of Private or Public Limited Company authenticated copy of Memorandum & Articles of Association and in case of Proprietary Concern, Proprietary Firm Registration Certificate should be enclosed as documentary proof)	
5.	Bio data or Profile containing name, educational qualifications, occupation and postal address of Proprietor/ Partners/ Directors/ Managing Director/ Chairman & Managing Director (please use separate sheet if found necessary)	
6.	Name, Designation & Phone number of persons authorized to sign the documents on behalf of Proprietary Concern/Partnership Firm/Private or Public Limited company (Please attach Power of Attorney/ authorization for signing the document). In case of Proprietary concern, bidder may submit attested copy of PAN card/ Election Commission Card/Passport of Proprietor and authorized signatory, in case of proprietor is not signing the tender document)	

Signature of the Bidder



7.	Name and Designation of the Contact Person/Representative/Manager of the Agency/Firm/Company with mobile number & email ID		
8.	Annual Turnover in any of the three years among the last five financial years. From catering business alone (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)
		2019-20	
		2020-21	
		2021-22	
		2022-23	
		2023-24	
9.	Annual Turnover in any of the three years among the last five financial years from Catering and allied Business	INR_____in lakhs	
10.	Is your firm/ company carrying out any other trade/business in addition to Catering Services? Furnish particulars of other trade/ business carried out.		
11.	Total experience (years/ months) Hostel Mess in Central Educational Institutions/Industrial- Organizational Executive Canteens/ Restaurants of Govt. Organizations.		
12.	Have your firm/ company ever changed its name any time? If yes, provide the previous name and reasons there for?		
13.	Whether the company/firm ever required to suspend catering services for a period of more than six months continuously? If yes, state the reasons. Whether the agency was Blacklisted by any Client. Suppression of the fact will lead to Rejection of the bid. After execution of contract, if it is noticed that agency was blacklisted, contract will be Cancelled.		
14.	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.		
15.	Income Tax Permanent Account Number (Copy of PAN Card to be enclosed)		

Signature of the Bidder



16	Income Tax Assessment Completion Certificates/Assessment Orders for the financial years 2021-22, 2022-23, and 2023-24 (In the event of assessment of the years indicated having not been completed, 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)	
17	Have you registered under Employees State Insurance Corporation Act (ESI) Act? If so, enclose copy of the registration certificate. Also provide copy of latest remittance & returns for 2024-25 for same.	
18	Have you registered under Employees Provident Fund (EPF) and Miscellaneous Provisions Act? If so, enclose copy of the registration certificate. Also provide copy of latest remittance & returns for 2024-25 for same.	
19	Copy of Service Tax / GST Returns (Annual Returns -Form 9A / 9C) to be provided for the three financial years 2021-22, 2022-23, and 2023-24 along with assessment orders (In the event of assessment of the years indicated having not been completed, certificate of the latest assessment completed may be enclosed and reasons for non-completion of assessment for the required years may be indicated).	
20	Copy of GST Registration certificate to be enclosed.	
21	Details of Bank Mandate Name of the Bank Name of the Branch Account No. Type of Account IFSC Code No. (copy of cancelled cheque be enclosed)	
22	Brief details of Litigations, if any, connected with Catering Works, Current or during the last three years, opposite party and the disputed amount.	
23	Specify whether there are any issues/ disputes against your agency/firm/ company before the commissioner of Provident Fund, Employees State Insurance, Labour Tribunal Authorities etc.	
24	Give details of Termination of previous contract, if any	

Signature of the Bidder



25	Give Information, if any, regarding the proceeding for Bankruptcy, Insolvency or winding up in which bidder is/was involved																																			
26	Bidders Solvency: Bidders have to furnish Original Solvency Certificate (issued within six months) for an amount of Rs.50 lakhs from any one of the Schedules Banks. Existing certificate, if any, may be countersigned by the concerned bank after the Tender Notification date.																																			
27	Number of Manager, Cooks, Servers, Helpers, Cleaners, Other Staff etc. proposed to be deployed by the bidder for the proposed Catering Strength at NITT Hostel Mess.																																			
28	<p>Details of Ongoing Contracts: The following should be enclosed:</p> <p>(a) Work Orders and Contract/ Agreement copies</p> <p>(b) TDS Certificates (Form 16A) issued by the Client comprising Gross Bill values for the works done by the Caterer</p> <p>(c) Attach separate sheet for each job/work</p> <p>(d) Attach Annexure VI wherein General format is prescribed.</p> <table border="1"> <thead> <tr> <th rowspan="2">S No.</th> <th rowspan="2">Name & Address of Client Organization with name, address, mobile number & Email ID of the Officer to whom reference may be made.</th> <th rowspan="2">Nature or Type of Works undertaken (viz. Hostel Mess, Industrial or Institutional Canteen)</th> <th rowspan="2">Work Order Value INR</th> <th rowspan="2">Number of Diners</th> <th colspan="2">Period of Contract</th> </tr> <tr> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						S No.	Name & Address of Client Organization with name, address, mobile number & Email ID of the Officer to whom reference may be made.	Nature or Type of Works undertaken (viz. Hostel Mess, Industrial or Institutional Canteen)	Work Order Value INR	Number of Diners	Period of Contract		From	To																					
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					From	To																														
29	<p>Details of Completed Contracts during the last five Years:</p> <p>Order Copy, Contract/Agreement copy should be enclosed. If required, please attach extra sheets. Enclose Performance Certificate (Annexure VI) or Certificate of Satisfactory Completion from Client organizations for five years 2019-20, 2020-21, 2021-22, 2022-23, and 2023-24.</p> <table border="1"> <thead> <tr> <th rowspan="2">S No.</th> <th rowspan="2">Name & Address of Client Organization with name, address, mobile number and E- Mail ID of the Officer to whom reference may be made.</th> <th rowspan="2">Nature or Type of Works undertaken (viz. Hostel Mess, Industrial or Institutional Canteen)</th> <th rowspan="2">Work Order Value INR</th> <th rowspan="2">Number of Diners</th> <th colspan="2">Period of Contract</th> </tr> <tr> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						S No.	Name & Address of Client Organization with name, address, mobile number and E- Mail ID of the Officer to whom reference may be made.	Nature or Type of Works undertaken (viz. Hostel Mess, Industrial or Institutional Canteen)	Work Order Value INR	Number of Diners	Period of Contract		From	To																					
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					From	To																														

Signature of the Bidder



30	Any other information, document which may help HAC in assessing your capabilities may be enclosed. Bidder may add any further information that he considers relevant for the evaluation of their bid. The bidder may attach catalogue and other annexures that would help in providing quality food and services.			
31	Details of a) Valid license issued by FSSAI (Proof to be attached) b) Quality Food Certifications, if any, obtained viz. ISO 9001-2000, IIMTCP etc. (Proof to be attached)			
32	Details of Awards, if any received or Reviews in the Media, if any			
33	In the event of Selection and Award of the Contract, please indicate your Order of Preference to the following:			
	Menu Type	Whether Quote is made for (Yes/No)	Order of Preference (say 1,2,3,4 etc)	
	1. Girls Mess- South Indian Menu (Opal G Floor)			
	2. Girls Mess- North Indian Menu (Opal I Floor)			
	3. Boys Mess- North Indian Menu (Mega Mess I FF)			
	4. Boys Mess- South Indian Menu (Mega Mess I GF)			
	5. I Year Boys Mess- North Indian Menu (Nilgiri/A)			
	6. I Year Boys Mess- South Indian Menu (Tripti - Kailash)			
	7. Boys Mess- Andhra Menu (Swadh- Annapurna)			
	8. Boys Mess- Kerala Menu (Nalan-Sabari)			
	9. Boys Mess- Veg Menu – (F Mess)			
	10. Boys Mess – North Indian Menu (Mega Mess II FF)			
	11. Boys Mess- South Indian (Mega Mess II GF)			
	12. Girls' Mess – Mixed Menu (Beryl Mess)			

* Bidder has to provide the preference for all the 12 Messes, compulsorily.

Note:

1. All Documents enclosed to the Technical Bid should be arranged and submitted in the same serial order as they appear on the Technical Bid.

Signature of the Bidder



2. All Pages of Tender documents must be serially numbered, duly signed and stamped by the bidder. Soft copy of the documents to be uploaded and hard copy to be sent by post to Stores & Purchase Section, National Institute of Technology, Tiruchirapalli- 620 015. If an Individual or a Proprietor of a firm is a signatory, he/ she should Sign Above the full type written Name & current Address. In case of Partnership firm, all Partners of the firm or a partner holding Power of attorney for the firm (certified copy of power of attorney should accompany documents) should sign and in both cases, certified copy of the Partnership Deed and current address of all Partners of the firm should be furnished. In case of Limited company or a corporation, documents shall be signed by a duly Authorized person holding Power of attorney for signing the documents, accompanied by Copies of the letter of Power of attorney and Memorandum & Articles of Association duly attested by a Notary Public.

Declaration:

- I/ We hereby Certify that the Information furnished in this tender document is Complete and Correct to the best of my knowledge.
- I/ We understand that furnishing of False Information could result in Disqualifying for award of the contract.
- I/ We also Authorize the NITTH/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 tender shall be at the sole and absolute discretion of the NITTH/HAC, Tiruchirappalli and they do not bind themselves to accept the lowest tender or any tender and may reject any or all tenders received.

Place:

Signature of the bidder with Name and seal

Date:

Name

Designation

Seal

Signature of the Bidder



ANNEXURE – I (C)

CHECKLIST OF DOCUMENTS TO BE ENCLOSED & IMPORTANT DATES (For the use of the Bidders only)

S. No.	To be Checked before submitting the Bid	Remarks (Yes / No)
1	Whether Registration Fee Payment Proof attached.	
2	Whether copies of the remittance towards EMD have been submitted and Xerox copies of the same have been uploaded.	
3	Whether Documents supporting Eligibility conditions stipulated in Section C of Tender document (i.e. proof for experience in similar nature of work, annual turnover, performance certification and financial solvency have been enclosed with Technical bid).	
4	Whether the Application for Technical Bid is submitted in the Application prescribed in Annexure - I of the Tender document.	
5	<p>Whether duly filled in Technical Bid Application (i.e. Annexure I to the tender document) is kept on top of the Technical Bid and whether the following documents have been enclosed with the Technical Bid:</p> <ol style="list-style-type: none"> i. Registration/ Incorporation details of the bidding Firm/Agency/ Company ii. Documents in support of Legal Status of the Bidder iii. Bio data/Profile of the Proprietor/ Partners/ Directors iv. Authorization/Power of attorney for signing the tender document v. Audited Annual Accounts for the five FY's 2019-20, 2020-21, 2021-22, 2022-23, and 2023-24. Income Tax Return & Assessment orders for FY's 2021-22, 2022-23, and 2023-24. vi. PAN/VAT/ESI/EPF details/GST documents. vii. Details of Completed Contracts in the prescribed format during the last five years along with proof viii. Details of Ongoing Contracts in the prescribed format along with proof. ix. All other information/details/Supporting documents /proof desired in Tender document. 	

Signature of the Bidder



6	Whether Technical Bid and all the required Enclosures to the Technical Bid are serially numbered and over writing/ erasures, if any, in the technical bid duly been initialed/ endorsed and signed?	
7	Whether an Index or Table of Content of all enclosures to the Technical bid has been prepared and attached with the Technical bid, to facilitate quick reference?	
8	Whether Application for Technical Bid (i.e. Annexure I to the Tender document) along with required enclosures are enclosed as per the instructions given in Section E of the tender document?	
9	Whether the Price Bid is submitted in the Application Prescribed in the Annexure II (a) & (b) of the Tender document.	
10	Whether the Price Bid has been submitted under the Letter Head of the bidding firm/ company/ agency?	



ANNEXURE – I (D)

Undertaking

- a. I hereby certify that I have read the tender document completely and here by agree to abide by the terms and conditions laid down in the tender document.
- b. I certify that I am Citizen of India.
- c. I hereby certify that I am not defaulter of the CIBIL and hereby agree to produce CIBIL certificate if NITTH/HAC requires.
- d. I hereby certify that I am not willful defaulter of any nationalized banker/private or any other private/Govt. Institution.
- e. I hereby agree to produce NOC from the IT dept. and certify that there is no Govt. dues pending with me.
- f. I declare that if I,
 - a) Withdraw or modify the bids during the validity of the contract or
 - b) Fail to sign the contract on award of the contract or
 - c) Fail to submit the performance security within the stipulated period

I shall not be permitted to participate in the tenders floated by Hostel Administration Committee, NITTH for a minimum period of 2 (two) years.

Place:

Signature of the bidder with Name and seal

Date:

Name

Designation

Seal

Signature of the Bidder



ANNEXURE – I (E)

NEAR RELATIVE CERTIFICATE (To be given by ALL Directors/Bidders)

I _____ S/o Sri _____ r/o _____

hereby certify that none of my relative (s) as defined in the tender document is / are employed in NITTH/ NITT as per details given in tender document. In case at any stage, it is found that the information given by me is false /incorrect, NITTH/HAC shall have the absolute right to take any action as deemed fit / without any prior intimation to me.

Date:

Signature:

Name in block letters of the Signatory

In the capacity of

Place:

Signature of the Bidder with Name & Seal

Date:

Name

Designation

Seal

NOTE:

- In case of Company/Institution/Body Corporate, a list of all Board of Directors may be submitted along with the bid.
- In case of Company/ Institution/ Body corporate, “Near Relative Certificate” are required by all Directors of Company/Institution/Body Corporate excluding Government of India
/Financial Institution Nominees and Independent non-official part time Directors appointed by Government of India or the Governor of State.
- In case of Proprietorship Firm, the Certificate will be given by Proprietor.
- For Partnership Firm, certificate will be given by all the Partners.

Signature of the Bidder



ANNEXURE – II

Annexure-II (a)

PRICE BID

To be uploaded in the below given format

The Chief Warden,
Hostel Administration
Committee, National
Institute of Technology,
Tiruchirappalli-15.

Sir, In response to the Tender Notification No: **NITTH/Hostels/HAC/Tender 2025-26/001**
dated 11.07.2025 we are submitting the price bid as below:

RATES OFFERED BY THE BIDDER FOR NITT HOSTEL MESS (BOYS & GIRLS)

SNo.	SNo. In the Price Bid Excel File in the portal	ITEM	Unit	RATE IN FIGURE S (incl. all Taxes etc)* INR	RATE IN WORDS
1.	1.	Girls Mess- South Indian Menu (Opal G Floor)	Rate Per Student Per Day		
2.	2.	Girls Mess- North Indian Menu (Opal I Floor)	Rate Per Student Per Day		
3.	3.	Boys Mess- North Indian Menu (Mega Mess I FF)	Rate Per Student Per Day		
4.	4.	Boys Mess- South Indian Menu (Mega Mess I GF)	Rate Per Student Per Day		
5.	5.	I Year Boys Mess- North Indian Menu (Nilgiri/A)	Rate Per Student Per Day		
6.	6.	I Year Boys Mess- South Indian Menu (Tripti - Kailash)	Rate Per Student Per Day		
7.	7.	Boys Mess- Andhra Menu (Swadh - Annapurna)	Rate Per Student Per Day		
8.	8.	Boys Mess- Kerala Menu (Nalan- Sabari)	Rate Per Student Per Day		
9.	9.	Boys Mess- Veg Menu – (F Mess)	Rate Per Student Per Day		
10.	10.	Boys Mess – North Indian Menu (Mega Mess II FF)	Rate Per Student Per Day		
11.	11.	Boys Mess – South Indian Menu (Mega Mess- II GF)	Rate Per Student Per Day		
12	12	Girls Mess – Mixed Menu (Beryl Mess)	Rate Per Student Per Day		

*** The lowest Bidder is the Bidder who quotes the lowest rate among the Messes given in the schedule of rates among all the Bidders.**

Signature of the Bidder



Annexure II (b)

Rate for Extras:

The below eggs, dal fry & aloo fry extras are to be provided everyday to students in all messes.

Sl.No.	SNo. In the Price Bid Excel File in the portal	EXTRAS	Qty	Rate
EGG ITEM				
1	13	Boiled Egg	01 no	
2	14	Half Boil	01 no	
3	15	Cheese Omlette	01 no	
4	16	Full Boil	01 no	
5	17	Egg Fried Rice	350 gm	
6	18	Scrambled egg	01 no	
7	19	Scrambled boiled egg	01 no	
8	20	Egg Roast	02 nos	
9	21	Bread Omelet	01 nos	
ITEM				
Sl.No.	SNo. In the Price Bid Excel File in the portal	ITEM	QTY	Rate
10	22	Dal Fry	50 gm	
11	23	Aloo Fry	50 gm	

These extras are to be provided additional to above extras.

S No	SNo. In the Price Bid Excel File in the portal	Particular Items	Qty	Rate
Vegetarian Extras				
1	24	Baby Corn Masala	150 gm	
2	25	Chilli Baby Corn	150 gm	
3	26	Panner 65	150 gm	
4	27	Mushroom Masala	150 gm	
5	28	Kadai Paneer	150 gm	
6	29	Palak Paneer	150 gm	
7	30	Chilli Mushroom	150 gm	
8	31	Aloo 65	150 gm	
9	32	French Fries	150 gm	
10	33	Boiled Banana	01 no	
11	34	Malai Kofta	150 gm	
12	35	Veg Fried Rice	300 gm	

Signature of the Bidder



S No	SNo. In the Price Bid Excel File in the portal	Particular Items	Qty	Rate
13	36	Veg Biryani	300 gm	
14	37	Paneer Biryani	300 gm	
15	38	Mushroom Fried Rice	300 gm	
16	39	Gobi 65	150 gm	
17	40	Dum Aloo	150 gm	
18	41	Lady Finger Fry (Bhindi fry)	200 gm	
19	42	Paneer Pasanda	150 gm	
20	43	Kaju Masala	150 gm	
21	44	Chowmein	300gm	
22	45	MoMos (4pcs Large size)	(4pcs Large size)	
23	46	Vegetable Sandwich	01 no	
24	47	Aloo/Muli/Onion Paratta	01 no	
25	48	Paneer Paratta	01 no	
26	49	Paratta	01 no	
27	50	Roti/Chappati	01 no	
28	51	Masala Dosa with Sambar/Chutney	01 no	
29	52	Idli with Sambar/Chutney	04 nos	
30	53	Medu or Masala/Vadai (02no)/Cutlet/Bread Aloo Pakoda/Samosa	02 nos	
31	54	Steam cooked Rice	250g	
Non -Vegetarian Extras				
1	55	Single Omelet– Chicken, Duck	1 no	
2	56	Egg Masala – Chicken, Duck	2 nos	
3	57	Hyderabadi Chicken	150 gm	
4	58	Gongura Chicken	150 gm	
5	59	Chicken 65	150 gm	
6	60	Chicken Masala	150 gm	
7	61	Chettinadu Chicken	150 gm	
8	62	Ginger Chicken	150 gm	
9	63	Pepper Chicken	150 gm	
10	64	Chicken Fry	1 no	
11	65	Chilli Chicken	150 gm	
12	66	Boneless Chicken	150 gm	
13	67	Garlic Chicken	150 gm	
14	68	Chicken Biryani-300 gm Basmati rice+150gm Chicken	As given	
15	69	Prawn Masala	150 gm	
16	70	Mutton Biryani	300 gm Basmati	
17	71	Mutton Kheema	150 gm	

Signature of the Bidder



S No	SNo. In the Price Bid Excel File in the portal	Particular Items	Qty	Rate
18	72	Gongura Mutton Masala	150 gm	
19	73	Mughlai Chicken	150 gm	
20	74	Mutton Stew	150 gm	
21	75	Chicken Sandwich	01 no	
22	76	Fish Fry	2 nos	
23	77	Garlic Prawns	150 gm	
24	78	Egg Biryani	300 gm + 1	
25	79	Chicken Fried Rice	300 gm rice + 100 gm	
26	80	Barbeque	¼ (200 gm)	
27	81	Tandoori	¼ (200 gm)	
28	82	Alfaam	¼ (200 gm)	
29	83	Momos	(4pcs Large	
30	84	Chowmein – Chicken	300gm	
Sweets				
1	85	Gulab Jamun	50 gm / 2 Nos	
2	86	Rasagulla	50 gm / 2 Nos	
3	87	Basanthi	75 ml	
4	88	Rasmalai	75 ml	
5	89	Carrot Halwa	100gm	
6	90	Jilebi	100gm	

Note: Rate Quoted by Bidders for Mess shall be Inclusive of All Taxes, Duties, Levies etc of State/Central Government/Local Bodies.

The Bidders are requested to quote the rates for extras items as per Annx-II. However the lowest rate against each items quoted by successful bidders will be fixed for those items by NITTH/HAC uniformly for all Messes.

NITTH/HAC will not be responsible for any changes in Tax rates etc during the Contract period. Bidder quoting for one Vegetarian Menu should also quote for all Vegetarian Menu. Bidder quoting one Non-Vegetarian Menu should also quote for all Non-Vegetarian Menu.

I/we hereby agree to provide Catering services as per terms & conditions of the Contract as would be decided by the HAC/NITTH and the rate shall be valid for their entire contract period.

The evaluation for arriving at L1 based on the rates quoted in Annexure II (a) only. Rates quoted in Annexure II (b) shall not be considered for evaluation for arriving at L1.

Place:

Date:

Signature of the bidder with Name and seal

Name

Designation

Seal

Signature of the Bidder



ANNEXURE – III: MENU LIST

A: INDICATIVE SOUTH INDIAN MENU: (Opal GF, Mega Mess I GF, Mega Mess II GF, Tripti (Kailash) Mess)

BREAKFAST	2 Breakfast Dishes+ Chutney/Curry +Podi+ White Bread+ Wheat Bread + Toasted Bread +Butter+ Jam+ Milk+ Tea +Coffee+Boiled Egg(1)/omelet(1)+Sprouts + Cornflakes+ Raagi /Kambu khool+ Banana + sugar(white + Nattu Chakra)	STRUCTURE OF BREAKFAST
	2 Breakfast Dishes (from the list given below) , chutney/curry (from the list given below) ,1 Podi (From the list) & Sesame Oil, White bread, Wheat Bread, Toasted Bread, Butter, Jam, Milk, Tea, Coffee, Boiled Egg(1)/omelet (1) ,Sprouts, Cornflakes, Raagi/Kambu khool , Banana , sugar(white + Nattu Chakra)	Regular Full Course Breakfast
	List of Breakfast Dishes: Idli, Vada (maximum of two days in a week), Dosa,Paneer Dosa, Masala Dosa, Onion Dosa, Rawa Dosa, Poori, Pongal, Aloo Paratta, Onion paratha, Idiyappam, Othappam, Paneer Paratha, Poha, lemon sevai, Aapam, Upma, Ragi Semia Rava/semia Kichadi, Carrot Dosai, pottu, Peanut butter	To choose any 2 items per day
	List of Chutney/Curry: Malli/Pudhina chutney, coconut chutney, ginger chutney, tomato chutney, Curd, Poori Masala,Sambar,onion chutney,chenna masala, tomato thokku, vada curry, coconut milk, Kadalai Curry. Brinjal Gothsu, Groundnut (peanut) chutney.	Choose based on the breakfast dish
	List of Podi: Idly Podi, Coconut Podi, Garlic Podi , Sesame oil	Choose based on the breakfast dish
LUNCH	White Rice+ Chappati/Pulka+Gravy/Curry + Fry/Poriyal+ Sambar/ Kulembu+Rasam+ Curd(unlimited) + Buttermilk (unlimited) +Juice+ Appalam/ Fryums + Salad (Cucumber/ Radish, Carrot/ Beet root+ Onion+ Lemon)+Pickle +Non Veg (any two days)+Variety Rice(any 2 days)+Podi+ Ghee/Sesame oil+ Egg dish (2 days)	STRUCTURE OF MEAL
	White Rice, Chappati/Pulka, Gravy/curry , Sambar/Kulambu, Rasam, Fry/Poriyal Curd (unlimited) + Buttermilk (unlimited), Appalam/Fryums,Juice,Salad, Pickle ,Onion, Lemon+ Podi+ Ghee/Sesame oil	Regular Full Course Lunch.
	List of Sambar/kulambu: Mango/murunga/avaraika/carrot+beans/ brinjal+potato, lady's finger/raddish/pumpkin sambar, pumpkin moore kulambu/thalicha kolambu/vatha kulambu/Puli kulambu(with vegetables), kara kulambu, gutti vankaya	Choose any one item per day (base ingredient is same, variety might vary)

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	List of Gravy/Curry: Paneer butter masala/Veg kuruma/Rajma/Chenna masala(white/black)/ mushroom curry/ meal maker curry/kadai paneer /dal fry/makkani, gobi Manchurian, palak paneer, methi chaman.	Choose any one item per day (base ingredient is same, variety might vary)
	Egg Dish (egg curry/ omelet, egg burji, egg podi) List of Veg: Paneer butter masala/ mushroom curry/ kadai paneer/baby corn (for vegetarian)	Choose for any Two days in a week
	List of Non Veg: Chicken dish: (chicken 65 ,Butter chicken , chicken gravy) List of Veg: Paneer butter masala/ mushroom curry/ kadai paneer/baby corn (for vegetarian)	Choose for any one day in a week.
	Sunday & Wednesday Briyani: Chicken Briyani & Hyderabad Briyani, Raitha/ Mandi Rice- Chicken fry/Alfahm for non veg Veg Briyani Paneer/Mushroom/baby corn for Veg	All Sunday & Wednesdays
	Poriyal/Fry: potato, beetroot, lady's finger, cabbage, carrot+beans, bitter guard, leafy vegetable(greens 2days/week), bottle guard, senai kezhangu, cauliflower(fry/65),brinjal, karna kezhangu,Avaraikai, vazhakai ,snake guard.	Choose any one item per day (base ingredient is same, variety might vary)
	Variety Rice: Tomato rice, Tamarind rice, Lemon rice, Coconut rice, mango rice, Sambar rice, curd rice. Brinji Rice.	Choose 01 for any 2 days
	Juice: lemon juice, water melon, pineapple, grape, mosami, musk melon	Choose any 1 item per day
	Pickle: Avaka, Cut mango, lemon, mixed veg, ginger, garlic	Choose any 1 or more items per day(based on the lunch menu)
	Podi: parupu podi, Sesame oil/Ghee	Daily.
SNACKS	Snacks+ Chutney / Sauce + Milk+ Tea+ Coffee+ Special items (any two days)+ Sugar (white + Nattu Chakara)+ Horlicks-Boost-Bournvita	STRUCTURE OF SNACKS
	List of Snacks: vazhakai Bajji, Mirchi Bajji, Aloo bajji, Medu Vadai, parupu vadai, Samosa, onion pakoda, sweet corn, Bonda, Sundal. punugulu + chutney	Choose any one item per day
	Special Items: Puffs, Pav bujji, Maggi/noodles, Sandwich, Kesari, pasta (red sauce with cheese), chocolate milkshake, strawberry milkshake, mango milkshake (when fruit is seasonal), Paniyaram (Minimum 3 nos) , vanilla/Butterscotch Milkshake, Paneer Sandwich ,Bhel puri , samosa chat , pani puri, veg burger, cutlet, veg roll. keera vadai, French fries, momo, cake. Veg Burger	Choose any 1 item for 2 days a week (Including Sunday)
	Special Items: Horlicks-Boost-Bournvita	Choose any 1 item for 2 days a week (Including Sunday)



DINNER	Special items mentioned below+ White Rice +Chappati /Pulka+ Gravy/Curry + Rasam+ Curd (unlimited) + Butter Milk (unlimited) + Salad+Pickle+Podi+ oil(sesame) + Dessert +appalam/fryms/potato chips + Fresh (cut) fruits	STRUCTURE OF DINNER
	Special item + White Rice, Chappati /Pulka, Gravy/Curry, Rasam, Curd(unlimited)+Butter Milk (unlimited), Salad,Pickle,Podi, Sesame oil, Fresh (cut) fruits, appalam / fryms/potato chips, Dessert,	Regular Full Course Lunch
	List of Gravy/Curry: Paneer butter masala/Veg kuruma/Rajma/Chenna masala/ mushroom curry/ meal maker curry , gobi manchuriyan , gobi curry, aviyal, Mong dal tadka	Choose any 1 item daily
	List of Special items: Chicken dish: Parotta+ Chicken butter masala/ pepper chicken masala Chicken rice/noodles, chicken kothu parotta. Vegetarian: Parotta + Paneer/Mushroom/Baby corn dish (for vegetarian) Special kothu parotta, mushroom/paneer- rice/noodles.	Choose any 1 day in a week
	Special Items: Dosa dish: Butter/Ghee dhosa, Paneer Dosa, Masala Dosa, Onion Dosa, Rawa Dosa, Egg Dosa, adai, pepper idli fry, wheat dosa.	Choose any 1 item for 2 days a week
	special items: Paneer/onion/methi/gobi paratha+ veg curry	Choose any 1 day in a week
	special items: Idly, Iddiyapam+ paya+coconut milk, Veg Pulav+ onion raitha, Sambar rice, Noodles+ Sauce, fried rice(paneer) + Sauce, paneer briyani , chole bature , gobi 65 +veg fried rice, Aapam+coconut milk+ veg khurma, kothu parotta, chilli parotta, kaima Parrota.	Any 1 item 3 days in a week
	List of Podi: Idly Podi, Coconut Podi, Garlic Podi +Sesame oil,	Choose based on the dish
	Dessert: Icecream(standard flavours)/choco bar /cone	Any 2 days a week
	Dessert: Flavoured Milk/fruit juices: Hot/Cold badam milk, Hot/Cold rose milk, lassi, grape juice, apple juice, Hot/Gold pista milk, watermelon	Any 3 days a week
	Desert: Sweet: Semiya payasam, gulab jamun, kesari, Jalebi, mysurpa	Any 2 days a week
	Fresh (cut) Fruits Orange, Mosami, pineapple,watermelon, banana,papaya , apple, green grapes, according to seasons.	Any 1 everyday
	Egg item: Egg vechu parotta, egg dosa, omlette, egg podimass, egg curry	Any 1 item 2 days in a week



B: INDICATIVE KERALA MENU: (Nalan- Sabari Mess)

BREAKFAST	2 Breakfast dishes +Podi + White Bread +Wheat Bread + Toasted Bread +Butter+ Jam+ Milk+ Tea+ Coffee + Boiled Egg(1) /omelet(1)+Sprouts+ Cornflakes+ Raagi /Kambu khool + Banana + sugar(white)	STRUCTURE OF BREAKFAST
	2 Breakfast Dishes+ Curry+ Chutney + White Bread, Wheat Bread, Toasted Bread, Salted Butter, Jam, Milk, Tea, Coffee, Boiled Egg (1)/Omelet (1), Sprouts, Cornflakes/ Oats, Raagi/Kambu khool Banana (Big Size:1, Small Size: 2)	Regular Course Breakfast
	Breakfast Dish: Puttu-Egg Curry, Idiyappam- Green Peas Masala, Puri- Aloo / Channa Masala, Appam-Egg Curry, Dosa - Sambar+ Chutny, Puttu-kadala Curry, Kappa-Fish Gravy / Onion Chamanthi, Pathiri-Coconut Milk, Rava dosa, Peanut butter	Choose any 2 items per day
	Chutney/Curry: Malli /Pudhina / Coconut/Ginger/Tomato/Onion chutney, Sambar, Egg Curry, Coconut Milk, Green Peas Masala	Choose based on the breakfast dish
LUNCH	White Rice + Kerala (Brown) Rice, Chappati/Pulka+Curry+ Poriyal/Pachadi+Paruppu/Sambar+Rasam+ Curd(unlimited)+ Spiced buttermilk+ Juice+ Kerala pappadam/fryums/ + salad(cucumber+ carrot/beetroot) +pickle+onion+lemon+ special non-veg (any one day)+ fish curry (any 2 days)+ Variety rice any two days	STRUCTURE OF MEAL
	Kerala Rice, White Rice, Pappadam, Paruppu/Sambar, Chappati/Pulka, curry, Rasam, sambar, Curd(unlimited), buttermilk, salad, pickle, juice	Regular Course Lunch
	Curry (Gravy) for Rice (Sambar/parippu): Sambar (Mango/murunga/avaraika/carrot+beans, brinjal+potato, lady's finger/raddish/pumpkin) , Pumpkin mooru kulambu/Thalicha kolambu/Vatha kulambu/Pulli kulambu(with vegetables), parippu, fish curry (any 2 days)	Any one item per day (base ingredient is same, variety might vary)
	Chappathi Gravy (semi gravy): Paneer butter masala/Veg kuruma/Chenna masala/ mushroom curry/ meal maker curry/ Gobi Masala, cauliflower peas curry, koottukari	Any one item per day (base ingredient is same, variety might vary)
	Poriyal (Thorani)/ Kuttu: Aviyal, Potato, lady's finger, cabbage, carrot+beans, bitter guard, carrot, beet root, Leafy vegetable thorani (greens 2days/week), -spinach/Keera, Aloo soya dry Kichadi/Pachadi: Cucumber kichadi, Beetroot kichadi, Pumpkin curry, Mango Pachady, pineapple pachadi	Any one poriyal and one Kichadi item per day (base ingredient is same, variety might vary)
	Special non-veg (2 days per week), Kerala Chicken biryani with Khaima rice, Mandi rice with alfam. (for non-vegetarian) Verity rice (for Vegetarian) : Ghee rice/Pulav + Baby corn/Mashroom fry	(2 days per week)
	Verity rice: Ghee rice/Pulav/Vegetable biriyani/Coconut rice, pudina rice/, bagara rice	Choose 1 for any two days
	Juice: lemon juice, water melon, pineapple, grape, mosambi, musk melon, Mango, palada payasam.	Any 1 item per day

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	pickle: Avaka, Cut mango, lemon, mixed veg, Ginger curry (Inchi curry/Puli inchi)	any 2 items per day (based on the lunch menu)
SNACKS	Snacks+milk+tea (masala/Cardamom/Ginger tea) +Coffee+ Sugar (daily)/Special item (2 days)	STRUCTURE OF SNACKS
	Uzhundu Vada, Parippu Vada, Ethakka Appam, Samosa, Neyyappam, Ulli Vada, Pazham pori, Uzhunu vada, Vellapom, Poricha Pathiri, Elayada, Mulaku Bhaji, Cutlet, Nentram pazham Nurukku, Unnakkai, Veg puffs/egg puffs, masala bonda, ullivada, sandwich, unniyappam. Special items: Cold Coffee, Chocolate Milk shake, strawberry milkshake, mango Milkshake, pasta(red sauce with cheese), Juice, Egg bhaji.	Choose any one item
	Special Items: Horlicks-Boost-Bournvita	Choose any 1 item for 2 days a week (Including Sunday)
DINNER	Special item +White Rice +Brown rice + Chappati / Pulka + Rasam+ Curd(unlimited)+Butter Milk+ Salad+Pickle+Fresh cut fruits+Dessert+ Podi /sesame oil,	STRUCTURE OF DINNER
	White Rice +Brown Rice, Chappati / Pulka, Rasam, Curd(unlimited), Butter Milk, Dessert, Salad, Pickle, Podi/sesame oil, Fresh cut fruits	Regular Course Dinner
	Chappati Gravy: Paneer Butter masala/Veg kuruma /Rajma/ Channa Masala/ Mushroom curry/ Meal maker curry/ Chilli Gobi	Any 1 item per day in a week
	Special Item: Non-Veg: Chicken fried rice, Poratta+ Chicken curry or Chicken fry, Chicken dry fry, Kappa and fish curry Egg Dish: Boiled egg, Egg fried rice Veg: Ghee rice, Chamanthi, paneer 65, Mushroom/Babycorn, Chilli gobi.	Any 1 day in a week
	Special Items: Dosa dish: Butter/Ghee Dosa, Paneer Dosa, Masala Dosa, Onion Dosa, Rawa Dosa, Egg Dosa	Choose any 1 item for 1 day a week
	special items: Paneer/onion/methi/gobi paratha+ veg curry	Choose any 1 day in a week
	special items: Idly, Iddiyapam+ paya+coconut milk, Veg Pulav+ onion raitha, Noodles+ Sauce, fried rice(paneer) + Sauce, paneer briyani , chole bature , gobi 65 +veg fried rice, Aapam+coconut milk+ veg khurma	Any 1 item 3 days in a week
	Podi: Coconut podi, Garlic podi, parupu podi, Sesame oil	Daily.
	Dessert: Ice-cream(standard flavors) scoops only	Any 2 days a week
	Dessert: Flavored Milk/fruit juices: Hot badam milk, rose milk, lassi, grape juice, apple juice, pista milk	Any 3 days a week
	Dessert: Sweet Semiya Payasam, Rice Payasam, Gulab Jamun, Mysurpav, Gilebi	Any 2 days a week
	Fresh (cut) Fruits Orange, Mbonambi, Pineapple, Watermelon, Banana, Papaya	Any 1 Seasonal fruits daily.
	Egg item: Egg vechu parotta, egg dosa, omlette, egg podimass, egg curry	Any 1 item 2 days in a week

Signature of the Bidder



C: INDICATIVE ANDHRA MENU: (Swadh- Annapurna Mess)

BREAKFAST	2 Breakfast Dishes + Chutney/Curry + Podi + White Bread + Wheat Bread+ Toasted Bread +Butter+ Jam+ Milk+ Tea + Coffee + Sugar White+ Nattu Chakara+ Boiled Egg(1)/Omlet(1)+ Sprouts +Cornflakes+ Raagi Jawa/Jonna Ganji + Banana	STRUCTURE OF BREAKFAST
	2 Breakfast Dishes, Chutney/curry, White Bread, Wheat Bread, Toasted Bread, Butter, Jam, Milk, Tea, Sugar, Coffee, Boiled Egg(1) / Omlet(1), Sprouts, Cornflakes, Raagi Jawa/Jonna ganji+ Podi (From the list) & Sesame Oil	Regular Course Breakfast
	List of Breakfast Dishes: Idli, Vada (maximum of two days in a week), Onion Punugulu, Masala Dosa, Onion Dosa, Rawa Dosa, Poori, Upma, Pulihora, Mysore Bajji, Onion Pesarattu, Upma pesarattu, Aloo paratha, pongal, chola batore, Peanut butter	Choose Any 2 items per day
	List of Chutney / Curry: Palli chutney, Coconut chutney, Ginger chutney, Tomato chutney, Pachimirapakay tomato chutney, Sweet Curd, Onion Potato Curry, Tomato Pappu, Sambar, Senaga pappu chutney, Onion chutney, Channa masala	Choose matching items based on the breakfast dish
	Podi , sesame oil: karvepaku podi, nalla karam podi, senaga pappu podi	Based on the breakfast dish
LUNCH	White Rice+ Chappati /Pulka+ Pappu + Curry+ Fry + Rasam+ Curd(unlimited) +Buttermilk +Juice+ Appadam / Fryums+ Salad (Onion,Cucumber,Carrot, Tomato, Lemon)+ Pickle+ Podi + Sesame oil + Egg Dish(any 2 days)+Non-Veg(any 2 days)+ Variety rice (any two day including Sunday)	STRUCTURE OF MEAL
	White Rice, Chappati/Pulka, Rasam, Curd(unlimited), Buttermilk, Pappu, Fry, Appadam/fryums, Podi, Ghee/Sesame oil, Salad, Pickle, Juice	Regular Course Lunch
	List of Pappu : mudda pappu, tomato pappu, beerakaya pappu, dosakaya pappu,chinta chiguru pappu, mamidikaya pappu, leafy vegetable pappu, Sambar	Any one item daily (base ingredient is same, variety may vary)
	List of Curry: dondakaya, bendakaya, cabagge, beerakaya, vankaya, kakarakaya, Drumsticks, Mixed veg curry, chikkudikaya, potlakaya, Cauliflower	Any one item daily
	Egg dish: (boiled egg tamato curry, egg burji, omelet, egg podi) List of Veg: Gobi65, Panner 65, Panner curry, Mushroom curry, baby corn masala	Any 1 days in a week
	List of Non veg: chicken 65, chicken curry, Chicken pepper masala, Fish curry Veg: Paneer/Mushroom/ Baby corn dishes	Any 1 day in a week
	Non veg: Hyderabad dum Chicken Biryani, Onion Raitha Veg: Paneer/Mushroom/Baby corn briyani , Onion Raitha Sweet (Gulab Jaumn/ Ice cream)	All Sunday & Wednesdays
	Verity rice: Ghee rice/Pulav/Vegetable biriyani/Coconut rice /Jeera Rice	Choose 1 for any two days
	Fry: potato, bendakaya, chikkudukaya, dondakaya, gobi, beetroot, carrot, Raw Banana	Any one item daily

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	Juice: Lemon juice, Water Melon, Mosambi	Any 1 item daily
	List of Pickle: Avakay,nimmakay,allam, gongura,usirikay, tomato,dosakay	any 1 item daily
	Podi, sesame oil: karvepaku podi, nalla karam podi, senaga pappu podi,	Any 1 item per day
SNACKS	Snacks+ Chutney / Sauce + Milk+ Tea+ Coffee+ Special item (any two days)+ Sugar	STRUCTURE OF SNACKS
	Mirchi Bajji, Aloo bajji, Samosa, Punugulu, Onion pakoda, Sweet corn, Noodles, Pav bhaji, Cutlet, Puffs, Sweet pongal	Any one item daily
	Special Items Karam pusa, gavvalu etc. allied items, sandwich, milkshake, Bhel puri , samosa chat , pani puri, puffs, pasta	2 days a week (Including Sunday)
	Special Items: Horlicks-Boost-Bournvita	Choose any 1 item for 2 days a week (Including Sunday)
DINNER	Special items + White Rice+ Chappati / Pulka+ Pappu + Rasam + Curd (unlimited) + Butter Milk (unlimited) + Salad + pickle + podi + oil(sesame)+ Dessert + Appadam/fryms/potato chips + Fresh (cut) fruits	STRUCTURE OF DINNER
	Special item, White Rice (Basmati Rice), Chappati / Pulka, Rasam, Curd (unlimited), Butter Milk, Salad, Pickle, Podi,Sesame oil, Fresh cut fruits, appadam/fryums/potato chips, Dessert	Regular Course Dinner
	List of Pappu : mudda pappu, tomato pappu, beerakaya pappu, dosakaya pappu,chinta chiguru pappu, mamidikaya pappu, leafy vegetable pappu	Any 1 item per day
	List of Special Items . Parotta + Chicken dish (Andhra chicken masala, Chicken pepper masala) Parotta+ veg dish (Paneer/ Gobi/ Mushroom/baby corn) – for vegetarian	Any 1 day in a week
	Special Items. Egg dish (boiled egg tamato curry, egg burji, omelet, egg podi)/ Veg dish gobi Manchurian or curry, baby corn masala, paneer/mushroom item	Any 1 day in a week
	Special Items Dosa Dish: Butter/Ghee Dosa, Paneer Dosa, Masala Dosa, Onion Dosa, Rawa Dosa,	Any 1 item twice a week (2 days)
	Special Items Veg Pulav+ onion raitha, Noodles+ Sauce, fried rice(paneer) + Sauce, paneer briyani , chole bature , gobi 65 +veg fried rice, Paneer/onion/methi/gobi paratha+ veg curry, idly, fried podi idli. Mini idli	Any 1 item thrice in a week (3 days)
	List of Pickle: Avakay,nimmakay,allam, gongura,usirikay, tomato,dosakay Yendu mirchi.	Any 1 item per day
	Podi, sesame oil: karvepaku podi, nalla karam podi, senaga pappu podi	Any 1 item per day
	Dessert: Icecream: Icecream(standard flavours)/choco bar /cone/cup	Any 2 days a week
	Dessert: Sweet: samiya payasam, gulab jamun, kesari, khaja, Mysore pak, jalebi	Any 2 days a week



	Dessert: Flavoured milk/Fruit juice:- Hot badam milk, rose milk, lassi, grape juice, pista milk, watermelon juice	Any 2 days a week
	Fresh (cut) Fruits Orange, Mosami, pineapple, watermelon, banana, papaya, apple	Any 1 everyday
	Egg item: Egg vechu parotta, egg dosa, omlette, egg podimass, egg curry	Any 1 item 2 days in a week

D: INDICATIVE VEG MENU: (F Mess)

BREAKFAST	2 Breakfast Dishes+ Chutney/ Curry +White Bread+ Wheat Bread+ Toasted Bread +Butter+ Jam(mixed fruit jam/pineapple jam/mango jam alternated every other day)+ Milk+ Tea+ Coffee+ Sprouts (not boiled, soaked and sprouted overnight, sprouts to be served -Green Lentil Sprouts/Wheat Sprouts/black gram sprouts)+Cornflakes+ Raagi Jawa/Jonna ganji + Onions+ Tomatoes+ Green Chillies+ Sweet (Rava Kesari, Semiya Kesari, Sweet Pongal) (alternate days)+ Sugar (White + Nattu Chakara)+Podi+Seasme oil/Ghee	STRUCTURE OF BREAKFAST
	2 Breakfast Dishes, Chutney/Curry, White bread, Wheat Bread, Toasted Bread, Butter, Jam, Milk, Tea, Coffee, Sprouts, Cornflakes, Raagi Jawa /Jonna Ganji, Onions, Tomatoes, Green Chillies, Sweet, Sugar (White + Nattu Chakara) Podi+Seasme oil/Ghee	Regular Course Breakfast
	List of Breakfast Dishes: Onion Dosa, Rawa Dosa, Masala Dosa, Podi Dosa, Poori-Aloo, Poha-Jalebi (should be served hot), Vegetable Upma(must contain carrots,beans,onions,tomato,green peas, capsicum), Stuffed Paratha (aloo, gobhi, matar, paneer), Ghee Pongal with roasted cashews, Chhola Bhature, Idly, Veg Kitchadi, uttapam, puttu, Peanut butter	Choose any 2 items daily
	List of Chutney/Curry: tomato chutney (cooked), Dhaniya chutney(garlic, green chilly, salt, dhaniya, tomato), onion chutney, mint chutney, coconut chutney, kadala curry.	Choose matching item based on the breakfast dish
	List of Podi: Idly Podi, Coconut Podi, Garlic Podi, Sesame oil	Choose based on the dish
LUNCH	White Rice+ Veg Pulav/Fried Rice(thrice a week), Chappati/ Pulka+ Thick Dal+ Sabzi (with gravy) + Dry Sabzi + Sambhar +Rasam+ Curd(unlimited)+Juice + Papad / Fryums (alterations between fried and roasted forms everyday)/ Chips+ Podi (ghee)+ Salad (cucumber, tomato, carrot, onions and lemon)+ Pickle+ Banana+ Buttermilk (containing ginger, chilly, salt, roasted cumin powder, cilantro/dhaniya) / Chhause + Variety rice any two days	STRUCTURE OF MEAL
	White Rice, Chappati/Pulka, Dal, Curry, Dry Sabzi, Rasam, Curd(unlimited),Salad, Papad/fryums/chips,Podi, Buttermilk, Sambhar +Sweet + Banana	Regular Course Lunch

Signature of the Bidder



	List of Thick Dal : Chana dal, moong dal, arhar dal, masoor dal, mixed dal, dal makhana (should be made in punjabi style), chana dal with palak, mor-kulambu, Vatha-kulambu	Choose any one item daily
	Vegetables for Sambar: Mango/murunga/avaraika/carrot+beans, brinjal+potato, lady's finger/raddish/pumpkin sambar	Choose any one item daily (base ingredient is same, variety may vary)
	List of Sabzi (with gravy): Cauliflower-potato, Aloo-matar, Palak paneer, Matar paneer, Rajma, Chhole, Paneer butter masala, Kadai paneer, Gobi/Paneer Manchurian, Aloo Palak, Corn palak, Kootu (Pumpkin, Chow Chow), Spinach (Keerai)	Choose any one item daily (Paneer items should be at least twice a week)
	Verity rice: Zeera rice/Pulav/Vegetable biriyani/Coconut rice	Choose 1 for any two days
	Sabzi Items (dry): potato, bhindi, pointed gourd, aloo-gobhi, mixed veg, cabbage, Raw Banana, Beetroot, Colocasia(Chepa Kelangu), Paneer 65, Gobi 65, Manchurian 65, Baby corn	Choose any one item daily
	Juice Items: Lemon juice, water melon, mosambi, sathukudi, musk melon, pineapple	Choose any 1 item daily
	Pickle Items: Mango, mixed veg, carrot, lemon, chilly, tomato	Choose any 1 or more items daily(based on the lunch menu)
	Podi: parupu podi, Sesame oil/Ghee	Daily.
SNACKS	Snacks+ Chutney / Sauce + Milk+ Tea+ Coffee+ Sugar (white), Special items (any two days)	STRUCTURE OF SNACKS
	Snacks: Samosa (boiled potato cooked with onions, cumin, turmeric, salt, chilly, fried peanuts; filled in pastry dough and fried), Mirchi pakoda-pyaaz pakoda, pav-bhaji, cutlet, white/wheat bread-butter-jam/biscuit(daily),vada, dahivada Sundal	Choose any one item daily
	Special items: Cold coffee, ice tea, chocolate milkshake, strawberry milkshake, Butterscotch milkshake, mango milkshake (when fruit is seasonal), pav-bhaji, pasta (red sauce with cheese), maggi / chinese noodles, aloo tikki chaat, Bread Bajji, veg roll, vada pav	Choose any 1 item for 2 days in a week (Including Sunday)
	Special Items: Horlicks-Boost-Bournvita	Choose any 1 item for 2 days a week (Including Sunday)
DINNER	Special items mentioned below +White Rice+ Chappati / Pulka + Gravy + Dal+ Podi+ Sambar + Chutney (onion, mint, tomato and coconut)+Curd(unlimited)+Butter Milk + Badam Milk (4 days + Sunday)+ Salad +Pickle + Fresh cut fruits+ Sweet (3 days in a week + Sunday) + Ice Cream (any 2 days in a week - should be served in scoops and not in plastic cups)/cup/cone)+ Juice (Any 2 days in a week)	STRUCTURE OF DINNER



	Special items mentioned below +White Rice + Chappati / Pulka + Gravy +Dal+ Podi + Sambar + Chutney (onion, mint, tomato and coconut)+Curd/Butter Milk (unlimited) + Badam Milk (4 days + Sunday)+ Salad + Pickle + Fresh cut fruits+ Sweet (2 days in a week + Sunday)+Ice Cream(any 2 days in a week - should be served in scoops and not in plastic cups)/cup/cone)+ Juice (Any 2 days in a week)+ Curd rice(daily)	Regular Course Dinner
	Special items A: Variety Rice (Tomato rice, Tamarind rice, Lemon rice, Coconut rice, mango rice, Sambar rice) +Dosa/ Idli, Podi+Seasme oil, Sambar, Chutney (onion, mint, tomato and coconut), Parotta Kuruma.	Any 02 days in a week
	Special items B: Masala Pulav with kadhi / boondi raita (all in maharastrian style), paneer butter masala, phulka / chappathi, dry mixed veg sabzi, fried potatoes	Any 01 day in a week
	Gravy: Cauliflower-potato, Teasel Gourd, Aloo-matar, Palak paneer, Matar paneer, Rajma, Chhole, Paneer butter masala, Aloo palak, Corn palak, Soyabean badi and aloo Dal : Chana dal, Moong dal, arhar dal, masoor dal, mixed dal, dal makhani, chana dal with palak Dry Sabzi: potato, bhindi, teasel-gourd, pointed gourd, aloo-gobhi, mixed veg, cabbage, Raw Banana Pickle: mango, mixed veg, carrot, lemon, chilly, tomato	Everyday, one item from each category. (Categories are gravy, dry sabzi, dal, pickle)
	Fresh cut Fruits Apple, banana, watermelon, pineapple, papaya	Everyday
	Desert: Icecream (standard flavours) scoops only,badam milk, rose milk, pista milk	Any 2 days in a week
	Sweet : Kaju Katli, Gulab Jamun, Rasmalai, Rasgulla,halwa, ladu,jangerry	Choose any 1 item for 2 days in a week+Sunday
	Juice : Fruit juice, watermelon, grapes, orange, muskmelon, pineapple	Any 2 days in a week

E: INDICATIVE NORTH INDIAN MENU: (Opal F Floor, Mega Mess I FF, Mega Mess II FF, Nilgiri Mess)

BREAKFAST	2 Breakfast Dishes+ Chutney/Curry +White Bread + Wheat Bread + Toasted Bread+Butter+ Jam (mixed fruit jam/pineapple jam/mango jam alternated every other day)+ Milk+ Tea +Coffee + Boiled Egg(1) /omelet(1)+Sprouts (not boiled, soaked and sprouted overnight, sprouts to be served -Green Lentil Sprouts/Wheat Sprouts/Black gram sprouts)+Cornflakes+ Raagi Jawa /Jonna Ganji + Onions + tomatoes + green chillies + lemon+Podi+ Seasme oil+ Sugar	STRUCTURE OF BREAKFAST
	2 Breakfast Dishes+ Chutney/Curry + White Bread, Wheat Bread, Toasted Bread, Butter, Jam, Milk, Tea, Coffee, Boiled Egg(1)/Omelet	Regular Course Breakfast

Signature of the Bidder



	(1),Sprouts, Cornflakes, Raagi Jawa /Jonna ganji + onions+tomatoes+green chillies + lemon+Podi+ Seasm oil+ Sugar	
	List of Breakfast dish: Onion Dosa, Rawa Dosa, Poori-aloo, Poha-Jalebi (should be served hot), Vegetable Upma (must contain carrots,beans,onions,tomato,green peas, capsicum), Stuffed Paratha (aloo, gobhi, matar, paneer) , gobhi parantha, Chhola Bhature/Kichadi, Dhokla, Peanut butter	Any 2 items daily,
	List of Chutney/Curry: Tomato chutney (cooked) , Dhaniya chutney(garlic, green chilly, salt, dhaniya, tomato), onion chutney, mint chutney, curd, chenna masala	Choose matching item(s) based on the breakfast dish
	List of Podi: Idly Podi, Coconut Podi, Garlic Podi , Sesame oil	Choose based on the dish
LUNCH	White Rice+ Basmathi Rice+Chappati /Pulka + Dal + Curry/Gravy + Egg Dish(any 1 day)+Dry Sabzi + Rasam + Curd(unlimited)+Buttermilk (unlimited) + Juice(every day and must not contain any extra water or sugar)+ Chips/Papad/ Fryums (alterations between fried and roasted forms everyday) + Salad (Cucumber, Tomato, Carrot, Onions and Lemon)+ Pickle+ Banana+ Podi + Ghee/Sesame oil + Non-veg (any 2 days)+Paneer (1 day)+ Variety rice (any one day)	STRUCTURE OF MEAL
	White Rice, Basmathi Rice, Chappati /Pulka, Dal, Curry/Gravy, Dry sabzi, Rasam, Curd(unlimited), Papad / fryums /chips, podi + ghee/sesame oil, Banana, salad (cucumber, tomato, carrot, onions, lemon all compulsory), buttermilk (containing ginger, chilly, salt, roasted cumin powder, cilantro/dhaniya), juice	Regular Course Lunch
	List of Thick Dal : Chana dal, moong dal, arhar dal, masoor dal, mixed dal, dal makhana (should be made in punjabi style), chana dal with palak	Choose any 1 item daily
	List of Curry/Gravy : Cauliflower-potato, teasel gourd, aloo-matar, palak paneer, matar paneer, rajma, chhole, paneer butter masala, aloo palak, corn palak, soyabean badi and aloo, mushroom /gobi manchurian	Choose any 1 item daily (paneer items should be at least 1 day a week)
	List of Egg Dish: Boiled egg/omelet, tamato curry, egg burji, omelet, egg podi.	Choose any 1 for 1 day
	List of Non veg items :- Chicken 65, chicken gravy, Fish Curry, Kadai Chicken, Chicken tikka masala, Parotta+ Chicken butter masala/ pepper chicken masala Veg:- panner 65, paneer curry, mushroom curry (for vegetarian)	Choose any for 2 days
	Verity rice: Fried rice/Pulao	Choose 1 for any two days
	List of Sabzi (dry): Potato, bhindi, teasel-gourd, pointed gourd, aloo-gobhi, mixed veg, cabbage, Raw Banana, shimla-mirch	Choose any 1 item daily
	Podi: Coconut podi, Garlic podi, parupu podi, Sesame oil/Ghee	Daily.
	Juice:	Choose any 1 item



	lemon juice, water melon, mosambi, sathukudi, musk melon, pineapple	daily.
	Pickles: Mango, mixed, carrot, lemon, chilly, tomato	Choose any 1 or more items daily (based on the lunch menu)
SNACKS	Snacks+ Chutney/Sauce+ Milk+Tea+Coffee+ Special items (any two days)	STRUCTURE OF SNACKS
	Samosa (boiled potato cooked with onions, cumin, turmeric, salt, chilly, fried peanuts; filled in pastry dough and fried), Mirchi pakoda-pyaaz pakoda, pav-bhaji, cutlet , maggi, chinese noodles, aloo tikki chaat, litti chokha, sandwich, puffs, mixture(dalmot)	Choose any one item daily
	Special items: Cold coffee, chocolate milkshake, strawberry milkshake, mango milkshake (when fruit is seasonal), pasta (red sauce with cheese),	Choose any 1 item for 2 days a week (Including Sunday)
	Special Items: Horlicks-Boost-Bournvita	Choose any 1 item for 2 days a week (Including Sunday)
DINNER	Special items mentioned below + White Rice+ Basmathi Rice + Chappati / Pulka+ Dal/Gravy+ Curd(unlimited)+Butter Milk+ Salad+ Pickle+ Podi+ Seasm oilPotato chips/fryms + Fresh cut fruits+ Dessert + Non veg (1 day in a week including Sunday) + Sunday Special Meals	STRUCTURE OF DINNER
	White Rice (basmati rice), Special items, Chappati /Pulka, Dal/gravy, Curd(unlimited),Butter Milk, Desert, salad, pickle, Podi/Seasm oil,Fresh cut fruits, potato chips/fryms	Regular Course Dinner other than Sunday
	Sunday & Wednesday Special: Hyderabadi dum Chicken Biryani, Veg biryani, Paneer butter masala, Sweet (Gulab Jamun/ Ice Cream, phulka/ chappathi, cucumber-carrot-onions-cilantro-chilly raita, fried potatoes	All Sunday & Wednesdays
	List of Special Items: Egg dish (boiled egg tomato -onion-garlic-ginger curry, egg burji, omelet, egg podi) Veg Dish : Paneer Dish (variety may vary), gobi, mushroom/gobi Manchurian (for vegetarian)	Choose any 1 item for 1 day in a week.
	List of Special items: Dosa dish: Butter/Ghee dhosa, Paneer Dosa, Masala Dosa, Onion Dosa, Rawa Dosa, Egg Dosa Paneer/onion/methi/gobi paratha+ veg curry	Choose any 1 item for 2 days in a week
	List of Special items: Veg Pulav+ onion raitha, Zeera Rice, Kashmire pulao, fried rice(paneer) + Sauce, paneer briyani , chole bhature , veg fried rice, mushroom pulao + onion raitha, poori + side dish	Choose any 1 item for 3 days in a week
	List of Dal/Gravy: Cauliflower-potato, teasel gourd, aloo-matar, palak paneer, matar paneer, rajma, chhole, paneer butter masala, aloo palak, corn palak, soyabean badi and aloo, Chana dal, moong dal, arhar dal, masoor dal, mixed dal, dal makhani, chana dal with palak	Choose any 1 item daily



	List of Podi: Idly Podi, Coconut Podi, Garlic Podi , Sesame oil	Choose based on the dish
	Pickles: mango, mixed, carrot, lemon, chilly, tomato	Choose any 1 or more items daily
	Fresh cut Fruits: Orange, Mosabmi, pineapple, watermelon, banana, papaya , apple	Choose any 1 item daily
	Desert: Flavoured milk/Fruit juice:- Hot badam milk, rose milk, lassi, grape juice, pista milk, watermelon	Choose any 1 item for 2 days a week
	Desert: Icecream (standard flavours) , cups, chocobar	Choose any 1 item for 2 days a week
	Sweet Kaju Katli, Gulab Jamun, Rasgulla, peda, mysore pak, jalebi	Choose any 1 item for 2 days a week
	Egg item: Egg vechu parotta, egg dosa, omlette, egg podimass, egg curry	Any 1 item 2 days in a week

F: INDICATIVE MIXED INDIAN MENU: (Beryl Mess)

BREAKFAST	2 Breakfast dishes+ Chutney/ Curry + White bread+ Wheat Bread+ Toasted Bread + Butter+ Jam(mixed fruit jam/pineapple jam/mango jam alternated every other day)+ Milk+ Tea +Coffee + Sprouts (not boiled, soaked and sprouted overnight) +Cornflakes+ Raagi Jawa/Jonna ganji + onions + tomatoes + green chilies+ boiled egg (1) /Omelet (1)+ Sugar (White + Nattu Chakara)	STRUCTURE OF BREAKFAST
	2 Breakfast dishes, Chutney/Curry, White bread, Wheat Bread, Toasted Bread/Sandwich, Butter, Jam, Milk, Tea, Coffee, Sprouts, Cornflakes, Raagi Jawa/Jonna ganji, onions, tomatoes, green chilies, Boiled Egg (1)/Omelet (1)+ Sugar (White + Nattu Chakara)	Regular Course Breakfast
	List of Breakfast dishes: Onion Dosa, Rawa Dosa, Masala Dosa, Poori-aloo, Poha-Jalebi (should be served hot), Vegetable Upma(must contain carrots,beans,onions,tomato,green peas, capsicum), Stuffed Paratha (aloo, gobhi, matar, paneer) , Ghee Pongal with roasted nut, Chhola Bhature, Idly, Veg Kitchadi, bread omelet, puttu, idyappam,puttu and kadala curry, chamanthi, Peanut butter	Choose any 2 items daily
	List of Chutney/Curry: Tomato chutney (cooked) , Dhaniya Chutney (garlic, green chilly, salt, dhaniya, tomato), onion chutney, mint chutney, coconut chutney, Sambar, Chenna masala, coconut milk.	Choose matching item(s)based on the breakfast dish
	List of Podi: Idly Podi, Coconut Podi, Garlic Podi , Sesame oil	Choose based on the dish
LUNCH	White Rice+ Brown Rice + Chappati /Pulka+ Dal / kozhambu + Curry/Gravy + Dry sabzi/Poriya + Rasam+ Curd(unlimited) + buttermilk(unlimited) + Juice+ chips/papad / fryums (alterations between fried and roasted forms everyday) + Salad (cucumber, tomato ,carrot, onions and lemon)+pickle +Banana + podi+ oil(sesame)/Ghee + Veg	STRUCTURE OF MEAL

Signature of the Bidder



	Pulav/Fried Rice(twice a week) + Non veg (any 2 days including sunday) + Egg (any 1 day)	
	White Rice, Brown Rice, Chappati/Pulka, Gravy/curry, Dal/kulambu, Dry Sabzi/poriyal, Rasam, Curd (unlimited), Papad /fryums /chips, podi+ sesame oil/ghee, Pickle, Banana, Salad (cucumber, tomato, carrot, onions, lemon all compulsory), Buttermilk (containing ginger, chilly, salt, roasted cumin powder, cilantro/dhaniya), Juice	Regular Course Lunch
	List of Dal/Kozhambu : Chana dal, moong dal, arhar dal, dal makhani(should be made in punjabi style), chana dal with palak, mor-kulambu, Vatha-kulambu, Sambar, Kara kulambu, Vegetable kurma, thalicha kulambu	Choose any one item daily
	List of Curry/ Gravy: Cauliflower-potato, Aloo-matar, Palak paneer, Mattar paneer, Rajma, Chhole, Paneer butter masala, Aloo palak, Corn palak, Kootu (Pumpkin, Chow Chow), Spinach (Keerai),Paruppu	Choose any 1 item daily (paneer items should be at least twice a week)
	Non Veg Dish: (chicken 65, Butter chicken, chicken gravy, Egg masala, Chettinad chicken masala (plain), Fish Curry Veg: Paneer/baby corn/mushroom items (for vegetarian)	Choose any 1 item for 1 day .
	Egg dish (boiled egg tamato-onion-garlic-ginger curry, egg burji, omelet, egg podi) Veg Dish : Paneer Dish (variety may vary), gobi, mushroom/gobi Manchurian (for vegetarian)	Choose any 1 item for 1 day in a week.
	Sunday & Wednesday Special Items: Chicken Briyani, Hyderabad biriyani (for non veg) Veg briyani + Paneer/Mushroom/baby corn) (for vegetarian) + Sweet (Ice cream/ Gulab Jaumn)	All Sunday & Wednesdays
	List of Dry sabzi/ Poriyal: Carrot, Beetroot, potato, lady's finger, raw banana, brinjal, cabbage, lettuce, avaraikai, cauliflower	Choose any one 1 item daily
	Veg Pulav/Fried Rice	Choose any 1 item for 2 days in a week
	Juice: Lemon juice, water melon, mosambi, sathukudi, musk melon, pineapple	Choose any 1 item daily
	Pickles: Mango, mixed, carrot, lemon, chilly, tomato	Choose any 1 or more items per day (based on the lunch menu)
SNACKS	Snacks+ Chutney / Sauce + Milk+ Tea+ Coffee+ Special items (any two days)+ Sugar (white + Nattu Chakara)	STRUCTURE OF SNACKS
	Snacks: Samosa (boiled potato cooked with onions, cumin, turmeric, salt, chilly, fried peanuts; filled in pastry dough and fried), Mirchi pakoda-pyaaz pakoda, pav-bhaji, cutlet, maggi, Bread Bajji, vada, Sundal, Potato baji, Vazhaka baji, bonda, punugulu	Choose any 1 item daily.



	Special Items: Cold coffee, ice tea, chocolate milkshake, strawberry milkshake, Butterscotch milkshake, mango milkshake (when fruit is seasonal) cheese sandwich, pasta (red sauce with cheese)	For 2 days a week (Including Sunday)
	Special Items: Horlicks-Boost-Bournvita	Choose any 1 item for 2 days a week (Including Sunday)
DINNER	Special items mentioned below + White Rice+ Brown Rice + Chappati /Pulka+ Dal/Gravy + Curd(unlimited)+Butter Milk (unlimited) + Salad + Pickle+ podi+ Oil(sesame)+ Appalam/fryms/potato chips + Dessert + Fresh fruits/ Fresh cut fruits+ Non Veg+ Special Dinner+Egg Dish (one day)	STRUCTURE OF DINNER
	Special item+ White Rice, Chappati /Pulka, Gravy/Dal, Curd (unlimited)+Butter Milk (unlimited), Salad, Pickle, Podi, Sesame oil, Appalam/fryms/potato chips, Dessert, Fresh fruits/fresh cut fruits,	Regular Course Dinner
	List of Gravy/Dal: Cauliflower-potato, rajma, paneer butter masala, Green peas curry, channa masala, vegetable kurma, mixed dal, dal makhani, chana dal, meal meaker masala, Vegetable cofta,	Choose any 1 item daily.
	Special Dinner: Masala Pulav with kadhi/boondi raita(all in maharastrian style), Paneer butter masala, Sweet (Gulab Jamun), Phulka/ chappathi, Dry Mixed veg sabzi, fried potatoes.	Choose for any 1 day in a week
	Non Veg Dish: (chicken 65, Butter chicken, chicken gravy, Egg masala, Chettinad chicken masala (plain), Fish Curry+Kappa Veg: Panneer/baby corn/mushroom/gobi items (for vegetarian)	Choose any 1 item for 1 day .
	Egg dish (boiled egg tomato-onion-garlic-ginger curry, egg burji, omelet, egg podi) Veg: Panneer/baby corn/mushroom/gobi items (for vegetarian)	Choose any 1 item for 1 day in a week.
	Special items: Dosa Dishes: Butter/Ghee Dosa, Paneer Dosa, Masala Dosa, Onion Dosa, Rawa Dosa,	Choose any 1 item for any 2 days a week
	Special items: Panneer/onion/methi/gobi paratha+Veg curry	Choose any 1 item for 1 day in a week
	Special items: Idly + Sambar + Chutney, Iddiyapam+ paya+coconut milk, Veg Pulav+ onion raitha, fried rice(paneer) + Sauce, paneer briyani , chole bhature , gobi 65 +veg fried rice, Aapam+coconut milk+ veg khurma , mushroom pulao + onion raitha, poori + side dish.	Choose any 1 item for any 3 days in a week
	List of Podi: Idly Podi, Coconut Podi, Garlic Podi , Sesame oil	Choose based on the dish
	Pickles: Mango, mixed, carrot, lemon, chilly, tomato	Choose any 1 or more items daily.
	Fresh Fruits/ Fresh cut fruits: Orange, Mosami, pineapple, watermelon, banana, papaya , apple	Choose any 1 item daily
	Desest: Icecream (standard flavours)	For any 1 days a week



	Desert: Flavoured Milk/fruit juice: badam milk, rose milk, pista milk,	For any 2 days a week
	Desert: Sweet Kaju Katli, Gulab Jamun, Rasmalai, Rasgulla, halwa, ladu, jangerry	For any 3 days a week
	Egg item: Egg vechu parotta, egg dosa, omlette, egg podimass, egg curry	Any 1 item 2 days in a week

Note:

During breakfast & snacks white sugar & Nattu chakara must be provided every day

Ghee Should be provided everyday in a week for Lunch

TCM+ Cornflakes should be provided everyday during breakfast

Juice (must not contain any extra water or sugar)

	Breakfast	Lunch	Dinner
Extras at agreed price (to be made available every day)	<i>Omlet [Full/Half Fried], Boiled Egg, Horlicks-Boost-Bournvita Sachets, Sprouts, soy bean based dish Cornflakes/Oatmeals+Milk(of glass 200 ml), Banana+Sandwich</i>	Omlet [Full/Half Fried]/Scrambled Egg, Boiled Egg, Kerala Rice, Lime Juice (Except Saturday Lunch), Cup Ice-cream,] Fish Fry/Fish Gravy, 1 Chicken fry item, 1 Chicken curry, 1 vegetable dry/gravy+ Mutton gravy, Mutton suka	Omlet [Full/Half Fried]/Scrambled Egg, Boiled Egg, Kerala Rice. Lime Juice, Cup Ice-cream Fish Fry/Fish Gravy, 1 Chicken fry item, 1 Chicken curry, 1 vegetable dry/gravy+Fresh Cut fruit salad ie., Mix fruit



ANNEXURE -IV: Select Branded Food Items to be used

Name of the ingredient	Brands Permitted to be used for Cooking
1. RICE	Par boiled rice – Tamil Nadu Ponni Kerala - Palakkadan Matta Double Horse or Pavizham
2. ATTA/ WHEAT	Aashirvad/ Pillsbury/ Annapurna/ Patanjali
3. MAIDA	Rockfort/ Naga
4. SALT	Tata / Anna Purna/ Nature Fresh/ Kristal for all purposes
5. BUTTER	Amul/ Aavin
6. JAM	Kissan Jam/Tops
7. OIL	Sundrop, Nature Fresh, Godrej, Saffola, Gold winner, Mr.Gold, Rice bran oil, Kera Fed Coconut Oil, Fortune
8. ICE CREAM	Arun/Amul/ Kwality walls (in different flavours) (only scoops)
9. MILK	Aavin milk alone should be used for all purposes (higher fat content)
10. TEA	Brook Bond, Lipton, Tata, Chakra Gold, Parry Agro
11. COFFEE	Nescafe/ Bru/ Green label
12. KETCHUP	Maggi/ Kissan / Del Monte
13. GHEE	Aavin
14. PICKLE	Mothers /Ruchi/ Sakthi/ Aachi/Eastern
15. BREAD	Any Standard Brand
16. CHIPS	Potato
17. DAL	Tata/ Udayam / ITC
18. PAPAD	Large size
19. CHICKEN	Suguna, Vendrop, Godrej (any good quality of chicken)
20. CURD	Aavin Milk (3% Fat undiluted milk)
21. MASALA	Aachi/ Shakthi/ Tata/ ITC
22. Sauce	Kissan/ Heinz / Maggi / Del Monte

(This annexure should be attached with Technical Bid with signature and seal of the bidder)



ANNEXURE –V:

Model Feedback Form to be collected from Student Diners for Performance Evaluation of Caterers

a) As per Section H Serial Number 26, monthly bill amount will be disbursed based on monthly Performance Review by Students based on following besides Penalties by HAC/Mess Squad.

S. No.	Questionnaire	(Each Criteria shall have a Maximum of 05 Marks)
1.	Quality of Raw Materials, Vegetables etc.	
2.	Quality & Quantity (I of Food Served)	
3.	Cleanliness and Hygiene	
4.	Catering Service	
5.	Punctuality	
Total		
Average for S. No 1 to 5		

Scale: 5-Very Good; 4-Good; 3-Average; 2-Bad; 1-Very Bad. **Maximum Marks** (for all above): **25 Average Feedback = Total by Feedback giving Students/No of Students**

Based on the Average obtained in Students Feedback as above, following deductions shall be done in the 25% of the monthly bill amount to be settled to the Caterers.

S. No.	Average	Percentage of Deductions from the 25% of the monthly bill amount
1.	20 – 25	Nil
2.	Less than 20	Minimum Required Mark of 20 MINUS Actual Marks Scored X 3 will be the Recovery Percentage
Example: If the 25% Bill value is Rs.8,00,000/- and the actual marks scored is 19.20 the recovery will be: $20 - 19.20 = 0.80 \times 3 = 2.40$ Penalty will be 2.40% on Rs.8,00,000 which will be Rs.19,200/-		

- The calculation is based on the weighted Average of Mess Committee (20%) and assessment of 20 randomly chosen diners of the respective mess (80%)
- These two scoring process are carried independently preferably between 25th and 30th of the respective month or as may be decided by the Licensor.

I / We agree to the above terms and conditions.

Place:

Signature of the bidder with Name and seal

Date:

Name

Designation

Seal

Signature of the Bidder



ANNEXURE VI

General Format for Performance certification to be obtained from Clients in respect of Ongoing Contracts:

Name of the client Organization:

Address:

Name and Designation of the Official furnishing this certification:

Contact Number and Mail ID of the official furnishing this certification:

Period of the Contract and Number of dinners:

Daily Rate (Per Diner Per day rate):

Is the menu provided Vegetarian or Non-Vegetarian:

Please tick numerical – five marks being the maximum

S No	Description	1	2	3	4	5	Remarks/ Justification
1.	Is the service of the catering contractor prompt/ punctual and as required by the Administration?						
2.	Are the kitchen workers skillful and well-mannered to the students/ diners?						
3.	Is Compliance to Statutory obligations such as PF, ESI remittance by catering contract, prompt?						
4.	Was there any removal(s) form work of kitchen / mess staff on the ground of indiscipline, negligence, criminal charges, mishap etc.,						
5.	Quality of food served						
6.	Quantity of food served						
7.	Any record of accidents/ mishap						
8.	Health, hygiene and proper cleanliness and any service disruption						
9.	Any complaints from students / dinners regarding poor service						
10.	Whether the staff / Manager is proficient in their respective work						
	Total Marks Scored by the caterer						

Do you recommend this Caterer to our Institution: Yes/ No

Signature:

Name:

Designation:

Seal of the organization:

Signature of the Bidder



ANNEXURE - VII

CONTRACT AGREEMENT

THIS DEED OF AGREEMENT is made on the day of _____ between the Chief Warden, Hostel Administration Committee, National Institute of Technology-Trichy Hostels, Tiruchirapalli – 620 015, hereinafter referred to as the “**LICENSOR**” which expression shall wherever the context so admits or permits, mean and include its executors, administrators, successors-in-interest and assigns, as ONE PART and (name & address), aged about _____ years hereinafter referred to as the “**CATERER**”, which expression shall wherever the context so admits or permits, mean and include their heirs, executors, administrators, legal representative and assigns, as OTHER PART.

Whereas the Licensor acts as a facilitator to provide various facilities to the students (300–700) dining in “NITTH Messes” with various Indian/Continental Menu (North/South Indian/Veg/Non Veg/ Andhra/ Kerala Menu etc) And, Whereas the Licensor invited tender on _____ for outsourcing of catering facilities, at the messes, whereas the Caterer had submitted their tenders on _____. The Tender evaluation committee of the Licensor had finalized tender and held discussions with the Caterer subsequently. Whereas the Licensor scrutinized their quotation and negotiated on various terms and conditions and appointed the Caterer to provide catering services for a period of one year from _____ to _____ extendable to second & third year based on the performance. The terms and conditions mentioned hereinafter, it is hereby confirmed as having been agreed to between the respective parties as under:

1. The Caterer shall prepare the food at Mess and serve in the Students Dining Halls of NITTH Messes.
2. The scope of services to be provided by the Caterer shall be as under;
 - a) Procurement of Gas and Gas Connection, fresh groceries, raw materials, vegetables and other ingredients etc. for running the Mess by Catering Contractor’s own expenses and arrangements.
 - b) Cooking and Serving the Breakfast, Lunch, Evening snacks and Dinner.
 - c) Deployment, Supervision & Maintenance including health check-ups of required number of Personnel like Cooks, Servers, Cleaners, Store keeper, Supervisors etc. for running the Mess. Medical fitness certificate of workers obtained prior to three months must be kept open for inspection at any time. The contractor should abide by the pandemic guidelines / regulations issued by the State / Central Government from time to time.
 - d) Management of Stocks & Inventories.
 - e) Cleaning including Mopping/Washing Kitchen, Dining halls, entrance and walkways adjacent to dining hall, Wash basin, Bathroom, Handwash, and Auxiliary areas thrice a day.
 - f) Cleaning of Plates/Utensils with dish washer thrice a day.
 - g) Cleaning of Kitchen Drains etc. twice weekly.
 - h) Cleaning of Dining Tables & Chairs after each meal.
 - i) Maintenance of Equipments in the Mess including Kitchen, Dining hall etc. Proper use of equipment is the responsibility / liability of the Bidder.
 - j) Proper Collection & Storage of food & vegetable Wastes till disposal to designated places like composite garbage etc including converted by the machine, as solid cake etc.

Signature of the Bidder



- k) Maintenance including safety & security of all items/staff deployed by Caterer in the Mess including kitchen & dining hall.
 - l) Maintaining proper Hygiene and Pest control in the Mess and also in all kitchens.
 - m) Maintenance of Records & Documents related to running of the mess and statutory compliances as per the prevailing labour laws and other statutory compliances.
 - n) Maintaining clean mess premises (Inside & Outside) and removal of kitchen wastes and garbage.
 - o) Any other activities as may be considered necessary by the HAC/NITTH.
 - p) Special Vegetarian/Non-vegetarian Items are to be made available as Mess Extras at rates mentioned in **Annx– II. (Refer tender document).**
 - q) All other services as mentioned in Section B of the tender.
3. That the Licensor shall provide to Messes, **Kitchen Equipment's, Vessels & Furniture/Electrical fittings**, water Pipes & Taps etc. Where the Caterer is in need of additional things over & above said Annexure of this agreement, the Caterer shall buy them at his cost. It is the responsibility of the Caterer to keep said things supplied by the Licensor in good condition throughout the currency of the agreement by carrying out the repairs & maintenance, if required, at the risk and costs of the Caterer. Things supplied by the Licensor shall have to be returned in good condition, subject to the allowable wear & tear, to the Licensor at the time of closure/termination of this agreement. Any shortage or damage/breakage or loss/ theft to said things, shall have to be set right/replenished by the Caterer.
4. The caterer shall be required to furnish an interest free Security Deposit of **INR 25,00,000 (Rupees Twenty-five lakhs only)** as detailed in **Section F** of the Tender document. Caterer failing to honour any of their commitments under the agreement or in respect of any amount due from Caterer to the Institute-appropriate amount will be deducted from the security deposit. The guarantee amount shall be payable without demand to the Institute and without any condition whatsoever. **Said security deposit** which shall be refunded after the expiry of agreement or termination of contract and after adjusting applicable deductions, if any.
5. That the Caterer shall give utmost attention to provide wholesome quality dishes and render Good/acceptable services, besides maintaining punctuality and hygiene in services, which is of paramount importance. Caterer shall ensure quality/hygiene food and provide satisfactory/acceptable services without giving any room for complaint from diners.
6. That the Caterer shall provide **catering services as per the Menu and at the Timings as in Section-H or advised by the Licensor** from time to time which is at the sole discretion of the Licensor.
- a. That the Caterer shall prepare food items in a hygienic atmosphere. Qualified & trained staff shall be available to supervise cooking, serving, dish washing and general housekeeping. The Licensor reserves the right of inspection relating to quality and service at any given point of time who shall also be sole judge about the dining services. The Licensor also reserves the right to **appoint a Committee/Squad** comprising of Students, Officers, Faculty, Wardens & Staff. Wardens and Faculty to inspect the quality of materials used for cooking, quality of food prepared and served, the cleanliness of mess and its surroundings. In the event of the quality of food served being poor or not adhering to contractual conditions, the committee shall be free to



impose penalty as deemed fit on the Caterer and as per penalty clause detailed in **Penalty Section H (31)**. Such penalty shall be adjusted against the 25% payments due to the Caterer. Licensor reserves the right to send the food samples to the Govt. approved food testing laboratories for conducting Microbiological tests.

- b. That the Mess Caterer shall provide catering services as per the basic daily menu (Breakfast, Lunch, evening snacks, tea/coffee and Dinner) to be served by the caterer as per **Annexure-III (Refer Tender document)**. The Licensor reserves the right to modify the menu and revise the same at its discretion in consultation with the Caterer to suit the availability of seasonal vegetables and their market supply. That the Licensor reserves the right to **direct the caterer to switch over from one menu** to other menu or one catering premises to other catering premises without assigning any reason during currency of the contract.
 - c. That the Caterer shall be responsible for the arrangements of **gas refills at his costs/liability**.
7. The Licensor shall provide electricity and water which should be used judiciously. In case of unavoidable disruption in water supplies such as pipe line breakage and problems related to pumping of water in pumping station etc., the Caterer has to make his/her own arrangements at his/her cost for availability of water. That the Caterer shall pay a nominal license fee of Rs._____ + GST per month per mess for the premises. Electricity charges for kitchen, store room, rest room, dining area and the wash area shall be paid by the Caterer as per meter readings at TNEB commercial tariff. Water charges shall be paid as per water meter readings.
 8. The Caterer shall engage sufficient number of competent & experienced Employees (i.e. Mess Managers knowing English/Hindi, Supervisors, Cooks knowing multi-cuisine, Servers, Cleaners, Helpers etc.) for running the Dining Hall services. Manager and Mess supervisor must be available in the mess running time. Expenses on account of payment of Salary/ Wages/ Food/ Uniform / Personal Protective Equipment and other benefits including statutory payments like PF, ESI/ Group Insurance coverage, Holiday wages, Gratuity, Bonus, etc., to the employees engaged by the Caterer shall be borne by the Caterer himself and not by HAC. The Caterer shall have full control over his employees including the right to appoint, determine service conditions, discharge, dismiss, or otherwise terminate their services at any time.
 9. The Caterer shall be solely responsible for any claim arising out of employment or termination of employment of his employees and for statutory payments. It is agreed that there is no employer-employee relationship between the Licensor and the Caterers' employees in anyway, whatsoever and the Caterer has to carry out their business as an independent Caterer. M/s _____ shall be an independent entity and not employee of the Licensor. The employees employed by M/s _____ shall be solely responsible for the acts of commission or omission of its employees.
 10. It is the Caterers' sole responsibility to comply with various statutory and non- statutory obligations such as Labour License (under Contract Labour Regulation and Abolition Act, 1970 and Prohibition of Child Labour Act 1996) and shall produce the same for verification and record within a fortnight from the date of signing this contract failing which the contract is liable to be terminated. The other statutory obligations arising from Prevention of Food Adulteration Act, Public Health Act, Payment of Minimum Wages Act, Workman Compensation Act, Employees Provident Fund Act, Employees



State Insurance Corporation Act, Services Tax Act, Payment of Bonus Act, Tamil Nadu Industrial Establishment, (National Festival Holidays) Act 1958 and the Rules framed thereunder or any other Laws and Rules as may be applicable from time to time etc., have to be fully complied with and furnish proof for such compliance to the Licensor every month or at such intervals as may be called upon by the Licensor. The compliance with the stated statutory obligations falls within the scope of the Caterer. The meeting of all statutory and non-statutory benefits/obligations shall be the scope of the Caterer and the Licensor is indemnified from any action being brought against the Licensor for non-compliance by the Caterer. The caterer should submit Mess employees PF and other statutory payment copies along with next month mess bill.

11. Staff strength in each category of Mess workers viz. Mess Manager, Supervisors, Cooks, Asst. Cooks, Servers, Helpers, Cleaners etc. deployed by the caterer should be optimum and finalized in consultation with NITTH/HAC (Section-H); HAC reserves right to order additional staff if services are found inadequate. For additional strength of students in any dining hall, minimum staff has to be increased proportionately. Mobile phone numbers of Manager & Supervisors should be displayed in dining hall. Copy of said list also should also be furnished to the Licensor.
 - a. The employees of the **Caterer cannot reside in the place of work** except to the extent necessary for their duty in respect of the functioning of the dining facility. Necessary permission in writing should be obtained by the Caterer for overnight stay of its employees in the mess.
12. That the caterer shall issue uniforms for all the staff employed by him and shall provide an identification badge embossing name of such staff. The cost of providing uniforms dress and laundry charges for the same shall be within the responsibility and scope of work of the Caterer.
 - a. The Caterer shall employ such personnel who are **medically fit** and above the age of 18 only. The licensor has the right to direct the Caterer to remove from the premises such of his personnel who may be physically, hygienically, clinically or medically found to be unfit. The Caterer should ensure that the employees are free from communicable diseases. **Medical certificates** to this effect should be available for inspection by the authorities. If any mess workers are found medically unfit, he/she may not be given permission to continue his/her duties and mess contractor has to replace him/her immediately without fail. Medically unfit workers shall not be engaged by the caterer. The Licensor will not be liable for any medical attention, injury / loss of life of the persons engaged by the Caterer in the preparation, transportation of the food items. The Caterer shall be responsible for providing at his own expense for all precautions to prevent such loss or damage. A suitable insurance coverage for the staff of caterer shall be arranged by the Caterer at their cost towards compensation of any loss to their workmen as per legal provisions.
 - b. The Caterer is required to maintain **details of all his/her employees**. The name of the employee/mess worker, age, designation, nature of work performed and their photographs shall be submitted to the Licensor in the prescribed format. In Girls Mess (Opal), **no male workers** should be employed for serving purpose. The caterer shall not employ any mess worker whose track record is not good. He should not have involved in any crime / offence / **police case**/previous history of misbehaving with the diners. Storage/consumption of any alcoholic drink/liquor by the worker is strictly prohibited. Smoking/consuming tobacco etc., are also prohibited in hostel/mess premises.



- c. The Caterer shall be responsible for the **proper conduct and behavior of the employees** engaged. The Caterer along with his/her workers has to behave politely with the diners. If it is found that any worker has misbehaved with any of the diners/hostel staff, he/she has to take remedial action as suggested by the licensor. The Caterer shall not employ any mess worker whose track record is not good. He should not have involved in any crime / offence / police case / previous history of misbehaving with the diners.
- d. The Caterer's employees shall maintain good discipline and relationship within the Licensor's campus. In the event of any complaint or commission of an act of misconduct by the employees of the Caterer, the Caterer shall take prompt action, including removing the said employee from the dining facility. The Caterer shall deal with all disputes relating to their employees without involving the Licensor. Any act by the Caterer or its employees bringing disrepute to the Licensor shall warrant for automatic cancellation of the contract. The decision of the Licensor in this regard is final and binding on the Caterer.
- e. That any employee deployed by the Caterer in the premises becomes liable for **suspension or dismissal** by the Licensor due to his actions, disobedience or misconduct, the caterer shall accept the decision of the Licensor as final and shall abide by such decision. In such an event, the Licensor shall not in any way be liable for any claim made by the concerned employee of the caterer for wages or damages and the caterer shall keep the Licensor's authorities indemnified.
- f. Liability / responsibility in case of any accident causing injury / death to mess worker/s or any of his staff shall solely belong to the Caterer. The Licensor shall not be responsible by any means in such cases. The Caterer shall be responsible for providing, at his own expense, for all precautions to prevent loss or damage from any and all risks and to minimize the amount of any such loss or damage and for the necessary steps to be taken for the said purpose.
13. That the Caterer shall be responsible **for housekeeping, cleanliness and hygienic maintenance** of the dining hall, including serving with gloves, washing and cleaning of kitchen area on daily basis. The Caterer is also responsible for proper disposal of all waste without bringing any environmental hazards. The Caterer is responsible for maintaining the cleanliness of the surrounding of the fencing area around the mess. The mess utensils are to be cleaned with warm water, detergent powder/soap of approved quality after every meal otherwise penalty clause will apply.
14. That the Caterer shall be responsible in case of **incidences of food poisoning** and shall bear the complete expenditure arise out of any medical treatment of the hostel inmates. In addition, penalty may be imposed on the caterer as decided by the HAC / NITT for such incidences. Since the services include food and eatable, the provisions of Prevention of Food Adulteration Act, 1954 are binding on the Caterer.
15. During vacation, messes will remain closed. However, if there are students staying back, the Caterer shall provide service to students staying in the hostel. The Licensor will give prior information on the actual strength during vacation. A vacation mess shall be provided by the Caterer. However, the right to award the contract for the vacation mess lies with the Licensor who shall decide the Caterer for the vacation period.



16. Mess reduction for absence :While calculating Monthly Bill amount, in respect of student diners who stay away for any day on official assignment of Institute as per hostel rules, full mess reduction will be allowed . However for those staying away for more than three days on some personal ground (as approved by the warden), N-3 formula shall be applied for Mess Reduction, where N is the number of days absent by student diner.
17. The Caterer shall provide food as per the recommendations of the medical officer to the Sick Students during his / her sickness period and no extra charge will be paid for the same. Subject to the prescription of the medical officer sick students shall be provided with kanji/bread/milk as per requirement.
18. 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 meals.** All perishable items like milk, bread, vegetables, chicken etc. have to be procured on daily basis. Not following Licensor's suggestions/instruction in such matters shall be considered as violation of terms and conditions of agreement and shall invite penalty for the same. The Caterer shall use only branded and best quality raw materials for preparing the food. List of Brands or products given by the Licensor in **Annexure IV (Refer tender document)** have to be strictly followed. Vegetables used should be fresh and of good quality. Rice of good quality, well cleaned, de-stoned should be used. Standard brand Toor/ Urad Daal / Pulses/ Grams/ Spices are only to be used for cooking. The caterer should procure the required provisions from standard shops. **Milk should be of Aavin brand.** Rice should be cooked properly. Chapatti should be baked properly and it should be soft. For preparation of curry (i.e., Sabji) each day, the vegetables must be changed. Potatoes mixed with vegetables should not exceed 20%. Fruit served should be of good quality.
19. The Caterer or the manager representing on his behalf is required to remain present in the mess when the food is served.
20. The committee consisting of students, faculty, Officers & staff will check all materials brought to the mess, cooking, serving, Cleaning & waste disposals. In the event of the quality of food served being poor or not adhering to contractual conditions, the Licensor will be free to impose penalty as deemed fit on the Caterer and as per penalty clause.
 - a. The daily rate for the Common Menu from_____to_____will be INR___ inclusive of all taxes for the Messes. Rate shall be that of actual dined items by Diners. The rate finalized and agreed upon by the caterer shall remain unchanged for the agreement period. Monthly payment to the caterer will be made by the HAC after submission of actual mess bill with statements, taxes paid for the said period, proof towards payment of all statutory obligations like Wages, ESI and EPF etc to the employees through the Bank. That the caterer shall be paid with an **all-inclusive daily rate of Rs. _____INR (Rupees _____) per day per student in respect of all Mess Diners and Maximum Monthly Payable amount** for Food Courts Diners (**Annexure II a& b**). The rate at which the caterer is paid is for the basic menu & extra items are as given in **Annexure III (A to F of Tender document)**. The daily rate includes fuel cost, procurement cost of rice/ provisions/ vegetables/ milk and all other ingredients of good quality. Further the rate shall be



inclusive of loading and unloading, transportation, storage at dining hall premises, all statutory duties, levies, and taxes including Service Tax/GST for which no additional cost is payable or reimbursable by the Licensor. The Caterer shall also furnish a certificate in every Mess bill to the effect of stating that amount claimed is inclusive of GST, levies etc and dispute, if any arises on that , will be settled amicably between the Caterer and the GST/Authorities concerned without involving the Licensor as a party to the dispute. During the currency of the contract if there are any revision in any of the statutory levies then it is the responsibility of the Caterer to adhere to the new regulations without approaching the Licensor for revision of rates. Further, rates for basic menu & extra items for Mess shall remain firm for this contract period of One year. No escalation of price whatsoever would be allowed during the pendency of the contract. The guests and visitors shall be charged at mutually agreed rate.

- a. Caterers shall submit Mess bill in the form of Tax Invoice containing details of GST Registration number of the Caterer and NITT (33AAATN5491Q1ZZ) along with HSN/SAC code every month on or before 07th of subsequent month. After deducting the amounts towards TDS etc., (after ensuring the prompt payments of license fee, EB & Water charges NITT EMD by the caterer) 75% bill amount will be paid within fifteen days from date of receipt of monthly mess bill. The remaining 25% of the monthly bill amount will be paid based on the evaluation (**Annexure V**) by the student dinners and Hostel Administration Committee. The Hostel Administration will not provide any advance for any reason whatsoever. In the event of delay of payment due to any query, objection or dispute with regard to any bill or a part thereof, the caterer shall not be entitled to any interest.
- b. The Caterer shall submit the mess **bill every month on or before 7th** of subsequent month. Upon the submission of the said bill, 75% of the net amount i.e., after deducting the amount towards rent, electricity, water charges and TDS etc., will be paid within fifteen days from the date of receipt of the mess bill. The remaining 25% of the monthly bill amount will be paid based on the evaluation (**Annexure V**) by the student dinners and Hostel Administration Committee. The Hostel Administration will not provide any advance for any reason whatsoever. In the event of delay of payment due to any query, objection or dispute with regard to any bill or a part thereof, the caterer shall not be entitled to any interest.
- c. The Licensor reserves the right to carry out **Post-Payment Audit of final bills** including all supporting vouchers, abstracts etc. and enforce recovery of any sum becoming due as a result thereof. However, no such recovery shall be enforced after five years of passing of the final bill.
- d. It is the prerogative of the Licensor to **allow students to change mess at month end for subsequent month the beginning of every month** based on student's option which may be exercised either by online or manual procedure. Initially 300-700 students are proposed to be allotted to every caterer. Minimum strength of 300 and maximum of 700 will be maintained by each caterer and maximum strength can be increased if caterers performance is found to be satisfactory as assessed by students feedback. Thus switch over of students from one caterer to another caterer of their choice, every month is to be implemented. If any caterer is left with the minimum strength 300 students consecutively for three months (200No only for Pure Vegetarian Mess/Girls Beryl Mess), their contract will be terminated automatically and his strength will be re-allotted to the another caterer who performs satisfactorily.



21. **PENALTY CLAUSE:**

Failure to supply food in terms of quality, quantity and as per the menu indicated in **Annexure IIb & III** will attract penalty. For not adhering to contractual term & conditions, the HAC/NITTH shall be free to impose penalty as deemed fit on the caterer. Penalty imposed shall be adjusted against payment due to the caterer. **PENALTIES are specified in Section-H (31).**

22. It will be the sole responsibility of the Caterer alone to execute the entire contract on his own. The Caterer shall not assign / transfer the contract to any other person or persons and shall not sublet/ assign any of the services to the other parties.

23. **No amendment of any portion of this agreement** shall be valid or binding upon the parties thereto unless the same is approved in writing by the authorized representative of each of the parties.

24. The Licensor reserves the right to review and modify the terms and conditions based on necessity with the consent of the Caterer.

25. **Period of the Contract:** The selected contractors shall provide catering service for a period of one year as per terms & conditions in **Section-H**. The contract may be extended for second and third year not exceeding three years subject to the satisfactory performance, on the existing or mutually agreed terms & conditions.

26. **Termination of Contract:** Notwithstanding anything contained in the terms and conditions, the HAC/ NITTH shall be at liberty to **terminate the contract** by giving 30 days clear notice ending with the expiry of that month of contract without assigning any reason whatsoever. However, the caterer may terminate his/her contract by giving 60 days clear notice ending with the expiry of the month of contract. In this case he/she will be debarred for participating in further mess tender process of NITT Hostels for 3 years. Subsequent to his/her termination notice 50% of the one month rent will be charged / deducted from the caterer and penalty of Minimum of Rs.20,000/- and maximum of Rs.1 lakh (including the cost of re-tendering) will be levied from his/her security deposit.

That if the caterer fails to operate the contract or comply with any of the contractual obligations, HAC/ NITTH reserve the right to get the same done by another agency at the caterer's cost and risk apart from recovery of a penalty.

27. **Damage, loss and injury to Students/ Property:** The Caterer shall at his own expense reinstate and make good to the satisfaction of the Licensor for any injury, loss or damage occurred to any property of the Institution, Students, Staff/ Employees/ Workers of the Institution, the injury loss or damage arising out of or in any way in connection with the execution or purported execution under the contract.

28. The Caterer shall at his own expense reinstate and make good to the satisfaction of the Licensor for any injury, **loss or damage occurred to any property of the Institution, Students, Staff/ Employees/ Workers of the Institution**, the injury loss or damage arising out of or in any way in connection with the execution or purported execution under the contract.



29. In case the Licensor be held liable for any loss, damage or compensation to third parties arising by the Caterer, such loss, damage or compensation shall be paid by the Caterer to the Licensor together with the costs incurred by the Licensor on any legal proceedings pertaining thereto otherwise, NITTH/HAC will be entitled to recover such damage/loss out of the outstanding bills or from the Performance Security Deposit of the agency.
30. The Contractors shall **maintain all registers and records** in the proper manner and as required by the regulations of the various authorities concerned and indemnify the Licensor from the consequences due to any inaccurate or faulty documentation on the part of the Caterer.
31. The contractor shall maintain **a suggestion book** for recording of suggestions for improvement by the student. Such suggestions as have the approval of the committee should be forthwith acted upon. The suggestion book should be kept open for inspection of the Committee members, students, wardens etc.
- All Necessary personal safety equipments as considered adequate shall be made available by the caterer for use by personnel employed on the site and maintained in a condition suitable for immediate use. The caterer shall take adequate steps to ensure proper use of equipment by those concerned. Special emphasis will be laid on **fire safety norms** and proper operation of electrical gadgets/ instruments and fire-fighting equipment etc. placed at the disposal of the hostel mess. The caterer shall take appropriate safety measures against outbreak of fire and will be held responsible in case of such an incident occurred. Liability/responsibility in case of any fire accident or any other accident causing injury/death to mess workers / inmates or any of his staff shall be of the caterer. The HAC or NITTH shall not be responsible in any means in such cases.
 - The Caterer shall not undertake **any alteration/addition in the premises** under any circumstances. The Caterer must take prior permission from the Licensor before making any modifications to the facilities existing on the date of handing over in the dining halls and kitchen or any place at the Licensor's campus.
 - That it is agreed between the parties that no interest whatsoever in premises has been assigned by the HAC/NITTH to the contractor and the **possession of the premises will always that of the HAC/NITTH**, even when the premises are in use or occupation of the caterer.
 - HAC/NITTH reserves the right to review, modify, alter, add and delete any of the terms and conditions of the contract.
32. **Force Majeure Clause**: In the event of *force majeure*, either party to the agreement will be absolved of its responsibilities under this agreement subject to the condition that prevalence of such force majeure condition shall be brought to the notice of the other party within 24 hours of occurrence. Where the force majeure eventuality continues to prevail for a period of more than one week from the date of occurrence, the parties will consult each other and come to a decision about the continuation of the agreement.
33. **Jurisdiction**: In the event of the disputes, differences, claims and question arising between the parties hereto arising of this contract or anyway relating to any terms, conditions or provisions herein mentioned or validity, interpretation, thereof or otherwise in relation hereto, all such dispute claims



or question shall be referred to SOLE ARBITRATOR appointed by the Licensor. Such arbitration shall be held in accordance with the provision of Arbitration and Conciliation Act 1996, or re-enactment thereof for the time being in force and arbitration proceedings shall be held at Tiruchirappalli. All legal disputes shall be subject to the jurisdiction of courts at Tiruchirappalli.

34. **Signing of contract**: Each contract document shall be signed by the Caterer with his usual signature. Contracts by a company shall be signed with name of the Company by a person authorized in this behalf and a power of attorney or other satisfactory proof showing that persons signing the contract documents on behalf of the company is duly authorized to do so, shall accompany the contract.

Apart from the above, all the terms and conditions detailed in the tender and the tender shall be deemed to the part of this contract agreement.

SIGNATURE OF LICENSOR

Seal:

Date:

Witness with Signature & Address

1.

2.

SIGNATURE OF CATERER

Seal:

Date:

Witness with Signature & Address

1.

2.



ANNEXURE FORMING PART OF THE AGREEMENT/CONTRACT:
TENDER, INTEGRITY PACT & AGREEMENT

ANNEXURE - VIII

Integrity Pact

To:

The Chief Warden,
Hostel Administration Committee (HAC),
National Institute of Technology- Tiruchirappalli Hostels (NITTH),
Thanjavur Main Road,
Trichy – 620 015.

Sub: Submission of Bid for the Work of “Catering Services” at NITTH.

Dear Sir,

I/We acknowledge that HAC/NITTH, Tiruchirappalli is committed to follow the principles thereof as enumerated in the Integrity Agreement enclosed with the tender/bid document.

I/We agree that Notice Inviting Tender (HAC/NITTH) is an invitation to offer made on the condition that I/We will sign the enclosed Integrity Agreement, which is an integral part of tender documents, failing which, I/We will stand disqualified from the tendering process.

I/We acknowledge that THE MAKING OF THE BID SHALL BE REGARDED AS AN UNCONDITIONAL AND ABSOLUTE ACCEPTANCE of this condition of the HAC/NITTH. I/We confirm acceptance and compliance with the Integrity Agreement in letter and spirit and further agree that execution of the said Integrity Agreement shall be separate and distinct from the main contract, which will come into existence when tender/bid is finally accepted by HAC/NITTH, Tiruchirappalli. I/We acknowledge and accept the duration of the Integrity Agreement, which shall be in the line with Article 1 of the enclosed Integrity Agreement.

I/We acknowledge that in the event of my/our failure to sign and accept the Integrity Agreement, while submitting the tender/bid, HAC/NITTH Tiruchirappalli shall have unqualified, absolute and unfettered right to disqualify the tenderer/bidder and reject the tender /bid in accordance with terms and conditions of the tender/bid.

Yours faithfully,

(Duly authorized signatory of the Bidder)

To be signed by the Bidder and Same signatory competent/authorized to sign the relevant Contract on behalf of HAC/National Institute of Technology Hostels, Trichy.



INTEGRITY AGREEMENT

This Integrity Agreement is made at Trichy on this _____ day of _____ 2022.

BETWEEN

HAC/National Institute of Technology Hostels, Trichy represented through the Chief Warden (hereinafter referred as the 'Principal/Owner' which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

AND

_____(Name and Address of the Individual/firm/company-details of duly authorized signatory) through _____(hereinafter referred to as the "Bidder/Contractor" which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

Preamble

WHEREAS the Principal / Owner has floated the Tender (No. _____) (hereinafter referred to as "Tender/Bid") and intends to award, contract for _____ (Name of work) hereinafter referred to as the "Contract".

AND WHEREAS the Principal/Owner values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder (s) and Contractor (s).

AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Agreement (hereinafter referred to as "Integrity Pact" or "Pact"), the terms and conditions of which shall also be read as integral part and parcel of the Tender/Bid documents and Contract between the Parties.

NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this Pact witnesses as under:

Article 1: Commitment of the Principal/Owner:

- 1) The Principal/Owner commits itself to take all measures necessary to prevent corruption and to observe the following principles:
 - a) No employee of the Principal/Owner, personally or through any of his/her family members, will in connection with the Tender or the execution of the Contract, demand, take a promise for or accept, for self or this person, any material or immaterial benefit which the person is not legally entitled to.
 - b) The Principal/Owner will, during the Tender process, treat all Bidder (s) with equity and reason. The Principal/Owner will, in particular, before and during the Tender process, provide to all Bidder (s) same information and will not provide to any Bidder (s) confidential/additional information through which the Bidder (s) could obtain an advantage in relation to the Tender Process or the Contract execution.



- c) The Principal/Owner shall endeavor to exclude from the Tender process any person, whose conduct in the past has been of biased nature.
- 2) If the Principal/Owner obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal Code (IPC)/Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Principal/Owner will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

Article 2: Commitment of the Bidder (s)/Contractor (s)

- 1) It is required that each Bidder/Contractor (including their respective officers, employees and agents) adhere to the highest ethical standards and report to the Government/Institute all suspected acts of fraud or corruption or Coercion or Collusion of which it has knowledge or becomes aware, during the tendering process and throughout the negotiation or award of a contract.
- 2) The Bidder (s)/Contractor (s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender process and during the Contract execution.
 - a) The Bidder (s)/Contractor (s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal/Owner's employees involved in the Tender process or execution of the Contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Tender process or during the tender process or during the execution of the Contract.
 - b) The Bidder (s)/Contractor (s) will not enter with other Bidder (s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.
 - c) The Bidder (s)/Contractor (s) will not commit any offence under the relevant IPC/PC Act. Further the Bidder(s)/Contract(s) will not use improperly (for the purpose of competition or personal gain), or pass on to others any information or documents provided by the Principal/Owner as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.



- d) The Bidder (s)/Contractor (s) of foreign origin shall disclose names and address of agents/representatives in India, if any. Similarly, Bidder (s)/Contractor (s) of Indian Nationality shall disclose names and addresses of foreign agents/representatives, if any. Either the Indian agent on behalf of the foreign principal or the foreign principal directly could bid in a tender but not both. Further, in cases where an agent participate in a tender on behalf of one manufacturer, he shall not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a subsequent/parallel tender for the same item.
 - e) The Bidder (s)/Contractor (s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract.
- 3) The Bidder (s)/Contractor (s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.
 - 4) The Bidder (s)/Contractor (s) will not, directly or through any other person or firm indulge in fraudulent practice **means a willful misrepresentation or omission of facts or submission of fake/forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the Institute interests.**
 - 5) The Bidder (s)/Contractor (s) will not, directly or through any other person or firm use Corrective Practices (means the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/her reputation or property to influence their participation in the tendering process).

Article 3: Consequences of Breach

Without prejudice to any rights that may be available to the Principal/Owner under law or the Contract or its established policies and laid down procedures, the Principal/Owner shall have the following rights in case of breach of this Integrity Pact by the Bidder (s)/Contractor (s) and the Bidder/Contractor accepts and undertakes to respect and uphold the Principal/Owner's absolute right:

- 1) If the Bidder (s)/Contractor (s), either before award or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliability or credibility in question, the Principal/Owner after giving 14 days' notice to the contractor shall have powers to disqualify the Bidder (s)/Contractor (s) from the Tender process or terminate/determine the Contract, if already executed or exclude the Bidder/ Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Principal/Owner. **Such exclusion may be forever or for a limited period as decided by the Principal/Owner.**



- 2) **Forfeiture of EMD/Performance Guarantee/Security Deposit:** If the Principal/Owner has disqualified the Bidder (s) from the Tender process prior to the award of the Contract or terminated/determined the Contract or has accrued the right to terminate/determine the Contract according to Article 3 (1), the Principal/Owner apart from exercising any legal rights that may have accrued to the Principal/Owner, may in its considered opinion forfeit the entire amount of Earnest Money Deposit, Performance Guarantee and Security Deposit of the Bidder/Contractor.
- 3) **Criminal Liability:** If the Principal/Owner obtains knowledge of conduct of a Bidder or Contractor, or of an employee or a representative or an associate of a Bidder or Contractor which constitutes corruption within the meaning of Indian Penal Code (IPC)/Prevention of Corruption Act, or if the Principal/Owner has substantive suspicion in its regard, the Principal/Owner will inform the same to law enforcing agencies for further investigation.

Article 4: Previous Transgression

- 1) The Bidder declares that no previous transgressions occurred in the last 5 years with any other Company in any country confirming to the anticorruption approach or with Central Government or State Government or any other Central/State Public Sector Enterprises in India that could justify his exclusion from the Tender process.
- 2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the Tender process or action can be taken for banning of business dealings/holiday listing of the Bidder/Contractor as deemed fit by the Principal/Owner.
- 3) If the Bidder/Contractor can prove that he has resorted/recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal/Owner may, at its own discretion, revoke the exclusion prematurely.

Article 5: Equal Treatment of all Bidders/Contractors/Subcontractors:

- 1) The Bidder (s)/Contractor (s) undertake (s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder/Contractor shall be responsible for any violation (s) of the principles laid down in this agreement/Pact by any of its Sub-contractors/sub-bidders.
- 2) The Principal/Owner will enter into Pacts on identical terms as this one with all Bidders and Contractors.
- 3) The Principal/Owner will disqualify Bidders, who do not submit, the duly signed Pact between the Principal/Owner and the Bidder along with the Tender or violate its provisions at any stage of the Tender process, from the Tender process.



Article 6: Duration of the Pact:

This Pact begins when both the parties have legally signed it. It expires for the Contractor/Bidder 12 months after the completion of work under the contract or till the continuation of defect liability period, whichever is more and for all other bidders, till the Contract has been awarded. If any claim is made/lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Pact as specified above unless it is discharged/determined by the Competent Authority, HAC/NITTH Trichy.

Article 7: Previous Transgression:

- 1) This Pact is subject to Indian Law, place of performance and jurisdiction is the Headquarters of the Institute i.e. Tiruchirappalli of the Principal/Owner, who has floated the Tender.
- 2) Changes and supplements need to be made in writing. Side agreements have not been made.
- 3) If the Contractor is a partnership or a consortium, this Pact must be signed by all the partners or by one or more partner holding power of attorney signed by all partners and consortium members. In case of a Company, the Pact must be signed by a representative duly authorized by board resolution.
- 4) Should one or several provisions of this pact turns out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- 5) It is agreed term and condition that any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement/Pact, any action taken by the Owner/Principal in accordance with this Integrity Agreement/Pact or interpretation thereof shall not be subject to arbitration.

Article 8: LEGAL AND PRIOR RIGHTS

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Integrity Pact will also subsists and has precedence besides Tender/Contract documents with regard any of the provisions covered under this Integrity Pact.

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses:

..... (For and on behalf of Principal/Owner)

..... (For and on behalf of Bidder/Contractor)

WITNESSES:

1.(Signature, Name and Address)

2.(Signature, Name and Address)

Place:

Dated:

Signature of the Bidder