

TENDER NOTIFICATION



INDIAN MARITIME UNIVERSITY
(A Central University)
Kolkata Campus (KC),
P-19 TARATALA ROAD, KOLKATA, 700 088

Tender No. & Date : IMU-KC/ Catering /2018-19/3, dated 15/10/2018

Sealed tenders are invited from Catering Service providers under **Two Bid** system:

Name of Service	EMD	Last date & time for Submission
Tender for providing Catering Service in New Hostel Mess and two canteens at IMU-KC, Taratala, Kolkata for one year from the date of commencement of service extendable further on satisfactory performance, by one year at the same rates & other terms and conditions.	Rs 5,00,000	22/11/2018 1130 hrs

Tender documents i.e. tender forms and other terms and conditions / details can be downloaded from IMU-KC website www.merical.ac.in and IMU website <http://www.imu.edu.in> from 15/10/2018.

DIRECTOR , IMU-KC

Signature of Bidder

Tender Abstract

Particulars	Details
Tender Title	Tender for providing 'Catering Service (in New Hostel Mess and 2 Canteens)' at IMU-KC, Taratala, Kolkata
Tender Number	IMU-KC/ Catering /2018-19/3, dated 15/10/2018
Tender Document can be Downloaded from IMU-KC website	From 15-10-2018
Cost of Tender Form	NIL
Pre-Bid Meeting	29/10/2018 - 1130 hrs
Last Date of Submission of Tender	22/11/2018 - 1130 hrs
Technical Bid Opening Date and Time	22/11/2018 - 1200 hrs
EMD Amount	Rs. 5,00,000
Address for Submission of Tender	The Director, Indian Maritime University, Kolkata Campus, P-19, Taratala Road, Kolkata, 700088, West Bengal, India

Signature of Bidder

INDIAN MARITIME UNIVERSITY

KOLKATA CAMPUS

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Signature of Bidder



INDIAN MARITIME UNIVERSITY

KOLKATA CAMPUS

P-19 TARATALA ROAD, KOLKATA, 700 088

Tender for providing Catering Services (in New Hostel Mess and 2 Canteens) at IMU – Kolkata Campus

Tender No.: IMU-KC/ Catering /2018-19/3 dated 15/10/2018

Volume. I

TECHNICAL BID

Signature of Bidder

A. GENERAL RULES AND DIRECTIONS FOR THE GUIDANCE OF THE BIDDERS

1. Introduction & Definitions

The Indian Maritime University is a Central University established by an Act of Parliament and headquartered at Chennai. The Kolkata Campus of the Indian Maritime University (hereinafter referred to as the Buyer or IMU-KC) invites sealed tenders for providing "Providing Catering Service (in New Hostel Mess and 2 Canteens) at IMU KC" located at P-19, Taratala Road, Kolkata-88, defined in the tender documents (hereinafter referred to as the "Service" / "Catering Service").

The bidder/tenderer is also termed as service provider in this tender. The term tender includes tender document and its appendix, annexure, corrigendum / addendum and all other related documents.

2. Eligibility Criteria

The tender is invited in TWO BID SYSTEM and is open to all service providers who fulfil the following eligibility criteria:

2.1. Experience – No. of years in the Business:

The Bidder should be in the Business of Providing "Similar Service" for a period not less than 5 years since 2013 – 14.

[Mode of Proof: ESI / PF / Service Tax Registration Certification / Certificate of Incorporation / Registered partnership deed / IT Returns / Copies of the Work order, Agreement and Work Completion certificate for the Completed or ongoing work – Proof for existence during or prior to 2013-14 and providing similar service since 2013-14].

2.2. Experience – Completion of similar works:

The Bidder should have satisfactorily completed "Similar Service" involving values as listed below during the last 5 financial years i.e. since 2013-14 to 2017-18.

2.2.1. at least 1 Service with a minimum value of 75 lakhs[OR]

2.2.2. at least 2 Services with a minimum value of 50 lakhs each [OR]

2.2.3. at least 3 Services with a minimum value of 40 lakh each

[Mode of Proof: Copies of the Work order, Agreement and Work Completion certificate for the Completed or ongoing work].

Signature of Bidder

“Similar Service” means contract for providing Catering services with Government / Semi-Government/ Public Sector organisations/ National level educational institute like IIT, IIM, NIT and Universities/ Banks/PSU’s/ Public Limited Company or A Private Limited Company with a minimum work force of 100 employees.

2.3. Turnover

Should have had annual turnover of at least Rs. 75 Lakhs during the past 3 financial years i.e. 2015-16, 2016-17 & 2017-18

[Mode of Proof: Annual accounts duly certified by a Chartered Accountant / Income tax Returns].

2.4. Possession of Valid GST Number & PAN

The Service provider should have a valid GST Number, PAN & AADHAR Card.

[Mode of Proof: Copy of the GST Registration Certificate, PAN & AADHAR Card to be produced]

2.5. Should not have been black listed and terminated on account of non-compliance of tender conditions. If the service provider or its holding, subsidiary, Joint Venture, Associate or any sister concern, has been terminated by IMU-KC in case of any type of service provided in this campus, in the last 5 years for any reason whatsoever before the completion of the contract period, they are debarred from participating in this tender process. [Mode of Proof: Self declaration to this effect]

It shall be IMU-KC’s prerogative to decide whether the document produced is valid evidence or not and to call for additional proof, if required. IMU may also conduct independent verification of credentials furnished by the service providers.

All the Mode of Proof documents for meeting eligibility criteria enclosed with the tender are to be duly signed by the authorized signatory. If required, IMU-KC may insist for notarized copy or ask to produce originals to ascertain the veracity of the documents. IMU-KC- also reserves the right to ask more proof to corroborate the eligibility declarations.

3. **General Conditions**

Signature of Bidder

- 3.1. The duly authorized signatory (ies) of the entity should sign in all the pages of the tender document including the annexure / schedules signifying the acceptance of all the terms and conditions, stated in the various parts of the tender. The person(s) authorized to sign the tender shall also sign in all the pages of the supporting documents submitted as proof of their eligibility etc. In other words, every page of the bid submitted should have the signature of the duly authorized signatory of the bidder.
- 3.2. Bidder should furnish all the details in the prescribed Pro-forma and as per the requirements set out in the tender documents under Cover I. Bids and Tender documents should be complete in all respects and any incomplete tenders will be rejected.
4. **One Bid per Bidder**
The Bidder who submits more than one tender will be disqualified.
5. **IMU-KC not responsible for Cost of Tendering**
The bidders shall bear all costs, efforts or their time associated with the preparation and submission of their tenders and the IMU-KC will in no case be responsible or liable for those costs / efforts / time, regardless of the conduct or outcome of the tendering process or the cancellation, if any, of tender by IMU-KC, due to any reason whatsoever and at any stage of the tender (IMU-KC is not responsible, if there is a cancellation even after price bid opening).
6. **Site Visit**
The bidders are advised to visit the site and surroundings where the Services are to be provided and acquaint themselves with the operational system and site conditions and understand the information that may be required for the preparation of the tender and for entering into contract for providing the Services. The costs of visiting the site shall be borne by the bidder. Permission, if required, to visit the site will be given during the tender period on application to the Dy. Registrar, IMU-KC. It shall be presumed/ deemed that the bidder has undertaken a visit to the site and is aware of operational conditions prior to the submission of the tender documents, even if the bidder fails to make a site visit.

Signature of Bidder

7. **Rejection of Tender Documents**

The bidder shall read and understand the contents of the tender documents, carefully. Failure to comply with the requirements of tender submission will render the tender liable for rejection. Tenders, which do not comply with the requirements of the tender conditions, will be rejected.

8. **Clarification of Tender Documents**

A bidder requiring any clarification regarding the tender documents may write by post to todradmin.kolkata@imu.ac.in with a copy to director.kolkata@imu.ac.in. IMU-KC will respond to any valid request for clarification, raised during the pre-bid meeting or received one week prior to the last date for submission of tenders. IMU-KC's decision is final and binding with regard to interpretation of terms used or other tender contents.

9. **Pre-bid meeting**

Attending pre-bid meeting is not compulsory. However, it is strongly advised that the bidders should attend to clarify any doubts.

10. **Amendment to Tender Documents**

10.1 At any time 2 days prior to the last date for submission of tenders, IMU-KC may, for any reason, suo motu or in response to a clarification by a prospective bidder, modify the tender documents by amendments (addenda / corrigenda etc).

10.2 Any such amendments will be uploaded on the website and may not be intimated individually to any bidder / prospective bidder. All the bidders who had downloaded the Bid Document prior to such amendment shall verify, whether any such amendments have been issued by IMU-KC, before submitting their bid and shall take cognizance of and include such amendment(s) in their submission. In any case, the amendment(s), if any, shall be binding on the Bidder.

11 Preparations and Submission of Tenders

Signature of Bidder

11.1 Language of Tender

The tender, and all correspondence and documents, related to the tender, exchanged between the bidder and IMU-KC should be in the English language only. If the bidder along with their offer furnish any printed literature written in any other language, such documents should be supplemented with their English translation also. The contents in the English translated version alone shall be taken into consideration.

11.2 Documents comprising the Tender

The tender submitted by the Bidder shall comprise the following and should be read in conjunction with any Amendments issued.

11.2.1 Cover I (Technical Bid)

- a) Demand Draft towards Earnest Money Deposit
- b) Complete Tender Document downloaded from IMU-KC website and its amendments, corrigenda / addenda issued by IMU – KC which are duly signed by the Owners/Proprietors/Directors in each page with stamp.
- c) Duly filled Technical Bid format (Annexure I) with all the documents stated in the technical bids and other supporting documents in evidence of the data filled in technical bids and any other documents stated in the tender document.
- d) Bidder Memorandum (Annexure II) duly signed by the bidder.

The Cover I shall be addressed to “The Director, Indian Maritime University – Kolkata Campus” and should be duly super scribed as “Cover-I-Technical Bid for Providing (name of the tender as mentioned in tender abstract) at IMU-KC” and sealed properly. Name and Address of the bidder shall also be written/ printed on the cover.

11.2.2 Cover II (Price Bid)

The Cover II shall only contain the Price Bid formats given viz.

- a) Form of Tender,
- b) Priced Bill of quantities / Filled in Price Bid format

All the above should be duly filled in, signed and sealed: The Cover II shall be addressed to “The Director, Indian Maritime University – Kolkata Campus” and should be duly super scribed as “Cover-II-Price Bid for Providing (name of the tender as mentioned in tender abstract) at IMU-KC” and sealed

Signature of Bidder

properly. Name and Address of the bidder shall also be written/ printed on the cover.

11.2.3 Main Cover

Both the "Cover I" and "Cover II" shall be placed inside the main cover and sealed properly. The main cover should be duly super scribed as "Tender for providing (Name of the tender as mentioned in tender abstract) [Tender No..... at IMU-KC"].

12. **Conditions stipulated by the bidder**

The bidder shall note that no alternative or counter or qualifying tender conditions by the bidder will be acceptable to IMU-KC. Tenders containing any qualifying conditions or even bidder's clarifications in any form will be treated as non-responsive and will be rejected.

13 **Filling up of Forms, Completeness & Mode of Submission of Tender**

13.1 The bidder shall submit all the documents required to be submitted as per Clause 11 duly filled in along with their covering letters, data and other information so that the tender is complete in all respects.

13.2. The Rates in Price Bid shall be filled in either typed or written in indelible ink and shall be signed by the Owners/Proprietors/Directors to sign on behalf of the bidder.

13.3 Bids sent by telex, fax, Email etc. (i.e. modes other than by way of speed post/ courier/ dropping in the box provided) shall not be accepted.

14. **Last date for submission of tender, Extension and Late Tenders**

The tender shall be either sent to the address mentioned in the Tender Abstract so as to reach before the last date & time for submission or dropped in the tender box placed in the Deputy Registrar's Office (First Floor, Room No. 130) of IMU-KC prior to the last date & time for submission. The tender should be sealed properly (tamper proof) with utmost care. No stapler or stapler pins should be used for sealing the tender. IMU-KC may, at its sole discretion extend the date and time for submission of tenders. Any updates with regard to such extension or any other communication intended for the bidders / prospective bidders will be made only through IMU-KC's website stated above. Any tender received after the last date

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and time for submission of tenders prescribed will be rejected.

15. **Tender Prices**

15.1 The contract shall be for the whole Services or for individual component or components as may be decided by the IMU-KC, based on the unit rates and prices quoted by the bidder in the price bid.

15.2. Items against which no rate or price is entered by the bidder will not be paid for and when executed, such items, shall be deemed to have been covered by the other rates and prices in the price bid like service charges. Tender price covers service provider's all obligations mentioned in or to be reasonably inferred from the Tender document in respect of the Service at IMU-KC and includes all the liabilities of the service provider including statutory liabilities like Minimum Wages as mandated by Central Govt., ESI, PF contributions, service charges, all kinds of taxes etc.

15.3. The rate quoted shall be responsive and the same should be inclusive of all the Statutory obligations such as Minimum Wages as mandated by Central

Govt., ESI, PF contributions, wages for leave reserve, service charges, all kinds of applicable taxes etc. The offers of those prospective bidders which do not meet the statutory requirements of Applicable Minimum Wages as mandated by Central Govt., ESI & PF, and Bonus are liable to be rejected.

16. **Tender Validity**

Tenders shall remain valid for 120 days from the last date for submission of tender.

17. **Earnest Money Deposit (EMD)**

17.1. Each tender should be accompanied by an Earnest Money Deposit (EMD) for the value stated in the Tender Abstract, which shall be in the form of Demand draft from any Nationalized Bank / Scheduled Bank drawn in favour of

"Indian Maritime University-Kolkata Campus", Payable at Kolkata.

17.2. No other form of deposit towards Earnest Money shall be accepted.

17.3. Tenders not accompanied by the Earnest Money Deposit in the manner

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prescribed by the IMU-KC will be summarily rejected. However, exemption from EMD may be considered by IMU – KOnly upon written request enclosed with the Technical Bid duly enclosing the **relevant and valid** exemption certificates from MSME/NSIC. No exemption from payment of EMD is available to any bidder for any other reason whatsoever.

18. **Tender Opening, Bidder Participation, Stages of Evaluation (Technical and Price Bid)**

18.1. Technical bids will be opened at the conference hall in IMU – KCllocated at the address stated in tender abstract. Any bidder who is willing to observe the tender opening, may, in person or through his authorized representative (in writing), be present at the venue and witness the tender opening. The maximum number of person allowed per bidder is one.

18.2. Any change in the date / timing of bid opening and similar notifications will be communicated only through IMU-KC website or through e-mail, as decided by IMU-KC, and not through both.

18.3. Similarly, a suitable date and time for opening of the Cover II – Price Bids will

be fixedandthose bidder(s) who are qualified will be intimated about the opening of Cover - II – Price Bids. The Cover II -Price Bids will be opened in the presence of the qualified bidders or their authorized representatives, if they choose to attend and be present. The procedures and number of participantsetc.,for opening Cover - II will be the same as the procedures outlined in technical bid opening.

19. **Influencing prohibited**

Any effort by a bidder to influence the buyer during the processing of tenders or award decision will result in the rejection of his / their bid offered and may also lead to black listing.

20. **Correction of Errors (in Price Bid)**

Bidders are advised to exercise utmost care while preparing the Price bid and technical bid. If there is a discrepancy, IMU – KCwill reject the tender altogether. However, IMU-KC may also at its sole discretion, consider accepting the tender, if
Signature of Bidder

there are differences between the rates quoted by the bidder in words and in figures or in the amount worked out by him, adopting the following procedure:

(A) When there is a difference between the rates in figures and in words, the rates given in words would only prevail.

(B) IMU-KC may adopt any other method, as deemed suitable by it, to resolve any such unintentional error(s), if any. It is reiterated that resolving of errors as stated above, is optional to IMU-KC. The bidders are advised to exercise utmost caution not to run the risk of rejection due to such error(s).

21. IMU-KC's right to accept any tender and to reject any or all tenders, and to annul / cancel the tendering process, at any time / stage prior to the award of contract, without thereby incurring any liability to the affected bidder or bidders or without any obligation to inform the affected bidder or bidders of the grounds for the IMU-KC's action.
22. **Refund of EMD** :The EMD will be refunded to all the unsuccessful bidder(s) within three months from completion of the tender evaluation process. No interest will be allowed on the Earnest Money. The EMD of the successful bidder will be refunded only after the remittance of in any manner as aforesaid. Alternatively, the successful bidder shall when his tender is accepted, furnish security deposit as specified in the clause elsewhere after giving credit to the amount deposited by him as earnest money. Till such time, the earnest money shall retain its character, as such, till the successful bidder furnishes the security deposit.
23. Where a person whose tender has been received by the IMU-KC intimates that they are withdrawing their tender before the validity period or makes any modification in the terms and conditions of the tender which are not acceptable to the IMU-KC (or) fail to furnish the security deposit within the prescribed time, the IMU-KC shall without prejudice to IMU-KC's any other right or remedy, be at liberty to forfeit the Earnest Money deposited by such person absolutely.
24. **Contract Agreement**
The successful bidder shall, if awarded the contract, enter into and execute an agreement in the form prescribed when called upon to do so with such

Signature of Bidder

modifications as agreed upon prior to the date of acceptance of the tender and until the formal agreement is prepared and executed, this tender together with the written acceptance shall form a binding contract between the buyer and the service provider. All costs, charges and expenses including stamp duty in connection with the contract as well as preparation and completion of agreement shall be borne by the bidder.

25. **Evaluation of Bids**

a. **Technical Bid Evaluation**

The Bid submitted will be evaluated based on the details of technical qualification submitted by the bidder under Cover I in the prescribed formats to ascertain whether the bidders qualify. The Cover II (Price Bid) of only those firms which technically qualify as per the documents in Cover I will be opened. Technical bid (Cover-I) of each bidder shall fulfil the minimum eligibility criteria prescribed in Clause 2. If the bidder fails to fulfil any one of the above criteria, he would be treated as not eligible and their Cover II – Price bid shall not be opened.

The information furnished by the bidder in Cover - I in the prescribed format supplied by the IMU-KC will form the basis for the technical evaluation. In exceptional cases IMU-KC or his representative reserves the right to obtain any clarifications from any of the bidder without vitiating the tendering process. If, in the opinion of the IMU-KC, information and documents supplied in support of the tender do not meet the requirements of the tender specifications, the tender may be determined as non-responsive and may be rejected by the IMU-KC. After satisfying that all / or some of the bidders have attained the minimum qualifying criteria as detailed above, bids of only the technically qualified bidders who fulfil all the pre-qualification / eligibility criteria, will be considered for further evaluation. If a bidder does not fulfil even single minimum eligibility criteria / pre-qualification criteria during the technical bid evaluation, his/her financial bids will not be evaluated.

b. **Financial Bid Evaluation**

After evaluating the price bids received under Cover II, the bidder who will quote the lowest - Gross Annual Value will be awarded the work.

Signature of Bidder

The Gross Annual Value will be the Addition of total of **Mess Menu**, total of **Customised Menu** & total of **Canteen Menu**.

It may be noted that for the purposes of evaluation, the annual value for cadet mess is to be worked out assuming 280 cadets for 10 months (after removing 2 month vacation). Cadets range may lie from 250-300. However, minimum number of cadets is not assured as it depends on their attendance.

For customised menu which aims to cater for standard menus to be served in canteen & special menus and services like Special dinner for cadets - 6 times in a year, food packets for MEO courses, etc or such similar requirements (as mentioned in price bid table), the approximate quantities and occasions etc are given in financial bid table. Price component of some menus will be fixed and hence the bidder cannot quote for those menus.

Canteen Menu aims to cater all loose/single item or items which are not mentioned in customised menu. The approximate estimated consumption is written in price bid table and will be basis for calculation of price bid. For all packaged items flat discount rate will be needed to be entered.

The annual quantity for all three categories mentioned above is worked out based on the quantity estimated by IMU- KC and is approximate but will be used for valuation and calculation of financial bid. The exact quantity may vary.

All official requirements will be demanded through a canteen requisition form which will be paid on submission of the bills. The supply to the Employees / Cadets should be on Self payment basis and is to be collected on the spot from the person ordering.

In case the Price bid of more than one agency is same, as L-1, then IMU-KC will be awarding the contract to bidder giving higher discount on MRP. In case still there is still a tie, IMU-KC will be assigning marks to various eligibility parameters like turnover, number of years of relevant experience etc. of such L-1 bidders and work will be awarded to the bidder who scores highest marks, among the L-1 bidders.

Signature of Bidder

- c. Quoting unworkable rate will not be considered for evaluation and such bids are liable to be rejected. If the committee decides the rate as unworkable, the service provider will be asked to give write-up about justification as to how it will be able to fulfil its entire obligation with the quoted service charge. If the committee decides that the justification is not workable enough w.r.t. quality and effective execution of the contract, the bid will be rejected. The decision of the Committee in this regard will be final and no further correspondence will be entertained.
- d. GST Rates has to be stated in the column provided and relevant notification or any other proof of rate to be enclosed. In case of any changes in GST rate or any other statutory obligation resulting in generation of extra profit by the service provider, the same has to be passed on to IMU-KC.

26. **Commencement & Duration of the Contract:**

The period of agreement will be initially for one year from the effective date as per the order awarding the contract/ acceptance by the IMU-KC. The contract is extendable further by one year at the same rates and other terms and conditions subject to satisfactory service to IMU-KC and at the sole discretion of IMU-KC. In any case, total period of contract will not exceed 2 years i.e. initial one year plus extension of one year.

26.1 **GENERAL TERMS AND CONDITIONS**

- a. **Review:** The contract is subject to quarterly appraisal and reviews by the authorities of IMU-KC and in case the job performed is not found to be satisfactory, the contract shall be terminated by giving one month notice to this effect. A record of every lapse small or big will be maintained by the IMU-KC. Conduct of monthly meeting of IMU-KC with the Service provider or authorized representative of the service provider other than on-site employees, will be held for review and follow-up actions. **Bills will not be processed if the meeting is not conducted and hence is a mandatory requirement of the monthly routine.**
- b. The selected Bidder shall be responsible and liable for and shall indemnify IMU-KC and keep the IMU-KC indemnified, safe and harmless at all times, against:
Any and all claims, liabilities, damages, losses, costs, charges, expenses, proceedings and actions of any nature, whatsoever made or instituted against or

Signature of Bidder

caused to or suffered by IMU-KC or its students and employees directly or indirectly by reason of:-

26.2.1. Any wrongful, incorrect, dishonest, criminal, fraudulent or negligent work, default, failure, bad faith, disregard of its duties and obligations here under, service, act or omission of or by the Service provider and / or any of his Staff, and/or

26.2.2. Any theft, robbery, fraud or other wrongful act or omission by his staff.

The service provider shall take day to day instructions from the Officer in Charge of IMU-KC.

The service provider shall be responsible for the good conduct and behaviour of his employees. In the event of any misdemeanour like sleeping during duty, being under the influence of liquor/drugs or indecent or insolent behaviour by any outsourced staff found misbehaving with the staff member / student of the IMU-KC or found abetting with another person in any sorts of misdeeds, the service provider shall terminate the services of such of his employees on his own or whenever there is a recommendation of the Director or the officer in charge. **The termination of the employee has to be executed within 24 hrs of the intimation, failing which IMU-KC will terminate the contract within 72 hrs without any intimation.** In all the above terminations, the service provider shall have to arrange the suitable replacement in all such cases within 24 hours of intimation by IMU-KC, failing which it may be treated as absent and consequent penalty as specified elsewhere in the document or any other penalty as deemed fit and reasonable by IMU-KC will be imposed. The service provider shall issue necessary instructions to its employees to act upon the instructions given by the Officer in Charge of IMU-KC or persons authorized by the Director, IMU-KC. Service provider and its staff shall take proper and reasonable precautions to preserve from theft, loss, destruction, waste or misuse of the areas of responsibility and custody of the Campus as whole which include properties and assets of IMU-KC given to them by the IMU-KC and shall not knowingly lend to any person or company any of the effects of IMU-KC under its control.

c. The Service provider shall do and perform all such services, acts, matters and things connected with the administration, superintendence and conduct of the arrangements as per the direction enumerated herein and in accordance with such

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- directions, which the IMU-KC may issue from time to time and which have been mutually agreed upon between the two parties.
- d. The Service provider shall be responsible to maintain all property and equipment of IMU-KC entrusted to it.
 - e. All necessary reports and other information will be supplied immediately as required and regular meetings will be held with IMU-KC as and when required by IMU-KC.
 - f. The scope of work, description and the terms and conditions maintained herein above are only indicative and not exhaustive and the Bidder shall meet any other requirements of IMU-KC communicated from time to time, relating to the outsourced service.
 - g. All correspondence regarding outsourced Service & payment of bills etc., or any other matter shall be done only with the Director, IMU – KC through the Officer in Charge.

27. Security Deposit

- a. **Within 7 working days** of the successful bidder's receipt of notification of award from IMU-KC, the Bidder shall furnish a Security Deposit at the rate of **10%** of the contract value in the form of an A/C Payee Demand Draft drawn in the name of Indian Maritime University, payable at Kolkata towards due compliance of contract obligations to the satisfaction of the IMU-KC and to make good any loss or damage caused to the IMU-KC owing to acts in pursuance/violation of terms herein. The EMD already paid can be adjusted towards the Security Deposit, and in which case, the balance of security deposit is to be paid within 3 days of notification of award by IMU-KC. If the bidder fails to submit the Security deposit to IMU-KC within the stipulated time, IMU-KC shall without prejudice to any other right or remedy, be at liberty to forfeit the Earnest Money deposited by such person absolutely and / or may, at its sole discretion, treat the bidder as having lost his eligibility for the award of the contract.
- b. The Security Deposit will be discharged by the IMU-KC and returned to the service provider not later than 90 days following the date of completion of the service provider's performance obligations.
- c. The proceeds of the Security Deposit shall be payable to the IMU-KC as compensation for any loss(es) incurred by IMU-KC resulting from the failure of the service provider to meet out its obligations under the Contract, as determined by

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IMU-KC. This shall be in addition to any other action/ penalty taken by IMU-KC for delays/ default/ failure on the part of the service provider.

d. If there is any delay in payment of Security deposit beyond the specified or extended time as per the abovementioned clause, **interest at the rate of 0.25%** per week or any incomplete week for the period of delay may be charged by IMU-KC, in the event of IMU-KC deciding to award the contract Even after such delay. No interest is payable on the Security Deposit.

28. **PAYMENT TERMS**

28.1. Submission of bills:

The contractor should submit the bill for the providing food to the cadets to the University on or before the 10th day of the succeeding month along with supporting documents as determined by IMU-KC including the following pertaining to the previous month.

28.2. Mess:

The bill for the previous month will be paid only for the number of cadets actually served every day, based on the certification by the concerned hostel warden or authorized person by IMU. If the cadets are present in the New hostel as per the hostel attendance (and not sanctioned leave to be away from hostel), the cadets will be counted/presumed as having served and hence can be considered for billing. Whenever, leave has been sanctioned, the concerned hostel warden shall communicate the list of cadets whom leave was sanctioned, at least one day in advance, to the caterer. Bill can be claimed by the contractor, for the total strength of the New Hostel less the list provided by the hostel warden as having sanctioned leave, for each day of the month. It may be noted that IMU-KC will make payment only for the supply of food to the cadets, as per the menu communicated by IMU-KC from time to time. No payment will be made during vacation days as would be communicated by IMU-KC, since the billing for Mess is based on no. of cadets actually served. Approx no. of days of vacation is 60 days consisting of

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vacation during winter and summer vacations. Some cadets take supplementary exams for a brief period during vacations and hence the caterer may be paid only for the no of cadets being served during that period. The strength of these cadets would be less and cannot be exactly ascertained. Similarly during the start of the session the bill will be calculated as per actual consumption till the full strength is attained. In vacations approximately for 2 month in a year the services will be provided for no. of cadets actually taking lunch and to be billed accordingly. The service provider is required to make electronic-smart cards/biometric system which can give the electronic report of total consumption through electronic attendance record. The reading (recording) summary of attendance for having food will be considered during vacation period or when attendance is not regular due to any reason. The bill will be processed on students consumed as per actual consumption during that time which would be verified by the summary generated from the attendance system.

28.3. Canteen:

The canteen bills may be paid on written order for supply of food for participants of class (MDP, MEO, any such students notified by management) or any such requirement for food and/or manpower.

It is to be noted that for the Supply of the food / tea / snacks to the employees, cadets (other than routine mess menu) etc. directly without any written order from the Deputy Registrar (Admin), IMU-KC, the payments needs to be collected from the respective employees, etc. by the catering contractor and IMU does not guarantee responsibility for such collection.

28.4. Disbursement of Bills:

The IMU-KC will, after verification of the claim for its correctness, make payment within ten working days after the date of receipt of the claim, complete and correct in all respects, from the service provider. No interest is payable by IMU-KC in case of any unavoidable delay in settling the bills. However IMU-KC would endeavour to settle the bills within said date. TDS at the rates applicable shall be deducted u/s.194 (c) of Income Tax Act 1961 on the whole amount.

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28.5. Setting off of service provider's bills:

IMU-KC shall be entitled to set off the following against and deduct and recover from the service charge and any other sums payable by IMU-KC to the service provider at any time:

- i. Tax, levy or any other amount whatsoever which may be required to be deducted by order of any Court/Authority under any law now in force or which may come into force during the currency of this Agreement.
- ii. Any and all amounts which may be or become payable by the Service provider to IMU-KC under this Agreement.
- iii. The payment of 1st Bill will be made only after submission of medical certificate, police verification report.

29. TERMINATION

- 29.1. Either party may terminate the contract by giving the other party three month prior written notice of the same and this Agreement will stand terminated on the expiry of the three months period provided always that the service provider has fulfilled and complied with all his obligation to the IMU-KC in connection with and under this Agreement up to the date of such termination. In case of withdrawal by the service provider, before completion of one year, Security deposit will be forfeited. Withdrawal by service provider without advance notice of 3 months may lead to black listing in addition to forfeiture of Security deposit.
- 29.2. In case of breach of any of the terms of this Agreement by the service provider, IMU-KC shall be entitled to terminate this Agreement immediately without giving any written notice to the service provider for the same. In such a case, IMU-KC shall be entitled to retain hereunder or which become due after termination thereof, any amount which, according to IMU-KC is due and owing to it by the service provider arising directly under this Contract.

30. POST TERMINATION RESPONSIBILITY OF THE SERVICE PROVIDER

- 30.1. Upon termination of this Agreement, the service provider shall immediately deliver to IMU-KC all the documents/ tools/ equipment and any/ all data pertaining to IMU-KC, held by it or in the possession/ custody/ control of his staff, to IMU-KC. The service provider shall also forthwith remove all his staff together with his machines/ his equipment / his tools whatsoever from the premises of IMU-KC as directed by

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the IMU-KC. IMU-KC reserves the right to demand from the service provider to finish any particular work/ works which may at the date of termination stands incomplete in full or part.

30.2. Any breach of the obligation or delay in its implementation of post termination responsibilities of service provider shall without prejudice to IMU-KC's other rights at law will, result in levy of compensation at the rate of Rs.1000/- per day with interest thereon upto the rate of 12% per annum. This amount may without prejudice to all other rights of recovery vested as per law with IMU-KC also be recovered from the amount outstanding to the service provider.

31. **NON EXCLUSIVE**

It is agreed and clarified that this Agreement is on a non-exclusive basis and the parties are at liberty to enter into similar agreements with others. Provided, however, the service provider shall ensure that his entering into agreements with other parties, shall not in any way conflict with or affect IMU-KC's interests, rights, remedies under this Agreement or in law.

32. **Arbitration & Jurisdiction**

In the event of disputes, differences, claims and questions arising between the parties hereto arising out of this Agreement or anyway relating hereto or any term, condition or provision herein mentioned or the construction or interpretation thereof or otherwise in relation hereto, the parties shall first endeavour to resolve such differences, disputes, claims or questions by mutual discussion and failing such settlement, the same shall be referred for arbitration by a sole Arbitrator appointed by IMU-KC. Such arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act 1996 or re-enactment thereof for the time being in force and shall be held in Kolkata. In case the Arbitration award is not acceptable to either of the parties, they may approach courts having jurisdiction at Kolkata only.

33. **Licence Fee** : Licence fee for main canteen is Rs. 1500 / month , for Mess is

Rs. 1000 / month & for the upcoming canteen, it will be charged at Rs. 10 /Sq.

mtr. per month (since The upcoming canteen's exact area cannot be ascertained

at present, though it will be approx. 75 sq. mtr.).

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**Terms and Conditions for providing Catering Service in New Hostel Mess
and Canteen at IMU-KC at Kolkata**

1. The Catering Service is to be provided in New Hostel Mess, Canteen of IMU-KC, Canteen which is planned to be set-up beside playground (1st floor of swimming pool till the time playground side canteen does not come-up),Conference room (as per requirement) or any other such place(as per requirement).
2. The place for provision of service is mentioned in the tender abstract.
3. The Service provider will be asked to furnish IMU-KC the details of the personnel to be deployed at IMU-KC before posting them in the campus.
4. All personnel should be sincere, physically fit, active and energetic. The service provider has to give an undertaking that police verification and medical check-up of all the food handlers has been done before start of work.
5. Checklist for document required after award of this work order should be submitted as per detail mentioned in Schedule to this Appendix, within ten days of start of work order.
6. IMU reserves the right to inspect any one or more of the establishments where the bidder is presently executing catering contracts if any, to satisfy itself about the performance of the contract before finalizing the order, as & when required.
7. Under extreme and exceptional circumstances of non-payment of essential wages, statutory contributions, IMU-KC reserves the right to deduct the agreed wage component payable by the contractor for default of payment to ensure payment to workers.
8. The quality of food / snacks/ eatables supplied shall be of good quality, hygienic in nature and the service should be to the fullest satisfaction of the University and the participants.
9. The quantity of food items / soft drinks, coffee, tea should conform to weighments / limits wherever indicated.

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10. Indian Maritime University will offer the following facilities for running the mess and canteen: Cooking range, dosai plate and other cooking utensils, Deep freezer, serving dish cutleries, fridge, store room, dining tables and chairs, washing room, etc. Other than the items given, all other items are to be procured by the service provider only if the management decides there can be any addition to the existing infrastructure and equipments. Bidders are to strictly ensure that they visit the site to see the available facilities. Any break-down of a machinery / equipment will have to be addressed by the service provider at his cost. Only on the discretion of the Director the facility of extending the infrastructure / equipments can be accepted.
11. Though a daily menu is indicated, subject to demand, it may be modified by the Indian Maritime University-Kolkata Campus, from time to time.
12. The Contractor shall claim bills with regard to the actual number of lunch / snacks / coffee / tea / dinner supplied on any particular day, unless ordered quantity wise in advance. The vegetarian/ non-vegetarian lunch / dinner should be claimed separately, if there is a price difference between the two. If vegetarians are provided with extra vegetarian items like additional fruits, ice creams, sweets, salads, extra curd, paneer, butter, cheese, yogurt etc. (as finalized by the mess committee in discussion with the contractor) to offset the price difference, then there is no need of providing separate claims, since uniform rates would be applied in such scenario.
13. Sufficient number of persons should be deployed to provide the service and at least, two persons should be available in each place of service.
14. Food poisoning, under any circumstances, won't be tolerated by IMU-KC and the Contract is liable to be terminated. The security deposit paid by the contractor shall be forfeited in full, if the contract is terminated under the circumstances specified above. He will be held completely responsible for all the implications arising out of such mishaps.
15. The employees of the contractor, who will be deployed, should undergo medical checkup within two weeks of deployment at IMU – KC and should produce a medical certificate of such fitness.

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16. The category of items which belong to the same category of equipment mentioned in the list may be added / reduced depending upon the actual requirement, without any change in the rates of the food items. Storing items, aesthetic items, etc., which do not materially reduce cost of catering, may be added by IMU – KC, at its discretion, and without requirement for reducing rates by caterers.
17. Electricity charges will be collected as per actuals for the kitchen and store room areas based on sub-meter readings. Water shall be provided free of cost.
18. Gas charges have to be borne by the Contractor. No equipment of heating should be operated through electricity other than micro-wave (kept in dining hall)
19. The service provider should facilitate the acceptance of payments through various modes, such as digital payment apps like Paytm, MobiKwik, BHIM etc., card payments (Mastercard, VISA, etc.) and cheque. (For Canteen service only)
20. A small room will be provided for mess/canteen workers at IMU's cost. Bidders may visit and see the dimensions of the room. Food and accommodation arrangements for the staff of the service provider will not be provided by IMU-KC.
21. Menu can be revised, if found necessary. Service Provider should cater to food requests, which are similar to the menu items, given by the cadets, at the same cost. However, the food requests would need prior approval of IMU-KC.

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Scope of Work and Duties of Service Provider, Quality of Food Items Etc.

1. Cadet Mess Requirements:

1.1. The estimated number of cadets from the hostel to be served for 10 months in a year is 250-300** per day. The Menu for cadet mess is enclosed as Schedule I to this Appendix. Cadets may have to be served for approximately 10 months in a year, since 2 months will be vacation during which the serving of the items to cadets will be restricted to those only attempting for supplementary exams. After supplementary exams there may be no students to be served till the time Mess re-opens. [** IMU cannot assure the number of cadets in Mess. This is an estimation of the present scenario. If there is a reduction in the number of cadets, due to any reason, the rates are to be maintained and there should not be any claim towards increase in the rates.]

1.2. For Cadet Mess, the quantity of Roti should be 4 maximum. After 4 rotis the demanding students may be given rice. Dal should be proportionate with the meal. The quantity indicated in the schedule is the minimum quantity, except for non vegetarian items, special items, sweets and ice cream, in which case, quantity as per the menu or a reasonable quantity, as communicated by IMU-KC, is to be served.

2. Requirements for Canteen:

2.1. The menu for canteen is given in price bid. The estimated quantity mentioned in the canteen price bid format is only a tentative figure. The bidders are requested to make a thorough study / survey of the estimated quantity by themselves. No reduction in rates will be permitted, if there is a reduction in the quantity. Employee strength of IMU-KC is about 120. Out of about 1000 cadets, the number of cadets that will utilize canteen facility on a self-payment basis and for which items, would have to be determined by the bidder.

2.2. The canteen will be required to serve various VIPs and dignitaries and hence the serving persons are required to have a professional get-up and approach of the highest hospitality standards. It is expected that the staff deployed will be courteous and polite esp. towards lady staff and women cadets. They will be required to provide food and service for special events, including for 6 special dinners to the cadets. Canteen should function from 8 AM to 8 PM compulsorily and

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upto 10:30PM if the service provider so decides.(Extension beyond this time may be given by Director on request considering the requirement / demand). Canteen may remain closed only on Sundays and has to be open on all other days. The service provider is required to provide food packet (snacks) of the best quality (equivalent to Gupta Brothers/Tewari Brothers/Balaram Mallick or Equivalent) for short term courses in premium packets and hence should compulsorily have a **HALWAI (Cook specialized in making sweets)** in their strength. Sweets for other messes may be asked to be made by outsourced mess as per approved rates.

2.3.The Service Provider should provide paper napkins for the course participants during breakfast, lunch, dinner and two coffee sessions without any additional cost.

2.4.The Contractor shall also be required to supply, whenever called upon on special occasions, to prepare lunch/ snacks / coffee/ tea, as special items for functions, meetings etc. at the approved rate. The Contractor shall also be required to provide tea/coffee, breakfast, lunch and dinner, including room service, to the guests staying at the guest house, and snacks and coffee / tea in the evening to course participants, on specific requests, at the approved rates.

2.5.The contractor may be asked to do compulsory rounds of tea in office which may be availed by the staff/employees on payment basis.

2.6.The operation of mess, canteen and other catering /serving requirements will be mandatorily required to be fulfilled and hence the manpower strength mentioned below should be available all the time. The bidder is required to quote accordingly considering the presence of minimum manpower strength mentioned below all time during contract. There should not be any claim of running of any unit in loss and hence closure.

3. **Manpower mandatory (minimum number of manpower) to be kept :**

Mess	Mess Manager	Minimum 1
	Head-cook	Minimum 1
	Assistant cook	Minimum 7
	Helpers	Minimum 8
	Head-cook	Minimum 1

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Canteen	Assistants	Minimum 2
	Stewards	Minimum 3 in serving area
Canteen extension	Helpers	2 minimum
Conference room/Any area where serving is required: Stewards: Minimum 2		

The stewards will be required to be in executive dress with gloves, steward cap and preferably white/light coloured dress as these will be required to serve VIPs and dignitaries. Any unprofessionalism will attract a penalty of Rs. 2,000.

The stewards will be required to manage hospitality to Management Development Program with 3 stewards at-least. In case there is any requirement of serving at more than two places the service provider will make good the presence of minimum 3 stewards at all the places by hiring extra. No claim of unavailability of stewards or cooks will be accepted as the firm is expected to meet all parallel requirements if any.

4. Other duties to be performed

4.1. The contractor would have to look after arrangement of chairs / tables, etc. in the dining hall. The surroundings should be well maintained, in clean, hygienic, sanitary and pleasant manner. These conditions are to be continued throughout the said contract period. The kitchen and the dining hall shall be kept clean and hygienic at all times.

4.2. Senior Personnel of the contractor should visit the kitchen, at least once in a week, to monitor the functioning of the canteen and discuss with the authorized officials regarding complaints / requirements, etc. The date and time of visit along with official email-ID, should be intimated beforehand to O.I.C. Hostels and O.I.C. Mess, with CC marked to Director.

4.3. Skilled cooks and experienced canteen manager should be available with the caterer, with adequate provision for substitution, in case of leave etc.

4.4. Removal of Waste Materials from the Mess Area - The waste material and unused/leftover food from mess, should be removed from mess premises daily. The contractor will ensure that all the waste material and unused/leftover food should be disposed off to the nearest VAT. The contractor will also ensure that stray cattle, such as pigs, dogs, cows, etc. do not consume any food within the mess premises.

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- 4.5 Good Quality hand-washis required to be kept near wash basin, in mess and Canteen.
- 4.6 2 Jugs, filled with drinking water, are required to be kept on every table in mess and canteen.
- 4.7 Cadets will be provided six Special Dinners annually, i.e. on i) University Day (14th November) ii) Independence Day iii) Republic Day iv) New Entry Welcome Dinner v) Farewell Dinner & vi) One Dinner in the month of April or as convenient. Billing may have to be done based on rates as per Price bid.
- 4.8 The bearers engaged by the Contractor should be in neat Uniforms during service and wear neat gloves & poly head caps, while serving food.
- 4.9 The employees should be seen wearing their ID Cards and Uniforms, whenever the mess is open for service.
- 4.10 Whenever new employees are hired by the contractor, it should be duly informed to the Deputy Registrar's office (Room No. 130).
- 4.11 Police Verification report & Medical Certificates of all the employees must be submitted to the Deputy Registrar.
- 4.12 The rate chart for the menu items must be displayed in the canteen prominently. Menu display should be minimum of 5ft by 2ft. Before displaying the menu, prior authorization of the Deputy Registrar is required to be obtained.
- 4.13 The contractor will ensure that only IMU-KC Staff may be served in canteen from 1300 hrs to 1330hrs. Dining of all others should start from 1330 hrs and the bidder will ensure that separate seating and separate time is maintained for the staff.
- 4.14 The **Manager** should be present in the mess and campus at all times.
- 4.15 The contractor should deploy staff in the canteen/mess for cleaning the tables, on each occasion, after the patrons have finished their meal.
- 4.16 The contractor will take every effort to ensure that the plates are not taken out of the mess. In case of failure penalty may be imposed as decided by the authority.

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Quality, Quantity and Provisional Menu and of food items**1. Quality of Food Items****1.1. Brands of Consumables Permissible**

<u>MESS ITEMS</u>	<u>BRANDS</u>
Spices / Salt	M.D.H, Catch, Everest, J. K. Masala, Sunrise Tata, Annapurna, Nature fresh or equivalent
Chicken/Mutton	Halal Chicken/ Halal Mutton
Ketchup / Jam	Maggi, Kissan, Heinz, Del Monte, Mapro, Druk.
Oil (Sunflower)	Sundrop, Emami, Saffola, Fortune, Dhara use of Hydrogenated (Vanaspati oil&Palmolein is strictly prohibited)
Pickle	Of Reputed Brands
Atta	Ashirvad, Pillsbury, Annapurna, Ganesh
Papad, Soya	Of reputed brand
Bread	Modern, Britannia, Spencers or equivalent
All dairy products including ice cream, butter/ghee	Amul, Mother Dairy, Britannia, Jharna, Morton, Kwality, Walls, Govardhan
Tea/Coffee	Brooke bond, Lipton, Tata, Taaza, Nescafe, Bru
Rice	Daily use rice – Baskati, Basmati rice - Daawat
Handwash	Branded (to be kept in push release bottle)
All non branded	The acceptability of quality of non branded items will be decided by the administration. In case of low quality items the administration may ask to change the current supply of items.

- 1.2. Wherever vegetable curry / sabji is mentioned, fresh vegetables are to be used and the same vegetables should not be repeated more than 3 times in a week.
- 1.3. Vegetable pulav / Biryani or similar menu item should be prepared of Grade 1 Basmati rice.
- 1.4. For preparing Vegetable pulav or similar menu item fresh vegetables are to be used. Atleast four English vegetables like green peas, carrot, cauliflower, beans should be used along with other vegetables.
- 1.5. Chappathi, Poori should be made of wheat flour of good quality only. Maida flour should never be used under any circumstances.
- 1.6. Seasonal fruits supplied should be of good quality without black spots, scratches. The weight of the fruit should not be less than 150 gm and will remain the minimum requirement wherever mentioned in this tender.
- 1.7. Fresh batter/dough to be used for preparation of Parotta, Chapati, Idly, Dosa, Oothappam etc.

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- 1.8. Leftover food should not be carried over to the next session of service.
- 1.9. Except ice cream and items which cannot be served hot, all other item(s) should be warm and served hot. The Service provider will arrange to keep the food hot in electric operated Bain Marie (to be arranged by the service provider).
- 1.10. All Provisions should be of good and standard quality with ISI/AGMARK,etc approval. They should be purchased from reputed Wholesale Dealer(s) or Co- operative Super Market /Departmental store.
- 1.11. The oil that remains from deep-frying at the end of the day should not be used for cooking again.

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Bidder's Representations and Warranties

The selected bidder hereby represents, warrants and confirms to the IMU-KC that:

1. He has the necessary skills, knowledge, experience, expertise, required capital, net worth, adequate and competent Facility staff, systems, equipment and procedures and the capability to duly perform its obligations in accordance with the terms of the tender / Agreement and to the satisfaction of the IMU-KC, provided, however, that the IMU-KC's judgment as regards the quality and skills of the Bidder and his Facility Staff shall be final and binding on the Bidder.

2. The personnel deployed by the service provider for the job shall meet the following requirements:
 - Should be medically fit&free from contagious diseases
 - Should be good in conduct and disciplined,sincere, active and energetic
 - Should not have any criminal records
 - Age:Between 18-50 years

 - The head cook should have atleast, 10 yrs of experience in an organisation of repute (mode of proof, if asked, will be needed to be submitted by the service provider). The Mess Manager should be able to understand English and able to communicate in English.

 - The original proof should be submitted for verification to IMU-KC. Photocopy of the document is to be retained with the IMU-KC admin office. Age of the outsourced personnel should not be more than 60 yrs. The person who is going to attain the age of 60 yrs in this cycle of 1 year, should not be engaged by the service provider.

3. The execution of the Agreement and providing services hereunder, by the Bidder, to the IMU-KC does not and will not violate or breach any covenants, stipulations or conditions of any Agreement, Deed entered into by the Bidder with any third parties.

4. It will be the responsibility of the bidder to abide by all laws of the land including, Labour Laws, Companies Act, Tax Deduction liabilities, Welfare measures for his employees and all other obligations applicable to this contract.Regardless of such

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obligations enumerated and defined herein, any such onus shall be the exclusive responsibility of the Bidder, and it shall not involve the IMU-KC in any way whatsoever.

5. The Service provider shall be solely responsible for any accident, damage or injury caused to any of his employees or property or any person or property in course of the Service and death while on service and shall not hold the IMU-KC responsible in respect of any claim made by any person for any reason whatsoever. The service provider will make no claim for reimbursement or other form of claims arising out of such accidents etc. against IMU-KC. In the event of IMU-KC incurring any loss due to the above, Service provider shall indemnify IMU-KC to the extent of its loss on this account. Service provider shall be solely responsible for reporting to IMU-KC and concerned authorities immediately of any serious or fatal accident. **The service provider will be required to provide for emergency evacuation to nearest hospital for any injured personnel and offer treatment. An undertaking in this regard must be provided by the service provider. The service provider should bear all expenses arising out of medical evacuation, treatment, compensation or ex-gratia of any unfortunate event in such case.** The service provider should ensure that the outsourced personnel are physically fit to work during working hours or amended working hours. No claims of outsourced personnel being unable to work due to harsh weather can be entertained.
6. There shall not be any Master-Servant or Employer-Employee relationship or any legal or contractual relationship between the IMU-KC and outsourced staff deployed by the service provider for any purpose including any claim, disputes, rights & duties etc. between the service provider and his personnel. The outsourced staff shall be the employees of the service provider and all the statutory compliances, liabilities and obligations, including the requirements to deposit contributions for, and, to file periodic returns of details of persons deployed under various labour legislations such as Provident Fund Act, Employees State Insurance Act, Minimum Wages Act (Contract Labour (Regulation & Abolition Act 1970), etc., and all other labour and other legislations as applicable from time to time, during the currency of the contract, with regard to the personnel engaged by the service provider for service to IMU-KC, are the responsibility of the service provider and shall be solely complied with and met by the service provider. Any penalty / damage / claim / compensation of any nature

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whatsoever arising out of any litigation or non-compliance of various labour and other legislations, as determined by concerned Government Authorities, shall be solely and directly borne by the service provider. The Service provider shall indemnify IMU-KC, in the event of imposition of any such penalty / damage / claim / compensation etc to the fullest extent of such penalty etc.

7. The service provider, shall alone be responsible & entitled to act in pursuance of this Contract, and the service provider shall not directly or indirectly transfer, assign or makeover any rights and obligations of the contract or any part thereof to any other persons.
8. In the event of any losses or damages to any Properties or effects of University by theft, Pilferage, etc., the service provider shall alone be responsible & liable to pay, reimburse & indemnify all losses & expenses suffered or paid or payable by the University, if such loss is attributable to the conduct of staff deployed by the service provider.
9. Staff deployed by Service Provider should be properly trained for catering service.
10. An official email is to be provided by the service provider specifically created for providing service in IMU-KC. All necessary instruction or order for food will/may be given through this e-mail. The service provider is needed to respond to thee-mails within 2 hour of receipt. Any order for requisition of food will be given 1 day in advance.
11. Any email to the service provider by the Director, Deputy Registrar or Officer in Charge will carry the same weight & effect, and have the same significance, as an office order to the service provider.

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BIDDER'S COVENANTS

1. The right to increase/decrease the menu items or number of students / participants / staff to be served, rests with the IMU-KC. Unit rates shall be applied in case of such increase / decrease. No increase in rates will be entertained in case of reduction than estimated no. of students, employees etc.
2. It will be the responsibility of the service provider to provide its staff with **Uniform (including shoes), Identity Card** etc. at his cost. The cook should always wear a toque or any other head covering, in both mess and canteen. The service provider should also supply all necessary safety consumables like gloves, masks, etc without any additional cost. The identity card provided to the staff should mention name, age, passport size photo, address: local and permanent (as per the proof submitted) and Aadhaar number. Copy of Aadhaar details of all the staff deployed at IMU-KC is needed to be submitted at IMU-KC's entrance gate and admin office, in spiral bound form. No staff of the Service Provider will be provided entry into the campus without the Identity card.
3. The service provider is required to develop a students' canteen/canteen –extensions in the vacant plot beside CPWD complaint cell, behind administrative building, where the following should be at least served :
 1. Tea/coffee/hot beverages/cold bevarages
 2. Snacks
 3. Small eats/items, etc.
 4. Packed itemsThe shop should be kept open compulsorily in the morning and evening, for at least 4 hrs at one instance.
4. The costs of establishing the civil structure for the canteen extension will be borne by IMU-KC upon advice of the bidder. Till the time such civil structure is not made the extension of canteen will be done from Swimming Pool first floor or such other place which will be told by IMU-KC.
5. The service provider should furnish to IMU-KC the details of any changes of the personnel posted in the IMU-KC within 24-hours of the change. IMU-KC reserves the Signature of Bidder

right to reject any person posted in IMU-KC without assigning any reason. In such case the firm has to deploy the replacement within 24 hrs.

6. No single use plastic is allowed within the campus.

7. No Personnel can be deployed in IMU-KC :

- a) against whom any police complaint (FIR or Diary) has been/was filed
- b) against whom any disciplinary action is initiated,
- c) who is/was terminated on grounds of misconduct/misbehaviour by any employer/outsourcing agency.

8. The contractor should produce certificate of all their employees issued by their respective Native place police station informing that the employees employed by the service provider are free from criminal/crime/vigilance cases on demand by IMU – KC. **Police verification** report is needed to be submitted to IMU-KC before deployment of any person in IMU-KC. Staff employed by service provider should be in possession of Aadhar Card. The copy of the Aadhar Card should be produced before the start of the contract.

9. Medical Certificate of the deployed staff should be produced indicating that they are physically fit for deployment. Medical check-up every six months is mandatory and on extension (if any) of the tender.

10. The service provider shall ensure adequate Supervision wherever the services are provided.

11. Personnel on off duty will not be allowed to visit any other duty points and presence at other places or even other duty points will be considered trespassing into unauthorized territory.

12. If IMU-KC finds that the personnel deployed by the service provider are inadequate as they are unable to provide service as per the terms and conditions of the tender, then service provider may be asked to deploy adequate staffs for providing services as per the terms and conditions of the tender document. No extra charges will be paid by IMU-KC, since the deployment will be purely because of non provision of service by the service provider.

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13. In the event of any loss, theft or robbery inside the campus or damage occasioned to the Department, as a result of any lapse on the part of the service provider or its staffs deployed in IMU-KC, which would be established after an enquiry conducted by IMU-KC, the said loss can be claimed from the service provider up to the value of the loss. The decision of IMU-KC will be final and binding on the agency.
14. Outsourced personnel are prohibited from photography or exhibition of any sort unless specifically instructed by IMU-KC.
15. In any case of grouping or forming assembly, strikes, gheraoes, cessation of work by the staffs of the service provider or such other incidents which will be deemed unsuitable to the atmosphere of the campus, the service provider may be asked to replace any or all of its staff terminated with immediate notice and penalty (10% of the bill value of current and the previous month) will be levied. Failure to replace the manpower or arrest of cessation of work will lead to termination of the contract.
16. The Bidder should make available fire fighting equipment (at least one CO2 fire extinguisher) in the areas of their operation and should have the manpower having knowledge of use of such equipment, should the need arise.
17. The bidder should use good quality, hygienic and potable water for preparing various items as well as provide the same for drinking purposes.
18. The areas of operation of the bidder i.e. kitchen, mess and dining areas should be hygienic and free from pests. The bidder should use his consumables such as disinfectants, insecticides, etc along with already provided other means such as mosquito killing LED lights etc. so that the area is free from Cockroaches, Flies, Lizards, Pests, Rodents, etc.

Signature of Bidder

Schedule I to Appendix V

BIO DATA OF THE OUTSOURCED PERSONNEL

Name : _____

*Age (as per ESIC Card or Matriculation Certificate) : _____

*Local Address :-

*Permanent Address:-

*Educational Qualification :

*Experience :

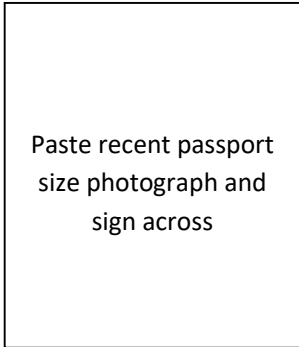
*AADHAR No. : _____

*Medical Certificate No. and date: _____

(Medical Certificate scope should cover the scope of tender for determining physical fitness including working for long hours under direct sunlight)

*Police Verification Certificate No. and date: _____

[Self attested copy of the proof is needed to be attached with the bio data for the items marked in asterisk ()]*



DECLARATION:-

I have understood all the terms and conditions of the tender document and I am physically fit and capable of doing all the work as stipulated this tender document. I undertake that I will not be involved in any unlawful activity. I will not instigate or participate in any strike, gherao etc. I will not form any kind of group, association etc., failing which I would be liable for termination at any time. I will put forward my grievances, if any, only through the proper channel.

Date:

Signature of the outsourced personnel

I undertake that the detail mentioned above are true and correct in all respect and all the details and conditions of tender documents are thoroughly explained to our personnel outsourced by IMU-KC.

Signature and stamp of the service provider

Signature of Bidder

Schedule II to Appendix V

(to be submitted within one week of starting services for all staff)

The service provider is required to obtain medical certificate giving clearance to be disease free for the following:

- A) The staff engaged should be free from any contagious disease.
- B) The hands of staff are not having any infections.
- C) The nail-beds are free from infections.

Medical Officer

Signature of Bidder

Penalties & Fines

1. In case the service provider fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract, IMU-KC reserves the right to impose the penalty as detailed below:-
 - A) 0.5% of cost of order/agreement per week, up to one week of delay.
 - B) After one week delay, IMU-KC reserves the right to cancel the contract and withhold the agreement and get this job be carried out preferably from other service provider(s).The difference if any maybe recovered from the defaulted service provider and also the defaulting service provider shall be black listed for a period of 4 years from participating in such type of tender and his earnest money/security deposit may also be forfeited, if so warranted.
 - C) The personnel engaged have to be extremely courteous with very pleasant mannerism in dealing with the Officers / Staff / Students etc. and should project an image of utmost discipline. IMU-KC shall have the right to have any staff of service provider removed in case of tenable complaints from Officer /Staff/ Students or as decided by representative of IMU-KC if the person is not performing the job satisfactorily or is considered to be undesirable or for any other reason deemed fit by IMU-KC. The service provider shall have to arrange the suitable replacement in all such cases within 24 hours of intimation by IMU-KC, failing which it may be treated as absent and consequent penalty as specified elsewhere in the document or any other penalty as deemed fit and reasonable by IMU-KC will be imposed.
 - D) In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the service provider will be liable to be forfeited to IMU-KC besides annulment of the contract. If any of the above condition is violated, IMU-KC has the right to impose any penalty as decided by the IMU-KC.
 - E) The service provider shall ensure that they or their staff shall not at any time, without the consent of IMU-KC in writing, divulge or make known any trust, accounts matter or transaction undertaken or handled by the IMU-KC and shall not disclose to any information about the affairs of IMU-KC. This clause does not apply to the information, which becomes public knowledge.
 - F) Any liability arising out of any litigation (including those in consumer courts) due to any act of service provider's personnel shall be directly borne by the service

Signature of Bidder

provider including all expenses/fines.

G) Food Poisoning may lead to cancellation of contract and possible blacklisting of the caterer. The security money deposited by the institute will not be refunded to caterer in case contract is cancelled for the above reason.

H) For any rule stated in the agreement first violation of the rule implies fine as per the rule. Second and subsequent violations of the same rule on a different day within 30 days of previous will attract 2 times the initial amount of fine on the caterer.

I) For damages caused by the caterer to the kitchen equipment, vessels and other items supplied by the University, the cost of the damage to the equipment, as determined by IMU-KC, will be recovered.

The service provider should bear all expenses arising out of medical evacuation, treatment, compensation or ex-gratia of any unfortunate event in such case.

As nominated by the Director, the Deputy Registrar shall be the Competent Authority with regard to imposition of Penalty. The caterer may appeal to the Director for reduction / waiver of penalty. The decision of the Director shall be final. The Contractor shall perform the work under this Contract in accordance with the Terms and Conditions as set-forth in the Tender-documents.

Penalty for various defaults:

Rule Violation	Minimum Fine per complaint
Non-availability of complaint register / discouraging students from registering complaints/ Non availability of I-Cards	Rs. 500/-
Insects / such other unwanted item cooked along with food	Rs. 1000/-
Two or more complaints of unclean utensils in a week	Rs. 500/-
Food poisoning	Rs 25000/-
Lapse in punctuality /Waiting time - more than 15 mins. for any meal without valid reason	Rs 500/-
Any type of change in menu of any meal without permission of IMU-KC	Rs. 1,000/-
Any tampering damage to the basic civil structure / Any tampering with gas pipelines	Rs 2000/- + Cost of that item.
Inappropriate personal hygiene of workers including dress / misbehavior by workers, etc.	Rs. 1,000/-
Failure to maintain a proper health checkup of the workers	Rs. 1,000 /-
Use of un-mentioned brands without permission/ adulteration/ Use of poor quality/stale food material/ Use of newspapers to keep fried items/ Use of single used plastics	Rs 1,000/-
Lapse in cleanliness and hygiene	Rs 1000/-
Absence of proprietor or his representative empowered to take decision from monthly meeting with management	Rs 1000/-

Signature of Bidder

Closure of canteen without proper reason	Rs 1000/-
Any penalty not stated anywhere	Rs 500/-
Catering personnel found drunk or sleeping on duty or absent from duty	Removal of the employee
Engagement of child – labour or persons less than 18yrs of age	Rs 20000/-

Signature of Bidder

Annexure-I

(Technical Bid-Cover 1)

[On the Letter head of the Bidder and to be put in a separate sealed cover]

Tender for providing 'Catering Service (in New Hostel Mess and 2 Canteens)' at IMU – Kolkata Campus

Ref: IMU-KC's Tender Notification No.IMU-KC/ Catering /2018-19/3, dated 15/10/2018

From

Name & Address of the Bidder

Ph:

Email:

To

The Director,
Indian Maritime University,
P-19, Taratala Road
Kolkata - 700088.

Dear Sir,

We hereby submit our Technical Bid for providing 'Catering Service' at IMU – Kolkata Campus' as detailed below:-

1. Experience in the business of providing Similar Service Since 2013-2014 or earlier:

Sl	Eligibility Criteria details	Bidders Confirmation
1	Whether in the business of Providing Similar Service Since 2013-2014 or earlier & meet this eligibility criteria (Yes / No)	
a)	Since which Year?:	
b)	Mode of Proofs enclosed:	Page No.
(i)		
(ii)		
(iii)		
(iv)		
(v)**		

Signature of Bidder

** - May add more rows as required

2. A. Similar service with minimum value specified in any one of the three set of values (a or b or c) carried out during the last five financial years (2013-14 to 2017-18):

Sl	Eligibility Criteria details	Bidders Confirmation
A	Whether carried out similar service with minimum value specified in any one of the three set of minimum service values (a or b or c) during 2013-2014 to 2017-18 & thereby meet this eligibility criteria (Yes / No)	
a)	At least one similar service with a minimum value of 1.5 Crore: (Yes / No)	
b)	At least two similar services with a minimum value of Rs.1 Crore each (Yes / No)	
c)	At least three similar service to the value of Rs.75 Lakh each (Yes / No)	

2. B. Details of similar service with minimum value specified in any one of the three set of values (a or b or c) carried out during the last five financial years (2013-14 to 2017-18):[in proof of sl. No. 2-A above):

B	Mode of Proofs enclosed: (With Name, Address & Contact No. of the Client for whom Catering Services were provided)	Value of the Work (Rs)	Page No.
(i)			
(ii)			
(iii)			
(iv)			
(..)**			

** - May add more rows as required

Note: "Similar Service" means contract for providing catering or canteen services in Government / Semi-Government/ Public Sector organisations/ National level educational institute like IIT, IIM, NIT and Universities/ Banks/PSU's/ Public

Signature of Bidder

Limited Company or A Private Limited Company with a minimum work force of 100 employees.

3. Minimum Annual turnover

(Rs. In Lakh)

Sl	Eligibility Criteria details	Bidders Confirmation	
(i)	Whether the bidder has a annual turnover of at least Rs. 75 Lakhs during any 2 years from the past 5 financial years [YES / NO]		
	Year / Proof enclosed	Turnover	Page No.
(ii)	2015-16 /		
(iii)	2016-17 /		
(iv)	2017-18 /		

4. Other Eligibility Criteria & Essential requirements and other details :

Sl	Particulars	Bidders Confirmation / Details	Details of Proof enclosed	Page No.
(i)	Whether the Bidder have a valid PAN, GST& AADHAR No.		Copy of PAN, GST& AADHAR	
(ii)	Whether the Bidder has been debarred or blacklisted by any Government department / agency so far on account of fraudulent or corrupt practices or inefficient / ineffective performance [YES/NO]		Declaration to this effect	
(iii)	Whether the Bidder has attached EMD for an amount of Rs.5,00,000 from Nationalized or scheduled bank [YES/NO]		Original DD No. _____ enclosed with technical bid	

Signature of Bidder

(iv)	Whether the bidder inspected the site. If so, date and time of inspection of site: [YES/NO]		NA	NA
(v)	Form of Organization [Sole proprietorship / Partnership / PVT Ltd Company etc]:			
(vi)	Other Modes of Proof enclosed			

Name, Designation, Address and Telephone No. of Authorized person(s) of Firm / Agency:

I am also enclosing bidder memorandum and undertaking duly signed by me /us.

Declaration

I / We certify that all the particulars furnished above are true and correct and based on documentary evidence, and that I /we understand that if any of the above particulars is found to be false or misleading, our bid is liable to be summarily rejected at any stage and my /our firm is liable to be blacklisted / debarred by IMU-KC for at least 3 years, in addition to any other right or remedy available to IMU-KC including forfeiture of EMD, Security Deposit etc.

Date:

Signature with Seal of
Authorized Signatory

Place:

Signature of Bidder

BIDDER MEMORANDUM & UNDERTAKING

[on the letter head of the bidder to be signed enclosed with technical bid]

General Description

Tender for Providing 'Catering Service (in New Hostel Mess and 2 Canteens)' at IMU – Kolkata Campus in Kolkata. Tender No. IMU-KC/ Catering /2018-19/3, dated 15/10/2018

Period of Contract

One year from the date of commencement of work.

[The contract is extendable at the same terms and conditions by one more year subject to providing of service to the satisfaction of IMU-KC, at the option of IMU-KC]

1. Forfeiture of Earnest Money Deposit & Undertakings by the Bidder

Should this tender be accepted in whole or in Part, I / we here by agree:

- a) to terms and abide and fulfil all conditions annexed hereto and all the terms and provisions contained in all parts of the tender documents so far as applicable and/or in default thereof the EMD paid by us will be forfeited in favour of IMU-KC.
- b) To execute all the Services referred to there in the tender documents upon the terms and conditions contained or referred to therein, and carryout such deviations as may be ordered by IMU-KC.
- c) This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake to abide by all the terms and conditions laid down in the tender/bid documents.

2. I/We abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI Bonus, Gratuity, Leave, Relieving Charges, Uniform and Allowance thereof and any other Charges applicable from time to time. I/We will pay the wages to the Personnel deployed as per Minimum Wages Act as mentioned and amended by the **Central Government** from time to time and shall be fully & solely responsible for any violation.

SIGNATURE:

FOR AND ON BEHALF OF:

DATE:

Signature of Bidder

NOTE: This Memorandum forms part of the Tender and this should be duly filled in, signed & sealed and enclosed along with the Tender.

To

The Director,
Indian Maritime University (Kolkata Campus),
P-19, Taratala Road
Kolkata - 700088

Sir,

Being duly authorised to represent and act on behalf of hereinafter called "the bidder" and having visited the site and examined the Conditions of Contract, Specifications, Schedules and Bill of Quantities for the Tender for providing Catering Service at Indian Maritime University - Kolkata Campus, Taratala at Kolkata.

1. We offer to execute the work in conformity with the said Conditions of Contract, Specifications, Schedules and Bill of Quantities for the sum of as per the detailed price bid enclosed.
2. We undertake, if our Tender is accepted, to achieve completion of the service for the periods specified in this Schedule.
3. We agree to abide by all the terms and conditions of the Tender in all its parts including its annexure & forms, for a period of One year from the date of commencement of work as per the tender document or such further period as may be mutually agreed, it shall remain binding upon us and may be accepted at any time before the expiration of that period should we fail to abide by our Tenders during the above said period of One year or such extended period as mutually agreed upon, I/We forfeit and forgo the Security Deposit to IMU-KC.
4. Unless and until a formal Agreement is prepared and executed, this tender, together with our written acceptance thereof, shall constitute a binding contract between us.
5. I/We understand that the Indian Maritime University, (Kolkata Campus) reserves the right to,
 - a) Amend the scope of tender and value of contract under this work;

Signature of Bidder

b) Reject or accept any tender including the lowest, cancel the tender process and reject all tender(s).

I/We agree that the Indian Maritime University Kolkata Campus will not be liable for any such action and will be under no obligation to inform the bidder of the grounds for such action.

6. If our tender is accepted we understand that we are held fully responsible for the due performance of the contract.
7. We agree to execute all the works referred to in the tender documents in accordance with the terms and conditions contained or referred to therein and to carry out such deviations as may be communicated by IMU-KC.

SIGNATURE:

FOR AND ON BEHALF OF:

DATE:

Signature of Bidder



INDIAN MARITIME UNIVERSITY

KOLKATA CAMPUS

P-19 TARATALA ROAD, KOLKATA, 700 088

Tender for providing 'Catering Service (in New Hostel Mess and 2 Canteens)' at IMU –
Kolkata Campus

Tender No.: IMU-KC/ Catering /2018-19/3, dated 15/10/2018

Volume. II

PRICE BID

Signature of Bidder

PRICE BID CUM DETAILED MENU

Price bid deals with three major heads(components) viz :

1. Mess Menu (Will cater to all requirements of Mess)
2. Canteen Customised Menu (Will cater to all customized/special requirements of IMU-KC and fixed menu of canteen)
3. Canteen Open Menu (Will cater to all independent loose items)

1. Menu Proposed for Catering Service in New Hostel Mess for Cadets

WEEKLY MENU

D A Y	Morning Tea	BREAKFAST AT 7.30 A.M.	LUNCH AT 12.30 P.M.	SNACKS& TEA 4.30 P.M.	DINNER AT 7.00 P.M.
Monday	TEA@6AM	3 Idli (150gm)&1 Vada (100gms) with Sambhar and Coconut Chutney For Non Veg - Egg 2 Pcs - Boiled/ For Veg. - Mix Veg. Cutlet (2pcs) (75 g each) Brown bread – 4 Slices (Max 6)Seasonal fruits (150 gm), Tea – 100 ml	Unlimited -Rice, Chapati, Moong Dal. Seasonal Vegetable (100gms) Green Chatni Pickle, Salad, Papad	Bread Pakoda-1 Min weight: 100gm	Unlimited -Rice, Chapati, Arhar Dal. Non veg :Fish curry (100 gm fish) + 50 gm curry, Veg : Matar Paneer (200gms), Gulab Jamun Salad, Pickle
Tuesday	TEA@6AM	Chhola (200 gm) + 2 Bathura+ (1 additional Bhaturo, if demanded) Jalebi – 1 (75 gm), Dalia(200g) Seasonal fruits (150 gm) Tea-100ml	Unlimited -Rice, Chapati, Rajma Seasonal Vegetables(100gms) Tomato Chutney Pickle, Salad, Papad	Samosa – 1, Min weight: 100 gm	Unlimited -Rice, Chapati, Masoor Dal Shahi Paneer (200gms) Salad, Pickle Sewai (50g)
Wednesday	TEA@6AM	Poori – 4 pieces(200gms) + Sabji (200gms) For Non Veg - Egg 2 Pcs– Scrambled/ Veg. –Alu-chop (2pcs) 75 gms each piece Brown bread – 4 Slices (Max 6) Seasonal fruits (150 gm) Tea-100ml	Unlimited -Rice, Chapati, Arhar dal Alu Dum / Alu Fry (100gms) Mango sweet chutney Pickle, Salad, Papad	Veg Cutlet – 1, Min weight : 100 gm	Unlimited : Rice, Chapati,Chana Dal For Non Veg - Chicken Masala (200g) For Veg. – Baby Corn/ Chilly Paneer (200 g) Salad, Pickle Rasgulla (100gms)

Signature of Bidder

Thursday	TEA@6AM	<p>Alu Paratha – 2 pieces (200gms) + 1 Additional Paratha(100gms) (if demanded) + Curd (150gms) + Pickle (1 Spoon)</p> <p>Boondi Laddu (75gms)</p> <p>Dalia – 200 gms</p> <p>Seasonal fruits (150 gm)</p> <p>Tea-100ml</p>	<p>Unlimited -Rice, Chapati, Sambhar</p> <p>Mango sweet chutney</p> <p>Pickle, Papad, Salad</p> <p>For Non Veg - Egg Curry (100 g)</p> <p>For Veg. - Shahi Paneer (100 g)</p>	<p>Cake, Min weight : 100 gm</p>	<p>Unlimited: Rice, Chapati, Dal Makhani</p> <p>Seasonal Vegetable (no potato) (100 g)</p> <p>Salad, Pickle</p> <p>Kheer (100 g)</p>
Friday	TEA@6AM	<p>Masala Dosa (50 gm) + 200 gms masala</p> <p>For Non Veg - Egg 2 Pcs - Omlette/ For Veg. - Mix Veg. Cutlet (2pcs)- 75gms each</p> <p>Brown bread – 4 Slices (Max 6)</p> <p>Seasonal fruits (150 gm)</p> <p>Tea-100ml</p>	<p>Unlimited - Rice,Roti,Kadhi with 2 Pakodi (50gms)</p> <p>Mix veg. (No potato allowed) (100g)</p> <p>Mango sweet chutney</p> <p>Pickle, Papad, Salad</p>	<p>Pyaj Bhajia Min weight : 100 gm</p>	<p>Unlimited: Chicken Biryani (Chicken 100 gm + Rice Unlimited)</p> <p>For Vegetarians: Paneer Biryani (Fried cubes of Paneer 100 gm in one plate)</p> <p>Boondi Raita – 200gm</p> <p>Rasmalai -75 gm</p> <p>Salad, pickle</p>
Saturday	TEA@6AM	<p>Pav(2 pieces – 75 gms each) +Bhaji (200 gms) with Butter (20gms) + 1 Piece extra Pav (75gms) + 50 gms extra bhaji on demand.</p> <p>For Non Veg - Egg 2 Pcs - Omlette/ For Veg. – Mix. Veg. Pakoda (2pcs)- 75 gm each</p> <p>Brown bread – 4 Slices (Max 6)</p> <p>Seasonal fruits (150 gm)</p> <p>Tea-100ml</p>	<p>Unlimited : Khichri with Ghee</p> <p>Alu Chokha (200gm)</p> <p>Dahi 200 gms</p> <p>Papad, Salad, Pickle</p>	<p>Aloo chop weight : 100 gm</p>	<p>Unlimited Rice, roti, dal</p> <p>Fish curry for non veg</p> <p>Stuffed capsicum for veg</p> <p>Ice cream (100gms)</p> <p>Salad, Pickle</p>

Signature of Bidder

Sunday	TEA@6AM	Bread Toast 4 Slices (Max 6)+ Jam 1 Table Spoon + Butter 20 gms	Unlimited : Vegetable Pulao, Paratha, Dal Tadka (Chana),	Namkeen Mixture(1 00 gm)	Unlimited Jeera Rice, Dal
		For Non Veg - Egg 2 Pcs – Scrambled Eggs (2 eggs)			For Non Veg - Egg Curry
		For Veg. - Mix Veg. Cutlet (2pcs)- 75 gm each	Palak/Matar Paneer (200 gms)		For Veg. – Chana Masala
		Packed cake (of value Rs 5 or more) - 1	Chana Chutney		Misti Dahi
		Seasonal fruits (150 gm)	Pickle, Papad, Salad		Salad, Pickle
		Tea-100 ml			

1	Salad and Papad to be served everyday with lunch. Tea or Coffee to be served everyday at 6 am.
2	Pickle and sauce should be always available and complimentary with canteen items.
3	In case of changed or incomplete Menu served IMU-KC will decide the amount of deduction other than penalty.
4	Seasonal fruits such as Mango, grapes, orange, papaya, water melon, apple, guava, jackfruit in addition to banana through out the year. No fruit should be repeated more than once in a week especially banana failing which it will attract severe penalty.
5	Seasonal Vegetables such as green peas, butter beans, soya beans, radish, carrot, cauliflower, cabbage, beetroot, etc to be compulsorily part of the menu. Seasonal vegetables should not have potato mixed with them. Only mixed vegetables in Menu may have potato mixed. The quantity of potato mixed should not be more than 40% in any mix vegetable. This will be strictly monitored by administration.
6	Fresh chicken pieces are to be provided without skin, liver, gizzard, neck, wings and legs cut upto knee. Fresh fish (Rohu or Katla) to be provided without head and tail.

The rates quoted should be inclusive of all charges (except GST*), levies, duties, Bonus and service charges etc. (*GST is to be added in the price bid and price should be quoted excluding GST. It should be shown separately in the Price Bid with proof for the rate of deduction charged. Price bid evaluation will be made based on Rates quoted exclusive of GST and it will be added to the net rates at the stage of award of the contract, if such GST etc. is applicable to IMU-KC).

The approximate quantities mentioned may differ. The quantity in price bid is based, considering both factors i.e. the approximate qty. and the relative weight in price bid.

2. Price Bid for mess per student per day (COMPONENT 1):

<u>Items</u>	<u>Rate</u>	<u>Expected Quantity</u>	<u>Total per day</u>
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Signature of Bidder

(A)	(B)	(C)	(D)
Breakfast including morning tea		<u>280</u>	
Lunch		<u>280</u>	
Snacks		<u>280</u>	
Dinner		<u>280</u>	
Total (I)*			
Yearly weighted Total (II) = (I)x 30 x 10			
(III) = GST@____% on (II)			
Net Total (IV) = (II+III)			
* Separate rates for all meals are taken so that in case of partial delivery, the meal wise rate (for e.g. breakfast, lunch, etc will be charged separately instead of full day charge)			

Signature of Bidder

3. Price Bid for Customised Menu- Canteen (COMPONENT-2)

CUSTOMISED MENU

(To be served from Canteen)

Sl	Nomenclature of Meal/ Food item	Serving type	Description of Manpower required with attire	Menu	Rate(a)	Approx. quantity in a Year(b)	Total C= (a*b)
A	Standard Breakfast Vegetarian	To be served as per demand either in Canteen or in Mess or any such instruction	Regular as mentioned in tender (until instructed for some change). Regular Mess staff strength. Atleast three out of 6 veg breakfast options as mentioned in next column should be always available. 2 non-veg breakfast options should be always available.	Idli & Vada [Idli - 4 nos. (200 gms), Urad Vada – 2 nos. (60 gms), Chutney – packaged separately (50 gms)] OR Upma & Vada [Upma(100gms), Urad Vada – 2nos.(60 gms), Chutney – packaged separately (50 gms)] OR Pongal & Vada [Pongal(200 gms), Urad Vada – 4nos.(120gms), Chutney- packaged separately (50gms) / Uttapam 200 gms with sambhar and chutney OR Masala Dosa (200 gms) with Sambhar & Chutney OR Pizza (veg.) OR Chhole (100 gms) Bhature -2 nos. OR Corn Flakes (50 gm) + Milk (100 ml)	30	40*365 =14600 For evaluation flat rate of Rs. 32 per breakfast will be counted, considering daily consumption of 40 people daily throughout the year	438000 (30 x 14600) (The prices here for bidding are fixed. Hence nothing to be quoted here.)
B	Mini Breakfast			Dahi Vada (2 pieces) OR Omelette (2 eggs) OR Poori Bhaji (4 Pooris + Bhajji 200gm) OR Upma (200 gm) OR Halwa (150 gm) OR Butter Toast (4 piece Bread + 1 Butter Chippet 20gm) OR Egg Roll (1 egg)	20	40*365 =14600	292000

Signature of Bidder

C	MEO Class Snacks	To be served in premium packets (plastic film coated)	Only delivery of packets required	Two salty items with approx rate of Rs 10 per item, two sweets (dry), ketchup sachet. (one item should be Burger/Paneer Samosa/Sandwich/Any other filling, bulky item – All the items should be completely veg) *Sandwich should not contain Mayonnaise & should have fresh ingredients	(Rate for MEO)	6300 (approx.)	6300 x _____ = _____ (Total for MEO)
D	Standard meals Vegetarian Non - vegetarian	At Canteen / By order	To be served in canteen/place where demanded	Rice Pulao or Jira Rice or Plain Rice of fine quality(150 gms), Paratha – 2nos. or Chapati - 4nos. or Poories – 5nos.(100 gms), Dal or Sambhar – Thick consistency (150gms), Mixed Vegetable – seasonal (100gms), Vegetable Curry – seasonal (100 gms), Curd – 100 gms or Sweets (40 gms), Pickle in sachet (15gms)	50	40x365= 14600	803000 (14600 x 55) The prices here for bidding are fixed. Hence nothing to be quoted here.
				Rice Pulao or Jira Rice or Plain Rice of fine quality(150 gms), Paratha – 2nos. or Chapati - 4nos. or Poories – 5nos.(100 gms), Dal or Sambhar – Thick consistency (150gms), Mixed Vegetable – seasonal (100gms), Vegetable Curry – seasonal (100 gms), Curd – 100 gms or Sweets (40 gms), Pickle in sachet (15gms) Two egg curry (200 gms)	60		
E	Ordinary Thali Meals Vegetarian Non - Vegetarian		To be served in canteen/place where demanded	Plain Rice of fine quality(150 gms),Paratha – 1nos. or Chapati - 2nos. or Poories – 3nos., Dal or Sambhar- Thick consistency(100gms), Mix Vegetable- seasonal (100 gms), Pickle	30	40x365= 14600	511000 (14600 x 35) The prices here for bidding are fixed. Hence nothing to be quoted here.
				Plain Rice of fine quality(150 gms),Paratha – 1nos. or Chapati - 2nos. or Poories – 3nos., Dal or Sambhar- Thick consistency(100gms), Mix Vegetable- seasonal (100 gms), Pickle Two egg curry (200 gms),	40		
F	MDP Class Menu	To be served in Crockery and good quality utensils	To be served at the venue in the campus with Executive attire for minimum 3 stewards with toque,	Morning : Tea / Coffee + cookies (per person min 2) Lunch : Roti – 3, Rice – As per demand, Dal – As per demand, Mutter Paneer, Extra vegetable, (Fish curry/ chicken/2 egg curry), papad, salad, mineral water 1 litre, curd – 150 gm, Sweet (Rasgulla/Gulabjamun/Rasmalai/Chamcha		x 65 = 10=650 (65 days with average batch strength of 10.)	650 x _____ = _____

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			gloves, etc on.	m/any other equivalent item) Evening : Tea / Coffee + Snacks (Any item from Singlesamosa/kachuri/aloochop/paneerc hop/onion bhajia)				
G	Special occasion snacks packet	To be served in ordinary packets	Only delivery of packets required	Samosa, other salty item, 2 sweets,tissue paper.	_____	30*12=360	360 x _____ = _____	
H	VIP Breakfast @ Guest House	To be served to VIPs by order	To be served at the venue in the campus with Executive attire by stewards with toque, gloves, etc on.	1. Mineral Water 2. Fruit Juice 3. Brown Bread – 5 pieces & Butter, Jam, Jelly 4. Boiled Egg/Scrambled Egg 5.Cake/Noodles/Idly/Cornflakes/Sandwich/Dhokla/Puri-Sabji,etc (As per order by VIP). 6. Sweets 7.Tea/Coffee	_____	05*12=60	60X _____ = _____	
I	VIP Lunch @ Guest House	To be served to VIPs by order	To be served at the venue in the campus with Executive attire by stewards with toque, gloves, etc on.	Lunch : Roti – 3, Rice – As per demand, Dal – As per demad, Mutter Paneer, Extra vegetable, (Fish curry/ chicken/2 egg curry), papad, salad, mineral water 1 litre, curd – 150 gm, Sweet (Rasgulla/Gulabjamun/Rasmalai/Chamcham/any other equivalent item)	_____	05*12=60	60 X _____ = _____	
J	VIP Dinner @ Guest House	To be served to VIPs by order	To be served at the venue in the campus with Executive attire by stewards with toque, gloves, etc on.	1. Veg. Soup 2. Green Salad 3. Chapati 4. Dal Makhani 5. Stuff Capsicum / Butter Paneer 7. Rice/Peas Pulao 8. Fish Fry /Chicken Curry/ Mutton Curry 10. Mango Chatni 11. Sweet Curd (white) – in khudi 12. Rasogolla – 1 pcs 13. Papad	_____	05*12=60	60X _____ = _____	
Total (V)								
(VI) GST@____% on (V)								
Net Total (VII) = (V+VI)								

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(Payment will be made by IMU-KC only if supply made based on written order by IMU KC. For Supply to the Employees / Cadets, payment is to be collected from the ordering employee / cadet)

4.Price Bid for A La Carte Menu(At Canteen) - (COMPONENT-3)

Subcategories: A-Breakfast, B-Main items, C-Beverages

(Subcategories done only to mention their availability period during which it will be mandatorily required to be served.)

The canteen has to maintain mandatory supply of these items from Category A, Category C & Category D separately. Packaged drinking water, 5 types of packets of biscuit, 5 types of mixtures, 5 types of chips, 5 types of cakes/muffins are mandatory to be kept atleast in the canteen for sale.

MENU					
SL	Items	Description	Rate(a)	Approximate qty. per year (b)	Total c=(a*b)
A	Availability at Breakfast (Compulsory)/ all other times as per availability/Sweets all time				
1.	Dahi vada	150 gm		1000	
2.	Bread Slice (Single)	Brown Bread		1500	
3.	Noodles	200 gm		1000	
4.	Poha	200 gm		1000	
5.	PooriBhaji	4 Poori + 200 gmBhaji		3000	
6.	Upma	200 gm		1000	
7.	Halwa	200 gm		1000	
8.	Samosa / Aloo chop/Khasta/Bread Pakoda/Onion Bhajia	100 gms		3000	
9.	Rasgulla/Gulab-Jamun/Rasmalai/Peda	75 gms		2000	
B	Main Items-Availability compulsory at lunch / all other times as per availability				
10.	Chicken Curry/Chicken Masala	150 gm Chicken(2-3 pieces including gravy)-120gm chicken + 30 gm gravy		3000	
11.	Fish Curry/Fish Masala	150 gm Fish (2-3 pieces including gravy)-120gm Fish + 30 gm gravy		3000	
12.	Chana Masala/ Gobi Masala/ Alu Gobi/ Mix. Veg	200gm		1000	
13.	Paneer Tikka Masala	200gm		1000	
14.	Veg. Biryani	250 gm		1000	
15.	Egg Biryani	2 egg + 200 gm rice		1000	
16.	Chicken Biryani	120 gm chicken+150gm		1000	

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17.	Plain Dal/ Dal Fry	120 gm		1000	
18.	Roti	75 gm		5000	
19.	Butter Roti/Paratha Saada	75 gm		2000	
20.	Stuffed Paratha (Alu/Gobi/Muli/Paneer)	150 gm		2000	
20(a)	Plain Rice	150gm		5000	
C	Beverages – (Availability : hot beverages – All times & Cold beverages – as per availability)				
21.	Tea/ Black Tea/ Coffee / Black Coffee	60ml		2000	
22.	Tea/ Black Tea/ Coffee / Black Coffee	120 ml		2000	
23.	Milk (One glass)	250 ml		1000	
24.	Sweet Lassi	250 ml		2000	
25.	Butter Milk	100 ml		2000	
26.	Pineapple/ Orange/Sweet Lime (Mosambi)/ Pomegranate Juice	250 ml		1000	
27.	Watermelon juice	250 ml		1000	
28.	Mango Juice/Mango Milk Shake/Banana Milk Shake	250 ml		1000	
29.	Badam/Chocolate Milk Shake	250 ml		1000	
Total (VIII)					
(IX) GST@____% on (VIII)					
Net Total (X) = (VIII) + (IX)					

The canteen will have to serve both La-carte Menu and SI A, B, D & E of Customised Menu at Canteen Dining Hall. Menu A-J of customised Menu can be ordered by IMU-Administration to be served at any place in Campus.

Discount % on packed items*: _____% (D1) = Rs _____ (For evaluation)**

Discount on mineral water bottle of any quantity: _____% (D2)=Rs _____**

**For every 1 %, 100 Rs(100 points) will be subtracted for evaluation of L1

Signature of Bidder

*Approval for sale of packed items is to be obtained from Administration for each product before selling. Hence the bidder is supposed to seek approval for the list of items which he will be selling in canteens.

GRAND TOTAL FOR EVALUATION OF L1 = (II) + (V) + (VIII) – D1 – D2

$$= \text{_____} + \text{_____} + \text{_____} - \text{_____} - \text{_____}$$

$$= \begin{array}{cccccc} & \text{(II)} & & \text{(V)} & & \text{(VIII)} & & \text{D1} & & \text{D2} \\ = & \boxed{\text{Rs.}} & & & & & & & & \end{array}$$

Weights (i.e. approximate quantities) quoted are tentative only. Actual number may vary, the service provide will need to cater to actual at this quoted rate.

Signature of Bidder