



**INDIAN MARITIME UNIVERSITY
MUMBAI PORT CAMPUS**

TENDER FOR PROVIDING "CATERING/CANTEEN SERVICES"

at IMU Mumbai Port campus, Hay Bunder Road

TENDER NO – IMU-MPC/PUR/2019-20/CATERING/CANTEEN/1298

VOLUME - I

TECHNICAL BID

Issue of Tender Document	: 08.01.2020
Pre-Bid Meeting	: 1430 Hrs on 21.01.2020
Last Date for Submission	: up to 1200 Hrs on 31.01.2020.
Opening of Technical Bid	: 1430 Hrs on 31.01.2020.

All bidders are requested to visit IMU Mumbai Campus website : www.imumumbaiport.ac.in & www.imu.edu.in for regular updates.

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INDIAN MARITIME UNIVERSITY
Mumbai Port Campus, Hay Bunder Road
Mumbai - 400033

TENDER NO. IMU-MPC/PUR/2019-20/CANTEEN/CANTEEN/1298

**TENDER FOR PROVIDING "CATERING/CANTEEN SERVICES" AT
"IMU-MUMBAI PORT CAMPUS"**

TENDER ABSTRACT

Sl. No.	Subject	Remarks
1	Name of the work & tender No.	Tender for providing Catering/ Canteen Services to Indian Maritime University, Mumbai Port Campus for the year 2019-20 Tender No. IMU-MPC/PUR/2019-20/CATERING/CANTEEN/1298
2	Tender document cost	NIL
3	Tender Document can be Downloaded from website www.imu.edu.in and imumumbaiport.ac.in	Tender released on 08.01.2020
4	Earnest Money Deposit (EMD)	Rs.3,50,000/-
5	Pre-Bid meeting schedule	1430 Hrs on 21.01.2020
6	Last date to submit bids	up to 1200 Hrs on 31.01.2020.
7	Date of Technical bids opening	1430 Hrs on 31.01.2020.
8	Address to Submit Bids	THE DIRECTOR, INDIAN MARITIME UNIVERSITY, MUMBAI PORT CAMPUS, HAY BUNDER ROAD, MUMBAI - 400033.
9	Estimated Cost	Rs.1,74,86,700/-

INDIAN MARITIME UNIVERSITY
(A central University, Govt. of India)
Mumbai Port Campus,
Mumbai - 400033

TENDER NO. IMU-MPC/PUR/2019-20/CANTEEN/CANTEEN/1298

**TENDER FOR PROVIDING "CATERING/ CANTEEN SERVICES" AT
IMU MUMBAI PORT CAMPUS**

1. OBJECTIVE:-

IMU Mumbai Port Campus is inviting open tenders from qualified bidders for providing "Catering/ Canteen services" at IMU Mumbai Port Campus, Hay Bunder Road, Mumbai – 400033.

2. PRE-QUALIFICATION CRITERIA:-

The eligible bidder has to satisfy the following conditions:

- 2.1 a) The bidder should have satisfactorily completed three similar catering service works during the last two years each costing not less than 40% of the present estimated cost i.e. Rs. 1,74,86,700/- in Marine Training Institutes preferably IMU or affiliated to IMU/ Port Trust Catering to Students or Cadets/Marine Universities with residential cadets etc.

(or)

- b) Two similar catering service works during last two years each costing not less than 50% of the present estimated cost i.e. Rs. 1,74,86,700/- in Marine Training Institutes preferably IMU or affiliated to IMU/ Port Trust Catering to Students or Cadets/Marine Universities with residential cadets;

(or)

- c) One similar catering service work during last two years each costing not less than 80% of the present estimated cost i.e. Rs. 1,74,86,700/- in Marine Training Institutes preferably IMU or affiliated to IMU/ Port Trust Catering to Students or Cadets/Marine Universities with residential cadets.

[Mode of Proof: Copy of Purchase Order / Contract agreement proving 'Award of Work'/ Copy of Completion Certificate/ Final Invoice/ Letter indicating return of Security Deposit for proving satisfactory 'Completion of Work']. The bidders to fill the details regarding similar orders as per.

- 2.2 The firm should have average annual turnover of Rs. One Crore during the last 03 financial years (i.e. 2016-17, 2017-18, 2018-19).

[Mode of Proof: Copy of Profit & Loss Account of the company for each of the 3 years authenticated by a Chartered Accountant (or) Copy of Income Tax return for each of the 3 years authenticated by a Chartered Accountant].

- 2.3 The Bidder should NOT have been debarred or blacklisted by any government department/ agency in the past 3 (three) years on account of fraudulent or corrupt practices or inefficient/ ineffective performance.

[Mode of Proof: Self declaration in the format prescribed].

2.4 Copy of Income Tax Returns for the last two financial year.

2.5 ISO Certification of FSSC and FSSAI certificate.

The Bidder must possess **ALL** the 5 Qualification Criteria. If the firm does not possess even one of these, it shall stand disqualified and the bid will not be taken up for evaluation. The details of services provided as stated above may be furnished in the Technical Bid of the tender document in the proforma prescribed therein.

3. EARNEST MONEY DEPOSIT (EMD):-

The bidder shall have to pay the Earnest Money Deposit of Rs.**3,50,000/- (Rupees Three Lakhs and Fifty Thousand)** in the form of Demand Draft drawn in favour of Indian Maritime University, Mumbai Port Campus on any Indian Nationalized Bank/ scheduled bank, enforceable and en-cashable at Mumbai and enclose the same along with the Technical Bid (Volume – I). Tenders not accompanied by EMD will be rejected. However, the firms having valid NSIC/MSME certificates may be exempted from payment of EMD upon production of valid certificate mentioning the exemption.

- 3.1 The EMD will be refunded to all tenderers within a period of two months after finalization of the award of contract.
- 3.2 The EMD of the successful tenderer will be refunded only after the remittance of security deposit in any manner as aforesaid.
- 3.3 The EMD will be forfeited in the following cases:
 - 3.3.1. If the tenderer withdraws the tender after opening; and
 - 3.3.2. If the successful tenderer fails to submit the Security Deposit within 10 days from the date of issue of Work order.

4. GENERAL INSTRUCTION:-

The Catering contract at IMU is for a period of one year from the date of award of contract or issue of work order. The successful bidder will be awarded contract to run canteen at IMU initially for a period of one year and if the University is satisfied with the quality and quantity of the food supplied by the contractor, then only the contract may be extended for further period of maximum two years (on year to year basis). The rates, terms and conditions for such extended period will remain same.

4.1 Sale of Documents:

The Tender document can be downloaded from the IMU website www.imu.edu.in and imumumbaiport.ac.in.

4.2 Submission:

4.2.1 The Tender shall be submitted in tender box which will be placed at the Mini Conference room, addressed to **THE DIRECTOR, INDIAN MARITIME UNIVERSITY, MUMBAI PORT CAMPUS, HAY BUNDER ROAD, MUMBAI-400033 up to 1200 hrs on or before 31.01.2020.**

4.2.2 The tenderer's shall seal the Technical-Bid and Price-Bid in separate envelopes (Cover-1 and Cover-2) duly marking the envelopes as **"Cover-1-Technical Bid"** and **"Cover-2-PriceBid"**. The two envelopes along with the covering letter, EMD, Power of Attorney, if any shall then be sealed in an outer envelope. The envelope shall contain the following:

Outer Envelope

- (a) Covering Letter;
- (b) Earnest Money Deposit Demand Draft;
- (c) Sealed Cover – 1; and
- (d) Sealed Cover – 2

Cover-1 – Technical Bid

- a. Duly filled in Tender-Document with relevant details and complete in all respects. (Except price bid)
- b. Copy of Income Tax Returns for the last two financial years duly attested by the Tenderer's Chartered Accountant.
- c. Proof for the work executed as per the eligibility criteria clause.
- d. Self certification regarding status of black listing of firm.
- e. Copy of Registration Certificate of IT, PAN, GST.
- f. Proof of average annual turnover.
- g. ISO Certification of FSSC and FSSAI.

Cover –2 – Price Bid

PRICE BID/COVER duly filled in (both in figures and words).

The sealed outer envelope of Tender-bids shall be addressed To:

**THE DIRECTOR,
INDIAN MARITIME UNIVERSITY,
MUMBAI PORT CAMPUS
HAY BUNDER ROAD
MUMBAI – 400 033.**

All communications with regard to this tender to be addressed to the **above** address only.

4.2.3 The IMU, in exceptional circumstances, and at its sole discretion, may extend the tender due date by issuing a corrigendum.

4.2.4 The tenders will be opened in the presence of the representatives of the tenderers who choose to attend the tender opening (The maximum number of representatives attending the technical bid opening to be limited to 01 person) at **1430 hrs on 31.01.2020 at the INDIAN MARITIME UNIVERSITY, MUMBAI PORT CAMPUS, HAY BUNDER ROAD, MUMBAI- 400033**

4.2.5 The financial bids of the bidders who are technically qualified will be opened. The dates of opening of financial bids will be published in website. The Bidders are requested to visit IMU Mumbai port Campus website www.imu.edu.in and www.imumumbaiport.ac.in.

4.2.6 The offer will remain valid for a period of 120 days from the date of opening of tender. If required, the validity shall be extended for further period by mutual consent.

4.2.7 IMU reserves the right to cancel or withdraw the tender any time. IMU also reserves the right to reject any or all tenders without assigning any reason.

5. Evaluation Criteria:

5.1 The bids will be evaluated on the basis of price quoted by the bidders in the Financial bids. The financial bid consists of Two different categories namely A & B. In category A there are three subcategories namely (i), (ii) & (iii). The total rate of each category should be clearly mentioned.

5.2 The weightage of Category A individually is 80% ($0.20 \times$ (Total rate quoted for (i) Breakfast Category A) + $0.60 \times$ (Total rate quoted for (ii) Lunch Category A + for (iii) Dinner Category A) and for Category B + Category C + Category D is 20%. Accordingly, the bidders have to fill the details in the last page of financial bid, where the final quote is calculated as per the weightage. The bids will be evaluated as explained above.

6. Validity:

The tender shall be valid for a period of **120 Days** from the last date for submission of the tender.

7. Cancellation of Tender:

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 are not responsive to the requirements of the tender conditions, will be rejected.

8. Security Deposit:

Within 10 days from the date of issue of work order, the successful tenderer shall furnish a security deposit in the form of Demand Draft drawn in favour of **Indian Maritime University, Mumbai Port Campus**, for a value of 10% of the contract price and take over the work. The DD should be issued by any nationalized/scheduled bank payable at Mumbai, for the due fulfillment of the contract.

9. Scope of Work:

- I. Working hours shall be Morning 0700 hrs to 2200 hrs on all days.
- II. The contractor will be required to provide canteen services at IMU-MPC for following:
 - a. Post Sea students of IMU-MPC. (Approx 200 to 300 students)
 - b. IMU officers faculty & staff.
 - c. Visitor to the Campus
 - d. IMU-MPC pre sea cadets (occasionally)
 - e. For special functions whenever advised /ordered
- III. The space for running the canteen will be provided by IMU-MPC.
- IV. The 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 consumers. Food being served should always be fresh and hot.
- V. The quantity of food items / soft drinks, coffee, tea should confirm to weighments and the shelf life limits wherever indicated.
- VI. Arrangements of chairs / tables, etc. in the dining hall and the surroundings shall be maintained in clean hygienic and pleasant manner. These arrangements are to continue throughout the said

contract period. The kitchen and the dining hall shall be kept clean and hygienic and free from all insects at all times.

- VII. The bearers engaged by the Contractor should be in neat Uniforms during service and wear neat gloves and proper head gear and apron while serving food. All cooks and bearers should have medical examination every six months and a certificate to be submitted to IMU in this regard.
- VIII. The contractor shall make available all modern Kitchen equipment, Dining Tables, Chairs, serving buffet tables, serving dishes, cutleries, bread toaster in the dining hall and any other equipment required to provide continuous services at his own expenses.
- IX. Wherever vegetable Curry/ Mixed Veg. is mentioned, fresh vegetables are to be used and the same type of vegetables should not be repeated more than 3 times in a week. Violation of this will warrant imposing of penalty.
- X. Pulav/ Briyani should be prepared of Grade 1 Basmati rice.
- XI. For preparing Vegetable Pulav/ Vegetable Briyani, good vegetables are to be used. Atleast four English vegetables like green peas, carrot, cauliflower, beans, should be used along with other vegetables.
- XII. Sweets should be of quality Brijwasi/ of Gupta sweets/Balaji sweet/ Radhe Syam and similar.
- XIII. Ice cream (100 ml cup- Medium) should be of leading brands like Cream Bell, Vadilal, Kwaliti Walls, Amul or Mother Dairy only.
- XIV. Chappathi, Poori should be made of wheat flour of good quality only. Maida flour should never be used under any circumstances.
- XV. The items should be served warm except ice cream, sweet etc.
- XVI. Seasonal fruits supplied should be of good quality without black mark. The size of the fruits should be appropriate.
- XVII. Curd should be fresh and tin curd should not be used.
- XVIII. The Non-Vegetarian food should always be cooked when fresh and must not be drawn from cold storage.
- XIX. Fresh batter to be used for preparation of Parotta, Idly, Dosa,

Oothappam etc.

- XX. Left over Sambar, Rasam etc. should not be carried to the next session of service.
- XXI. Separate vessels, spatula, spoons etc. should be used for vegetarian and non- vegetarian cooking.
- XXII. The packed items i.e. Chips, Biscuits etc. where MRP is mentioned on the cover should be given at a discount of minimum 5%.
- XXIII. Food poisoning under any circumstances cannot be tolerated by IMU and the Contract is liable to be terminated immediately. The security deposit paid by the contractor shall be forfeited in full, and penal action may also be initiated.
- XXIV. The Contractor shall make his own arrangements for providing Solid Fuel / Heating System in the dining hall to keep the food hot/ warm. Except ice cream and items which cannot be served hot all other item(s) should be warm and served hot.
- XXV. The Contractor should not use kitchen for preparing food or snacks for any other client or customer. He shall not use facilities in Indian Maritime University for any other client or deliver cooked food outside the campus.
- XXVI. The employees of the contractor must be deployed only after the medical checkup and copy of the certificate submitted to IMU/DR(Admin). In so far as the cooks are concerned, apart from undergoing the medical checkup mentioned, they must be free from any contagious diseases at all times.
- XXVII. Electricity charges and Water Charges will be collected at actual for the kitchen and store room areas.
- XXVIII. Gas charges have to be borne by the Contractor and it should be commercial category only.
- XXIX. The employees of the caterer should wear proper uniform and smoking, consumption of tobacco and alcohol in the IMU-MPC premises is strictly prohibited.
- XXX. The Contractor should provide paper napkins during breakfast, lunch, dinner and coffee sessions.
- XXXI. All Provisions should be of good quality with ISI/FPO/Ag-mark

labeling. They should be purchased from reputed Wholesale Dealer(s) or Co-operative Super Market /Departmental store.

- XXXII. The Staff, Supervisor of the catering contractor shall not be entitled to any accommodation in the campus. In case the same is requested by the contractor same will be considered if available and charged as per the rates decided by IMU-MPC.
- XXXIII. The Contractor shall be solely responsible for any injury/damage/ loss of any of the Contractor's employees or materials and for any damage/accident/injury to its personnel during the execution of works under this Contract. IMU shall not be held responsible for any reason whatsoever for any claims made by any person who is under the employment of the Contractor or whose services has been engaged by the Contractor. The Contractor shall indemnify IMU Mumbai Port Campus and keep IMU indemnified against all such injury/damage/loss of Contractor's employees and/or materials.
- XXXIV. The Child labours strictly prohibited and children below the age of 18 years shall not be deployed for the contract works and will lead to termination of contract and forfeit the security deposit.
- XXXV. Caterer should arrange for providing proper cover for wastages besides proper and regular disposal of garbage at frequent intervals from the kitchen and twice a day from the IMU-MPC.
- XXXVI. Contractor must obtain police verification certificate of his staff (before employment in canteen).
- XXXVII. Contractor will be responsible for any legal disputes related to contract and institute will not be responsible for such expenses and any financial and legal liabilities.
- XXXVIII. If required the essential permission like food and drug department, BMC/ MCGM, etc. must be obtain by contractor and institute will not be responsible for such permission.
- XXXIX. Any legal liability related to contract like salary, ESIC, PF, Insurance etc. must be paid timely by the contractor. **(All staff working in canteen must be insured by contractor since** sometimes accidents /burning/ injury cases happens in canteen)
- XL. Institute will ask for periodic medical checkup of the Canteen staff and

quality of food in canteen.

XLI. As the canteen will be required to serve various VIPs and Dignitaries hence the serving persons are required to have a Professional get-up and approach of the highest hospitality standards. 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.

XLII. As for serving of Non-Vegetarian Dish fresh Chicken pieces are only to be provided without skin, liver, gizzard, neck, wings and legs cut upto knee. Fresh Fish (Rahu or Katta) to be provided without head and tail.

XLIII. LIST OF MATERIALS FOR CANTEEN SERVICES TO BE PROVIDED BY CONTRACTOR:

- a.** Best Quality/Brand Raw Material is required to be used by the Contractor for preparation of food in Canteen. Following is the list of some of brands of Raw Materials to be used. This list is not exhaustive but only illustrative. Contractor has to provide anything & everything for smooth running of Canteen. Any change in brands shall be approved by IMU-MPC before procurement to ensure smooth upkeep and maintenance of Canteen.

SN	RAW MATERIALS/CONSUMABLES	Make /Remark
DAIRY PRODUCTS		
1.	Milk-Toned, Full Cream	Mothers Dairy, Amul, Warna, Aarey/ MahanandaGowardhan/Gokuletc Shall be bought in standard sealed packets/bottles
2.	Butter/Ghee	Amul, Britannia, Mother Dairy, Vijaya/ Sagar/ Chitale/Patanjali, etc.
3.	Vanaspati Ghee	Dalda / Godrej
BAKERY PRODUCTS		
1.	Bread	Harvest Gold, Britannia, Modern /Wibs or equivalent Brown Bread or equivalent
PROVISION AND STORES. All Provision A1 Quality		
1.	Rice	Wada/SurtiKolam,
2.	Basmati Rice –need based	Kohinoor, LalQuilla, India Gate
3.	Tea powder	TajMahal/Lipton/Society/ Brook Bond/Hasmukh/ WaghBakri/Girnaretc
4.	Coffee	Nescafe/ Bru/Sunrise
5.	Pickle	Mother's Receipe/ Pravin/ MTR/ Tops /Bedekar etc.
6.	Refined oil (groundnut/sunflower/soya bean)	Dhara/Saffola/Sweekar/Sundrop/Godrej/Fortune/ Sunday and other reputed brands
7.	Papad	Lijjat
8.	Chat Masala, Channa Masala, Garam Masala, Kitchen King, KasturiMethi	MDH/ Everest/ Badshah and other reputed brands

9.	Salt	Tata/ Ashirwad and other reputed brands
10.	Dhania Powder, Chilli Powder, Haldi Powder	Agmark/Fssai brand
11.	Kaju, Kishmish	Best Quality
12.	Laung, Dal Chini, Choti Elaichi and other Hot Spices	Best Quality
13.	Pulses – Dals and beans	Best quality
VEGETABLES		
1.	Frozen Vegetables	Mother Dairy, MAFCO, Safal
2.	Vegetables	Fresh Vegetables (preference may be given to seasonal vegetables)
Non.Veg		
1.	Chicken	Boiler- Weight per Chicken should not be more than 600-700 gram clean without skin
2.	Egg	Good quality
3.	Fish	Pompret ,Surmai, Bangada

Items with Agmark, FSSAI Certificate / Seal to be used where items of such marks are available. Used Oil /Vanaspati Ghee should never be re-used. Details mentioned above mainly indicate minimum standards to be followed at IMU. In case, a better quality product is available, it can be tried with prior approval of IMU. Brands of oils can be changed as and when advised based on market availability and quality of product.

- b. Unless otherwise specified, it will be Contractor's responsibility for procurement of all materials / equipment's, etc. No delay due to non-availability of any material / equipment's will be entertained by the Company.
- c. The Contractor will have to observe all local rules for safety/security, gate passes etc. for entry and exit of material in IMU-MPC.
- d. Contractor shall purchase and keep the raw materials stocks of minimum 10 days required for the preparation of various items, including the controlled items of good quality at his own cost. Contractor shall abide by the Govt. laws relating to stocking of food grains, sale of food, etc. and shall obtain the necessary licenses from the competent authority, wherever applicable. IMU at its discretion through its authorized representative may check the stock position of all the items to see that the above is being complied by the contractor.
- e. Contractor shall use only Standard materials for preparation of food and other items. Fresh Vegetables of good quality on day-to-day basis should be procured from reputed suppliers or stalls. The source of supply should be disclosed.
- f. The Contractor shall not be entitled to serve pre-cooked food items purchased from an outside vendor unless the specific prior permission is obtained from Deputy Registrar.
- g. No compensation shall be payable for items rejected for whatever reason. Further, the Contractor should ensure that there is no dislocation to the canteen services on this account.
- h. The meals/snacks to be supplied to the employees by the Contractor shall be of type, quality, quantities as indicated in ANNEXURE-I. A Schedule of daily menu, shall be prepared by the IMU based on the recommendations of the Canteen Management Committee and

communicated to the Contractor through Deputy Registrar, which shall have to be strictly followed by the Contractor. The contractor shall collect the cost of items, at the prescribed rates, directly from the concerned employees. The service points detail to be collected from Deputy Registrar, the same are only indicative and may vary from time to time.

- i. The Contractor shall use the best practice and legally mandated food and industry standard storage and handling procedures.

10. Penalty Clause:

Failure to supply food in terms of quality, quantity and as per the Menu indicated in Schedule will attract penalty. For not adhering to contractual conditions, the IMU shall be free to impose monetary penalty as deemed fit on the caterer. Penalty imposed shall be adjusted against payment due to the caterer.

- a. Vegetables used should be fresh and of good quality. If vegetables kept for use is found to be rotten or of poor quality, then a penalty of Rs.1,000/- on each occasion may be imposed by Campus Director IMU-MPC.
- b. If poor quality of rice, other key ingredients like dhal grams etc. is used for preparation of meals, idly and dosa, a penalty of Rs.1,000/- on each occasion may be imposed by Campus Director IMU-MPC.
- c. Oil once used should not be reused. If reuse of oil is found, penalty of Rs.2500/- on each occasion would be imposed by Campus Director IMU-MPC.
- d. Items like Aji-no-moto, Baking soda, coloring items etc. are banned and they should not be used. If they are found in the kitchen premises penalty of Rs.2500/- on each occasion will be imposed by Campus Director IMU-MPC.
- e. Kitchen should be kept clean. If it is not kept clean, a penalty of Rs.2500/- on each occasion will be imposed by Campus Director IMU-MPC.
- f. The wash areas should be kept clean and the kitchen waste should not be allowed into the drain and **if there is any block in the drainage line due to kitchen waste or plastic wrappers or any other item, penalty of Rs.5,000/- will be imposed on each occasion. The Contractor will be fully responsible and shall take care that the drainage line from kitchen to manhole and nearby area is never choked.**
- g. The Kitchen waste should be properly segregated as bio-degradable and non-degradable waste in closed garbage bins and to be disposed on their own.
- h. If there is any deviation in the approved Menu as per Schedule, a penalty of Rs.2500/- on each occasion will be imposed by Campus Director IMU-MPC.
- i. No use of "Single use Plastic" will be allowed in IMU-MPC Campus. Metal or the other solid glasses only to be used for coffee / tea. A penalty of Rs.2500/- on each occasion will be imposed if plastic cups are used.
- j. For damages caused by the caterer to the kitchen equipments, vessels

and other items supplied by the University, the cost of the new equipment will be recovered by IMU-MPC.

- k. For preparing and serving non menu items a penalty of Rs.2500/-.

As nominated by the Campus Director, the Deputy Registrar (Admin) shall be the Competent Authority with regard to imposition of Penalty. The caterer may appeal to the Campus Director for reduction / waiver of penalty. The decision of the Campus Director shall be final.

11. Payment Terms:

- a. The catering/ canteen services for the post sea students/ staff/ officers/ faculty/ pre sea cadets/ Visitors are on the basis of counter sale. The payment is to be directly collected by the contractor. A valid receipt to be provided to the students/staff/officers/faculties on each occasion.
- b. With respect to the official services (events, special lunch etc.) the order to be executed against a written request the bills to be submitted to the IMU-MPC for payment on monthly basis.
- c. Any legal liability related to contract like salary, ESIC, PF, Insurance etc. must be paid timely by the contractor. (All staff working in canteen must be insured by contractor since sometimes accidents or burning cases happens in canteen).
- d. Arrangement for payment by Credit/Debit Card/Paytm/BHIM etc. is to made available.

12. Agreement:

Upon receipt of the Work Order from IMU-MPC, successful bidder shall execute an agreement on stamp paper for value of Rs.500/- (Rupees Five Hundred only) within 10 days from the date of receipt of Work Order.

13. Clarification /Information:

Any clarification / Information can be obtained by email to dradmin.mumbaiport@imu.ac.in

14. Resolution of Disputes:

- 14.1 Any dispute or difference or claim of any kind whatsoever between IMU and the Contractor arising in connection with or out of this contract; its execution whether during the execution of Contract or upon expiry; or whether before/after the determination, abandonment or breach of Contract ("the Dispute") shall in the first instance be amicably resolved through good faith negotiations between the Parties within a period of 10 days from the date of service of notice on the other Party regarding such Dispute.
- 14.2 Any other situation that has arisen which, in the reasonable opinion of IMU, interferes or threatens to interfere-with the successful execution of the services for which this Contract has been executed.

FORM OF TENDER

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
MUMBAI PORT CAMPUS
HAY BUNDER ROAD
MUMBAI – 400 033.

Sir,

Being duly authorized to represent and act on behalf of
.....
hereinafter called "the tenderer" and having visited the sites and examined Terms and Conditions of Contract, Instructions to the Tenderers, Schedules and Bill of Quantities for the Menu of Tender for "CATERING SERVICES CONTRACT AT INDIAN MARITIME UNIVERSITY, MUMBAI PORT CAMPUS (2019-20)" ; and

1. I / We offer to execute the work in conformity with the terms and Conditions of this tender/contract.
2. I / We undertake that, if our Tender is accepted, to do the catering contract for the periods specified in this Schedule.
3. If my / our tender is accepted we will furnish a Security Deposit within 10 days of receipt of work order through a Demand Draft or Bankers Cheque from Nationalized Bank or a Scheduled Bank in India approved by Government of India for a sum equivalent to 10% of the value of contract of any Nationalized Bank or Scheduled Bank in India as Security deposit for the due performance of the Contract.
4. I / We agree to abide by this Tender for a period of 120 days from the date fixed for receiving the same or such further period as may be mutually agreed upon and 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 120 days or such extended period as mutually agreed upon, the IMU shall be at liberty to forfeit the Earnest Money deposited by us.
5. Unless and until a formal agreement is prepared and executed, this Tender together with your written acceptance thereof, shall constitute a binding Contract between us.
6. (i) We understand that the IMU reserves the right to,
 - a. Amend the scope of tender and value of contract under this work at any time
 - b. reject or accept any tender including the lowest, cancel the tender process and reject all tender without assigning any reason.(ii) We agree that the IMU will not be liable for any such action and will be under no obligation to inform the tenderer of the grounds for such action as rejection, modification, delays, cancellation etc.
7. If our Tender is accepted as a whole or as individual components, we understand that we are held fully responsible for the due performance of the Contract.

We have furnished Earnest Money in the form of Demand Draft issued bypayable at Mumbai in favour of the INDIAN MARITIME UNIVERSITY, Mumbai Port Campus Mumbai- 400033 for an amount of Rs..... (Rupees.....). If our tender is not accepted, the Earnest Money shall be returned to us on our application within period as specified in the tender for the return of such EMD amount. If our Tender is accepted the Earnest Money shall be adjusted against the Security Deposit at 10% of the Contract value, or refunded on production of a Security deposit as contemplated in the relevant clause for an amount equivalent to 10% of the contract value with the good and sufficient services as may be required for the faithful performance and proper fulfillment of the Contract and execute the Contract Agreement as required by the terms of this Tender.

8. We agree to execute the catering contract referred to in the Tender Documents upon the Terms and Conditions contained or referred to therein and to carry out such deviations as may be ordered.

SIGNATURE..... FOR AND ON BEHALF OF.....

..... DATE

Witnesses:

1. Signature.....

Name.....

Address.....

2. Signature.....

Name.....

Address.....

CONTENTS OF QUALIFICATIONFORMAT

	Description
Form I	Letter of application
Form II	Experience for executing similar works
Form III	Annual Turnover Data
Form IV	Declaration form
Form V	Details of ISO quality certificate
Form VI	Summary of Current Contract commitments / work in progress
Form VII	Additional Information if any
Form VIII	Format Agreement

Contents of Qualification Format

INDIAN MARITIME UNIVERSITY

**TENDER FOR PROVIDING "CATERING/ CANTEEN SERVICES" AT IMU MUMBAI
PORT CAMPUS**

Covering Letter to Accompany Technical Bid

[On the Letter head of the Bidder and to be put in a separate sealed cover along with DD for EMD of Rs...../-]

FORM – I

FROM

Name & Address of the Bidder

TO

THE DIRECTOR,
Indian Maritime University,
Mumbai Port Campus
Hay Bunder Road,
Mumbai – 400033.

Sir,

Being duly authorized to represent and act on behalf of hereinafter called "The tenderer" and having reviewed and fully understood all the qualifying information provided, the undersigned hereby applies to be qualified under Cover – I for the **Tender for providing "CATERING SERVICES" AT IMU MUMBAI PORT CAMPUS.**

2. Attached to this letter are copies of original documents defining
 - i) The tenderer's legal status
 - ii) The Principal place of business and
 - iii) The place of incorporation or the place of Registration
3. (i) This tender (Under Cover-I and Cover II) is made in the full understanding that contents of Cover-I will be subject to verification of all information submitted therein along with the tender and authorize IMU or its authorized representative to verify the statements, documents and information submitted

and to clarify the financial and technical aspects of this application.

- (ii) We understand that the Employer reserves the right to,
- Amend the scope of tender and value of contract under this work any time
 - reject or accept any tender including the lowest, cancel the tender process and reject all tender without assigning any reason.
- (iii) We agree that the Employer will not be liable for any such action and will be under no obligation to inform the tenderer of the grounds for such action.
- 4) We certify that all the particulars furnished in our Bid are true and correct and based on documentary evidence. We understand that if any of the particulars is found to be false or misleading, IMU has the right to summarily reject our bid at any stage and that our company is liable to be blacklisted/debarred by IMU for at least 3 years.
- 5) In the event of our being awarded the work, we undertake to remit the Security Deposit and execute the Contract with IMU within 10 (Ten) days from the date of issue of the Purchase Order failing which the Work Order may be cancelled and the EMD forfeited.
- 6) Our Price Bid is exclusive of GST and the price quoted shall be firm till the execution of the contract and for the extended period if any.

DATE:

TENDERER'S SIGNATURE WITH STAMP

INDIAN MARITIME UNIVERSITY

**TENDER FOR PROVIDING "CATERING/ CANTEEN SERVICES" AT IMU MUMBAI
PORT CAMPUS**

FORM – II

**Experience on Contract for similar works
(executed during the last 2 years) as per clause
2 of Pre-Qualification Criteria**

Sl. No.	Name and address of the Institution & Name of contact person & Telephone No.	Period of contract	Date of commenceme nt of contract	Date of completion of contract	Work Cost	Mode of Proof enclosed

Note : Each item / contract listed under the above columns shall be supported by documentary evidence / Performance certificate issued by the competent authority in original or with a Xerox copy duly notarized or self attested, subject to production of the originals when demanded.

DATE:

TENDERER'S SIGNATURE WITH STAMP

INDIAN MARITIME UNIVERSITY

**TENDER FOR PROVIDING "CATERING/ CANTEEN SERVICES" AT
IMU MUMBAI PORT CAMPUS**

Qualification Questionnaire

FORM – III

Annual turnover data form Audited Balance sheet and Profit and loss Account of the firm for the last two financial years shall be enclosed.

The information supplied should be the annual turnover of the tenderer in terms of amount billed for each financial year of work in progress or completed.

Annual turnover data for the last 3 financial years is to be provided in the following format.

SL.NO	FINANCIAL YEAR	ANNUAL TURNOVER
1	2016-17	
2	2017-18	
3	2018-19	

(The latest Income Tax Returns, duly attested by the Tenderer's Chartered Accountant, shall be attached)

DATE:

TENDERER'S SIGNATURE WITH STAMP

INDIAN MARITIME UNIVERSITY

**TENDER FOR PROVIDING "CATERING/ CANTEENSERVICES" AT IMU MUMBAI
PORT CAMPUS**

Declaration regarding Blacklisting/Debarring
(On company letter head)

To
The Campus Director
Indian Maritime University,
Mumbai Port Campus

Sub.: Declaration regarding Blacklisting/Debarring for taking part in tender.

Dear Sir,

I/We _____ Firm/Contractor/Manufacturer /
Partner(s)/Authorized Distributor/agent of M/s. _____
hereby declare that the firm/company namely M/s. _____ has not been
blacklisted or debarred by Union / State Government/ Autonomous organizations/universities from
taking part in tenders in India.

There is no legal case presently against the Director or the firm and they have not been convicted by the
court.

In case the above information found false I/we are fully aware that the tender/ contract will be
rejected/cancelled by the Indian Maritime University, Mumbai Port Campus, and EMD/ Performance
Security shall be forfeited.

In addition to the above, Indian Maritime University, Mumbai Port Campus shall not be responsible to
pay the bills for any completed / partially completed work.

[Name ,Signature & Seal] for and on behalf of M/s. _____

Note: This letter of shall be on the letterhead of the company and shall be signed by a person
competent and having the power of attorney to bind the company/firm.

INDIAN MARITIME UNIVERSITY

TENDER FOR PROVIDING "CATERING/ CANTEEN SERVICES"

AT IMU MUMBAI PORT CAMPUS

FORM – V

Details of ISO/FSSAI Quality Certificate

Sr. No.	Certificate Name	Status

DATE

TENDERER'S SIGNATURE WITH STAMP

INDIAN MARITIME UNIVERSITY

**TENDER FOR PROVIDING "CATERING/ CANTEEN SERVICES" AT IMU
MUMBAI PORT CAMPUS**

FORM – VI

Summary of Current Contract commitments / Works in Progress

Name of Catering Contract and client	Value of work	Completion Date

Note :

Tenderer shall provide information on their current commitment on all catering contracts that have been awarded or for which a letter of intent or acceptance has been received or for catering contracts approaching completion but for which, full completion certificate has yet to be issued.

DATE

TENDERER'S SIGNATURE WITH STAMP

INDIAN MARITIME UNIVERSITY

TENDER FOR PROVIDING "CATERING/ CANTEEN SERVICES"

AT IMU MUMBAI PORT CAMPUS

FORM –VII

Additional Information (if any)

Please add any further information that you consider to be relevant to the evaluation of your application for qualification. If you wish to attach any other documents, please list below:

DATE:

TENDERER'S SIGNATURE WITH STAMP

FORM – VIII

FORMAT OF AGREEMENT

(To be submitted on stamp paper of Rs.200/-)

IT IS THIS _____ day of _____ 2020 MUTUALLY AGREED between the IMU, Mumbai Port Campus, **hereinafter referred to as "the Employer" (which expression shall mean and include their assigns and successors)** on the one part ANDM/s
.....a Company /**incorporated under the companies Act, 1956.....having its Registered office at.....**
herein after referred to as "the Contractor" (which expression shall mean and include their permitted assigns and successors) on the other part: WHEREAS the Employer is desirous that certain Goods and Services should be provided and certain Works be executed as per Tender **documents hereinafter called „The Works” and has accepted a Tender by the Contractor for the execution, completion and guarantee of** such works.

NOW THIS AGREEMENT WITNESSES as follows:-

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz.,
 - a) Technical and Financial bids
 - b) Instructions to the Bidders
 - c) Terms and Conditions of contract
 - d) The work specified in the Tender documents
 - e) The Annexures`
 - f) The Purchase Order
 - g) Bank Guarantee
2. In consideration of the payment to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute, complete and guarantee the Works in conformity in all respects with the provisions of the contract.
3. The Employer hereby covenants to pay the Contractor in consideration of the execution, completion and guarantee of the works the contract price at the times and in the manner prescribed by the Contract.
4. The contract shall be governed by all the conditions as described in the terms and conditions of contract, work mentioned in the Tender documents and any other conditions given in the Tender documents.
5. This agreement shall be governed by the laws of India and shall be subject to the Jurisdiction of the Courts in Mumbai.

IN WITNESS WHEREOF the parties hereto have caused their respective common seals to be hereunto affixed (or have hereunto set their respective hands and seals) the day and year first above written.

SIGNED AND DELIVERED

On behalf of the Contractor

Signature

Name

Address

Official Seal

Place

Date

On behalf of the Contractor

Witness:

i) Signature

Name:

Address:

Place

Date

ii) Signature

Name:

Address

Place

Date

On behalf of Employer

Signature

Name

Address

Official Seal

Place

Date

On behalf of the Employer

Witness:

i) Signature

Name:

Address:

Place

Date

ii) Signature

Name:

Address

Place

Date



**INDIAN MARITIME UNIVERSITY
MUMBAI PORT CAMPUS**

**TENDER FOR PROVIDING
"CATERING/ CANTEEN SERVICES"**

at IMU Mumbai Port campus in

TENDER NO: IMU-MPC/PUR/2019-20/CATERING/CANTEEN/1298

VOLUME – II

PRICE BID

Issue of Tender Document : 08.01.2020

Last Date for Submission : up to 1200 Hrs on 31.01.2020.

Pre-Bid Meeting : 1430 Hrs on 21.01.2020.

Opening of Technical Bid : 1430 Hrs on 31.01.2020.

All bidders are requested to visit IMU Mumbai Campus website : www.imumumbaiport.ac.in & www.imu.edu.in for regular updates.

**TENDER FOR PROVIDING "CATERING/ CANTEEN SERVICES" AT IMU MUMBAI
PORT CAMPUS IN HAYBUNDER ROAD, MUMBAI – 400 033**

PRICE BID

"Category – A"

CATERING/CANTEEN CHARGES

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

The composite rate the items indicated as per the menu enclosed, including all charges shall be as follows:-

Sl. No.	Items	Quantity (Minimum)	Rate
(i) Breakfast			
1	Filter Coffee/ Nescafe	150ml	
2	Tea	150ml	
3	Milk	150ml	
4	Upma	150 gm	
5	Poha	150 gm	
6	Vada Pav	150 gm.	
7	Medu Vada (2 Nos.)	150 gm.	
8	Idly (5 Nos.)	200gms total	
9	Masala Doasai	70gm Dosa + 80 gm Masala	
10	Aaloo Parotha	150 gms	
		Total (1+2+3+.....+10)	(in figure) (i)
			(in word)
(ii) Lunch			
11	Veg. Thali	3 Roti, Daal fry 100 gms, (Paneer Masala/Mix Vegetable/Kofta Curry/Aloo Matar Bhaji/Rajma Masala 150 gms)** , Boiled Rice 200 gms, Papad 01 No. Curd 100 gms Green Salad and Sweet 50 gms or Ice Cream 100ml	
12	Non-Veg. Thali	3 Roti, Daal 100 gms, Boiled Rice 200 gms. (ButterChicken Masala/Egg Curry/Chicken Curry 150 gms)** , Curd 100 gms, Papad 1, Green Salad and Sweet 50 gms or Ice Cream 100ml	
		Total (11+12)	(in figure) (ii)
			(in word)
(iii) Dinner			
13	Veg. Thali	3 Roti, Daal fry 100 gms, (Shahi Paneer/Soyabin Chilly/ Black Chana Aalu Bhaji/Seasonal Green Bhaji/ Paneer Chilli/Aloo Gobi Bhujia 150 gms)** , Boiled Rice 200 gms, Papad 01 No., Curd 100 gms Green Salad and Sweet 50 gms or Ice Cream 100ml	
14	Non-Veg. Thali	3 Roti, Daal 100 gms, Rice 200 gms. (Kolhapuri Chicken/Fried Chicken/ Butter Chicken/ Egg Bhurji 150 gms) , Curd 100 gms, Papad 01, Green Salad and Sweet 50 gms or Ice Cream 100ml	
		Total (13+14)	(in figure) (iii)
			(in word)

Total Rate (i+ii+iii) = _____(in figure)

_____(in word)

****Note: In Veg. thali and Non Veg. thali served an one vegetable / non veg. item out of all option on alternate days.**

CATERING/CANTEEN CHARGES

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

The composite rate the items indicated as per the menu enclosed, including all charges shall be as follows:-

Sl. No.	Items	Quantity (Minimum)	Rate
1	Coffee/Tea and Milk	150 ml	
2	Butter Milk	250 ml	
3	Lassi	250 ml	
4	Batata Vada	150 gm.	
5	Pav Bhaji/Wada Pav	250 gm	
6	Idli with coconut chutney, Sambar	200 gm	
7	Poori & Potato sabzi	250 gm	
8	Urad dal Vada	200 gm	
9	Vegetable Sandwich	2 Slices of large Bread	
10	2 Eggs Omlet with 4 Breads Slices (Butter Cheese extra)	Omlet 60 gm. & Large bread	
11	Noodles	200gms (dry + water)	
12	Poori	02 Nos. 100 gms total	
13	Bhaji	100gms	
14	2 Boiled Eggs	50 gm each egg	
15	2 Veg Cutlet	100 gms. each	
16	Onion Utthapam	200 gms.	
17	Toasted bread slice	02 Nos. standard size	
18	Rice	150 gms	
19	Veg Pulao(Raita+1 Papad+1 Pickle)	325 gms	
20	Veg biryani (Raita+1 Papad+1 Pickle)	325 gms	
21	Raita Onion/ Cucumber/ Boondi)	100 gms total	
22	Brinjal Kothsu	100 gms total	
23	Gobi Chilly	100 gms	
24	Rasam	100 ml.	
25	Bhindi Masala	100 gms	
26	Chilly Mushroom	Mushroom 100 gms, other 50 gms.	
27	Veg Kurma	100 gms	
28	Rajma Masala	100 gms	
29	Aaloo Gobhi	100 gms	
30	Gobhi Masala	100 gms	
31	Mix Vegetable	100 gms	
32	Matar Paneer	100 gms	
33	Paratha	01 No. (50 gms)	
34	Chapati	01 No (50gms)	
35	Chana Dal / Mix Dal	150 gms	
36	Methi Paratha	01 No. (50gms)	
37	Phulka	02Nos	
38	Channa Masala	100 gms	
39	Potato Kurma	100 gms	
40	Daal Makhani	100 gms	

Sl. No.	Items	Quantity (Minimum)	Rate
41	Veg Malai Kofta	100 gms	
42	Veg Salad	75 gms	
43	Papad	2 pcs.	
44	Chicken Biryani with curry	325 gms (chicken 100 gms+ rice 150 gms+ curry 75 gms)	
45	Mutton Biryani with curry	325 gms (Mutton 100 gms+ rice 150 gms+ curry 75 gms)	
46	Butter Chicken	100 gms	
47	Egg Curry	100 gms.	
48	Ice Cream	100 ml.	
49	Coconut Barfi	50 gm	
50	Gulab Jamun	01 No (50 gms)	
51	Carrot Halwa	50 gms	
52	Motichoor Laddoo	50 gms	
53	KesarKulfi	75 ml	
54	Fresh Curd	100 ml	
55	Seasonal Fruit	100 gms	
56	Fried whole Cashenuts	50 gms	
57	Water Bottle (Bisleri)	500ml & 1 Ltr.	
58	Banana	02 Nos.	
	Total (1+2+3+.....+58)	(in figure)	

_____ (in word)

CATERING/ CANTEEN CHARGES FOR SPECIAL OCCASION (LUNCH & DINNER)

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

MENU

Item	Rate Quoted
Soup {Vegetarian}	:
Assorted Chappathi/ Naan/ Poori	:
Vegetable Pulav/ Biryani	:
Panner Butter Masala	:
Cauliflower Manchurian (with Gravy)	:
White Rice (200 gms)	:
Dal Fry	:
Curd / Raita	:
Pappad	:
Pickle	:
Fruit Salad	:
Sweet (50 gm)	:
Ice Cream cup (Medium)	:

Total Rate per head for above vegetarian menu (a) Rs._____

Non – Vegetarian

Chicken Curry : Rs._____

Fresh Fish curry or Fish fry per plate : Rs. _____

Total Rate per head for above non- vegetarian menu (b) Rs._____

Total Rate (a+b) = _____(in figure)
_____ (in word)

INDIAN MARITIME UNIVERSITY, MUMBAI 400 033

**TENDER FOR PROVIDING “CATERING/ CANTEEN SERVICES” AT IMU
MUMBAI PORT CAMPUS**

CATERING CHARGES FOR SPECIAL OCCASION (HIGH TEA)

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

MENU

Item		Rate Quoted
Fruit Juice (100 ml)	:
Sweet (50 gms)	:
Plum Cake (or) Black Forest (50 gms)	:
Mixture (or) Alu Bhujia packet - (50 gms)	:
Vegetable Samosa or Cutlet	:
Fried Cashenuts (50 gms)	:
Filter Coffee / Tea	:
Sandwich	:

Total Rate per head : Rs. _____ (in figure)

_____ **(in word)**

The rates quoted above should be only unit price (i.e. inclusive of basic price, packing, transportation and any other charges) and **exclusive** of applicable GST and any cess on GST.

Date:
Place:

Office seal

Name & Signature of
the authorized Representative

**TENDER FOR PROVIDING "CATERING/CANTEEN SERVICES" AT IMU
MUMBAI PORT CAMPUS**

PRICE BID

TOTAL RATE QUOTED

(As per the evaluation criteria explained in Page no.7 & 8 of Technical Bid)

The final quote by vendor to be given as below:

0.20 X (Total rate quoted for (i) Breakfast Category A)+ **0.60** X (Total rate quoted for (ii) Lunch Category A + for (iii) Dinner Category A)+**0.20** X (Total rate quoted for Category B + Category C + Category D) =

Rs._____ **(In figure)**

= _____ **(In Words).**

The rates quoted above should be only unit price (i.e. inclusive of basic price, packing, transportation and any other charges) and **exclusive** of applicable GST and any cess on GST.

Date:
Place:

Office seal

Name & Signature of
the authorized Representative