

**TENDER FOR CATERING SERVICES TO  
VISAKHAPATNAM CAMPUS  
OF  
INDIAN MARITIME UNIVERSITY**

**Tender No. IMUV/2024/2019-20/Catering/003  
Dated 23 May 2019**



**INDIAN MARITIME UNIVERSITY  
(A Central University, Govt. of India)  
VISAKHAPATNAM CAMPUS  
GANDHIGRAM-VISAKHAPATNAM-530005**

**Telephone: 0891-2578360  
Website: [www.imuv.edu.in](http://www.imuv.edu.in)**

**NOTICE INVITING TENDER**

1. Indian Maritime University, Visakhapatnam Campus, Gandhigram, Visakhapatnam proposes to Outsource Catering Services of the Mess attached to its Boys and Girls Hostel at **Sabbavaram Campus** (Vangali Village, Sabbavaram Mandal, Visakhapatnam District) initially for a period of **One Year** from the date of order. Details of number of Diners, Type of Kitchen and Dining hall are provided in the Tender Enquiry Document.
2. Sealed tenders are invited from financially sound professional caterers with experience in running multi-cuisine food services in reputed institutions. Previous experience in catering to student community / educational institutions of repute is preferable.
3. The cost of the tender document is Rs.500-00 (Rupees Five Hundred Only) payable by way of Demand Draft on any Nationalized / Schedule Bank in favour of Indian Maritime University, Visakhapatnam Campus payable at Visakhapatnam. Tender Enquiry Document can be downloaded from the website [www.imuv.edu.in](http://www.imuv.edu.in) and [www.imu.edu.in](http://www.imu.edu.in) in such case; the cost of the tender document shall be submitted along with the Technical Bid.
4. Sealed Tender Enquiries prepared in accordance with the Terms and Conditions enumerated in this tender, shall require to be submitted to the **Director, Indian Maritime University, Visakhapatnam Campus, Gandhigram, Visakhapatnam** not later than the date and time mentioned.
5. All Tender Enquiries must be accompanied by Earnest Money Deposit (EMD) of Rs.3,44,443-00 (Rupees Three lakhs Forty Four Thousand Four Hundred and Forty three only).
6. The Tender Enquiry Document is not transferable.
7. **Schedule for Invitation to Tender Enquiry**
  - a) **Place of issue of Tender Enquiry Document and address at which the Tender Enquiry Documents are to be submitted**

Campus Director  
Indian Maritime University  
Visakhapatnam Campus  
Gandhigram  
Visakhapatnam-530005  
**Phone: 0891- 2578360,**  
**Fax: 0891-2577754**

**b) Date from which the Tender Enquiry Document issued**

From 23<sup>rd</sup> May 2019 onwards on all working days till the due date of submission of the Sealed Tender

**c) Last Date for submission of the Tender Enquiry**

**Document** On or before 1030 Hrs on Tuesday the 18<sup>th</sup> June 2019

**d) Date of opening of Tender Enquiry Document (Technical)**

At 1230 Hrs. on 18<sup>th</sup> June 2019 (Tuesday)

**e) Validity of the Tender Enquiry**

90 days from the date of opening of the Tender Enquiry Document (Technical)

**f)** Date of opening of Tender Enquiry Document (Financial) will be intimated to the technically qualified Tenderers after the technical bids are evaluated.

8. The Tenderer shall be an Indian citizen and shall possess adequate previous experience in undertaking catering service of high quality, in providing catering services.
9. Tender Enquiry Document (Technical) will be opened on the day and time as indicated in this document. The technically qualified caterer's financial bids will be opened for short-listing and awarding of the contract. IMUV reserves the right to shortlist / reject any or all tenders without assigning any reason.
10. Eligible Tenderers should send letter of authorization with attested specimen signatures of their representatives limited to "One person" deputed to attend at the time of opening of tender enquiry, both for Technical and Financial. Representatives without such authorization are not permitted to be present to witness of the opening. This authorization letter should be separately produced.
11. In case of being, any holiday on the day of opening, the tenders will be opened on the next working day at the same time but the tender box will be sealed on same day and time, as scheduled above. The tenders received after the above said scheduled date and time will not be considered. Tenders will not be considered if sent by email and FAX.
12. A pre-bid Meeting shall be held on **10<sup>th</sup> June 2019 (Monday) at 0230pm** with prospective bidders at Indian Maritime University, Gandhigram, Visakhapatnam.

13. **Definitions used in this Document:**

- Tenderer: Refers to the Persons or the Firm or the Company to whom this Tender Enquiry Document is issued
- IMUV: Refers to Indian Maritime University, Visakhapatnam Campus, Gandhigram, Visakhapatnam
- Contract: Refers to the Agreement entered into between IMUV and the successful tenderer including all attachments and Annexes thereto and all documents incorporated by reference therein.
- Contractor: Refers to the successful tenderers who have entered into a contract with IMUV for rendering the Catering services.
- Caterer: Refers to the successful tenderer who have entered into a contract with IMUV for rendering Catering Services

**TERMS AND CONDITIONS**

1. The tender enquiry should be complete in all respects and if the tender is incomplete, the offer would be rejected. The tenderer shall sign and affix seal on all the pages of the tender enquiry document.
2. Tender enquiry should be submitted in a sealed cover containing **Cover-1 and Cover-2 separately** and super scribed “**Tender for Catering Services to Visakhapatnam Campus of Indian Maritime University**”. The tenderer shall clearly write on **Cover-1** as “**Technical Bid-Catering Services to Visakhapatnam Campus of Indian Maritime University**” and on **Cover-2** as “**Financial Bid-Catering Services to Visakhapatnam Campus of Indian Maritime University**” and each addressed to **The Director, Indian Maritime University, Visakhapatnam Campus Gandhigram, Visakhapatnam-530005**. The tenderer should also indicate Name and address on all the covers.
3. The amount of Earnest Money Deposit of Rs.3,44,443-00 (Rupees Three lakhs Forty Four Thousand Four Hundred and Forty three only) shall be paid in the form of Demand Draft drawn on any Nationalized / Schedule Bank drawn in favor of Indian Maritime University, Visakhapatnam Campus payable at Visakhapatnam. However, the firms having valid **NSIC / MSME** certificates may be exempted from payment of EMD and Tender cost upon production of valid certificate mentioning the exemption.
4. The Demand Draft should be enclosed to the Tender Enquiry (Technical) submitted and should not be sent separately. The Earnest Money Deposit (EMD) of the unsuccessful tenderers will be refunded without any interest on signing of the contract with the successful tenderer. The EMD of the successful tenderer will be refunded on submission of Caution Deposit.
5. **EMD of the Tenderers will be forfeited if -**
  - ) The tenderer is not willing to abide by the terms and conditions after submission of tender
  - ) The tenderer does not honor the services required by IMUV
  - ) Withdraws the tender enquiry before receipt of final acceptance
  - ) Fails to execute an agreement and submission of Caution Deposit as indicated in this tender within the stipulated time.
6. **Eligibility Criteria**
  - 6.1 The tenderer should be a well-established Catering agency.

- 6.2 The tenderer should have been in the business of providing Catering Services for Educational Institutions / Public Sector undertakings / Government Offices / Corporate sector since April 2016 i.e. Minimum Three (3) Years of experience.
- 6.3 The tenderer should have a turnover of Rs.1.00 Crore (Rupees One Crore) in any one of the last Three (3) financial years i.e. 2016-2017, 2017-2018 and 2018-2019 in catering activities. The tenderer should have executed at least one order of Catering Services valuing not less than Rs.1.00 crore **(or)** Two (2) orders of Catering Services of not less than Rs.50.00 lakhs **(or)** Three (3) orders of Catering Services of not less than Rs.35.00 lakhs in any one of the Financial Years 2016-2017, 2017-2018 and 2018-2019.
- 6.4 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
- 6.5 **The tenderers should enclose copies of the following documents or otherwise the offer shall be summarily rejected.**
- i) Certificate of Registration / Incorporation.
  - ii) Registration Certificate with Provident Fund Authorities.
  - iii) Registration Certificate with ESI Authorities.
  - iv) Permanent Account Number.
  - v) Registration Certificate of GST.
  - vi) Audited Balance Sheet and Profit and Loss Account for the financial years 2016-2017, 2017-2018 and 2018-2019.
  - vii) Performance certificate in respect of the Catering rendered during the years 2016-2017, 2017-2018 and 2018-2019.
  - viii) Agreements / Work orders in respect of Catering Services rendered during years 2016-2017, 2017-2018 and 2018-2019 showing the value of each.
  - ix) A valid Central License from Food Safety and Standards Authority of India (FSSAI)
7. Authenticated certificates, testimonials and proof of experience should be produced along with the tender.
8. IMUV reserves the right to cancel or withdraw the tender at any point of time. IMUV also reserves the right to reject any or all tenders without assigning any reasons.

- 9.. Any changes and updating in the tender document will be displayed in the website.
10. Any clarification/Information can be obtained through email: [director.vizag@imu.ac.in](mailto:director.vizag@imu.ac.in) before one week of the closing of the tender, thereafter any clarification / information sought shall not be entertained.
11. The caterer shall not assign, sublet or part with the possession of the premises and properties of the University therein or any part thereof under any circumstances.
12. In the event of terminating the contract, the caterer shall vacate the premises and hand over all the fixtures, furniture etc., in good condition to the IMUV.
13. The caterer shall not make any construction or structural alternation or additional fittings inside the premises or the work place.
14. The rates stipulated in the contract will hold good for the agreement period, which shall be One year. However, the contract may be extended with the same terms and conditions. Either party may terminate the contract by giving two months' notice in writing.
15. The IMUV will not provide any advance payment. On submission of bills for catering service will be settled within 15 working days from the date of receipt of the bills.
16. The Caterer shall deposit Rs.2,00,000-00 (Rupees Two Lakhs) as interest free Caution Deposit within 10 days of award of contract which shall be refunded after the expiry of the agreement after adjusting applicable deductions, if any.
17. The Caterer should ensure that his staff so deployed are free from communicable diseases.
18. All expenses related to the functioning of his staff and EPF / ESI are within the scope of the Caterer.
19. The Caterer is solely responsible for the payment of minimum wages for their employees as per the Government of Andhra Pradesh norms and deductions towards EPF and ESI.
20. Turnover during the last Three (3) years along with balance sheets and Profit &

Loss Accounts need to be submitted.

21. The Price bid, shall be opened only in respect of tenderers who were qualified in the Technical Bid. After evaluation of the Price bid, IMU would intimate the award of Contract to the successful tenderer. The successful tenderer shall enter into an agreement / a Contract covering the entire scope of services with IMU within **one** week from the date of award of the work.
22. Presently the strength of the students is around 212 and the strength is like to go up to 250.
23. Transporting cooked food, if necessary, to the dining halls is the responsibility of the Contractor. Prospective Contractor can inspect available facilities with prior appointment.
24. Breakfast, Lunch, Evening snacks, Tea / Coffee and Dinner need to be served as per the basic menu agreed upon with the Hostel Management.
25. **Tentative Mess Timings**

Breakfast with Tea / Coffee	:	0730 - 0830 Hrs.
Lunch	:	1230 - 0130 Hrs.
Evening Tea / Coffee & Snacks	:	1630 - 1730 Hrs.
Dinner	:	1930 - 2030 Hrs.
26. Basic menu is unlimited; any special items are considered as “EXTRAS” and will not form part of the basic menu.
27. 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.
28. As the students / officials from all over India and abroad will be studying / working in the University, it should be possible for the tenderer to prepare the food so as to suit the different tastes of participants / students etc.
29. Providing of first quality provisions, such as vegetables, milk, cooking gas etc., for preparation of the items will be the responsibility of the caterer.
30. The caterer shall be solely responsible for the arrangements of gas refills, and their safety and supply.
31. The Caterer shall provide catering services as given in the menu annexed. The cost includes fuel cost, procurement of rice & provisions and vegetables of good quality and other items. Further, the cost of these raw materials shall be



**Tender Enquiry for Catering Services to Visakhapatnam Campus of Indian Maritime University**  
**Tender No. IMUV/2024/2019-20/Catering/003 Dated 23 May 2019**

---

- inclusive of loading and unloading, transportation, storage at dining hall premises, for which no additional cost is payable or reimbursable by the University.
32. Cleaning plates / washing and keeping the mess premises neat clean and hygienic are the responsibilities of the caterer. Strict adherence of the hygiene of mess and its surrounding is essential. Any violation on the part of the caterer is liable for appropriate penal provisions of truncation of bills as decided by the competent authority.
  33. The kitchen is to be well maintained with Hygiene and presentable with neat and clean ambiance.
  34. The caterer is not permitted to serve food in any other place inside or outside the campus except in the Mess facility.
  35. When circumstances warrant, caterer should cater for more number of students / staff members at very short notice. Similarly, fluctuations in strength during vacation periods shall have to be accommodated, for which he should keep in close liaison with Mess- in charge / Care Taker & Warden and prepare food accordingly.
  36. The Caterer will submit two or three brand (**Agmark / ISI**) for each item and the Mess Committee will select the appropriate brands for cooking.
  37. The Caterer shall pay monthly License fees as per CPWD rate applicable for usage of the Kitchen and the premises for storing provisions covering area of 559.23 Sq. Meters. The Caterer shall also pay Water Charges amounting Rs.5,000-00 per month and Electricity Charges as per the meter reading provided dedicatedly. The above charges will be deducted from the Bills of the Contractor.
  38. The selected Caterer shall start the dining facility upon issuing the order.
  39. The caterer has to ensure optimum staff in each category of cooks and helpers. It is the sole responsibility of the caterer to ensure uninterrupted service. In the event of non-fulfilling of any of the service to the mess, penalty will be levied as applicable.
  40. Employment of child laborers (below the age of 18) is totally prohibited. It is the responsibility of the Caterer to comply with all formalities of labour office including obtaining necessary labor licenses etc. IMUV shall not be held liable responsible for any of the lapses on the part of the Contractor.
  41. Necessary Permission in writing should be obtained by the caterer for

- overnight stay of its employees in the campus for other than the permissible strength.
42. The Caterer shall be responsible for the proper conduct and behavior of the employees engaged. The employees cannot reside in the place of work except to the extent necessary for their duty in respect of the functioning of the dining facility. The contractor shall submit a list of all staff engaged by him for service at IMU along with addition/deletion every month.
43. Smoking and consumption / distribution of Alcohol / Drugs / Tobacco are strictly prohibited.
44. The decision of IMUV is final in awarding the contract.
45. The IMUV reserves the right to review and modify the terms and condition periodically.
46. The items of food served will be checked by Mess Committee. In case of any dispute on quality between caterer and the mess committee, the Director, IMUV, will be the final authority and his decision shall be final and binding on both the parties.
47. Any other relevant matter for better functioning of mess will be informed as and when required.
48. **Scope of Catering Services**
- (A) Catering Services for Student Mess
  - (B) Catering Services for Office including Guest House
49. The Tenderer has to prepare the food items in the given place at IMUV campus before serving.
50. The Tenderer has to serve the food items with hygiene (hot hot) in the dining hall, as per the timings given by IMUV.
51. Quantity of items served should be unlimited except otherwise mentioned in the schedule as specified.
52. Though a daily menu is indicated, and as per the requirement and demand the menu shall be modified by the Indian Maritime University.
53. Each student is to be provided the following meals /tea on daily basis during the session of the IMUV:

- a) Breakfast with Tea / Coffee
  - b) Lunch
  - c) Evening Tea / Coffee with snacks
  - d) Dinner
54. The quality of food / snacks / eatables supplied shall be of good quality, tasteful, hygienic in nature and the service should be to the fullest satisfaction of the University and the participants.
55. The food items prepared should be Hygienic and of high quality and should fulfill the following conditions:
- 55.1 The same vegetable should not be used for preparation of vegetable curry more than three occasions in a week.
  - 55.2 Vegetable Pulav / vegetable Biryani should be prepared with Basmati rice.
  - 55.3 For preparing Vegetable Pulav /Vegetable Biryani good vegetables are to be used. At least four English vegetables like green peas, carrot, cauliflower, beans, should be used along with other vegetables.
  - 55.4 White rice should be of fine quality of SUPER SONNA MASURI/BPT SANNALU of the best quality.
  - 55.5 Chapatti, Poori should be made of wheat flour only and not mixing any Maida flour under any circumstances.
  - 55.6 Banana should be of good quality without black mark. The size of the banana should not be too small.
  - 55.7 Curd should be fresh.
  - 55.8 Sambar, Rasam should not be carried to the next session of service.
  - 55.9 Sweet should be of good quality.
56. 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 breakfast, lunch and dinner to occupants of guest house and snacks and coffee / tea in the evening on specific requests.
57. The Standard meals / tea are to be provided as per the items indicated. Based on the items a standard monthly menu will be prepared on mutually

agreed basis considering availability of vegetables and fruits as per the Quality and standard of basic ingredients placed at **Enclosure-1**. Any change is to be with prior approval of the IMUV.

58. The contractor should also provide a Special Lunch / Dinner for six times in the Academic Year as per the direction of the Management on special occasions from time to time.
59. When chicken, fish and paneer form a part of any meal, not less than 100 grams of chicken, fish and paneer is to be served to each student.
60. The Tenderer has to ensure continuous and prompt time in cooking and serving the food as specified by IMUV and under any circumstance delay in cooking and serving will not be accepted by IMUV and will be viewed seriously and the IMUV shall levy penalty.
61. The Contractor has to provide Breakfast, Lunch, Tea, Coffee, Snacks to the employees of IMUV at a very reasonable price. The same shall be agreed in writing before execution of the agreement. The charges for providing the same shall be collected from the respective employees.

#### **TERMINATION OF THE CONTRACT BY IMUV**

62. The Contract is liable to be terminated at any time during the validity of the contract period by the Management, if the supply of the food quantity and quality or service is not up to the satisfaction or for any other compelling administrative reason. The security deposit paid by the contractor shall be forfeited in full, when the contract is terminated under the circumstances specified above.
63. In case of deficiency in service, IMUV is empowered to levy suitable penalty. In the event of failure to cater / render services at the fixed hours or to supply food and other eatables to the satisfaction of the Director or his nominee(s), or the participants, action will be taken by the Director for the catering to be done by other agencies and the difference in cost, if any, incurred over and above the agreed rates shall be recovered from the Contractor. Besides incurring the liability, the contract is also liable to be terminated for the remaining period. The Director's decision with regard to the termination of the contract shall be final and binding.
64. The Contractor should ensure one kitchen supervisor to be retained continuously round-the-clock and to be held responsible for the activities of the kitchen including cooking, serving, cleaning, to be carried out timely and efficiently adhering to hygienic conditions. The Cooking and Dining hall areas should always be free from Cockroaches, Rodents, Flies, Lizards and other

insects etc.

65. The Contractor or his nominee other than the kitchen supervisor should visit the kitchen at least twice in a month to monitor the functioning of the canteen and discuss with the authorized officials regarding complaints / requirements, etc.
66. The Contractor shall claim bills with regard to the actual number of Lunch / Snacks / Coffee/ Tea / Dinner supplied on any particular day. The vegetarian / non-vegetarian Lunch/ Dinner should be claimed separately.
67. The Contractor is not permitted to prepare food items / use any facilities of IMUV other than for IMUV. If found so, a penalty of Rs.5,000/- (Rupees five thousand) will be levied.

**68. Kitchen and Dining Hall**

- 68.1 The Tenderer shall be fully responsible for sweeping and moping of the entire place of the dining hall and kitchen on every day including dust proof brushing/ cleaning of coir mats / sweeping the floor area, removal of cobwebs etc.
- 68.2 Sweeping and cleaning of the areas of the cleaning place of the utensils and wash basins with detergent, phenyl and acid twice a day.
- 68.3 Wiping and cleaning of dining tables and chairs, before serving and after completion of Breakfast, lunch and dinner.
- 68.4 Wiping and cleaning of the windows, window panes and partitions, doors with suitable cleaning agents once in a week or as frequently as required.
- 68.5 Moping of floor with soap water daily wherever necessary
- 68.6 Arrangements of chairs / tables, etc., in the dining hall and the surroundings shall be maintained in clean hygienic and pleasant manner. These are to continue throughout the said contract period. The kitchen and the dining hall shall be kept clean and tidy at all times.
- 68.7 Time to time collection of waste and garbage from the kitchen, dining place and cleaning areas and disposal of such garbage will be the sole responsibility of the Tenderer.
- 68.8 The tenderer will not be permitted to stock any kind of garbage, waste in any of the dumping baskets or in the premises. If the IMUV notices such activity on inspection or on a complaint by any user, the IMUV shall impose penalty at its discretion.

- 68.9 The successful bidder has to ensure that suitable polythene cloth to be placed in the dust-bin to collect the garbage every day and the same to be disposed on the same day and a new cover to be replaced for. This cost should also be included in the tender.
69. **Personnel, Uniform and Wages**
- 69.1 The successful tenderer shall deploy sufficient personnel as detailed below.
- a) Experienced Cooks to conveniently prepare the food items, tastily and timely
  - b) Sufficient Servers to serve the food items.
  - c) Cleaners for cleaning the tables and utensils and kitchen ware.
  - d) Personnel for cleaning the kitchen and dining areas and for disposal of garbage.
  - e) The bearers engaged by the Contractor should be in neatly dressed during Service and wear neat gloves while serving food.
- 69.2 The successful tenderer shall ensure all the personnel to be in proper and prescribed clean and tidy dress at all times at no extra cost. All cooks and helpers are to be provided with Uniform including shoes, apron and cap by the successful tenderer.
- 69.3 The Tenderer shall ensure that a minimum of two cooks and three helpers are to be present at all times.
- 69.4 The personnel engaged by the successful tenderer (Contractor) shall have no claim or interest or right whatsoever with regard to employment with IMU.
- 69.5 The successful tenderer shall ensure strict discipline and decorum amongst his personnel during work period at IMU.
- 69.6 The personnel employed by the successful tenderer are to be only of Indian National and are to observe all necessary security rules/discipline in the premises. Identity cards for all personnel are to be issued by the contractor. Any of the personnel without the identity are to obtain entry passes from the security of IMUV.

**Accident / Injury, Damage and reporting**

- 69.7 The Contractor shall be solely responsible for any injury/damage/loss of any of the Contractor's men or materials and for any damage/accident/injury to its

**Tender Enquiry for Catering Services to Visakhapatnam Campus of Indian Maritime University**  
**Tender No. IMUV/2024/2019-20/Catering/003 Dated 23 May 2019**

---

personnel during the execution of works under this Contract. IMUV 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.

- 69.8 The personnel engaged are to be medically fit for carrying out their duties and are to be free of any contagious diseases. IMUV may carry out a medical inspection at any time and if any personnel are declared medically unfit will have to be replaced immediately.
- 69.9 IMUV shall not be responsible for claim / damage incidental to / arising out of any work towards the execution of contract other than the agreed rates and the contractor is fully responsible for all the activities including dealing with any statutory authority.
- 69.10 Services like water, electricity and rent for premises used for the purpose of catering will have to be paid by the successful tenderer as per the standard rates as decided by the Management from time to time.
- 69.11 Only Dining hall furniture will be provided by the Campus. The caterer has to arrange all Cooking and Serving utensils including Plates, Glasses, Cups, Spoons, Forks etc. Upkeep of all items provided by the IMU Visakhapatnam Campus will be the sole responsibility of the caterer.
- 69.12 The caterer shall, at their cost, maintain adequate stock of food grain, grocery, and adhere to the standards of the Campus. The caterer shall be responsible for proper hygienic storage of all raw materials.
- 69.13 The commercial LPG Gas connection will be provided for cooking the food items in the canteen and the charges for the gas cylinder are to be borne by the contractor and should ensure that the cooking process goes smoothly without any obstacles in the usage of LPG.
- 69.14 The contractor should ensure that the steam is generated in the canteen to preserve the food items and to be served hot
- 69.15 All Provisions should be of good quality with ISI approval. They should be purchased from reputed Wholesale Dealer(s) or Co-operative Super Market / Departmental store.
- 69.16 An amount equivalent to 10% (Ten Percent) on the monthly bills during the contract period will be retained towards Security Deposit for due performance of the Contract and the same shall be returned on completion of 60 days beyond the date of the completion of all contractual obligations without any interest.

69.17 The contractor shall be held responsible for any theft, loss, damage, and deterioration loss of product, material or property of IMUV, arising from any act of negligence on the part of the staff so deployed.

69.18 With regard to the Special Lunch to be organized during any functions / events, such as (Students Farewell Function, Independence Day, Republic Day Celebrations etc.,) the Contractor has to ensure that all the required Crockery, Decorative Items, requisite utensils has to be in place for giving the function / event a grand show.

70. **Penalties**

70.1 If the contractor fails to fulfil any of the contractual obligations or unable to supply the food as per the menu with quality and quantity penalty shall be levied. Such penalties levied if any, the same shall be adjusted against payment due to the caterer.

70.2 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.1000-00 (Rupees One thousand only) for each occasion will be imposed.

70.3 If poor quality of rice is used for preparation of meals, idly and Dosa, a penalty of Rs.2000-00 (Rupees Two thousand only) for each occasion will be imposed.

70.4 Oil once used should not be reused. If reuse of oil is found, penalty of Rs.2000-00 (Rupees Two thousand only) for each occasion would be levied.

70.5 Kitchen should be kept clean. If it is not kept clean, a penalty of Rs.1000-00 (Rupees One thousand only) for each occasion will be imposed

70.6 If there is any deviation in the approved Menu, a penalty of Rs.5000-00 (Rupees Five Thousand only) for each occasion will be imposed.

70.7 Item 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.5000-00 (Rupees Five Thousand only) for each occasion will be imposed.

70.8 The successful tenderer or the contractor shall ensure wearing of the dress including shoes, apron and cap by the all cooks and helpers, failure to do so IMUV shall impose penalty of Rs.2000-00 (Rupees Two thousand only) for each occasion.

70.9 For damages caused by the caterer to the Kitchen equipment's, vessels and



**Tender Enquiry for Catering Services to Visakhapatnam Campus of Indian Maritime University**  
**Tender No. IMUV/2024/2019-20/Catering/003 Dated 23 May 2019**

---

other items supplied by the University, if any, the cost of the equipment will be recovered.

- 70.10 The official nominated by the Director 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.
71. The caterer shall be responsible for proper hygienic storage of all raw materials.
72. Upon complete fulfilment of the contract by the Contractor to the satisfaction of IMUV, the Security Deposit retained from the Bills will be refunded without any interest.
73. The Bank Guarantee format is enclosed

**BASIC INGREDIENTS - QUALITY AND STANDARDS**

Sl. No.	Ingredient	Quality and Standard
1	RICE	LALITHA / BELL / COW & CALF
2	NOODLES	MAGGI/YIPPEE/FOODIES(HORLICKS)
3	MAIDA	ANNAPURNA / ASHIRWADH
4	ATTA	ANNAPURNA / ASHIRWADH
5	RAVVA	LALITHA
6	CHANA	NO. 1 GRADE (ISI)
7	DALS	NO. 1 GRADE (ISI)
8	COOKING OIL	GOLD DROP / FREEDOM / FORTUNE REFINED SUN FLOWER OIL
9	MILK	VISAKHA/HERITAGE
10	TEA	TAJMAHAL/ BROOKBOND/ GREEN LABLE
11	BREAD	FRESH CHOICE /MODERN
12	BUTTER	AMUL
13	JAM	KISSAN
14	BISCUITS	BRITTANNIA / SUNFEAST / PARLE
15	PAPAD	PRIYA/SURYA/MTR
16	PICKLE	PRIYA/SURYA
17	SUGAR	PARRY'S/MADHUR
18	CONDIMENTS	STANDARD QUALITY
19	PULAO RICE	BASMATHI FOR VEG. BIRYANI & FRIED RICE

**TECHNICAL BID**

- 1 Name of the Tenderer : \_\_\_\_\_
- 2 Status : \_\_\_\_\_  
(Proprietary / Partnership/ : **Indicate whether documentary proof enclosed**  
Society / Company) : **Yes / No**  
**(Enclose documentary Proof)**
- 3 Address of the Registered Office : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Phone / Mobile No : \_\_\_\_\_  
Email Address : \_\_\_\_\_  
Fax No : \_\_\_\_\_
- 4 Address of the Local Office : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Phone / Mobile No : \_\_\_\_\_  
Email Address : \_\_\_\_\_  
Fax No : \_\_\_\_\_
- 5 Permanent Account No : \_\_\_\_\_  
Issued by the Income Tax : **Indicate whether documentary proof enclosed**  
Authorities : **Yes / No**  
**(Enclose documentary proof)**
- 6 Provident Fund Code No : \_\_\_\_\_  
**(Enclose documentary proof)** : **Indicate whether documentary proof enclosed**  
**Yes / No**
- 7 ESI Code No : \_\_\_\_\_  
**(Enclose documentary proof)** : **Indicate whether documentary proof enclosed**  
**Yes / No**

**Tender Enquiry for Catering Services to Visakhapatnam Campus of Indian Maritime University**  
**Tender No. IMUV/2024/2019-20/Catering/003 Dated 23 May 2019**

---

- 8 GSTIN / UIN : \_\_\_\_\_  
**(Enclose documentary proof)** : **Indicate whether documentary proof enclosed**  
Yes / No
- 9 HAN / SAC Code for the Service : \_\_\_\_\_
- 10 Turnover of Tenderer for last three : Year Turnover  
Three years (attach audited Balance : 2016-2017 Rs. \_\_\_\_\_  
Sheet and Profit & Loss Account : 2017-2018 Rs. \_\_\_\_\_  
For the Financial Years i.e. 2016-2017 : 2018-2019 Rs. \_\_\_\_\_  
2017-2018 and 2018-2019) :
- 11 Income Tax Returns for the : **Indicate whether documentary proof enclosed**  
Financial Years 2015-2016, :  
2016-2017 and 2017-2018 : Yes / No
- 12 Details of Catering Services : **Indicate whether documentary proof enclosed**  
Rendered During the last three :  
Financial years (2016-2017, : Yes / No  
2017-2018 and 2018-2019 :  
Including value of each with :  
a consolidated Statement :  
as per Annexure :  
**(Enclose documentary proof)**
- 13 Satisfactory Performance : **Indicate whether documentary proof enclosed**  
Certificates from the :  
Organizations where the : Yes / No  
Catering Services are rendered :  
During the last three Financial :  
years(2016-2017,2017-2018 and :  
2018-2019) :  
**(Enclose documentary proof)**

**Signature of the Tenderer with Seal**

Place : \_\_\_\_\_

Date : \_\_\_\_\_



**(A) - Price Bid for Catering Services for Student Mess**

Sl. No	Item	Per person Per day	Per person Per day (in Rupees both in figures and in words)
(1)	(2)	(3)	(4)
<b>A</b>	<b>Breakfast</b>	<p><b><u>Any one item from Sl. No 1 to 11 should be served as Breakfast along with Tea / Coffee</u></b></p> <ol style="list-style-type: none"> <li>1) Aloo Parotta / Kerala Parotta (4 Nos)</li> <li>2) Idly and Vada Standard Size (2 Nos. each)</li> <li>3) Plain Dosa Standard Size (3 Nos.)</li> <li>4) Masala Dosa Standard Size (3 Nos.)</li> <li>5) Rava Dosa Standard Size (3 Nos.)</li> <li>6) Onion Dosa Standard Size (3 Nos.)</li> <li>7) Onion / Plain Utappam Standard Size (3 Nos.)</li> <li>8) Poori of Standard size with Kurma (8 Nos.)</li> </ol> <p><b>(Chutney and Sambar should be served for Sl. Nos. 2 to 7)</b></p> <ol style="list-style-type: none"> <li>9) Four (4) Bread slice + Two Egg omelet (or) Four 4 Bread slice + 2 cutlets (100 gms)</li> <li>10) Two (2) Eggs to be served 4 times in week</li> <li>11) Tea/Coffee</li> </ol>	
<b>B</b>	<b>Lunch</b>	<ol style="list-style-type: none"> <li>1) Poori ( or ) Pulka ( or ) Roti</li> <li>2) White Rice</li> <li>3) Dal or Mixed Dal/Dal Tadka /Dal Makhani</li> <li>4) Vegetable Curry or Kurma or Rajma Curry</li> <li>5) Fry curry</li> <li>6) Veg. Biryani / Veg. Fried Rice (Twice in a Week)</li> <li>7) Sambar or Rasam</li> <li>8) Papad</li> <li>9) Pickle</li> <li>10) Curd</li> <li>11) Chicken curry for 2 times in Week (100 gm.)</li> <li>12) Banana / Seasonal Fruit</li> </ol> <p>Biryani twice in a week (minimum 325 gm.) Any other special item being decided from time to time.</p>	
<b>C</b>	<b>Evening Snacks</b>	<p>Pakoda or Vegetable Cutlet or Samosa or Vegetable Puff or Noodles (100gm) with Marie Gold / Good Day small Biscuits (Rs.5 packet), and Tea / Coffee</p>	

**Tender Enquiry for Catering Services to Visakhapatnam Campus of Indian Maritime University**  
**Tender No. IMUV/2024/2019-20/Catering/003 Dated 23 May 2019**

<b>D</b>	<b>Dinner</b>	1) Poori ( or ) Pulka ( or ) Roti 2) White Rice 3) Vegetable Pulav or Fried Rice or Jeera Rice (Twice in a week) 4) Vegetable Curry 5) Fry Curry 6) Fish Curry/Fry (Twice in a week) 100 gm. 7) Chicken Curry (Twice in a week) 100 gm. 8) Papad 9) Pickle 10) Curd 11) Milk 12) Sweet (50gm) / Ice Cream(100ml) / Banana (or) any other alternative fruit 13) For Veg eaters, Paneer / Mushroom / Gobi Fry to be substituted. (65 gm.)	
<b>Total for A to D</b>			

**Note:**

- 1) Individual Rate should be quoted for items (A) to (D) above.
- 2) The existing Students strength at present for the Academic Year 2018-2019 is 212
- 3) The average students strength would be around 250 during the Academic Year 2019-2020

**Signature of the Tenderer with Seal**

**Place :** \_\_\_\_\_

**Date :** \_\_\_\_\_

**(B)- Price Bid for Catering Services for Office including Guest House**

Sl. No	Items	Per person Per day	Per person Per day (in Rupees both in figures and in words)
(1)	(2)	(3)	(4)
<b>A</b>	<b>Breakfast</b>	Any two item as specified at (A) for the Catering Services of the Students Mess above	
<b>B</b>	<b>Lunch (For Guests)</b>	1) Either Pooori or Pulka 2) White Rice 3) Dal or mixed Dal 4) Vegetable Curry or Kurma or Fry Curry 5) Sambar or Rasam 6) Papad 7) Pickle 8) Curd 9) Sweet/Banana <b>Any other special item being decided from time to time</b>	
<b>C</b>	<b>Special Lunch</b>	1) Soup of any kind as specified 2) Either Pooori or Pulka or Butter Nan 3) Chenna Masala/Rajma/ 4) White Rice, 5) Vegetable Pulav / Fried Rice /Jeera Rice or any other. 6) Dal or Mixed Dal 7) Vegetable Curry or Kurma 8) Fry Curry 9) Sambar or Rasam 10) Papad 11) Pickle 12) Curd 13) Sweet (Sivarama/Sarvani/Ashray) 14) Fruit Salad 15) Ice Cream (50 grams) <b>Any other special item being decided from time to time</b>	
<b>D</b>	<b>Special Lunch / Dinner</b>	Same as at (C) above Plus one Non vegetarian Dish as specified	
<b>E</b>	<b>Coffee</b>		
<b>F</b>	<b>Tea</b>		
<b>G</b>	<b>Biscuits</b>	Marie / Good Day / Sun feast each Rs.5 per packet	

Place : \_\_\_\_\_  
 Date : \_\_\_\_\_

**Signature of the Tenderer with Seal**



**FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD  
WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION**

---

**UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT**

To,

The Director

Indian Maritime University

Gandhigram

Visakhapatnam – 530 005

We hereby confirm and declare that we, M/s -----, is not blacklisted/  
De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private  
Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during  
the last 5 years.

For -----

Authorised Signatory

Date

FORM OF BANK GUARANTEE

Bank Guarantee No: \_\_\_\_\_

Date: \_\_\_\_\_ Valid up to \_\_\_\_\_

The Director  
Indian Maritime University  
Visakhapatnam Campus  
Gandhigram  
Visakhapatnam - 530005

Sir,

In consideration of Indian Maritime University having its Campus at Gandhigram, Visakhapatnam-530005, Andhra Pradesh (hereinafter referred to as "IMUV") which expression shall mean and include its successors and assignees and having an Order No. \_\_\_\_\_ dated \_\_\_\_\_ for \_\_\_\_\_ (hereinafter called "The Contract") which expression shall include all the amendments thereto with Indian Maritime University having its Registered Office at East Coast Road, Semmancherry, Chennai-600119 (hereinafter referred to as "The Contractor"), which expression shall unless repugnant to the context or meaning thereof, shall include all its successors, administrators, executors and assignees and IMUV having agreed that The Contractor shall furnish the IMUV a Bank Guarantee for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_

only) as per the terms of \_\_\_\_\_ Tender Enquiry Document No. \_\_\_\_\_ dated \_\_\_\_\_ and Order No \_\_\_\_\_ Dated \_\_\_\_\_

We, \_\_\_\_\_ registered under the laws of India having its registered / head office at \_\_\_\_\_, (hereinafter referred to as the Bank) which expression shall unless repugnant to the context of meaning thereof, include all its successors, administrators, executors and permitted assignees do hereby guarantee and undertake to pay immediately on first demand in writing and any/all monies to the extent of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) without any demur, reservation, contest or protest and/or without any reference to the Contractor. Any such demand made by the IMUV, on the Bank by serving return notice shall be conclusive and binding, without any proof, on the bank as regards the amount due and payable, notwithstanding any dispute pending before any Court, Tribunal, Arbitrators or any other Authority and/or any other matter or things whatsoever, as liability under these presents being absolute and unequivocal. We agree that Guarantee herein contained shall be irrevocable and shall continue to be enforceable until it is discharged by IMUV, in writing. This guarantee shall not be determined, discharged or affected by liquidation, winding up, dissolution or insolvency of the Contractor and shall remain valid, binding and operating against the Bank. The Bank also agrees that IMUV of its option shall be entitled to enforce this Guarantee against the bank as a principal debtor, in the first instance, without proceeding against the Contractor and notwithstanding any security or other guarantee that IMUV may have in relation to the Contractor's liabilities.

The Bank, further agrees that IMUV shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Contract or to extent time of performance by the said Contractor from time to time or to postpone for any time or from time to time exercise of any of the powers vested in IMUV against the said the Contractor and forebear or enforce any of the terms and conditions relating to the said contract and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said Contractor or for any forbearance, act or omission on the part of IMUV or any indulgence by IMUV to the said Contractor or any such matter or thing whatsoever which under the laws relating to the sureties would, but for this provision have effect of so relieving us. The Bank further agrees that the guarantee herein contained shall remain in full force until \_\_\_\_\_ and all dues of IMUV under or by virtue of this contract have been fully paid and its claim satisfied or discharged or till IMUV discharges the guarantee in writing, whichever is earlier.

This guarantee shall not be discharged by any change in our constitution, in the constitution of IMUV of that of the Contractor. The Bank confirms that this Guarantee has been issued with observance of the appropriate laws of the country of issue. The Bank also agrees that this Guarantee shall be governed and construed in accordance with Indian Laws and subject to the exclusive jurisdiction of Indian Court of the place from where tenders have been invited.

We further agree that as between us and IMUV for the purpose of this Guarantee any notice given to us by IMUV that the money is payable by the Contractor and any amount claimed in such notice by IMUV shall be conclusive and binding on us notwithstanding any difference between IMUV and the Contractor or any dispute pending before any Court, Tribunal Arbitrator or any other authority. We further agree that this Guarantee shall not be affected by any change in our constitution or that of Contractor. We also undertake not to revoke this Guarantee during its currency. Notwithstanding anything contained herein above, our liability under this Guarantee is limited to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) and Guarantee shall remain in force until \_\_\_\_\_.

We must receive any claim under this Guarantee before the expiry of this Bank Guarantee. If we have received no such claim by the said date, the rights of IMUV under this Guarantee will cease. However, if such a claim has been received by us within the said date, all the IMUV's right under this Guarantee shall be valid and shall not cease until we have satisfied that claim.

In witness whereof, the Bank through its authorized officer has set its hand and stamp on this \_\_\_\_\_ Day of \_\_\_\_\_ 2019 at \_\_\_\_\_

Date:

Authorized Signatory of the bank  
(With Bank Seal)

Place:

Witness No.1

Witness No.2