

**TENDER FOR PROVIDING CATERING SERVICES
AT INDIAN MARITIME UNIVERSITY- NAVI MUMBAI CAMPUS**



TENDER No: IMU/NMC/CANTEEN/2021-22/0025

Issue Date: 17th December, 2021

Issued To,

Cost of Tender form/document	The tender document can be downloaded from the website www.imunavimumbai.ac.in or www.imu.edu.in There is no tender fee.
Estimated Value	Rs.2.85 crores
EMD Amount	Nil - Bidder must submit EMD declaration
Issue of Tender Document	1500 Hrs on 17th December, 2021
Last Date and Time of submission of the Tender	1200 Hrs on 03rd January, 2022
Date and Time of Pre-Bid Meeting	1100 Hrs on 22nd December, 2021
Date and Time of opening of the Technical Bids	1430 Hrs on 03rd January, 2022 at IMU- Navi Mumbai Campus
Tentative Date and Time of opening of the Financial Bids	Will be uploaded on the website and email will be sent to the Technically qualified bidder

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

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INSTRUCTIONS TO THE BIDDERS

1. *General Information.*

- (a) Tenders are invited by the Director, Indian Maritime University, Navi Mumbai Campus, Karave, Nerul, Navi Mumbai- 400706 for and on behalf of Indian Maritime University for PROVIDING CATERING SERVICES AT INDIAN MARITIME UNIVERSITY as per the scope of work mentioned in the Technical bid of tender documents.
- (b) Tender documents consisting of Technical & Financial Bids shall be submitted by the bidders in two separate sealed envelopes, Cover-I named 'TECHNICAL BID IMU/NMC/CANTEEN/2021-22/0025' and Cover-II named 'FINANCIAL BID IMU/NMC/CANTEEN/2021-22/0025', latest by 1200 hrs on 03rd January, 2022 and both the above said Sealed Covers i.e. Cover-I & Cover-II be then put in one big cover (Cover-III) and properly wax sealed. Each sealed cover should be signed across the sealing lines by an authorized signatory of the bidder firm.
- (c) Bids should be forwarded by Bidders under their original memo/letter pad furnishing details like GST number, Bank address with EFT Account if applicable, etc, and complete postal & e-mail address of their office.
- (d) Sealed bids should be dropped in the Tender Box at First Floor, Administrative Building, Indian Maritime University, Navi Mumbai Campus, Karave, Nerul, Navi Mumbai or sent by registered post in the address mentioned for communication below and to reach this office by due date and time. **Late tenders will not be accepted in any circumstances and no responsibility will be taken for any postal delay or non-receipt/non-delivery of the bid documents.**
- (e) A bidder may modify or withdraw his bid after submission provided that a written notice for modification or withdrawal has been received by this office prior to the deadline prescribed for submission of bids. No bid shall be modified after the deadline for submission of bids and the expiration of the period of bid validity specified.
- (f) The Technical bids of the Tender shall be opened by a committee nominated by the IMU in the presence of the authorized representatives of the bidders, if present, at 1430 Hrs on 03rd January, 2022 in Conference Hall, Admin. Block, IMU, Navi Mumbai Campus and through Video Conference due to prevailing COVID-19 conditions, Nerul, Navi Mumbai.
- (g) The Technical bids, which do not contain full information and documents called for, shall be rejected. The Financial bids of only those bidders shall be opened, whose Technical bids pass scrutiny.

The Financial bids of the Technically qualified firms shall be opened by a committee nominated by IMU, in the presence of the authorized representatives of the bidders, if

present, in Conference Hall, Admin. Block, IMU, Navi Mumbai Campus and through Video Conference due to prevailing COVID-19 conditions, Nerul, Navi Mumbai.

- (h) The bidders shall submit all details, documents, etc as required in the Tender document duly signed on each page with seal. In case the bidder fails to do so, IMU, Navi Mumbai Campus reserves the right to reject the Tender without seeking any further clarification. **All the pages should be serially numbered.** The total number of pages should be mentioned in the forwarding letter
- (i) The bidder shall submit the copy of the tender document and addenda thereto, if any, with each page signed and stamped to confirm the acceptance of the entire terms and conditions of the tender.
- (j) All communications with regard to this tender to be addressed to

<p>The Dy. Registrar, Indian Maritime University Navi Mumbai Campus, Karave , Nerul, Navi Mumbai - 400706 Tel: (22)-27706809 Email: dradmin.navimumbai@imu.ac.in</p>

- (k) Indian Maritime University, Navi Mumbai Campus at its sole discretion reserves the right to extend the last date of submission of tender and the same shall be updated in Indian Maritime University, Navi Mumbai Campus website, and all bidders are requested to visit the website for the latest updates. Bidders who have already submitted their bid would not be intimated by any mode of communication.
- (l) Indian Maritime University, Navi Mumbai Campus reserves the right to annul the bidding process at any time without any liability for such annulment, without assigning any reason thereto.
- (m) Indian Maritime University, Navi Mumbai Campus has the right to invite revised tenders with or without amendment at any stage without any liability for such invitation and without assigning any reason thereof.
- (n) Indian Maritime University, Navi Mumbai Campus shall notify the successful bidder through Registered letter/ speed post/fax/e-mail or in-person confirming that their offer has been accepted. Indian Maritime University, Navi Mumbai Campus will issue the Award letter to the successful bidder. This PO shall indicate the details of services to be supplied by the bidder in compliance with the tender document.
- (o) The cover letter placed at **Annexure 'A'** is to be submitted along with the Tender document.

- (p) Upon receipt of the Purchase Order by the Contractor, he shall prepare the Agreement as per **Annexure – ‘F’** of the tender documents at the earliest without any delay and complete all the formalities and submit the same to Indian Maritime University, Navi Mumbai Campus duly executed on stamp paper for the value of Rs. 500/- (Rupees Five Hundred only) within 07 days from the date of receipt of Purchase Order. The agreement should be submitted by the contractor along with the required security deposit. One set of the agreement will be returned to the contractor after the signature of the authorized signatory of Indian Maritime University, Navi Mumbai Campus.
- (q) The quoted rates must be valid for 120 days from the date of closing of the tender and if the contract is awarded same rates would be in force for the duration of the contract and the same rate is remaining if a tender contract is extended.
- (r) The contract will be initially for a period of one year, extendable by another two year subject to the satisfactory performance of the Catering Agency and same rates being maintained. However the work order will be placed on yearly basis. The extension would be offered at the sole discretion of Indian Maritime University, Navi Mumbai Campus.
- (s) The Contract is liable to be terminated at any time during the validity of the contract period by the University if the supply of the food and eatables quality/quantity and quality of service is not 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 for unsatisfactory performance.
- (t) The Successful bidder will nominate an onsite Manager as a single point of contact to Indian Maritime University, Navi Mumbai Campus to ensure smooth functioning of the mess and manage all the operations efficiently. He will promptly address the day-to-day working-level issues. He would be responsible for the quality and hygiene of the entire mess area.
- (u) The bidder is advised to visit the site and surroundings where the Catering services are to be provided and acquaint himself with the operational system and understand the information that may be required for the preparation of the tender and for entering into a contract for providing catering service. The costs of visiting the site shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the site and is aware of operational conditions prior to the submission of the tender documents. Permission, if required, to visit the site will be given during the tender period on application to the Deputy Registrar at the following address

<p>The Deputy Registrar (Admin) Indian Maritime University Navi Mumbai Campus Karave, Nerul, Navi Mumbai - 400706 Tel : 022-20876809</p>
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- (v) At any time prior to the last date for submission of tenders, Indian Maritime University, Navi Mumbai Campus may, for any reason, suo-moto or in response to a clarification by a prospective bidder, modify the tender documents by issuing amendments (addenda/ corrigenda, etc.)
 - (w) Any amendment thus issued will be hoisted on the website at least five days prior to the last date as specified for submission of the bids. Rest all the bidders who have downloaded the Bid Document shall verify if any such amendments have been issued by Indian Maritime University, Navi Mumbai Campus, before submitting their bid and shall take cognizance of and include such amendment(s) in their submission. In any case, the amendment(s), if any, shall be binding on the bidder. No separate notice/ intimation of amendments will be sent to those who have downloaded the document from the website of Indian Maritime University, Navi Mumbai Campus prior to the date of amendments.
 - (x) Tenders shall remain valid for 120 days from the last date for submission of tender.
 - (y) The bidders to fill the checklist for prequalification eligibility criteria evaluation provided at **Annexure - B**.
2. ***Pre-Bid Meeting Schedule.*** The Pre-bid meeting is scheduled at Indian Maritime University, Navi Mumbai Campus on **22nd December, 2021** at **1100 hrs** in the Conference room to facilitate the bidders. The firms interested to bid are advised to attend the pre-bid meeting as per the above schedule in order to acquaint themselves with the requirement of the work and about the campus, before offering their quote. Absence in the pre-bid meeting should not be resorted at later stages as an excuse for underquoting or quoting wrongly without understanding the requirements.
3. ***Tender Opening, Bidder Participation, Stages of Evaluation (Technical and Financial).***
- (a) Tenders will be opened in the Conference Hall, IMU, Navi Mumbai Campus, and through Video Conference due to prevailing COVID-19 conditions, Karave Nerul, Navi Mumbai, at 1430 Hrs on **03rd January, 2022**. Any bidder who is willing to observe the tender opening, may, in person or through his authorized representative, be present at the venue and witness the tender opening. **In the case of an authorized representative**, the bidder should send a letter of authorization of their representative who is deputed to be present at the time of opening of tenders. **Representatives without the letter of authorization** will not be permitted to witness the opening of the tender. The maximum number of representatives that a bidder can depute to witness the opening of the tender will be limited to one. This however does not amount to certifying their acceptability, same would be declared post scrutiny by the purchase committee.

- (b) The bidder or his authorized representative who are present shall sign a register evidencing their attendance. In the event of the specified date of the tender opening being declared as a holiday for the Indian Maritime University – Navi Mumbai Campus, the tender shall be opened at the specified time on the next working day.

3.1 Evaluation of Bids:

Evaluation of Technical Bid: The Evaluation of the Technical bid will be based on below said Eligibility Criteria

- (a) The bidder should not have been debarred or blacklisted by the department / Ministries of the Government of India / PSUs / Corporate Sectors / Educational Institutions / any other reputed organizations (**Notarised Affidavit in the format as given in the Annexure – C, has to be submitted by the bidder**).
- (b) The bidder should submit a copy of the valid GST Number with the Technical bid of Tender documents.
- (c) The bidder should submit a copy of the Permanent Account Number (PAN).
- (d) The bidders are required to submit a copy of the FSSAI (Food Safety and Standards Authority of India) license under the Food Safety and Securities Act 2006.
- (e) **Certificate in-lieu of Earnest Money Deposit (EMD):**
Bidder must submit EMD declaration Supporting document: Due to COVID-19 pandemic situation Bidders in-lieu of Bid security shall submit the following certificate in their letterhead “I/we, hereby state and understand that if I/we withdraw/modify our bid during the period of validity of the tender, the administration would suspend the Bidder from participation in any future tenders of IMU for a period of 6 months”.
- (f) The bidder should submit a copy of the Income Tax return during the preceding three Financial years (2017-2018, 2018-2019, 2019-20) with the Technical bid of Tender documents.
- (g) The bidder should compulsory submit the declaration that they are awaling the Composition scheme of GST or Not (On their letterhead).
- (h) **Office in Mumbai/Navi Mumbai/Thane:** The Service Provider should have an active Office in Mumbai/Navi Mumbai/Thane (Proof of rent agreement or certificate of registration)
- (i) The bidder should submit one of the following:-
- (i) Proof of Registration of the bidder under relevant law such as Companies Act, and /or Shop & Establishment Act.
 - (ii) For Partnerships firms, full name and address of each partner along with the certified copy of the registered partnership deed, copy of Trade License.

(iii) For proprietorship firms, full name and address of proprietor along with the copy of trade license.

(j) **Work Experience.** The bidder should have satisfactorily completed similar catering service work of values as listed below for any one year during the last 3 Years (2018-2019, 2019-2020, 2020-21). The bidders to fill the details regarding similar orders as per (**Annexure – D**)

a. Three catering service works costing not less than 40% of the present estimated cost that is Rs. 1,14,00,000/- in Universities / Institutes / Colleges / PSU/ Corporate Sector

(or)

(i) Two catering service works costing not less than 60% of the present estimated cost that is Rs. 1,71,00,000/- in Universities / Institutes / Colleges / PSU/ Corporate Sector;

(or)

(ii) One catering service work costing not less than 80% of the present estimated cost that is Rs. 2,28,00,000/- in Universities / Institutes / Colleges / PSU/ Corporate Sector in case the company has commenced business within three years of the date of tender closing.

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

(k) **Experience – No. of years in the Business:**

The Bidder should be in the Business of Providing "Similar Service" for a period not less than 5 years i.e. since 2016 – 2021.

[Mode of Proof: ESI / PF / Service Tax Registration Certification /GST Registration Certificate/ Certificate of Incorporation / Registered partnership deed / IT Returns / Copies of the Work order, Agreement and Work Completion certificate for the Completed or ongoing work – Proof for existence during or prior to 2016 – 2021].

(l) **Financial Viability Requirement.: Average annual turnover should not be less than Rs.2.5 crores during the three out of Five preceding previous Financial years (2016-2017, 2017-2018, 2018-2019, 2019-20, 2020-2021).**

[Mode of Proof. Copy of Profit & Loss Account of the company for each of the 5 years authenticated by a Chartered Accountant]. The bidders to fill in the details regarding Annual Turnover as per (**Annexure – E**).

- (m) The bidder shall submit duly filled Mandate Form with Sign and stamp. **(Annexure - G)**.
- (n) The information furnished by the bidder in **Cover-I (Technical bid)** in the prescribed format supplied by the Indian Maritime University, Navi Mumbai Campus. Based on the above evaluation criteria in exceptional cases Indian Maritime University, Navi Mumbai Campus or their representative reserves the right to obtain the additional documents/clarifications from bidders without vitiating the tendering process. If in the opinion of the Indian Maritime University, Navi Mumbai Campus, information and documents supplied in support of the tender do not indicate meeting the requirements of the tender specifications, the tender may be determined as non-responsive and may be rejected by the Indian Maritime University, Navi Mumbai Campus.
- (o) After satisfying minimum qualifying criteria as detailed above, Financial bids of only qualified bidders will be kept and sealed in a separate cover. A suitable date and time for the opening of the **Cover-II-Price Bids** will be fixed and those bidder(s) who are technically qualified will be intimated for attending the opening of the financial bid.
- (p) **Opening of Cover-II – Price Bids.** The Cover- II -Price Bids will be opened in the presence of the qualified bidders/authorised representatives if they choose to attend and be present. The procedures and number of participants etc., for opening a Financial bid will be the same as the procedures outlined in Clause 3 (a) & (b).
- (c) **Evaluation Criteria of Financial Bid:** **The bids will be evaluated based on the price quoted by the bidders in the Financial bids. The Financial bid consists of five different categories namely A, B, C, D, and E. The total rate of each category should be clearly mentioned.**
- (d) **The weightage of Category A individually is 90% and for Category B, C, D, and E cumulatively is 10%. Accordingly, the bidders have to fill the details in the last page of the financial bid, where the final quote is calculated as per the weightage. The bids will be evaluated as explained above.**
- (e) **After opening of technical bid, if it is found that some bidder had opted for composition scheme as per GST. Then in this case financial bid will be finalised on the basis of total contract value (i.e inclusive of GST) quoted by the bidder keeping in view of the above point 3.1. (d)**
- (f) The agency quoting the lowest rates will be awarded the work. The Purchase committee has the right to seek details about the viability of the quote in case the rates are seen to be very low. Quotes with unworkable rates will not be considered and such bids are liable to be rejected. The decision of the Purchase Committee in this regard will be final and no further correspondence will be entertained.
- (g) The contract period shall be deemed to have been commenced from the date on which the contractor commences the service based on the instruction from Indian Maritime University – Navi Mumbai Campus. He has to take over the site at least 10 days in advance to prepare the site including cleaning up and setting up.

4. ***The estimated value of the contract is approximate: Rs.2.85 crores.***

5. ***Deposits/, Guarantee, and Damages.***

a. ***Earnest Money Deposit (E.M.D). Nil***

Certificate in-lieu of Earnest Money Deposit (EMD):

Bidder must submit EMD declaration Supporting document: Due to COVID-19 pandemic situation Bidders in-lieu of Bid EMD shall submit the following certificate in their letterhead "I/we, hereby state and understand that if I/we withdraw/modify our bid during the period of validity of the tender, the administration would suspend the Bidder from participation in any future tenders of IMU for a period of 6 months".

b. **Security Deposit.** The successful bidder shall submit the security deposit within 15 days from the date of receipt of the award letter, deposit with Indian Maritime University, Navi Mumbai Campus a sum equal to 3% of the value of the accepted tender, in the form of a bank guarantee/DD (In the name of Indian Maritime University- Navi Mumbai campus) valid for a period of 15 months from the date of contract commencement from any Nationalised bank, failing which Indian Maritime University – Navi Mumbai Campus may cancel the award of the contract with appropriate action against the agency.

c. **Refund of Security Deposit:** The security deposit amount of 3% of the contract value deposited, in the form of Bank guaranty will be returned within 30 (thirty) days from the date of completion of the contract subject to all the mess property belonging to the IMU is in order as per tender document and settlement of the final account.

d. **Cancellation of Order/Forfeiture of Security Deposit, Risk Purchase Clause.** In the event of failure to start catering services within the stipulated date/period in accordance with the specification, Indian Maritime University – Navi Mumbai Campus reserves its right to:-

- (a) To cancel the order
- (b) To forfeit the security deposit (Bank guaranty)
- (c) To deploy Catering Services at the "Risk and Cost of Contractor".

e. **Time Period:** The contractor would be given a maximum of 10 days' notice to commence the service as specified in the tender documents.

f. **Anti profiteering Rules of GST:**

The bidder should strictly adhere to Anti-Profiteering Rules of GST.

g. **Settlement of Disputes:** The Bidder shall request in writing to the Director, Indian Maritime University – Navi Mumbai Campus for settlement of any dispute within 30 (thirty) days of arising of the cause of dispute, failing which no disputes/claims shall be entertained by the Indian Maritime University – Navi Mumbai Campus. The Disputes would be settled by mutual consultation in case the Contractor is not satisfied a neutral arbitrator could be

appointed by IMU-NMC. If not satisfied with the process, he could use the legal options available to him.

- h. Jurisdiction:** The Court of Navi-Mumbai in the State of Maharashtra only will have the jurisdiction to deal with and decide any legal matters or disputes what-so-ever arising out of this contract.
- i. Performance & Quality:** The contractor will deploy qualified cooks to make food taste good and palatable. The mess committee would constantly monitor the taste and quality of food. Following are the criteria for the assessment of the service.
- i. All the fresh provisions shall be of good quality, stale or rotten vegetables are not to be used. In case stale or rotten vegetables are found to be used or stored in the kitchen same will have to be removed immediately and a penalty of Rs 1000 would be imposed for every violation.
 - ii. All the packed/tinned provisions will have to have **fssai** certification. Use of non-certified provision would not be permitted. If found being used issue would be dealt under the provision of the prevention of food adulteration act 1954 in addition a penalty of Rs 1000 would be imposed for every violation.
 - iii. The cadets are to be served standard pasteurised milk. Any type of adulteration in milk would be viewed seriously and dealt under the Prevention of food adulteration act 1954. In addition, a penalty of Rs 2000 would be imposed for every violation.
 - iv. The Menu provided in the document is only a guideline for the purpose of a variety of food to be served. Seasonal vegetables and fruits must have variety; no vegetable would be served more than thrice in a week without the approval of the mess committee. Recipe variation should be used if a vegetable is being repeated in a week.
 - v. Statistically, an average Indian male in the age group 18-20 years having an active lifestyle needs about 2600 calories. The menu has been prepared based on total calorie intake requirements and quantities are indicative. Common menu items Chapati, Rice, Puri, Paratha, pilaf, Common Vegetable, Dal, Bread, Poha, Upma, etc are to be served on a demand basis.
 - vi. The following menu items would be quantity limited as mentioned.:-
 - (i) Raw fully dressed Chicken (for Non-Veg) - 125 Grms per cadet (Chicken must always be fresh and not drawn from Cold Storage. Fresh chicken pieces are to be provided without skin, liver, gizzard, neck, wings, and legs cut up to knee.
 - (ii) Eggs (for Non-Veg and veg cadets who opt for egg) - 2 Nos per cadet when on Menu
 - (iii) Paneer (for Veg) 50 Grms/curd 100 ML per cadet in lieu of chicken.

- (iv) Milk Standard Pasteurised 250 ML per cadets (for all)
 - (v) Ice cream as mentioned in the menu
- vii. On Sundays/Holidays if the mess committee intimates the number of cadets who would abstain from having a meal contractor should act accordingly to avoid food wastage.

- j. **Maintenance of Hygiene in the Mess Complex and Cooking Area:** Maintenance of hygiene in the mess area which includes the dining hall, cooking area, utensil cleaning area, storerooms, Hand wash area, washrooms in the mess block, and garbage dump area is the responsibility of the contractor. He is to ensure these areas are maintained to a standard of Grade I eating house of Mumbai Municipal Corporation. Following hygiene, points are to be complied with.
 - (a) The Cooks and staff should be healthy and free from any skin/chronic/communicable disease. They are to mandatorily wear the clean dress and use disposable gloves while handling food.
 - (b) The utensils are to be cleaned properly using good quality liquid soap and should be free of any grime, residual oil film or smell. The Utensils should be properly dried prior to be used for serving food. The Mess caters for approximately 500 to 550 cadets, contractor is to position adequate utensils and cutlery so that all cadets can be served in one sitting and need to use wet utensils is obviated.
 - (c) The Cooking area should be maintained clean and free of grime, oil litter etc. Kitchen waste is cleared as soon as vegetable chopping cutting etc is completed. The contractor is to place an adequate number of 200/250 ltr garbage bins with the lid to hold garbage & kitchen waste.
 - (d) All the vegetables and fruit are to be washed properly before cutting/chopping. In case it is found that unwashed vegetables/fruits are used for cooking/serving a penalty of Rs.1000 would be imposed for every violation.
 - (e) Complete pest control especially of Cockroaches, Flies, Lizards & rodents to be done, twice a Month by the contractor at his cost. The contractor should deploy rat traps, ultrasound pest repellent etc. Care need to be taken that no poisonous substance is used in the kitchen and provision storage area for pest control.
 - (f) Every night after dinner, the kitchen area to be cleaned thoroughly to ensure that no traces of leftover food, oil spills, grime or kitchen waste is left. A pressure wash pump may be used.
 - (g) Cooking items after the due date of expiry are not to be used under any circumstances. If found, a penalty of Rs. 1000/- will be imposed.

6. ***Penalty & Risk Purchase.*** In case of deficiency in service, which is not addressed despite bringing to the notice of the contractor, Indian Maritime University – Navi Mumbai Campus is empowered to levy penalty as specified in this document. In the event of failure to cater/render services at the fixed hours or to supply food and other eatables as per the contract and meeting the quality and taste standards to the satisfaction of the Mess Committee nominated by the Director, The IMU-NMC reserves the right to invoke the risk purchase clause by engaging any other suitable agency and excess expenditure if any would be recovered from the contractor. Besides incurring the liability, the contract is also liable to be terminated for the remaining period.

- (a) Food poisoning due to any reason would attract; (a) Entire expenditure on medical treatment of the cadets would be recovered from the contractor. (b) The contract is liable to be terminated. The security deposit paid by the contractor shall be forfeited in full, when the contract is terminated under the circumstances specified above. In addition, if the situation warrants a criminal case could be filed.
- (b) Failure to supply food in terms of quality, quantity and as per the Menu indicated in the Schedule will attract a penalty of Rs. 1000 and non-adherence to the menu without advance intimation to the mess committee would attract a penalty of Rs. 1000 per violation.
- (c) The cadets have limited time for having their meals. Therefore, the contractor must ensure an adequate quantity of food is cooked. Food running short disturbs the training schedule thus very undesirable.
- (d) Sufficient number of Cooking staff (**inclusive of Two Chief Cooks**), helper, cleaning staff to be deployed on-site. If found that there is any shortfall in deploying sufficient staff there will be a penalty of Rs.2,000/- per day. **The chief** cook should have a certificate from a Govt./Recognised Allied Catering Institutes/Shipping Industry.

7. ***Payment Terms.***

- (a) **Submission of Bills.** Bills are to be submitted in the first week of the following month. The bill must accompany documents as per the checklist placed at Annexure - H. In case accompanying documents are incomplete the bill would be returned un-actioned.
- (b) GST Rates has to be stated in the column provided and relevant notification or any other proof of rate to be enclosed. In case of any changes in GST rate or any other statutory obligation resulting in the generation of extra profit by the service provider, the same has to be passed on to IMU-NMC
- (c) IMU NMc has in-house members mess committee to inspect the day-to-day functioning of mess and mess-related issues including the availability of required manpower and materials.

8. **Payment:** On submission of bills with all the necessary supporting documents listed above the payment would be released within 15 days. Any penalty/recovery already communicated would be deducted.

- Payment to the contractor would be made through digital mode only.
- Note: No Advance Payment would be made at any stage of the contract.

9. **Scope of Work:** To provide catering services to the resident cadets, short-term courses students, Officers, faculty, staff, and outsiders of Indian Maritime University – Navi Mumbai Campus. Since the number of cadets/students attending courses fluctuates from time to time, hence the approximate **number of person** to be served daily, shall be in the following range:-

(a)	Morning Coffee / Tea	0600	475 - 550 per day
(b)	Breakfast	0730-0830	475 - 550 per day
(c)	Midmorning Coffee and Snacks	1120-1140	475 - 550 per day
(d)	Lunch	1230-1330	475 - 550 per day
(e)	Afternoon Tea and Snacks	1630-1715	475 - 550 per day
(f)	Dinner	1930-2100	475 - 550 per day
(g)	Post Dinner Tea/Coffee	2100=2130	475 - 550 per day

- (a) The menu for cadet's mess is attached at along with **Vol.2 Price Bid**.
- (b) 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 bed coffee, breakfast, lunch, and dinner to guests if any and snacks and coffee/ tea in the evening to course participants on specific requests at the approved rate.
- (c) The Contractor should provide paper napkins for the course participants during breakfast, lunch, dinner, and two coffee sessions.
- (d) Senior Personnel/Partner/proprietor (other than the on-site manager) of the Contractor should visit the kitchen at least once a week to monitor the functioning of the canteen and discuss with the authorised officials regarding complaints/ requirements, etc.
- (e) In addition to the menu annexed with this tender document, There will be special dinner/lunch on the following six days during the year:-

- | | | |
|-------|--|-------------|
| (i) | Republic Day | 26 January |
| (ii) | Independence Day | 15 August |
| (iii) | IMU Day | 14 November |
| (iv) | Welcome Dinner/Lunch for fresher cadets on one week notice | |

- (v) Passing out day Special Dinner/Lunch on one week notice
 - (vi) One Special Dinner/Lunch on one week notice
- (f) The catering service provider needs to deploy the sufficient number of cooks (**inclusive of Two Chief Cooks**) and cook helpers and cleaning staff every day (as per the strength of the cadets), for serving about 550 cadets. The strength of cadets may vary marginally; therefore, the catering service provider needs to deploy proportionate no. of cooks and cook helpers.
- (g) The catering service provider may be asked on special occasions to provide catering services in any area inside the campus as requested by Indian Maritime University – Navi Mumbai Campus.
- (h) The catering service provider is required to put at least **two** buffet counters in the mess hall.

10. ***Parallel Running of a Cafeteria on payment for the Cadets:*** The contractor would also be required to operate a cafeteria within the campus premises wherein he could provide Tea/Coffee, cold drinks, limited range of Packed/cooked snacks on payment directly by the cadets and staff. The Cafeteria could be operated from 1700 to 2000 hrs only. This activity is outside the purview of main catering contract and rates of the items to be served would be worked out by mutual discussions between the contractor and the Mess Committee.

11. Terms and Conditions:

- (a) The quality of food/snacks/ eatables supplied shall be of **good quality** and **hygienic** in nature and the service should be to the fullest satisfaction of the University and the participants. It shall be ensured that there is **no adulteration** of food, milk, etc.
- (b) The quantity of food items / soft drinks, coffee, tea should confirm to weighments/ limits wherever indicated in the menu appended in the financial bid document. Para (Technical bid) 5 h (v) & (vi) are also relevant in this regard.
- (c) As the students/officials from all over India and abroad will be studying/working in the institute. The food prepared should be of good taste & flavor to suit the different tastes of participants/students etc.
- (d) **The Contractor is to provide all the Tables & Chairs in the dining hall to seat 300 cadets in one seating.** Arrangements of chairs/tables, etc. in the dining hall and the surroundings shall be maintained in a clean hygienic, and pleasant manner. These are to continue throughout the said contract period. The hygiene in the mess area is the total responsibility of the contractor. He is to ensure all the mess areas are cleaned properly after every meal and comply with the terms stipulated in para 10 of the document.

- (e) Indian Maritime University, Navi Mumbai Campus will not provide any utensils, LPG Gas installation for connecting cylinder, cooking range, electrical milk boiler, electrical water heater, bain-marie, hot case, dosa plate and other cooking utensils, deep freezer, serving dishes cutleries, fridge, dining tables, and chairs and serving buffet tables and items connected with catering. The Contractor is to position these items for the duration of the contract at his expense.
- (f) The cadet mess will remain closed during the semester break tentatively from mid-June to the end of July and Early January to Early February for a period of approximately 40-50 days. However, during this period the Catering Services should be functional as per the requirement of the following categories mentioned in the Financial Bid document B. Special Occasion (Breakfast), C. Special Occasion (High-Tea), D. Special Occasion (Lunch/Dinner), and E. Catering Services for Staff/Officers/Faculty).
- (g) The bidder/contractor is required to bring his own utensils, LPG Gas installation for connecting cylinder, cooking range, electrical milk boiler, electrical water heater, bain-marie, hot case, dosa plate and other cooking utensils, Deep freezer, serving dishes cutleries, fridge, dining tables, chairs and serving buffet tables. The above list is for the sample and not exhaustive. All equipment and utensils for providing Catering services to be arranged by the bidder/contractor. The tables and chairs should be of hard tubular type, good quality, and aesthetic. No plastic chairs and tables to be used.
- (h) Though a daily menu is indicated, it may be modified in terms of dish preparation variety of vegetable/chapatti/pilaf by the Mess management committee nominated by the director. Following guidelines need to be abided by:-
- (i). The same vegetable should not be used for the preparation of vegetable curry on more than three occasions in a week. The vegetable preparation should have variety and the same style should not be repeated unless instructed by Mess Committee. Violation of this clause would attract a penalty of Rs 1000/ on each occasion.
 - (ii). Vegetable pilaf/vegetable biriyani should be prepared using Grade 1 Basmati rice.
 - (iii). White rice should be of surti kolam variety.
 - (iv). Bread should be fresh, from a fssai certified bakery and must have proper packing to maintain freshness/hygiene. The bread toast should be served warm.
 - (v). For preparing Vegetable Pilaf/ Vegetable Biryani, fresh good vegetables are to be used. At least four English vegetables like green peas, carrot, cauliflower, beans, should be used along with other vegetables.

- (vi). Sweets purchased from outside must be from a Grade I certified sweet shop of packed sweets must have Fssai certification.
 - (vii). Ice cream (100 ml cup- Medium) should be of leading fssai certified brands like Amul, Have more, Kwality or Mother Dairy, etc.
 - (viii). Chapatti and Poori should be made of full wheat flour of good quality only. Use of Maida flour for making chapatti/paratha/puri is not permitted. Maida may be used for making Bhatara only.
 - (ix). All the food items should be warm when served, except items intended to be served at room temperature (Sweets, Dahiwada, Salad, etc) or frozen (ice creams).
 - (x). Seasonal fruits supplied should be of good quality without black stains. The fruits should not be artificially ripened and the size of the fruits should not be small.
 - (xi). Curd/Yogurt should be fresh and not sour.
 - (xii). Butter should be fssai certified.
 - (xii). Only Refined oil (Sunflower/ Gingley/ Groundnut/ coconut) of fssai certification is to be used. The use of burnt oil would attract a penalty of Rs 2500 per violation.
 - (xiii). Only Fresh batter is to be used for the preparation of Chapatti, Parotta, Puri, Idly, Dosa, Uttapam, etc.
 - (xiv). Leftover food should not be carried to the next session of service.
- (i) The average diet of an Indian male age between 18-20 is about 2600 calories. The primary food served (Rice, Chapatti, Puri, Bread Vegetable, Dal, etc which are common items on the menu) to the cadets would be unlimited. The quantity of special items to be served as per diet preference would be as indicated in the menu.
- (j) Separate vessels should be used for vegetarian and non-vegetarian cooking.
- (k) The Contractor shall claim bills with regard to the number of cadets indicated by the hostel warden in advance. The hostel-in-charge would communicate no of cadets residing in the hostel for whom meals are to be served. In addition, there would staff who would use the service on direct payment. The vegetarian/ non-vegetarian Lunch/ Dinner should be claimed separately. The bills of the contractor after verification shall be settled within a maximum of 15 working days from the date of the claim subject to production of all statutory documents with the bill listed at **Annexure H** However, the

payment of the first-month bill may be considered for payment if the firm to whom the contract has been awarded is in the process of obtaining all the above documents. If documents are not submitted regularly 2nd month onwards the bill would not be admitted for a claim.

- (l) The Contractor shall make his own arrangements for providing solid Fuel / Heating System in the dining hall to keep the food hot/ warm. Except for items which are normally served at room temperature/frozen/cold e.g. salad/fruits, ice cream and sweets, etc
- (m) The Contractor should not use the kitchen or other rooms for preparing food or snacks for any other client or customer. He shall not use facilities in Indian Maritime University for any other client.
- (n) All the employees working in the Cadet Mess/Canteen would be required to undergo medical checkups in the hospital identified by MO of Indian Maritime University – Navi Mumbai Campus at the Contractor's cost, first check-up would be one week prior to commencement of the contract or within one week of commencement of the contract if same could not be done by the contractor due any unavoidable circumstances. In addition, they would be checked for any skin or contagious diseases by the MO of the institution every quarter at no cost. The MO of the institution is authorised to carry out surprise rounds to check the hygiene of the cooking area and the staff at any time.
- (o) Good cooks should be available with the caterer. Sufficient number of cooks (inclusive of two Chief Cook) with experience of preparing North Indian & South Indian food along with vegetarian/non-vegetarian items shall be deployed during the contract period.
- (p) As the Mess would require to serve various VIPs and Dignitaries, the serving persons are required to be in Executive Dress with Gloves, Steward Cap, Aprons, etc., and preferably white/light-colored dress. If the above conditions are violated a penalty of Rs.500/- for each violation will be levied.
- (q) Courteous behavior is expected from your staff, especially towards women cadets and Lady staff.
- (r) The electricity charges as per the sub-meter reading is installed in the mess area shall be borne by the bidder. Water shall be provided free of cost.
- (s) Gas charges have to be borne by the Contractor. Only Commercial Gas Cylinders will be used for the preparation of food items.
- (t) All Dry/Fresh provisions should be of good quality with **fssai** certification. They should be purchased from reputed Wholesale Dealers or Co-operative Super Market /Departmental stores.
- (u) The contractor shall submit a list of all staff engaged by him for service at Indian Maritime University – Navi Mumbai Campus along with addition/deletion every month.

He should ensure payment of wages and other applicable benefits to his employees as per the statutory rules in force. The details of the same are to be made available to the staff engaged and be kept in record for inspection of IMU officials as required. The Contractor shall produce a certificate in respect of all statutory compliances along with the monthly bill.

- (v) The contractor should produce the certificate of all their employees issued by their respective Native place police station informing that the employees employed by the contractor are free from criminal/crime/vigilance cases. If an employee is deployed without police verification, his police verification must be completed in one month. The Contractor should undertake to indemnify IMU-NMC against all Statutory liabilities.
- (w) The bidders are required to submit a copy of the FSSAI (Food Safety and Standards Authority of India) license under the Food Safety and Securities Act 2006. If the same is yet to be received from the concerned authorities self undertaking with regard to submission of the same is to be provided.
- (x) In an extreme case, the Indian Maritime University – Navi Mumbai Campus reserves the right to deduct the agreed wage component payable by the contractor for default of payment and ensure payment to workers.
- (y) The Contractor is required to position sufficient numbers foam-type fire extinguishers to douse oil fire and two Co2 type extinguishers for electrical/general fire. He is to keep a first aid box in the kitchen area for his staff. He is required to indemnify Indian Maritime University and its assigns against any injury sustained by its staff while working inside the IMU-NMC Campus. sufficient numbers of fire extinguishers to be arranged at gas cylinders and regular servicing of gas pipes and stove.
- (z) The Contractor has to bring his digital weighing scale & provide adequate numbers of dustbins for Wet waste & Dry waste. He would not be allowed to dump garbage on the ground. Garbage Bins will always be covered with Insect nets. Any violation would attract strict action.
- (aa) Room Fresheners shall be used wherever required.
- (ab) Any disposable cups/mugs/plates/spoons/fork etc used must be in compliance to Maharashtra Pollution Control norms.
- (ac) During term breaks when the cadets are on vacation the mess staff could be reduced to maintain minimum service for staff and any other requirement of the campus.

ANNEXURE –A: COVER LETTER FORMAT (On letterhead)

TENDERERS PARTICULARS FOR TENDER NO: IMU/NMC/CANTEEN/2019/0001

The Director,
Indian Maritime University,
Navi Mumbai Campus,
Karave, Nerul,
Navi Mumbai 400 706

Sir,

Being duly authorized to represent and act on behalf

of _____ hereinafter called “The Tenderer” and having visited the site and examined the Scope of work, Conditions of Contract, Specifications, Schedules and **Bill of Quantities for the work of “TENDER FOR PROVIDING CATERING SERVICES AT INDIAN MARITIME UNIVERSITY – NAVI MUMBAI CAMPUS, KARAVE, NERUL, NAVI MUMBAI – 400706”**

1. I/ we hereby submit my/our offer as follows:
 - a) Technical Bid– (in separate sealed cover along with other documents) (Cover I)
 - b) Financial Bid–(in separate sealed cover) (Cover II)
2. The two sealed covers containing Technical bids and Financial bids referred to above have been put in the main cover (Cover III) as required.
3. I hereby undertake to abide by various terms and conditions contained in your TENDER No: IMU/NMC/CANTEEN/2021-22/0025 (Copy, duly signed, enclosed).
 - a) I also certify that the details furnished in the bids, various enclosures, and other documents are true and correct.
4. I also express my willingness to sign the contract incorporating the Standard terms and special conditions of the contract as contained in the Tender.

Yours Sincerely

(Signature of the Owner/ Bidder/ Authorized signatory and please indicate capacity which signed Viz. on own behalf or as Power of Attorney or Authorized signatory of the owner. Please also include the contact No. and address in the Place)

Note:-Please put this offer letter in Cover I (containing Technical Bid) along with other required documents.

ANNEXURE – B : CHECK-LIST FOR PRE-QUALIFICATION BID FOR CATERING SERVICES

Note: Please arrange the documents according to their Serial No.		
Sl. No.	Documents asked for	Details with proof
1.	Certificate in-lieu of Earnest Money Deposit (EMD): Bidder must submit EMD declaration Supporting document: Due to COVID-19 pandemic situation Bidders in-lieu of Bid security shall submit the following certificate in their letterhead “I/we, hereby state and understand that if I/we withdraw/modify our bid during the period of validity of the tender, the administration would suspend the Bidder from participation in any future tenders of IMU for a period of 6 months”.	
2.	The bidder should not have been debarred or blacklisted by the department / Ministries of the Government of India / PSUs / Corporate Sectors / Educational Institutions / any other reputed Organizations. (Notarized Affidavit in the format as given in Annexure – C, has to be submitted by the bidder).	
3.	The bidder should submit a copy of the valid GST Number with the Technical bid of Tender documents.	
4.	The bidder should submit a copy of Permanent Account Number (PAN).	
5.	The bidders are required to submit a copy of the FSSAI (Food Safety and Standards Authority of India) license under the Food Safety and Securities Act 2006.	
6.	The bidder should submit a copy of the Income Tax return during the preceding three Financial years (2017-2018, 2018-2019, 2019-20) with the Technical bid of Tender documents.	
7.	The bidder should submit one of the following:- a) Proof of Registration of the bidder under relevant law such as Companies Act, and/or Shop & Establishment Act. b) For Partnerships firms, the full name, and address of each partner along with the certified copy of the registered partnership deed, copy of the Trade License. c) For proprietorship firms, full name and address of proprietor along with the copy of trade license.	
8.	The bidder should have satisfactorily completed similar catering service work of values as listed below for any one year during the last 3 Years (2018-2019, 2019-2020, 2020-21). (i) Three catering service works costing not less than 40% of the present estimated cost that is Rs. 1,14,00,000/- in Universities / Institutes / Colleges / PSU/ Corporate Sector (or) (ii) Two catering service works costing not less than 60% of the present estimated cost that is Rs. 1,71,00,000/- in Universities / Institutes / Colleges / PSU/ Corporate Sector;	

	(or)	
	<p>(iii) One catering service work costing not less than 80% of the present estimated cost that is Rs. 2,28,00,000/- in Universities / Institutes / Colleges / PSU/ Corporate Sector in case the company has commenced business within three years of the date of tender closing.</p> <p>[Mode of Proof: Copy of Purchase Order / Contract agreement proving 'Award of Work'/ Copy of Completion Certificate/ Final Invoice/ Letter indicating the return of Security Deposit for proving satisfactory 'Completion of Work']. The bidders to fill the details regarding similar orders as per (Annexure – D).</p>	
9.	<p>Financial Viability Requirement.: Average annual turnover should not be less than Rs.2.5 crores during the three out of Five preceding previous Financial years (2016-2017, 2017-2018, 2018-2019, 2019-20, 2020-2021).</p> <p>[Mode of Proof. Copy of Profit & Loss Account of the company for each of the 5 years authenticated by a Chartered Accountant]. The bidders to fill in the details regarding Annual Turnover as per (Annexure – E)</p>	
10.	The bidder shall submit the certificate for Mandate form. (Annexure G) .	
11.	<p>Experience – No. of years in the Business:</p> <p>The Bidder should be in the Business of Providing "Similar Service" for a period not less than 5 years i.e. since 2016 – 2021.</p> <p>[Mode of Proof: ESI / PF / Service Tax Registration Certification /GST Registration Certificate/ Certificate of Incorporation / Registered partnership deed / IT Returns / Copies of the Work order, Agreement and Work Completion certificate for the Completed or ongoing work – Proof for existence during or prior to 2016 – 2021]</p>	
12.	Office in Mumbai/Navi Mumbai/Thane: The Service Provider should have an active Office in Mumbai/NaviMumbai/Thane (Proof of rent agreement or certificate of registration)	
13	The bidder should compulsory submit the declaration that they are availing the Composition scheme of GST or Not. (On their letterhead)	

The bids are liable to be rejected in case of failure to comply with any of the above requirements.

Name

Signature

Seal

ANNEXURE- C : Declaration regarding Debarring / Blacklisting (Notarized)

Ref. No.

Date:

To
The Director,
Indian Maritime University,
Navi Mumbai Campus

Sub.: Declaration regarding Debarring / Blacklisting 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 debarred or blacklisted in the past by Union / State Government or organization from taking part in Government tenders in India.

Or

I / We _____ Firm/Contractor/Manufacture / Partner(s)/Authorized Distributor/Agent of M/s. _____ hereby declare that the Firm/company namely M/s. _____ was debarred or blacklisted by Union / State Government or any Organization from taking part in Government tenders for a period of _____ years w.e.f. _____ to _____. The period is over on _____ and now the firm/company is entitled to take part in Government tenders.

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

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

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

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

ANNEXURE – D: DETAILS REGARDING SIMILAR ORDERS

Sr. No.	Name of the Client	Nature of the Job (enclosed purchase order)	Value of purchase order	Date of commencement	Date of Completion	Document Page Number

Note:

{**Mode of proof:** Copy of Purchase Order/Contract showing that the Bidder had conducted similar works. Work complete certificate.}

Place:

Date : **Signature of the Tenderer with seal**

ANNEXURE – E: DETAILS REGARDING ANNUAL TURNOVER

ANNUAL TURNOVER

Sl. No.	Financial Year	Annual Turnover In Rupees Lakhs
1	2016-2017	
2	2017-2018	
3	2018-2019	
4	2019-2020	
5	2020-2021	

Copies of the Audited Balance Sheet and Profit and Loss Account for the last three Financial Years 2016-2017, 2017-2018, 2018-2019, 2019-2020 & 2020-2021 should be attached.

Mode of Proof. Copy of Profit & Loss Account of the company for each of the 5 years authenticated by a Chartered Accountant.

Place:

Date : **Signature of the Tenderer with seal**

ANNEXURE – F : FORMAT OF AGREEMENT

(To be submitted on stamp paper of Rs.500/-)

IT IS THIS _____ day of _____ 2022 MUTUALLY AGREED between the IMU, Navi Mumbai Campus, **hereinafter referred to as “the Employer”** (which expression shall mean and include their assigns and successors) on the one part and M/s accompany/**incorporated under the Companies Act, 1956..... having its Registered office at hereinafter 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. It is agreed and clarified that this Agreement is on a non-exclusive basis and the parties are at liberty to enter into similar agreements with others. Provided, however, the service provider shall ensure that his entering into Agreements with other parties, shall not in any way conflict with or affect IMU-Campus’s interests, rights, remedies under this Agreement or in law.
4. 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.
5. The contract shall be governed by all the conditions as described in the terms and conditions of the contract, work mentioned in the tender documents, and any other conditions given in the tender documents.

6. 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

On behalf of Employer

Signature

Signature

Name:

Name:

Address:

Address:

Official Seal

Official Seal

Place:

Place:

Date:

Date:

On behalf of the Contractor

On behalf of the Employer

Witness:

Witness:

i) Signature

i) Signature

Name:

Name:

Address:

Address:

Place:

Place:

Date:

Date:

ii) Signature

ii) Signature

Name:

Name:

Address:

Address:

Place:

Place:

Date:

Date:

ANNEXURE-G: Mandate Form

MANDATE FORM
(Account/s Information form)

REAL TIME GROSS SETTLEMENT (RTGS)/ NATIONAL ELECTRONIC TRANSFER (NEFT) / INTRA BANK ACCOUNT TRANSFER FACILITY FOR RECEIVING PAYMENTS FROM IMU.

A. DETAILS OF ACCOUNT HOLDER:

NAME OF ACCOUNT HOLDERER / FIRM

COMPLETE CONTACT ADDRESS

MOBILE NUMBER / PH NO

E.MAIL:

PAN :

B, BANK ACCOUNT DETAILS:

ACCOUNT NAME (Name appearing in your Cheque Book)
BRANCH NAME WITH COMPLETE ADDRESS,
TELEPHONE NO
BRANCH CODE

Note: Please attach a Cancelled Cheque along with the account information form.

COMPLETE BANK ACCOUNT NUMBER (Please note that the Bank Account must be in the name of the Firm as appeared in the bill. In case of other Beneficiaries (Non-vendor) the Account name must be in the name of Applicant)

IFSC CODE

TYPE OF ACCOUNT (SB/CURRENT/CASH CREDIT)

MICR CODE OF BANK

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the IMU responsible.

(.....)
Signature of Beneficiary
Date:

Mandatory for Vendors/suppliers/Contractors etc., Payment:
Certified that the particulars furnished above are correct as per our records.
(Bank's Stamp with Date & Place)

(.....)
Signature of Bank Manager

Annexure-H

S. No	Instructions
1.	Copy of Payment challan/ proof of GST, Profession Tax etc
2.	Attendance Sheet manual & Biometric Sheet
3.	A sufficient number of cooks (inclusive of two Chief Cook) cook helpers and cleaning staff to be deployed daily. The penalty for any shortfall will be Rs.500/- per person per day.
4.	Twice a week pesticide spray to be done.
5.	Daily Requisition slip by Mess Committee / Duty Warden
6.	Medical fitness certificate on commencement of the contract.
7.	The contractor shall submit a list of all staff engaged by him for service at Indian Maritime University – Navi Mumbai Campus.
8.	Every night after dinner, the kitchen area is to be cleaned thoroughly.
9.	The same vegetable should not be used for the preparation of vegetable curry on more than three occasions in a week. The preparation style should have variation
10.	Vegetable pulao/vegetable Biryani should be prepared with Grade 1 Basmati rice.
11.	White rice should be of surti kolam variety
12.	Bread: Packaged fssai certified bread of a leading brand. The bread toast should be warm.
13.	Sweets should be of good quality from the reputed sweet shop.
14.	Ice cream(100 ml cup-Medium) should be of leading brands like Kwality walls, Amul or Mother Dairy, etc.
15.	Chappathi, Poori should be made of wheat flour of good quality only.
16.	Butter should be packaged fssai certified.
17.	Only refined oil(Sunflower/Gingley/Groundnut/coconut) of fssai certified, of leading brand
18.	Leftover food should not be carried to the next session of service
19.	Electricity charges will be collected at actual for the kitchen and store room areas. Water shall be provided free of cost.
20.	Gas charges have to be borne by the Contractor. The safety majors of LPG use in Mess should be as per norms.
21.	All Dry/Fresh provisions should be of good quality with fssai. They should be purchased from reputed Wholesale Dealers or Co-operative Super Market /Departmental stores.