

# NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

RAVANGLA, SOUTH SIKKIM – 737 139

TENDER DOCUMENT

FOR

PROVIDING JOB CONTRACT

AT

STUDENTS' MESS & FOOD PLAZA

**Tender No. : FISA / STUDENT MESS / 2015 / 02** Dated 15<sup>th</sup> JUNE, 2015

Issued by

The Chief Warden

NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

RAVANGLA, SOUTH SIKKIM – 737 139

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## **Important Dates:**

Tenure of the Contract (*Tentative*): 01<sup>st</sup> August 2015 to 31<sup>st</sup> July 2016

Date of Floating of Tender: 15<sup>th</sup> June 2015 (Monday)

Pre-bid Meeting(s): 6<sup>th</sup> July 2015 (Friday) (11:00 AM)

Closing date of Tender: 20<sup>th</sup> July 2015 (Monday) (05:00 PM)

Date of Opening of Bids (Technical): 22<sup>nd</sup> July 2015 (Wednesday)

Tentative Date of Start of New Mess Contract: 01<sup>st</sup> August 2015 (Wednesday)

**Application Form:** May be downloaded from the website of NIT Sikkim free of cost. Completed application should be accompanied by Demand Draft for Rs. 1,000/- (Rupees One thousand only; Non-refundable), drawn in favour of “The Chief Warden, NIT Sikkim”, towards the cost of the Tender Documents. Application without the prescribed fee will not be considered.

**Submission of Bids:** Bids shall be sent as follows: Inscribe envelop with “TENDER FOR JOB CONTRACT SERVICES AT STUDENTS” MESS, NIT SIKKIM, RAVANGALA” addressed to “The Chief Warden, NIT SIKKIM, Barfung Block, Ravangla, South Sikkim, PIN 737 139” and submitted before the last date.

**For clarifications:** Contact either Dr. Taraknath Kundu (Chief Warden / e-mail: fisa.nitsikkim@gmail.com / Phone: 09674294774) or Dr. Shouvik Ghosh (Warden / e-mail: sgme86@gmail.com).

**Pre-bid Meeting(s):** Pre-bid meeting(s) can be held on 6<sup>th</sup> July 2015 (Friday) (11:00 AM) with The Chief Warden and Warden for all clarifications. The prospective bidders are very much welcome to visit NIT campus and students mess before submitting bid. The prospecting bidders shall take a prior appointment.

## **1. SCOPE OF WORK:**

To prepare food and serve breakfast, lunch, evening snacks and dinner to Students, Guests, and visitors of NIT Sikkim as per menu suggested by Mess Committee & Chief Warden and to arrange all necessary skilled / Semi-Skilled / Un-Skilled manpower (such as Cook, Kitchen staff, Cleaning staff etc.), raw materials (such as food grains, rice, Atta, pulses, spices, fresh green vegetables, fish, meat/chicken, egg, seasonal fruits, milk and milk products, sweets, beverages etc.) for running the mess smoothly and also to maintain the mess and its surroundings clean. No cleaning facility will be provided by the Institute. The workers have to work under the guidance of Mess Committee & Chief Warden. The workers will work in Kitchen and Dining Hall, under the guidance of Mess Committee & Chief Warden of NIT SIKKIM. Cleaners should not be used for kitchen work. No child labour will be allowed to work in the mess as per Government of India Directives.

## **2. JOB SPECIFICATIONS AND RAW MATERIALS:**

(i) **Number of students:** To provide breakfast, lunch, and dinner in adequate quantity. The number of boarders will be at an average of 80 – 120 (all boys) at present, which may vary up to  $\pm 20\%$ .

(ii) **Food Plaza:** To run a food plaza at the Ravangla campus premises of the Institute. The items to be sold in accordance with the guidance given in **Annexure – II. Prices to be strictly decided in consultation with the Mess Committee.**

(iii) **Supplies:** To supply all necessary skilled / Semi-Skilled / Un-Skilled manpower (such as Cook, Kitchen staff, Cleaning staff), raw materials (such as food grains, rice, Atta, pulses, spices, fresh green vegetables, fish, meat / chicken, egg, seasonal fruits, milk and milk products, sweets, beverages etc.) for breakfast, lunch, evening tea / coffee with snacks and dinner.

(iv) **Raw Materials:** The supplied materials be used for preparation of daily breakfast, lunch, evening tea / coffee with snacks and dinner should be fresh, of high quality and approved branded standard as acceptable to the Mess Committee and Chief Warden of the Institute. Cooking oil must be branded (Argmark / ISI) Company. Oil must not be reused. Rice must be high quality & fine and free from dust or rubbish, stone pieces etc. (boiled / raw) (medium/fine / super fine) sample to be given. Vegetables/ spices to be used must be

of High quality / fresh. Any spices used must be branded one and to be mentioned. These shall be subjected to verification by the mess committee from time to time.

(v) **Quantity of food:** All the items served in Breakfast, Lunch, Evening Snacks and Dinner must be of sufficient quantity to be consumed by a boarder at the time of serving. Quantity supplied must carry weight in grams, kgs, and any deviation in weight, will bear penalty clause as mentioned in **Clause - 7**.

(vi) **Menu:** The food has to be prepared strictly as per the menu and in clean, hygienic and safe conditions. More details about menu are provided in **Annexure – I**.

(vii) **Experience of workers:** The workers to be employed should have worked in large canteens, hotels, messes and should have the knowledge and aptitude of preparing food both vegetarian / non vegetarian and Indian foods of all kinds. The workers must be well versed in preparing dishes of all regions of India.

(viii) **Hygiene:** The kitchen, dining hall, hand wash area, dish wash area etc. will be washed with water and soap solution and moped, after every meal (breakfast, lunch, snacks and dinner) and will be disinfected at least once in a week or as and when required. The garbage collected from the kitchen, dining halls, dish wash area will be disposed off every morning by the tenderer, in consultation with the local civic authority, in closed bins by separation of bio-degradable waste from non-biodegradable waste. The surroundings shall be kept clean and hygienic. High quality of hygiene, sanitation and safety will have to be maintained at kitchen and dining halls. All the surrounding area of the mess premises should be cleaned and washed daily. Food may be served on the dining table. The used plates will be taken out from the dining tables, preferably on trolleys, to the dish wash area. After every meal (breakfast, lunch, evening tea and dinner) all the plates, cups, bowl, water glass, spoons, forks, knives etc., are to be cleaned in soap solution and hot water and dried and kept ready for next meal.

(ix) **Number and location of Hostels (Important):** The Institute has at present total Eleven (11) hostels. Out of these, nine (09) hostels are located inside the campus. ***Two hostel (i.e. Boys Hostel – 10 and 11) housing about 80 - 100 students is about 2 KM away from the campus. It is must to provide food to these 1<sup>st</sup> Year students' hostels. During working days, breakfast and dinner have to be served there and during holidays and exam times, or as may be declared by the Institute, all meals to be served there.*** Food may also have to be served to the hostel / Faculty rooms inside the campus to sick students and if the situation so desires or as instructed by the office of the Chief Warden.

(x) **Vehicle for supplying food to Boys Hostel – 10 and 11(Important):** The contractor shall be fully responsible for supplying food to Boys Hostel – 10 and 11 on time (***on days as mentioned above in point number ix***) their own or hired vehicle. The contractor may raise separate bill every month on the actual day basis for supply of food. The prospecting bidders are encouraged to visit the campus and BH-10 and BH-11 for evaluating the cost for this purpose. The bidder shall quote this price / per month separately in the commercial bid (Part – B).

(xi) The prospecting mess contractor shall keep stocks of food for at least fifteen (15) days and ensure supply during monsoon or bad road conditions or political turbulence or any other unfortunate circumstances.

(xii) The Mess contractor may be permitted to sell few extra items on less than or at par MRP. However, list of such items shall be approved by the NIT Sikkim and price will be mutually decided / revised by in the meeting between the contractor and mess committee. The approved list and rates shall be displayed prominently in the dining hall by the Mess Contractor.

(xiii) The mess contractor shall be ready to extend catering facility for official events / conferences / Fests etc. in the Institute.

(xiv) **Banned items:** Cigarette, alcohol, *gutkha* and any other drug injurious to health are banned to be sold in the mess. Consumption of the mentioned items by workers of the Mess Contractor is also prohibited in the mess as well in the whole campus. If the Mess Contractor or any of his / her workers found consuming or providing such items to the students, the NIT Sikkim reserves the right to issue show cause notice / terminate the contract.

### 3. GENERAL TERMS AND CONDITIONS:

(i) **Minimum Turn-over of the bidder:** The bidder should have a minimum turn-over of Rupees Twenty Lakhs only (Rs.20,00,000/-) in the last three financial years, i.e. F.Y. 2013 – 14; F.Y. 2013-14 and F.Y. 2014 - 15. **Audited financial statements have to be submitted in support.**

(ii) **Experience:** Bidder should have an experience of minimum of three (03) years in hotel or catering services. Preferably, the bidder should have experience in working with Government / Public Sector Undertaking / Large Private Sector Institutions. Certificate(s) of Performance may be enclosed duly indicating the period of contract and type of payment received.

(iii) **Firm Registrations:**

(a) Bidder should be a registered and licensed contractor. Appropriate documents / Certificates issued from appropriate authorities should be enclosed to support this.

(b) The firm must be registered anywhere in India but preferably in Sikkim. The owners must be Indian national by origin.

(c) **Permanent Account Number (PAN) Registration:** The bidding firm (or for proprietary firms, the proprietor) should have updated PAN Registration.

(iv) **Earnest Money Deposit (EMD):** Tender should be accompanied with an **EMD of Rs.50,000/- (Rupees Fifty thousand only; Refundable)**, by way of Crossed Demand Draft drawn in favour of “**The Chief Warden, NIT Sikkim**”. EMD will not carry any interest and the same will be refunded to the unsuccessful bidders after finalisation of the tender. Any tender without EMD in PART - A will not be considered. Only successful bidder’s EMD will be retained as a part of security deposit and is refundable after termination of the contract without any interest after deducting dues if any, to the Institute.

(v) The tender document is non-transferable.

(vii) **SUBMISSION OF TENDER:**

The tender should be submitted under “Two Cover System”, the first cover is termed as “Part – A (with Tender documents, profile of the tenderer, Raw Materials & Staff to be used and EMD)” marked as “**TECHNICAL BID FOR TENDER FOR JOB CONTRACT SERVICES AT STUDENTS’ MESS, NIT SIKKIM, RAVANGALA**” and the second cover is termed as “Part – B” marked as “**COMMERCIAL BID FOR JOB CONTRACT SERVICES AT STUDENTS’ MESS, NIT SIKKIM, RAVANGALA**”. Both covers should be placed in a bigger cover with superscription “**TENDER FOR JOB CONTRACT SERVICES AT STUDENTS’ MESS, NIT SIKKIM, RAVANGALA**” addressed to “**The Chief Warden, NIT SIKKIM, Barfung Block, Ravangla, South Sikkim, PIN 737 139**” and submitted before the last date.

Tender covers shall consist of Part A & Part B:

**Part – A: Technical bid**

a) Profile of the Bidder in prescribed format

- b) Tender Documents (Include all relevant documents, like experience certificates, self attested copies of License, Firm Registration Certificate, etc.)
- c) Cost of Tender document – DD of Rs.1,000/- (Non-refundable for every bidder).
- d) EMD – Rupees Fifty thousand only (Rs.50,000/-) (Refundable to all unsuccessful bidders)
- e) Undertaking from the bidder that s/he has read and understood all the points of the tender document and will abide by the terms and conditions specified in this tender document.
- f) Copy of PAN No. allotment / document.

Preferably also put the following documents; however if those are not already available, then the bidder should give an undertaking that if they come up as winning bidder then they will immediately obtain the following registrations from Govt. of India / Sikkim Govt:

- g) Service Tax Registration Certificate
- h) Registrations under Food / Relevant Acts / Labour Acts etc.

**Part – B: Commercial bid**

- a) Rate of meal per student per day.
- b) Rate of vehicle per month

(viii) **Quoted Price:** Quoted price should be inclusive of all sundry taxes, duties and levies. Rate of tax / duty / levy may be indicated separately. The price quoted will remain valid and fixed for entire one year contract period. Under any pretext, request for upward revision of prices will not be entertained.

(ix) **Tax Deducted at Source (TDS):** TDS will be deducted on the gross payment according to the norms of Govt. of India.

(x) **Number of Employees:** The bidder should clearly indicate the number of cooks, kitchen staff and cleaning staff s/he intends to provide on service.

(xi) All tenders and covers should bear the name and address of the bidder and all the pages of the tender document must bear the seal and signature of the bidder.

(xii) The bidder should be prepared to come to NIT Sikkim, Ravangla Campus to take part in discussions, if required at a short notice.

(xiii) Under no circumstances Tenders submitted after closing date will be considered.

(xiv) On the date of opening of Tenders, only Part-A, i.e. the Technical bid will be opened first. Tenders will be short-listed based on the information provided in Part-A. Part-B submitted by the short listed bidder(s) will be opened at a later date and scrutinised.

(xv) **Non-acceptance of any counter terms:** Where counter terms and conditions have been offered by the Contractor, the same shall not be accepted by the Institute.

(xvi) **Termination of contract:** (a) The Institute reserves the right to terminate the contract on three months' notice, if the performance is not satisfactory. The Contractor can also terminate the contract by giving three months notice and clearing all the dues to the Institute, if he is not willing to continue the contract; (b) If any student falls sick due to adulteration; (c) If at least 50% of the students are dissatisfied and gives complaint in

writing. The contract shall be valid for one (01) year only. *After one (01) year the contract shall automatically be terminated.*

(xvii) **Non-transferability of Contract:** Sub-letting / Sub contracting the work is not permissible under any circumstances.

(xviii) **Signing of MoU:** Successful bidder shall execute an agreement with NIT Sikkim on a prescribed format.

(xix) **Licenses:** *The Mess Contractor shall obtain all necessary licenses (Food license must) to operate the mess at the NIT Sikkim from concerned authorities / Govt. agencies and submit a copy of such documents to the NIT Sikkim.*

(xx) *NIT Sikkim, reserves the right to reject any or all the tenders, wholly or partly without assigning any reason thereof. In all matters pertaining to this tender, the decision of the Director, National Institute of Technology Sikkim shall be final and binding.*

(xxi) The Tender bids must be neatly written in English only.

(xxii) Incomplete tender bids will be summarily rejected.

#### **4. GENERAL DEFINITIONS:**

(i) NIT Sikkim or Institution or Institute means the National Institute of Technology Sikkim.

(ii) “Director”, means the Director of National Institute of Technology Sikkim or his authorized representative.

(iii) “Chief Warden” means the Chief Warden of National Institute of Technology Sikkim or his authorized representative.

(iv) “Students’ Mess” means Students’ Mess of Students’ Hostel, National Institute of Technology Sikkim.

(v) “Bidder” also means the contractor who would be the successful bidder.

#### **5. TERMS AND CONDITIONS AS PART OF AGREEMENT:**

(i) **Disputes:** All disputes that may arise shall be referred to the Director, National Institute of Technology Sikkim, whose decision shall be final and binding.

(ii) **Regarding Workers:**

(a) No child labour should be engaged as per directives of the Government of India. The Mess Contractor shall also ensure that the norms prescribed by the State and Central Human Rights Commissions, Minimum Wages Act, Provisions of Industrial Dispute Act or any such legislations (both State and Central Govt.), to the extent applicable, are fully observed. Any violation or non-compliance shall be viewed very seriously resulting in penal action as well as termination of the contract depending on the seriousness of the violation. The Mess Contractor hereby undertakes to keep the NIT Sikkim and its staff harmless and indemnified against any such claim or demand by his / her workers / Govt. / local bodies under any industrial law for the time

being in force, or as may be amended from time to time. The NIT Sikkim will not have any role in the case of disputes arising between the Mess Contractor and its workers.

(b) It shall be unambiguously understood that the workers of the Mess Contractor are not employees of the NIT Sikkim and shall not have any claim whatsoever on the NIT Sikkim and shall not act detrimental to the interest of the NIT Sikkim. The NIT Sikkim shall not be liable for any payment to staff of the Mess Contractor on any account such as salary, ESI, PF, ESI, MWA etc. The workers shall have to follow the security regulations as directed by Security and fire fighting of the NIT Sikkim. Workers shall not form union or carry out trade union activities in the Campus.

(c) The contractor shall issue ID Cards to the staff verified and certified by the NIT Sikkim authority. The Mess Contractor shall provide a list of such staff along with their local and permanent addresses to the NIT Sikkim. The Mess Contractor shall ensure that staff engaged by him / her attire themselves, while on duty, in clean proper uniforms and maintain all the times the decency norms so as to behave with students in a civil, sober, polite and honest manner. The contractor should preferably get his / her workers' character verified. Any worker found misbehaving with the students / staff of the NIT Sikkim should immediately be replaced by the Mess Contractor. Any worker of the Mess Contractor if found involved in theft or any other unlawful activities shall be prosecuted according to the law of the land. No worker of the Mess Contractor in inebriated condition shall be allowed in the campus.

(d) All employees engaged by the contractor shall be comprehensively insured for accidents and injuries by the contractor at his cost.

(e) The Contractor shall be solely responsible either for any injury, damage, accident to the workmen employed by the agency or for any loss or damage to the equipment / property in the areas of work as a result of negligence / carelessness of its workers.

(ii) **Tenure of the contract:** The Contract will be for a period of one year. The expected date of start is from 01<sup>st</sup> August, 2015 and end in May, 2016 or July, 2016 depending on the academic calendar of the Institute. The winning bidder must be ready to provide services immediately after award of contract. The winning bidder have to provide acceptance of offer and deposit security deposit within three days of award and undertake to start giving service from the date as intimated by NIT Sikkim. Failing this, the Institute may give the contract to the second lowest bidder as well as forfeit the EMD. If the Contractor fails to carry out the Jobs as per the terms and conditions agreed upon, he is liable for forfeiture of EMD and Security Deposit in additions to penalty and termination of the contract.

(iii) **Payment Terms:**

(a) **Payment through Institute (for regular students):**

(i) **For regular meals:** The 1<sup>st</sup> year (BH – 10 & 11) students must be served regular meals. Other batch students may also join and they shall also be served regular meals in the Institute mess.

The payment will be made monthly on satisfactory completion of job contract services. The bill should be submitted on or before 5<sup>th</sup> of succeeding month and payment will be made within 30 days from the certification of the bill by Mess Committee / Accounts Officer of the Institute who will supervise the above work on behalf of the Chief Warden. The contractor has to indicate Bank Account No. for arranging ECS payment. Under any circumstances advance payment will never be made.

(ii) **For Extra items:** The extra items sold (apart from the regular vegetarian meals), the payment shall be collected by the Mess contractor directly from the students. The Institute shall not be liable for any payment defaults.

(iii) **Direct collection (optional):** If the Institute allows, the contractor shall be prepared for collecting mess fees (mentioned above in Point No. iii a & b) directly from the students on monthly basis. A suitable mechanism shall be evolved, in consultation with the Institute authority, for such direct collection of fees.

(b) **Collection for Food plaza:** The mess contractor shall sell all the items in Food plaza on spot payment basis. The Institute shall not be liable for any payment defaults.

(c) **Rebates for regular meals served:** The Mess Contractor will have to give full 100% rebate on daily mess charge per students per day during all types of officially declared vacation and term breaks irrespective of number of days and the rebate is applicable to the students who are not dining at the time of vacation. The rebate shall be applicable for the following reasons: Due to sick leave / Due to suspension from the college / Field trips for academic work / Summer / Winter traineeships / When the students are permitted to go out on assigned duties / Leave with prior permission / During the period (if any) of closure of the NIT due to natural calamities, like earthquake etc.

(d) NO payments will be made during summer / Puja / winter vacations / semester breaks of the Hostel. No Payment will be made during the suspended period.

(e) **Approximate Number of working / class days:** On an average the classes are held for approximately for 210 - 240 days in a year (e.g. approximately 225 days in 2015 - 16 academic calendar). Number of working / class days may vary  $\pm 15\%$  depending on academic calendar and other unavoidable circumstances. Payments will be made only on the basis of the actual days the students avail mess facility. No other payments be during semester breaks.

(iv) **Indemnity:** The Institute shall be indemnified for all losses due to commissions and omissions of any person deployed by the contractor. There shall not be any loss or damage caused to the Institute on account of any negligence, carelessness, acts of omission s/ commissions of contractors, his employees or staff and the same shall be made good by the contractor. It shall be made very clear that the employees/staff engaged by the contractor shall not be treated or considered as employees of the National Institute of Technology Sikkim under any circumstances. The contractor shall defend, indemnify and hold the Institute harmless from any liability or damage, law suits, penalties imposed by any State or Central Government Department or statutory body or by a third party for reasons of violation of any of their statutory provisions or requirements. The Institute shall not be liable for any damage or compensation payable to any workmen or to any person as a consequence of his work and the Institute shall be completely indemnified accordingly.

(v) **Security Deposit:** The contractor has to deposit a Security Deposit of Rs. 1,00,000/- (Rupees One lakh Only) by drawing a demand draft from any Nationalized Bank in favour of "The Chief Warden, National Institute of Technology Sikkim", within three (03) working days of award of contract. If the contractor fails to carry out the entrusted Job Contract Services and related miscellaneous works within the stipulated time and as per the Scope of work and Job Specification. National Institute of Technology Sikkim reserves the right to impose penalty as specified in the Penalty Clause and has the right of get the work done through someone else. On completion of Job Contract Service entrusted to the contractor satisfactorily. If the work is not satisfactory he is liable for forfeiture of Security Deposit amount deposited. The security deposit furnished by the contractor will not carry any interest and will be refunded after deducting the damages (if any) and other liabilities.

(vi) **Working Hours:** The normal working hours of the mess will be from 06:30 a.m. to 10.30 p.m. However, the Institute calls for special services beyond these hours on special occasions, without any additional payments.



(vii) **Terms of the contract:** It is emphasized that the contract is purely a Maintenance Contract intended for carrying out all the works entrusted in the schedule appended to this and at no stage this should be interpreted as a LABOUR CONTRACT.

## **6. Facilities to be provided by NIT Sikkim: (also see Annexure – III)**

The prospecting bidders are welcome to visit NIT Sikkim campus for hands on idea about the following items:

(i) **Space:** The NIT Sikkim shall provide to the Mess Contractor a suitable space (for Kitchen as well as dining area) in the campus with basic infrastructure like electricity and water connection, all these free of charges, for running the mess.

However, the Mess Contractor shall not use the premises of the NIT Sikkim for selling goods to the local residents. The Mess Contractor shall also not use the premises nor the staff engaged at the NIT Sikkim for preparing food for outside catering service. The Mess Contractor shall not organize any get-together, parties, function etc. involving external guests or even students nor let out the premises to any one for holding such activities without the written permission of the NIT Sikkim.

(ii) **Electricity & Water:** Electricity and water will be provided free of charge for the entire period of this contract by the NIT Sikkim for cooking / serving food and allied activities only. The Mess Contractor shall not use the free electricity and water for any other purpose.

(iii) **Tables, Chairs etc.:** The NIT Sikkim shall provide dining tables, chairs, miscellaneous utensils for cooking and serving food. The Mess Contractor shall keep an inventory of such articles which can be inspected and verified from time to time. The tea spoons, table spoons, forks, knives, stainless steel, tumbler glass, bowl should be counted once in a month and the contractor will be responsible for the loss of any items and make the loss if it is found shortage.

(iv) **Equipments:** NIT Sikkim will provide an inventory of equipments (as mentioned herewith in **Annexure – II**) for use by the mess contractor. However, the Director may impose user charges for the said equipments and it will be the responsibility of the mess contractor to keep those equipments in proper condition and bear the maintenance cost. Any damage made to the equipments shall be either repaired by the contractor or the cost may be recovered from him / her. The items provided by the NIT Sikkim are subject to verification from time to time by the mess committee. The losses / breakages will be made up either by calculating the cost on fair wear and tear basis or replacing the same by the contractor. The Mess Contractor shall be liable in case of theft of any equipment(s).

The prospecting bidders may visit the NIT students mess before submitting bids for inspection of available equipments.

(v) **Accommodation for workers:** Only one (01) dwelling unit consisting of two rooms with toilet may be given either in the campus or in Boys Hostel – 10 or 11 on Kewzing Road, Ravangla for accommodating mess workers. The competent authority of NIT Sikkim shall have the final say on such allotment.

## **7. PENALTY CLAUSE:**

(i) Work not done satisfactorily would be recorded and rejected for payment. Reasons for rejection would also be recorded.

(ii) Penalty shall be minimum Rupees Five thousand only (Rs.5000/-) per day / per fault or unsatisfactory work.

(iii) The cost of execution of the work at the risk and cost as well as the penalty shall be recovered in the next bill that falls due and if the amount of recovery exceeds the bill amount, recoveries shall be made from the Security Deposit, which has to be made good within 15 days of the short fall.

(iv) If any food adulteration laxity or any laxity happens on the part of the contractor / mess running operations or its workers, the the NIT Sikkim shall have rights to take either or all of the following penal actions: a) force the contractor to bear expenses for treating the suffering students; b) take actions against the contractor according to the law of the land; c) terminate the contract and forfeit security deposit with immediate effect.

**NB:** In case of repeated complaint regarding quality, quantity and non-supply of the demanded items, contract will be terminated without any kind of compensation.

### **8. Other conditions:**

(i) The prospecting bidders must submit prices inclusive of all sundry taxes and levies. S/he may show the included amount of taxes clearly. The total price quoted will remain fixed for entire one year of contract. There will not be any upward revision on any ground.

(ii) No counter or negotiable terms by the bidders will be entertained.

(iii) The winning bidder must sign an agreement with NIT Sikkim in prescribed format.

(iv) No negotiations will be held with bidders.

(v) The bidders shall provide an undertaking that they have read all the points in this Tender document and fully understands its implications and agree to abide by the terms and conditions mentioned in this document.

Sd/-

The Chief Warden  
NIT Sikkim

**ANNEXURE – I (SAMPLE### MENU FOR REGULAR MEALS FOR 1<sup>ST</sup> YEAR STUDENTS)**

**Tender No. : FISA / STUDENT MESS / 2015 / 02 Dated 15<sup>th</sup> JUNE, 2015**

DAY/TIME	BREAKFAST	LUNCH	SNACKS	DINNER
<b>MONDAY</b>	TEA + VEG. SANDWICH	RICE + DAL (MASOOR) + ROTI + (ALOO + GREEN VEGETABLES) SABJI WITH GRAVY + SALAD + PRICKLE	NIL	RICE + DAL (ARAHAR) + ROTI + VEG. KOFTA + SALAD + PRICKLE
<b>TUESDAY</b>	COFFEE + ALOO PARATHA + PICKLE / SAUCE	RICE + DAL (MOONG) + ROTI + (ALOO + BEANS) BHUJIYA + GRAVY SABJI + SALAD + PAPAD + PICKLES	NIL	RICE + DAL (CHANA) + PURI + KHEER + ALOO DAM + SALAD + PICKLE
<b>WEDNESDAY</b>	TEA + PURI + ALOO DAM	RICE + DAL (ARAHAR) + ROTI + SEASONAL VEGETABLE SABJI + SALAD + PICKLE	NIL	RICE + DAL (MOONG) + ROTI + PANEER MASALA + SALAD + PICKLE
<b>THURSDAY</b>	TEA + CHOWMEIN + CHILLI SAUCE + TOMATO SAUCE	RICE + DAL (CHANA) + ROTI + VEG. KOFTA + SALAD + PICKLES	NIL	KHICHDI (GOBINDOBHOGE RICE + MOONG DAL) + BHUJIYA + PAPAD + KHEER + PICKLE
<b>FRIDAY</b>	COFFEE + MASALA DOSA + SAMBAR	RICE + DAL (ARAHAR) + ROTI + SEASONAL VEGETABLE SABJI + SALAD + PICKLES	NIL	JEERA RICE + DAL (TARKA + RAJMA) + ROTI + ALOO BHUJIYA + SALAD + PICKLE
<b>SATURDAY</b>	TEA + Min. 4 TOASTED BREAD SLICES + Butter/Jam + 2 BANANA (not small one)	RICE + DAL (MOONG) + ROTI + MIX. SABJI BHAJI + SALAD + PICKLE	NIL	RICE + DAL (MIX. DAL) + ROTI + VEG. KOFTA + SALAD + PICKLE
<b>SUNDAY</b>	TEA + KACHORI + KABLI CHOLA + JALEBI	RICE + DAL (ARAHAR) + ROTI + SEASONAL VEGETABLE + SAMBHAR + SALAD + PAPAD + PICKLES	NIL	JEERA RICE + DAL (MASOOR) + ROTI + PANEER BUTTER MASALA + GULAB JAMUN + SALAD + PICKLE

**THE FOLLOWING ADDITIONAL ITEMS SHALL BE PROVIDED TO THE STUDENTS ON THE MENTIONED DAYS OF THE WEEK AT FIXED PRICES APPROVED BY THE COMMITTEE.**

Optional NON-VEG MENU for students during meals	To be served	Price quote by the vendor ( Rs.)
1. OMLET (1 EGG)	All day, all meal	
2. OMLET (2 EGG)	All day, all meal	
3. EGG BHUJI (2 EGGS)	All day, all meal	
4. EGG CURRY (2 EGGS)	(MONDAY & THURSDAY, EITHER LUNCH OR DINNER)	
5. CHICKEN CURRY (150 gms)	SUNDAY & TUESDAY, EITHER LUNCH OR DINNER	
6. CHILLY CHICKEN (150 gms)	SATURDAY, EITHER LUNCH OR DINNER	
7. FISH CURRY (75 gms)	WEDNESDAY, EITHER LUNCH OR DINNER	
8. Plain White Curd with Sugar & Salt	Monday & Thursday	

**SOME IMPORTANT POINTS TO BE NOTED:-**

- ### THIS MENU IS A SAMPLE MENU. THE MENU SHALL BE CHANGED EVERY MONTH OR TIME TO TIME AS DECIDED BY THE MESS COMMITTEE. HOWEVER, TO KEEP THE COST COMPARABLE, THE ITEMS IN CHANGED MENU MAY BE SIMILAR (COST WISE) TO THIS SAMPLE MENU.**
- SALAD – CUCUMBER + TOMATO + ONION + CARROT.

3. GRAVY SHOULD BE THICK.
4. SQUASH SHOULD NOT BE INCLUDED IN SEASONAL VEGETABLE.
5. SAUCE SHOULD BE OF KISSAN BRAND.
6. MENU SHOULD BE FOLLOWED STRICTLY OTHERWISE STRICT ACTION WILL BE TAKEN.
7. PICKLE SHOULD BE OF NILON'S.
8. PAPAD SHOULD BE OF LIJJAT'S.
9. PROPER AMOUNT OF MILK SHOULD BE ADDED IN TEA.
10. MESS REPRESENTATIVES CAN VISIT ANYTIME TO CHECK THE ITEMS USED IN THE AND THEIR QUALITY AND QUANTITY.
11. MESS TENDER CAN BE RESOLVED ANY TIME IF MANY STUDENTS (ABOUT 50% STUDENTS) ARE NOT WILLING TO TAKE FOOD IN MESS.
12. STUDENTS WHO ARE NOT TAKING FOOD IN THE INSTITUTE MESS CAN SOMETIME TAKE FOOD IN THE MESS BY PAYING TO MESS INCHARGE OF THE COMPANY i.e. MESS SHOULD BE A GENERAL ONE FOR ALL STUDENTS.

## ANNEXURE – II (FOOD PLAZA)

Please note, the Institute shall be giving many facilities for free. Therefore, it is expected that the items to be sold at Food plaza shall be moderately priced. The prices shall be moderated by the Mess committee as well be negotiated by the Institute committee while awarding the contract.

### LIST OF ITEMS THAT CAN BE SOLD AT FOOD PLAZA:

ITEMS	Details	PRICE QUOTE BY VENDOR (INR)
<b>PACKAGED ITEMS</b>	COLD DRINKS (WITH NO ALCOHOL CONTENTS), CHIPS, CAKES, BISCUITS, CHOCOLATES, JUICES, SWEET, MURI	ALL PACKAGED ITEMS MUST BE SOLD IN NOT MORE THAN M.R.P.
<b>MILK TEA</b>	-----	
<b>MILK COFFEE</b>	-----	
<b>SNACKS (PRICE FOR ALL ITEMS ON PER PCS)</b>	MIXED VEG. PAKORA	
	CHICKEN PAKORA / LOLLY POP	
	SAMOSA / SINGARA (VEG.)	
	VEG. SANDWICH	
	CHICKEN SANDWICH	
	VEG. BURGER	
	CHICKEN BURGER	
	VEG. MOMO WITH SOUP (6 PC. PLATE)	
	CHICKEN MOMO WITH SOUP (6 PC. PLATE)	
	VEG. PHALET	
	CHICKEN PHALET	
	MASALA DOSA	
	IDLI WITH SAMBAR AND CHUTNEY	
	VARA	
	UTTAPAM	
	POHA,	
	ALOO PARATHA WITH AACHAR	
	PLAIN PARATHA	
	ALOO CHOP	
	JHAL MURI ( <i>May be packaged</i> )	
GHOOGNI		
<b>LUNCH &amp; DINNER (PER PLATE)</b>	MIXED VEG. FRIED RICE	
	CHICKEN FRIED RICE	
	MIXED VEG. CHOWMEIN	
	CHICKEN CHOWMEIN	
	VEG. BRIYANI	
	CHICKEN BRIYANI	
	MIXED VEG. CURRY	
	SHAHI PANEER	
	PALAK PANEER	
	DAL	
	GOBI MANCHURION	
	GOBI ALOO SABJI	
	SABJI VAJI (FRY)	
	PLAIN ROTI (PER PC.)	
<b>MISC. ITEMS</b>	<b>More items may be added / suggested by the vendor with along with quoted price.</b>	

### Annexure – III

#### List of Items Available at NIT Sikkim Students Mess

<b>Sl No.</b>	<b>Items</b>	<b>Capacity</b>	<b>Quantity</b>
01.	Dough Kneader	30 Kg.	One (01)
02.	Rice Boiler	50 Lit.	One (01)
03.	Stainless Steel Potato Peeling Machine	15 Kg.	One (01)
04.	Electric Toaster	Standard size	One (01)
05.	Bain Marie (3 compartment / Stainless Steel)	44'' L x 24'' x 34'' W	Two (02)
06.	Two burner cooking range (Gas fired)	44'' L x 24'' x 32'' W	One (01)
07.	Electric Vegetable Cutter	300 Kg / hr	One (01)
08.	Single burner cooking range (gas fired)	24'' L x 24'' x 24'' W	Two (01)
09.	Chapati Plate-cum-Puffer (Gas fired)	52'' L x 28'' x 32'' W	One (01)
10.	Haer Made Deep (Chest) Freezer - Two compartments (NV & V)	Ca. 400 Lit.	One (01)
11.	Hot Cases	-	Sufficient numbers
12.	Dinner plates + Snacks plates + Glass + Spoon etc.	-	Sufficient numbers
13.	Utensils	-	Quite Few; The contractor may have to bring in some if required
14.	Dining Tables	Six can sit	Sufficient numbers
15.	Chairs	-	Sufficient numbers

## Annexure - IV

### Put in "Part – A" of the bid

#### Tender for Job Contract at Students Mess at NIT Sikkim

#### Format for Profile of the bidder

Sl No.	Particulars	Please Fill-in
01.	Name of the Firm	
02.	Address	
03.	Name of the contact person: Designation: Address Mobile no.: E-mail ID:	
04.	Month and Year of Establishment of Firm	
05.	Whether the firm is Proprietary / Partnership Firm / Private Ltd. / Public Ltd. / Others.	
06.	Name(s) and addresses of Proprietor / Partners / Directors	
07.	Number of years of experience in this field	
08.	Annual Turnover during last three years (Enclosed audited financial statement or certificate(s) from Chartered Accountant 2013 – 14: 2012 – 13: 2011 – 12:	
09.	Registration Number of the Firm	
10.	PAN number of the firm or Proprietor	
11.	Bank details for RTGS / NEFT payment details	

Signed by

(Name)

Authorised Signatory of M/s ..... (Bidder)

Official Stamp

Date:

Place:

## Annexure - V

### Put in "Part – A" of the bid

**Tender for Job Contract at Students Mess at NIT Sikkim**

**Number of Workers to be engaged by the bidder**

Sl No.	Particulars	Please Fill-in both words and roman numbers
01.	Manager	
02.	Cooks	
03.	Kitchen Staff / Helper	
04.	Cleaning Staff	

Signed by

(Name)

Authorised Signatory of M/s ..... (Bidder)

Official Stamp

Date:

Place:



**Annexure - VI**

**Put in "Part – A" of the bid**

**Tender for Job Contract at Students Mess at NIT Sikkim**

**Format for Undertaking - 1**

**To**

**The Chief Warden**

**NIT Sikkim**

**Sub.:** Tender No. : **FISA / STUDENT MESS / 2015 / 02** Dated 15<sup>th</sup> JUNE, 2015.

Dear Sir,

This is to undertake that I / We, owner(s) of M/s ....., of (name of city) have read all the points of the above mentioned Tender document and I / We fully understood the points and its implications. We undertake that if I / We am / were given the contract, I / We will abide by all the terms and conditions of the Tender in letter and spirit.

Signed by

(Name)

Authorised Signatory of M/s ..... (Bidder)

Official Stamp

Date:

Place:

## Annexure - VII

### Put in "Part – A" of the bid

#### **Tender for Job Contract at Students Mess at NIT Sikkim**

#### **Format for Undertaking – 2 (In cases of non-availability of any document)**

**To**

**The Chief Warden**

**NIT Sikkim**

**Sub.:** Tender No. : **FISA / STUDENT MESS / 2015 / 02** Dated 15<sup>th</sup> JUNE, 2015.

Dear Sir,

This is to undertake that This is to undertake that I / We, owner(s) of M/s ....., of (name of city) have submitted tender bid for the above mentioned Tender of yours. At the present date of submitting the bid I / we do not have the following registration documents:

1. Service Tax Registration Certificate

And or

2. Registrations under Food / Relevant Acts / Labour Acts etc.

I / we undertake that if I / we receive the contract, then I / we obtain all the above required registrations from Govt. of India / Sikkim Govt. within one (01) month of award of the contract.

Signed by

(Name)

Authorised Signatory of M/s ..... (Bidder)

Official Stamp

Date:

Place:

**Put in “Part – B” of the bid**

**Tender for Job Contract at Students Mess at NIT Sikkim**

**Commercial bid (Put in 2<sup>nd</sup> Envelop then put in Main envelop)**

1. Rate for food per student per day: Rs..... /-  
(Rupees..... only) per day  
inclusive of all Taxes. (Please write both in English words and numerical)

2. Vehicle rate: Rs...../- (Rupees..... only)  
- per month inclusive of all Taxes. (Actual days of food supplied will be charged) (Please write both  
in English words and numerical)

N.B.: 1. Payment to be made only for actual days food is supplied. No payments for vacations / semester  
breaks.

2. Actual days of food supplied will be charged.

Signed by

(Name)

Authorised Signatory of M/s ..... (Bidder)

Official Stamp

Date:

Place: