



**NOTICE INVITING TENDER FROM EXPERINACED AND  
AUTHORIZED MESS CONTRACTOR TO RUN STUDENT  
MESS OF OUT CAMPUS HOSTEL OF NIT SIKKIM**

**Ref No: 64/NITS/Mess Tender/2018-19/DIC (SA)/ Student Mess/ 2018-03 Dated: July 27,  
2018 (Mention the reference for any communication)**

**Important Dates**

**Date of publication: July 27, 2018**

**Date of Closing: August 06, 2018 at 11:00 AM**

**Tentative Date of Technical bid : August 06, 2018 at 12:30 PM**

**& Financial bid Opening: August 06, 2018 at 03:30 PM**

**Contact Detail for any clarification: [fisa.nitsikkim@gmail.com](mailto:fisa.nitsikkim@gmail.com)**

Document available at Website: [www.nitsikkim.ac.in](http://www.nitsikkim.ac.in)

**Communication Address:**

Chief Warden

NIT Sikkim, Ravangla, South Sikkim 737139

**NOTE 1:** For any query and clarification related to mess tender needs to report through email only. Any kind of other communication such as phone call or personal visit etc., will not be entertained. If any kind of such activities are observed their tender will be terminated without assigning any reason. **Mention email ID & mobile number on each envelope.**

**NOTE 2:** Those vendors have already submitted the EMD need not to submit the EMD again.

Date: July 27, 2018



## **NOTICE Inviting Tender for Student Hostel Mess of NIT Sikkim**

NIT Sikkim intends to empanel Caterers for rendering catering services in the Hostel dining facility for about 800 to 1000 students. Those having an experience of minimum of two years in catering services for working with Hostel of Government / Public Sector Undertaking / Large Private Sector Educational Institutions are eligible to apply. Certificate(s) of Performance may be enclosed duly indicating the period of contract and type of payment received. The tender documents can be obtained from the office of Dean Student Affair, Academic block, NIT Sikkim or else can be downloaded from the institute website [www.nitsikkim.ac.in](http://www.nitsikkim.ac.in).

The tender need to be submitted under two-bid system, i.e., Technical bid and financial bid. The duly signed tender documents shall reach in the office either by hand or by post on or before . The institute will not be responsible for any kind of delay due to postal services or otherwise. The bid will be opened before the duly constituted committee. The committee will open the technical bid and will be evaluated to decide the eligibility. The financial bid of technically qualified bidder shall be opened and rest will be rejected. The decisions of the committee will be final in awarding the contract.

Yours Sincerely  
Chief Warden, NIT Sikkim



## **Tender Documents for Student Hostel Mess of NIT Sikkim**

### **I] GENERAL DEFINITIONS**

1. NIT Sikkim or Institution or Institute means the National Institute of Technology Sikkim.
2. “Dean Student Affair” means Dean related to student Affair of NIT Sikkim.
3. “Chief Warden” means the Chief Warden of National Institute of Technology Sikkim or his authorized representative.
4. “Students’ Mess” means Hostel mess facility for serving food to the student of National Institute of Technology Sikkim.
5. “Bidder” means participating bidder in tender.
6. Contractor (s) means successful bidder awarded the contract for running mess by the mess committee constituted for this purpose.
7. “Mess Committee” The committee of students constituted under the supervision of concerned faculty for the award for mess / fooding.

### **III] SCOPE OF WORK**

1. To prepare food and serve during breakfast, lunch, snack and dinner to Students, Guests, and visitors of NIT Sikkim as per menu (Annexure I) in adequate quantity suggested by Mess Committee under supervision of Chief Warden/ wardens. Total number of students availing mess facility may vary depending on admission in first year and willingness of the student for availing mess facility (approximately 180-250).
2. Arrangement of all necessary skilled/Semi-Skilled/Un-Skilled manpower (such as Cook, Kitchen staff, cleaning staff etc.)
3. Arrangement of all kinds of 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.).
4. Followings have to be maintained and will be verified and inspected time to time by the mess committee/ student mess committee:
  - a) The supplied materials to be used for preparation of breakfast, lunch, dinner etc. should be fresh, of high quality and approved brands as acceptable to the Mess Committee and Chief Warden /Wardens of the Institute.



- b) Cooking oil must be branded (Aramark/ISI) Company as approved by student mess committee. Cooking oil must not be reused.
- c) 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.
- d) Vegetables/ spices to be used must be of High quality / fresh.
- e) Any spices used must be branded one and to be mentioned.

5. The mess contractor is responsible for smooth functioning of mess and need to maintain the hygiene, discipline, cleanness it's surrounding, quality of food etc. Any cleaning facility will not be provided by the Institute. All service must be provided as per the instructions of mess committee. Mess committee / Student Mess Committee is free to inspect the stores, cooking area & process etc anytime.

6. The food has to be prepared strictly as per the menu provided by the mess committee and may change with mutual understanding.

7. Regarding Worker: The workers to be employed in mess should have experience of working in large canteens, hotels and should have the knowledge and aptitude of preparing different variety food for both vegetarian / non vegetarian. The workers must be well versed in preparing dishes of all regions of India. They will use proper uniform and gloves with cap as desired by Mess committee. **Only Lady Staff will be entertained in case of the mess which is availed by girl's student.**

8. The kitchen, dining hall, hand wash area, dish/plates/mess utensil, wash area etc. will be washed and cleaned properly with water and soap solution. Final wash of the plate with hot water and dried. Then kept ready for next meal in advance. The dining area and kitchen should be moped after every meal (breakfast, lunch, snacks and dinner) and will be disinfected at least once in a day or as whenever required.

The garbage collected from the kitchen, dining halls, dish wash area will be disposed off every morning/ evening by the contractor, 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. The disposal of waste is sole responsibility to the contractor.

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.

9. 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 unforeseen circumstances at Ravangla, South Sikkim.

10. 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 Mess committee of 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.

11. The mess contractor has to extend catering facility (which may include refreshment/breakfast/ lunch/ dinner etc.) for official dining / events / conferences / Festival etc. in the Institute as per instruction of mess committee.

### **III] GENERAL TERMS AND CONDITIONS**

**1. Firm Registrations:** Bidder should be registered and licensed contractor eligible to provide food messing facilities per food safety standards. Appropriate documents / Certificates issued from appropriate authorities should be enclosed to support this. The firm must be registered anywhere in India but preferably in Sikkim. The owners must be Indian national by origin and must have license to work in Sikkim.

**2. 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 F.Y. 2017-18. Audited financial statements of last two years must be submitted along with the bid.

**3. Experience:** Considering location of Ravangla it is mandatory for bidder should have an experience of minimum of two years in catering services for working with Hostel of Government / Public Sector Undertaking / Large Private Sector Educational Institutions dealing **with at least Five hundred (500) UG & PG students**. Certificate(s) of Performance may be enclosed duly indicating the period of contract, number of students for whom the food is served and type of payment received. Concerned committee will verify for their satisfaction.



4. **Earnest Money Deposit (EMD):** Tender should be submitted with an **EMD of Rs.50,000/- (Rupees Fifty Thousand only)**, 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. 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 by the Institute.

5. The tender document is non-transferable.

#### 6. **Submission of Tender:**

The tender should be submitted under “Two Cover /bid System”, the first cover/envelope is termed as “**Part – A** marked as “TECHNICAL BID FOR STUDENTS’ MESS FOR HOSTEL OF NIT SIKKIM, RAVANGLA” and the second cover/envelope is termed as “**Part – B**” marked as “COMMERCIAL BID FOR STUDENTS’ MESS FOR HOSTEL OF NIT SIKKIM, RAVANGLA”.

Both covers should be placed in a separate cover/envelope with superscription “TENDER FOR STUDENTS’ MESS FOR HOSTEL OF NIT SIKKIM, RAVANGLA” addressed to “The Chief Warden, NIT SIKKIM, Barfung Block, Ravangla, South Sikkim, PIN 737 139” and submit before the last date.

#### 7. **Detail documents to be submitted in Part A:**

- a) Profile of the Bidder in prescribed format and all supporting document (ANNEXURE II).
- b) Experience Certificate as mentioned in point 3 of general terms and condition.
- b) Signed copy of one set of tender documents with seal.
- c) **EMD** – Rupees fifty thousand only (Rs.50,000/-) (Refundable to unsuccessful bidders). Any discrepancy in the demand draft or any other form of deposit (like cheque, electronic transfer) will not be considered and rejected.
- d) Self attested copy of Permanent Account Number (PAN) Registration of the bidding firm (or for proprietary firms, the proprietor).
- e) Self attested Goods and Service Tax (GST) Registration Certificate.
- f) Copy of Firm Registrations under Food and Relevant Acts, Valid and updated Labour licence, valid trade licence in the related field for financial year 2018-19.
- g) The cater service holder /bidder must have FSSAI licence as per the reference no. 4(10) 2017/Delhi/RCD/FSSAI/Vol-III, Govt. of India or related food safety / standard document.



- h) Details number of **Employees under different category such as** cooks, kitchen staff and cleaning staff bidder intends to provide on service (Annexure III).
- i) Undertaking from the bidder that she/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 (ANNEXURE IV).
- j) Detail of Menu (Veg / Non veg)

All valid documents as mentioned above are mandatory to qualify technically.

**Detail documents to be submitted in Part B:** (will be considered only after qualifying the technical bid)

Rate of Veg/Non-Veg meal per student on monthly basis including Breakfast/Lunch/Dinner. However 30 days in a month will be considered for calculating meal charge per day in prescribed format ANNEXURE V.

8. Failing to submit in two bid format tender will be rejected.

9. **Quoted Price:** Quoted price in financial bid/ commercial bid should be **inclusive of GST and all sundry taxes, duties and levies. Rate of tax / duty / levy if any.** The price quoted will remain valid and fixed for entire period of contract. TDS as applicable on date will be deducted from the monthly bill of the contractor.

10. All tenders documents should bear the name, address and contact details of the bidder and all the pages of the tender document must bear the seal and signature of the bidder.

11. The bidder should be prepared to come to NIT Sikkim, Ravangla Campus to take part in discussions, if required at a short notice, failing which his/her bid may be rejected as decided by the committee.

12. Under no circumstances Tenders submitted after closing date will be considered.

13. **On the date of opening of Tenders, only Part-A, i.e. the Technical bid will be opened first. In case of any change same shall be notified through Institute website.** Bidders will be short-listed based on the information provided in Part-A or as decided by Mess committee.

The Part-B consist of financial bid submitted by the short listed bidder(s) will be opened in presence of mess committee constituted for this purpose. **The decision of student will be final and binding on all bidder in all cases. Any query in this regard will not be entertained.**





14. **Non-acceptance of any counter terms:** Where counter terms and conditions are mentioned by the Contractor, the same shall not be acceptable to the Institute and bid may be rejected.

15. **Termination of contract:** The Institute reserves the right to terminate the contract on one months' notice, if the performance is not satisfactory. The contract shall be valid initially for the six (06) months. After six (06) month the contract may be extended for next six months on the basis of performance of mess contractor.

The mess committee reserve the right to extend the contract beyond one year based on performance of the mess contractor and mutual agreement. However, if mess contractor willing to discontinue the contract during semester, He/she has to give three months' notice Otherwise extra cost incurred in providing dining facility to student shall be recovered from the contractor.

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

17. **Signing of Contract:** Successful bidder shall execute contract with mess committee of NIT Sikkim in the prescribed format. The Institute has only supervisory role.

18. **Licenses:** The Mess Contractor shall obtain all updated necessary licenses (if any) to operate the mess at the NIT Sikkim from concerned authority's / Govt. agencies and has to submit a duly certified copy of such documents to the NIT Sikkim. Mess contractor may have to produce original document if required for verification.

19. The bidder must produce the list of their employee and licence of the hiring labours.

20. The Tender bids must be neatly written in English only. Incomplete tender bids will be summarily rejected.

21. **For sick students,** the mess contractor shall arrange to serve "Sick Diet" in the rooms. For students admitted to the Health Centre/Local Hospital, the sick diet must be delivered there. The sick diet shall be defined and provided by the Mess Committee to the services provider.

22. The timings of breakfast, Lunch, Snacks, Dinner menu and price would be determined by the mess Committee of NIT Sikkim and shall be binding of the contractor (s).





23. The contractor shall attend all meetings of the mess committee, failing which a penalty may be imposed.
24. The decision of the mess committee with regard to the menu, quality and quantity of items will be final and non-negotiable.
25. If the Mess Contractor does not adhere to the above terms and conditions, the mess committee has the right to impose penalty or cancel the contract with one month notice and his security deposit will be forfeited.
26. **The lowest price will not be the sole criteria for deciding the successful bidder (s). Since mess facility availed by the student are from different part of India the quality of service, experience of running student mess will also be deciding factor.**
27. **The mess committee constituted for this purpose by the Institute can divide the total students in two or more batches depending on requirement and manageability. The allotment of batches & mess is sole discretion of mess committee. No complaint/ request in this regard shall be entertained. The mess committee reserve its right in this regard and its decisions are final and binding.**
28. **Mess facility is availed by the students and any kind of decisions or discrepancy happen in mess will be governed by the student Committee (s) constituted time to time by the Institute.**
29. **Pre-bid Meeting(s):** The pre-bid meetings may be held with the mess committee and warden of the hostels and bidders may be asked to give presentation about their service, organization, experience. The date for the same shall be notified on Institute website. The prospecting bidders are very much welcome to visit NIT campus and students mess inside and outside the before submitting bid.

#### **[IV] TERMS AND CONDITIONS AS PART OF AGREEMENT**

1. **Disputes:** All disputes related to catering services will be under the jurisdiction of Sikkim High-court.
2. **Detail of employed 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 time to time. Workers shall not form any union or carry out trade union activities in the Campus. If it is observed, then necessary action will be taken against the contractor.

(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. Medically unfit mess staff is not allowed to work at Mess.

(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 and will have to compensate.

(f) The mess contractor shall ensure that all employees engaged by him are free from communicable /infectious disease.

**3. Tenure of the contract:** The Contract will be initially for a period of six months but will be extended up to six months. The expected date of start is from July/August, 2018. **The winning bidder (s) must be ready to provide services immediately after award of contract and from the date notified by the Institute.**

**The winning bidder (s)** have to provide acceptance of offer and deposit security amount **within seven days from the award** and undertake to start giving service from the date as intimated by NIT Sikkim. Failing which, the Institute may give the contract to the second bidder and EMD will also be forfeited. 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 also liable for penalty and or termination of the contract.

#### **4. Payment Terms:**

(a) The payment will be made monthly on satisfactory completion of job contract services. The bill should be submitted on or before 5th of succeeding month and payment will be made within 15 days from the certification of the bill by student and forwarded by wardens, Accounts office and chief warden. The contractor has to indicate Bank Account No. for arranging ECS payment. Advance payment will never be made under any circumstances. In case meals/services are found deficient in quantity and quality payment will be withheld for penalty.

**5. Rebates:** The Mess Contractor will have to give full 100% rebate on daily mess charge per students per day during all types of officially declared long 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. The Mess Contractor will allow the students to avail a maximum of 04 days'



rebate in a month with prior information to the mess committee without service charge. However, if student leave the campus for personal reason more than 4 days then they will pay the maximum 25 % of the daily meal charges as service charges if any.

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

(d) **Approximate Number of working / class days:** On an average the classes are held for approximately for 210 - 240 days in a year. 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 will be made during semester breaks.

6. **Indemnity:** The Institute shall be indemnified for all losses due to commissions and omissions of any person deployed by the mess 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.

7. **Security Deposit:** The contractor has to deposit a Security Deposit of Rs. 2,00,000/- (Rupees Two Lakh Only) by drawing a demand draft from any Nationalized Bank in favour of “The Chief Warden, National Institute of Technology Sikkim”, within Seven (07) 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.

8. **Working Hours:** The normal working hours of the mess will be from 7.00 a.m. to 10.00 p.m. However, the Institute calls for special services beyond these hours on special occasions, without any additional payments. Rules & regulation of labour commission has to be maintained by the contractor.

9. **Terms of the contract:** It is emphasized that the contract is purely a service 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.

### **[V] Facilities to be provided by NIT Sikkim**

1. **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/outside. The Mess Contractor will 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.

2. **Electricity & Water:** Water will be provided free of charge for the entire period of this contract by the NIT Sikkim for serving food and allied activities only. **Electricity will not be provided for any cooking purpose.** The Mess Contractor shall not use the electricity and water for any other purpose. However over consumption of electricity and water will be charged as per rate.

3. **Tables, Chairs etc.:** The NIT Sikkim shall provide dining tables, chairs. Miscellaneous utensils for cooking and serving food may be provided if available. 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. Mess contractor will be responsible for arrangement of related accessories if it is not available from NIT Sikkim.

4. **Equipment's:** NIT Sikkim may provide an inventory of equipment's for use by the mess contractor subjected to availability. However, the Mess Committee may impose user charges for the said equipment's and it will be the responsibility of the mess contractor to keep that equipment's in proper condition and bear the maintenance cost.

Any damage made to the equipment's shall be either repaired by the contractor or the cost may be recovered from mess contractor. 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 equipment's.

5. **The institute will not provide any kind of accommodation facility for mess workers**

### **[VI] Restriction and Penalty Clause:**

1. **Banned items:** Cigarette, alcohol, gutkha and any items injurious to health are strictly banned for use and sell in the premises / hostel 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/suitable fine/ action as per law/ lodge of FIR as desired by the NIT administration .

2. Work not done satisfactorily would be recorded and rejected for payment. Reasons for rejection would also be recorded.

3. Penalty will be imposed ranging between Rs.2000-10,000 per day (such as quality of food, brand of raw material, Appearance/behaviour of mess staff) as per the recommendation of the Mess committee.

4. 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.

5. If any food adulteration or any laxity happens on the part of the contractor / mess running operations or its workers, 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.

6. **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.

## **[VII] Other Conditions**

1. **The prospecting bidders must submit prices inclusive GST and all sundry taxes and levies.** Bidder 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. TDS as applicable on date will be deducted from the monthly bill of the contractor.

2. The winning bidder must sign a contract with NIT Sikkim in prescribed format.

3. 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/-

For Mess Committee  
The Chief Warden, NIT Sikkim





## ANNEXURE – I

### SAMPLE MENU

Day	Breakfast		Lunch*	Snack	Dinner*
Sunday	i) Staffed Paratha with sobji /dal.		1. Rice (Plain, Lemon, Jeera, Fried, Polao)		1. Rice (Plain, Lemon, Jeera, Fried, Polao)
Monday	ii) Milk/cornflakes/				
Tuesday	bread/ juice	Bread/Jam/	2. Roti		2. Roti
Wednesday	iii) Paratha (plain/Alu/Sattu)	Butter & Tea/	3. Vegetable (i) with gravy and (ii) and dry	Tea	3. Vegetable (i) with gravy and (ii) and dry
Thursday	iv) Aloo Puri (plain/Dal)	Coffee	3. Dal/Sambar		3. Dal/Sambar
Friday	v) Idly/dhosa/voda/Upma		4. Curd		4. Sweets
Saturday	vi) Sandwich /Poha/halua				
	vii) Chowmin/ Noodles				

\* The menu will cover South Indian, North Indian and Sikkim food. Rooti quality is very essential for the daily food. Non Veg Menu will be included Fish, Chicken, Egg. The detailed / daily menu will be decided & provided by the mess committee of each hostel constituted for this purpose.



## Annexure – II

### Put in “Part – A” of the bid

#### **Tender for Student Mess Contract for student Mess at NIT Sikkim**

#### **Format for Profile of the bidder**

<b>Sl No.</b>	<b>Particulars</b>	
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 2017 – 18: 2016– 17: 2015 – 16:	
09.	Registration Number of the Firm*	
10.	PAN number of the firm or Proprietor*	
11.	Bank details for RTGS / NEFT payment*	
12.	GST Registration Number of the Firm*	
13.	FSSAI Licence Number of the Firm*	

**\*All fields are mandatory to fill with the copy of duly signed.**

Signed by

(Name)

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

Official Stamp

Date:

Place:



**Annexure - III**

**Put in "Part – A" of the bid**

**Tender for Student Mess Contract for student Mess at NIT Sikkim**

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

<b>Sl No.</b>	<b>Staff assigned as</b>	<b>Please the number fill-in both words and roman numbers</b>
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 - IV**

**Put in "Part – A" of the bid**

**Tender for Student Mess Contract for student Mess at NIT Sikkim**

**To**

**The Chief Warden**

**NIT Sikkim**

**Sub.: 64/NITS/Mess Tender/2018-19/DIC (SA)/ Student Mess/ 2018**

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 V**

**Put in “Part – B” of the bid**

**Tender for Student Mess Contract for student Mess at NIT Sikkim  
Commercial bid**

1. Rate for food per month per student: Rs..... / per day inclusive of all Taxes (Veg & Non Veg separately). (Please write both in English words and numerical) However 30 days in a month will be considered for calculating meal charge per day.

Sl No	Meal Charge	Rate Per day / Student (₹)	Rate Per Month / Student (₹)
1.	Veg Food		
2.	Non Veg Food		

N.B.: 1. Payment to be made only for actual day's food is supplied. No payments will be made during vacations / semester breaks.

Signed by

(Name)

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

Official Stamp

Date:

Place:



**Annexure - VI**

**Put in "Part – A" of the bid**

**Tender for Student Mess Contract for student Mess at NIT Sikkim**

**Format for Undertaking / Declaration - 2**

**To**

**The Chief Warden**

**NIT Sikkim**

**Sub.: 64/NITS/Mess Tender/2018-19/DIC (SA)/ Student Mess/ 2018 dated May 08, 2018**

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 desired documents:

SI No	Name of Document	Tender Clause reference	Status	Expecting to submit by

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

However I declare that concerned Committee may reject my tender for the non-availability of the following mentioned document (s):

- 1.
- 2.

Signed by

(Name)

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

Official Stamp

Date:

Place: