

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI**

**Autonomous institution under MHRD, Govt. of India**

**&**

 **Department of Information Technology & Electronics, Govt. of West Bengal**

 **WEBEL IT Park, 14 Adivasi Para Kalyani -741235,**

**West Bengal, Tel : 033 2582 2240, website :** [**www.iiitkalyani.ac.in**](http://www.iiitkalyani.edu.in)

**TENDER DOCUMENT**

**FOR**

**SELECTION OF AGENCY FOR PROVIDING CATERING SERVICES IN THE BOY'S HOSTEL (1st Year) OF THE INSTITUTE**

**Tender No. IIITK/Tender/2017/56 Date :- 23.11.2017**

**TENDER NOTICE**

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, kALYANI invites applications in the prescribed format from reputed restaurants owners and mess catering agencies having experience in running canteens, hostels, messes, restaurants and mass catering services etc., for providing dining services to the students of the Hostel (1st Year) of the Institute.

The applicant must fulfil the minimum pre-qualification criteria. The selected agency shall be empanelled initially for a period of one year, which can be extended for another two more years on yearly basis based on satisfactory performance. During this period, the work of providing catering services in the hostel shall be awarded as per criteria mentioned separately. The cost of Tender Rs. 300/- and Earnest Money Deposit (EMD) Rs. 5,000/- should be submitted along with relevant documents for pre-qualification. The last date of submission of tender is 15.12.2017 up to 15:00 h. IIIT Kalyani reserves the right to accept or reject any tender or part thereof without assigning any reason whatsoever.

**SECTION - I BRIEF DESCRIPTION OF THE SCOPE OF WORKS**

(1) The Institute is presently having three boys hostels , the catering services of The First Year Boy's Hostel with student strength of around 80 will be outsourced.

(2) The agency providing catering service in the hostel shall be required to provide three meals per day, that is, breakfast, lunch and dinner. The Mess Committee of the Hostel shall provide weekly/daily menu within the meal plan. Sample of basic menu is mentioned in Section-V.

3. The mess premises comprising cooking and dining facilities, furniture, electricity and water shall be provided by the Institute. However, raw materials, food articles, cooking fuel, cleaning/washing materials/tools and man power shall be provided by the agency at its own cost. The service ability and the repairing of the utensils, furniture and appliances shall be done and ensured by the agencies at their own costs.

4. The contractor shall procure food articles of good quality in consultation with and to the satisfaction of the Mess Committee.

5. The contractor shall ensure that sufficient man power is deployed for preparation and service of each meal including cleaning, washing and overall upkeep of mess assets and premises. The above workmen shall be placed at all times under exclusive supervision of the contractor.

8. The mess shall normally function throughout the academic year. During the academic session, the messes will not be allowed to be closed on any day, including holidays, for any reasons whatsoever.

9. In case of sub-standard quality of food items, malpractice, adulteration, misconduct, lack of hygiene or violation of any of the conditions of the contract, The Warden-in-Charge of the Hostel shall be authorized to impose a fine on the agency subject to a maximum penalty of 10 (ten) percent of the daily bill of the contractor for each day.

 10. Breakfast, Lunch and Dinner are to be served as per the Menu agreed upon with the Hostel Committee and the Institute.

11. When circumstances warrant, the Contractor shall be required to cater large number of students at a very short notice. The tentative mess timing: **Breakfast: 08:00 am to 09:30 am; Lunch: 12:00 am to 02.00 pm; Dinner: 08:30 pm to 10:30 pm**. The institute shall have the power to reschedule the mess timing in consultation with the Contractor. Late start of mess or inability to provide food before scheduled mess closure time invites huge fine to the contractor.

12. The Contractor shall be responsible for arrangement of gas refills and their safety and supply of milk etc. from his/her own source.

13. Cleaning/Washing of utensils and crockery items and keeping the mess premises neat, clean, and hygienic are the responsibilities of the Contractor. The kitchen(s) are to be well maintained. Hygiene, cleanliness and presentation of not only venue, but also the staff should be given top most priority.

14. Maintenance of the Institute provided furniture and fixtures will be the responsibility of the Contractor at their own cost.

15. The Institute reserves the right to add, delete and modify the terms and conditions at any point of time.

**SECTION – II GENERAL CONDITIONS OF THE CONTRACT**

1. The tenderer submitting the tender would be deemed to have considered and accepted all the terms and conditions of contract. No verbal or written enquiries will be entertained in respect of acceptance or rejection of the tender.

 2. Duration of Contract: The Empanelment shall **be valid initially for one year, which may be extended for a further period of two years on yearly basis on satisfactory performance**. During this process, the authority may change the service provider based on the recommendation of a performance review and evaluation committee.

3. If it is observed at any stage that the quality of the work is not satisfactory, the contract/work order as a whole may be terminated and the Security Deposit will be forfeited. The Contractor will have no claims whatsoever on the Institute.

4. It will be the responsibility of the Contractor/Service Provider that the workers engaged by him/her for catering services will be present in the hall premises for the entire period of their duties.

5. It will be the responsibility of the Contractor/Service Provider that the Supervisor engaged by him/her will also be present in the hostel premises for the entire period of duties and report to the Warden/ Mess Committee/ at least once in a day.

6. The Contractor/Service Provider should be in constant touch of the Institute

7. The Security Deposit shall be forfeited in the event of premature withdrawal by the Contractor from the job assigned.

8. If the Contractor fails to provide the services under the contract, the agreement shall stand terminated without any notice and in such cases the Contractor would be liable to compensate the Institute for any losses caused to it due to non fulfilment of the contractual obligations in addition to forfeiture of Security Deposit.

9. The IIITK Administration reserves the right to terminate the contract without assigning any reason by giving a notice of two months. The Contractor will also have to serve a notice of two months, if he/she wishes to terminate the contract.

10. **Security Deposit**: Security deposit equal to 5% of the Annual contract value (i.e. Total number of student getting the catering service X total number of days catering service expected in a year X rate of Basic Menu, this is refundable without interest after two months of completion of contract) in the form of Pay Order/Demand Draft or Bank Guarantee shall be furnished at the time of signing of the Agreement. The security deposit can also be realized from the running bill of the contractor till the 5% on annual value of the contract is recovered.

11. **Payment Terms**: Payments will be made within thirty days through cheque/ECS/NEFT/ RTGS after receipt of invoice/bills. The bills shall be submitted in triplicate in the following month for payment.

12. Income Tax: IIIT, Kalyani will deduct Income Tax at source as per Income Tax Act from the contractor’s bill at the prevailing rates of such sum as income.

**SECTION - III INFORMATION AND INSTRUCTION TO APPLICANTS**

 1. Letter of transmittal and forms for pre-qualification and empanelment are attached.

2. All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns in such cases. If any particulars/ query is not applicable in the case of an applicant, it should be stated as ’Not Applicable’. However, the applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the applicant being summarily disqualified..

 3. The application should be typewritten. The applicant’s name, signature and official stamp should appear on each page of the application.

**SECTION - IV Method of Application:**

1. The Tender Response shall be in two parts:

 (a) COVER A -Technical bidding and

 (b) COVER B –Financial bidding.

The response shall be submitted in two separate envelopes, which shall be addressed to the Registrar. Cover-A shall contain the technical bidding and Cover-B shall contain financial bidding.

 2. Both cover-A and cover-B shall be named as mentioned above and shall be sealed separately and put in an outer sealed COVER C. The outer sealed Cover-C shall be marked as “TENDER FOR PROVIDING CATERING SERVICES IN HOSTEL (1st Year), IIITK, addressed to the Registrar, IIITK, WEBEL IT Park, Kalyani - 742123. Tenders once submitted shall be final and no amendment shall be permitted after the close of the tender. Tenderer are solely responsible for timely delivery of their proposals to the location set forth herein prior to the stated Proposals Submission due date.

 **Technical bidding Cover A – Technical Bid shall contain**

 • The original tender document (Except Schedule – B Financial Bidding) signed in each and every page with seal.

• The documents in proof of the Tenderer’s qualification of Eligibility Criteria signed in each and every page with seal.

 • Technical Proposal.

• E.M.D.

• Tender fee.

Financial bidding Cover B – shall contain

• Schedule – B, Financial Bidding of the Original Tender.

3. If an individual makes the application, it shall be signed by the proprietor above his full typewritten name and current address.

4. If the application is made by a proprietary firm, it shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.

5. If the application is made by a firm in partnership, it shall be signed by all the partners of the firm above their full typewritten names and current address, or alternatively by a partner holding power of attorney for the firm. In such a case, a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed and current address of all the partners of the firm shall also accompany the application.

6. If the application is made by a limited company or a corporation, it shall be signed by a duly authorized person holding power of attorney for signing the application. In such a case, a certified copy of the power of attorney shall accompany the application. Such limited company or corporation may be required to furnish satisfactory evidence of its existence before the pre- qualification application is filed.

**SECTION - V Eligibility for Pre-Qualification:**

1. The applicant should be in catering business for a minimum period of three years as on the last date of submission of the tender.

2. The service provider shall ensure that sufficient man power is deployed for preparation and service of each meal including cleaning, washing and overall upkeep of mess assets and premises.

Earnest Money Deposit of Rs. 5000/- also be paid by way of Demand draft in favour of “Registrar, Indian Institute of Information Technology, Kalyani” payable at Kalyani. should be submitted along with the Prequalification-cum-technical information i.e PART-A. The EMD amount will be returned to unsuccessful firms after finalization of the bid. In respect of the successful bidder the EMD will be returned after acceptance of the offer letter along with the performance security. No interest will be paid on the Earnest Money Deposit.

 Acceptance of bids & withdrawals: The right of final acceptance of the tender is entirely vested with IIITK who reserves the right to accept or reject, any of the tenders in full or in parts without assigning any reason whatsoever.. After acceptance of the tender, the bidder shall have no right to withdraw his tender. The tender acceptance authority may also reject all the tenders for reasons such as change in scope of work, lack of anticipated financial resources, court orders, accident, calamities etc. and other unforeseen circumstances.

 **Last date of submission of Prequalification documents:**

**15th December 2017 till 15:00 h.**

 Date of Opening of Tender:

***15th December 2017*** at 15:30 h. In case if the due date for any event related to this tender happens to be a holiday, the same will be held on the next working day. The timings will however remain unchanged. Please note that the Institute remains closed during Sundays & Mondays. Signed copy of the whole tender document, with company seal, agreeing to the terms & conditions and declaration should be submitted.

7. Award of Contract: Selected agency will be issued an work order from the Registrar, IIITK. Before award of the work, the agency selected for the mess shall be required to sign an agreement with IIIT Kalyani.

 Letter of Transmittal: The applicant should submit the letter of transmittal attached with pre-qualification document.

**BASIC MENU**

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**SECTION - VI FORMS**

**Form-A: Letter of Transmittal (to be submitted in the organizational letterhead)**

From

 (Full Address of the Applicant)

 To: Registrar , Indian Institute of Information Technology, Kalyani

SUBJECT: Submission of tender document for providing catering services in Hostel of the Indian Institute of Information Technology, Kalyani.

 Date:

 Sir,

 Having examined the details given in the Tender Document **Ref. No**. …………………………………………for selection of agencies for providing catering services in Hostel (1st Year) of the Indian Institute of Information Technology, Kalyani published in the newspaper and Institute website, we hereby submit the requisite documents.

1. We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.

2. We have furnished all information and details necessary for qualification and have no further pertinent information to supply.

3. We undertake that, if any information or document is found to be false or forged, my application/empanelment is liable to be rejected / cancelled by the IIIT, Kalyani at any point of time.

Enclosures: nos.

 Date of submission:

Signature of Applicant

 Name of the Organization (Company seal)

**Form-B:Details of the Organization/Service provider [to be submitted in the Organizational letter head)**

|  |  |
| --- | --- |
| Description | Information |
| Name of the Firm |  |
| Year of Establishment |  |
| Complete Address with contact number and e-mail id. |  |
| Trade License Number (Copy should be enclosed) |  |
| Permanent Account Number (copy should be enclosed) |  |
| GST Registration Number |  |
| Proof of payment of Income Tax (last three years) |  |
| Copy of IT return for last three years |  |

**Declaration** :- I hereby certify that the information furnished in this document is complete and correct to the best of our knowledge. I understand that in case, any deviation is found in the above statement at any stage, the company will be blacklisted and will not be allowed to have any dealings with the Hostel and IIIT, Kalyani.

Date :

Signature of the Tenderer with seal

**Form-C : Technical Data Sheet (to be submitted in the organizational letter head)**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.No. | Particulars | Data/Value | Marking convention in the supporting document |
| 01 | Firm's Experience in Years |  | Annexure C-01 |
| 02 | Average Annual Financial turn-over (gross) of the Firm in the last three financial years |  | Annexure C-02 |

**Declaration** :- I hereby certify that the information furnished in this document is complete and correct to the best of our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company will be black listed and will not be allowed to have any dealings with the Hostel and IIIT, Kalyani.

Date :

Signature of the Tenderer with seal

**Form-D : Details of all Works of simillar Class Completed during the last three years as on the last date of submission**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl.No | Name of work and location | Owner or sponsoring organization | Nature of the sponsoring organization | Scope of work | Date of commencement as per contract | End date of contract | Stipulated period | Contact details of the refernce person | Remarks |
|  |  |  |  |  |  |  |  |  |  |
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Necessary supporting documents must be attached.

Date :

Signature of the tenderer with Seal

**Form-E : Financial Bid**

|  |  |  |
| --- | --- | --- |
| Particulars | Amount(INR) in numbers | Amount (INR) in words |
| Rate of basic menu (breakfast, lunch, and dinner) per person per day |  |  |

a) The rates shall be inclusive of all charges.

b) Only one rate shall be quoted. If more than one rate is quoted the tender shall be rejected.

c) The rates to be quoted in figure and words. The rates shall be quoted unconditionally and conditional tenders shall be rejected.

date :

Signature of the tenderer with seal