

Government of India
Ministry of Textiles
INDIAN INSTITUTE OF HANDLOOM TECHNOLOGY
Foulkes Compound, Thillai Nagar
SALEM – 636 001
(Phone: 0427-2296943, FAX: 0427- 2295254)

No.IIHT/UG/05/2016/Vol.III
2017

Dated the 23th March,

NOTICE INVITING QUOTATION FOR RUNNING CANTEEN

The Director, Indian Institute of Handloom Technology, Salem, Ministry of Textiles, Government of India, invites bids under two bid system (Technical and Financial bids) from reputed, firms having experience in running Canteen/ Cafeteria for providing catering services in IIHT, Salem as per the following schedule:

S. No.	Items	Description
1.	Scope of work	Providing catering and related services for running Cafeteria.
2.	Availability of Bid Document	www.Handlooms.nic.in www.iihtsalem.edu.in
3.	Pre-bid Meeting Date and Time	30.03.2017 at 11.30 AM
4.	Earnest Money Deposit	Rs.10,000/- in the form of Demand Draft drawn in favour of “The Director, IIHT,Salem”.
5.	Last date for submission of bids	14.04.2017, 11.00AM
6.	Date of opening of Technical Bids	14.04.2017, 12.00 Noon
7.	Date of Opening of Financial Bids	Will be communicated to technically qualified bidders.
8.	Address for submission and opening of bids	The Director, Indian Institute of Handloom Technology, Foulke’s compound, Thillai Nagar, Salem-636001

A. GUIDELINES FOR SUBMISSION OF TENDER

1. Please read the Terms & Conditions carefully before filling up the document. Incomplete Tender Documents will be rejected.
2. Before submitting the tender, details of documents to be attached may be verified from the Check List given at **Annexure-I** of the Tender Document.
3. All pages of the Tender Document must be signed by the authorized signatory and Sealed with the stamp of the bidding firm as token of having accepted all the Terms and Conditions of this Tender. Duly filled in tender form should be supported by “Letter of Transmittal” as at **Annexure-II** of the Tender Document.
4. Quotation shall be submitted in IIHT, Salem’s official tender form only. If submitted in any other manner, the same shall be summarily rejected.
5. Tenders received without the prescribed Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten Thousand only) shall be rejected.
6. No paper shall be detached from the Tender document.
7. The name and address of the bidder shall be clearly written in the space provided for the purpose and no over-writing, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the bidder. The tender should be filled in and submitted strictly in accordance with the instructions contained herein. Otherwise, the Tender is liable to be rejected.
8. The bids are to be submitted in two parts:
 - (i) Sealed Technical Bid (as per format at **Annexure-III**) along with a Demand Draft for Rs.10,000/- (Rupees Ten Thousand Only), drawn in favour of The Director, IIHT, Salem payable at Salem, towards Earnest Money Deposit (EMD) in one sealed envelope super-scribed “TECHNICAL BID FOR PROVIDING CANTEEN SERVICES”. Tender Document received without EMD will be summarily rejected.
 - (ii) Sealed Financial Bid (as per format at **Annexure-IV**) placed in a separate envelop super-scribed:” FINANCIAL BID FOR PROVIDING CANTEEN SERVICES”.
9. The above mentioned two sealed envelopes should bear the name and complete postal address of the bidder. Sealed envelopes containing Technical Bid and Financial Bid should be placed in a bigger envelop super-scribed “BID FOR PROVIDING CANTEEN SERVICES. This bigger envelop, bearing the name & complete postal address of the bidder, should be addressed to The Director, IIHT, Foulke’s Compound, Thillai Nagar, Salem-636001.
10. The Financial bid and EMD submitted by all bidders should be valid at least for a minimum period of six months from the date of opening of Technical Bids.
11. Persons signing the bid or any other documents connected with tender must clearly write his/her name and also specify the capacity in which signing.
12. The Director, IIHT, Salem reserves the right to reject any or all the tenders without assigning any reason.

13. Before submitting the filled-in Tender Document, the bidders may seek clarification(s), if any, during the pre-bid meeting.
14. The Director, IIHT, Salem, reserves the right to choose any conditions of the tender before opening of the Technical Bids.
15. The successful bidder will have to enter into an agreement with IIHT, Salem before taking charge of the Canteen and commencement of the canteen work.
16. Canvassing in any form will make the tender liable to rejection.
17. Conditional tender will not be accepted and will be rejected outright.

B. PRE-BID MEETING AND OPENING OF BIDS:

1. A pre-bid conference will be arranged to brief about the facilities available in IIHT, Salem on 30.03.2017 at 11.30AM. All firms intended to apply for this tender shall attend the pre-bid meeting.
2. The Technical Bids will be opened on 12.00 noon on 04.04.2017.
3. The Financial Bids of only technically acceptable tenders will be opened for further consideration. The decision of IIHT in this regard will be final and no requests etc. will be entertained from the bidders. The date and time of opening of financial bid(s) will be intimated only to such bidders who are found eligible as per evaluation criteria prescribed by IIHT.
4. EMD of the unsuccessful bidders will be returned to them, without interest, within a period of three months from the date of award of contract to unsuccessful bidder.
5. EMD of the successful bidder shall be liable to be forfeited if the contractor does not fulfill any of the following conditions:
 - (i) An agreement is not signed in the prescribed form within ten days of the receipt of the Letter of Award of the Contract.
 - (ii) The contractor does not commence canteen services within 21 days of the award of contract.
6. If the successful bidder withdraws or the services provided by the successful bidder are not found satisfactory (say in a month or so) during the probationary period of three months from the date of taking over charge of the canteen services, IIHT, Salem reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.
7. If any one of the conditions of Tendering are not fulfilled, such tender/Tenders will be summarily rejected outright and objections raised in this regards will neither be entertained, IIHT, Salem reserves the right to choose, accept or reject any or all requests/offer, in full or part at any stage, reduce or increase the Quantity/ rate of the items without assigning any reasons therefore.
8. The successful bidder will be required to submit with IIHT, Salem for a sum of Rs.25,000/- (Rupees Twenty five Thousand Only) as Deposit on account of Performance

Security by way of Bank Guarantee or Demand Draft or Fixed Deposit Receipt (in original), renewed from time to time.

9. The successful bidder will be the lowest bidder who satisfies all the pre-qualification criteria. Following weightage shall be given for evaluation of Financial Bids:
 - (i) Lunch- 40% (averaging of rates of items will be done)
 - (ii) Snacks- 30% (averaging of rates of all items will be done)
 - (iii) Juice/Tea/Coffee-20% (averaging of rates of all items will be done)

C. ELIGIBILITY CONDITIONS

1. The applicant should be in catering business (excluding beverage and snacks services) for a continuous minimum period of three years as on 30.03.2017.
2. The firm should have on their rolls sufficient number of cooks to prepare good quality snacks/meals etc.
3. The tenderer should possess license as per Food Safety and Standard Acts, 2006 (Attested copies of the Certificates to be submitted).
4. The bidder should have a valid catering license issued by the Competent Authority Duly signed copy of catering license should be enclosed with the bid.

D. TERMS & CONDITIONS OF THE CONTRACT

1. IIHT, Salem will provide adequate space in its campus for storing the items like raw material, kitchen equipment for cooking and preservation of perishable items, sitting and serving, billing etc at free of cost.
2. The contractor has to pay the electricity and water charges at Rs.5,000/- per month.
3. Gas charges will be borne by the contractor.
4. The contractor has to start the functioning of the Canteen/ Cafeteria within a period of 21 days from the date of award of contract.
5. The successful bidder will ensure that raw material used for cooking are of very good quality, safe for human consumption and conform to the standard laid down by the Govt. of India in this regard. In the event of any food poisoning/contamination, the contractor will be held fully responsible and other penal actions under the law. The contractor will ensure proper sanitation/hygienic conditions in the premises and deploy persons free from infectious diseases.
6. The contractor shall be responsible for the compliance of the labour laws in respect of the personnel employed by them. The contractor shall be the employer of his workers and the Ministry of Textiles will not be held responsible fully or partially for any dispute that may arise between the contractor and his workers.
7. The contractor would be responsible for verifying antecedents of the persons deployed by him.
8. The eatables will be served in neat & clean utensils.

9. Cost of food and beverages must be competitive and reasonable. Prices of some basic items should be as per list enclosed.
10. The contractor may also supply those eatable items which are not under the contract in case of any demand. The cost of such items may be fixed on MRP rates.
11. The approved price of the eatables should be prominently displayed at the counter/Notice Board in Canteen. Tentative list of items to be provided by the contractor are listed at Annexure-IV. However the contractor can add or reduce items as per demand/consumption, etc.
12. A canteen Management Committee will be nominated by IIHT, Salem to inspect the functioning of the Canteen with a view to ensure hygienic and satisfactory service. In case repeated failures or lacunae are noticed by the Committee on the part of the Contractor, Committee may impose a fine of upto Rs.1,000/- on each occasion.
13. In case services are found to be unsatisfactory or there is breach of any clause of the terms and conditions, the contract is liable to be terminated at one months notice resulting in the forfeiture of performance security.
14. Cleaning of canteen shall be done by the contractor. The garbage of the canteen shall also be disposed of by the contractor on daily basis. The contractor shall ensure cleanliness of the canteen all the time.
15. For premature termination of the agreement, one month notice from the Institute's side and three months' notice from Contractor's side shall be required in writing.
16. The contractor shall be responsible for all damages or losses of Institute's property and will be liable to make good any such loss or damage excepting those due to reasonable use or wear and tear or such as caused by natural calamity.
17. It shall be the sole responsibility of the contractor to obtain and keep ready necessary license/permissions from various government bodies and/or Salem Municipal Corporation for running catering services and produce the same before the concerned authority as and when asked for an undertaking in this regard has to be given by the Contractor.
18. Liability/responsibility in case of any accident causing injury/death to canteen worker or any of his staff shall be of the contractor. The IIHT, Salem shall not be responsible in any means in such cases.
19. The caterer is required to maintain the details of all his employees/workers.
20. In case eatables are sold by the Licensee after the expiry date as mentioned by the manufacture, a penalty of Rs.1,000/- will be imposed for each default.
21. The contractor would be required to use BIS/ Agmark/ Food grade products.
22. The contractor shall not use the canteen premises for any other activity except for the purpose for which it has been provided for.
23. The contractor shall ensure that all the canteen employees, during their working hours, wear neat and tidy dress and use hygiene globes supplied by the Contractor. No canteen employees shall be allowed to perform his duty without neat dressing.

24. The contractor shall not stock any inflammable or otherwise dangerous material, goods, narcotics or drugs in any part of the allotted space which are fire and health hazard to the property.
25. The Contractor shall not sell bottled soft drinks like Coca-cola, Pepsi etc.
26. The Contractor shall be responsible for engaging adequate number of trained manpower required for providing good canteen services in IIHT.

CHECK LIST OF DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID

1. Demand Draft for Rs.10,000/- towards EMD.
2. License copy from Food Safety and security department.
3. Signature of the bidder of his/her authorized signatory on each page of the Tender Document as acceptance of the terms and conditions contained in the Tender Document.
4. Documentary evidences in support of the following:
 - (i) Number of years of having run canteens in the offices/ organizations/ hospitals/ places of public utility/ Institutions/ educational Institutions along with number of persons availing the services offered by the contractor.
 - (ii) List of institutions/organizations (with complete postal addresses) served in the past and list of institutions/organizations where presently providing canteen services. Names, designations and telephone numbers of concerned officers in the respective organizations/ Institutions may also be indicated.
 - (iii) Work Plan- indicating the requirement of staff and deployment pattern of staff proposed and other details for smooth, efficient and satisfactory performance of the contract.

LETTER OF TRANSMITTAL

From (Name & Complete Postal Address of the Applicant)

To,

The Director,
Indian Institute of Handloom Technology,
Ministry of Textiles,
Salem

SUBJECT: Submission of Prequalification Application for the Catering Services at IIHT, Salem.

Sir,

Having examined the details given in invitation for Prequalification published in the website (www.handlooms.nic.in / www.iihtsalem.edu.in) and prequalification document for the above work, we hereby submit the prequalification documents.

2. We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
3. We have furnished all information and details necessary for prequalification and have no further pertinent information to supply.
4. We submit the following certificates in support our suitability trained know-how & capability for having successfully completed the following works:

Sr.No.	Name of Work	Certificate from

Signature of Applicant

Name & Designation
Contact No.

Date of Submission:

ANNEXURE-III**TECHNICAL BID**

NAME OF THE TENDERER (as per the Registration Certificate)	
COMPLETE POSTAL ADDRESS OF THE TENDERER (as per Registration Certificate)	
Earnest Money Deposit (EMD)	Demand Draft No. _____ dated: _____ For Rs.10,000/- (Rupees ten thousand only) drawn on (name of the Bank) _____ in favour of The Director, IIHT, Salem.
Company Profile:	
1. Name of the Company/Firm and Complete registered address.	
2. Name, Designation and Tel. NO(s) of the Contact Person, Fax No(s). and email address	
3. Year of commencement of business	
4. Statutory details (photocopy to be attached): Registration No. of the Firm- PAN- EPFO Reg.No.- ESI Reg. No.- Service Tax Reg. No.- Food Safety (FSSAI) Reg. No.-	

ANNEXURE-IV**FINANCIAL BID**

Sl. No.	Name of items	Quantity	Rate (in words/figures)
I	LUNCH		
1.	One Roti tandoori	100 gms	
2.	One Plate Dal	200 gms	
3.	One Plate Seasonal Vegetables	200 gms	
4.	One Plate Raita	200 gms	
5.	One Plate Matar Paneer	200 gms	
6.	One Plate Egg Curry	2 Eggs	
7.	Half Plate Mutton Curry	02 pcs	
8.	One Plate Chicken Curry	02 pcs	
9.	Rice/roti, sambar, veg meal, Rasam, veg poriyal, pappad, Butter milk	200gms rice (or) 5 rotis	
10.	Non-Vegetarian Meal (Rice/Roti, Non-vegetarian(chicken/mutton) gravy, papad, vegetables, Rasam, curd/butter milk)	200gms rice (or) 5 rotis, 2 pieces of chicken/ mutton in the gravy	
11.	Variety rice		
II	SNACKS		
1.	One Samosa	70 gms	
2.	One Bonda	70 gms	
3.	One Dal Vada	70 gms	
4.	One piece Sambhar Vada	70 gms	
5.	Two piece Sambhar Vada	70x2=140	
6.	One piece Bread Slice	Big size	
7.	Two Bread slice	Big Size	
8.	Egg boiled	1 Piece	
9.	One Egg Omelette	1 Piece	
10.	Two pieces Vegetable sandwich	Big size	
III	FRUITS & BEVERAGES		
1.	One cup tea (Readymade)	125 ml	
2.	One cup tea readymade (special)	125 ml	
3.	One cup coffee	125 ml	
4.	Fresh cut-Fruits	150 gms	
5.	Fruit Cream	150 gms	
6.	Fresh Fruit Juice	150 ml	
7.	Ice cream (Branded)- Corneto (small)	1 Piece	
8.	Ice cream – Kasata	1 Piece	

ANNEXURE-V**PERMISSIBLE BRANDS OF CONSUMABLES**

The Contractor may use the following brands. He may also use any other equivalent brand, after obtaining prior approval from The Director, IIHT, Salem.

ITEM	BRAND
Salt	Iodised salt such as Tata, Annapurna, Nature Fresh
Spices	Sakthi, MTR or equivalent quality brands
Ketchup	Maggi, kissan, Heinz
Oil	Refined oil such as Sundrop, Nature Fresh, Godrej, Gold winner
Pickle	Mother's receipe, Priya
Atta	Aashirvad, Pillbury, Nature Fresh
Butter	Amul, Britannia, Mother Dairy
Bread	Harvest/Britania make
Jam	Kissan, Nafed
Paneer	Amul/Mother Dairy
Tea	Brook Bond, Lipton, Tata, 3 Roses
Coffee	Nescafe, Bru, Narasus
Biscuits	Britania, Parle, Good Day
Ice Cream, Lassi, Curd	Hatsun, Amul, Cream Bell-All varieties
Mineral water	BIS marked Kinley/Bisleri/Ganga etc
Besan, Dal	Rajdhani
Rice	Ponni
Packed juices	Real, Tropicana
Sweet	Quality sweets