

E-TENDER DOCUMENT

E-TENDER
FOR
PROVIDING MESS CATERING AND CANTEEN SERVICES
AT
NITTTR, SECTOR 26, CHANDIGARH

2018 - 19



NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING
& RESEARCH, CHANDIGARH – 160019.

www.nitttrchd.ac.in

Phone Nos. 0172-2759500, 27595653 & 2759604

e-mail : directorchd@yahoo.com

1.	Downloading of e-tender document	Start Date : 29-01-2019 at 04:00 P.M.
		End Date : 25-02-2019 at 05:00 P.M.
2.	Date of submission of e-tender	Start Date : 29-01-2019 at 04:00 P.M.
		End Date : 25-02-2019 at 05:00 P.M.
3.	Physical submission of EMD and necessary documents	Start Date : 29-01-2019 at 04:00 P.M.
		End Date : 25-02-2019 at 05:00 P.M.
4.	Earnest Money	Rs. 1,00,000/- (Rupees One Lakh Only)
5.	Opening of Technical Bid (online)	26-02-2019 at 11:30 A.M.

Detailed Terms and Conditions are available in e-tender document

The complete tender document is available on NITTTR website at:- <http://www.nitttrchd.ac.in>
and on <https://etenders.chd.nic.in>.

(Pages from 1 to 26)

IMPORTANT INSTRUCTIONS TO BIDDERS REGARDING **e-TENDERING PROCESS**

1. The Bidders shall have to submit their Bids online in Electronic Format Digital Signatures. For participation in the e-tendering process, the Bidders need to register themselves at <http://etenders.chd.nic.in>. On registration, they will be provided with a user ID and a system generated password enabling them to submit their Bids online using Digital System Certificates (DSC).
2. Tenders without Digital Signatures will not be accepted by the electronic tendering system. No tender will be accepted in physical form and in case it has been submitted in physical, it shall be rejected.
3. Bids will be opened online as per time schedule mentioned in the e-tender.
4. Before submission of online bids, bidders must ensure that scanned copies of all the necessary documents have been uploaded with the bid.
5. **Bidders shall upload scanned copies of all requisite papers as required in the Bidding document, without which the Price/ financial bid of the bidder would not be opened and the bid would be rejected.**
6. Director, NITTTR, Chandigarh will not be responsible for any delay in online submission of bids due to any reason whatsoever.
7. Bidders should get ready with the scanned copies of EMD as specified in the tender documents. **Earnest Money of Rs. 1,00,000/-** submitted in the form of a **Demand Draft** in favour of the **“Director, NITTTR, Chandigarh” payable at Chandigarh**, should be submitted to Director, National Institute of Technical Teachers Training and Research, Sector 26, Chandigarh, so as to reach him on or before the last date for receiving the e-tenders alongwith with necessary documents.
8. The details of EMD specified in the e-tender document should be same as submitted online (scanned copies). Otherwise tender will be rejected summarily.
9. The conditional bids shall not be considered and may be out rightly rejected in the very first instance.
10. The Financial Bid through e-tendering of only those bidders shall be opened who will qualify in the technical bid and are approved by the Competent Authority.
11. **The tenderers are required to upload all self-attested copies of the relevant documents as required in the tender, failing which their bids may be summarily/out rightly rejected and will not be considered.**

IMPORTANT INSTRUCTIONS

1. **The last date and time for submission online** (through e-tendering only) and receipt of physical submission of EMD with necessary documents is **25-02-2019 upto 05:00 PM.**
2. Each tender must be accompanied with Earnest Money Deposit (EMD) in the shape of Demand Draft in favour of “**Director, NITTTR, Chandigarh**” payable at Chandigarh, valid for three months of any Scheduled Bank.
3. The sealed envelope of EMD should be clearly superscribed as “**EMD for Providing Mess Catering and Canteen Services**” should be submitted in the office of Director, NITTTR, Sector 26, Chandigarh **on or before 25-02-2019 upto 05:00 PM.**
4. The menu items & other particulars are enclosed in **ANNEXURE – IV to ANNEXURE – VI**, Director reserves the right to increase or decrease the menu items or delete some or all of the menu items depending on the needs of the institute.
5. **The tenderer should quote the rates (inclusive of all type of taxes, GST, all type of expenses viz. manpower’s salary & EPF / ESI / Uniforms and allied material, raw material, transportation charges, service charges, surcharge, etc.) for the contract of each items.** The Bidder / Contractor / Firm is expected to quote rates after careful analysis of the costs involved for the performance of the complete work after inspection and equipments available. Nothing extra shall be payable on any pretext at any stage later on.
6. Any attempt direct or indirect, to cast influence, negotiation on the part of the tenderer with the officials / authority to whom he / she will submit the tender or the tender accepting official/authority before the finalization of tenders will render the tenderer liable for exclusion from consideration.
7. Any tender without the following information in “Technical Bid” will be rejected:
 - a) Proof that the Contractor has been in the catering / canteen services specially mess services for the last 05 (Five) years and has successfully completed the previous contracts in Department / Government Institution / Board / Corporation. Certificate of satisfactory completion of services earlier undertaken, is to be provided, with the client signature and seal.
 - b) The Contractor / Firm should have continuous experience of running a proper mess in any Department / Government Institution / Board / Corporation, Catering for all three meals (Breakfast, Lunch, Dinner) for 250 peoples for a day.
 - c) Certified copy of annual Turnover / Income Tax Returns for the last three financial years (2015-16, 2016-17 & 2017-18), Turnover in one Financial year should be more than Rupees One Crore.
 - d) Details of total number of persons to be deployed by the tenderer for catering services at NITTTR, Chandigarh for satisfactory performance of work.

- e) A Demand Draft for Rs. 1,00,000/- (Rupees One Lakh only) in favour of Director, NITTR, Chandigarh payable at Chandigarh towards Earnest Money (refundable to the unsuccessful bidder not later than three months from the last date of receipt of Bids).
 - f) Proof of adherence to labour laws i.e. EPF and ESI Numbers.
 - g) Proof of GST Number.
 - h) Copy of PAN Card of the Firm.
 - i) A valid certificate from the FSSAI.
 - j) Affidavit that the tenderer has not been blacklisted from any organization.
8. Tender without required documents and not fulfilling other conditions will be rejected.
9. The tender will contain the rates (inclusive of all taxes, surcharge, GST etc.) for the contract only in the prescribed form at Annexure- IV, V, VI, duly filled & signed by the Contractor/his authorized representative. The tenderer is expected to quote rates after careful analysis of the costs involved for the performance of the complete work after inspection of the Campus and equipment available. Nothing extra will be payable on any pretext at any stage later on.

TERMS AND CONDITIONS

The following terms and conditions will be deemed to be an integral part of the contract between the successful bidder and the NITTR, Chandigarh:

(A) GENERAL:

1. The tenders not accompanied by Earnest Money or incomplete in any respect will be rejected.
2. The Director reserves the right to reject any or all tenders without assigning any reason whatsoever.
3. Each page of the submitted tender should be stamped and signed.
4. **The contract will be initially for a period of five years, depending upon the satisfaction performance of services provided by the contractor / firm. The contract can be extended beyond for a period of five years, based on satisfactory performance of the contractor. For the extended period, the remuneration can be enhanced / reduced having regard to the Consumer Price Index for Industrial Workers in the Urban Areas and other relevant factors.**
5. The institute will provide following stores facilities/ equipment such as Gas Burner, Deep Freezer, Refrigerator, Chafing Dish, Kneader, Toaster, Grinder, Water Coolers etc. as required necessary as basic infrastructure. Some utensils such as patilas, plates, glasses etc. will also be provided. However other kitchen aids, utensils, crockery etc. that may be required to meet functional requirements, will be arranged by the contractor.
6. All the equipment will be handed over to the contractor in good and working condition at the start of the contract. The contractor will be fully responsible for the safeguard of the equipment during the contract period. The contractor will hand over the equipment etc. to the Institute in good and working condition (except normal wear and tear) at the end of the contract period, or if the contract is terminated prior thereto, on such termination, failing which the institute will be at liberty to recover the cost for all the damages caused to the equipment etc. from the contractor's bills or the security deposit or in any other manner.
7. The operation of the equipment etc. will be carried out as per the relevant trade practices. In general, the contractor will operate and maintain the equipment etc. so that there is no breakdown of any services at any time.
8. The contractor will get the repair / rectification of any deficiency in the equipment, arising during the warranty / guarantee period, done to his satisfaction from the supplier, through the designated official of NITTR, Chandigarh.
9. After the expiry of the guarantee / warranty period, the contractor will rectify any defect in the equipment etc. within 24 hours of the report thereof. Repair work will be carried out as per ISI specifications, wherever applicable. The costs of any spares which are purchased by the contractor to maintain and operate the equipment, etc. would be borne by the NITTR, Chandigarh only if such purchase has the prior sanction of the NITTR, Chandigarh. The unserviceable parts removed from the equipment will be deposited with the designated NITTR, Chandigarh representative on the same day.

10. The institute reserves the rights to discontinue any item at any time and no damages/extra rates will be payable on account of the same.
11. When not in use, the equipment etc. will be kept clean and dust-free.
12. The successful bidder will have to execute an agreement with the Director, NITTTR, Chandigarh on a non-Judicial stamp paper of Rs. 100/- and provide the mess and canteen services as per the requirements of NITTTR, Chandigarh from time to time and in case they fail to do so, the Director, NITTTR, Chandigarh will be at liberty to forfeit the EMD, cancel the contract and get the service provider black listed.
13. The Courts at Chandigarh shall have the exclusive jurisdiction to try all disputes arising out this agreement between the bidder or supplier and NITTTR Chandigarh if any.

(B) STAFF OF CONTRACTOR:

1. The contractor will deploy adequate manpower suitable for the performance of the job assigned by this contract and he will provide a list of these employees along with their qualifications / experience / Aadhaar Card and two photographs each to the NITTTR, Chandigarh. In case any worker is not acceptable to the authorities of the NITTTR, the contractor will be liable to replace him / her forthwith. The NITTTR, Chandigarh will not be obliged to assign any reason for seeking his / her replacement. The recruitment, service conditions and day-to-day control over the employees will be exclusively within the purview of the contractor.
2. The staff employed by the contractor will be experienced/qualified as per the laid-down norms in respect of the trade recognized by government authorities or otherwise.
3. The contractor will employ staff of good sober nature having no police record, and not suffering from any communicable disease.
4. In case of any of the contractor's employees suffers any type of injury while -performing any duty under the contract, or otherwise, in the premises of the institute, the contractor will be wholly and solely responsible to meet the claim made by such employee for medical expenditure incurred for rehabilitation; and the NITTTR, Chandigarh would have no liability towards damages claimed by such an employee. All statutory benefits of any sort to the employee of the contracting agency under any act or law for the time being in force will be the sole liability of the contractor and not of the NITTTR, Chandigarh. The contractor will ensure compliance of all legal requirements in respect of the workers including the adherence to labour laws. The NITTTR Chandigarh will not be liable for any dues, which may be admissible to the workers under any circumstances.
5. In case any employee of the contractor during the contract period, damages / destroys / defaces / spoils any of the property of the NITTTR, Chandigarh, the contractor will be held responsible for the same to the extent of financial liability, and such amount will be recoverable from the contractor's bills and /or security deposit, or in any other manner.

6. The contractor will provide his employees with clean uniform as prescribed / approved by the NITTTR, Chandigarh and ensure that the employees wear the same in a neat and tidy form whenever they are on duty. Each employee will also wear a plate/tag indicating his/her name and job rank.
7. No employee will be allowed to smoke or take hard drinks in the kitchen/dining hall of the NITTTR, Chandigarh and any employee found to be defaulting in this respect would be liable to be dismissed from service by the Contractor on complaint from authorized person of the Institute.
8. No employee will have access to students' recreational areas such as table tennis room, gymnasium etc.
9. The institute is not responsible for providing accommodation to all the workers. However, limited accommodation for staff such as cook, Manager, other essential staff, as available will be provided at no additional cost. The contractor will not take it as a right, but only with facility from the institute and the decision of the institute authorities will be final.

(C) PERFORMANCE:

The service provider allotted the work of Mess Catering and Low Cost Canteen of the NITTTR, Chandigarh shall provide the services in professional and efficient manner and strictly in accordance with the terms and conditions laid down in the NIT, so as to ensure smooth functioning of the NITTTR, Chandigarh Mess and Canteen.

(D) TERMINATION OF CONTRACT (FAILURE TO PERFORM):

It at any time during the period of the contract, either of the parties herein under fails to perform its respective obligations under this Agreement, the other party shall have the right to give written notice to such party setting forth the breach of obligation complained of. Unless within 7 days after giving of such notice the breach has been cured or steps have been taken in good faith and are being carried out with diligence to cure the same, the party giving such notice may give further written notice to the other party of termination of contract upon a date specified in such further notice, which date shall not be less than 7 days and not more than 10 days from the date of such further notice. In the event such further notice is given this contract shall terminate and the rights of the parties herein under shall cease upon the date so specified.

(E) PENALTY CLAUSE:

1. In case of any lapse on the part of the contractor in operating or maintaining the services as per contract the NITTTR, Chandigarh will be entitled to recover from the bills and/or security deposit of the Contractor or in any other manner, such amount of expenditure as it has incurred to rectify the lapse.
2. In case any item of food or beverage is not of proper quality and /or deficient in quantity the value thereof would be recovered.
3. In case of any deficiency of services provided by contractor, NITTTR, Chandigarh has the right to make appropriate deductions from the contractor's bill or may get the work executed by engaging outside agencies, the payment for the same will be deducted from contractor's bill. Faculty In-charge (Mess and Canteen) is the designated authority to make such penalty or deduction unless otherwise notified.

4. The contractor shall be fully responsible for any consequences as a result of any noncompliance of clause B and C and will be subject to legal implication, if any on this account.
5. Without prejudice to the aforesaid in the case of any other default in the satisfactory provision of any of the service contemplated by this contract, the NITTR, Chandigarh will be entitled to terminate the contract and/or impose such penalty, as it may deem appropriate in the facts and circumstances for each of the defaults committed by the contractor, provided that before the termination of the contract the Contractor will be afforded a reasonable opportunity of being heard.
6. In case of any dispute between the NITTR, Chandigarh and the Contractor, the matter will be referred to the Director, NITTR, Chandigarh for resolution of the dispute. The decision of the Director will be final and binding on both the parties.

SCOPE OF CONTRACT

PART – I

MESS CATERING:

- 1.1 The Contract is for supply of tea (morning/evening), breakfast, lunch & dinner, as per requirement, which will be intimated latest by 11:00 AM on the previous working day (Menu for tea/breakfast/lunch/dinner) is detailed in annexure I to III.
- 1.2 The services shall pertain to catering from the Institute's Kitchen. However, the NITTR, Chandigarh reserve the right to allot any other place on the campus, convenient to the Institute.
- 1.3 The service timing will be as notified by the NITTR, Chandigarh from time to time.
- 1.4 Kitchen and service equipment, utensils, cutlery and crockery, and linen, on as-is-where basis, as also electricity & water will be provided to the Contractor free of charge. Kitchen space will also be provided free of charge. However, the Contractor shall be responsible for any breakage of crockery / equipment and any such amount thus accrued shall be deducted from contractor bills.
- 1.5 The Contractor shall be responsible for arranging any extra crockery, if required, for increased number of participants due to multiple course / seminars / workshops etc. and nothing extra shall be payable on this account to the contractor. The crockery arrangement by the contractor shall be of good quality.
- 1.6 The Contractor will arrange for cooking gas and all the raw material for preparation of food at his expense.
- 1.7 The contractor will lodge the complaint for respective maintenance work such as plumbing, carpentry, masonry, painting, electrical etc. to the Estate Department immediately. After attending the complaint, he will sign the complaint copy.
- 1.8 The Contractor will provide saunf / tooth pick / washbasin soap / towel in the dining hall.

- 1.9 The contractor will arrange dusters, detergents, disinfectants, brooms and brushes at his expense.
- 1.10 Menu for each week must be got approved from the authorized representative of the NITTR, Chandigarh.
- 1.11 The quoted rate should include the above items for each meal in adequate quantities (other than add-on for which rate per plate is to be quoted).
- 1.12 The Contractor will get checked the number of persons having breakfast / lunch / dinner / tea daily by the authorized representative of the NITTR, Chandigarh as per prescribed procedure.
- 1.13 The contractor shall not conduct any outside business from the NITTR, Chandigarh premises allotted to him for the purpose of catering services. Any violation of this clause can lead to cancellation of contract and imposition of penalty.
- 1.14 The contractor will maintain adequate staff at site to cater for 50 persons at any time, and with 24 hours' notice in this regard, increase the staff to cater to up to 100 persons.
- 1.15 The contractor will clean equipment, utensils, tables and chairs, dining hall and kitchen flooring etc. after service of every meal.
- 1.16 The contractor will ensure disposal of all wastes (food, fruits / vegs and packing materials) from the kitchen outside campus premises in conformity with municipal and other laws every night before mess and canteen are closed.
- 1.17 Handing / Providing of food items:
 - (a) Prevention of Food Poisoning:**
 - (i) Perishable foods must be stored at appropriate and recommended temperature.
 - (ii) Storage food will be stored hygienically at the appropriate temperature. Food should be preserved hygienically to prevent contamination.
 - (iii) All warm held food remaining un-served must be discarded.
 - (iv) Only fresh curd/salad/milk products will be served.
 - (b) Food handling practices to be adopted:**
 - (i) Food Adulteration Act, Pure food Act, and other applicable laws to be followed strictly.
 - (ii) No food product after the expiry date will be used for preparation of meals or otherwise.
 - (iii) First in first out principle should be generally applied.
 - (iv) Clean protective clothing and separate clean wiping clothes for tables, utensils and other equipment to be used.
 - (v) Contractors employees to wash hands frequently, especially before and after every job.

- (vi) Arrangements to be made for separate washing for hands and equipments.
 - (vii) No over/under ripe raw material to be used.
 - (viii) Contractor to maintain proper pest control schedules. In no circumstances, pest should be seen in the kitchen / dining hall / any other place where food is stored and served.
 - (ix) Un-controllable emission of foul smell is not permitted.
 - (x) The contractor will ensure that good quality of material and fresh vegetables are purchased & used in the preparation of eatables / meals.
- 1.18 Samples of cooked food must be kept separately for tasting/testing purposes, if required at any time.
- 1.19 The Contractor shall ensure that the table clothes and linen etc. used for dining table / otherwise is clean and hygienic.
- 1.20 The equipment and premises will be kept clean and dust-free throughout the period of the contract.

PART – II

CANTEEN SERVICES:

1. The Contractor shall run a low cost canteen so as to ensure efficient, hygienic and economical service with respect to providing Tea, Coffee, Juices, Bread Pakora, Samosa, Biscuits etc. as per needs of the trainees/employees of the institute/others connected with institute.
2. **The scope of this part of the Contract will be as under:**
 - 2.1 The services shall pertain to running of the canteen in the Institute.
 - 2.2 Service timings will be 06:00 A.M. to 10:00 P.M. or as per requirement of the institute.
 - 2.3 The Contractor will arrange for cooking gas and all the raw material for preparation of eatables at his expense.
 - 2.4 The contractor will arrange for dusters, detergents, disinfectants, brooms and brushes at this expense.
 - 2.5 It will be mandatory for the contractor to provide at least the items mentioned above. The rates for each item shall be displayed on a board placed in the canteen. The display board shall be arranged by the Institute. In case the contractor is unable to supply any item of food, the notice of the same shall be put on the notice board in advance.
 - 2.6 The rates for all items shall be fixed by the contractor after getting them approved from the NITTTR, Chandigarh.
 - 2.7 The contractor shall be free to serve any item in addition to items as mentioned above, but the rates shall be fixed after approval of the Competent Authority of NITTTR, Chandigarh.

- 2.8** The quality of beverages and eatables shall conform to very high standards and beverages and eatables served will be fresh and hygienic.
- 2.9** An authorized representative of the institute shall keep a check / control on the canteen and the contractor will extend full cooperation to him. The contractor shall be bound to any system / changes introduced from time to time by the NITTR, Chandigarh for efficient running of the canteen.
- 2.10** An arrangement has to be also made to provide tea / coffee to the authorized persons of the institute during office hours at their desk / office.
- 2.11** The contractor shall not conduct any outside business from NITTR, Chandigarh premises allotted to him for the purpose of catering services. Any violation on this account can lead to cancellation of the Contract.
- 2.12** The contractor will clean all equipment, utensils, tables and chairs, canteen flooring etc. after service of every eatable.
- 2.13** The Contractor will ensure disposal of all solid wastes from the kitchen outside the campus premises in conformity with municipal and other laws every night before closing shop.
- 2.14** Handing providing of food items / eatables.

3. Prevention of Food Poisoning:

- (i)** Perishable items must be stored at appropriate and recommended temperature.
- (ii)** All the items should be preserved hygienically to prevent contamination.
- (iii)** All warm held items remaining un-served must be discarded.
- (iv)** Only fresh food items / milk will be served.

4. Food handling practices to be adopted:

- (i)** Food Adulteration Act, Pure food Act, and other applicable laws to be followed strictly.
- (ii)** No food product outside expiry date will be used.
- (iii)** First in first out principle should be generally applied.
- (iv)** Clean protective clothing and separate clean wiping clothes for tables, utensils & other equipment to be used.
- (v)** Contractor's employees to wash hands frequently, especially before and after every job.
- (vi)** Arrangements to be made for separate washing for hands and equipment.
- (vii)** No over/under ripe raw material to be used.
- (viii)** Contractor to maintain proper pest control schedules. In no circumstances should be seen in the kitchen/dining hall/any other place where food is served.

- (ix) Un-controllable emission of foul smell is not permitted.
- (x) The contractor will ensure good quality of material and fresh vegetables purchased and used in the preparation of edible/meals.
- (xi) Samples of canteen items must be kept separately for tasting/testing purposes, if required at any time.
- (xii) The contractor shall ensure that the table clothes and lines etc. used for tables/otherwise is clean and hygienic.
- (xiii) The equipment and premises will be kept clean and dust-free throughout period of the contract.
- (xiv) The details of items required in Low Cost Canteen is given in Annexure – III.

PAYMENTS:

1. The payment will be made to the contractor on monthly basis.
2. The contractor shall submit his bills in the 1st week of every month and the same shall be cleared within a week of the receipt of bills duly verified, after making any deduction in case of default, by NEFT Transfer / Crossed Cheque.
3. Income Tax as applicable shall be deducted at the prevalent rates from each bill, if applicable.
4. The earnest money shall be refunded within 30 days of successful completion of due agreement, on receipt of no dues certificate from the person In-charge from the NITTTR, Chandigarh side.
5. Prices would include GST, Sales Taxes and any other tax that may be applicable and nothing will be payable on this account.

PAYMENTS OF CANTEEN:

1. The contractor will be responsible for all collections regarding the sales from the Low Cost Canteen and the institute will bear no responsibility as regards to guests / participants taking eatables from the canteen.
2. All taxes, GST, levies or surcharge etc. shall be the responsibility of the contractor and NITTTR Chandigarh shall not pay anything on any account whatsoever for the Canteen.
3. **The Contractor will pay Rs. 1,000/- (Rupees One Thousand Only) per month to the institute on account of canteen rent.**

**CHECK LIST FOR SUBMISSION OF E-TENDER
FOR PROVIDING MESS CATERING AND CANTEEN SERVICES**

1.	Covering Letter (Annexure – I).
2.	Earnest Money Deposit (EMD) of Rs. 1,00,000/- in the form of demand draft in favour of "Director, NITTTR, Chandigarh", payable at Chandigarh.
3.	Affidavit of not being Black listed (Annexure – II).
4.	Copy of Annual Turnover / Income Tax Returns for the last 3 financial years. (Turnover in one Financial year should be more than Rupees One Crore.)
5.	Documents showing experience of working in the catering / canteen line for at least 05 years with Annual Turnover (Annexure – III).
6.	Copy of EPF and ESI Number.
7.	Copy of GST Number.
8.	Copy of PAN Number.
9.	Copy of FSSAI Certificate.
10.	Name and Address of the Firm / Bidder alongwith with Telephone / Mobile Number on the Letter Head of the Firm / Bidder.
11.	Total Number of persons to be deployed by Tenderer for providing catering / canteen services at NITTTR, Chandigarh.
12.	Schedule of Items (Annexure IV, V, VI).

From

To
Director,
NITTTR, Sector 26,
Chandigarh – 160019.

Subject: Submission of E-Tender for providing Mess Catering and Canteen Services at NITTTR, Sector 26, Chandigarh.

Dear Sir,

With reference to your above-mentioned notice inviting tenders, I/We hereby offer to **submit e-tender for Providing Mess Catering and Canteen Services** for NITTTR, Sector 26, Chandigarh.

I/We shall provide the catering and canteen services truly and faithfully as set forth in the terms and conditions of the tender document. I/We shall be responsible for all complaints as regards to the quality of product and in case of any dispute; the decision of the Director, NITTTR, Sector 26, Chandigarh, shall be final and binding on me/us.

A Demand Draft No. _____, Dated _____, of _____ (Bank) intended for the prescribed amount of Rs. _____/- (Rupees _____ Only) in favour of Director, NITTTR, Chandigarh, payable at Chandigarh is enclosed as earnest money (EMD) as desired.

I/WE shall have no claim to the refund of earnest money prescribed against this tender in the event of my / our non-compliance of the contract, provided such contract is implemented within the period of validity of my/our tender.

I/We further understand that my / our earnest money shall stand forfeited in case of unsatisfactory catering service/violation of any term, or if I/We withdraw my / our tender at any stage during the period of validity. My / Our tender shall remain valid for a period of 90 days from the last date prescribed for submission of the tender against the above-mentioned notice. My / Our tender duly filled in under my / our attestation and with each page of the tender paper including the enclosed terms and conditions signed by me / us is submitted for your favorable consideration.

I / We have read the complete tender, terms and conditions carefully and have signed the same in token of our absolute and unqualified acceptance. My / Our tender constitutes a firm offer under the Indian Contract Act, 1872 and is open to an acceptance in whole / my / our offer, if accepted on the attached terms and conditions will constitute a legal binding of Contract Act 1872.

Thanking you,

Yours faithfully,

Place:
Date:

Signatures
with Stamp & Full Address

(to be furnished on non-judicial stamp paper duly attested by the 1st Class Magistrate)

AFFIDAVIT

I / We / M/s _____ worked as Mess Catering and Canteen Contractor / Service Provider, having registered office at _____

_____, do hereby declare and solemnly affirm that I / We have not been Black-listed, nor mine / our Tenders or Mess Catering and Canteen Contract have ever been cancelled by any State / U.T. / Central Government or any partner or shareholder either directly or indirectly connected with or has any subsisting interest in the business of my / our firm nor any legal proceedings have ever been initiated / pending or any penalty has ever been levied due to delay of non-completion of work / catering service / supply order by any State / U.T. / Central Government or by any authority.

Place: _____

DEPONENT

Dated: _____

Verification: -

I / We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my knowledge and beliefs. No part of it is false and nothing has been concealed therein.

Place: _____

DEPONENT

Dated: _____

Details of Contractor showing experience of working for at least 5 Years

(Attached Self Attested Photocopies of the work order and original certificates of satisfactory performance)

Sr. No.	Period of Contract		Number of Persons taking food	Name and Address of the Organization with reference letters	Name of the Contact Person and Phone Number	Annual Value of the Contract
	From	To				
1.						
2.						
3.						
4.						
5.						

Place: _____

Dated: _____

SIGNATURE OF THE TENDERER
(With Stamp & Address)

SCHEDULE OF ITEMS

1. (For Hostel Mess – for M.E. / Ph.D. Students)

Sr. No.	Menu	Unit
1.01	<p>BREAKFAST (One Person): -- 4 Bread Slices & Omelette (one egg), Tomato Sauce, Milk 200 ml.</p> <p style="text-align: center;">OR</p> <p>4 Bread Slices & Butter (10 gm.), Jam, Milk 200 ml. Brown Bread once in a week.</p> <p style="text-align: center;">OR</p> <p>2 Stuffed Paratha (Potato, Gobhi, Mooli), Butter 10 gm., Curd 100 gm., Pickle, Tea One Cup.</p> <p style="text-align: center;">OR</p> <p>3 Pieces Pav & Bhaji, Milk 200 ml. on Sunday etc.</p> <p style="text-align: center;">OR</p> <p>3 Pieces Idli with Sambar and Coconut Chutney and Fried Rice.</p>	Each
1.02	<p>LUNCH AND DINNER (One Person): --</p> <ul style="list-style-type: none"> ■ Seasonal Vegetable: Gobhi / Mattar / Beans / Capsicum / Baingan / Loki / Karela etc. ■ Dal: (Moong, Masar, Chana) / Rajma / White Chana / Kadhi etc. ■ Curd 100 gm. ■ Rice (Basmati Medium Quality- Boiled / Pulao). ■ Chapati Tawa. ■ Salad: Onion, Kheera, Mooli, Gajar, Tomato. ■ Sweet Dish: Kheer/ Seviyan / One Gulab Jamun / Halwa (100gm.) / Ice Cream (100ml.) / Fruit Cream in Dinner Only. ■ Paneer Vegetable once in a week in Dinner. 	Each
1.03	<p>BREAKFAST, LUNCH AND DINNER: -- As per above Menu (A) Monthly Basis (One Person).</p>	Each
1.04	(B) Per Day Basis (One Person).	Each

NOTE:

1. Rates may be quoted for one day and one month in Sr. No. 1.03 (A) & 1.04 (B) above and rates for individual Breakfast, Lunch and Dinner may be quoted at Sr. No. 1.01 and 1.02.
2. Chinese Menu may be served for one day in Dinner.
3. For Regular / Modular M.E. Students / Ph.D. Scholars the monthly rates shall be applicable. No. rebate is applicable for absence upto 3 days in a month. In case, there is absence of more than 3 days, the student can claim rebate with due permission from competent authority.

2.

(For Hostel Mess – for STC Participants)

Sr. No.	Menu	Unit
2.01	BED TEA (One Person): -- One Cup with Tea Bag.	One
2.02	BREAKFAST (UNLIMITED) (One Person): -- Bread Slices & Omelette (one egg), Tomato Sauce, Milk 200 ml. OR Bread Slices & Butter (10 gm.), Jam, Milk 200 ml. OR Stuffed Paratha (Potato, Gobhi, Mooli), Butter 10 gm., Curd 100 gm., Pickle, Tea One Cup. OR Pav & Bhaji, Milk 200 ml. on Sunday etc. OR Idli with Sambar and Coconut Chutney and Fried Rice.	Each
2.03	TEA (One Person): -- One Cup Tea with Two Sweet / Salty Branded Biscuits	Each
2.04	LUNCH AND DINNER (One Person): -- <ul style="list-style-type: none"> ■ Seasonal Vegetable: Gobhi / Mattar / Beans / Capsicum / Baingan / Loki / Karela etc. ■ Dal: (Moong, Masar, Chana) / Rajma / White Chana / Kadhi etc. ■ Curd 100 gm. ■ Rice (Basmati Medium Quality- Boiled / Pulao) ■ Chapati Tawa ■ Salad: Onion, Kheera, Mooli, Gajar, Tomato ■ Any Paneer Dish: (Paneer Dish with 40 gm. Raw Paneer like Mattar Paneer, Palak Paneer, Malai Kofta) / Egg Curry / Mattar Mushroom etc. ■ One Piece Fruit: (Banana, Apple, Orange, as per Season) in Lunch Only ■ Sweet Dish: Kheer/ Seviyan / One Gulab Jamun / Halwa (100gm.) / Ice Cream (100ml.) / Fruit Cream in Dinner only 	Each
2.05	SPECIAL TEA / BEVERAGE (One Person): -- One Cup Tea with Samosa and Besan Burfi / Plain Burfi / Gulab Jamun / Rasgulla OR Soft Drink with Chips and 4 Biscuits	One

3.

(FOR INSTITUTE STAFF)

Sr. No.	Particulars	Unit
3.01	Lunch / Dinner (One Person): as per this DNIT Item No. 1.02.	Each
3.02	Dal / Vegetable (One Katori) -- 100 gm.	Each
3.03	Curd (One Person): 100 gm.	Each

4.

SCHEDULE OF ITEMS
(For Guest House – SPECIAL MEAL)

Sr. No.	Menu	Unit
4.01	BED Tea / TEA (One Person): -- One Cup with Tea Bag, 2 Marie / Krackjack Biscuits.	One
4.02	BREAKFAST SPECIAL (UNLIMITED) (One Person): -- Dalia or Cornflakes with Milk, Bread Slices & Omelette (one egg), Milk 200ml. OR Bread Slices & Butter (10 gm.), Jam, Milk 200 ml. OR Stuffed Paratha (Potato, Gobhi, Mooli), Butter 10 gm., Curd 100 gm., Pickle, Tea One Cup. OR Pav & Bhaji, Milk 200 ml. on Sunday etc. OR Idli with Sambar and Coconut Chutney and Fried Rice.	Each
4.03	LUNCH AND DINNER (One Person): -- <ul style="list-style-type: none"> ■ Seasonal Vegetable. ■ Dal: (Moong, Masar, Chana) / Rajma / White Chana / Kadhi etc. ■ Curd 100 gm. ■ Rice (Basmati Medium Quality- Boiled / Pulao). ■ Chapati Tawa. ■ Green Salad: Tomato, Onion Seedless, Cucumber, Beet Root, Green Chilly and Lemon. ■ Papad. ■ Special Vegetable: Paneer Dish with 40 gm. Raw Paneer like Mattar Paneer / Palak Paneer / Malai Kofta) / Egg Curry / Mattar Mushroom etc. ■ One Piece Seasonal Fruit: (Banana, Apple, Orange) in Lunch Only. ■ Sweet Dish: Kheer/ Seviyan / Gulab Jamun / Halwa in Dinner only. 	Each
4.04	COFFEE: -- Readymade	One Cup
4.05	SOFT DRINKS: -- Juices (Tetra Pack): 200ml.	One Each
4.06	EVENING TEA: -- Tea Bag, Hot Water, Milk, Sugar	One Cup

5.

(Special Lunch / Dinner for BOARD MEETINGS)

Sr. No.	Menu	Unit
5.01	<p>LUNCH / DINNER (VEG.) (One Person): --</p> <p>Juice: One – Fresh / Canned (Orange / Pineapples / Mosambi / Apple etc. 200 ml.)</p> <p>Soup: One – Tomato / Mushroom / Vegetables / Sweet Corn.</p> <p>Main Course:</p> <p>(a) Two Paneer Dishes: (Mattar / Palak / Mushroom / Malai Kofta / Egg Curry / Chilly Cheese)</p> <p>(b) Two Seasonal Vegetables: (Gobhi Aloo, Veg. Jalfrezi, Veg. Kofta / Veg. Manchurian)</p> <p>(c) Dal – One: (Moong, Mah, Chana, Rajma, White Chana)</p> <p>(d) Curd / Raita two types: (Boondi, Pineapple, Cucumber / Jeera / Plain Curd / Moong Vadi)</p> <p>(e) Rice – One Type: (Basmati Fine Quality – Boiled / Pulao / Biryani etc.)</p> <p>(f) Chapati – Three Types: (Tawa / Tandoori / Naan / Poori / Paratha / Missi etc.)</p> <p>(g) Salad – Two Types: Green Salad (Tomato, Onion, Seedless Cucumber, Beet Root, Green Chilly and Lemon) / Kachumber / Russian / Boiled Beans)</p> <p>(h) Papad</p> <p>(i) Dessert – Two Types: (Ice Cream / Gulab Jamun / Rasgulla / Rasmalai / Fruit Cream / Fresh Fruit)</p>	Each
5.02	<p>LUNCH / DINNER (NON VEG.) (One Person): --</p> <p>Non-Veg. – One Type: (Chicken Curry / Karahi Chicken / Chilly Chicken / Mutton Curry / Fish Curry)</p> <p>In addition to all items at Sr. No. 5.01 above.</p>	Each

6. (Special Lunch / Dinner for WORKSHOPS / SEMINARS / CONFERENCES)

Sr. No.	Menu	Unit
6.01	<p>LUNCH / DINNER (VEG.) (One Person): -- Juice / Soup – One: (Orange / Pineapples / Mosambi / Apple) / (Tomato / Mushroom / Vegetables / Sweet Corn). Main Course: (a) One Paneer Dish: (Mattar Paneer / Palak Paneer / Mattar Mushroom / Malai Kofta / Egg Curry / Chilly Cheese). (b) Two Seasonal Vegetables: (Gobhi Aloo, Mix, Jalfrezi, Kofta / Veg. Manchurian). (c) Dal – One: (Moong, Mah, Chana, Rajma, White Chana). (d) Curd / Raita One type: (Boondi, Pineapple, Cucumber / Jeera / Plain Curd / Moong Vadi). (e) Rice – One Type: (Basmati Fine Quality – Boiled / Pulao / Biryani etc.). (f) Chapati: (Tawa / Tandoori / Naan / Poori / Paratha / Missi). (g) Salad: Green Salad (Tomato, Onion, Seedless Cucumber, Beet Root, Green Chilly and Lemon) / Kachumber / Russian / Boiled Beans etc.). (h) Papad. (i) Dessert – One Type: (Ice Cream / Gulab Jamun / Rasgulla / Rasmalai / Fruit Cream).</p>	Each
6.02	<p>LUNCH / DINNER (NON-VEG.) (One Person): -- Non-Veg. – One Type: (Chicken Curry / Karahi Chicken / Chilly Chicken / Mutton Curry / Fish Curry). In addition to all items at Sr. No. 6.01 above.</p>	Each

7.

(RATES FOR HIGH TEA)

Sr. No.	Menu	Unit
7.01	HOT BEVERAGES: --	
7.011	(A) Tea	One
7.012	(B) Coffee	One
7.02	JUICES: --	
7.021	(A) Juice (Tetra Pack): 200ml.	One
7.03	SWEETS: --	
7.031	(A) Burfi Khoya	One
7.032	(B) Burfi Besan	One
7.033	(C) Burfi Kaju	One
7.034	(D) Burfi Chana Dal	One
7.035	(E) Rasgulla	One
7.036	(F) Chumchum	One
7.037	(G) Gulab Jamun	One
7.038	(H) Laddu Besan	One
7.039	(I) Laddu Kesar	One
7.04	SALTY: --	
7.041	(A) Paneer Pakora (per piece)	One
7.042	(B) Samosa / Veg. Cutlet (per Piece)	One
7.043	(C) Bread Pakora	One
7.044	(D) Veg. Pakora 50 gm.	One
7.045	(E) Veg. Patty	One
7.046	(F) Cookies salty 2 Pcs.	One
7.047	(G) Cookies sweet 2 Pcs.	One
7.05	DRY FRUITS: --	
7.051	(A) Kaju Roasted 100 gm.	One
7.052	(B) Almond Roasted 100 gm.	One
7.053	(C) Pastry Pineapple	One
7.054	(D) Pastry Strawberry	One
7.055	(E) Pastry Chocolate	One

**SCHEDULE OF ITEMS
(CANTEEN ITEMS)**

8.

Sr. No.	Particulars	Unit
8.01	Tea: One Cup – 150 ml. (Readymade)	One
8.02	Tea: One Cup (Tea Bag) – 150 ml.	One
8.03	Milk Tea: One Standard Cup – 150 ml.	One
8.04	Tea with Hot Water, Milk and Sugar	One
8.05	Coffee: One Cup – 150 ml.	One
8.06	Milk with Sugar – 200 ml.	One
8.07	Mango Shake / Banana Shake: One	One
8.08	Bread Pakora: One	One
8.09	Samosa / Veg. Cutlet: One	One
8.10	Vegetable Patty: One	One
8.11	Matthi: One	One
8.12	Grill Sandwich: One	One
8.13	Noodles: One Small Packet	One
8.14	Mineral Water – 200ml.	One

NOTE:

1. Ingredients to be used should be of good quality. Masalas of standard brand like MDH / Catch / Everest / Tata etc.
2. Butter / Milk / Paneer and other dairy products should be of: Verka / Amul / Mother Dairy / Vita.
3. Standard milk with 4.5% fat (min.) like Verka / Amul / Mother Dairy should be used for all purposes.
4. Rice to be used of basmati Medium quality for Mess and fine quality for Board Meetings / Seminars / Workshops / Conferences.
5. Atta to be used: Aashirvad / Hafed / Annapurna / Shakti Bhog.
6. Papad to be used: Lijjat / Amritsari.
7. Tomato Sauce/Jam to be used: Maggi / Kissan / Tops.
8. Noodles: Maggi / Knorr / Top Raman.
9. Bread: Modern / Kwality / Bonn / Cremica / Britannia.
10. Besan: Shakti Bhog / Rajdhani.
11. Refined oil: Gagan / Fortune (Sunflower / Soya) for cooking purposes. Or other approved brand mustard oil like Hafed to be used for preparing Ladyfinger, Kadhi, Veg. Pakora etc.
12. Tea leaves: Tata Tetley / Brooke bond / Taj.
13. Vegetables and Fruits should be fresh and clean.
14. Juices should be of standard quality such as Tropicana / Real.
15. Mineral Water: Bisleri / Aquafina / Kinley.

The following facilities are provided by the institute:

1. Two Separate Mess and Canteen.
2. Deep Freezer, Toaster, Grinder in Mess.
3. 20 empty gas cylinders with fittings.
4. Furniture in Mess and Canteen.
5. Utensils in mess for eating meals.
6. Water coolers in mess and canteen.

AGREEMENT

The agreement is entered into between **National Institute of Technical Teachers Training & Research, Sector 26, Chandigarh, 160019** (hereinafter referred as NITTTR) through its Director and **M/s _____** (hereinafter referred as Service Provider) through its Proprietor / Authorized Representative on this _____ day of _____ 2019.

Whereas NITTTR, Chandigarh requires the services for **“Running of (I) Mess for Hostels (II) Canteen”** of the Institute and therefore invited e-tenders, the Service Provider above referred having responded there to the said e-tender notice and his e-tender having been accepted by NITTTR, Chandigarh, this agreement has been entered into for the work stipulated in the e-tender.

The instant agreement will operate for a period of five years commencing from _____, 2019 and will automatically expire on _____, 2024 unless it is renewed for a further period not exceeding five years on mutually agreed terms or is terminated earlier in accordance with the provisions of this agreement.

The Service Provider will be paid, as per allotment letter No. _____ dated _____ (Annexure IV, V, VI). The detail of the scope of work and the services required to be performed by the Service Provider has already been set out in DNIT, hereto which will be read as part of this Agreement unless any clause of the DNIT contradicts this agreement in any way, in which case this agreement will prevail.

1. The above amount (Annexure IV, V, VI) is fixed and will not be changeable during the period of the contract at any time under any circumstances, whatsoever. The amount payable under this contract is for the service mentioned in DNIT irrespective of the quantity or cost of the inputs, which may have to be incurred for the satisfactory provisions of these services to NITTTR, Chandigarh. Since, instant agreement arises out of the DNIT the same shall be read as part of this Agreement.
2. The Service Provider will deploy adequate manpower suitable for performance of the job assigned through this contract. While determining suitability of the workers the service provider should keep in mind the DNIT. In case any worker is not acceptable to the authorities of NITTTR, Chandigarh will not be obliged to assign any reason for seeking his / her replacement. The recruitment, service conditions and day-to-day control over the employees will be exclusively within the purview of the Service Provider.
3. The Service Provider will ensure compliance of all legal requirements in respect of the workers including the adherence to labour laws e.g. those pertaining to the payment of minimum wages, their timely payments, ESI, EPF, etc. The NITTTR, Chandigarh shall not be liable for any dues, which may be admissible to the workers under any circumstances. The Service Provider shall indemnify any liability arising out of this agreement in respect of any workers, employed by the service provider.
4. The service provider will carry out such jobs relating to the contract as may be assigned to him by the NITTTR, Chandigarh (competent authority) without any delay.

5. The Service Provider will be solely responsible for any damage, loss or liability arising due to or in the performance of this contract. In case any such liability or loss relating to the performance of the contract is suffered by the NITTR, Chandigarh, the same shall be indemnified by the Service Provider.
6. The amount payable under this contract will be paid on monthly / program basis within 15 to 20 days of the receipt of the bill.
7. For the proper performance of this agreement the earnest money already deposited by the service provider will be treated as security. The said amount of the security will not carry any interest and shall be refundable / payable after the satisfactory completion of the contract, subject to 'No Dues certificate' issued by NITTR, Chandigarh.
8. In case the service provider defaults in the satisfactory provision of any of the service contemplated by this contract, the Director of the Institute or any person authorized by him will be entitled to terminate this contract. Without prejudice to the aforesaid power of the termination of the contract, the aforesaid authority may also impose such penalty, as it may deem appropriate in the facts and circumstances for each of the default committed by the Service Provider.

Provided that before the termination of the contract, the service provider shall be afforded reasonable opportunity of hearing to defend his case against termination of the contract.

9. In case of any difficulty in the implementation of this contract, the Director of NITTR, Chandigarh, or any officer authorized by him will be entitled to remove such difficulty or issue such clarification as may be necessary for the proper performance of this contract.
10. In case of any dispute arising out of this agreement between the service Provider and the NITTR, Chandigarh, the matter will be referred to the Director of the institute for the resolution of the same and Director shall be the sole Arbitrator and his decision in this behalf shall be final and binding on both the parties. It is hereby agreed that the Service Provider will not raise any objection to the effect that the Director being an Officer of the Institute cannot act as the Sole Arbitrator.

Contractor / Contractor Representative

**On Behalf of
DIRECTOR
National Institute of Technical
Teachers Training & Research,
Sector 26, Chandigarh.**