

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

**VISHWAKARMA GOVERNMENT ENGINEERING COLLEGE CAMPUS,
VISAT –GANDHINAGAR HIGHWAY, CHANDKHEDA,
AHMEDABAD-382 424**

Tel. – Fax No. 079- 23972586 E-mail: purchase@iitgn.ac.in

Tender No. IITGN/SER/MESS/2012-13/001

Dt 5th December 2012

NOTICE INVITING TENDER

Dear Sir/s,

Indian Institute of Technology Gandhinagar invites sealed tender for **providing catering services through student mess of IIT Gandhinagar on rate contract for a period of one year extendable by two more years on negotiated terms & conditions** on the following terms & conditions:

1.Tender No	IITGN/SER/MESS/2012-13/01
2.Type of Tender	Indigenous Open Tender (Two Bid System)
3.Description of Work/Services	Providing catering services through student mess of IIT Gandhinagar on rate contract
4.Earnest Money Deposit (EMD)	Rs.25,000/- (Rs. Twenty Five Thousand Only) Must be enclosed with Technical Bid
5. Closing Date and time of Bid submission (Technical and Financial Bids)	December 26 , 2012 ,17.00 Hrs
6. Technical Bid Opening Date & Time	December 27, 2012 ,15.00 Hrs
7.Financial Bid Opening Date &Time	Will be posted on Institute's website
8. Bid Validity	120 Days from opening of Technical Bid
9.Tender Fee	Rs.1000/ (Rs. One thousand Only) In favour of "IIT Gandhinagar", payable at Ahmedabad.
10.Performance Guarantee/Bank Guarantee (In the form of DD from nationalized Bank)	Rs.2,50,000/- (Rs. Two Lakh Fifty Thousand Only). In favour of "IIT Gandhinagar Mess A/c", payable at Ahmedabad. Within 7 Days on receiving the award of contract
11.Correspondence Address	ASSITANT REGISTRAR (Materials Management) Indian Institute of Technology Gandhinagar Vishwakarma Govt Engg.College Campus, Visat-Gandhinagar Highway, Chandkheda, Ahmedabad- Gujarat-382424

1. The Non transferable bidding documents shall be available on Institute's website (www.IITGN.ac.in).
2. Bidders should download the tender document from the Institute's web site (www.iitgn.ac.in) **& should ensure to submit tender fee along with the EMD.**
3. The parties may seek detailed clarifications on technical & Financial issues (if any) on the conditions of bidding document through e-mail (purchase@iitgn.ac.in) addressing to the **Assistant Registrar (Materials Management), IITGN Gandhinagar** latest by **December 26, 2012, 04.00 PM.**
4. IIT Gandhinagar expects the bidders to comply with the tender specifications/ conditions, which shall be frozen after due date. The bids not complying with the terms and conditions of the bidding document and offers indicating any exception/ deviation shall be liable to be rejected.
5. Tenders must be reach on or before December 26, 2012 at 17.00hrs (IST) in the **Office of the Assistant Registrar (Materials Management)**, IITGN, Gandhinagar. Tenders will be opened on at December 27, 2012 at 15.00hrs (IST) in the IITGN premises.
6. IIT Gandhinagar reserves its right to accept/reject any/all the bids and cancel the tender at its sole discretion.
7. Bidders intending to send their offers by post may send the same under registered cover/courier or by hand delivery so as to reach the designated place well before closing time and date. However, IITGN Gandhinagar accepts no responsibility for offers received after the due time and date.

Assistant Registrar (M.M.),

Indian Institute of Technology Gandhinagar,
Vishwakarma Government Engineering College Campus, Ground Floor, Block " A" ,
Visat-Gandhinagar Highway, Chandkheda, Ahmedabad 382424;
Tele/ Fax No. +91 79 23972583

8. Fax and Email quotation are not acceptable.
9. Quotations should be valid for **45 days** from the tender due date.
10. The quotations should be given for the items in the same order as in the tender document.
11. The bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents will be at the bidder's risk. Tenders not complying with tender conditions and not conforming to tender specifications will result in the rejection of its bid without seeking any clarifications.

12. The tender documents are to be in two parts as **Technical Offer and as Financial offer:**

A. The Technical offer should include the following detailed information.

- i. Name (As per Registration Certificate), correspondence address, telephone number and fax number of the bidder.
- ii. Complete details of the company indicating the name of the owner and staff members. Has your company/firm ever changed its name any time? If so, when, the earlier name and the reason thereof?
- iii. Legal status (Individual, Proprietary firm, Partnership firm, Limited Company or Corporation) of the company along with statutory details (Registration No., PAN, Service Tax No. & RPFC/ESIC No.)
- iv. List of past clients indicating the value of the contract & duration of the contract. Were you or your company ever required to suspend catering services for a period of more than 03 months continuously after you commenced the catering services? If so, give the name of the contract and reasons thereof. OR have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.
- v. List of present clients' along with the contract value & commencement date.
- vi. Photo copies of filed Income Tax Returns for the last three financial Years.

B. The financial offer should include the cost of four meals (Breakfast, Lunch, Evening snacks & Dinner) inclusive all taxes, duties & other levies. The total cost should be quoted in words as well as figures (typed or printed). Amendment should be avoided. Amendments, if any, should be duly initialed, failing which the offers are liable to be rejected.

Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.

13. Award of contract:

- 13.1 The institute will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
- 13.2 Notwithstanding the above, the institute reserves the right to accept or reject any quotations and to cancel the bidding process and reject all the quotations at any time prior to the award of contract.
- 13.3 The bidder whose bid is accepted will be notified for the award of the contract by the institute prior to the expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the contract.

13.4 Within 7 (seven) days of the receipt of the notification of the award of the contract from the institute, the successful bidder shall furnish Performance bank guarantee for an amount of Rs. 2.5 Lakhs (Rupees two Lakhs Fifty Thousands Only) in the form of DD from Nationalized Bank to the institute. Failure of which to comply with the requirement shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD. The amount will be refunded to the successful bidder within 60 days on completion of the contract without interest.

14. In the event of any dispute or difference(s) between the vendee IIT Gandhinagar and the vendor(s) arising out of non-supply of material or supplies not found according to the specifications or any other cause whatsoever relating to the supply or purchase order before or after the supply has been executed, shall be referred to the concerned authority of IIT Gandhinagar (Mess Committee). If the vendor will not satisfy he may approach to the concerned Faculty-In-Charge and if not he may approach to the Director of the Institute and afterward the vendor may appoint arbitrator(s) under the arbitration and conciliation Act 1996. The decision of the arbitrator shall be final and binding on both the parties.

15. The place of arbitration will be Gandhinagar and the language to be used in English only.

16. All disputes shall be subject to Gandhinagar Jurisdiction only.

17. The Tender/Bid will be open on **27.12.2012 at 03:00 PM.**

- a.) The suppliers or their authorized representative may also be present during the opening of the Technical offer, if they desire so, at their own expenses.
- b) Only those financial offers will be opened whose technical offers are found suitable by the expert committee appointed for the concerned instrument..
- c) No separate information shall be given to individual bidders. In incomparable situation, the committee may negotiate price with the qualified bidder quoting the lowest price before awarding the offer.

18. A demand draft of **Rs. 1,000/- (Rupees One Thousand Only)** towards non-refundable tender fee and a demand draft of **Rs. 25,000/- (Rupees Twenty Five Thousand Only)** towards refundable EMD from a Nationalized bank/Schedule Bank in favour of "IIT Gandhinagar Mess Account" payable at Ahmedabad placed in a separate envelope marked "**Tender Fee & EMD**" should accompany tender bid documents. Both the demand drafts should be valid for 90 days. Without the Tender Fee and EMD the bid will not be considered.

The EMD of the successful bidder will be returned to them without any interest after deployment of services (within 60 days). The earnest money of unsuccessful bidders will be returned to them without any interest within thirty (30) working days after awarding the offer.

19. The offer will not be considered without tender fee

20. In the event a particular tender is cancelled, the tender fee will not be refunded to the concerned Bidder.

GENERAL TERMS AND CONDITIONS:

- 1) The Contractor shall not part with possession of the said premises or any part thereof or allow anyone else to use the same for any business or purpose whatsoever.
- 2) The Contractor shall not throw any refuse or garbage or any dirt out of the premises on in the streets or in the vicinity of the said Building.
- 3) The Contractor shall not make any addition, variation or alteration in the said premises or any part thereof.
- 4) The Contractor shall not store or keep any hazardous and / or inflammable or combustible goods or substance or articles in or around the said premises.
- 5) The Contractor shall not do or omit to do any act, which may invalidate or in any way affect the issuance on the Institute's said property or which may render the Institute's liability to pay extra or excess insurance premium.
- 6) In case any excess or extra insurance premium is or has been paid or is payable by the Contractor on any account of any act or omission on the part of the Contractor or on account of the said premises on the nature of the business carried on therein or an account of the nature of shortages or use of any goods in the said premises, to pay such excess or extra insurance premium forthwith to the Institute on demand.
- 7) The Contractor shall make good any damage of any kind whatsoever caused to the said premises or any part thereof or to any other part of the said building on account of any act or omission either of the Contractor or any of his employees or any of the Contractor's visitors or customers irrespective of whether the damage caused is willful or accidental.
- 8) The Contractor shall remove himself from the said premises with all belongings and leave it entirely vacant on revocation or termination of the license, but subject to what is stated hereinabove.
- 9) The Contractor shall observe all Municipal and Government Regulations in force from time to time in relation to the use of the said business and be responsible for any violation of any such rules.
- 10) The Contractor shall not become a cause of nuisance or annoyance in any way either to the Institute or to other occupants of the building in the campus and it is agreed that the decision of the Institute whether the contractor has caused nuisance or annoyance shall be final and conclusive and the contractor shall not question or challenge the said decision of the Institute.
- 11) The Contractor shall maintain the Mess of Hostel premises, furniture, utensils, crockery and cutlery in clean and hygienic condition to the satisfaction of the committee appointed by the Institute and / or officer authorized. The decision of the committee in this respect shall be final. Housekeeping/ Sanitary equipment and consumables will be the responsibility of the contractor.

- 12) The Contractor shall allow the Institute, its servants or agents at all times to enter upon and to view the said premises and the condition thereof.
- 13) The Contractor shall not make use of the premises for any illegal, immoral or unlawful purposes.
- 14) The Contractor shall use weighing balance, weights and / or measures which have been verified by comparison with the standard weights or measures and stamped in accordance with the provisions of the Weights and Measures Act, 1932 as amended from time to time.
- 15) The Contractor shall obtain requisite Police and/ or other Government or Municipal Licenses, if any required for the purpose of carrying on the contractor's business and to abide by all the terms of the license so issued to the Contractor.
- 16) The Contractor will take appropriate safety measures against outbreak of fire and will be held responsible in case of such an incident occurring.
- 17) The Contractor will not sell any alcoholic beverages/cigarettes nor permit any person to bring it from outside for the purpose of drinking/ smoking along with other food articles, which may be sold.
- 18) (a) The license would be utilized to keep the Mess open for the following timings. Breakfast from 7.30 a.m. to 9 a.m., Lunch from 12.00 p.m. to 2.00 p.m. evening snacks from 4.30 p.m. to 6.00 p.m., Dinner from 7.30 p.m. to 9.30 p.m. However, the exact timings will be decided after discussion with the concerned committee.

(b) The weekly menu, prices of extra food items and any other requirements/ provisions will be decided in consultation and agreement with the committee.
- 19) The Contractor shall comply with all the provisions of the Employees State Insurance Act, 1948, the Employees Provident Funds Act, 1952, the Contract Labour (Regulation and Abolition) Act, 1970 and the Rules there under, Minimum Wages Act and any other Acts/ Rules that may be applicable to him from time to time and he shall keep the Institute indemnified against all liabilities and responsibilities for the contractor's non-compliance of the provisions of the said Acts, and schemes and in particular, laws governing employer- employee relations in respect of the staff engaged by the contractor.
- 20) The Contractor shall take out necessary license, maintain records and registers and submits returns and shall pay contributions in accordance with the said Acts in respect of the employees employed by him for the above purpose.
- 21) The Institute shall keep the said premises in a proper manner and shall from time to time carry out the necessary repairs and minor maintenance work of civil and electrical nature.

- 22) If the contractor expires/or adjudicated insolvent or suffers from a state of unsound mind, in that event the license created by the Institute shall stand terminated automatically.
- 23) The contractor shall, at his own cost, maintain adequate stocks of food-grain grocery and other eatables for the satisfactory and efficient running of the Cafeteria. The quality of the foodstuffs and eatables shall be as per the standard required by the Institute, as mentioned at Annexure- A shall be used and the same will be subject to inspection by any officer authorized by the Committee appointed by the Institute.
- 24)
- a) The institute shall provide to the contractor kitchen equipment, furniture, fittings etc. and the contractor will execute a proper receipt in favour of the institute in respect of all such articles given by the institute.
 - b) The Kitchen equipment etc. set out hereinabove shall be carefully maintained by the institute and any damage arising there to due to improper, negligent use shall be reimbursed by the contractor to the institute. The ordinary wear and tear of the equipment will be attended to by the institute either through periodic maintenance contract or any other arrangement.
 - c) The contractor shall render, at the end of every three months an account of kitchen equipments, furniture, fittings etc given to him by the institute and any officer duly authorized by the institute shall have a right to inspect and check such kitchen equipments, Utensils, furniture, fittings etc.
 - d) The contractor shall not remove any item supplied to him outside the said premises of the institute either for the purpose of repairs or otherwise without the express permission in writing from the institute.
 - e) The contractor shall employ at their own cost and expenses sufficient and competent staff as may be reasonably required for the fulfillment of the Contractor's obligations under the agreement and shall give their professional expert guidance and supervision to the work. The Contractor or his representative shall maintain liaison with the authorized Committee appointed by the Institute and / or Officer and if in the opinion of the Institute any staff or supervisor of Contractor is found unsuitable, the Contractor shall be liable to change the staff/ supervisor forthwith.
 - f) The Contractor shall be responsible for the discipline of his personnel and the Institute's Standing Orders shall be binding on the contractor and all his personnel.
 - g) The Contractor will provide uniforms to his employees employed in the Cafeteria at his own cost. The uniforms supplied by the contractor should be clean and in good condition. Washing/ Laundry charges will be borne by the contractor. Uniforms will have to be approved by the IIT Committee/ Authorized Officer.

- h) The employees of the contractor shall be in the employment of the Contractor only and not the Institute and the contractor shall be solely responsible for all acts of commission or omission of his employees and the contractor shall indemnify the institute any loss or damage which the institute may suffer due to any act of commission or omission of any of his employees. The contractor shall be solely responsible for the payment of wages of his employees.
- i) The contractor shall ensure that the wages paid to his employees are not below the minimum wages as applicable from time to time and the institute shall not be liable to bear any part of the increase, if any, in the minimum wages during the term of the contract.
- j) The contractor agrees to cover all employees engaged by him under ESI as well as EPF as per provisions of Acts and shall submit necessary records and returns in proof of compliance of these statutory enactments. Contractor further agrees to defend, indemnify and hold the institute harmless from any liability or penalty which may be imposed by the central, state, local or other statutory authority for any alleged violation of labour enactments or other enactments, by the contractor.
- k) In the event that the institute is required under law to remit or otherwise the institute remits the contributions on behalf of the contractor to the concerned authorities under the ESI Acts and Rules, on a month to month basis or otherwise, then upon such remittance, the institute shall have the right to recover the amounts so remitted from the contractor.
- l) The agreement signed does not create any demise tenancy or any other rights in the said premises in favour of the contractor, but gives a mere license to use the said premises subject to what is stated hereinabove.
- m) The employees of the contractor shall be provided gate passes, which will entitle them to enter the premises of the Institute. However, they will be subjects to checking at any or every time of their entry or exit by the Institute's Security Personnel and such checking will also include physical search.
- n) It is agreed that the Contractor shall not assign or part with and / or transfer his interest under the Agreement signed.
- o) On the Contractor observing all the terms and condition as stated hereinabove faithfully, the Institute agrees not to revoke or terminate the signed agreement at any time prior to expiry of the period of one year. In case the Contractor fails to perform or observe any covenant or condition of the signed agreement on or before the said date, then at any time the signed agreement shall be terminated by the Institute by giving at least four weeks notice in writing to the Contractor. The notice terminating the signed agreement shall be deemed to have been duly served if delivered personally or by post to the Contractor or if pasted on the outer door of the said premises. The Contractor on his part may terminate the contract agreement subject to condition mentioned under Special Conditions in the signed agreement by giving at least four weeks notice in writing to the institute.

- p) On termination of the contract, the Institute shall refund the Contractor without interest the deposit amount or return the Bank Guarantee only on the Contractor vacating themselves with all their belongings from the said premises and giving vacant possession thereof to the Institute after deducting here from the compensation payable by the Contractor in arrears and the costs of making good any damage caused by the Contractor or any one part on his behalf or by his servants or agents either to the said premises or any part thereof or any part of the campus provided however , that it is agreed that in case the validity of the signed agreement is not extended furthered ,then the contractor shall remove himself with the all the belongings from the said premises as aforesaid and give vacant possession of the said premises in good and clean condition and all the equipment in proper working condition to the Institute within 7 days from the termination of the contract period.
- q) The Institute shall through the period of the signed agreement have full control over the said premises and every part thereof. The Institute shall act through its Estate Officer or any other officer duly authorized in his behalf in connection with the said agreement or anything to be done there under.
- r) In the event of the Contractor being involved in any litigation or dispute arising out of any act or omission on the part of the Contractor. it is agreed that the Contractor shall indemnify and save harmless the Institute against all losses, claims, damages and costs incurred by the Institute.
- s) The Institute shall not be party to any dispute between the Contractor and his employees/ agents/ users. If the Institute is still involved and incurs expenditure in any such legal proceedings, the Institute will recover the same from the deposit of the Contractor.
- t) The Institute will not be responsible for the materials of the Contractor kept in the premises and it will be the responsibility of the Contractor to keep watch on his premises and Institute will not be responsible in any way for loss or damage.
- u) Institute would constitute an appropriate committee to oversee the functioning of the mess and the Canteen.
- v) The cooking equipment, serving utensils, cutlery and other items will be provided by the Institute, and the Contractor will maintain the equipment in proper manner,
- w) The Contractor will pay no electrical charges. Cost of LPG and other cooking gas shall be borne by the Contractor including the Deposit of gas cylinder (If any).
- x) The quality of raw material, prepared food will be maintained by the Contractor and it will be monitored by the Hostel Management Committee.
- y) The Institute reserves the right to terminate the signed agreement in any of the following events :-
- i) If the service rendered by the Contractor is found unsatisfactory.
 - ii) If the quality of raw material, prepared food is found poor; and
 - iii) If no hygiene is maintained by the Contractor in and around the premises.

SPECIAL CONDITIONS:

1. The Contractor and his employees shall obtain medical certificate of physical Fitness from Registered Medical Practitioner. Also, when called upon by the Institute, subject themselves to medical examination by the Medical Officer of the Institute.
2. The Institute shall retain the original agreement and the Contractor shall keep the duplicate of the agreement. The Contractor shall bear and pay all the costs charges and expenses incidental to the preparation and execution of the signed Contract in duplicate.
3. The Contractor shall submit the mess bill of the previous month latest by the 10th of every month to the concerned Committee.
4. The Committee shall pay the Contractor towards the bill within seven working days after receipts of the bill.
5. The contractor shall be levied fines as per details enclosed herein in Annexure-C

Other Terms & Conditions:

1. Pre – Qualification Criteria:

- a) The applicant should have License (validity up to December, 2013) to run catering services from concerned Govt. authorities.
- b) The applicant should be in catering business (excluding beverage and snacks services) for a minimum period of five years as on 30.11.2012
- c) Experience of having successfully run the catering services during the last five years ending 30.11.2012 as per following (Similar nature of work means the running of the Canteens/Hostel mess of educational institutions):
 - i) 2 similar completed works each having not less than 500 persons on its dining strength.
 - j) Average Financial Turn-Over (Gross)- (The bidder's average annual financial gross turnover in catering services during the last three financial years, i.e., 2009-10, 2010-11 and 2011-12, duly audited by the CA should not be less than Rs.1.00 crore.
 - k) Financial Solvency Certificate- (The bidder should have a solvency of Rs. 05, 00,000 (Rupees five Lakhs). A certificate to this effect may be enclosed from the banker).
 - l) Performance Certificate for each work completed in the last three years and it should be certified by a responsible person from the concerned organization.
 - m) Relationship with employees- IIT Gandhinagar will debar parties from tendering having relatives working in IITGN. A non-relationship Certificate is required to be submitted.

2. Evaluation Procedure:

80% of weightage shall be given to the technical bid and 20% to financial bid. The technical bid will carry maximum marks of 100. The maximum mark for each activity of technical bid is as under:

<u>Parameters</u>	<u>Weightage</u>
i. The background of the organization i.e, standing, team etc.	15
ii. Details of such major previous work during the last 5 years and past experience in carrying out similar work for serving	15
iii. Satisfactory performance certificates from previous/current organizations being catered to.	10
iv. Turn over for last three years	10
v. Onsite inspection of services being provided by applicant	30
VI. Feedback of Users	20

3. The financial bids of only those bidders will be opened who score minimum satisfactory Marks (80 % marks) in the technical bids. The cost evaluation will be done under Combined Quality cum Cost Based Systems and the bidder who scores highest marks will be selected.

Sd/-
Assistant Registrar (M.M)

Penalties for violation or rules, terms and conditions

The caterer will be fined in case of violation of the following rules:

1. Non-availability of complaint register on the counter/discouraging students from registering complaints would lead to a fine of Rs. 2,000/- on the caterer.
2. Three or more complaints of insects and/or foreign object cooked along with food found in any food item would invite a fine of Rs. 4,000/- on the caterer.
3. Three or more complaints of unclean utensils in a day would lead to a fine of Rs. 4,000/- on the caterer.
4. If mess committee agrees that certain meal was not cooked properly then a fine of Rs. 4,000/- would be imposed on the caterer.
5. If food for any meal gets over within timings of mess and waiting time is more than 15 minutes for lunch and dinner, and 10 minutes of breakfast and Tiffin then a fine of Rs. 2,000/- would be imposed on the caterer. The timing for that meal will be extended equivalent to delay time.
6. Changes in menu of any meal without permission of mess committee would result in a fine of Rs. 4,000/- on the caterer.
7. Fine on any discrepancy (personal hygiene of workers, misbehavior by workers etc.) will lead to fine of Rs. 4,000/- on caterer for every instance.
8. For any rules stated in the agreement,
 - a) First violation of the rule implies fine as per the rule.
 - b) Second and subsequent violations of the same rule within 30 days of previous fine will attract triple the initial amount of fine on the caterer.
9. Absence of proprietor or his representative empowered to take decision from mess council meetings on due invitation (which will be held once every month) will attract a fine of Rs. 10,000/- on caterer.
10. As and when mess council proposes a fine it will inform the representative of the caterer or mess manager and fine will be imposed with consent of the wardens.
11. Using of brands not mentioned in the contract without prior permission and adulteration shall invoke a hefty fine beyond the limit of any fine mentioned above and decided by the mess council with consent with the wardens.
12. Severity of hygiene failure shall be assessed and decided by the mess council and fined appropriately. In case of gross failure/negligence a severe penalty will be imposed, which could be a hefty fine as cash and/or summary termination of the Contract.
13. Mess staff members are not allowed to sleep in mess hall. A fine of Rs.5, 000/- will be imposed if such instances are found.

PARTICULARS TO BE FILLED BY THE BIDDER

1. Name of the Bidder:

2. Complete Address of the Bidder:

3. Cost of the Tender enclosed: Yes/No [Please ✓] If yes,

a.) Name of the Bank _____

b.) Amount (Rs.) _____

c.) Demand Draft No. _____

4. Earnest Money Deposit enclosed: Yes / No [Please ✓] if Yes,

a.) Name of the Bank _____

b.) Amount (Rs.) _____

c.) Demand Draft No. _____

d.) Last Validity date of the enclosed DD _____

5. Communication details of the concerned contact person to whom all references shall be made regarding this tender enquiry. [NOTE: Any changes after submission of Tender documents kindly update IIT Gandhinagar]

a.) Full Name :

b.) Complete Postal Address:

c.) Telephone No.:

d.) Fax No.:

e.) Mobile No.:

f.) E-mail:

g.) Website Address:

ANNEXURE-A

LETTER OF TRANSMITTAL

From: _____

To,
The Asst.Registrar (M.M.),
Indian Institute of Technology
Gandhinagar, Vishwakarma Govt.
Engineering College Complex
Chandkheda, Visat Gandhinagar
Highway, Ahmedabad- 382 424

Sir,

Having examined the details given in the tender document for the above work,
I/We hereby submit the documents and other relevant information with Technical Bid.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms "A" to "D" and accompanying statement are true and correct.
2. I/We have furnished all information and details necessary for the tender and have no further pertinent information to supply.
3. I/We submit the requisite certified solvency certificate and authorize the Director, or authorized officer of IIT Gandhinagar, to approach the bank issuing the solvency certificate to confirm the correctness thereof. I/we also authorize Director or authorized officer of IIT Gandhinagar, to approach individuals, employers, firms and corporation to verify our competence and general reputation.
4. I/We submit the following certificates in support of our suitability, technical know how and capability for having successfully completed the following assignments.

Sr. No	Name of assignment (s)	Certified by/from

Enclosures.

Seal of applicant

Date of submission:--

Signature(s) of Applicant(s)

F O R M ' A '

FINANCIAL INFORMATION

I. **Financial Analysis** - Details to be furnished duly supported by figures in balance sheet/profit and loss account for the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (copies to be attached).

Particulars	Financial Year		
	2009-10	2010-11	2011-12
i) Gross Annual turnover (In Lakhs)			
ii) Profit/Loss			

a) Current Income Tax clearance Certificate/Profit & Loss account

Signature of Chartered Accountant with seal

Signature of Applicant(s)

FORM ' B '

DETAILS OF ASSIGNMENTS OF SIMILAR NATURE COMPLETED DURING THE
LAST THREE YEARS ENDING 30.11.12

SIMILAR NATURE OF ASSIGNEMENT COMPLETED 1		
Sr. No	Description	Project Detail
1	Name of assignment(s) and Location(s)	
2	Name & Address of Employer/ organization	
3	Cost of work in Rs.	
4	Date of commencement as per contract	
5	Stipulated date of completion	
6	Actual date of completion	
7	Litigation /arbitration pending /in progress with details*	
8	Name and address/ email and telephone number of officer to whom reference may be made.	
9	Remarks	

*Indicate gross amount claimed and amount awarded by the Arbitrator

*For each work separate sheet be prepared as per proforma given in FORM- B.

Signature of Applicant(s) with date & seal

FORM 'C'
PERFORMANCE REPORT OF WORKS REFERRED TO IN FORM "B"

Furnish following information for each individual work from the employer for whom the work was executed

1. Name of the contract and location
2. Agreement/Order no.
 - a. Scope of Contract
 - b. Contract Cost (Rs.)
 - c. Contract commencing Date
 - d. Duration of the contract Period (Year-Months-Days)
 - e. Amount of compensation levied (Rs.) if any
 - f. Performance Report
 - i) Quality of Food – Excellent/Very Good/Good/Fair
 - (ii) Inventiveness – Excellent/Very Good/Good/Fair
 - g. Compliance of all statutory requirements- Yes / No

(Seal of the Organization)

(Signature of the Authority)

F O R M ' D '
STRUCTURE & ORGANISATION

1	Name & Address of the applicant:		
2	Telephone No./Fax No./E-MAIL		
3	Legal status of the applicant (attach copies of original document defining the legal status) i. An individual ii. A proprietary firm iii. A firm in partnership iv. A limited company or Corporation		
4	Particulars of registration with various Government bodies (attach attested photocopy)	Organization /Place of Registration	Registration No.
5			
6	Names and Titles of Director & Officers with designation to be concerned with this work:		
7	Designation of individuals authorized to act for the organization		
8	Was the applicant ever required to suspend assignment for a period of more than six months continuously after you commenced the assignment? If so, give the name of the project and reasons of suspension of work.		
9	Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before		
10	Has the applicant, or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organisation at any time? If so, give		
11	Has the applicant, or any firms partner in case of		
12	In which fields of Consultancy assignment the applicant		
12	Any other information considered necessary but not		

ANNEXURE-B

Brands of Consumables permissible **in mess.**

Item	Brand
Salt	Tata, Annapurna , Nature fresh
Spices	M.D.H. Masala, Satyam
Chicken	Venky'Chicken, Godrej real good
Ketchup	Maggi, Kissan, Heinz
Oil	Sundrop, Godrej
Pickle	Mother's or Pravin or Priya
Atta	Ashirvad, Pillsbory, Annapurna
Maggi	Maggi masala
Rasna	Rasna
Papad	Lijjat
Butter	Amul, Britannia
Bread	Modern, Kwalitiy
Jam	Kisan or Maggi
Ghee	Amul
Shrikhand	Warana or Amul
Milk	Cow milk(without Water)
Panir	Amul
Tea,.	Brook bond, lipton
Coffee	Nescafe

The Contractor may use any other brands only if permitted by the concerned committee
in writing.

Note: Since the Institute shall provide the space for running the Canteen and mess- standard fixtures and furniture, the bidder may therefore quote concessional rates commensurate with the facilities provided free of cost.

ANNEXURE-C

MENU:

BREAKFAST	
Item	Representative example.
One Indian Breakfast item	AlooParatha
Siders	Pickle / Curd
Breads with Preserves	Bread slices
	Preserves
Eggs	Boiled Egg
Cereals with Milk	Cornflakes
	Milk (Hot/Cold)
Cold Beverage	Lemon Water
Hot Beverage	Tea
	Coffee
	Bournvita
LUNCH	
Salad with Dressings	Chickpeas salad
Roti	Roti
Dal	Dal Fry
Rice	Jeera rice
2 Indian Vegetables	BhindiJaipuri
	Val kiSabji
Curd	Plain curd
HIGH TEA	
Snack item	Samosa
Siders	Chutney
Cold Beverage	Jaljeera
Hot Beverage	Tea/Coffee
DINNER	
Salad	Green Salad
Roti	Roti
Rice	Steamed Rice
Dal	Methi Dal
2 Indian Vegetables	AlooBaigan
	Kofta Curry
Dessert (One Portion)	GulabJamun

REPRESENTATIVE MESS MENU

The vendor may submit a representative menu along with the bid. The final menu will be decided by the mess committee, which is changeable fortnightly.

ANNEXURE-D

Participation of relatives of employees in the tender / execution of works in IIT Gandhinagar

I/We S/o

R/o

..... hereby certify that none of my/our relative (s) as mentioned in Clause No. 1 (g) under “Other terms & conditions” of the tender document is/are employed in IIT Gandhinagar as per details given in tender document. In case at any stage, if it is found that the information given by me/us is false/ incorrect, IIT Gandhinagar shall have the absolute right to take any action as deemed fit without any prior intimation to me/us.

Bidder’s Signature

Official Seal & Stamp