



HoME — Hostel and Mess Establishment
INDIAN INSTITUTE OF TECHNOLOGY TIRUPATI
भारतीय प्रौद्योगिकी संस्थान तिरुपति

Yerpedu – Venkatagiri Road, Yerpedu Post, Tirupati District, A.P – 517619

INDIAN INSTITUTE OF TECHNOLOGY, TIRUPATI

Yerpedu - Venkatagiri Road, Tirupati - 517619, A.P.

Tender No: IITTP/Cafeteria/2022-23/002

Date: 07 July 2022

NOTICE INVITING TENDER FOR CAFETERIA AT IIT TIRUPATI

Tender Schedule

(To be read along with Schedules A, B and C)

Important Conditions of the tender to be strictly adhered to by the bidders

Eligibility to participate in the tender:

1. The bidders should have at least **Five Years' Experience** in operating Cafeteria/ Messes/eateries, Canteens at Institutes/reputed Organisations etc., catering more than 1000 heads at a single unit.
2. The bidders should preferably have Messes/cafeterias/Bakeries or any other eateries in and around Tirupati. The bidders with Annual Turnover of more than 01 Crores will be given priority and should have ISO Certification.
3. The bidder(s) shall declare that he/she (they), including partners if any, was (were)/is (are) not involved in any criminal proceedings as per Indian law.

Submission of Bid:

The bid can be submitted online to the email Id - ccw@iittp.ac.in. The due date for submission of the bid is on or **before 1500hrs on 15-07-2022**

Authority to Sign:

All documents must be duly signed by authorised representative(s) of the respective bidders. If an individual or a proprietor / proprietress of a firm is a signatory, he/she should sign above the printed full name and current address (to be presented in block letters). In case of a partnership firm, all the Partners of the firm or a Partner holding Power of Attorney for the firm should sign. A certified copy of the Power of Attorney document must accompany the full set of Documents. In both cases, a certified copy of the Partnership Deed and current address of all the partners of the firm must be furnished.

Compliance/acceptance:

Compliance or acceptance with reference to the Basic Technical Details (Schedule-A), Terms & Conditions for providing Canteen Facilities for Students (Schedule-B) and Scope of Work (Schedule-C), must be included in the bid.

Opening of the bids:

The bids will be opened at the appointed time and date by a duly constituted Committee and will be intimated to the vendors through email address given in the contact information. IIT Tirupati will not be held responsible for any technical issues while receiving or while submitting the bids.

Visit to Bidder's Business Outlet(s):

Complete details of present business premises of IIT Tirupati operated by the bidders must be enclosed. Inspection committees will carry out visits to the shop run by the bidders and their reports will form a valuable input for the shortlisting process.

Quote Price:

The prices of each and every item mentioned in the Annexure-I, should be mentioned by the bidders. Rates shall be fixed and remain valid for a period of one year. Each bidder may additionally specify, using additional pages to Annexure-I in "Financial Bid".

Alternative Proposals:

Each bidder shall submit offers that strictly comply with the requirements of the Tender Document. Any alternatives or modifications shall render the corresponding bid invalid; offers with conditional rebate will also be held invalid.

Validity of Offer:

Each bidder shall agree to keep the bid open for sixty (60) days from the due date of submission thereof and not make any modifications in the terms and conditions.

Late offer:

The offers received after the due date and time will not be considered and the same will be returned unopened to the respective bidders.

Acceptance and Rejection:

The Tender Committee reserves the right to shortlist/reject any or all bids and accept the whole or any part of a bid without assigning any reason.

Final Selection:

Final selection shall be based on the submitted bid documents and inspection reports and the rates Quoted by the party. Various factors namely availability of items, up-keeping, quality of service; Annual Turnover, reliability of services, apart from the quote, experience in handling large numbers of diners, technical support like Mobile Apps, logistic backups like having own bakeries/messes, central kitchens/ transport vehicles and manpower around IIT tirupati campus at Yerpedu shall be considered during the finalisation process.

The Tender Committee reserves the right to negotiate the price(s) quoted by the bidder(s); services can be stripped off or awarded partly to a selected bidder by the Tender Committee on the basis of evaluation.

Disputes and Jurisdiction:

Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in a court of competent jurisdiction located within Tirupati in Andhra Pradesh or through a mutually agreed arbitrator.

Indemnity clause:

The vendor shall indemnify IIT Tirupati of any legal issues that may arise out of the activities of the vendor and/or its employees whether within the premises or outside, within the campus.

Dean (Student Affairs), IIT Tirupati

Acknowledgement:

It is hereby acknowledged that we have gone through all the Schedules as well as the conditions mentioned above and we agree to strictly adhere to them.

Date:
Place:

Signature of Bidder(s)
official seal and address

Schedule – A: Basic Technical Details

Sl. No.	Description	Information	
1 A	Name of the Bidder		
	Complete Address		
	Phone No.	E-mail ID	Website
1 B	Contact Person / Representative of firm: Name Designation		
	Phone:	Mobile Phone:	
2 A	License No:	Registration No:	
	PAN:	TAN:	
	ESI:	EPF :	
	FSSAI:		
(Enclose copies of the above)			
2 B*	Proof for payment of income tax and service tax (last one year) (copy of income tax and service tax payments to be enclosed) (avoid if a start-up)		
3*	Number of Messes /Cafeterias /central kitchens/food court operated elsewhere (Enclosed list of Messes/Cafeterias/central kitchens/food court handled up to 2022, and ongoing business separately with all the relevant documents) (List to be included with name and the duration, type of service provided etc.) Attach a separate page if required		
4*	Whether Quality Certification obtained for any of the services provided (If Yes, copy to be enclosed)		
5*	Turnover per annum Rs. (in lakhs) Attach the relevant certificate		
6	Do your firm have any Mobile App If yes give details		
7	Are you ready to invest in installing a mobile Kitchen/Counter for preparing /serving the food items to the students on demand.		

8	Availability of Food vending machines. (You may be asked to install food vending machines for soft drinks/cold drinks/snacks/fresh snacks.	
7	No. of Staff: Working in firm	Staff deployment plan for the IIT Cafeteria along with slabs
8	Litigations, if any, connected with the facility	Yes/ No (if yes, details to be furnished)
9	Any other information, bidder wishes to provide in support of their credentials	(separate sheets may be used)
10	Criminal proceedings, if any, against the bidder	Yes/ No (if yes, details to be furnished)

Date:

Signature with Seal

Note:

- i) **Authenticated certificates, testimonials and proofs of experience to be produced in support of Sl. Nos. 2, 3, 4.**
- ii) **For items marked by * has to compulsorily provide a detailed business plan regarding the nature of work.**

Schedule-'B'
Terms & Conditions for Cafeteria

1. The contract shall be valid initially for a period from 20 July 2022 to 31 July 2023. The contract could also be renewed further for a term of one year each time on mutually agreed terms & conditions, depending upon satisfactory services of the Contractor. Upon satisfactory performance the vendor may be awarded a food counter in the upcoming food court at the IIT Tirupati Permanent campus for contract for fixed term decided by the authorities.

2. The Institute will provide the following.

- (i) Water for the basic activities.
- (ii) Electricity for running the facilities and Monthly bill to be borne by the vendor.
- (iii) Tables and chairs.

3. The Canteen which holds the licence for the operation of the facility, shall fulfil the following responsibilities regarding cleanliness and sanitation:

- a) Hygiene and sanitation standards should be strictly compliant with FSSAI regulations and/or prevalent norms. Compliance to the hygiene standards will be checked periodically. Noncompliance to hygiene standards will be sufficient reason to terminate the contract.
- b) cleaning and washing of plates, cutleries and utensils.
- c) cleaning and maintenance of kitchen equipment.
- d) keeping the premises and surroundings neat, clean and hygienic.
- e) Local Labour laws are to be strictly followed while assigning duties to the staff.

The Cafeteria's performance will be monitored on a regular basis. The monitoring committee will be the members of MMC (Mess Monitoring Committee) and student representatives along with the nominated members.

4. The rates stipulated at the time of awarding of the contract may be changed according to the mutual agreement after negotiations. The vendor shall not assign, sublet or part with the possession of the licensed premises and properties of the Institute therein or any part thereof under any circumstances.

5. On expiry/termination of the licence, the Service Provider must vacate the licensed premises promptly. All fixtures, furniture, etc. which are properties of IIT Tirupati should be handed over to the Institute in good and tenable conditions. The cost of repair charges incurred on account of mishandling and/or wilful damage (except normal wear and tear) will be deducted from the caution deposit.

6. The vendor should not construct or make any structural/electrical alterations or install additional fittings inside the premises of the work place without prior approval from the Institute.

7. Employment of child labour, defined as per relevant laws is strictly prohibited. The contract will be terminated with immediate effect if those laws are violated. No employee must stay in the premises of IIT Tirupati after working hours unless permitted by the authorities.

8. The vendor shall be responsible for the proper conduct and behaviour of the employees engaged by them. Smoking, consumption/distribution of alcohol, use of pan and gutka, and drug/substance abuse by the employees is strictly prohibited.

9. All expenses related to the employees engaged for running of the shop shall be borne by the Contractor/ Licensee. In case of any accident or mishap to any employee of the shop, the Institute and its functionaries shall not be held responsible/liable in any manner whatsoever.

10. The vendor shall carry out periodic cleaning of fixtures (including lights, fans, etc.). The maintenance of the tools and equipment provided by IIT Tirupati shall be taken care of by the Service Provider and returned in the same condition as received.

11. The vendor shall be required to display the price list of all the items. The prices of the items served in the cafeteria shall not be more than the agreed rates. The Service Provider shall display the approved rate list at a prominent location within the allotted premises.

12. No food colours or preservatives should be added to the food items. All cooked items (if not specified otherwise) should be freshly prepared in edible oil. The cooking oil should not be reused under any circumstances. Oil used for frying purposes should be replaced every 12 hours or if its colour turns dark due to maximum usage. Usage of Monosodium glutamate (ajinomoto) is strictly prohibited. All the canteen items (cakes, puff, samosa, rolls, Pastry, pizza, etc) should be baked inside the shop premises. However, exceptions will be provided for branded items (FSSAI approved).

13. A "Suggestions Book" must be kept at the billing counter, visible to all the customers, so that the customers may record comments about any item. A copy of the complaint/suggestion should be given to the customer after obtaining signature from the shop in-charge. MMC, HoME Office, IIT Tirupati shall have the right to check the complaint book at any time.

14. The contract can be terminated by either side with a notice of one month without assigning any reason. MMC and HoME, IIT Tirupati reserves the right to review and modify the terms and conditions, periodically. Decisions of the Mess Management Committee and HoME Office, IIT Tirupati shall be final and binding in extending the licences after the award of the contract.

I/We agree to the above terms and conditions specified.

Signature of Bidder(s)
Official seal and address

Schedule – C

Scope of Work and Prevailing charges for items / services (subject to-revision)

IIT Tirupati

Scope of Work and the Working Hours:

Providing canteen services at Cafeteria located at the basement of Hostel block 'D' of South Campus at South campus of IIT, Tirupati.

1. The Canteen needs to be opened on all the days, including holidays and the Canteen timings are 8AM-2PM and 4PM- 11PM. Timings can be changed by discussing with the Hostel Management authorities and the student bodies. **Food vending machines are to be operated even at night times as per the requirement of the student council.**

2. The electricity charges as per the meter reading. Sitting area will be created by the Engineering Unit in front of the canteen. List of items and prices were discussed and the same should be displayed by the vendor.

3. The vendor should enable digital payment facilities. The vendor should take permission from the Hostel Management to introduce any new food item, which is not approved already. The vendor should be ready to invest on a few modifications and additional counters.

Area and Rent:

Around 400Sq.Ft area in the ground floor of the Hostel Block-F will be provided from Kitchen. Vendors can visit the location if required. Rent of Rs.1000/- is payable per month and Electricity charges are as per the meter readings to be paid by the vendor per month.

Caution Deposit:

A caution deposit (Refundable) of Rs.50,000/- shall be paid to IIT Tirupati before commencing the operations to the below mentioned Account Number.

ACCOUNT NAME: INDIAN INSTITUTE OF TECHNOLOGY TIRUPATI – HOSTEL

BANK: SBI , SETTIPALLI BRANCH

BANK AC NO:35525105667

IFSC CODE: SBIN0006677

I/We agree to the above terms and conditions specified.

Signature of Bidder(s) Official
seal and address

FINANCIAL BID
Annexure – I: List of Items and Quoted Prices

IIT Tirupati - Cafeteria Menu

S.No	Item	Quantity	Rate (Rs)
1	Tea	150 mL	
2	Filter coffee	150 mL	
3	Green tea	150 mL	
4	Lemon tea	150 mL	
5	Milk	150 mL	
Juices			
1	Lemon	250 mL	
2	Watermelon	250 mL	
3	Pineapple	250 mL	
4	Mosambi	250 mL	
5	Mix fruit	250 mL	
6	Orange	250 mL	
7	Muskmelon	250 mL	
8	Pomegranates	250 mL	
9	Grapes	250 mL	
10	Apple	250 mL	
11	Papaya	250 mL	
12	Banana	250 mL	
13	Buttermilk	250 mL	
14	Lassi	250 mL	
Milk Shakes			
1	Vanilla	250 mL	
2	Chocolate	250 mL	

3	Banana	250 mL	
4	Chiku	250 mL	
5	Mango	250 mL	
6	Pineapple	250 mL	
7	Oreo	250 mL	
Sandwiches			
1	Paneerbutter	1 number	
2	Grilled Paneer	1 number	
3	Cheese vegetable	1 number	
4	Cheese Paneer	1 number	
5	Grilled omelette	1 number	
6	Butter Chicken	1 number	
7	Cheese chicken	1 number	

Snacks & Chaat			
1	Mix veg-onion samosa	3 number	
2	Aloo samosa	2 number	
3	Onion/banana Bajji	2 number	
4	Bonda	5 pieces	
5	Bread omlette (2 eggs)	1 number	
6	Omelette-Double egg	1 number	
7	Plain maggi	1 plate	
8	Egg maggi	1 plate	
9	Veg Momos	3 pieces	
10	Chicken Momos	3 pieces	
Packed Bakery Items			
1	Veg puff	1 number	
2	Egg puff	1 number	

3	Chicken puff	1 number	
Tiffins			
1	Idly	2 number	
2	Vada	2 number	
3	Plain dosa	1 number	
4	Masala dosa	1 number	
5	Onion dosa	1 number	
6	Single egg dosa	1 number	
7	Double egg dosa	1 number	
8	Karam dosa	1 number	
Stater (Veg)			
1	Gobi Manchurian	125 gm	
2	Gobi 65	125 gm	
3	Chilli gobi	125 gm	
4	Chilli Paneer	100 gm	
5	Paneer65	100 gm	
Stater (Non-Veg)			
1	Chilli chicken (bones)	150 gm	
2	Chilli chicken (boneless)	150 gm	
3	Chicken 65 (bones)	150 gm	
4	Chicken 65 (boneless)	150 gm	
5	Crispy chicken (bones)	150 gm	
6	Crispy chicken (boneless)	150 gm	
7	Chicken lollypop	4 Pieces	
8	Chicken pakoda (bones)	150 gm	
9	Chicken pakoda (boneless)	150 gm	
10	Chicken Manchurian	150gm	

Noodles			
1	Veg noodles	350 gm	
2	Paneer noodles	350 gm	
3	Veg schezwan noodles	350 gm	
4	Egg noodles (Double egg)	350 gm	
5	Chicken noodles	350 gm	
6	Chicken schezwan noodles	350 gm	
Fried Rice			
1	Veg fried rice	350 gm	
2	Paneer fried rice	350 gm	
3	Veg schezwan fried rice	350 gm	
4	Gobi fried rice	350 gm	
5	Egg fried rice (Double egg)	350 gm	
6	Chicken fried rice	350 gm	
7	Chicken schezwan fried rice	350 gm	
Special Items			
1	Kerala Parota	1 piece	
2	Wheat chapati	1 piece	
3	Egg burji	1 plate	
4	Chicken curry	1 plate	
5	COMBO: K.Parota (2) + Egg burji	1 plate	
6	COMBO: Chapati (2) + Egg burji	1 plate	
7	COMBO: K.Parota (2) + Chicken curry	1 plate	
8	COMBO: Chapati (2) + Chicken curry	1 plate	
9	Fish Fry	1 piece	

Note 1:- The mandatory menu will be finalised by the students council periodically and will be communicated to the vendor in advance.

Note 2:- Any additional items can be appended in a separate list.

I/We agree to the above terms and conditions specified.

Signature of Bidder(s) Official seal
and address