

INDIAN INSTITUTE OF TECHNOLOGY DELHI
HAUZ KHAS, NEW DELHI-110016

STUDENT AFFAIRS SECTION

No.IITP/SC-87/2009/ISTA-489

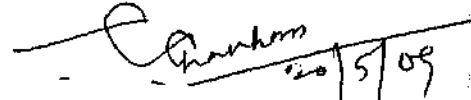
Dated: 20-05-2009

The Indian Institute of Technology Punjab (IIT Punjab) invites tenders for **running mess** in IIT Punjab at Ropar presently having a capacity of 250+ students. The strength of students will increase upto 360 in 2010. Firms with an annual turnover of Rs. fifty lakhs only or more during the past 3 years and having minimum three years experience of running mess of 300+residents in large size educational institution may apply. The other terms and conditions have been given in the tender documents(**1+08=09 pages**) which can be obtained from the **Student Affairs Section, IIT Delhi**/down loaded from the Institute Website:www.iitd.ac.in/tender.

1.	Last date for receipt of Tender form from IIT Delhi	2-6-2009 (Tuesday)	upto 5.00 pm
2.	Last date for submission of Tender form	4-6-2009 (Thursday)	upto 3.00 pm
3.	Date of opening of Tender	4-6-2009 (Thursday)	at 3.30 pm
4.	Earnest Money, Rs. 10,000/- in form of DD/ BC IN FAVOUR OF REGISTRAR, IIT Delhi.		

The tenderers are advised to visit the website in their own interest.

The tenders received after stipulated date and Time shall not be entertained


20/5/09

Assistant Registrar
Student Affairs Section
Ph. 001-26591766

INDIAN INSTITUTE OF TECHNOLOGY DELHI
HAUZ KHAS, NEW DELHI-110016

TENDER FORM FOR OPERATION OF MESS IN IIT PUNJAB, ROPAR

Form No. ()

Details of Earnest Money Rs. 10,000/-
Bank Draft/Banker's Cheque No.....
Issuing Bank Branch:.....

1. Name of the Applicant
(In BLOCK LETTERS) _____
2. Father's Name (In case of an
individual and proprietors name
in case of firm/company) _____
3. Complete address of the applicant(s) _____

- Telephone Nos.: (Office) _____
(Mobile) _____
4. Permanent Residential Address &
Tel. No., if any _____

5. Since how long you are in this
business? Give Details. Please
attach extra sheet of your experience
with certificate of performance,
If any. _____

6. Do you have any other business?
If so, please give details _____
7. Document of proof i.e. certificate of
performance, if possible. _____
8. Are you running hostel mess
elsewhere. If yes, please give details of
your business set up & turnover. Also
attach necessary documents of proof. _____

9. Name of your banker. Please attach
certificate of your financial soundness
from your banker. _____

10. Are you Income Tax payee/ If so,
Please attach I.T.C.C. & permanent
A/C.No. Issued by Income Tax Dept. _____

P.T.O.

11. Name of three respectable persons whom reference could be made about your business with their addresses and tele. Nos.

Ref. 1	Ref. 2	Ref. 3
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I / We have gone through the contents of the application form carefully. The information supplied by me / us is true to the best of my/ our knowledge and belief and nothing has been concealed therefrom. I / we further confirm that:

I / we shall abide by the terms and conditions of the Institute.

Dated:.....

N.B.:

(Signature of the Applicant(s))
(Seal, if any)

The applicants are advised to see the hostel in their own interest.

It should be clearly specified on the envelope containing the application form "Application for running mess IIT Punjab" and **technical bid and commercial bid should be sent in separate sealed envelopes.**

The tender form duly filled under sealed cover should reach the Student Affairs Section, Indian Institute of Technology, Hauz Khas, New Delhi-110016 by 04/06/2009 up to 3.00 PM. The technical bids shall be opened on 04/06/2009 at 3.00 pm in the presence of the Committee. Only those who qualify the technical bid, their commercial bids will be opened.

In case the application having been made by the partnership firm, a copy of the partnership deed should be enclosed with the application form (in technical bid).

Note: It is clarified that only the rates be placed in Commercial Bid and other details i.e. turn over, experience, references, bank draft/ bank Cheque, etc in Technical Bid.

THE INSTITUTE RESERVES RIGHT TO ACCEPT OR REJECT ANY OR ALL TENDERS / APPLICATIONS WITHOUT ASSIGNING ANY REASON THEREFOR.

GENERAL TERMS & CONDITIONS FOR THE AWARD OF CONTRACT TO OPERATE/RUN MESS FOR SUPPLY REGULAR FOOD TO THE RESIDENTS OF IIT PUNJAB, ROPAR

1. Initially the license will be given for two years subject to satisfactory performance. The Mess Management Committee will judge the performance of the establishment after completion of every year. After reviewing the performance, the License may be considered for renewal upto a maximum of five year period.
2. If at any stage the involvement of the Contractor in any uncalled for activity is found, inside or outside the premises of the Institute, which may bring disrepute to the Institute, the license is liable to be terminated by the Competent Authority by giving one month's notice. In case Contractor wants to terminate the contract, he / she has to give minimum two months notice.
3. The Licensee / his servant(s) / his nominee will not be permitted to stay overnight in the hostel premises.
4. Licensee has to pay electricity and water charges on actual consumption as per IIT Tarrif & Rules. The license fee of the premises is Rs. 5000/- per month. There will be 10% increase in rent every subsequent year.
5. One-month license fee as per Institute's rules along with the Security Deposit equal to six months license fee will have to be deposited within three days from the date of allotment of specified premises.
6. The premises of the mess will be used for the purpose for which the allotment will be made and not for any other purpose without the written permission of the Competent Authority.
7. The Licensee will not be permitted to franchise the Hostel Mess for any other commercial activity.
8. No person with any offensive police record will be allowed to work in the Hostel Mess.
9. Licensee will have to execute and sign a License Deed on Ten Rupees Non-Judicial Stamp Paper as per Institute format.
10. Safety measures are to be provided by the Contractor himself / themselves.
11. Any change like timing of operation, rate of items and any additional item to be included in the Mess will require the permission of the Dean of Students.
12. The Contractor will ensure and comply with the provisions of various municipal and other Rules / Regulations / Laws of the Government in respect of wages and other benefits to his employees.
13. This Institute shall not be the party in case any dispute takes place between the Contractor and his employees.
14. Dispute, if any, shall be subject to the jurisdiction of Delhi Courts only.

Indian Institute of Technology Punjab

Specific Terms and Conditions

Mode of Operation:

- The contractor would provide breakfast, lunch, evening tea with snacks and dinner. Each of these will have certain items mandatory for the contractor to provide as a part of the basic menu. Besides these, certain other items will be available on extra-messing. The mandatory items are as listed in the detailed menu attached herewith.
- The specific vegetables and *dals* to be served for each meal will be decided by the Mess Committee in consultation with the contractor at the beginning of each week. Also, Mess Committee and contractor will jointly identify the extra items, which can be made available on each day of a week.
- If a resident has not signed up for a given meal, he can take the meal on payment basis, if so desired.
- Rebate for maximum 15 days (minimum 5 days at a stretch) in a semester on account of whole meal or part thereof i.e. break fast, lunch, dinner will be available to the students only if the concerned student informs the Supervisor through the Hostel Caretaker minimum 05 (five) days in advance.
- For extra items, the number of residents interested in the extra items will be identified a day before. Only if the number of residents interested in the items is more than 20, the same will be made available by the contractor.
- In the breakfast, certain items identified in the list of extra items may be provided *in lieu* of the regular menu of bread etc. Such items will be identified *a priori* after due consultation between Mess Committee and the contractor.
- The contractor on cash payment will issue coupons. The residents for buying the extra items can use these coupons in cash. They may make payment as well.
- Only residents of the hostel and authorized guests will be allowed to dine in the mess. The residents can pay for the meal of their guests who are not staying in the hostel, will have to also pay to the hostel for their boarding and lodging and they can dine in the mess after a meal card is issued to them. The contractor should let them have the meal after checking the meal card. The payment to the contractor for these guests will be made by the hostel after the bills are raised by the contractor.
- For each of the meals or extra items, it will be mandatory for the contractor to serve the items of a fixed weight/size at a price decided *a priori* and approved by the Dean of Students.
- All items will be cooked in the kitchen of the hostel. No cooked item, except some snacks identified beforehand, will be brought from outside.
- On special occasions, the menu will be identified by the Mess Committee and the rates for the same will be approved by the Dean of Students BEFORE the actual event. The payment for the special meal will be made as per the approved rates after deducting the rates of the corresponding regular meal.
- One Supervisor will always be present during breakfast, lunch, dinner. It is desirable that the same supervisor continues at least for one semester, in case of any change, the Hostel Warden should be informed.

Rates:

The residents taking all the meals will pay Rs. _____ per Dining day.

- The casual guests or the residents' guests staying in the hostel will pay at the rate of Rs _____ per day regardless of whether they take a given meal or not.
- For the residents' guests not staying in the hostel, the rates will be as follows :

Breakfast	: Rs.
Lunch	: Rs.
Tea	: Rs.
Dinner	: Rs.
- The above rates may be revised with the approval of the Dean of Students once a year or as and when there is a genuine requirement.

Accounting and Payment:

- The bills for a given month will be submitted by the contractor to the caretaker at the beginning of the next month. The hostel will normally clear the bills within 10 days of their submission. The rates for all the items for which the bills are raised, must be approved by the Dean of Students beforehand.
- The accounting and collection of coupons will be done by the contractor.

Menu Details:

Breakfast

Mandatory item

The Contractor would provide a packaged 'breakfast plate' consisting of following items.

Everyday:

Bread Slices	: 4 pieces (big size)
Butter cube	: 10.00 g
Jam	: 10 g
Milk	: 250 ml
Cornflakes /Dalia	: 100 gms. (Cooked weight)
Tea or coffee	: 150 ml

The contractor would also provide about 3-4 items from the list given below every day. The students can choose any one item from the said prepared an item that is included in the regular breakfast item. In addition the students could also choose **additional items on extra payment.**

3-4 items of the following to be served everyday:

One egg (boiled/fried/ omlette) or a vegetable cutlet, poha, Upma, dosa plain, stuffed paratha, Jalebi, seasonal fruit, idli sambar, sambar vada, uttapam or any other item with the approval of Warden/DOS/Mess Committee.

Meals

A) List of Mandatory Items.

Lunch

Dal	: unlimited
Vegetable	: unlimited
Curd / Raita	: 50g
Tandoori /Tawa / Rumali Roti/Naan / Poori	: unlimited
Rice	: unlimited
Green salad	: normal
Pudina / Dhania Chutney	: normal

Evening Tea

Tea	: 150 ml
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Dinner

Dal	: unlimited
Vegetable	: unlimited
Tandoori /Tawa / Rumali Roti / Naan / Poori	: unlimited
Rice	: unlimited
Green salad	: normal

Dessert / Fruit as specified in the detailed menu. (this will include a blend of apple / mango, banana, custard, kheer, gulab jamun, rasgulla, halwa (carrot / suji / dal) or any other item such that the total cost of the dessert/fruit for the week is about Rs.30/- (Rupees thirty only) to be served preferably after every dinner.

Note: No desert will be served more than twice a week.

B) Additional items on extra payment basis:

Lunch/Dinner:-

These may include fried Rice, halwa (carrot, suji, dal) etc.

Additional items on extra-payment may be made available with prior approval along with their rates of the Dean of Students /Warden/Mess Committee.

Note: Rates for mandatory items may be quoted under 'A' category and additional items on extra payment may be quoted under 'B' category and sealed in Financial Bid.

C) Tea time

Beverages: lemon juice, fresh fruit juice, rose milk, mango shake, lassi, fruit / fruit chat.

Snacks: samosa, patty, aloo bonda, paneer/veg pakoda, bread rolls, cutlets, pastry.

Note on the Menu:

1. (a) Paneer will be served during Lunch Dinner once in a week for everybody.
(b) Non-veg and paneer (of equivalent cost for vegetarian) will be served twice in a week.
2. For lunch and dinner a variety must be ensured. Dal of different varieties must be served on different days and for lunch and dinner. This may include the following: Moong dhuli, moong sabut, moong chilke wali, masur dhuli, masur sabut, chana daal, arhar, kaala chana, safed chana, lobia/raungi, rajma, urad sabut etc. No dal must be served more than twice during a week. Similarly, the vegetable of different varieties preferably, seasonal vegetables, must be served. The same vegetable must not be served more than twice during a week. The content of potato in any cooked vegetable must not be more than 25%, except when potato vegetable is identified in the menu. If any dal or vegetable is served more than twice on any occasion, the residents will have the right not to pay for that item on that day after the Mess Committee has certified the extra repetition of the item.
3. The detailed daily meal-wise menu specifying the dals and vegetables to be served will be identified in the beginning of each month by the Mess Committee in consultation with the contractor. It will be mandatory for the contractor to serve this menu. In case of any difficulty in the same, Mess Committee must be informed well in time.
4. The contractor will be required to provide khichri or any other suitable item for sick residents in lieu of the regular meal.
5. For residents observing fasts, the Contractor will provide the substitute items in lieu of the regular meal after a minimum number of ten residents ask for the substitute meal.
6. Certain branded items like cold drinks, biscuits, chocolates, chips etc. may be stocked by the contractor and sold to the residents at the normal market price on payment by cash or coupon during break fast, lunch, tea time and dinner.
7. The contractor will not serve any item whose rates have not been approved by the Dean of Students beforehand.

Quality of ingredients and other items:

The ingredients used must be of reputed brands, some of which have been listed below :

1. Butter will be Amul / Mother Dairy Product
2. Jam will be of Kissan / Pan / Tops / Safal
3. Oil will be refined oil: Dhara / Sundrop / Dalda / Saffola
4. Rice will be good quality basmati (choice of brands to be pre-approved by Competent Authority/Mess Committee.
5. Wheat atta must be approved by the Dean/Mess Committee
6. Coffee will be Nescafe / Bru.
8. Tea must be branded, brand approved by the Mess Committee.
9. Milk will be toned milk of Mother dairy, DMS, Prag, Amul.
10. Ketchup and pickles will be of Tops / Kissan / Nafed /MTR
11. Salt will be iodized branded salt and masalas will be of either MDH or BMC. Or any other approved brand.
12. Besan will be of Pan or Rajdhani brand(s)
13. Brand of any other item required or any of the above items, in case of non-availability of above brands, will be mutually decided by the Mess Committee and the contractor and approved by the competent authority.

Timings:

The following timings will be followed

Breakfast	:	7.30 a.m. to 9.00 a.m. on weekdays (Mon to Fri)
		8.00 a.m. to 9.30 a.m. on Sat, Sun and Institute Holidays.
Lunch	:	12.00 noon to 1.45 p.m. on all days
Tea	:	4.30 p.m. to 5.30 p.m. on all days
Dinner	:	7.00 p.m. to 8.45 p.m. on all days

Note : The above schedule is subject to change by the order of Dean of Students.

Night Canteen:

The contractor will run night canteen from 10.00 p.m. to 12.00 midnight during the exam period, the dates of which will be provided to the contractor at the beginning of the semester. The items to be served in the night canteen will be decided by the Mess Management Committee and the contractor with mutual consultation and they will be from the list of approved items.

Infrastructure Utilization:

- The cooking/kitchen equipments will be provided to the Contractor.
Gas burners 2+2
The items will be issued to the contractor in working condition. Subsequent maintenance of these equipments will be the contractor's responsibility.
- The contractor will have to use their own utensils for cooking as well as serving food, including plates, tumblers, spoons etc.
- All the equipments brought by the contractor into the hostel premises must be registered with the caretaker.
- The contractor will have to pay charges for electricity usage in the kitchen and dining area.
- The contractor will be responsible for the cleaning of the kitchen and the dining area, including the washbasins and the dustbins.
- The contractor will also provide soap cake for the washbasin.

Employees:

- The contractor will have to register all his employees who will be Working in the hostel premises along with a copy of their photograph, residential details for clearance by the IIT Security.
- The contractor will have to ensure that the employees are in clean and proper uniform and maintain personal hygiene.
- The Contractor will employ no person below 18 years of age.

Disposal of Waste food:

- Safe disposal of late food / left over food will be the responsibility of the contractor.

Monitoring:

The quality of ingredients as well as cooked items and the hygiene level will be checked randomly by the members of the Mess Committee. In the event of use/serving of any substandard item, stale/spoiled food item, use of unclean utensils as certified by the Mess Committee/ Competent Authority, formal complaint shall be recorded against the contractor and no payment shall be made by the residents for the spoiled/substandard food items if already taken. Repeated complaints of this kind from the Mess Committee/ Competent Authority can result in the termination of the contact after appropriate inquiry by the Dean of Students whose decision will be final.

ANNEXURE

08.05.2009

ESTIMATE FOR KITCHEN EQUIPMENTS REQUIRED
AT IIT ROPAR, PUNJAB

S. NO.	Item Description	Unit	Qty.	Rate	Value
1	Top Loading 1750x750x1000	No.	1	18500	18500
2	SS Rack - 5 Shelves 1150x450x1800	No.	1	18000	18000
3	2Burner Range with Centre Burner (1500x750x650)	Nos.	2	22000	44000
4	Dosa Tawa (1200x750x850)	No.	1	18500	18500
5	SS Wall mounted Shelf(1750x300)	Nos.	3	7000	21000
6	SS Spreader table (450x750x850)	No.	1	16000	16000
7	SS table with under/middle shelves (750x750x850)	No.	1	11000	11000
8	Chappati Rolling Table (1500x600x850)	No.	1	14000	14000
9	Chappati Plate cum Puffer (1800x600x850)	No.	1	26000	26000
10	Chappati Collection trolley(600x600x850)	Nos.	2	9500	19000
11	SS table (1200x600x850)	Nos.	2	12000	24000
12	Service counter with overhead shelf(1500x600+300x850)	Nos.	2	54000	108000
13	Five container Brain Marie(1800x600+300x850)	Nos.	2	54000	108000
14	SS Dining Table (4 Seater)(1150x800x850)	Nos.	36	15400	554400
15	Dough Kneeder 20 Kg/charge	No.	1	35200	35200
16	Wet masala grinder 10 Kg/charge	Nd.	1	17600	17600
17	Potato Peeler 10Kg/charge	No.	1	27000	27000
18	Weighing scale 100 kg	No.	1	28000	28000
22	Air Curtains 4ft. Long	Nos.	5	4000	20000
23	Insectocutter	Nos.	6	4400	26400
24	SS general purpose trolley(900x600x850)	Nos.	2	16500	33000
25	Exhaust Hood with filter and bulk head lights(3000x1800x600)	No.	1	120000	120000
26	Exhaust Hood (1800x750x600)	No.	1	48000	48000
	Total				1355600
(Rupees thirteen lakhs fifty five thousand six hundred Only)					