

**TENDER NOTICE FOR PROVIDING STUDENT MESS SERVICES AT AIMK, NEW TOWN, RAJARHAT, KOLKATA**

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**SECTION 1****NOTICE INVITING E-TENDER**  
**(TENDER NO 0037/10/MESS/AIM DATED 14 Dec 2023)**

On behalf of The Director, Army Institute of Management, Kolkata (AIMK), bids for providing Institute Student Mess services at AIMK, Plot No IIIB/11, New Town, Action Area III, Kolkata, 700156 from registered and authorised firms/agencies as per details given in the tender documents are invited.

<b>Tender No. 0037/Mess/AIM dated 14 Dec 2023</b>	
Important Dates	
Date of Publication	14 Dec 2023
Pre-bid Meeting	18 Dec 2023
Last Date of Submission of Bid Documents	27 Dec 2023
Date of Opening of Technical Bid	28 Dec 2023
Date of Opening of Commercial Bid	(To be intimated later)
EMD to be submitted in the form of Demand Draft in favour of “ Hostel & Messing Fund, AIMK”.	

The Competent Authority reserves the right to reject any or all the bids without assigning any reason and the decision of the competent authority shall be final and binding.

Registrar & HoA  
For Director, AIMK

**SECTION 2****(ON NON-JUDICIAL STAMP PAPER OF RS.10/)****AFFIDAVIT**

I/We ..... Partner(s)/Legal Attorney/Proprietor(s)/Accredited Representative(s)  
 of M/s .....solemnly declare that :-

1. I/We are submitting tender for providing Institute Mess and Cafeteria services at AIMK against Tender Notice No. \_\_\_\_\_ dated \_\_\_\_\_.
2. I/We or our partners do not have any relative working in AIM, Kolkata and confirm there is no case of conflict of interest.
3. All information furnished by me/us in respect of fulfillment of eligibility criteria and information given in this tender is complete, correct and true. All documents/credentials submitted in response to this tender are genuine, authentic, true and valid.
4. My/Our bid shall be valid for a period of 60 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and shall remain binding upon us and maybe accepted at any time before the expiry of the period.
5. If my/our bid is accepted, we commit to submit a Performance Security Deposit in accordance with the Bidding Documents or conditions of the tender.
6. The Price-Bid submitted by me/us is "WITHOUT ANY CONDITION". The amount deposited along with the bid be treated as security deposit which should be refundable if I / we don't get the bid.
7. If any information or document submitted is found to be false/incorrect, department may cancel my/our Tender and can take any action as deemed fit including termination of the contract, for feature of all dues including Earnest Money Deposit (EMD) and blacklisting of my/our firm and all partners of the firm. In case nothing amiss is found, security deposit / EMD be refunded within 45 days.
8. I/We also declare that the Government of India or any other Government body has not issued any show -cause notice or declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature. Before blacklisting action is contemplated, if any; during the bidding process, default points be intimated through a memo accepted by the bidder.
9. I/We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition t hat AIMK is not bound to accept highest ranked bid / lowest bid or any other bid that AIMK may receive.

(Signature of the Tender with Seal)

Seal of Notary

**SECTION 3****INSTRUCTIONS TO BIDDERS****1. MINIMUM ELIGIBILITY CRITERIA**

The following shall be the minimum eligibility criteria for selection of bidders at the technical bid stage of the bidding process:-

**1.1 Basic Eligibility**

1.1.1 The applicant should be in mess/catering business for a continuous minimum period of five (05) or more years as on 31 Dec 2023. The applicant is required to meet the messing/catering requirement of students, faculty and staff members. Accordingly, the applicant should have expertise in Indian (North & South), Chinese and Continental vegetarian and non-vegetarian cuisines. Contract will be for a continuous minimum period of one (01) year extendable by an additional two (02) years based on mutually agreeable terms and subject to mutual consent in relation to satisfactory execution of terms of contract and renegotiated terms.

1.1.2 Experience of having undertaken or performing similar nature of work as per following:-

1.1.3 Should have catered to not less than 150 persons on its dining strength on a daily basis. Similar nature of work means the running of the mess/cafeteria of government departments / institutions / organisations / hotels / banquet halls / restaurants / companies / guest houses for students / staff / trainees .

1.1.4 Should have a work experience certificate for a continuous period of three or more years in the above line of business(es).

**1.2 Average Financial Turnover (Gross)**

1.2.2 The bidder's average annual financial turnover (gross) in mess/catering services during the last three financial years, i.e., 2020-21, 2021-22 and 2022-23 should not be less than Rs.70 Lakh.

**1.3 Performance Certification**

1.3.1 The bidders' performance, as per format at Form-III for each work completed in the last three years and in-hand should be certified by the concerned organisation. The certificate should also indicate the compliance of statutory requirements. Feedback received from the previous/pre sent clients for on the spot assessment of AIMK's designated team/Tender Evaluation Committee need to be submitted and all documents will be evaluated for technical qualification. Self-certification for entrepreneurial firms will also be considered. The bidder should have his work experience certificate in a similar field with a department / organisation / institutions / hotels / restaurants / banquet halls / guest house for students / staff / trainees.

1.3.2 Tenders received without proper documents, including demand draft towards Earnest Money Deposit, shall be summarily rejected. For the purpose of pre-qualification, applicant will be evaluated in the manner given in succeeding paras.

1.3.3 The initial criteria prescribed in Para 1.1 above, in respect of years of operation in the business, experience of similar class of work executed and financial turnover as prescribed in Para 1.2 above will first be scrutinised and the applicant's eligibility for the work will be determined.

1.3.4 The above may be followed by the visit of the Team of AIMK/Tender Evaluation Committee to the sites of the bidder to inspect the site(s) at present contract(s) for on-the-spot first-hand information regarding the quality of food, services provided etc.

1.3.5 On the basis of 1.3.3 and 1.3.4 above, the technical bids will be evaluated.

1.3.6 Weightage would be given to the firm/contractor having its presence in multiple locations in Kolkata.

#### **1.4 Manner of Depositing the Bids and Opening of Bids**

1.4.1 Two Part Bid System will be followed. The first part will consist of the Technical Bid while the second part will consist of the Commercial Bid.

1.4.2 **Technical Bid.** The following documents are required to be submitted:-

(a) Annexure-I of this Request for Proposal along with copies of relevant documents as mentioned in Annexure -I.

(b) Forms I to V, as mentioned in Annexure-I.

(c) Affidavit as per format given in Section 2.

(d) Profile of the Bidder highlighting experience.

(e) Profile of the Catering Manager who would be required to be present at least during meal hours (he may be interviewed by the Technical Evaluation Committee):-

(i) Educational experience in related field, i.e., catering & hospitality.

- (ii) Experience in the similar field, i.e., catering & hospitality – years and at supervisory or managerial position.
- (iii) Knowledge of layout and operation & maintenance of automated / state of the art kitchen equipment as being provided in the premises.
- (iv) Multi-lingual ability – Hindi, English & Bengali.
- (v) Computer knowledge.
- (vi) Fire safety & First aid knowledge.
- (vii) Experience in allied fields, dietician, food tasting, food handling, kitchen operation with requisite licences from approved bodies.

1.4.3 Commercial Bids will be evaluated for those bidders who qualify in the Technical Bid in all stipulated technical requirements.

1.4.4 Bids can also be deposited in physical mode.

1.4.5 Physical ink signed copies of Technical and Commercial Bid documents shall be placed in two separate sealed covers. Both these covers should be placed in a larger envelope. “QUOTATION FOR MESSING AND CAFETERIA SERVICE AT AIMK” should be clearly written on top of the large envelope. Technical Bids (complete in all respect) must be as per Annexure -I and Commercial Bid must be in the prescribed format specified at Annexure-II of this tender document and no other format is acceptable. If the format is incomplete, the bidder shall be rejected. The details of the Point of Contact (Address and Mobile number) should be mentioned on the bottom left corner of all the envelopes. The large envelope containing the two separate envelopes for Technical and Commercial Bids need to be submitted latest by 1700 hrs. on 27 Dec 2023 in the Tender box. The responsibility to ensure that the sealed cover which consists of Technical and Commercial bid documents, are placed in Tender box within the stipulated time lies with the bidder. Tender Box marked “TENDER BOX” is kept near the Reception at AIMK, Main Foyer, New Town Campus. No change is permitted in the Technical Bid and Commercial Bid once the envelopes are opened. The envelope containing the Technical Bid shall be opened at 11.00 hrs on 28 Dec 2023. If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the bids will be opened on the next working day at the same time or on any other day/time, as intimated by Presiding Officer. The date and time of opening of Commercial Bid shall be intimated later.

1.4.6 EMD/Bid security of Rs.3,50,000/- (Rupees Three lakh and fifty thousand only) only will have to be submitted along with the Technical Bid. For details refer Para 1.9 below.

1.4.7 Bids will be opened in Conference Hall in the Administrative Block or any other suitable room of AIMK New Town Campus in the presence of the Board members and bidders or their authorised representative who may be present at that time. The bidders may depute their representatives, duly authorised in writing, to attend the opening of Bids on the due date and time. Important technical/commercial clauses of the Request for Proposal will be read out in the presence of the representatives of the bidders. No post-bid clarification on the initiative of the bidder will be entertained.

1.4.8 The bid opening will not be postponed even if no representative of any firm is present during opening of bids. Cutting/alteration in Bids will not be accepted and competent authority, of AIMK has absolute right to reject any bid without assigning reasons whatsoever it may be.

1.4.9 First, the evaluation of Technical Bid will be carried out.

1.4.10 The Commercial Bids of only those Bidders whose Technical Bids meet all the stipulated technical requirements shall be opened and considered.

**1.4.11** The Request for Proposal (RFP) is uploaded on the website of **Army Institute of Management (www.aim.ac.in)**.

**1.5 Modification and Withdrawal of Bids.** A bidder may modify or withdraw his bid after submission, provided that the written notice of modification or withdrawal is received by AIM Kolkata prior to the deadline for submission. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during the said period will result in forfeiture of EMD of the bidder.

**1.6 Clarification Regarding Contents of the Bids during Evaluation.** During evaluation and comparison of bids, Director/Registrar/Presiding Officer of Army Institute of Management, Kolkata may, at his/their discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

**1.7 Rejection of Bids.** Canvassing by the bidder in any form, unsolicited letter and post tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected. Bid of bidders not submitting any of the required documents online/offline will be summarily rejected. Any false information in the documents submitted for the Technical / Commercial Bid or non-compliance of respective conditions or terms of the bids would lead to rejection of the bid / tender.

**1.8 Validity of Bids.** The bids should remain valid till 90 days for acceptance by the competent authority of AIMK from the last date of submission of the bids and no request for any variation in quoted rates and withdrawal of tender on any ground by successful bidder(s) shall be entertained.

**1.9 Earnest Money Deposit (EMD)/Bid Security.** Bidders are required to submit, along with the Technical Bid, Earnest Money Deposit (EMD)/Bid security for an amount of Rs.3,50,000/- (Rupees Three Lakhs and Fifty Thousand) only. The EMD may be remitted either in the form of Account payee Demand Draft or Bankers Cheque in favour of "Hostel & Messing Fund, AIMK". In case the EMD is remitted in form of Account payee Demand Draft or Bankers Cheque, it shall be payable at HDFC Bank, Infospace SEZ Branch, IFSC: HDFC0004804, Account No.: 50100333740322. The amount may also be transferred online and Transaction Receipt may be attached with the Technical Bid. EMD is to remain valid for a period of 45 days beyond the final bid validity period. EMD of unsuccessful bidder(s) will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the Award of Contract. The EMD of the successful bidder will be returned, without any interest whatsoever, after the receipt of Performance Security from him, as called for, in the supply order/work order/contract. The EMD will be forfeited if any of the bidders withdraws or amends impair or derogates from the tender in any respect within the validity period of their tender.

1.10 **Forfeiture of EMD.** The EMD is liable for forfeiture in the following events:-

- (a) Withdrawal of the bid during the validity period without sufficient reason, after due process.
- (b) Non acceptance of order(s) when placed by competent authority of AIMK without sufficient reason, after due process.
- (c) Non adherence to the order(s) within the stipulated time after acceptance of order(s).
- (d) Any unilateral revision made by the bidder during the validity period of the bid.
- (e) In case the physical ink signed hard copy of complete bid documents are not submitted within a week of award of tender or the bid documents are amended later or they do not match with the bid documents submitted online.
- (f) An agreement is not signed in the prescribed format within ten days of the receipt of the Letter of Award of Contract.
- (g) In case the bidder alters, impairs or derogates from the bid in any respect within the validity period of their bid.
- (h) The contractor does not commence Mess and Cafeteria services within seven days of notification.

## 2. EXTENSION OF LAST DATE AT THE DISCRETION OF AIMK

AIMK, may at its discretion extend the last date for e-submission/physical submission of the bids and such extension shall be binding on all the bidders. Addendum/Corrigendum/Re-tendering, if any in this regard, will be published on AIMK website: **[www.aim.ac.in](http://www.aim.ac.in)**.

## 3. RIGHT OF ACCEPTANCE

3.1 The competent authority in AIMK reserves all rights to reject any bid including bids of those bidders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific bids. The decision of the competent authority in AIMK in this regard shall be final and binding.

3.2 Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvass for the work shall render the bidder's bids liable for rejection.

3.3 The competent authority in AIMK reserves the right to award any or part or full contract to any successful bidder/contractor at its discretion and this will be binding on the bidders.

3.4 In case of failure to comply with the provisions of the terms and conditions mentioned by the contractor that has been awarded the contract, the competent authority of AIMK reserves the right to award the contract to the next higher bidder or any other contractor and the difference of price shall be recovered from the defaulting contractor, which has been awarded the initial contract and this will be binding on the bidders.



3.5 AIMK may terminate the contract if it is found that the contractor is blacklisted on previous occasions by any of the Government departments / institutions / local bodies / municipalities / public sector undertakings etc.

#### **4. NOTIFICATION OF AWARD BY ISSUANCE OF 'LETTER OF ACCEPTANCE'**

4.1 After determining the successful bidder after evaluation, AIMK shall issue two copies of Letter of Acceptance (LoA) or Work Order to the successful bidder(s) who will return one copy to AIMK duly acknowledged, accepted and signed by the authorised signatory, within seven (07) days of receipt of the same.

4.2 The issuance of the Letter of Acceptance or Work Order to the bidder shall constitute an integral part of the Agreement and it will be binding to the bidder/contractor.

**SECTION 4**

**SCOPE OF WORK**

**1. STUDENTS MESS SERVICE**

**1.1 Scope of Work**

To prepare and serve morning tea, breakfast, lunch, evening tea and dinner for students as per menu suggested by Mess Committee after taking into account the availability of seasonal vegetables and fruits, eating habits of the students who have come from different parts of the country. Care should be taken to prescribe a balanced diet at a reasonable price. The workers will work in the Kitchen and Dining Halls.

**1.2 Job Specifications**

1.2.1 To provide morning tea, breakfast, lunch, evening snacks and dinner. The number of students will be approximately 240, which may vary from 5 to 10% during normal days, except term break period. The students will avail of mess facilities more or less for 10-11 months in a year. Number of teaching and non-teaching staff for lunch will be approximately 60. No minimum guarantee will be furnished to the contractor towards consumption of food items. Payment will be based on actual dining strength. The dining strength and any special meal preference would be intimated to the Mess Manager not later than 1500hrs on the previous day.

1.2.2 Sufficient trained cooks and support staff should be employed to ensure quality service and at least 40% should have worked in large cafeterias, hotels, messes etc. for a period of not less than three years. They should have the sufficient knowledge and aptitude for preparing / serving variety of food as per bill of fare.

1.2.3 The details of meals and meal timings are given below:-

S. No	Meals	Working Days	Holidays
(a)	Morning Tea	0530 hrs to 0600 hrs	0600 hrs to 0630 hrs
(b)	Breakfast	0730 hrs to 0845 hrs	0745 hrs to 0930 hrs
(c)	Lunch	1230 hrs to 1430 hrs	1230 hrs to 1430 hrs
(d)	Evening Refreshment	1730 hrs to 1800 hrs	1730 hrs to 1800 hrs
(e)	Dinner	2030 hrs to 2230 hrs	2030 hrs to 2230 hrs

1.1.4 Each student, his/her guest, if any, will have to partake his/ her meal in the Mess Dining Hall(s). Charges for guests for casual dining / meals would be fixed in consultation with the Mess Committee. The Dining Hall has a capacity of 125 students at a time and hence, breakfast/lunch/dinner will have to be completed in two batches/shifts during the stipulated time. There will be counter service for the students.

1.1.5 A counter for accompaniments (beverage, curd, butter, ice cream etc) on payment would be established in the Student's Dining Hall by the contractor.

1.1.6 **Mode of Service.** Over the counter service will have to be provided for students and buffet counter self-service for faculty members and non- teaching staff in separate dining halls. The tables for Faculty would be however be cleared by mess staff. In case of packed meals extra charges would be levied as per actuals which would be validated by the Mess Committee.

1.1.7 **Complaints / Suggestions.** A Complaint / Suggestion Register shall be with the Mess Manager for recording any complaint or suggestions from any user of the Institute and will be produced for inspection. This could be replaced by a Suggestion Box or automated SMS based suggestion / complaints. Decision taken by the competent authority of the Institute shall be final while disposing complaints/suggestions.

1.1.8 **No Smoking / Drinking Zone.** Smoking and consumption of alcohol and drugs is strictly forbidden within the mess premises by staff / students. The liability of violation by students and Institute staff would be that of AIMK. The Mess / Cafeteria Manager would however assist the management by reporting the matter.

1.1.9 The following documents will be maintained in the Mess under supervision of an employee to be nominated by the Institute:

- (a) Asset Register(s).
- (b) Equipment Maintenance and Servicing Records / Log Books.
- (c) Fire & Gas Safety Records.
- (d) Mess Staff Particulars and Medical Inspection Record.
- (e) Water Tank Cleaning and Water Testing Record.
- (f) Mess Meeting Register.
- (g) Inspection Register.
- (h) Pest Control Register.
- (j) Suggestion / Complaint Register.

## 1.2 Hygienic and Quality Standards

1.2.4 **Fruits & Vegetables.** The food has to be prepared in clean, hygienic and safe conditions as per the menu. Washing of fruits and vegetables should be as per acceptable norms using cleaning solutions / agents / disinfectants. Special precautions would be instituted for the same during the pandemic. In no case incidence of food poisoning would be acceptable. In the unfortunate incident of food poisoning, the contract is liable to be terminated and performance guarantee amount forfeited.

1.2.5 **Utensils, Crockery & Cutlery.** After every meal (breakfast, lunch and dinner), all the crockery, cutlery and utensils will be cleaned using suitable detergent / cleaning solution or material and hot water, dried and kept ready for next meal. The cleaning material used should be of approved quality.

1.2.6 **Premises.** The kitchen, dining-hall, hand wash area, dish wash area, etc. will be wet mopped with disinfectant or cleaning agent / solution after every meal (breakfast, lunch and dinner). The premises would be kept fly, mosquito, insect, rodent and pest free. Pest control measures would be instituted by the Institute.

1.2.7 **Refuse and Garbage.** The contractor will segregate and collect the garbage from the kitchen, dining halls, dish wash area etc. in closed bins (provided by the institute) for disposal by the Institute. Bio-degradable waste will be separated from non-biodegradable waste. The surroundings shall be kept clean and hygienic.

1.2.8 **Water.** Potable water would be provided to the Mess / Cafeteria by the institute.

1.2.9 **Quality of Rations.** Vegetables, fruit, provisions, rations etc would conform to Army Service Corps (ASC) specifications of Indian Army.

### 1.3 Menu of the Mess or Bill of Fare

1.3.4 **Preparation of Menu.** The Mess Committee will decide the menu of the mess every month in advance after taking into account the availability of seasonal vegetables and fruit, eating habits of the students who have come from different parts of the country. Care should be taken to prescribe a balanced diet which is tasty, prepared hygienically, has variety and is at a reasonable price. The menu should be approved by a dietician. Special, additional or a-la-carte items would be charged extra.

1.3.5 **Display of Menu.** The menu so decided will be displayed in the Dining Hall / Website and one copy given to the Mess Manager by the 25<sup>th</sup> for the following month.

1.3.6 **Change in Approved Menu.** If due to non-availability of the required vegetables, fruits etc. the menu decided by the Committee needs a change, the Mess Manager will seek the permission of the Mess Committee.

1.3.7 **Additional/Supplementary Items During Meals.** Ready-to-eat packaged items and beverages may also be made available at the Mess at an extra charge. A counter for the same would be established by the contractor in the Students Dining Hall.

1.3.8 **Diet Meals.** Special meals may have to be served to students due to medical reasons. Reasonable prior intimation of the same would be given to the Mess Manager. The serving of diet meals would be regulated by Wardens. Students, if they have any food allergies then this would be conveyed to the Mess Manager through the Wardens.

1.3.9 **Festival Meals.** On National Holidays (Independence Day and Republic Day), prominent festivals (Holi and Diwali), Institute Festival Days (Foundation Day, Graduation day, Inferno, and Freshers' Day) and two other days to be decided by the Institute, festival meals (lunch or dinner) would be served. The menu will be decided in consultation with Mess Committee.

1.3.10 **Packed Meals.** Haversack or packed meals would be served on demand to students proceeding on leave, picnics, tours etc. They would be hygienically and suitably packed in bio-degradable packing materials. These would be regulated by Wardens/Management. Additional charges may be levied for packing material.

1.3.11 **Bill of Fare or Menu.** See Appendix A Attached.

## 2 LIST OF KITCHEN / CAFETERIA EQUIPMENT

2.1 Details of the major equipment installed in the Kitchen and Cafeteria is given at Appendix B attached.

2.2 Bidders would do well to visit the campus and see for themselves the equipment installed or provided in the equipment and cafeteria. The contractor would have to arrange for any additional equipment which he may require and which is not provided by the Institute.

## 3 MESS STAFF

3.1 The contractor should engage adequate number of qualified / trained mess staff for smooth functioning of the Mess and Cafeteria. Their employment terms and conditions including wages of the staff would be as per relevant laws on the subject. Engagement of child labour and female employees is strictly prohibited. The minimum strength to be maintained at all times is as follows:-

(a)	Manager / Supervisor	-	01 (A qualified Manager / Supervisor should be present in the Mess daily, particularly during meal timings)
(b)	Head Cook	-	03 (Proficient in making vegetarian and non-vegetarian Indian, Oriental & Continental cuisine).
(c)	Assistant Cook	-	05
(d)	Steward / Mess Boys / Helpers	-	<u>09</u>
	Total (Mess & Cafeteria)	-	18

**SECTION 5****TERMS & CONDITIONS****1. PREAMBLE**

1.1 Army Institute of Management, Kolkata (AIMK) aspires to provide its students, faculty and staff nutritious, healthy and whole some food / meals at affordable rates by engaging an established contractor in the catering business to run its Student Mess in this new campus at Rajarhat, New Town.

1.2 AIMK is a residential business school with a Pan India student base. The catering requirement is for approximately 240 students, 10-12 faculty members and approximately 30 non teaching staff. Morning tea, breakfast, lunch, evening tea and dinner are to be provided to students on all days. The faculty members and non teaching staff generally have lunch only in the mess on working days. Certain essential non teaching staff required to stay overnight would also utilise Mess facilities.

**2. TERMS AND CONDITIONS (GENERAL)**

2.1 The contractor shall obtain License under the Labour (Abolition and Regulation) Act 1970 (hereinafter referred as the Labour Act) and all other requisite Licenses at his own cost from the appropriate authorities and comply with the terms and conditions of the License(s) and all other relevant and necessary provisions of the Labour Act and the Rules framed there under and all such other provisions of law in any enactment or otherwise laid down by an authority from time to time, it being clearly understood and agreed that the entire responsibility for compliance thereof shall always be of the contractor. The contractor shall be fully responsible for any compensation etc in case of any injury/casualty or mishap to any employees of the Mess/Cafeteria during working hours of Mess/Cafeteria. Appropriate documents/certificates issued from appropriate authorities should be enclosed to support this.

2.2 The contractor should have the Food License for Catering/Cafeteria Services in Kolkata, issued by Appropriate Authority of the State of West Bengal, i.e. License under FSSAI Act, 2006.

2.3 The bidder should have worked at Mess/Cafeteria of government departments / institutions / organisations / hotels / banquet halls / restaurants / companies / guest houses for students / staff / trainees, with minimum of 150 (One hundred fifty) persons, and a Certificate of Performance should be enclosed duly indicating the period/scope of contract and type of payments received.

2.4 AIMK reserves the right to obtain feedback from the previous/present clients of the bidder and also depute its team(s) to inspect the site(s) at present contract(s) for on-the-spot first-hand information regarding the quality of food and services provided by the bidder. Decision of AIMK with regard to Award of the Contract will also depend upon the feedback received by it from the previous/and present clients and also from its team(s) deputed for the purpose. The decision of AIMK in this regard will be final and binding on the bidders.

2.5 The bidder should have **CST/VAT/TIN/PAN Registration**.

2.6 AIMK reserves the right to change any condition of the tender before opening of the Technical Bids.

2.7 The successful bidder will have to enter into an agreement with AIMK as per draft agreement, subject to amendment before signing, given in Section 10 before taking charge of the Mess and Cafeteria and commencement of the work.

2.8 Canvassing in any form will make the tender liable to rejection.

2.9 Quoted rates should be inclusive of all taxes and duties. These rates shall be fixed for one year.

2.9 The revision in the quoted rates after one year to the maximum extent of 10% on a yearly basis can be considered with negotiations and mutual consent to compensate inflationary effect and subject to extension of contract.

2.10 The bid should be valid for a period of at least 60 days from the date of the tender opening.

2.11 AIMK reserves the right to reject any or all the tenders, wholly or partly without assigning any reason thereof. In all matters pertaining to this tender, the decision of AIMK shall be final and binding.

2.12 The bidder is advised to visit and examine the site of work and its surroundings and obtain for himself all information that may be necessary for preparing the bid and entering into contract for execution of the work. The cost of visiting the site shall be borne by the bidder.

2.13 The bidder should be prepared to come to AIMK, to take part in discussions, if required at a short notice.



2.14 **Pre-bid Meeting.** A pre-bid meeting would be held on 18 Dec 2023 at 1500 hrs. in AIMK, Rajarhat New Town Campus. Bidders who require any clarification of the tender documents are invited for the meeting.

2.15 Request for any further extension of the above deadline shall not be entertained. Delayed and/or incomplete tenders shall not be considered.

2.16 The contractor shall fulfill all statutory requirements pertaining to minimum wages and other statutory benefits like ESI, EPF, MWA etc and a proper account of payments made to the workers would be kept. The contractor shall be solely responsible for any failure to fulfill the statutory obligations and shall indemnify the Institute against all such liabilities, which may arise out of the contractor's failure to fulfill such statutory obligations. EPF & ESI challans will have to be submitted to Accounts Office of AIMK every month.

2.17 If the contractor fails to carry out the job/work as per the terms and conditions agreed upon, he is liable for forfeiture of EMD/Security Deposit in addition to penalty.

2.18 The contractor shall be solely responsible either for any injury, damage, accident to the workmen employed by the contractor or for any loss or damage to the equipment/property in the areas of work as a result of negligence/carelessness of its workers.

2.19 **Dress and Discipline of Mess Staff.** The workers employed by the contractor shall wear uniform with name badge and head gear, which are to be provided by the contractor. The contractor shall be responsible for the discipline of his workers. The workers are not employees of the Institute and shall not have any claim whatsoever on the Institute and shall not in a manner detrimental to the interests of the Institute. The workers shall have to follow the security regulations as directed by Security and Administration of the Institute. Workers shall not form a union or carry out trade union activities in the campus.

2.20 The contractor shall ensure the police verification has been carried out in respect of all the persons before deploying them in the allotted premises. The following documents will be submitted to the Office of the Registrar & Head of Administration in respect of all Mess and Cafeteria staff:-

- 2.20.1 Aadhar Card (Original for verification) and one photocopy.
- 2.20.2 Certificate from Municipal Commissioner / Panchayat Pradhan.
- 2.20.3 Police Verification Report in original.
- 2.20.4 General Medical Certificate and Covid negative certificate.

- 2.21 Accommodation for a maximum of 10 persons (4 x 2 Bunk Beds in Mess Complex and 2 in Staff Quarters) will be provided within the campus by the Institute. No further accommodation will be provided in the campus for the workers and the contractor shall make his own arrangements for the balance personnel.
- 2.22 The Mess facility consists of a kitchen equipped with modern automated kitchen equipment, gas bank, ducting and ventilation system. A dry store, a room with deep-freezers and refrigerators, pan wash room, staff room (for eight staff members) with attached toilet and a manager's office have also been provided in the complex. Separate AC Dining Halls exist for the students (capacity: 125), faculty members (capacity: 08), and nonteaching staff (capacity: 20). Food requirements of certain limited number of guests would also have to be catered for. Needless to say that the food or meals requirement would have been to be addressed in two shifts within the stipulated timings. The facility has also been provided with two water coolers with RO / UV filters and wash basins in the hand wash area. Liquid soap in dispensers in hand wash area would be provided by the contractor.
- 2.23 Major equipment in the complex / facility would generally be provided by AIMK. The mess staff needs to have the training and skills to operate and maintain it. Most of the equipment is new and within its guarantee / warranty period. Equipment would be provided in a serviceable condition at the beginning of contract by the Institute. A monthly charge towards equipment costs would be levied on the contractor. The contractor's staff would undertake regular periodical user maintenance of the equipment provided. Any costs due to wrong or mishandling or misuse or unfair wear & tear or damage or loss would be charged to or borne by the contractor. The equipment would be handed over in a serviceable and satisfactory condition at the end of contract. The details of major equipment is given at Appendix B.
- 2.24 The Institute would also provide containers, baskets, cooking & serving utensils, eating / dining utensils, cutlery, tableware etc to the contractor for utilisation, maintenance and accounting.
- 2.25 To ensure economy in electricity consumption, the contractor would also bear the electricity costs in the Mess and Cafeteria complex to include dining halls and staff rooms. Separate meters / sub meters have been installed for monitoring / recording the consumption.
- 2.27 The feeding strength of the mess will vary between 150-250 during the academic session except for the term break wherein the average feeding strength may be approx 50 . During the term break when the feeding strength gets below 50, extra billing @ Rs 20/- per head will be permitted as increase beyond the contract rate on the prescribed menu. Monthly maintenance and electric usage charges will continue to be paid by the contractor during period of term break also. The contractor shall provide food as part the prescribed menu during the period of contract and no deviation shall be accepted by AIMK management. In case the Institute decides to close the mess during the term break, the same shall be notified to the contractor at least 20 days in advance.

2.28 The contractor shall have to arrange for any other cooking equipment, utensils, crockery, kitchenware and other equipment as he / she may require at his own expense for smooth running of the Mess and Cafeteria.

2.29 The LPG (commercial) fuel for cooking purpose has to be arranged by the contractor at his cost. Use of kerosene oil is strictly prohibited.

2.30 The contractor shall not prepare or cook any meal(s) / food in the premises of AIMK for supply to any person(s) outside AIMK.

2.30 The contractor shall not make any alterations or additions to the accommodation/ infrastructure provided in the Institute for cooking and catering purposes.

2.31 **Fire Safety.** Regular check-up of all appliances should be carried out by the Institute by authorised persons / agency to ensure efficient functionality, safety and particularly that no leakage of gas occurs. The contractor will be responsible to ensure proper fire safety norms are observed in respect of equipment, property and personnel engaged in the Mess and Cafeteria premises as per government policies on the subject. Fire safety certificate should be obtained from the competent authority by the Institute.

2.32 All the documentation in the tender should be in English.

2.33 Sub-letting/Sub-contracting the work is not permissible under any circumstances.

2.34 Successful contractor shall execute an agreement in the prescribed format.

2.35 The Bid should be complete in all respects.

2.36 For selection or award of contract a minimum reasonable price would be set or fixed by the board to ensure acceptable level of quality and service before opening of commercial bids. Bids below this price would be rejected.

### **3 PERIOD OF CONTRACT**

3.1 The contract for mess and cafeteria Services shall remain valid initially for a period of one year from the date the Contract comes into effect. However, in order to evaluate the performance and services of the vendor, the contract will have probationary period of three months. The Contract for the remaining period will be confirmed only if the services and quality of items served by the contractor are found satisfactory during the probationary period.

3.2 On satisfactory performance and on mutually agreed terms and conditions, the one-year contract period is subject to renewal by AIMK for a further period of one year at a time or till such time mutually agreed upon.

3.3. The Contract for Mess and Cafeteria services through this Tender is likely to come into effect from 08 Jan 2024.

#### **4. SECURITY DEPOSIT**

4.1.1 At the time of Award of Contract, the successful bidder will be required to submit with AIMK Bank Guarantee or Demand Draft or Fixed Deposit Receipt (in original) made in favour of “Hostel & Messing Fund, AIMK” for a sum of Rs.5,00,000/- (Rupees Five Lakhs) only, as Deposit on account of Performance Security. The Performance Security Deposit may be remitted either in the form of Account Payee Demand Draft or Bankers Cheque in favour of “Hostel & Messing Fund, AIMK”. In case the Performance Security Deposit is remitted in form of Account Payee Demand Draft or Bankers Cheque, it shall be payable at HDFC Bank, Infospace SEZ Branch, IFSC: HDFC0004804, Account No.: 50100333740322. The amount may also be transferred online and Transaction Receipt may be submitted at the time of Award of Contract.

4.1.2 Bank Guarantee or Demand Draft or Fixed Deposit Receipt (in original), renewed from time to time, will be retained by AIMK for the entire period of the contract and on termination of the contract, AIMK will refund to the contractor the sum of Rs.5,00,000/- (Rupees Five Lakhs) only without interest. Under no circumstances, the Performance Security Deposit will be refunded in part or full to the contractor as long as the contract is in effect.

4.1.3 If the Contract is terminated by the contractor without giving stipulated period of notice or fails to observe the terms & conditions of the Tender, Letter of Award of Contract and the Agreement signed by the contractor with AIMK, the Security Deposit will be forfeited without prejudice to AIMK Management’s right to proceed against the contractor for any additional damages that AIMK suffers as a result of the breach of the aforesaid terms and conditions.

#### **5. AIMK PREMISES**

5.1.1 The possession of the premises to be assigned by AIMK to contractor for providing Mess and Cafeteria services will always remain with AIMK, even when the premises are in use or occupation of the contractor. The contractor shall vacate the premises within a reasonable period of 15 days, after termination of the contract.

#### **6. ELECTRICITY AND WATER CHARGES**

6.1 AIMK will provide free potable water in the kitchen and dining halls but care needs to be taken for prevention of wastage of water.

6.2 To ensure economy in electricity consumption, the contractor will bear the actual cost of electricity in the Mess and Cafeteria Complex, to include the Dining Halls, Staff Rooms.

## **7. PAYMENT**

7.1 The contractor shall accept monthly reimbursement based on the rate quoted by the contractor in his bid. No allowance would be made for impact of Food Price Inflation.

7.2 The payment in respect of bills submitted in duplicate to AIMK by the contractor shall be released on receipt within seven working days, subject to fulfillment of obligations by the contractor imposed under various laws, rules & regulations etc applicable from time to time and after scrutiny of the authorisation for supply at the prices offered by the contractor. Any supply of food items without proper authorisation by the designated authority of AIMK will not be paid for. Income Tax, as applicable at the prevailing rates, will be deducted at source.

7.3 In the event there is any query, objection, delay or dispute with regard to any bill or a part thereof, the contractor shall not be entitled to any interest to be paid by AIMK for late payment.

7.4 Preparation of mess bills as per actuals is the whole responsibility of the contractor who shall submit the same along with bills to the Accounts department of AIMK on a monthly basis.

7.5 Daily feeding strength report will be prepared / submitted by the contractor, which would be acknowledged / signed by the Institute/mess committee. Summary bills along with daily report would be submitted on a monthly basis.

## **8. TERMINATION OF THE CONTRACT**

8.1 The Contract can be terminated by either party, i.e., AIMK or the contractor, after giving three-months notice to the other party extendable by mutual agreement till alternate arrangements are made. However, AIMK reserves the right to terminate the contract without giving any notice in case

the contractor commits breach of any of the terms of the contract. AIMK's decision in such a situation shall be final and shall be accepted by the contractor without any objection or resistance.

8.2 On termination of the contract, the contractor will hand over all the equipment/furniture/articles etc, provided by AIMK, in good working condition.

8.3. If the successful bidder withdraws or the services provided by the successful bidder are not found satisfactory (say in a month or so) during the probationary period of three months from the date of taking over charge of the Mess/Cafeteria services, AIMK reserves the right to terminate the contract without giving any notice and initiate appropriate and necessary action in the matter for making alternate arrangements.

## **9. PENALTY**

9.1 AIMK reserves the right to impose following penalty on the contractor for unsatisfactory performance or for any serious lapse in maintaining the quality and the services wilfully or otherwise by the contractor or his staff or for any adulteration.

- 9.1.1 Poor quality of meal –Rs 500 per meal per student
- 9.1.2 Insufficient quantity – Rs 500 per meal per student
- 9.1.3 Delay/ non adherence to timeliness – Rs 500/- per meal per student
- 9.1.4 Poor Hygiene and sanitation in Kitchen area – Rs 500/- per meal per student
- 9.1.5 Rude behaviour of contractors' employees – Rs 1000/- per instance.
- 9.1.6 Serious Food Poisoning – 1% of contract amount

9.2 If AIMK is not satisfied with the services due to the repeated poor quality/insufficiency of eatables served, services provided or repeated rude behaviour of the contractor or his/her employees, the contractor will be served with 48-hour notice to improve or rectify the defect(s), failing which AIMK will be at liberty to take appropriate necessary steps as deemed fit. If three consecutive notices fail to evoke the desired response, AIMK is at liberty to initiate contract termination proceedings.

## **10. FORCE MAJEURE**

AIMK may consider relaxing the penalty and delivery requirements, as specified in this Tender Document, if and to the extent the delay in performance or failure to perform its obligations under the contract is the result of a Force Majeure.

Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as natural disasters, act of states, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful bidders premise etc. The current Covid pandemic situation however would not be used as a ruse to invoke Force Majeure clause.

#### **11. SETTLEMENT OF DISPUTES AND ARBITRATION**

All disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the Director, AIMK or any person nominated by him/her. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with the consent of the parties. No part of the agreement shall be suspended on the ground of pending arbitration proceedings. The decision of the sole arbitrator shall be final and binding on the parties.

#### **12. GOVERNING LAWS AND DISPUTES**

This shall be construed and governed by the laws of Republic of India and the parties hereby submit to the exclusive jurisdiction of the Kolkata Courts of Law.

**SECTION 6****STATUTORY AND OTHER OBLIGATIONS OF THE BIDDER****1. STATUTORY OBLIGATIONS OF THE BIDDER**

The contractor shall be responsible for engaging adequate number of trained/semi-trained manpower required for providing good Mess and Cafeteria services in AIMK Campus.

The employees of the contractor should possess good health and free from any diseases, especially contagious and frequently recurring diseases. Their medical inspection would be carried out every month.

The contractor will, prior to the commencement of the operation of contract, make available to AIMK the particulars of all the employees who will be deployed at AIMK's premises for running the mess and cafeteria. Such particulars, inter alia, should include age/date of birth, permanent address, police verification report and profile of the health status of the employees.

The contractor shall be responsible for timely payment of wages to his/her workers as per Minimum Wages Act.

The contractor shall fulfill all other statutory obligations, such as, Provident Fund, ESI, Service Tax etc. in force from time to time, as applicable.

The contractor shall ensure proper discipline among his/her workers and further ensure that they do not indulge in any unlawful activity.

Employment of child labour is strictly prohibited under the law. Therefore, the contractor will not employ any child.

In the event of violation of any contractual or statutory obligations by the contractor, he/she shall be responsible and liable for the same. Further, in the event of any action, claim, damages, suit initiated against AIMK by any individual, contractor or government authority due to acts of the contractor, the contractor shall be liable to make good/compensate such claims or damages to AIMK. As a result of the acts of the contractor, if AIMK is required to pay any damages to any individual, contractor or government authority, the contractor would be required to reimburse such amount to AIMK or AIMK reserves the right to recover such amount from the payment(s) due to the contractor while settling his/her bills or from the amount of Security Deposit of the contractor lying with AIMK.



The contractor shall ensure compliance of all laws and guidelines as stated in this Tender document, relating to cleanliness, sanitary, hygienic and health conditions and other laws in force from time to time with regard to the environment around cooking place, dining hall surrounding etc.

The contractor shall at all times keep indemnified the principal employer, namely, AIMK and its students and designated concerned staff for and against all third party claims whatsoever (including property loss and damage, personal accident, injury or death of any person) and the contractor shall at his/her own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act / Fatal Accident Act, Personal Injuries, Employees State Insurance Act, PF Act, etc. in force from time to time. Third Party Insurance for users / visitors would be taken by the Institute.

All employees engaged by the contractor shall be comprehensively insured by the contractor at his cost for accidents and injuries.

The verification of the antecedents of the Mess and Cafeteria staff will be the responsibility of the contractor. The contractor shall provide sufficient sets of uniform (including head gear and gloves) and pair of shoes to his employees and shall ensure that they wear them all times and maintain them properly. The contractor will ensure that the staff cut their nails and take hair cut periodically and are not suffering from any communicable or infectious disease.

The contractor shall be personally responsible for conduct and behaviour of his staff and any loss or damage to AIMK's moveable or immoveable property due to the conduct of the contractor's staff shall be made good by the contractor. If it is found that the conduct or efficiency of any person employed by the contractor is unsatisfactory, the contractor shall have to remove the concerned person and engage a new person within 48 hours of intimation by AIMK. The decision of AIMK's designated officer in this regard shall be final and binding on the contractor.

The contractor shall not appoint any sub-contractor to carry out his obligations under the contract. Subcontracting will lead to immediate termination of contract.

The contractor shall keep the mess, cafeteria and its surrounding areas clean and up to date sanitation every day after the services are over. The cleaning includes cleaning of the kitchens, cafeteria, dining halls, pan wash area, stores, staff residential area, hand wash area, floor, walls, ceiling, fans, counter, benches, tables, chairs, utensils, crockery, cutlery, tableware etc. AIMK management will have 24-hour access to inspect the Mess and Cafeteria premises at any time for ensuring the cleanliness and hygienic conditions of the cafeteria's kitchen and dining hall premises.

AIMK reserves the right to appoint students/officials to inspect the quality of raw materials, food and other items prepared and served/sold in the Mess/Cafeteria. Any defect(s) pointed out by such students/officials during their visits shall be properly attended to by the contractor.

The contractor shall get the prices of all additional items in Mess / Cafeteria approved by AIMK and no changes, what-so-ever shall be made without prior written approval of AIMK.

## **2. OTHER OBLIGATIONS OF THE CONTRACTOR**

Care must be taken to ensure that, while carrying out the work, no fittings, fixtures, furnishings, equipment etc. provided by AIMK are damaged. Any damages to the same or any other property will have to be repaired / replaced by the contractor, failing which the same will be rectified by AIMK at the contractor's risk and cost. In this regard, the decision of the designated officer of AIMK shall be final and binding on the contractor.

All work shall be carried out with due regard to the convenience of AIMK. The orders of the concerned authority shall be strictly observed.

The contractor will deploy adequate manpower for work during late hours and on Saturdays/Sundays, including other holidays, according to the requirement of AIMK and the guests.

The contractor will have to supply food/beverages/refreshments in the Mess/Cafeteria premises as per requirement and schedule drawn for the purpose by the concerned authorities of AIMK.

Storage/supply/sale and consumption of drugs, alcoholic drinks, cigarettes or any other items of intoxication are strictly prohibited in AIMK's Campus, including Mess and Cafeteria. Any breach of such restrictions by the contractor will attract deterrent action against the contractor as per statutory norms.

The workers employed by the contractor shall be directly under the supervision, control and employment of the contractor and they shall have no connection what-so-ever with AIMK. AIMK shall have no obligation to control/supervise such workers or to take any action against them except as permissible under the law. Such workers shall also not have any claim against AIMK for employment, pension, or any other statutory claim, or regularization of their services by virtue of being employed by the contractor, against any temporary or permanent posts in AIMK. In case of any untoward incident/fire/death/injury of any employee of mess/cafeteria, AIMK will not be liable to pay any damages.

The contractor shall ensure that either he/she himself/herself or his/her representative is available for proper administration and supervision at AIMK to the entire satisfaction of AIMK.

The contractor shall not use the Mess premises for any other activity except for the purpose for which it has been provided for.

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**SECTION 7**

**TECHNICAL BID**

**TENDER FOR JOB CONTRACT AT STUDENT MESS SERVICES AIMK KOLKATA**

**TENDER NOTICE NO. 0037/10/Mess/AIM dated 14 Dec 2023**

**Cover-I (Technical Bid) – Submission of required documents**

**ANNEXURE-I**

<b>Sl. No.</b>	<b>Docu ment</b>	<b>Yes/No</b>
1	Contact Details Form ( <b>Form-I</b> )	
2	EMD of Rs. 3,50,000/-(Rupees Five Lakhs) only	
3	Affidavit sworn before First Class Judicial Magistrate or Notary on Rs.10/- Non-Judicial stamp paper.	
4	Certified copies of Registration particulars of Firm / Company	
5	Certified copies (i) PAN, (ii) VAT/Sales Tax, (iii) TIN, (iv) Labour Registration,(v) EPFO Registration, (vi) ESIC Registration, (vii) Service Tax Registration (viii) Trade Licence (ix) Food License from competent authority.	
6	Certified copies of Clearance Certificate (Last three years returns ending 31.03.2020) from (i) Sales/Service Tax Department, (ii) Income Tax Department	
7	Proof of minimum experience	
8	Attested copy of the audited balance sheets for the completed three financial years	

Sl. No.	Document	Yes/No
	i.e. for 2019-20, 2021-22, 2022-23	
9	Financial Capacity Form ( <b>Form-II</b> ) duly certified by company auditor	
10	A copy of this Request for Proposal, duly signed and stamped on each page, as a token of acceptance of all terms and conditions stated in this Request for Proposal.	
12	Check List Form ( <b>Form-III</b> )	
13.	CV, qualification, experience details of Mess Manager	

Signature of the authorised signatory of the Bidder with seal of the firm/company

Name: \_\_\_\_\_

Mob No. \_\_\_\_\_

Date: \_\_\_\_\_

**COMMERCIAL BID****TENDER FOR JOB CONTRACT AT STUDENT MESS SERVICES AIMK KOLKATA**

Tentative Mess Menu: As per Appendix B

Daily messing rate per head (non vegetarian) in Rupees (all inclusive).	
Daily messing rate per head (vegetarian) in Rupees (all inclusive).	
<u>Note</u> : For purpose of awarding the contract it would be considered that 75% are non vegetarians, Whenever non-veg is offered to non-vegetarians, 120 ml of milk will be offered to all vegetarians.	

The above rates are inclusive of all taxes, duties and other incidental charges.

- Apportioning of Individual Meal Rates (IMR) as a percentage component the Daily All Meals Rate (DAMR) would generally be of the order of Dinner : 30%, Lunch : 30%, Breakfast : 25%, Morning Tea : 5% and Evening Tea / Refreshment : 10%. For those taking individual meals the IMR would be 10% higher than the apportioned DAMR, suitably rounded off.
- Special and diet meals would be charged as per rates to be approved by the Mess Committee.
- For packed / haversack meals packing charges would be as per actuals and would be approved by the Mess Committee.
- The contractor would also bear the actual metered cost of electricity and LPG consumed.
- The contractor would pay AIMK a monthly fee of Rs 25,000/- (Rs Twenty thousand only) towards cost of equipment and furnishings provided by AIMK.
- For Festival Meals 100% additional costs of IMR would be paid by AIMK.

I/we declare that the above-mentioned quoted rates will remain valid for one (01) year from the commencement of contract agreement and in no case shall I/we demand any increase of rates on any ground whatsoever. The terms and conditions as indicated in the Instructions to Bidders are acceptable to us.

**Yours faithfully,**

**Dated:**

(Seal and Signature of the Tenderer)

**SECTION 8**  
**FORMS AND CHECK LIST**  
**CONTACT DETAILS FORM**

**FORM-I**

**GENERAL DETAILS OF BIDDER**

1	NAME OF THE COMPANY	
2	NAME AND DESIGNATION OF AUTHORISED REPRESENTATIVE	
3	COMMUNICATION ADDRESS	
4	TELEPHONE AND MOBILE NO.	
5	FAX NO.	
6	E-MAIL ID	

**PARTICULAR DETAILS OF THE BIDDER'S REPRESENTATIVE**

1	NAME OF THE CONTACT PERSON	
2	DESIGNATION	
3	COMMUNICATION ADDRESS	
4	TELEPHONE NO.	
5	MOBILE NO.	
6	E-MAIL ID	

**FINANCIAL CAPACITY FORM**

Name of the Firm:

Address of the Firm:

Description	FINANCIAL YEARS		
	2020-21	2021-22	2022-23
Annual Turnover (in Rupees)			

Signature of the authorised  
signatory of the Tenderer with  
seal of the firm/company

Name:\_\_\_\_\_

Mob No.\_\_\_\_\_

Date:\_\_\_\_\_

NOTE: To be certified by Company Auditor with signature

**FORMAT FOR PERFORMANCE CERTIFICATION**

(Furnish this information for each individual work from the employer for whom the work was executed)

1. Name of the contract and location

2. Agreement no.

a. Scope of Contract

b. Contract Cost

c. Date of start

d. Period

e. Amount of compensation levied, if any

f. Performance Report

(i) Quality of Food - Excellent/Very Good/Good/Fair

(ii) Resourcefulness - Excellent/Very Good/Good/Fair

g. Compliance of all statutory requirements- Yes / No

(Seal of the Organization)

(Signature of the Responsible Authority)

Date:



**FORM-IV**  
**DETAILS OF PREVIOUS CONTRACTS**

<b>Period of Contract From To</b>	<b>Name and Address of the Organization with Reference Letters</b>	<b>Name of the Contact Person &amp; Phone No.</b>	<b>Value of Contract and other Details</b>	<b>Remarks</b>

Give details of current contracts, if any, of similar services being rendered by you and which will be available for inspection by our officials:

<b>Period of Contract From To</b>	<b>Name and Address of the Organisation with Reference Letters</b>	<b>Name of the Contact Person &amp; Phone No.</b>	<b>Value of Contract and other Details</b>	<b>Remarks</b>

Place:

Date:

SEAL AND SIGNATURE OF THE TENDERER

( )

**CHECK LIST**

<b>Sl. No.</b>	<b>Particulars</b>	<b>YES/NO</b>
1.	Have you filled and submitted all forms:- (a) Technical Bid? (b) Financial Bid? (c) Contact Details Form? (d) Financial Capacity Form? (e) Checklist?	
2.	Have you read and understood various conditions of the Contract and shall abide by them?	
3.	<b>TECHNICAL BID</b>	
	Have you enclosed all documents as stated in Annexure-I, Technical Bid?	
	Has your Technical Bid been prepared and uploaded as per the requirements of the Tender?	
4	<b>FINANCIAL BID</b>	
	Has your Financial Bid been duly filled and enclosed as per instructions?	
	Have you attended pre-bid site visit/briefing?	

Note :- The above must be filled, signed and submitted along with the Technical Bid

(Signature of the Authorised Signatory of the Tenderer with seal of the Firm/Company)

**SECTION 9****AGREEMENT/CONTRACT FOR SUCCESSFUL BIDDER****DRAFT OF THE AGREEMENT**

TO BE JOINTLY SIGNED BY AIMK AND THE CONTRACTOR FOR RUNNING STUDENT MESS AND CAFETERIA SERVICES AT AIMK, NEW TOWN, KOLKATA

(To be signed on a Stamp Paper of Rs. 100/- to be purchased by the contractor)  
AGREEMENT

This Agreement made on this date \_\_\_\_\_ between the Army Institute of Management, Kolkata (hereinafter called AIMK) of one part and Shri/Mrs/Ms \_\_\_\_\_ of M/s \_\_\_\_\_ of the other part (hereinafter called the contractor). AIMK needs a contractor to run the Institute Mess for supply of popular hot and cold beverages, refreshments / snacks, food items / eatables, high-tea, break-fast, lunch, evening snacks, dinner, diet meals, packed meals etc. to the faculty, staff, students and guests of AIMK, as mentioned in the Tender Documents invited by AIMK. Whereas it is thought desirable to grant a contract (not being a lease) to the contractor to prepare and serve the aforesaid items.

The terms and conditions mentioned hereinafter, it is hereby confirmed as having been agreed to between the respective parties as under:

1. That the contractor has been granted the contract to run the mess and cafeteria in the premises of AIM, Kolkata, initially for a period of one year w.e.f. .... 2024 on the terms & conditions contained in the Tender Document, AIMK's Letter of Award of the Contract and this agreement read together. If during this period, the performance is found satisfactory, the contract may be renewed for further specified period (generally one year term periods for an overall period of five years) on the existing or mutually agreed upon terms & conditions (annual renewals may have an escalation factor of upto 10%). The contract is also terminable on three-month notice by either side.
2. The Daily Messing Rate valid for the period of contract is Rs \_\_\_\_\_ for Non Vegetarians and Rs \_\_\_\_\_/- for Vegetarians. The contractor would pay AIMK a monthly fee of Rs 25,000/- (Rs Twenty thousand only) towards the cost of equipment and furnishings provided by AIMK. Electricity & LPG costs would be borne by the contractor. Monthly Bills submitted by the contractor would be cleared by AIMK within five working days.
3. That the items served by the contractor shall be wholesome and hygienic prepared in a clean environment. AIMK officials and/or their authorised nominees may at any time enter the kitchen area allotted to the contractor for the purpose of this contract and take away samples of raw material, semi-prepared or fully prepared eatable items free of cost for the purpose of inspection, trial or analysis, and the decision of the authorities of AIMK with regard to the desirability or quality of the food articles offered for consumption shall be final. If any item of the menu/provision of food is found defective or not fit for use/consumption, AIMK's authorities may - (i) issue warning; and / or (ii) get the said raw material/items destroyed and ask the contractor to purchase fresh stocks, without any

payment of compensation to the contractor for the discarded material/items. If, however, this problem recurs in spite of warning having been issued, AIMK reserves the right to impose financial penalty as decided by AIMK's authorities or the contract may be cancelled without giving any notice.

4. The rates of items to be served by the contractor shall be valid on annual basis and in-between revision shall generally NOT be allowed. AIMK may, if consider necessary, revise the rates only after one year of the contract in regard to the items of food/eatables and drinks. Till such time that the revised rates become operative, the contractor shall charge the existing rates.
5. That the contractor shall use either Amul or Mother Dairy milk. In case he is unable to maintain supplies of Amul or Mother Dairy for any reason, he should arrange to procure from other sources supplying good quality milk. The security deposit to Amul / Mother Dairy, if any, will be paid by the contractor himself.
6. That the contractor shall not make any additions or alterations in the premises allotted to him for providing mess and cafeteria services.
7. That the contractor has agreed to keep the premises and its surrounding area neat, clean and tidy at all times and according to the health/hygiene conditions bye-laws of the Municipal Corporation of Kolkata or any other government/statutory body. In the event of violation of any of the aforesaid bye-laws in and around the mess and cafeteria kitchen/cooking area or dining hall, the contractor shall be responsible for any penalty/fine imposed by the concerned authorities.
8. That in the event of MCD, Health Department or any other government/statutory body authorities taking samples of raw material used by the contractor and those samples are not found fit/up to the mark for human consumption, the contractor shall be fully responsible for any fine/penalty imposed or legal recourse taken by such authorities.
9. That the contractor has agreed to pay to AIMK electricity charges on the basis of actual units consumed and shall arrange for sufficient LPG required himself / herself. The contractor would pay AIMK a monthly fee of Rs 25,000/- (Rs Twenty thousand only) towards the cost of equipment and furnishings provided by AIMK.
10. That the contractor has agreed to provide sufficient number of trained cooks, waiters and other support staff in the kitchen, dining halls and cafeteria and shall take all reasonable precautions to ensure that these workers attire themselves properly while on duty and are civil, polite, sober and honest in their dealings with AIMK's staff, students, visitors and guests. He shall also employ only those workers whose antecedents have been verified by the police and are medically fit for the nature of the job.
11. That any employee deployed by the contractor in the premises becomes liable for suspension or dismissal by AIMK due to his actions, disobedience or misconduct, the contractor shall accept the decision of AIMK as final and abide by such decision. Such an event, AIMK shall not in any way be liable for any claim made by the concerned employee of the contractor for wages or damages and the contractor shall keep AIMK's authorities indemnified.
12. AIMK will have the right to review the working of this contract from time to time and if at any time it is found that the contractor has not fulfilled any of the conditions of this contract or that his working is unsatisfactory, AIMK may terminate the contract after giving the contractor three-month notice, but no such notice will be necessary if the contract is terminated on the ground of service of any undesirable commodity.

13. That the contractor will not transfer or assign any part of his interest under this contract and that this contract shall also be liable to be terminated by the death or insolvency of the contractor before the expiry of the period of this contract.
14. That it is agreed between the parties that no interest whatsoever in the premises has been assigned by AIMK to the contractor and the possession of the premises will always that of AIMK, even when the premises are in use or occupation of the contractor.
15. AIMK shall provide to the contractor necessary equipments, furniture & fixtures, as stated in the Tender Documents and the contractor shall maintain them in good condition. He shall be responsible for their user maintenance.
16. The contractor shall provide all other implements for running the mess and cafeteria and these shall be of good quality and standard.
17. The contractor shall be required to procure gas refills in sufficient quantity for cooking purposes at his cost. The cooking equipments, as stated in the Tender documents, shall be provided in working condition by AIMK. However, subsequent operational expenses will be borne by the contractor himself. The contractor shall be responsible for any loss/theft of the gas cylinders and other equipment provided to him by AIMK.
18. The contractor shall also be responsible for the upkeep of equipment provided by AIMK (list attached). In case of any damage to the furniture and equipment by any person, he will immediately inform in writing the concerned authorities of AIMK for recovery of such losses/damages from the defaulters, failing which the contractor shall himself be liable to pay the cost as decided by AIMK.
19. All the equipments, furniture/fixtures, including gas and electrical installation of the cafeteria kitchen/dining hall shall be given to in good working condition. These will be used carefully & cautiously by his employees. The repairs up to the cost of Rs. 1,000/- of the gas and electrical appliances will have to be got done by the contractor at his own cost.
20. That the contractor shall maintain a Suggestion Book for recording suggestions for improvement of Mess/Cafeteria Services. Such suggestions, as approved by AIMK's authorities, shall be forthwith acted upon. The Suggestion Book shall be kept open for inspection by AIMK's designated authorities.

In witness whereof the parties have put their hands to this agreement on the day aforesaid.

Signed on behalf of the Dir, AIMK

SIGNATURE OF CONTRACTOR

**MESS MENU****Appendix A**

(Refer para 1.3.11 of Page No 13)

<b>Breakfast</b>							
<b>Weeks</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
1	Idly 2 pcs	Aloo Parantha 2 pcs	Luchi 4 pcs		Vegetable Sandwich	Bhature	
	Vada 1 pc	Curd	Cholar Dal			Choley	Veg Cutlet 1 pcs (for V)
	Sambar	Chutney		Eggs Burjee ( 120 Gms) (for NV)		Chutney	Masala Omlette (120 Gms)(for NV)
	Chutney			Veg Cutlet 1 pcs (for V)			
	Toast 2 pcs	Toast 2 pcs	Toast 2 pcs	Toast 4 pcs	Toast 2 pcs	Toast 2 pcs	Toast 4 pcs
	Butter & Jam	Butter & Jam	Butter & Jam	Butter & Jam	Butter & Jam	Butter & Jam	Jam & Butter
	Corn Flakes with Milk	Corn Flakes with Milk	Cornflakes with Milk	Cornflakes with Milk	Cornflakes with Milk	Cornflakes with Milk	Cornflakes with Milk
	Fruit	Fruit	Fruit	Fruit	Fruit	Fruit	Fruit
	Tea / Coffee (100 ml)	Tea / Coffee (100 ml)	Tea / Coffee (100 ml)	Tea / Coffee (100 ml)	Tea / Coffee (100 ml)	Tea / Coffee (100 ml)	Tea / Coffee (100 ml)
2	Veg Sandwich 2 pcs	Upma		Dhokla	ChivdaPoha	HeengKachori	PooriBhaji
	Veg Cutlets 1 pc	Aloo Bonda 1 pc	Veg Cutlet 1 pcs (for V)	Chutney	KhastaKachori	Aloo Dum	Veg Cutlet 1 pcs (for V)
		Chutney	Masala Omlette (120 Gms) (for NV)		Chutney		Boiled Eggs (120 Gms) (for NV)
		Toast 2pcs	Toast 4 pcs	Toast 2 pcs	Toast 2 pcs	Toast 2 pcs	
		Jam & Butter	Jam & Butter	Jam & Butter	Jam & Butter	Jam & Butter	
	Cornflakes with Milk	Cornflakes with Milk	Cornflakes with Milk	Cornflakes with Milk	Cornflakes with Milk	Cornflakes with Milk	Cornflakes with Milk
	Fruit	Fruit	Fruit	Fruit	Fruit	Fruit	Fruit
	Tea & Coffee	Tea / Coffee	Tea / Coffee	Tea / Coffee	Tea / Coffee	Tea / Coffee	Tea / Coffee
3	Paneer Parantha	Veg Cutlet 1 pc	Uttapam	Bhature&Choley	Green Peas Kachori	Cheela	
	Aloo Dahi Kali Mirch		Sambar	Veg Cutlet 1 pc	Aloo Chana Sabji	Chutney	Veg Cutlet 1 pc (for V)
	Toast 2 pcs	Cheese Sandwich 2 pcs	Chutney	Masala Omlette (120 Gms)			Scrambled Eggs (120 Gms) (for NV)
	Jam & Butter		Toast 2 pcs	Toast 2 pcs	Toast 2 pcs	Toast 2 pcs	Toast 4 pcs
	Cornflakes with Milk	Cornflakes with Milk	Jam & Butter	Jam & Butter	Jam & Butter	Jam & Butter	Jam & Butter
	Fruit		Cornflakes with Milk	Cornflakes with Milk	Cornflakes with Milk	Cornflakes with Milk	Cornflakes with Milk
	Tea /Coffee	Fruit	Fruit	Fruit	Fruit	Fruit	Fruit
		Tea /Coffee	Tea / Coffee	Tea / Coffee	Tea / Coffee	Tea /Coffee	Tea / Coffee

Weeks	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
4	Gobi Parantha	Mix Veg Parantha	Veg Sandwich	Mysore Idli	Dhokla	PavBhaji	PooriBhaji
	Cucumber Raita	Aloo Mutter Sabji	Potato nuggets	Vada	Chutney		
		Aloo Bonda 1 pcs (for V)		Sambar			Veg Cutlet 1 pcs (for V)
		Masala Omlettes (120 Gms) (for NV)		Chutney			Boiled Eggs (for NV)
	Toast (2 pcs)	Toast 2 pcs		Toast 2 pcs	Toast 2 pcs	Toast 2 pcs	
	Jam & Butter	Jam & Butter		Jam & Butter	Jam & Butter	Jam & Butter	
	Cornflakes with Milk	Cornflakes with Milk	Corn flakes with Milk	Cornflakes with Milk	Cornflakes with Milk	Cornflakes with Milk	Cornflakes with Milk
	Fruit(s)	Fruit	Fruits	Fruit	Fruit	Fruit	Fruit
	Tea & Coffee	Tea / Coffee	Tea / Coffee	Tea / Coffee	Tea / Coffee	Tea / Coffee	Tea / Coffee

Lunch							
Weeks	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	Rasam	DhaniaShorba	Vegetable Soup	Tomato Soup	Veg Manchow Soup	Cream St Germain	DhaniaShorba
	Roti	Butter Phulka	Roti	Bread Sticks	Corn Fried Rice	Garlic Toast	Veg Pulao
	Steamed Rice	Green Peas Pulao	Steamed Rice	Dinner Rolls	Pan Fried Noodles	Pasta in Ariabita Sauce	Masala Kulcha
	Aloo Soya Curry	Gobi Masala	AchariParwal	Herbed Rice	Cantonese Veg Balls	Veg Cutlets 2pcs	Bhunna Veg
	Desi Chana Masala		Jeera Aloo	Pommes Croquet			Veg Kofta
	Yellow Dal	Green Dal Tadka	Dal Fry		Crispy Fried Veg		Dal Makhani
	Salad	Salad	Salad	Veg Casserole			Salad
	SoojiHalwa	Fruit Truffle	Rosogolla	Russian Salad	Khimchi salad	French Tossed Salad	Malpua
2				Strawberry Mousse	Fruit Salad with Cream	Ice Cream with Hot Chocolate	
	DahiShorba	Mulligatawny Soup	Cream of Veg Soup	Hot & Sour Soup	AshorbiShorba	TamaterDhaniaShorba	Sweet Corn Soup
	Ghee Roti 2 pcs	Chapati	Bread Rolls	Veg Hakka	Butter Phulka	Veg Biryani	Onion Parantha 1 pc
	Steamed Rice	Coconut Rice	Butter Rice	Szchezwan Rice	Jeera Rice	Navratan Korma	Mutter Pulao
	Aloo Gobi Masala	Malabari Veg Korma	Veg au Gratin	Veg Manchurian	Baigan Bartha	Dal Makhani	MeloniSabzi
	Punjabi Dal Tadka	Arbi Dal	Veg Casseroles	Crispy Fried Veg	MeloniSabzi	Veg Kofta	PalakGatta
	Chilly Soya	Veg Kofta					Yellow Dal Tadka
	Salad		Salad		Black Dal Tadka	Salad	Salad
	Bread Pudding	Salad	Chocolate Mousse	Salad	Salad	MisthiDoi	Rice Kheer
		Payasam		Ice Cream	Ice Cream		

Weeks	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
3	DhaniaShorba	Tomato Soup	Veg Manchow Soup	Vegetable Soup	Rasam	Cream stGermain	DahiShorba
	Butter Phulka	Bread sticks	Corn Fried Rice	Roti	Roti	Garlic Toast	Naan 2 slices
	Green Peas Pulao	Dinner Rolls	Pan Fried Noodles	Steamed Rice	Steamed Rice	Pasta in Ariabita sauce	Jeera Rice
	Gobi Masala	Herbed Rice	Manchurian Dry	GhingaPosto	Aloo Soya Curry	Veg Casseroles	Green Moong Tadka
	Jeera Aloo	Pommes Croquet		Papaya Chana	Desi Chana Masala	Parsley Potato	Veg Jalfrezi
	Green Dal Tadka	Veg Stew	Crispy Fried Veg	Dal Fry	Yellow Dal		MalaiKofta
	Salad	Russian Salad		Salad	Salad		Salad
	Fruit Truffle	Strawberry Mousse	Khimchi Salad	Rosogolla	SoojiHalwa	French Tossed Salad	Hot Kesari
4			Fruit Salad			Ice Cream	
	Hot & Sour Soup	Mulligatawny Soup	AshorbiShorba	DahiShorba	Cream of Veg Soup	TamaterDhaniaShorba	TamaterShorba
	Veg Hakka	Chapati	Butter Phulka	Ghee Roti	Bread Rolls	Veg Biryani	Tandori Roti 2 pcs
	Schezwan Rice	Coconut Rice	Jeera Rice	Steamed Rice	Butter Rice	Navratan Korma	Veg Biryani
	Gobi Manchurian	Malabari Veg Korma	BaiganBharta	Aloo Gobi Masala	Veg au gratin	Dal Makhani	Mixed Veg
	Stir Fried Veg in Zade Sauce	Arbi Dal	Aloo Parval	Punjabi Dal Tadka	Sautéed Veg	Dum Gobi	Dal Tadka
		Veg Kofta	Black Dal Tadka	Akbari Kofta		Salad	Raita
			Salad	Salad		MishtiDoi	Phaldari Kheer
	Salad	Salad	Ice Cream	Bread Pudding	Salad		
	Ice Cream	Paysam			Chocolate Mousse		



High Tea							
Weeks	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	Aloo Bonda 2 pcs	Bread Pakora 2 pcs	Vegetable Chop 2 pcs	Roasted Veg Wrap 1 pc	Veg spring Rolls 1 pc	CholeyFrankey 1 pc	Veg Coleslaw S/w 2 pcs
	Chutney	Pudina Chutney	Kasundi	Sauce	Sauce	Chutney	French Fries
	Tea	Tea	Tea	Tea	Tea	Tea	Tea
	Coffee	Coffee	Coffee	Coffee	Coffee	Coffee	Coffee
2	Veg Burger 1 pcs	Masala Vada 2 pcs	Veg Dragon Rolls 1 pc	Punjabi Samosa 1 pc	Veg Cutlets 2 pcs	Ragda Patties 1 pcs	Roasted Veg s/w 1 pc
	Tea	Chutney	Sauce	Sauce	Sauce	Tea	Tea
	Coffee	Tea	Tea	Tea	Tea	Coffee	Coffee
		Coffee	Coffee	Coffee	Coffee		
3	Chinese Samosa 1 pc	Veg Hot Dog 1 pc	Masala vada 2 pcs	CholeyFrankey 1 pcs	Bread pakora 2 pcs	Vegetable Chop 2 pcs	Vegetable Rolls 1 pcs
	Chutney	Tea	Chutney	Chutney	Pudina Chutney	Kasundi	Tea
	Tea	Coffee	Tea	Tea	Tea	Tea	coffee
	Coffee		Coffee	Coffee	Coffee	Coffee	
4	Mutter potli 2 pcs	Veg Dragon Roll 1 pc	Cream Buns 2 pc	Bombay Cheese Sandwich 1 pc	Aloo Bonda 2 pc	Samosa 2 pc	Veg Pakoras 8 pcs
	Chutney	Sauce	Tea	Tea	Chutney	Chutney	Chutney
	Tea	Tea	Coffee	Coffee	Tea	Tea	Tea
	coffee	Coffee			Coffee	Coffee	Coffee

Dinner							
Weeks	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	Steamed Rice	Roti	Steamed Rice	Jeera Rice/Phulka	Roasted Garlic Rice	Kabuli Pulao	
	Moong Dal	Chawal	Cabbage Poryeal	Veg Jalfrezi	Singapore Noodles	Parantha	DahiBhalla 1 pc
	Jhuri aloo Bhaja	Plain Kadhi	Sambar	Soya Kadhai	Stir Fried Veg	Mixed Veg Korma	
	Mixed Veg	Rajma Masala	Paneer Korma ( 120 Gms) (for V)	Egg Curry ( 120 Gms) (for NV)	Veg Manchurian	Gobi SukhiBhaji	Paneer Biryani (120 Gms) (for V)
	Potoler Dolma	Aloo Mutter Gobi	Fish Pepper Fry ( 180 Gms) (for NV)	Yellow Dal Tadka	Fancy Fried Papad		Chicken Biryani ( 200 Gms) (for NV)
		Salad	Appalam	Soya Chaap	Khimchi Salad		Raita
	Fried Pappad		Salad	Roasted Papad		Dal Maharani	Fried Papad
	Salad					Raita	Ice Cream
2	Steamed Rice	Steamed Rice	Akni Pulao	Shahi Rice/Phulka	Veg Fried Rice	Roti	
	Masoor Dal	Beans Poryeal	PudinaParantha	MeloniSabzi	Hakka Chow	Chawal	Aloo PapriChaat
	BaiganBhaja	Veg Korma	Mixed Veg Korma	Aloo Gobi	Sweet & Sour Veg	Yellow Dal Fry	Nizami Pulao
	Mixed Veg	Sambar	Fish Kalia ( 180 Gms)) (for NV)	Yellow Dal Tadka	Gobi Manchuirian	PalakGatta	Mughlai Murg (200 Gms) (for NV)
		Appalam	Kadhai Paneer ( 120 Gms) (for V)	Andayka Sahi (120 Gms) (for NV)	Fancy Fried Papad	Akbari Kofta	Dum Ka Paneer ( 120 Gms)(for V)
	Kach Kolar Kofta	Curd	Dal Maharani	Soya Aloo	Pickled Veg		Salad
	Fried Papad	Salad	Lachha Salad	Roasted Papad		Fried Papad	Papad
	Salad		Raita	Raita		Salad	GulabJamun
3	Steamed Rice	Kabuli Pulao	Jeera Rice/Phulka	Steamed Rice	Roasted Garlic Rice	Roti	
	Moong Dal	Parantha	Veg Jalfrezi	Cabbage Poryeal	Singapore Noodles	Chawal	Cream of Veg Soup
	Jhuri Aloo Bhaja	Mixed Veg Korma	BhindiJaipuri	Sambar	Stir Fried Veg	Rajma Masala (for V)	Soup Sticks
	Mixed Veg	Dum Gobi	Yellow Dal Tadka	Fish Pepper Fry (180 Gms) (for NV)	Corn Manchurian	KadhiPakodi	Dinner Rolls
	PalakKofta	Dal Maharani	Roasted Papad	Paneer Korma (120 Gms) (for V)	Fancy Fried Papad	Egg Curry (120 Gms) (for NV)	Rosemary Rice
	DhokarDanla	Laccha Salad	Boondi Raita	Appalam	Khimchi Salad	Soya Aloo	Chicken a La rex (200 Gms) (for NV)
	Fried Papad		Kachumbar Salad	Salad		Aloo Mutter Salan	Baked Veg (200 Gms) (for V)
	Salad					Salad	Tossed Salad
							Fruit Truffle

Weeks	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
4	Steamed Rice	Basanti Pulao	Steamed Rice	Akni Pulao	Roasted Garlic Rice	Veg Biryani	Fried Veg MoMo
	Masoor Dal	Dalma	Beans Poryeal	PudinaParantha	Singapore Noodles	Parantha	Veg Fried Rice
	Baguni	BagunPostoBhaja	Veg Korma	Mixed Veg Korma	Corn Manchurian (for V)	Mixed Veg Korma	Pan Fried Noodles
	Mixed Veg	Aloo Phool Gobi	Sambar	Kashmiri Aloo	Chilly Eggs (120 grms) (for NV)	Dum Gobi	Stir Fried Gobi
		Fried Papad	Fish Curry (180 Gms) (for NV)	Dal Maharani	Soya Chilly	Dal Maharani	Paneer Manchurian (120 Gms) (for V)
	DhokarDanla	Salad	Paneer Kolapuri ( 120 Gms) (for V)	Laccha Salad		Laccha Salad	Szechwan Chicken ( 200 Gms) (for NV)
	Fried Papad		Appalam		Fancy Fried Papad		Khimchi Salad
	Salad		Salad		Khimchi Salad		Banana Toffee

**Legend : V- Vegetarian, NV – Non Vegetarian)**

- The above menu is indicative and there may be slight variations in the content based on the feedback of the Mess Committee.
- The above rates are inclusive of all taxes, duties and other incidental charges.
- The above rates are inclusive of running the cafeteria but do not include the price for items to be sold in the cafeteria; the same will be extra at competitive rates and will be mutually decided upon.

I/we declare that the above-mentioned quoted rates will remain valid for one (01) year from the commencement of contract agreement and in no case shall I/we demand any increase of rates on any ground whatsoever. The terms and conditions as indicated in the Instructions to Bidders are acceptable to us.

**Yours faithfully,**

**Dated:**

(Seal and Signature of the Tenderer)

**EQUIPMENT DETAILS**

<b>Sl No.</b>	<b>Items</b>	<b>Qty</b>
1.	S.S. Single Burner	5
2.	Idli Steamer	1
3.	S.S Dosa Hot Plate	1
4.	S.S Chappati plate with Puffer	1
5.	S.S. LPG Gas operated Bulk Cooker	1
6.	S.S. Double Tank Deep Fat Fryer	1
7.	S.S. Tilting Type Masala Grinder with Stone	1
8.	Dough Kneader	1
9.	Potato Peeler	1
10.	Planetary Mixer	1
11.	Pulveriser	1
12.	S.S. Continental 2 Burner with Baking Oven	1
13.	S.S. Charcoal Tandoor	2
14.	S.S. Tandoor Support Table	1

Sl No.	Items	Qty
15.	Potato / Onion Storage Box	1
16.	S.S. Work Table with one Bottom Shelf	2
17.	Exhaust / Fresh air duct in 22 SWG GI sheet and all associated / allied material (joint gasket, GI / MS brackets / angles support, silicon joints, nuts, bolts etc)	----
18.	SS Exhaust Hood with SS Baffle Filters and SS Grease Buckets (8ft x 3 Nos, 3ft x 2 Nos )	30 Rft
19.	Exhaust Volume Control Damper (VCD) of size 12" x 12" each	8
20	Fresh Air Grill (1' x 0.5')	8
21.	Heavy Duty / Industrial Exhaust Air Blower fan 8000 CFM , 7.5HP, 3 Phase, 1400 RPM Direct Drive (Crompton or equivalent), inclusive of all associated / allied material and accessories for installation of above.	1
22.	Heavy Duty / Industrial Fresh Air Blower Fans 3000 CFM , 0.5 HP, 3 phase, 1400 RPM (Crompton or equivalent), inclusive of all associated / allied material and accessories for installation of above.	2
23.	Deep Freezers	3
24.	Refrigerators	3
25.	Water Coolers	2
26.	Microwaves	2
27	Stainless Steel Utensil Set	
28	(i) Student's Dining Hall : 5 Star Inverter Split AC	04

<b>Sl No.</b>	<b>Items</b>	<b>Qty</b>
	(ii) Faculty Dining Hall with split AC	1
	(iii) NTS Dining Hall with split AC	1
29	Steel Furniture (SS 302 grade) with Granite table top in Student Dining Hall	
30	Electrical Fittings	
31	Sanitary & Other Fittings	
32	LPG Gas Bank	