

	<p style="text-align: center;">भारतीय प्रौद्योगिकीसंस्थानमद्रासचेनै 600 036 INDIAN INSTITUTE OF TECHNOLOGY MADRAS Chennai 600 036 भंडार एवं क्रय अनुभाग STORES & PURCHASE SECTION Email: adstores@iitm.ac.in दूरभाष: (044) 2257 8285 / 8287 / 8288 / 8290 फ़ैक्स: (044) 2257 8082 Telephone : (044) 2257 8285/8287/8288/8290 FAX: (044) 2257 8082 GSTIN: 33AAAAI3615G1Z6</p>	
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P K SHEBA SABARI
Assistant Registrar (Stores & Purchase)

Date: 30.09.2022

Tender No. IITM/SPS/Campus Cafe/008/2022-23

Due Date: 20.10.2022
Before 3.00 p.m.

Dear Sir / Madam,

Sub: Tender for Operating a Campus Cafe to provide food and beverages in the Ground Floor of IITM Campus Cafe Building – Reg.

On behalf of the IIT Madras, sealed quotations are invited in the prescribed format for Operating a Campus Cafe to provide food and beverages in the Ground Floor of IITM Campus Cafe as per the following details:

a)	Schedule - A	Terms & Conditions
b)	Annexure - A	Scope of Work
c)	Annexure - B	Technical Bid
e)	Annexure - C	Proforma for Technical Bid
f)	Appendix – A	Details of Experience
g)	Appendix – B	Details of Campus Cafe functioning at present
h)	Annexure – D	Proforma for Financial Bid (BOQ)
i)	Annexure – E	Land Border Sharing Certificate
j)	Annexure – F	Local Content Declaration
k)	Annexure – G	Firm Not blacklisted / debarred

Sd/-
(SHEBA SABARI P.K.)
Assistant Registrar
Stores and Purchase



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GSTIN: 33AAAAI3615G1Z6



TENDER DOCUMENT

NAME OF WORK	:	Tender for Operating a Campus Cafe to provide food and beverages in the Ground Floor of IITM Campus Cafe Building
VALIDITY OF THE TENDER	:	120 days from the date of opening of the tender.
EMD	:	Rs. 20,000/- (Rupees twenty thousand only)
Performance Security Deposit	:	Rs.4,00,000/- (Rupees four lakhs only)
PRE-BID MEETING	:	Pre-bid Meeting will be conducted via Google Meet on 11.10.2022 @ 3.00 p.m. Please see the below link to join the meeting https://meet.google.com/qup-nadq-mip
LAST DATE FOR SUBMISSION OF TENDER DOCUMENTS	:	20.10.2022 @ 3.00 p.m.
ADDRESS FOR SUBMISSION OF TENDER	:	The Assistant Registrar, Stores and Purchase Section 3 rd Floor, Admin Building IIT Madras, Chennai 600036.
DATE OF OPENING OF TECHNICAL BID AND VENUE	:	20.10.2022 @ 4.00 p.m. Venue: Conference Room, 3 rd Floor, Administration Building, IIT Madras
DATE OF OPENING OF FINANCIAL BID	:	Bidders who have qualified in Technical evaluation, will be called for opening of Financial Bid. The date and time will be intimated later to the bidders.

Sd/-
(SHEBA SABARI P.K.)
Assistant Registrar
Stores and Purchase

Tender for Operating a Campus Cafe to provide food and beverages in the Ground Floor of IITM Campus Cafe Building**TERMS AND CONDITIONS**

1. The Institute proposes to lease the kitchen and washing area in the Ground Floor of the IITM Campus Cafe Building for running a Campus Cafe by the prospective bidders to provide food and beverages as listed in Table 2 and as per the technical bid in Annexure B.
2. This document is also available in the following websites
<http://tenders.iitm.ac.in>
<https://eprocure.gov.in/epublish/app> (CPP Portal)
3. **Preparation of bids:** The tender should be submitted as two-bid system i.e. Technical bid and Financial bid in two separate envelopes and these two envelopes have to be sealed in a single big envelope.
4. **Submission of tender:** The tender shall be sent to the address mentioned below, either by post or by courier duly sealed and superscribed on the envelope with the bidder email id, contact nos., tender reference nos., due date and time before the due date and time specified in the schedule. The offer / bid can also be dropped in the tender box on or before the due date and time specified.

**The Assistant Registrar,
Stores and Purchase Section
3rd Floor, Admin Building
IIT Madras
Chennai 600036.**

5. IIT Madras reserves the right to accept/reject any or all the tenders without assigning any reason thereof.
6. **EMD of INR 20,000/-** (Rupees Twenty thousand only) should be transferred through NEFT/RTGS to the following bank account on or before 20.10.2022 before 3:00 p.m. Proof of transfer of EMD to IIT Madras account should be submitted along with Technical bid.

**Name : Registrar IIT Madras
Bank : State Bank of India
Account No. : 10620824305
Branch : IIT MADRAS
IFSC CODE : SBIN0001055**
7. Tenders without EMD will be summarily rejected. The EMD will be returned to the successful bidder after submission of performance security.
8. As per O.M. No.F.1/2/2022-PPD Dated 01.04.2022, the EMD will be returned to the unsuccessful Bidder(s), within 30 days after declaration of result of first stage i.e. technical evaluation etc. The EMD shall be forfeited if any Bidder withdraws the offer before finalization of the tender.
9. As per Rule 170 of GFR 2017, exemption of EMD will be given subject to submission of undertaking by the firm seeking such exemption. Copies of relevant orders/ documents regarding such exemption should be submitted along with the tender document.
10. The successful bidder shall submit a **Performance Security of Rs.4,00,000/- (Rupees four lakhs only)** in the form of Demand Draft in favour of **“The Registrar, IIT Madras”** to be obtained from any commercial bank within 15 (fifteen) days from the date of issue of Order by IIT Madras, which shall be released on expiry/termination of the contract after adjustment of dues, if any.
11. The Tenders will be opened on **20.10.2022 at 4.00 p.m.** in the Conference Room, 3rd Floor, Administration Building, IIT Madras on the same day. Bidders or their authorized representatives may be present during the opening of Tenders. All the Tenders will be opened on that day even if a Bidder or his authorized representative is not present at that time.
12. The Tenders received after the due date and time will not be considered and the same will be returned unopened to the respective bidders.

13. Bidders shall agree to keep their offer open for 120 (One Hundred Twenty) days from the date of opening of Tenders and not make any modifications in the stated terms and conditions.
14. The participating bidders should undertake to acknowledge that they have gone through all the Schedules and Annexures of this Tender document and agree to abide by them.
15. IIT Madras reserves the right to shortlist/reject any or all the tenders and accept the whole or any part of a tender without assigning any reason therefore.
16. Any legal disputes arising out of this tender process shall be settled in the court of competent jurisdiction located within the city of Chennai in Tamil Nadu.
17. The successful bidder shall execute an Agreement with the IITM accepting the terms and conditions as listed in various Schedules. The Agreement can be terminated by either side with a notice of one month.
18. **Duration of the contract:** Initially, the contract will be awarded for Two years. The period may be further extended upto a maximum of two more years on annual basis, based on the feedback and performance. Performance appraisal of the service provider will be carried out by the IITM by obtaining Feedback from the end users on half yearly basis / yearly basis.
19. **PENALTY:** Penalty will be imposed for violation / non-compliance in respect (not restricted to) of any one or more of the following - Hygiene, Quality, Service, Behavior of the personnel, Ambience, Cleanliness littering & garbage disposal, Display, Availability of items (as per tender), **selling expired product**, Not registering complaint, late remittance of payments / dues, violation of Institute rules. The penalty will be as follows:
 - Warning for the first three occasions
 - 20% of license fee for the fourth time
 - 40% of license fee for the fifth time
 - 60% of license fee for the sixth time
 - Thereafter, cancellation of contract, if any of the complaints listed above is repeated after sixth time.
20. **Indemnity clause:** The successful bidder has to take responsibility of issues arising due to un-hygienic, personal hygiene issues, storage of food, improper usage of ingredients and any such issues that may cause harm to the customers due to inefficient/improper operation.
21. **Gate Passes:** The shop shall arrange to obtain security passes from the Security Section of IIT Madras for all their employees and issue the same to them. No employee must stay in the premises of IIT Madras after working hours. The shop must obtain the necessary written permission from the competent authority to enable overnight stay of their employees in the campus at times of exigencies. The facility cannot also be used for the accommodation of staff when they are not on duty.
22. **Force Majeure:** If at any time, during the continuance of the agreement/contract, the performance in whole or in part, by the Individual/firm, of any obligation specified in the agreement/contract, is prevented, restricted, delayed or interfered, by reason of war or hostility, act of the public enemy, civil commotion, sabotage, act of State or direction from statutory authority, explosion, epidemic/pandemic, quarantine restriction, fire, floods, natural calamities or any act of GOD, (hereinafter referred to as event), the firm may be excused from performance of its obligation provided that notice of happenings of any such event is given by the firm to the IIT Madras within **seven calendar days** from the date of occurrence thereof. Provided further that the obligations under the Agreement shall be resumed by the firm, as soon as practicable, after such event comes to an end or ceases to exist. The decision of IIT Madras as to whether the obligations may be so resumed (and the time frame within which the obligations may be resumed) or not, shall be final and conclusive.

23. Number of Bids and their Submission:

The bidders should submit the bids in **two bid system** as detailed below.

Bid I Technical Bid

The technical bid should consist of proof of EMD transfer, filled-in proforma of technical bid as per details given in **Annexure-C along with Appendix A & Appendix B.**

The bidder should go through the details given in Scope of work (Annexure – A) and Technical Bid (Annexure – B) of the tender document, understand the requirement of IITM before bidding and submit the technical bid covering the details along with all relevant document proof. **Any tender documents without these details shall be considered invalid and rejected.**

Bid II Financial Bid

The financial bid should be submitted as per the proforma in **Annexure D. The price quoted should be in INR inclusive of GST.**

24. Evaluation of Bids:

(i) Technical Bid Evaluation:

Technical bid evaluation will be done in two stages.

In the 1st stage, each point given in technical bid (**Annexure B**) will be evaluated. Bidders who have satisfied all the conditions stipulated in the 1st stage alone will be qualified for 2nd stage of technical evaluation.

In the 2nd stage, the technical Specification offered by the bidders will be evaluated by the Committee and marks will be given as per the parameters mentioned in the tabulation below. **Onsite visit is part of technical bid evaluation.**

The parameter to be considered for Technical Evaluation and the maximum marks for each parameter of the technical bid are as under

Sl. No	Parameter	Maximum Marks																		
1	Background of the Organization:	15																		
	<table border="1"> <thead> <tr> <th>#</th> <th>Parameter</th> <th>Maximum Marks</th> </tr> </thead> <tbody> <tr> <td>a</td> <td>Aggregate financial turnover for 3 years (2019-20, 2020-21 and 2021-22) i) Minimum Rs.3 Crores : 3 marks ii) More than Rs.3 Crores and Upto Rs.5 Crores : 4 marks iii) Above Rs. 5 Crores : 5 marks</td> <td>5</td> </tr> <tr> <td>b</td> <td>Total Years of experience in operating a Canteen i) Minimum 5 years of experience : 4 marks ii) More than 5 to 7 years of experience : 6 marks iii) More than 7 to 10 years of experience : 8 marks iv) Above 10 years of experience : 10 marks</td> <td>10</td> </tr> </tbody> </table>		#	Parameter	Maximum Marks	a	Aggregate financial turnover for 3 years (2019-20, 2020-21 and 2021-22) i) Minimum Rs.3 Crores : 3 marks ii) More than Rs.3 Crores and Upto Rs.5 Crores : 4 marks iii) Above Rs. 5 Crores : 5 marks	5	b	Total Years of experience in operating a Canteen i) Minimum 5 years of experience : 4 marks ii) More than 5 to 7 years of experience : 6 marks iii) More than 7 to 10 years of experience : 8 marks iv) Above 10 years of experience : 10 marks	10									
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TOTAL Technical Score (TS)		30																		

After evaluation of Technical bid including their onsite visit, the financial bids of only those firms which have **secured a minimum of 21 marks (70%)** in the stage II of Technical bid evaluation will only be declared as technically qualified for opening of financial bid.

Onsite Visit to Bidders' Functioning Locations: Details of currently operating canteens of the bidders must be enclosed with the Technical bid as per Appendix B of Annexure-B. The Tender Evaluation Committee will carry out surprise visits to location(s) currently operated by the bidders as a part of Technical Evaluation.

(ii) Financial Bid Evaluation:

The financial bid of technically qualified bidders will be evaluated and the number of L1 and L2 item quoted by each bidder will be calculated. The bidders who have quoted the highest number of L1 and L2 items (together) will be declared as the successful bidder and contract will be awarded to the successful bidder.

sd/-
(SHEBA SABARI P.K.)
Assistant Registrar
Stores and Purchase

DECLARATION OF THE TENDER

It is hereby acknowledged that I/We have gone through all the points listed under **“Specification, Scope of work and Terms and Conditions”** of tender document, the same is abided and agreed to be executed. In case, if any of the information furnished by me/us is found false, I/We are fully aware that the tender/contract will be rejected / cancelled by IIT Madras and EMD shall be forfeited.

Signature of the Bidder Name &
Address of the Bidder with Office Stamp

SCOPE OF WORK

1. IIT Madras (IITM) requires a bidder to operate Campus Cafe to provide Food and Beverages to the campus residents and student community.
2. IITM will provide space of **3961 sq.ft.** in the ground floor, Campus cafe, IITM premises. Power supply and water supply will be provided in the licensed area on payment basis.
3. The bidders may inspect the site between 10 am to 5 pm on working days and shall contact Estate Section in Administration Block, IIT Madras for inspection (044 2257 8112).
4. The Bidder will be charged a license fee of Rs.32/- per sq.ft. (under revision) and 5% will be increased on yearly basis plus GST. The Bidder will be charged 20% of the monthly License Fee for the disposal of waste.
5. IITM will provide water for Cooking, Washing and Cleaning at prevailing rate (Rs. 61/- per 1000 litres of water) on the basis of metered consumption. The water and electricity charges shall be varied based on the revisions made from CMWSSB & TANGEDCO. Treated drinking water to the Customers shall be provided by the bidder free of cost.
6. IITM will provide electricity exclusively for the licensed area at the prevailing rates as chargeable to Commercial establishments by TANGEDCO.
7. The bidder should operate the Campus Cafe from 07.00 Hrs. to 20.00 Hrs. (without any break) on all days of the week. The operating hours during holidays / special days may be fixed in consultation with IIT Madras.
8. The bidder should quote for all items. The bidder should ensure that the items listed in the “List of Food and Beverages” as per **Annexure-B** are available for sale during the working hours in the Campus Cafe.
9. The bidder should make necessary arrangements for all equipment, furniture and other facilities required for preparation, display and sale of food at their own cost.
10. After the completion of the contract, damages if any in the licensed area, the cost will be adjusted in the Performance Security Deposit. The break up for operating area with sq.ft. is as follows:

TABLE 1

Sl. No.	Location	Area in Sq.M	Area in Sq.Ft.	Rate per Sq.Ft.	Amount (Rs.)
1.	Kitchen Area	310	3337	Rs.32	106784.00
2.	Campus Cafe Office	18	194		6208.00
3.	Bidder Rest Room (Gents)	27	290		9280.00
4.	Bidder Rest Room (Ladies)	13	140		4480.00
Total		368	3961	Rs.32	126752.00

11. Alteration / installation work of any nature shall be carried out in the shop only with the prior approval of the IIT Madras.
12. Waste segregation is the responsibility of the Bidder. All biodegradable food waste has to be bagged separately in leak-proof bags. Non-biodegradable waste has to be segregated at source (by not mixing with biodegradable wastes) and handed over to authorized personnel engaged by IITM. No wastage should be thrown out of the windows of the dining/kitchen areas nor should be fed to the animals. Non-compliance of waste disposal rules will invite penalty. Bidder, under no circumstances, shall dispose plastic and food waste into the drainage. Damages caused to the drainage system by breaking the jallies, etc. which will result in charging for appropriate repairs and it will be recovered completely from the Bidder. The cleanliness of the surroundings has to be given utmost priority and prudent waste management measures as sought by IITM, must be abided by the Bidder.
13. Self-service system with customers picking up the food items from the counter of the Bidder will be followed. IITM will provide the seating furniture and dining tables in the dining area. The Bidder should provide the food items & beverages in the right size /quantity (as per Technical specification attached) / quality at the specific timings and at the agreed rates.
14. The Bidder shall use only first quality vegetables, fruits, provisions, dairy products, protein/meat, etc. The Bidder shall use only FSSAI branded raw materials and best quality resources for preparing food. Bidders should not use any artificial colour, preservatives and other chemical additives in any of the dishes or even store them in the

premises.

15. Following shall be the responsibilities of the Bidder regarding hygiene and sanitation:
 - a. Hygiene and sanitation standards should strictly comply with FSSAI regulations and other prevalent norms. Compliance to the hygiene standards will be checked periodically. Non-compliance to hygiene standards will lead to levying suitable penalty or termination of the contract.
 - b. Cleaning and washing of utensils used for preparing food, used plates and other utensils, dining tables and seating furniture, cleaning the licensed area and dining area as well.
 - c. Cleaning and maintenance of kitchen equipment
 - d. Pest control measures in the kitchen and dining area.
16. Bidder's performance will be monitored on a regular basis through a Committee and all recommendations/decisions of the Committee will be notified to the Bidder which should be strictly complied with. Non-compliance with menu and serving unhygienic food can result in instant monetary fine/termination of contract.
17. The rates quoted by the Bidder will be applicable for one year from the start of operations and will be revised thereafter only if there is an undue increase in the cost of any input.
18. Food cooked by the Bidder should not be taken out to be served in other places inside/outside the campus.
19. The Bidder shall not assign, sublet or part with the possession of the licensed premises and properties of the Institute therein or any part thereof under any circumstances.
20. On expiry/termination of the license, the Bidder must vacate the licensed premises. All fixtures, furniture, etc. which are properties of IITM should be handed over to IITM in good and tenable conditions. Cost of repair charges for mishandling and wilful damage (except normal wear and tear) will be deducted from the Performance Security Deposit. Any equipment of the Bidder left behind beyond a reasonable time will be disposed of by the Institute and all charges arising out of such disposal will be deducted from the Performance Security Deposit.
21. The Bidder shall not construct or make any structural alterations inside the licensed premises without prior approval of IITM.
22. The Bidder shall pay to the IITM the monthly license fee and other allied charges, as per Sl.No.8 on or before 5th of every month failing which a penalty of Rs.100/- per day for all the days up to the date of actual payment beyond 5th will be levied by IITM.
23. Sufficient man power to run the shops should be provided and should not engage persons below the age of 18 years as labourers and shall adhere to all applicable Labour laws. The Bidder shall maintain a register with name, age and address of all his employees working in IITM campus. The Bidder must report any changes in the list of employees immediately. Bidder shall arrange to obtain security pass for all his employees from the Security Section of IITM, giving due undertaking for their character and antecedents.
24. The employees of the Bidder should wear uniform and display their ID cards during working hours. They should wear necessary hand gloves, head gears while cooking/serving. All the employees should undergo a medical examination once in every six months at the Institute hospital to validate their physical and hygiene fitness. Any tests/vaccines administered, as deemed fit by the Institute hospital, including a nominal fee for medical examination, should be borne by the Bidder. The Bidder should ensure that all of his employees are free of communicable diseases and medical certificate of all the employees to this effect should be submitted before the start of the business. For periodical medical examination by IITM, a nominal amount of Rs.300/- per employee will be charged by IITM. This excludes the cost of detailed pathological investigations and vaccines, if administered.
25. The Bidder shall be responsible for the proper conduct and behaviour of the employees engaged by him.
26. Smoking, consumption/distribution of alcohol, use of pan and gutka or any other banned or restricted substances by the Bidder or his employees of the Bidder is strictly prohibited.
27. The Bidder is solely responsible for the payment of minimum wages, ESI and EPF for their employees as per the Government of Tamil Nadu and GOI norms as applicable and should meet any other statutory benefits/obligations. The record of duty hours, pay structure and other documents as per statutory

requirements should be maintained for the inspection by the Government authorities.

28. The Bidder should submit proof of having disbursed wages to the persons employed by him within 7 days on expiry of the wage period on demand.
29. The Bidder should ensure regular submission of all monthly, half-yearly and yearly returns to the ESIC/EPF and other statutory organizations and a copy of the same may be submitted to IITM.
30. Periodic cleaning of fixtures (including lights, fans and other equipment), removal of cobweb, etc. in the licensed area and dining area will be the responsibility of the Bidder.
31. The Bidder should hold a valid Central License under the Food Safety and Standards Act 2006 and ensure compliance of provisions of Food Safety and Standards Act and Regulations at all times. The Bidder should make his own arrangements for obtaining necessary license / clearance / approval from Corporation of Chennai, Government of Tamil Nadu and for any other local authority, wherever necessary and IITM will in no way be responsible for any lapse by the Bidder in this regard.
32. Application for Termination of License and vacating the premises should be sent by the Bidder one month in advance from the date from which he/she desires to terminate the license and vacate the premises allotted to him/her. The Bidder shall deliver to the Institute, on the said date, vacant possession of the premises allotted to him/her, along with all its fittings, if any, in the same condition as it was when he/she took possession of the same.

TECHNICAL BID

ELIGIBILITY CRITERIA

1. The bidder shall not be from a country sharing land border with India and if the bidder is from a country sharing land border with India the bidder should have been registered with the competent authority as per orders of DIPP OM No. F. No. 6/18/2019-PPD dated 23rd July 2020, and MoCI Order No. P-45021/112/2020-PP (BE II) (E-43780) dated 24th August 2020. A declaration shall be submitted with the bid as per format given in **Annexure – E**.
2. Only 'Class-I local suppliers' and 'Class-II local suppliers', as defined under DIPP, MoCI Order No. P-45021/2/2017-PP (BE II) dated 16th September 2020 and other subsequent orders issued therein, shall be eligible to bid in this tender. Declaration for Class-I / Class-II local suppliers should be submitted in the prescribed proforma format as per **Annexure – F**.
3. Neither the tender participating firm nor any of its partner has been blacklisted / debarred /involved / convicted in any criminal case / economic offence nor any criminal case / economic offence is pending against firm or any partner of the Firm before any Court of Law / Police. A self-declaration format given in **Annexure – G**.
4. The firm must have an aggregate turnover of at least Rs. 3 Crores in the last three financial years 2019-20, 2020-21 and 2021-22 (Should enclose the audited financial statement signed by the Chartered Accountant)
5. The bidder should be in business for at least last 5 years in operating 3 Canteens in Educational Institutions / Industries / Govt. Organizations. (List to be enclosed with name of the Institutions / Industries/Govt. Organizations, duration, type of service provided) with proof of contract execution.
6. The bidder should have one running Canteen functioning at present. (Proof should be submitted).
7. The bidder should submit valid Food Safety and Standards Authority of India (FSSAI) certificate.
8. The bidder should submit proof for
 - (a) filing of income tax returns for the financial years 2019-20, 2020-21 and 2021-22
 - (b) GST Registration copy.
9. The bidder should have registration with EPF, ESI and PAN (Necessary document proof should be attached).
10. The bidder should submit solvency certificate for a minimum amount of **Rs.10 Lakhs**.

TABLE 2 - DETAILS OF SPECIFICATIONS - LIST OF FOOD AND BEVERAGES

The bidder should quote for all items.

SI No	Name of Items	Weight
	TIFFIN ITEMS (VEGETARIAN)	
1.	IDLI (2 Nos.)	125 gms.
2.	MEDU VADA	40 gms.
3.	MASAL VADA	50 gms.
4.	PONGAL	150 gms.
5.	KITCHADI (Rava / Semia)	150 gms.
6.	UPPUMA (Rava)	150 gms.
7.	PLAIN DOSA	110 gms.
8.	MASALA DOSA	150 gms.
9.	ONION DOSA	125 gms.
10.	KEERAI VADA / SPL. VADA	50 gms.
11.	PLAIN OOTHAPPAM	110 crris.
12.	ONION OOTHAPPAM	125 gms.
13.	POORI with MASALA	3 Nos.
14.	POORI with KHURUMA	3 Nos.
15.	POORI with CHANNA	3 Nos.
16.	CHANNA BATURA (Chola Batura)	Each
17.	SPL. MASALA DOSA	150 gms.
18.	VADA_CURD	110 gms.
19.	SPL. SADA DOSA	110 gms.
20.	SAMBAR VADA	100 gms.
21.	RASAM VADA	100 gms.
22.	BAJJI (2 Nos.)	35 gms. each
23.	BONDA (Ordinary)	50 gms.
24.	BONDA (Vegetable)	75 gms.
25.	CHAPPATHI with CHANNA	Each
26.	CHAPPATHI with KHURUMA	Each
27.	SAMOSAS (Vegetable) 1 No.	Std.Weight
28.	CUTLET (Vegetable)	Std.Weight
29.	COCONUT RICE	150 gms.

30.	LEMON RICE	150 gms.
31.	VEGETABLE RICE	150 gms.
32.	SAMBAR RICE	150 gms.
33.	CURD RICE	150 gms.
34.	TAMARIND RICE	150 gms.
35.	MEALS – LIMITED*	Each
36.	MEALS – UNLIMITED	Each
37.	MEALS – SPECIAL**	Each
38.	VEGETABLE BIRIYANI	225 gms.
39.	VEGETABLE FRIED RICE	225 gms.
40.	VEGETABLE PULAV	225 gms.
41.	STUFFED ROTI ITEMS	150 gms.
42.	PANEER TIKKA	1 Plate
	HOT DRINKS	
43.	COFFEE (Special)	100 ml.
44.	COFFEE (Ordinary)	100 ml.
45.	TEA (Special)	100 ml.
46.	TEA (Ordinary)	100/ 120 ml.
47.	HORLICKS	150 ml.
48.	BOOST / BOURNVITA	150 ml.
49.	RAGI MALT	150 ml.
50.	SEMIYA PAYASAM	150 ml.
	SOFT DRINKS	
51.	SODA	200 ml.
52.	BUTTER MILK	150/200 ml.
	SWEETS	
53.	L ADDU	50 gms.
54.	MYSORE PAUK	50 gms.
55.	JANGRY	50 gms.
56.	MILK SWEET	50 gms.
	SAVOURIES	
57.	KARABOONDI	75 gms.
58.	OMAPPUDI	75 gms.
59.	MIXTURE (Ordinary)	75 gms.
60.	ONION PAKODA	75 gms.
61.	BUTTER MURUKU	75 gms.

62.	DILKUSH MIXTURE	75 gms.
	NON-VEGETARIAN ITEMS	
63.	CHICKEN BRIYANI + EGG	250 gms.
64.	CHICKEN CURRY	125 + 120 gms.
65.	CHICKEN FRIED RICE	250 gms.
66.	EGG FRIED RICE	250 gms.
67.	MUTTON FRY	250 gms.
68.	MUTTON BRIYANI	250 gms.
69.	MUTTON KHURUMA	250 gms.
70.	EGG BRIYANI	250 gms.
71.	OMELET (2 Eggs)	Std. size
72.	CHICKEN TIKKA MASALA	1 Plate
73.	BUTTER CHICKEN	250 gms.
74.	CHILLY CHICKEN	1 Plate - 250 gms.
75.	EGG SCRAMBLE (2 Eggs)	Each
	FRESH JUICE	
76.	Mosambi	200 ml
77.	Grape	200 ml
78.	Water Melon	200 ml
79.	Lemon	200 ml
80.	Pomegranate	200 ml

* Meals includes Rice, Sambar, Rasam, Curd, Poriyal, Kootu, Appalam, Butter Milk, Pickle

** Special Meals includes Sweet, Chappathi-1no., Rice, Sambar, Rasam, Curd, Poriyal, Kootu, Appalam, Butter Milk, Pickle.

Sd/-
(SHEBA SABARI P.K.)
Assistant Registrar
Stores and Purchase

PROFORMA FOR TECHNICAL BID SUBMISSION

1	Name of the Firm:			
	Complete Address:			
	Phone No.		E-mail ID:	
2	Contact Person / Representative Name and Designation:			
	Phone		Mobile Phone:	
3	License No:		Registration No.:	
	PAN:		TAN:	
	ESI:		EPF:	
	(Enclose copies of the above)			
4	No. of Employees:	Regular	Temporary	
5	Litigations, if any, connected with Catering Work		Yes/ No (if yes, details to be furnished)	
6	Bank Details - Bank Name, A/c No., IFSC and Complete Address			
7	Any other information in support of the credentials		Details , if any, to be furnished	

Sl. No.	I. ELIGIBILITY CRITERIA	Compliance (Yes/No)	Page Ref.No.
1.	The bidder shall not be from a country sharing land border with India and if the bidder is from a country sharing land border with India the bidder should have been registered with the competent authority as per orders of DIPP OM No. F. No. 6/18/2019-PPD dated 23rd July 2020, and MoCI Order No. P-45021/112/2020-PP (BE II) (E-43780) dated 24th August 2020. A declaration shall be submitted with the bid as per format given in Annexure – E.		
2.	Only 'Class-I local suppliers' and 'Class-II local suppliers', as defined under DIPP, MoCI Order No. P-45021/2/2017-PP (BE II) dated 16 th September 2020 and other subsequent orders issued therein, shall be eligible to bid in this tender. Declaration for Class-I / Class-II local suppliers should be submitted in the prescribed proforma format as per Annexure – F.		
3.	Neither the tender participating firm nor any of its partner has been blacklisted / debarred /involved / convicted in any criminal case / economic offence nor any criminal case / economic offence is pending against firm or any partner of the Firm before any Court of Law / Police. A self-declaration format given in Annexure – G.		
4.	The firm must have an aggregate turnover of at least Rs. 3 Crores in the last three financial years 2019-20, 2020-21 and 2021-22 (Should enclose the audited financial statement signed by the Chartered Accountant)		
5.	The bidder should be in business for atleast last 5 years in operating 3 Campus Cafes in Educational Institutions / Industries / Govt. Organizations. (List to be enclosed with name of the Institutions / Industries/Govt. Organizations, duration, type of service provided) with proof of contract execution.		
6.	The bidder should have one running Campus Cafe functioning at present. (Proof should be submitted).		
7.	The bidder should submit valid Food Safety and Standards Authority of India (FSSAI) certificate.		
8.	The bidder should submit proof for (a) filing of income tax returns for the financial years 2019-20, 2020-21 and 2021-22. (b) GST Registration copy.		
9.	The bidder should have registration with EPF, ESI and PAN (Necessary document proof should be attached)		
10.	The bidder should submit solvency certificate for a minimum amount of Rs.10 Lakhs.		

The proof attached should be indexed and page numbers of the attached proof should be clearly mentioned in the Technical Bid format.

II - DETAILS OF SPECIFICATIONS - LIST OF FOOD AND BEVERAGES – TECHNICAL COMPLIANCE

The bidder should quote for all items.

SI No	Name of Items	Weight	Compliance (Yes/No)
	TIFFIN ITEMS (VEGETARIAN)		
1.	IDLI (2 Nos.)	125 gms.	
2.	MEDU VADA	40 gms.	
3.	MASAL VADA	50 gms.	
4.	PONGAL	150 gms.	
5.	KITCHADI (Rava / Semia)	150 gms.	
6.	UPPUMA (Rava)	150 gms.	
7.	PLAIN DOSA	110 gms.	
8.	MASALA DOSA	150 gms.	
9.	ONION DOSA	125 gms.	
10.	KEERAI VADA / SPL. VADA	50 gms.	
11.	PLAIN OOTHAPPAM	110 gms.	
12.	ONION OOTHAPPAM	125 gms.	
13.	POORI with MASALA	3 Nos.	
14.	POORI with KHURUMA	3 Nos.	
15.	POORI with CHANNA	3 Nos.	
16.	CHANNA BATURA (Chola Batura)	Each	
17.	SPL. MASALA DOSA	150 gms.	
18.	VADA_CURD	110 gms.	
19.	SPL. SADA DOSA	110 gms.	
20.	SAMBAR VADA	100 gms.	
21.	RASAM VADA	100 gms.	
22.	BAJJI (2 Nos.)	35 gms. each	
23.	BONDA (Ordinary)	50 gms.	
24.	BONDA (Vegetable)	75 gms.	
25.	CHAPPATHI with CHANNA	Each	
26.	CHAPPATHI with KHURUMA	Each	
27.	SAMOSAS (Vegetable) 1 No.	Std.Weight	
28.	CUTLET (Vegetable)	Std.Weight	
29.	COCONUT RICE	150 gms.	
30.	LEMON RICE	150 gms.	
31.	VEGETABLE RICE	150 gms.	

32.	SAMBAR RICE	150 gms.	
33.	CURD RICE	150 gms.	
34.	TAMARIND RICE	150 gms.	
35.	MEALS – LIMITED*	Each	
36.	MEALS – UNLIMITED	Each	
37.	MEALS – SPECIAL**	Each	
38.	VEGETABLE BIRIYANI	225 gms.	
39.	VEGETABLE FRIED RICE	225 gms.	
40.	VEGETABLE PULAV	225 gms.	
41.	STUFFED ROTI ITEMS	150 gms.	
42.	PANEER TIKKA	1 Plate	
	HOT DRINKS		
43.	COFFEE (Special)	100 ml.	
44.	COFFEE (Ordinary)	100 ml.	
45.	TEA (Special)	100 ml.	
46.	TEA (Ordinary)	100/ 120 ml.	
47.	HORLICKS	150 ml.	
48.	BOOST / BOURNVITA	150 ml.	
49.	RAGI MALT	150 ml.	
50.	SEMIYA PAYASAM	150 ml.	
	SOFT DRINKS		
51.	SODA	200 ml.	
52.	BUTTER MILK	150/200 ml.	
	SWEETS		
53.	LADDU	50 gms.	
54.	MYSORE PAUK	50 gms.	
55.	JANGRY	50 gms.	
56.	MILK SWEET	50 gms.	
	SAVOURIES		
57.	KARABOONDI	75 gms.	
58.	OMAPPUDI	75 gms.	
59.	MIXTURE (Ordinary)	75 gms.	
60.	ONION PAKODA	75 gms.	
61.	BUTTER MURUKU	75 gms.	
62.	DILKUSH MIXTURE	75 gms.	

	NON-VEGETARIAN ITEMS		
63.	CHICKEN BRIYANI + EGG	250 gms.	
64.	CHICKEN CURRY	125 + 120 gms.	
65.	CHICKEN FRIED RICE	250 gms.	
66.	EGG FRIED RICE	250 gms.	
67.	MUTTON FRY	250 gms.	
68.	MUTTON BRIYANI	250 gms.	
69.	MUTTON KHURUMA	250 gms.	
70.	EGG BRIYANI	250 gms.	
71.	OMELET (2 Eggs)	Std. size	
72.	CHICKEN TIKKA MASALA	1 Plate	
73.	BUTTER CHICKEN	250 gms.	
74.	CHILLY CHICKEN	1 Plate - 250 gms.	
75.	EGG SCRAMBLE (2 Eggs)	Each	
	FRESH JUICE		
76.	Mosambi	200 ml.	
77.	Grape	200 ml.	
78.	Water Melon	200 ml.	
79.	Lemon	200 ml.	
80.	Pomegranate	200 ml.	

* Meals includes Rice, Sambar, Rasam, Curd, Poriyal, Kootu, Appalam, Butter Milk, Pickle

** Special Meals includes Sweet, Chappathi-1no., Rice, Sambar, Rasam, Curd, Poriyal, Kootu, Appalam, Butter Milk, Pickle.

Place:

Date:

Signature of the Bidder
Name & Address of the
Bidder with Office Stamp

DETAILS OF EXPERIENCE IN EDUCATIONAL INSTITUTIONS / INDUSTRIES / GOVT. ORGANIZATIONS*(Copies of relevant documents may be enclosed)*

Sl.No.	Year	Details of Canteen Operated with Address and Contact No.	Sq. ft. of the Canteen	Consolidated Billing Amount per annum
1.	2017-18			
2.	2018-19			
3.	2019-20			
4.	2020-21			
5.	2021-22			

Certified that the above furnished information is true and correct. IIT Madras is permitted to verify the above details from any of the clients listed above.

Place:

Date:

Signature of the Bidder
Name & Address of the
Bidder with Office Stamp

DETAILS OF CAMPUS CAFE FUNCTIONING AT PRESENT
(Copies of relevant documents may be enclosed)

Sl.No.	Year	Details of Canteen with Address and Contact No.	Sq. ft. of the Canteen	Consolidated Billing Amount per annum
1.	2022-23			

Certified that the above furnished information is true and correct. IIT Madras is permitted to verify the above details from any of the clients listed above.

Place:

Date:

Signature of the Bidder
Name & Address of the
Bidder with Office Stamp

PROFORMA FOR FINANCIAL BID (BOQ)

The bidder should quote for all items.

SI No	Name of Items	Weight	Rate (INR)	GST (in %)	Total Amount (INR) (Incl. of GST)
	TIFFIN ITEMS (VEGETARIAN)				
1.	IDLI (2 Nos.)	125 gms.			
2.	MEDU VADA	40 gms.			
3.	MASAL VADA	50 gms.			
4.	PONGAL	150 gms.			
5.	KITCHADI (Rava / Semia)	150 gms.			
6.	UPPUMA (Rava)	150 gms.			
7.	PLAIN DOSA	110 gms.			
8.	MASALA DOSA	150 gms.			
9.	ONION DOSA	125 gms.			
10.	KEERAI VADA / SPL. VADA	50 gms.			
11.	PLAIN OOTHAPPAM	110 crris.			
12.	ONION OOTHAPPAM	125 gms.			
13.	POORI with MASALA	3 Nos.			
14.	POORI with KHURUMA	3 Nos.			
15.	POORI with CHANNA	3 Nos.			
16.	CHANNA BATURA (Chola Batura)	Each			
17.	SPL. MASALA DOSA	150 gms.			
18.	VADA_CURD	110 gms.			
19.	SPL. SADA DOSA	110 gms.			
20.	SAMBAR VADA	100 gms.			
21.	RASAM VADA	100 gms.			
22.	BAJJI (2 Nos.)	35 gms.each			
23.	BONDA (Ordinary)	50 gms.			
24.	BONDA (Vegetable)	75 gms.			
25.	CHAPPATHI with CHANNA	Each			
26.	CHAPPATHI with KHURUMA	Each			
27.	SAMOSAS (Vegetable) 1 No.	Std.Weight			
28.	CUTLET (Vegetable)	Std.Weight			
29.	COCONUT RICE	150 gms.			
30.	LEMON RICE	150 gms.			

31.	VEGETABLE RICE	150 gms.			
32.	SAMBAR RICE	150 gms.			
33.	CURD RICE	150 gms.			
34.	TAMARIND RICE	150 gms.			
35.	MEALS – LIMITED*	Each			
36.	MEALS – UNLIMITED	Each			
37.	MEALS – SPECIAL**	Each			
38.	VEGETABLE BIRIYANI	225 gms.			
39.	VEGETABLE FRIED RICE	225 gms.			
40.	VEGETABLE PULAV	225 gms.			
	HOT DRINKS				
41.	COFFEE (Special)	100 ml.			
42.	COFFEE (Ordinary)	100 ml.			
43.	TEA (Special)	100 ml.			
44.	TEA (Ordinary)	100/ 120 ml.			
45.	HORLICKS	150 ml.			
46.	BOOST / BOURNVITA	150 ml.			
47.	RAGI MALT	150 ml.			
48.	SEMIYA PAYASAM	150 ml.			
	SOFT DRINKS				
49.	SODA	200 ml.			
50.	BUTTER MILK	150/200 ml.			
	SWEETS				
51.	LADDU	50 gms.			
52.	MYSORE PAUK	50 gms.			
53.	JANGRY	50 gms.			
54.	MILK SWEET	50 gms.			
	SAVOURIES				
55.	KARABOONDI	75 gms.			
56.	OMAPPUDI	75 gms.			
57.	MIXTURE (Ordinary)	75 gms.			
58.	ONION PAKODA	75 gms.			
59.	BUTTER MURUKU	75 gms.			
60.	DILKUSH MIXTURE	75 gms.			
	NON-VEGETARIAN ITEMS				
61.	CHICKEN BRIYANI + EGG	250 gms.			

62.	CHICKEN CURRY	125 + 120 gms.			
63.	CHICKEN FRIED RICE	250 gms.			
64.	EGG FRIED RICE	250 gms.			
65.	MUTTON FRY	250 gms.			
66.	MUTTON BRIYANI	250 gms.			
67.	STUFFED ROTI ITEMS	150 gms.			
68.	MUTTON KHURUMA	250 gms.			
69.	EGG BRIYANI	250 gms.			
70.	OMELET (2 Eggs)	Std. size			
71.	PANEER TIKKA	1 Plate			
72.	CHICKEN TIKKA MASALA	1 Plate			
73.	BUTTER CHICKEN	250 gms.			
74.	CHILLY CHICKEN	1 Plate - 250 gms.			
75.	EGG SCRAMBLE (2 Eggs)	Each			
	FRESH JUICE				
76.	Mosambi	200 ml.			
77.	Grape	200 ml.			
78.	Water Melon	200 ml.			
79.	Lemon	200 ml.			
80.	Pomegranate	200 ml.			

Place:

Date:

Signature of the Bidder
Name & Address of the
Bidder with Office Stamp

(To be given on the letter head of the bidder)

No. _____

Dated: _____

CERTIFICATE

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that I am not from such a country.

OR (whichever is applicable)

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that I from _____ (Name of Country) and has been registered with the Competent Authority. I also certify that I fulfill all the requirements in this regard and is eligible to be considered.

(Copy/ evidence of valid registration by the Competent Authority is to be attached)

Place:

Date:

Signature of the Bidder
Name & Address of the
Bidder with Office Stamp

**FORMAT FOR SELF-CERTIFICATION UNDER PUBLIC PROCUREMENT POLICY
(PREFERENCE TO MAKE IN INDIA) 2017**

Tender No. IITM/SPS/Campus Cafe/008/2022-23

Date: _____

**Name of the Service: Operating a Campus Cafe to provide food and beverages in the Ground Floor of
IITM Campus Cafe Building**

I/We _____ S/o, D/o, W/o, _____ resident of _____ hereby solemnly affirm and declare as under:

That I will agree to abide by the terms and conditions of the Public Procurement (Preference to Make in India) Policy vide GoI Order no. P-45021/2/2017-PP (B.E.-II) dated 15.06.2017 (subsequently revised vide orders dated 28.05.2018, 29.05.2019 and 04.06.2020) MOCI order No. 45021/2/2017-PP (BE II) Dt.16th September 2020 & P- 45021/102/2019-BE-II-Part(1) (E-50310) Dt.4th March 2021 and any subsequent modifications/Amendments, if any and

That the local content for all inputs which constitute the said item/service/work has been verified by me and I am responsible for the correctness of the claims made therein.

Tick () and Fill the Appropriate Category	
<input type="checkbox"/>	I/We _____ [name of the supplier] hereby confirm in respect of quoted items that Local Content is equal to or more than 50% and come under “ Class-I Local Supplier ” category.
<input type="checkbox"/>	I/We _____ [name of the supplier] hereby confirm in respect of quoted items that Local Content is equal to or more than 20% but less than 50% and come under “ Class-II Local Supplier ” category.

The details of the location (s) at which the local value addition is made and the proportionate value of local content in percentage

Percentage of Local content : _____ %**
 Location at which value addition done : _____

For and on behalf of (Name of firm/entity)

Authorized signatory (To be duly authorized by the Board of Directors)

<Insert Name, Designation and Contact No.>

[Note: In case of procurement for a value in excess of Rs. 10 Crores, the bidders shall provide this certificate from statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content.]

This letter should be on the letterhead of the quoting firm and should be signed by a competent authority.

** Services such as transportation, insurance, installation, commissioning, and training and after sales service support like AMC/CMC cannot be claimed as local value addition

 <Insert Name, Designation and Contact No.>

(To be given on the letter head of the bidder)

Self-Declaration that the Bidder has not been Black listed

IS/o

R/o police station District.....Director

/ partner/ sole proprietor (Strike out whichever is not applicable) of

..... (Firm or Company) do hereby declare and solemnly affirm:

- I. That the Firm has not been Blacklisted or declared insolvent by any of the Union or State Government / Organization.
- II. That none of the individual / firm / Company Blacklisted or any partners or shareholder thereof has anyconnection directly or indirectly with or has any subsistence interest in the deponent business / firm company.
- III. That neither the Firm nor any of its partner has been involved / convicted in any criminal case / economic offence nor any criminal case / economic offence is pending against firm or any partner of the Firm before any Court of Law / Police.

Place:

Date:

Signature of the Bidder
Name & Address of the
Bidder with Office Stamp