

**APPLICATION FORM FOR ALLOTMENT OF MULTI-CUISINE RESTAURANT IN THE  
HOSTEL ZONE OF IIT MADRAS-2022**

To

The Chairman,  
CMGFS,  
C/o Dean (Students),  
IIT Madras,  
Chennai 600036.

Subject: Request for allotment of Multi-Cuisine Restaurant in the hostel zone of IIT Madras.

Sir,

This is with reference to Tender Notification No. CMGFS/1/2022 dated 19.09.2022 regarding Establishment, Operation, Maintenance and Comprehensive Management of Multi-Cuisine Restaurant in the hostel zone of IIT Madras. I hereby submit Tender in the prescribed format. I have read all the terms and conditions of allotment annexed with the Tender Document thoroughly and understand its contents.

Further, I hereby agree to abide by the terms and conditions stipulated by IIT Madras from time to time during the operation of my business on awarding the License for the same.

Date:

Yours faithfully,

Signature of the applicant

**Full Name**.....

**Correspondence Address**.....

.....

.....

**Mobile No.** .....

**E-mail:**.....



**TENDER DOCUMENT**

Date of Release of Tender: 19.9.2022

NAME OF WORK	:	Establishment, Operation, Maintenance and Comprehensive Management of Multi-Cuisine Restaurant in the hostel zone of IIT Madras
TENDER NOTIFICATION NO.		CMGFS/1/2022 dated 19.9.2022
VALIDITY OF THE TENDER	:	90 days from the date of opening of the tender.
EMD	:	Rs. 20,000/- (Rupees Twenty Thousand only)
PRE-BID MEETING	:	23.9.2022 (Friday) 4 PM
LAST DATE FOR SUBMISSION OF TENDER DOCUMENTS	:	11.10.2022 (Tuesday) up to 3 PM
ADDRESS FOR SUBMISSION OF TENDER	:	Chairman, Committee for Monitoring General Facilities of Students (CMGFS), C/o Dean (Students), IIT Madras, Chennai – 600 036.
DATE OF OPENING OF TECHNICAL BID AND VENUE	:	11.10.2022 (Tuesday) 3.15 PM onwards, Conference Hall, O/o Dean (Students)
DATE OF OPENING OF FINANCIAL BID	:	Will be intimated later to technically qualified tenderers.

DATE:

SIGNATURE OF THE TENDERER

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**CHECKLIST FOR SUBMISSION OF TENDER**  
(This checklist duly filled and signed be enclosed with the tender form)

All the documents to be enclosed with the tender form should be numbered and signed.

1.	Name of the Tenderer	
2.	Father's Name	
3.	Address	
4.	Mobile Number	
5.	Details of the Multi-Cuisine Restaurant for which tender is applied.	

Sl. No.	Documents	Yes/No/NA	Remarks				
1.	Earnest money through Demand Draft (DD) drawn in favor of REGISTRAR, IIT MADRAS payable at SBI, IIT Madras  <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">DD No. _____ :</td> <td style="width: 50%;">Amount: _____</td> </tr> <tr> <td colspan="2">Date of Issue: _____</td> </tr> </table>	DD No. _____ :	Amount: _____	Date of Issue: _____			
DD No. _____ :	Amount: _____						
Date of Issue: _____							
2.	Copies of experience certificate enclosed						
3.	Copies of Educational and Professional qualifications attached.						
4.	Copies of previous three years Income Tax Returns enclosed i.e., Financial years 2018-19, 2019-20 & 2020-21						
5.	Self-attested Residence proof along with copy of <i>Aadhaar</i> card enclosed.						
6.	Self-attested photocopy of proof of proprietorship or partnership deed etc., enclosed						

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Sl. No.	Documents	Yes/No/NA	Remarks
7.	Self-attested photocopy of authority letter to negotiate and sign the tender and license deed on behalf of the Firm enclosed.		
8.	Self-attested passport size photograph (s) pasted on the tender form at Page No. 26 enclosed.		
9.	Affidavit to the effect that the firm/individual is not blacklisted by the Government organization enclosed.		
10.	An affidavit to the effect that the applicant/firm either himself/herself or through any partner/near relative i.e., son(s)/daughter(s)/father/mother/siblings/father-in-law/mother-in-law/daughter-in-law(s)/son-in-law(s)/husband/wife does not have a license in the Institute for any other shop enclosed.		
11.	The tender dealing in food items should have license from the competent authority under prevention of Food Adulteration Act/Rules and FSSAI license. Self -attested copy of the same enclosed.		
12.	Self-attested copy of PAN No. and GST No. enclosed.		
13.	Whether all the listed documents have been placed inside Envelope "A", "B", "C" & "D" respectively and thereafter the four envelopes have been put inside the Master Envelope.		
14.	Whether Checklist has been enclosed with the Tender form and placed in the Master Envelope.		
15.	Whether all the pages of the tender form are signed.		
16.	Miscellaneous.		

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## NOTICE INVITING TENDER (NIT)

Sealed tenders are invited for allotment of Multi-Cuisine Restaurant on license basis in the ground floor of Himalaya mess in the Hostel Zone of IIT Madras. There is a specific requirement of Multi-Cuisine Restaurant for catering to the campus populace numbering approximately 12000 including students, faculties, staff and their families. Following Multi-Cuisine Restaurant are being offered on license basis.

(Amount in Rs.)

Carpet area (in sqft)	License fee per annum @Rs.32 per sqft	GST @18% Per annum	SWD charges per annum @10% of license fee	Security Deposit (refundable)	EMD
2699	10,36,416/-	1,86,555/-	1,03,642/-	4,00,000/-	20,000/-

- 01 For details regarding terms and conditions/tender documents please visit our website <http://tenders.iitm.ac.in> and <https://eprocure.gov.in>
- 02 The tender form can be downloaded from the Institute website or the Central Public Procurement Portal (CPPP).
- 03 Dean (Students) reserves the right to accept/reject any or all the tenders without assigning any reason thereof.
- 04 The duly filled and signed tender documents shall be either sent to the Chairman, CMGFS (tender committee), C/o Dean (Students), IIT Madras, Chennai - 600036 by speed/registered post, or dropped in the tender box kept in the O/o Dean (Students) **so as to reach on or before 11.10.2022 (Tuesday) by 3 PM.**
- 05 Tender will be opened as per the schedule mentioned above.
- 06 A Tenderer may apply for more than one shop by filling up Tender forms separately for each shop. In case any tenderer applies for more than one shop in one Tender Form, the tender so applied shall be rejected straightaway.
- 07 If qualified, only one shop is to be considered for allotment to a family which would include self, husband or wife, father, mother, son(s), daughter (s), father-in-law, mother-in-law, son-in-law(s), daughter-in-law(s), siblings. Members of same family would not be allowed to secure any other allotment of shops **through partnerships or any other means.**
- 08 The tenderer is liable to pay the prescribed license fee upon allotment/occupation.
- 09 The recommendations of the committee constituted for this purpose will be forwarded to the competent authority for approval and the decision taken by the competent authority, thereby, approving the recommendations will be final and binding on the tenderer.

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## 10 Tender Evaluation:

- a) The weightage for technical parameters (non-financial matters): 30%  
b) Weightage for financial parameters : 70%

The proposal(s) with highest weighted combined score (quality and cost) shall be selected.

Maximum technical marks to be allotted by the evaluation committee would be 50. The tenderer has to score a minimum of 25 marks to be eligible for evaluation of financial bid. If none of the bidders have a technical evaluation score of 25 and more, then the financial bid of the bidder who has scored highest technical score among the participating bidders will be taken up for further consideration. The criteria for awarding the marks for technical evaluation is as under:

Sl. No.	Parameter	Marks
1.	Evaluation to analyze the capability/compatibility of the tenderer (Refer: Assessment sheet Page No. 29), Inspection by the team(s) nominated by the committee.	45
2.	Performance Report of Shops in the Government/Semi-Government Institutions/Organizations/Autonomous bodies/PSUs etc. <b>(Form "A")</b>	05
	Performance Report for private shopkeepers (Self-attested Work Experience Certificate, Certificate-cum-Appraisal Report supported with related documents <b>(Form "B")</b> )	
	<b>TOTAL</b>	<b>50</b>

Evaluated Bid Score (B) will be calculated for each responsive bid using the following formula:

$$B = \frac{C_{low}}{C} X + \frac{T}{T_{high}} (1 - X)$$

where,

C = Evaluated Bid Price

C<sub>low</sub> = the lowest of all Evaluated Bid Prices among responsive bids

T = the total Technical Score awarded to the Bid

T<sub>high</sub> = the Technical Score achieved by the Bid that was scored best among all responsive bids

X = Weightage for the Price bid

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The tenderer with the best Evaluated Bid Scores (B)/ among responsive bids shall be the most advantageous bid. In case of a tie, the tenderer with higher technical marks would be allotted the contract. Further, even after doing so if there is a tie then the committee will decide on the appropriate procedure to be adopted for determining the eligible tenderer for award of contract.

Final selection of the tenderer shall be based on the scoring system mentioned above. If the Tender Committee arrives at a decision that the rate quoted by any Bidder is too low with reference to the quality and quantity expected by the Institute, the respective tenders are likely to be rejected from further consideration. The Tender Committee reserves the right to negotiate the prices quoted by the Bidders.

**Note: The marks awarded for Tender Evaluation by the constituted committee shall be final and binding on the tenderers.**

- 11 The tenderer shall be an Indian Citizen.
- 12 Tender received after 3 PM on 11.10.2022 (Tuesday) will be straightaway rejected and the Institute will not be responsible for delay in delivery including postal delay.
- 13 EMD amount of the successful bidder would be adjusted against the security deposit payable. In case the successful tenderer fails to remit the security deposit and the security deposit for electric supply within 15 days of issuance of Allotment letter, the EMD amount shall be forfeited and the allotment cancelled.

14 **Vacation/Termination of Allotment:**

The license for the allotted premises will be initially awarded and valid for 12 calendar months, starting from the date of allotment. The tenderer will also remit security deposit and license fee for first six months in advance, within a period of 15 days from the date of allotment. The subsequent license fee will also be payable in advance for next six months on the due date to be mentioned in the allotment letter.

In case, the tenderer/allottee, vacate/terminate their business in the allotted premises before the completion of 12 calendar months, then the Institute will be at liberty to forfeit the security deposit and license fee paid in advance.

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The Institute/Licenser will be at liberty to terminate the license of the allotted premises and also forfeit security deposit and license fee paid in advance by giving 10 days' notice to the tenderer/allottee for any breach of the Terms & Conditions of the Tender Document/Agreement besides also on the following grounds:

- a) Sale or storage of banned drugs/alcoholic material/items, narcotics and psychotropic substances within the Institute Campus.
- b) Sale of substandard goods/overcharging of price more than MRP or rates approved by the Institute.
- c) Indulgence in any illegal activity/occupation/illegal groupism or gathering/allowing anti-social elements to use the allotted premises for any other purpose, other than the purpose for which premises have been allotted.
- d) Indulging in *Gherao*/blocking of any Institute building/properties or officer/official and demonstration or taking out procession within the Institute premises.

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## **TERMS & CONDITIONS**

### **01 Validity of Tender:**

Validity of the present tender for allotment and re-allotment shall be for a period of 90 days from the date of opening of tender. The Earnest money will be forfeited in case an applicant withdraws his/her bid during this period.

In case the successful bidder/allottee does not occupy the allotted premises within 15 days from the date of allotment, Institute will be at liberty to re-allot the Multi-Cuisine Restaurant to the next highest successful bidder and the said re-allotment will be subject to the approval of the Competent Authority.

EMD of the first allottee shall be forfeited in that case.

### **02 Incomplete/ telegraphic/conditional tender or the tender without EMD is liable to be rejected.**

### **03 Earnest Money Deposit:**

Tender must be accompanied with Earnest Money Deposit (EMD) as given above in the Tender Notice in the form of DD in favor of Registrar, IIT Madras payable at SBI, IIT Madras having validity of at least 3 months from the date of issue of Tender documents. The EMD amount will not carry any interest.

EMD amount of the successful bidder would be adjusted against the security deposit payable. In case the successful tenderer fails to remit the security deposit and the security deposit for electric supply within 15 days of issuance of Allotment letter, the EMD amount shall be forfeited and the allotment cancelled.

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04 Tender must be submitted in 04 (Four) sealed envelopes, as per details given below:-

01	The Tender Form Pages <u>No. 01 to 26 and 28, 29</u> duly signed on every page along with all the required documents in Envelope	<b>Envelope – A</b>
02	The Earnest Money Deposit. (EMD) in the form of Demand Draft in favor of Registrar, IIT Madras payable at SBI, IIT Madras along with duly filled document mentioned at <u>Page No. 27</u>	<b>Envelope – B</b>
03	The Technical Evaluation Bid in the Prescribed form i.e. <b>Form-A</b> for Performance Report of shops in the Govt. / Semi-Govt. Institutions / organizations.  OR <b>Form- B</b> for Performance Report-cum-self Declaration for Private shopkeepers.	<b>Envelope – C</b>
04	The Financial Bid in the prescribed format given in <b>Annexure – “A”</b>	<b>Envelope-D</b>

All the above 04 (Four) envelopes (**Envelop – A to D**) are required to be sealed in a **Master Envelope**. The tenderer should write Name, Postal Address, E-mail address & Phone Number on all the envelopes. **They should also mention details of the Shop on top of the envelope for which the application is being made.** Those who fail to follow this procedure may be disqualified to participate in the tender process.

All rates shall be written in the column meant for Price Bid properly. The tenderers to quote the rates in figures as well as in words (CAPITAL letters only), neatly. **If there is a discrepancy between words and figures, the amount in words shall prevail. Any cutting or over writing should be attested by the tenderer with date.** Tenders of firms received with prices quoted on variable basis will be rejected straightaway. Also, quotes qualified by vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance etc., will be treated as vague offers and rejected.

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05 **Pre-Qualifications Documents:** The following pre-qualification documents are to be submitted along with the tender form in the envelope to be marked **Envelope "A"** already explained above.

- a) A self-attested copy of **only one** of the following documents along with Aadhaar Card:
- |                    |                                                     |
|--------------------|-----------------------------------------------------|
| i) Passport        | ii) Voter Identity Card                             |
| iii) Ration Card   | iv) Water/Electricity bill (latest)                 |
| v) Driving License | vi) Telephone Bill. (BSNL Latest Bill of Land Line) |
| vii) PAN Card      |                                                     |
- b) Self-attested photocopy of the Ownership Document of existing business/ Partnership Deed in the case of a Firm is required to be attached. An attested copy of Registration Certificate of partnership Firm issued by the Registering Authority alongwith declaration regarding continuity of partnership/Firm should be attached with the Tender Document.
- c) In case of Firm, self-attested photocopy of authority to negotiate and sign tender and license deed on behalf of the Firm should also be attached.
- d) Self-attested Passport size photograph(s) to be pasted on the Tender Form at Page No.27.
- e) Affidavit attested by a Magistrate 1<sup>st</sup> Class/Oath Commissioner/Notary Public to the effect that the individual/firm is not blacklisted by any Government Organization and that neither any criminal case nor any economic offence is pending before any Court of Law or Registered with Police.
- f) Copies of Experience Certificates along with previous three years Income Tax Returns of individual or firm are required to be attached with the Tender Document.
- g) Self-attested photocopy of highest academic and Professional qualification.
- h) Self-attested photocopy of PAN Number, GST No. etc.
- i) 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 – IV**.
- j) 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<sup>th</sup> September 2020 and other subsequent orders issued therein, shall be eligible to bid in this tender. Declaration for Class-I and Class-II local suppliers should be submitted in the prescribed proforma format as per **Annexure – V**.

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06 Acceptance of tender:

- a) The authority for acceptance of the tender documents and tendered rates will rest with the competent authority of the Institute, who does not bind itself to accept the lowest or any other tender, nor does it undertake to assign reasons for its decision in this matter.
- b) Acceptance of tendered rates will be communicated to the firm through an award letter.
- c) All the tender documents submitted by a tenderer shall become property of the Institute, and the Institute shall have no obligation to return the same to the tenderer.
- d) Canvassing in any form is strictly prohibited and tender submitted by the tenderer who resorts to canvassing is liable for rejection.
- e) **If the tenderer deliberately gives wrong information or conceals any information/facts in the tender or uses any fraudulent means for acceptance of the tender, then the Institute reserves the right to reject the tender at any stage of execution without any financial liability and initiate legal action against such tenderer as it deems fit.**

07 Documents/payments to be submitted/deposited by the successful tenderer:

- a) Documents/payments are to be submitted/deposited by the successful bidder within 15 days from the issue of Allotment Letter or before taking over possession of the premises, whichever is earlier. The possession of the premises will be handed over only after submission of the following documents: -
  - i) License Deed on Non-Judicial Stamp Paper worth Rs. 100/-.
  - ii) Six months advance License Fee.
  - iii) Security deposit and additional security amount for Electricity supply.
  - iv) The shop dealing with Food items shall deposit a copy of **FSSAI License Certificate** issued to them or has to apply for the same within 15 days from the issue of Allotment Letter and submit a copy of the same to the Institute.
  - v) **The licensee should deposit the receipt of having applied for Police Verification Report in respect of himself/herself and the employees, if any, to be engaged in the allotted premises within 15 days of taking over possession of the premises and must deposit the Police Verification Report within 03 months from the date of issue of the allotment letter.**

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08 **Period of License:** The allotment would initially be made for a period of 12 calendar months from the date of allotment as per the terms and conditions of Tender Document. The allotment can be further extended on mutually agreed terms and conditions subject to satisfactory service, conduct and behavior of the Licensee and the said extension will be solely at the discretion of Institute. The licensee shall not be eligible for such an extension as a matter of right whatsoever, and decision of Institute shall be final and binding on the licensee.

09 Institute shall have the right without prejudice to terminate the license of any tenderer before expiry of 12 calendar months or any extended period by giving a notice of 10 days.

10 **Payment of license fee:** The licensee shall deposit to the licensor the license fee and other fixed allied charges (if any), for a period of six months in advance within 15 days from the issuance of Allotment Letter. The subsequent installments of license fee is also to be deposited in advance, as per the schedule to be mentioned vide separate letter issued by the Institute. If the licensee fails to deposit the license fee in advance, the following penalty clause shall be invoked:

	<b>Penalty</b>
Within 1 <sup>st</sup> Fifteen days from due date	Rs. 250/-
16 Days to 30 Days from the due Date	Rs. 500/-
31 Days to 60 Days from the due Date	Rs. 1500/-
61 Days to 90 Days from the due Date	Rs. 2500/-

If the licensee fails to make the payment of dues within 90 days, then the license fee along with penalty (Rs. 2500/-) will be recovered from the Security Deposit.

The licensee will pay the license fee through Cheque drawn in favor of Registrar, IIT Madras/ Online transaction / payment directly to bank and produce a copy of receipt for reconciliation.

11 **Payment of Electricity / Water charges:** Water will be provided for basic activities on the basis of metered consumption at the applicable rates. The licensee is required to pay electricity and water charges as fixed by the Institute from time to time, with Accounts Department of the Institute, as per the demand raised by the Estate Office of the Institute. Electricity will be provided for the purpose of running the facilities (excluding decorative purposes) at prevailing rates in the Institute. The licensee will be liable to deposit a certain amount as per the demand raised by Estate Office of Institute, in advance towards Electricity supply/consumption. The said deposit will be payable by the licensee before taking possession of the allotted premises. Every effort must be exercised by the tenderer to minimize electricity and water usage and avoid unnecessary usage and wastage.

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**12 Maintenance and miscellaneous charges:**

The licensee /tenderer is liable to pay the maintenance and miscellaneous charges as decided by CMGFS, if made applicable. These charges are subject to revision and are payable to the student activities trust

**13 Security Deposit:**

The licensee is liable to remit the security deposit amount upon issuance of Allotment letter as per the Terms & Conditions mentioned herein before. Failure to do so shall lead to cancellation of Allotment letter and forfeiture of EMD. The deposit shall not bear any interest.

The security deposit or remainder thereof, if not forfeited shall be refunded without any interest to the licensee after the expiry of license only after vacation of the premises and after adjusting dues, if any. In the event of breach or non-observance of any of the terms & conditions of this license, the deposit shall be forfeited either in full or part thereof.

**14 Occupation of the premises:**

- a) The allottee /tenderer will have to occupy the allotted premises within 15 days of issuance of the Allotment Letter, subject to the Terms & Conditions mentioned here in before in the Tender Document and Allotment Letter.

Failure to occupy the allotted premises within stipulated period of 15 days from the issuance of the Allotment Letter shall lead to cancellation of allotment and forfeiture of EMD and any other amount paid by the tenderer.

The date of issuance of Allotment Letter will be taken as date of acceptance of Allotment Letter by the tenderer for all intents and purposes.

- b) The premises shall be handed over in fit for occupation condition to the respective vendors after carrying out all the repairs. The vendors before occupying the premises should list out all the defects if any, for rectification by the Engineering Unit (EU) of the Institute. At the time of vacating the premises on completion/termination of the contract, the respective vendor shall obtain and submit a No Objection Certificate from the Engineering Unit to receive any payments due or payable by IIT Madras. In case of any damages to the Institute property due to mishandling/vandalism, levy of compensation will be made as per the prevailing market rate plus 25%. The rate of recovery will be calculated by EU and approved by the CMGFS. The deduction will be made from the amount payable to the vendor.
- c) The licensee shall use the premises solely for the purpose for which it has been licensed and for no other purpose and he/she shall not part with the premises/ sub-let the premises to any one directly or indirectly.

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15 **Specific Conditions:**

- a) For the purpose of trade, the licensee at his own cost shall ensure display (size 3'x2') at conspicuous place, rates to be charged and discount to be offered by him to the customers and other relevant terms and conditions. The display should be installed after taking approval from the Engineering Unit of the Institute. The prices of the items shall not be more than the local market rate and shall be approved and reviewed by CMGFS periodically. The licensee/tenderer shall not charge in excess of the rates approved by CMGFS/Institute.
- b) The licensee shall ensure provision and sale of quality products and in no case substandard, spurious, spoiled, poor quality, damaged and articles beyond the expiry date etc., would be stocked or sold by the licensee. Only FSSAI certified products clearly mentioning date of manufacturing and date of expiry shall be used. Wholesale or loose products shall not be used under any circumstances. Breach of these conditions may also entail immediate suspension and cancellation of the license. The products shall conform to the rules & regulations and other laws of the land. **PLEASE REFER TO ANNEXURE-III FOR BRANDS OF CONSUMABLES PERMITTED TO BE USED.**
- c) In the event of breach or non-observance of any of the terms and conditions of this license, the security deposit shall be forfeited either in full or in part in addition to levy of fine as per CMGFS Handbook, subject to periodic revision. This will be without prejudice to any other action.

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**16 License deed:**

The licensee shall execute necessary license deed specifying the terms and conditions as mentioned herein, on a Non-judicial stamp paper worth Rs. 100/- at his own cost, within 15 days from the issue of Allotment Letter along with other documents/payments, failing which, penalty as mentioned above shall be imposed. **This tender will also form part of the license deed so executed. In case of a contradiction between license agreement and the tender document, the license agreement would prevail.**

**17 Sale of items:**

- a) Product Pricing: The rates of items permitted for sale in the shops, shall not be higher than the rates as approved for the allotment and shall run the business in accordance with terms & conditions of the Tender Document. The CMGFS/ Institute will have right to see the quality, market price and reasonability of the price of items at any point of time.
- b) A proper tax invoice should be issued for all the items sold. Any deviation would be viewed very seriously and it could lead to termination of the license.
- c) No material for sale, display, equipment or furniture including the counter etc., shall be kept in the corridor/verandah/ open space etc., before the shop. Violation if any would invite a strict action. The material if any so displayed would be confiscated and fine upto Rs. 2500/- per violation shall be imposed. It would also entail termination of the license.

**18 Upkeep and maintenance of premises:**

- a) The licensee shall keep the premises in neat and clean condition and shall be liable to pay for the cost of making good any damage thereto caused by negligence or misuse of premises by the licensee and shall indemnify the licensor against any loss/damage/additions/alternations to the premises. The licensee will get the whitewash /paint done in the shop at his/her own costs from time to time as & when required.
- b) The licensee shall not store empty packing cases/baskets /goods/material etc., in the open spaces around the premises. The area in front of the said premises shall neither be encroached nor used for any purpose other than public passage. The licensee shall also not make any addition or alternation in or around the premises without the written consent from the Estate Office of the Institute.
- c) The waste must be disposed-off and 100% cleared before closing of each business day and also cleared at regular intervals during the day. The licensee would provide dust free and mosquito/fly free environment. The licensor reserves the right to issue directions from time to time for proper sanitation and cleanliness of the premises, which would be binding on the licensee. The tenderer shall ensure proper hygiene and cleanliness any failure in this regard is liable for penalty. Repeated violations with regard to hygiene and cleanliness shall entail termination of contract.

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- d) Non-compliance of any instructions issued in connection with the sale of products and maintenance of premises shall entail imposition of fine upto Rs. 2500/- per violation, by the licensor. Repeated violations shall lead to termination of the license.
- e) The licensee shall provide prompt and efficient service and shall appoint necessary staff (s) (with proper police verification) for the purpose and ensure that there is no mismanagement on his part or his staff. The licensee shall be fully responsible for the conduct and character of his/her staff(s). All violations would attract fine upto Rs. 2500/- per violation and any serious violation/repeated violation shall lead to termination of the license.
- f) The Licensee shall pay all the taxes/cess and any other amounts, which are levied by the Central/State Government from time to time. Non-payment of taxes or any other dues to the statutory authorities shall result in termination of license followed by vacation of premises.
- g) The licensee shall comply with all the rules and regulations of the Institute. The license shall neither store nor trade in any psychotropic drugs/material, Liquor, *Bidi*, Cigarette, Pan Masala, tobacco products etc. The licensee shall ensure that his/her employees are courteous towards the customers. Any involvement on the part of the licensee or any of his employee, in any act of moral turpitude shall make the licensee liable for termination of the license.
- h) Neither the license nor any of the rights conferred thereunder shall be transferred or assigned to any other person, nor shall the premises or any part thereof be sublet directly or indirectly.
- i) The tenderer shall submit documentary proof of the application filed for getting FSSAI license from the competent authority to the CMGFS, within 15 days from the date of taking possession of the allotted premises, if they do not possess a FSSAI license already. The tenderer shall furnish certified/attested copy of the FSSAI license to the CMGFS within 60 days from the date of taking possession of the allotted premises. If the tenderer anticipates delay in submission of FSSAI license, the tenderer shall inform in writing the reasons for non-submission of the certified/attested copy of the said certificate at least 10 days before expiry of the stipulated period of 60 days to the CMGFS. The CMGFS, if satisfied that the delay is due to valid reasons then it can further extend the stipulated period. If the tenderer fails to submit the FSSAI license within 60 days or in the extended period then his license is liable for termination along with forfeiture of security deposit. Termination on these grounds cannot be challenged and the CMGFS is at liberty to invite a fresh tender thereafter.

**DATE:**

**SIGNATURE OF THE TENDERER**

- j) The Licensee shall not employ any child labour(s) and shall not contravene any rules contained in the LABOUR EMPLOYMENT ACT, 1970 and other labour laws. The contract will be terminated with immediate effect if these laws are violated.
- k) The shop shall maintain a register with name, age and address of all their employees and submit the same to the CMGFS in a prescribed format after award of contract/license. The shop must report any changes in their list of employees to the CMGFS immediately following changes.
- l) The licensee shall not construct or make any structural/electrical alterations or install additional fittings inside the premises of the work place without prior approval from the Institute.
- m) The tenderer shall promptly inform the competent authority if anyone from outside or inside the campus uses compulsion or coercion against them or in any way obstructs the functioning of the facility.
- n) The licensee shall carry out periodic cleaning of fixtures (including lights, fans, etc.). The maintenance of the tools and equipment provided by IIT Madras shall be taken care of by the tenderer and returned in the same condition as received.
- o) The licensee shall be solely responsible for implementation of laws relating to labour, shops & establishment, minimum wages, ESI, EPF & Workmen Compensation Act etc.
- p) The licensee shall be responsible for the payment of wages and allowances to his/her staff as per Minimum Wages Act in force and also wherever applicable shall pay all the statutory dues to persons employed by him/her.
- q) The licensee shall be responsible to pay all the dues to the employee including the statutory dues payable under various labour laws. In the event of violation of any contractual or statutory obligations in respect of the personnel/labour, the licensee shall be responsible and liable for the same. In the event of any claim, action or suit is imposed against the Institute, the licensee shall be required to reimburse to the Institute any payment made under such orders or judgments of any competent authority which it may be liable to pay as a Principal Employers and when such liability is determined.
- r) Neither any employee of the licensee nor the licensee will claim any right of employment with the Institute. Further the licensee and his employees will not take out or participate in any type of procession/demonstration/Gherao of buildings/ properties or officers/ officials of the Institute, in any manner whatsoever. In the event of such an incident happening, the Institute will be at liberty to initiate criminal and civil proceedings against such offender and also claim damages from the said offender. The tenderer shall also be debarred from any future tenders floated by the Institute.

**DATE:**

**SIGNATURE OF THE TENDERER**

- s) The licensee would be required to make necessary fire safety arrangements in the shop and also install appropriate number of fire extinguishers in consultation with the Chief Security Officer of the Institute.
- t) Institute will not be a party nor will help the Licensee in the event of a Government Agency or its official visiting their premises for inspection in connection with the discharge of his duties. Any dispute arising out of the same shall be the responsibility of the Licensee and the Government Agency.
- u) In the event of death of licensee, the license shall come to an end. However, the licensor may permit Legal Heir of the licensee to run the business on the same Terms & Conditions for the remaining period of license on execution of fresh deed of license by such Legal Heir.
- v) In case of breach of any of the terms and conditions of this license, the competent authority may revoke the license and forfeit the security deposit/EMD and the licensee shall thereupon forfeit all the rights thereunder, and shall remain liable for any sum then due, from him and also for any damage or loss which may be caused to the licensor by reason of such default or for making any alternative arrangement for running the said premises.
- w) The fine imposed for any breach/violation must be deposited within the stipulated period. If the tenderer fails to deposit the penalty or any other amount due, CMGFS can cancel the allotted premises and forfeit the security deposit and any other deposits lying with the Institute and further the CMGFS shall be at liberty to re-allot the premises inviting fresh tender.
- x) The licensee shall permit access to Dean (Students), CMGFS and any official authorized by CMGFS/Dean (Students) at all times for the purpose of inspecting the premises and the business being carried out.

**DATE:**

**SIGNATURE OF THE TENDERER**

**19 Cleanliness and Sanitation:**

The licensee shall fulfill the following responsibilities regarding cleanliness and sanitation:

- a) Hygiene and sanitation standards should strictly comply with FSSAI regulations and/or prevalent norms. Compliance to the hygiene standards will be checked periodically. Non-compliance to hygiene standards will be sufficient reason to terminate the contract.
- b) Keeping the premises and surroundings neat, clean and hygienic.
- c) Periodic fumigation as per laid down norms.

**20 Business timings:** The business hours for providing services shall be from 08.00 A.M. to 04.00 A.M, subject to revision by the competent authority, in this case CMGFS.

**21 Arbitration:** Dean (Students) shall constitute a Dispute Redressal Committee (DRC) to resolve all the disputes. The DRC shall have to give decision on the claims of the tenderer or CMGFS/Institute within 60 days of receipt of reference. If no decision is given by DRC within this period then the claimant shall be at liberty to seek appointment of Arbitrator. In case, either the CMGFS/Institute or the tenderer is not satisfied with the decision of DRC, each can seek appointment of arbitrator. The tenderer shall be only entitled to invoke the arbitration clause after invoking the remedy available under the DRC. All unresolved disputes shall be resolved through arbitration by a sole arbitrator, mutually agreed upon by the parties. The seat of arbitration between the parties shall be Chennai and applicable law shall be Arbitration and Reconciliation Act, 1996 or any amendment to the said law thereafter. The cost of arbitration, if any, shall be borne equally by both the parties.

**22 Monitoring of Performance:** The licensee's performance will be monitored on a regular basis through the Committee for Monitoring General Facilities of Students (CMGFS). Meetings of the CMGFS, scheduled every month, should be attended by the Licensee and the Manager of the IIT Madras facility, and not by any others. All recommendations made by the CMGFS shall be notified to the tenderer who must strictly comply with the same.

**DATE:**

**SIGNATURE OF THE TENDERER**

23 **Near Relative:** The bidder should give a certificate that none of his/her near relative is working in IIT Madras. In case of proprietorship firm certificate will be given by the proprietor, for partnership firm certificate will be given by all the partners and in the case of a limited company by all the directors of the company. Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is so noticed. The department will not pay any damages to the company or firm or the concerned person. The company or firm or the person will also be debarred from further participation in any tender of IIT Madras. The format of the certificate is given as **Annexure-I**.

The near relatives for this purpose are defined as:

(a) Members of a Hindu undivided family.

(b) They are husband and wife.

(c) The one is related to the other in the manner as father, mother, son(s), & son's wife (daughter in law), daughter(s) & daughter's husband (son in law), brother(s) and brother's wife, sister(s) and sister's husband (brother-in-law).

24 **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.

25 **Waste disposal:** Waste disposal is the responsibility of the licensee. All biodegradable and Non-biodegradable waste has to be segregated at source (by not mixing with biodegradable wastes) and handed over to 0WZONE personnel. No waste should be thrown out of the windows of the shop and in the surrounding premises nor should be fed to the animals. Non-compliance of waste disposal will invite penalty. Garbage and waste disposal should be strictly done as per the Institute norms. Fumigation for pest/rodent control should be done regularly every six months and whenever pest/rodents are sighted repeatedly.

26 **Evaluation and Instructions:** The shop and their staff shall comply with all instructions and directions of the CMGFS/Institute functionaries given from time to time. In the event of any emergency, the staff of the tenderer shall comply with instructions given by the CMGFS (the format for the shop evaluation and the instruction sheet are given in **Annexure-II**), without waiting for confirmation by the Licensee and if found violating the instructions, the shop will be penalized severely.

**DATE:**

**SIGNATURE OF THE TENDERER**

27 **Indemnity Clause:** The tenderer shall fully indemnify and hold harmless the other party, its affiliates and its respective officers, representatives, employees, students and other stakeholders from and against any claims, demands (including reasonable attorney's fees), legal proceedings, administrative inquiries, investigations and proceedings, damages, losses, settlements, fines, penalties, costs and expenses asserted against any of them as a result of any one or more than one of the following:

- a. Any breach of any provision of this agreement by or attributable to the indemnifying party; or
- b. Any breach of any law required to be complied with by indemnifying party; or
- c. Any claim against non-indemnifying party or its officers, representatives, employees, students and other stakeholders arising out of act or omission attributable to the indemnifying part.

The tenderer shall fully indemnify and keep indemnified IIT Madras against any action, claim or proceeding relating to theft or willful/unforeseen damage of goods or equipments related to, by the users and other residents of the campus. IIT Madras or its employees shall not be liable for claims or damages of any kind for injury to or death of any person, or damage or loss of property arising out of such injury, attributed directly or indirectly to the operations or performance of the tenderer.

28 **Vacation of premises after expiry/ revocation of license:**

- a) In case, the contract is terminated/license is revoked or it comes to an end by efflux of time, the contractor shall handover vacant possession of the licensed premises immediately. Failure to handover the vacant possession of the premises as aforesaid, would render the tenderer to pay a penalty as mentioned hereunder;

Up to 1 <sup>st</sup> week	Up to 2 <sup>nd</sup> week	Up to 3 <sup>rd</sup> week	Up to 4 <sup>th</sup> week	Beyond 4 <sup>th</sup> week
2000/-	4000/-	8000/-	12000/-	Rs. 2000/- per day

**DATE:**

**SIGNATURE OF THE TENDERER**

- b) After expiry of the license, the licensee cannot operate the shop, in any condition. In case Licensee fails to deposit the penal license fee as above, the licensor will be liberty to effect the same out of the security deposit/EMD/ License fee deposited in advance.
- c) IIT Madras shall further be within its absolute rights to enter the premises and assume absolute possession of the premises licensed under this contract from the tenderer and same shall not be subject to challenge. All the goods belonging to the tenderer in such circumstances shall be deemed forfeited there from and may be sold or put to auction at the discretion of the Institute. The Institute may, if it so desires, proceed against the tenderer in terms of provisions of Public Premises (Eviction of Unauthorized Occupants) Act, 1971 since the entire premises is governed by the provisions of the said Act in case of non-handing over its possession to the department as aforesaid.
- d) All fixtures, furniture, etc., which are properties of IIT Madras should be handed over to the Institute in good and tenable condition. The cost of repair charges incurred following mishandling and/or willful damage (except normal wear and tear) will be deducted from the security deposit.
- e) The licensee shall deliver the vacant and peaceful possession of the premises in its original condition to the Estate Officer of the Institute after the expiry or revocation of the license.
- f) CMGFS/Institute shall be at liberty to get back possession of the allotted premises by taking the assistance of Security/ Institute Administration/ Public Administration.

29 **Plastics:** Use and throwaway plastics such as plastic sheets used for food wrapping, spreading on dining table etc., plastic plates, plastic coated tea cups and plastic tumbler, water pouches and packets, plastic straw, plastic carry bag and plastic flags irrespective of thickness **are banned inside the IIT Madras campus.**

**Carry bags made from compostable plastics bearing a label “compostable” and conforming to the Indian Standard: IS or ISO 17088:2008 titled as Specifications for “Compostable Plastics” only can be used.**

Use of Paper bags/plates/cups etc., is encouraged. Cloth bags may made available for users at nominal charges.

**DATE:**

**SIGNATURE OF THE TENDERER**



### 30 Suggestions/Complaint provision:

A “Suggestions/complaint provision” must be displayed as per the guidelines of CMGFS, visible to all the customers, so that the customers may record comments about any item. A copy of the suggestion/complaint should be given to the customer after obtaining signature from the shop in-charge. The CMGFS shall have the right to check the arrangement at any time.

### 31 Safety Standards:

Safety standards should be maintained. Fire extinguishers, sand buckets, should be installed in accessible places and should be in working condition. List of emergency numbers should be displayed in a prominent place. The practice of keeping gas cylinders in hot water to fully drain out gas is a safety hazard and is strictly prohibited. First aid kit should be available to meet any emergencies.

### 32 Conduct of licensee/tenderer and his employees:

- a) Licensee or his employees shall not indulge in any kind of misbehavior with residents of the hostel zone and other inmates of the campus. Further, shall not indulge in quarrels, fights and use any kind of lethal weapons or any objects to inflict injuries, inside the campus.
- b) Licensee or his employees shall not involve in unauthorized removal or theft of things/items from inside the IIT Madras Campus.
- c) Licensee or his employees shall not remain in the IIT Madras Campus beyond working hours without prior intimation to the CMGFS.
- d) Harming flora and fauna in the campus or feeding animals inside the campus is prohibited and any violation on this count shall entail termination of the contract.

### 33 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 department 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 department 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.

**DATE:**

**SIGNATURE OF THE TENDERER**

**34 Termination of Contract:**

- A. Either party may terminate the contract by giving 30 days' notice to the other party without assigning any reasons, whatsoever.
- B. The licensor/department shall be at liberty to terminate the license of the allotted premises and also forfeit security/caution deposit for any breach of the Terms and Conditions of the Tender Document/Agreement besides also on the following grounds: -
  - a) Sale or storage of banned drugs/alcoholic material/items, narcotics and psychotropic substances within the IIT Madras Campus.
  - b) Sale of substandard goods/overcharging of price more than MRP or rates approved by the CMGFS.
  - c) Indulgence in any illegal activity/occupation/illegal groupism or gathering/allowing anti-social elements to use the allotted premises for any other purpose, other than the purpose for which premises have been allotted.
  - d) To indulge in *Gherao*/blocking of any IITM building/properties or officer/official and demonstration or taking out procession within the Institute premises.
- C. The contract can be terminated in the case of any violations/breaches mentioned elsewhere in the Tender document also.

35 As per the directions of Government of India, the licensee should have option for Point of Sale (PoS)/ Swipe Machine and other apps necessary for digital payment.

36 The individuals who are participating in the tender process cannot sign documents of other participating tenderers as a witness.

37 The CMGFS/Dean (Students) may modify or relax any of the terms and conditions.

**DATE:**

**SIGNATURE OF THE TENDERER**

I/We accept all the terms and conditions mentioned above and hereby tender Earnest Money Deposit as per the following details:

**EMD details:**

Demand Draft No. ....Date.....  
For Rs.....  
At scheduled Bank.....  
Branch.....

Affix attested  
latest Passport  
size  
Photograph  
with date.

Allotment of **(Tick appropriate)** Multi-Cuisine Restaurant in the hostel zone of IIT Madras.

Signature of tenderer  
(and seal if applicable)

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

Name in full (of tenderer): .....

Date of Birth: .....

PAN Number.....

Father/Husband's Name.....

**Address of correspondence**.....

.....

Permanent Address .....

.....

Phone/Mobile No .....

E-mail .....

**DATE:**

**SIGNATURE OF THE TENDERER**

**PROFORMA FOR AFFIDAVIT**  
**ON NON – JUDICIAL STAMP PAPER OF RS. 100/-**  
**(TO BE ATTESTED BY A MAGISTRATE 1<sup>ST</sup> CLASS/OATH COMMISSIONER/ NOTARY PUBLIC)**

I ..... S/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 deponent / 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 any connection directly or indirectly with or has any  
subsistence interest in the deponent business / firm company.
- III. That neither deponent nor any of his /her partner has been involved / convicted in  
any criminal case / economic offence nor any criminal case / economic offence is  
pending against deponent or any deponent partner before any court of law / Police.

Dated:.....

Deponent .....

**VERIFICATION**

I do hereby solemnly declare and affirm that the above declaration is true and correct to  
the best of my knowledge and belief and nothing has been concealed.

Deponent .....

**DATE:**

**SIGNATURE OF THE TENDERER**

**ASSESSMENT SHEET**

<b>Sl. No</b>	<b>Parameters</b>	<b>Name of the tenderer</b>	<b>Name of the tenderer</b>
01	Period of Experience as per attached documents		
02	Copies of previous three years Income Tax returns showing turnover i.e., Financial year 2018-19, 2019-20 & 2020-21		
03	Individual		
04	Company		
05	Profile / experience in the field		
06	No. of workers proposed to be hired by the bidder for running of shop		
07	Amount proposed to be invested		
08	Facilities to be provided		
09	EPF Registration No.		
10	ESI Registration No.		
11	PAN No.		
12	GST No.		
13	Speciality		

**Note: The list is only indicative and not exhaustive**

**DATE:**

**SIGNATURE OF THE TENDERER**

**PERFORMANCE REPORTS OF SHOPS IN THE GOVERNMENT/SEMI-GOVERNMENT  
INSTITUTIONS / ORGANIZATIONS/AUTONOMOUS ORGANIZATIONS**  
(To be issued by the organization where facility is being provided)

1. Name of Shopkeeper :
2. Name of Shop & Location :
3. Name of organization where shop is located :
4. Name and contact No. of the person in the  
Organization for verification :
5. Date of allotment of shop :
6. Date of expiry of license for the shop :
7. Performance Report

a)	Quality of items / works	:	Excellent / very Good / Good / Fair
b)	Resourcefulness	:	Excellent / very Good / Good / Fair
c)	Interpersonal relationship	:	Excellent / very Good / Good / Fair
d)	Punctuality Opening & Closing of shop and Maintaining service hours.	:	Excellent / very Good / Good / Fair
e)	Regularity in paying dues	:	Excellent / very Good / Good / Fair

Date:

(Signature with Name, designation and  
Seal of the organization)

**DATE:**

**SIGNATURE OF THE TENDERER**

**PERFORMANCE REPORT –CUM – SELF DECLARATION  
FOR PRIVATE SHOPKEEPERS**

- 1 Name of the Business Establishment :
- 2 Whether it is proprietorship / partnership Firm :
- 3 Since how long are you in this business? Give details? Please attaché extra sheet of your experience (detailing experience in the business / certificate of performance if any) :
- 4 Do you have any other business establishment? If yes, please give details. :
- 5 Number of employees working with the business establishment. :
- 6 Turnover/ sale for the last three years  
Year Amount (in Rs.)  
2018-2019  
2019-2020  
2020-2021
- 7 Name of your banker. Please attach certificate of your financial status issued by the banker :
- 8 Whether any other relative / family member already doing any other business in the Institute premises if yes, please give details :

It is certified that the information supplied by me/us is true and correct to the best of my /our knowledge & belief and nothing has been concealed herein and this information can be used for assessment of performance vis-à-vis tender (s). Further, it is also certified that the above-mentioned business establishment is providing quality services to its customers since the date of establishment of business. The undersigned / firm has not been prosecuted in any Court of Law.

Date:

(Signature of the tenderer)

**DATE:**

**SIGNATURE OF THE TENDERER**

**CERTIFICATE FOR NON-PARTICIPATION OF NEAR RELATIVE**

I \_\_\_\_\_ Son of / W/o \_\_\_\_\_  
R/o \_\_\_\_\_ hereby certify that none of my relative(s) as defined in tender condition 22 of tender document is/are employed in IITM or its ancillaries as per details given in tender document. In case at any stage, it is found that the information given by me is false/ incorrect, the department shall have the absolute right to take any action as deemed fit/ without any prior intimation to me.

Signed \_\_\_\_\_

For and on behalf of the Bidder

Name (in Capital letters) \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

**DATE:**

**SIGNATURE OF THE TENDERER**



Shop Evaluation Form and Instruction Sheet

Date :  
Shop (Name & No.) :  
Name of Evaluator :

Shop Evaluation Form

Evaluation scale 1 to 5 with 1 for worst and 5 for the best (weights in brackets)

No.	Performance Parameter Net Score	Score
1.	Quality of service (3)	1 2 3 4 5
2.	Availability of skilled workforce (3)	1 2 3 4 5
3.	Availability of minimal required infrastructure (2)	1 2 3 4 5
4.	Speed of service (3)	1 2 3 4 5
5.	Courteousness/Hospitality of the staff (2)	1 2 3 4 5
6.	Shop Cleanliness (2)	1 2 3 4 5
7.	Availability of items/service (3)	1 2 3 4 5
8.	Adherence to operational timings (2)	1 2 3 4 5
<b>Weighted Average</b>		

/ 100

Comments/Observations

DATE:

SIGNATURE OF THE TENDERER

**Instructions to Licensee**

Date :  
Shop (Name & No.) :

No.	Instruction	Deadline

**Reasons for Instructions:**

Name & Signature of Shop licensee/Manager :

**Names & Signatures of CMGFS Team Members :**

I/We agree to the above instructions specified.

Signature of Bidder  
Official seal and address

**DATE:**

**SIGNATURE OF THE TENDERER**

**BRANDS OF CONSUMABLES TO BE USED**

<b>Item</b>	<b>Brand</b>
Salt	Tata, Annapurna, Surya, Saffola, Ashirwad, Nirma Shudh
Spices	Aachis, Everest, Annapurna, Seven Star, MTR, MDH
Chicken	Suguna chicken, SKM Purna, Licious tender cuts
Ketchup	Kissan, Holmes, Heinz
Sunflower Oil refined	Saffola, Sundrop, Mr. Gold, Gold winner
Pickle	Priya, Aachis, Mother's
Atta/Maida	Ashirwad, Pillsbury, Century, Naga
Instant Noodles	Maggi, Top Ramen, Yuppies
Flavored drinks	Aavin, Amul, Thirumala
Papad	Lijjat, Ambika
Butter	Milky Mist, Aavin, Amul, Hatsun
Bread	Britannia, Modern, Amul
Cornflakes	Kellogg's
Chocos	Kellogg's
Jam	Kissan
Ghee	Aavin, Amul, Hatsun, GRB, SKC
Shrikhand	Amul, Amandeep, National diary, Milky Mist, Heritage
Frozen Yogurt	Hatsun, Aavin, Amul
Cow Milk (Half cream/non toned)	Aavin, Arokyia, Thirumala, Heritage
Paneer	Amul, Hatsun, Milky Mist, Aavin
Tea	Kannan Devan, Chakra Gold, Three Roses, Taj Mahal
Coffee	Green Label, Narasus, Kothas, Kumbakonam filter coffee, Nescafe, Bru, Sunrise
Ice Cream	Amul, Arun, Aavin, Ibaco, Milky way
Soya	Saffola, Nutrela, Fortune
Frozen Peas	Safal
Cheese	Amul, Aavin, Hatsun, Govardhan
Kolum Rice	Shivaji, Ramarajyam, JSR Lachkari
Basmati Rice	Dhaawat, India Gate, Unity Tata Sampoorna, Fortune
Custard Powder	Pillsbury, Brown Palson, Weikfield
Sauce (Chilli, Garlic, Soya, Manchurian, Tomato)	Heinz, Maggi, Veeba, Kissan
Tur Dal/Masoor Dal/Urad Dal/Channa Dal	Udhayam, Tata Sampoorna, Vedaka, Fortune
Sugar	Avadh, Vedaka, Trust, Madhur
Cornflour/Rava	Naga, Fortune, Udhayam, Vedaka, Rajdhani, Double horse (Cornflour)

**Note: Any other equivalent fssai certified product clearly mentioning the date of manufacturing and date of expiry to be approved by the tender committee.**

DATE:

SIGNATURE OF THE TENDERER

(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 Reference No. CMGFS/1/2022**

Name of the Service: Establishment, Operation, Maintenance and Comprehensive Management of Multi-Cuisine Restaurant in the hostel zone of IIT Madras

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

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.

<b>Tick (X) and Fill the Appropriate Category</b>	
<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 <b>“Class-I Local Supplier”</b> 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 <b>“Class-II Local Supplier”</b> 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*

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<Insert Name, Designation and Contact No.>

**Annexure – “A”**  
**FINANCIAL BID**

**TO BE SUBMITTED IN SEPARATE ENVELOPE**

<b>Description of items</b>	<b>Quantity (In Grams)</b>	<b>Price (In Rs.)</b>
<b><u>SOUPS</u></b>		
Sweet Corn Veg		
Sweet Corn Chicken		
Mix Veg		
Tomato Soup		
Hot 'n' Sour Veg		
Hot 'n' Sour Chicken		
<b><u>NON-VEG DRY</u></b>		
Dry Fry Chicken		
Chicken 65		
Chicken Wings		
Dragon Chicken		
Chicken Chilly		
Chilly Chicken Roasted		
Honey Chilly Chicken		
Chicken Manchurian		
Chicken Lollypop		
Pepper Chicken		
Garlic Chicken		
Ginger Chicken		
<b><u>VEG DRY</u></b>		
Gobi Manchurian		
Gobi Chilly		
Gobi 65		
Crispy Cauliflower		
Crispy Fried Veg.		
Mushroom Chilly Dry		
Mushroom Manchurian Dry		
Baby Corn Manchurian		
Baby Corn Chilly		
Pepper Mushroom Baby Corn		
Paneer Chilly		
Paneer Manchurian		
Aloo Tandoori		
Paneer Tikka		
Paneer Hariyali Tikka		
Paneer 65		
Gobi Tandoori		
Aloo Gobi Tandoori		
Mushroom Tikka		

Mushroom Pepper Fry		
<b><u>RICE &amp; NOODLE</u></b>		
Veg Fried Rice		
Veg Schezwan Rice		
Paneer Fried Rice		
Mushroom Fried Rice		
Veg Noodle		
Veg Schezwan Noodle		
Egg Fried Rice		
Egg Schezwan Fried Rice		
Egg Noodle		
Egg Schezwan Noodle		
Chicken Fried Rice		
Chicken Schezwan Fried Rice		
Chicken Noodle		
Chicken Schezwan Noodle		
<b><u>INDIAN BREAD</u></b>		
Tandoor Roti		
Butter Roti		
Naan		
Butter Naan		
Garlic Naan		
Pudina Naan		
Aloo Paratha		
Butter Paratha		
Masala Kulcha		
Aloo Kulcha		
Kulcha		
Gobi Paratha		
Butter Kulcha		
Kerala Paratha		
Chapati		
Egg Paratha		
<b><u>VEG GRAVY</u></b>		
Mix Veg Curry		
Aloo Gobi		
Aloo Mutter		
Aloo Palak		
Aloo Jeera (Dry)		
Paneer Masala		
Paneer Butter Masala		
Palak Paneer		
Veg. Chettinadu		
Bhindi Masala		
Paneer Hariyali		
Mushroom Masala		
Mushroom Pepper Masala		
Paneer Kadai Masala		



Paneer Mutter		
Peas Masala		
Gobi Masala		
Channa Masala		
Dal Fry		
Dal Tadka		
Dal Makhani		
Dal Bukhara		
Rajma		
Veg Lahori		
Veg Kholapuri		
<b><u>NON-VEG GRAVY</u></b>		
Chicken Kadai		
Chicken Masala		
Chicken Butter Masala		
Chicken Makhani		
Chicken Hyderabad		
Chicken Chettinadu		
Chicken Tikka Masala		
Chicken Punjabi		
Chicken Chukka		
Chicken Pepper Chukka		
Chicken Pepper Masala		
Chicken Mughlai		
<b><u>EGG ITEMS</u></b>		
Egg Masala		
Boiled Egg		
Egg Burji		
Omlette		
Egg Roast		
<b><u>TANDOOR STARTERS</u></b>		
Tandoori Chicken (Full)		
Tandoori Chicken (Half)		
Chicken Tikka		
Chicken Lesuni Kebab		
Chicken Kalimirchi Kebab		
Chicken Achari Kebab		
Chicken Pudina Tikka		
Chicken Kalmi Kebab		
Chicken Hariyali Kebab		
Chicken Reshmi Kebab		
Chicken Malai Kebab		
Chicken Kastoori Kebab		
Chicken Benjara Kebab		
Chicken Angara Kebab		
Chicken Irani Kebab		
<b><u>BRIYANI &amp; PULAO</u></b>		
Chicken Hyderabad Dum Biryani		

Chicken 65 Biryani		
Chicken Mughlai Biryani		
Malabar Chicken Biryani		
Egg Biryani		
Veg Biryani		
Paneer Biryani		
Veg Pulao		
Jeera Pulao		
Paneer Pulao		
Kashmiri Pulao		
Green peas Pulao		
Ghee Rice		
Gobi Pulao		
Chicken Pulao		
<b><u>Continental</u></b>		
Chicken Lasagna		
Veg Lasagna		
Chicken Steak		
<b><u>Fish Verities</u></b>		
BBQ Fish Boneless		
Fish N Chips		
Fish Chilly Dry		
Fish Manchurian Dry		
Fish Singapore		
Fish Tikka		
Fish Hong Kong		
Red Dragon Fish		
Fish Ginger		
Fish Garlic		
<b><u>ROLLS</u></b>		
Veg		
Egg		
Chicken		
<b><u>GRILLS &amp; BBQ</u></b>		
BBQ Spicy Chicken (1pc)		
Al-Faham Chicken(1pc)		
Pepper BBQ Chicken (1pc)		
Green Pepper BBQ Chicken (1pc)		
Afghani BBQ Chicken (1pc)		
BBQ 4 in One Combo		
Chicken Shawarma Roll		
Mexican Shawarma Roll		
Special Shawarma		
Shawarma Paratha Roll		
Chicken Shawarma Plate		
Kuboos		
Mayonnaise		
<b><u>SALADS</u></b>		

Green Salad		
Onion Salad		
Tomato Salad		
Russian Salad		
Chicken Hawin Salad		
Darjeeling Salad		
<b><u>JUICE</u></b>		
Sweet Lime		
Fresh Lime		
Ginger Lime		
Pineapple		
Apple		
Grape		
Pomegranate		
Mango		
Orange		
Chikku		
Lime Mint Cooler		
Water Melon		
Papaya		
<b><u>Milkshakes &amp; Ice creams</u></b>		
<b><u>Sharjah</u></b>		
Papaya		
Dates		
Banana		
Sapota		
Apple		
Butter Fruit		
Mango		
Fresh Fig		
Ice Cream Milkshakes (Vanila/Strawberry/Pista/Mango/Chocolate/ Blackcurrent/Butterscotch)		
Mini Falooda		
Royal/Rose Falooda		
<b><u>Desserts</u></b>		
Vanilla Ice cream		
Strawberry Ice cream		
Chocolate Ice cream		
Mango ice cream		
Black Current		
Butterscotch		
Spanish Delight		
Chocolate Waffle		
Nutella Waffle		
Strawberry Waffle		
Brownie with Ice cream		
Pan N Ice		

Choco lava cake		
Almond brownie		
Gulab jamun with ice cream		
Blueberry cheese cake		
Carrot halwa		
Bread halwa		
Cup cakes		
Choco chip cookies		
Caramel custard		
Red velvet cake		
Rasamalai		
Kulfi		
Kadhuka Kheer		
<b>SNACKS MENU</b>		
<b>HOT DRINKS</b>		
Tea		
Coffee		
Sulaimani Tea		
Ginger Tea		
Milk		
Lemon Tea		
Horlicks		
Boost		
Badam Milk		
<b>PUFFS</b>		
Veg Puff		
Egg Puff		
Chicken Puff		
Panner Puff		
Chenna Puff		
Mushroom Puff		
Capsicum Puff		
<b>SAMOSAS</b>		
Aloo Samosa		
Onion Samosa		
<b>SANDWICH</b>		
Veg Sandwich		
Egg Sandwich		
Chocolate Sandwich		
Peanut Butter Sandwich		
Nutella Sandwich		
Honey Toast		
Jam Toast		
Butter Toast		
<b>NOODLES</b>		
Maggie		
<b>BUNS</b>		
Plain Bun		

Cream Bun		
Jam Bun		
Bun Butter Jam		
Peanut butter		
Peanut butter and Jam		
<b>BURGERS</b>		
Veg Burger		
Chicken Burger		
<b>BREAKFAST</b>		
Idly		
Vada		
Poori		
Idiyappam		
Chapathi		
Paratha		
Appam		
Plain Dosa		
Ghee Roast		
Masala Dosa		
Ghee Masala Dosa		
Oothappam		
Pongal		

**NOTE:**

- The rates of items shall be submitted in the above format.
- The prices/rates quoted shall be indicated in words as well as figures.
- Prices/rates against all items should be quoted excluding taxes. **Taxes, if any, shall be indicated separately.**
- Tenderers should furnish samples of the items along with rates, if asked for. Samples submitted after tender opening shall not be accepted.
- CMGFS/Institute shall not be bound to accept the lowest quotation and tender could be awarded to any other firm or agency whose samples/items are found superior or are as per requirements. The decision of CMGFS shall be final in this regard.
- The tenderer should submit an analysis of rates if called upon to do so by the department.
- The rate quoted by the tenderer shall be applicable irrespective of the volume of sales.
- All Columns/Rows should be properly filled in case of any omission the bid is liable to be rejected.
- **Wherever applicable and if found necessary, the tenderer agrees to provide quantity against the item as approved by CMGFS/Institute.**
- Artificial colors/flavors cannot be used.
- The rates shall be approved by CMGFS/Institute. The tenderer agrees to provide service on approved rates.
- The rates stipulated during the award of the contract may be changed according to the mutual agreement after negotiations. The rates referenced to MRP shall change according to market variations.
- Any other items/facilities may be mentioned separately but the same will not be considered for financial evaluation.

**DATE:**

**SIGNATURE OF THE TENDERER**