



Indian Institute of Information Technology Una [HP]

An Institute of National Importance under MoE
Saloh, Una (H.P.) -177209

Website: www.iiitu.ac.in

Email: registrar@iiitu.ac.in

Prof. A. N.GILL
REGISTRAR (i/c)

IIITU/EoI/Dine & Cafe-Transit-House/2023/2043

10, Feb.'23

EXPRESSION OF INTEREST FOR PROVIDING DINE & CAFE FACILITY AT IIIT UNA

IIIT Una is an Institute of National Importance established by the Ministry of Education, Govt. of India under Public Private Partnership (PPP) Model. The Institute offers B. Tech. programs in three streams, viz., CSE, IT, and ECE.

The institute requires the service of well-established and financially sound vendors/ Proprietors/ firms to start Dine & Cafe service for the guests, faculty, students and residents of IIIT Una.

All the reputed and registered firms (proprietorship, Partnership/Company) are encouraged to participate in the bidding process. The general terms and conditions for the bidder are annexed in Annexure-I. The bidder should have sufficient proof of resources to cater the needs of the service.

The bid document is available online at IIIT Una website i.e. www.iiitu.ac.in. The pre bid meeting is scheduled on **17, Feb.'23** at 12:00 Noon for addressing any inquiry, queries and fixing the weightage (Range:1 to 10) of the items listed in Form III.

The complete EoI (Offline mode) from eligible bidders shall reach the office of the Registrar at following address not later than 17:00 hrs on **10, Mar.'23**.

The Registrar,
Indian Institute of Information Technology Una,
Saloh, Una (H.P.)-177209.

Any bid submitted after the specified time and with incomplete information will not be accepted.

The undersigned may be contacted at registrar@iiitu.ac.in for any genuine queries in this regard.

Canvassing in any form will not be entertained and lead to blacklisting of the firm in the institute.

Amar Nath Gill

REGISTRAR

Encl.: (i) Annexure I: Bidding process cum general conditions.

(ii) Form I: Details of firm offering bid.

(iii) Form II: Compliance form.

(iv) Form III: Price Bid.



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10, Feb.'23

ANNEXURE-I: BIDDING PROCESS CUM GENERAL CONDITIONS

A. BIDDER ELIGIBILITY CRITERIA:

The interested firm should be an Indian individual business entity (company/proprietorship/ firm) available with the followings:

1. Certificate of Registration of the bidder under relevant laws/act.
2. Food License for operating/running of Dine & Cafe/Canteen/cafeteria/restaurant services (as per FSSAI Act)
3. At least one running service or having atleast one running contract of the similar facility with the educational institutes/ministries/Govt. departments/PSUs/Corporatæ Sector/Autonomous Bodies/Business Firms (Copy of the contract, Work Order Issued, Letter of award of work from Concerned department, Similar document to support claim to be certified and validated by CA)
4. At least 05 years of work Experience in running registered business in Dine & Cafe/Canteen/Restaurant/Food Chains, etc. (Work Order, Completion certificates, Similar document to support the 05 years existence claim to be certified and validated by CA)
5. Minimum Annual Turnover of 10 lakhs per annum in any of the 03 years in the last 10 years (Financial Statement/Balance Sheet from Chartered Accountant/equivalent statutory authority)
6. Copy of PAN/TAN and G.S.T. registration certificate.

Any Bidder not fulfilling any of the above mentioned criteria duly supported by the indicated documents in Bidder compliance form shall be outrightly rejected and bid shall not be considered for further evaluation.

B. EMD DEPOSIT:

Earnest Money Deposit (EMD) of **Rs.15,000/-** is to be submitted in the form of Demand draft in favour of “The Director, IIIT Una” payable at Una. The tender submitted without an EMD will be treated as non-responsive and will be rejected. EMD Shall bear no interest.

C. BIDDING PROCESS:

TECHNICAL BID (ENVELOPE-I)

The sealed Technical Bid (Envelope-I) should contain the following:

1. Bid Submission form (Form-I).
2. Bid compliance form (Form-II) with all the supporting documents.
3. EMD

FINANCIAL BID (ENVELOPE-II)

The sealed Financial Bid (Envelope-II) should contain the following:

1. Price Bid (Form-III).

D. BID EVALUATION PROCESS:

1. The received bid will be opened by a committee duly constituted for this purpose. The technical bid will be opened first for the evaluation as per the eligibility, specification and requirements specified in the bid. The financial offer/bid of only the technical qualified bidder will be opened.
2. After due evaluation of bids, IIIT Una will award the contract to the minimum quoted price (L1) of the responsive tenders.

E. TERMS & CONDITIONS:

1. The Price Bid should contain only the duly filled in Form III of the EoI. The bidder shall quote the minimum items rate of the food items that will be the part of the Dine & Cafe menu for the contract period. The lowest item rate quote offering bidder from the Technically Qualified Bidders who fulfils all the terms and conditions of IIIT Una EoI, will be awarded the contract. However, it may be noted that the quoted menu rate shall be inclusive of all taxes and service charges. The item wise rate quoted in the financial bid shall be kept the same in the initial pricing of the menu.
2. The bidder has to submit a performance bank guarantee of **Rs.1,50,000/-** as a security deposit in favour of "**The Director, IIIT Una**" at the time of award of work, which would be valid till upto the completion of the contract duration. This performance bank guarantee will be held against in default in performance and violation of terms and conditions.
3. The duration of contract will be initially for a period of **THREE YEARS** from the date of signing the contract. The Director of IIIT Una has discretion for extension of contract further 02 more years additionally on annual basis if agreed mutually by both the parties. The maximum tenure of the service shall be extendable only up to 05 years period.
4. The pre bid meeting is scheduled on **17, Feb.'23 at 12:00 Noon**. The weightage of the food items in the financial bid shall be finalized on pre bid meeting, based on the items wise presentation received from the various vendors. The updated financial bid document format will be uploaded on the institute website. The Technical Bid opening date will be announced by the institute by mail or telephonically. Email and phone number along with firm address shall be mentioned on the top of Envelope.
5. The basic rent for the area measuring (Approx. 121 Sq.m.) offered by IIIT Una has been fixed at **Rs.29,000/-** per month. The Institute reserves the right to increase the rent offered by the successful bidder by a maximum of **5%** every year. The bidder shall be required to pay electricity charges based on the submeter installed by the institute.

6. The rates for food items have been initially the same for one year as quoted by the vendor in the financial bid. The items mentioned in the Form-II are not exhaustive. The other items may be added as per the demand by the students. The rates for the newly added items will be fixed by the committee in consultation with the bidder as and when required. The items shall not be sold on rates higher than the MRP.
7. The bidder must visit the site and gather a clear idea about the allotted space before submitting the quotation. The bidder shall not make any additions or alterations in the allotted premises during the period of contract. The Bidder shall not transfer or assign or sublease any part of his interest to others.
8. The institute shall provide certain kitchen equipment. The inventory of articles shall be handed over to the bidder in good and working condition at the commencement of the contract. All other necessary kitchen equipment, furniture, utensils, crockery, such as cups, saucers, dish, fuel, etc. and other infrastructure, which is required, shall be in the scope of the Bidder.
9. The maintenance of the appliances shall be done and ensured by the bidder at his/her own cost. The bidder shall be the custodian of this institute property and Dine & Cafe inventory during the period of contract. Bidder is expected to use the institute inventory items and maintain them in good condition and shall make up for the loss to the inventory by way of misuse, breakage, theft etc. at his own cost. Similarly, the issued inventory shall be returned in good working condition by the bidder to the IIT Una on the expiry of the contract period. The security deposit and last bill shall be refundable/proceed only after a “No Dues Certificate” is granted by the competent authority.
10. The bidder is not allowed to make additions/alterations in the tender document. Such additions and alterations shall be at the bidder own risk and shall render the tender to be summarily rejected. Conditional tenders shall not be accepted.
11. The bidder shall sell only food items listed in the financial bid, other items can only be added prior approval from the institute. Items other than food items are not allowed to be sold in the Dine & Cafe.
12. The allotment of Dine & Cafe shall be Non Exclusive basis i.e. institute shall have right to open similar facilities to do same business in the same institute at different venues.
13. The EoI shall be submitted only in the name of the registered firm, not by any Third Party. Third Party tenders shall be rejected summarily. Subletting of services will lead to the cancellation of the contract. The Successful bidder shall be required to execute an agreement in the prescribed format before award of the contract.
14. **Timings:** The service hours of the shop shall be from 08:00 Hrs to 22.00 Hrs daily which may be modified by institute if as and when considered necessary. Any change in the timings of operation, rates of items, and any additional item to be included in the approved list will require the permission of the authority concerned. Penalty will be imposed as decided by the competent authority for not observing timing. The Dine & Cafe shall operate on all seven days of the week and there shall be no holiday under any circumstances, with the prior instructions/approval of the Estate Office.

15. Late/Delayed Tenders will not be accepted, IIIT Una will not be responsible for any Postal/Courier Delay.
16. Prices/discounts of all items must be in Indian rupees and inclusive the applicable taxes.
17. The bidder agrees not to affix without previous written consent of the Institute any bills, hoardings, notices, placards, advertisements, either inside or outside the building or the institute premises.
18. The IIITU shall have the right to review the working of the contract from time to time and if at any time it is found that the bidder has failed to fulfil any of the conditions of this contract or that his working is unsatisfactory, IIITU may terminate the contract after giving a one-month notice. However, no such notice will be necessary if the contract is terminated on the grounds of serious misconduct or any other act as the IIITU may deem fit. In the event, the bidder wants to stop the supply of the service, the same shall have to be given three months clear notice in writing to the IIIT Una failing which the firm shall be liable for penalties, which may be renewed from the performance security/security deposit.
19. The bidder shall maintain the quality of goods/items to be sold /services to be provided. There shall be no compromise in regard to the quality of items to be sold/services to be provided in the Dine & Cafe. The rations and material used for preparing food items shall be branded and of standard quality.
20. The Committee constituted by the IIIT Una shall have the privilege to supervise the supply of product/items/service. If, it is found at any stage that the product/eatables/beverages supplied by the bidder is adulterated, contaminated or defective in any manner, in that eventuality, the entire civil and criminal liability arising out of that shall vest on the bidder.
21. The bidder shall maintain full hygienic conditions in the Dine & Cafe, in storage and in keeping the floor, furniture neat and clean, so as to maintain the standards and aesthetic values in the Dine & Cafe. The bidder shall also have to make his own arrangements for safe storage of materials.
22. The premises should be kept well ventilated and well lit. No display/encroachment is allowed outside the premises.
23. Cleaning and Housekeeping of the area will be the sole responsibility of the bidder. The highest possible standards are expected in this regard. All possible measures must be taken to ensure hygiene in the facility. Garbage and waste disposal management shall be done by the bidder as per the institute norms. Pest / rodent control should be done on a regular basis to control the harmful insects and rodents.
24. Usage of plastic bags is strictly PROHIBITED and the same shall not be used under any circumstances, whatsoever. Instead, use of Paper bags / plates / cups / etc. is encouraged. The use of Coal, kerosene, and wood by the bidder is also restricted.
25. The bidder shall carry out the work in accordance with this contract and the satisfaction of the institute authorities. The IIIT Una may, from time to time, issue further instructions, detailed directions and explanations in regard to:

- (a) The variation or modification in the list of items / service including additions / omission or substitution.
 - (b) The removal from the site of any material thereon by the bidder and the substitution of any other materials thereon.
26. The bidder shall employ in running the outlet only such persons as are careful, skilled, experienced in their trades, dutiful, sober, well-behaved and rules compliant.
 27. Worker(s) in the outlet shall be deployed after deployment is cleared by the Estate Office and for this purpose, the bidder shall provide the details of them in the given format.
 28. The bidder shall neither employ any child labour nor any worker who is below 18 years of age.
 29. All the workers shall invariably carry their ID Cards (to be provided by the bidder at its own costs) and shall be produced to the security personnel and other Institutes authorities, whenever asked for.
 30. The bidder shall be bound to remove any such worker and disallow him/her from entering into the Institute premises that the Institute does not deem appropriate to continue within the Institute premises for administrative or any other reasons.
 31. The bidder shall maintain a complaint/feedback/suggestion book in the outlet wherein the consumers may register their complaints. The complaint book shall be produced every month on the first working day before the Estate Office for necessary action.
 32. The complaints shall be dealt by the bidder on priority basis on issues mentioned and compliance report thereon, shall be submitted to the Estate Office along with the production of complaint book. However, if the complaints of identical nature still persist, the Institute would be at liberty to terminate the contract forthwith without giving any more notices.
 33. In case, the contract is terminated, or it comes to an end by efflux of time, the bidder shall handover the vacant possession of the premises within 15 days of the contract coming to an end. Failure to handover the vacant possession of the premises as aforesaid, would render the contract to pay the penal damages to the Institute @ 50 times of the existing flat rate per sq.ft. of the area.
 34. There is no restriction to any institute administration & students to dine/eat in the Dine & Cafe. Institute will not be responsible to provide any residential accommodation to personnel deployed by the bidder.
 35. The bidder shall ensure that no products shall be sold from the premises which are prohibited to be sold within the premises of an educational institute, as per the provisions of the Liquor, Cigarette, and Other Tobacco Products (Prohibition of Advertisement and Regulation of Trade and Commerce, Production, Supply, and Distribution) Act, 2003.
 36. **Penalties for violation of rules, terms, and conditions**
The bidder will be fined in case of violation of the following rules:

- a) Non-availability of complaint register on the counter / discouraging students from registering complaints would lead to a fine of **Rs.500.00** on the bidder.
 - b) Three or more complaints within a two-week period would invite a fine of **Rs.1000.00** on the bidder.
 - c) Change in service offered/menu of any item without the permission of the institute would result in a fine of **Rs.500.00** on the bidder.
 - d) Each instance of unprofessional behaviour (misbehaviour by worker, etc.) will lead to a fine of **Rs.5000.00** on the bidder.
37. Sufficient number of commercial Gas cylinders (LPG) to be arranged by the bidder at his own cost.
 38. Facility of Payment through BHIM, UPI, Credit / Debit Card, etc. should be made available.
 39. Force Majeure: Any delay due to Force Majeure will not be attributable to the Service provider. Force Majeure events shall mean one or more of the following acts or events: Acts of God or events beyond the reasonable control of the Affected Party which could not reasonably have been expected to occur, exceptionally adverse weather conditions, lightning, earthquake, cyclone, flood, volcanic eruption, or fire or landslide; Radioactive contamination or ionizing radiation; Strikes or boycotts (other than those involving the Vendor or its employees/representatives or attributable to any act or omission of any of them) interrupting supplies and services of the Contract for a period exceeding a continuous period of 7 (seven) days; An act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, riot, insurrection, terrorist or military action, civil commotion or politically motivated sabotage which prevents rendering of supplies or specified services by the service provider for a period exceeding a continuous period of 7 (seven) days.
 40. The bidder shall indemnify IIIT Una against any litigation arising from violation of statutes, law and rules during operation of the contract. Any loss to the Campus residents with regard to the services provided shall be the responsibility of the bidder. The Institute shall be indemnified in this regard and shall not be a part of any legal proceedings thereto. The bidder shall conduct all legal proceedings as may be necessary without any cost to the institute.
 41. Proper inventory handover of civil and electrical items will be done at the time of signing contract and termination of the contract.
 42. The bidder shall comply with various legal obligations under the Minimum Wages Act, EPF Ac, Employment Liability Act 1938, Workmen Compensation Act 1923 , Industrial Dispute Act 1947, Maternity Benefit Act 1961, Contract Labor (R&A) Act 1970, GST Act and modifications thereon and other laws relating thereto and the rules made thereunder from time to time.

F. RIGHT OF ACCEPTANCE

1. IIIT Una reserved the right to reject/withdraw the said bid without assigning any reason at any time.

G. JURISDICTION

1. In case of any disputes the jurisdiction of Una (H.P.) Court shall apply.



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FORM- I

“DETAILS OF THE FIRM OFFERING THIS BID”

(Write or print or type in block letters)

Tender No.: IITU/ EoI/Dine & Cafe/23

Date.:

BID SUBMISSION FORM

Offer No.: _____

Date: _____

To
The Director,
Indian Institute of Information Technology Una,
Saloh, Una,177209.

Dear Sir,

In response to your Tender No. IITU/EoI/Books & Stationery-Shop22, **EXPRESSION OF INTEREST FOR PROVIDING A DINE & CAFE FACILITY AT IIIT UNA.**

The details are as follows:

1. Bidder Name :
2. Website Address :
3. Email Address :
4. Address for Communication :
5. Telephone Number :
6. Fax/Telefax Number :
7. Authorized Person -

Name: _____
 Designation: _____
 Mobile No. : _____
 Email ID : _____

8. PAN Number _____

9. GST Number _____

10. State _____

11. Particulars of EMD

Amount : Rs. _____ Mode of Payment (DD/BG): _____
 DD/BG No. : _____

Date : _____
 Name of the Bank : _____
 Address of the Bank : _____
 Validity of BG : _____

12. Details of similar work / order executed during last 05 years (Please submit copy of completion certificate/Essential documents):

Description of the Work/Order Executed	Value of Work/Order Executed	Name of the Client	Start Date	Finish Date	Doc. Evidence at Page No.

DECLARATION BY THE BIDDER

1. It is hereby declared that I/we the undersigned, have carefully read and understood the terms and conditions of the tender document and it is certified that all the terms and conditions of the tender are acceptable to me/us and I/we will abide by the conditions.
2. The information/documents furnished along with our technical bid are true and authentic to the best of my/our knowledge and behalf. I/we hereby declare that our proposal is made in good faith, without collusion and fraud. No forged/tempered documents are produced with the tender form for gaining unlawful advantage. We understand that IIIT, Una is authorized to make enquiries to establish the facts claimed and obtain confidential reports from clients.
3. I/we are well aware of the fact that furnishing any false information/fabricated document would lead to rejection of our tender at any stage besides liabilities towards prosecution under appropriate law.
4. We understand that IIIT, Una is not bound to accept the lowest or any bid that IIIT, Una may receive.
5. Neither I/we, nor anybody on my/our behalf will indulge in any corrupt activities/practices in my/our dealing with the IIIT, Una.
6. Each page of the tender document and papers submitted by me/us is authenticated, sealed and signed and I/we take full responsibility for the entire documents. I/we certify that the tender has been submitted in official tender format only and no addition/modification/alteration has been made in the original tender document.
7. I shall vacate the outlet premises and handover it to the institute whenever a notice is served.

Signature of the Bidder :

Name and Designation:

Business Address :

.....

Place:

Date:

Authorized signatory of bidder with seal



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FORM – II

BID COMPLIANCE FORM

Sr. No.	Description	Admissible certificate/Document Attached (Yes/No)	Page No. of Attachment
Bidder Eligibility criterions			
1	Certificate of Registration of the bidder under relevant laws/act.		
2.	Food License for operating/running of Dine & Cafe/Canteen/cafeteria/restaurant services (as per FSSAI Act)		
3	At least one running service or having atleast one running contract of the similar facility with the educational institutes/ministries/Govt. departments/PSUs/Corporates Sector/Autonomous Bodies/Business Firms (Copy of the contract, Work Order Issued, Letter of award of work from Concerned department, Similar document to support claim to be certified and validated by CA)		
4	At least 05 years of work Experience in running registered business in Dine & Cafe/Canteen/Restaurant/Food Chains, etc. (Work Order, Completion certificates, Similar document to support the 05 years existence claim to be certified and validated by CA)		
5	Minimum Annual Turnover of 10 lakhs per annum in any of the 03 years in the last 10 years (Financial Statement/Balance Sheet from Chartered Accountant/equivalent statutory authority)		
6	PAN/TAN/GST Registration		
7	Signed Tender Document Copy		
8	Bid Submission Form (Form-I)		
9	EMD		
10	Price Bid (Form-III) in Separate Envelope	N.A.	N.A.

Note:

1. All the supporting documents attached to this form should be numbered, signed and stamped.
2. Unreadable /Incomplete certificate/documents will lead to rejection of the bid straight away.

Date:

Place:

Sign and Seal of Bidder



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FORM- III

PRICE BID

EMD: Rs. 15,000/-

EXPRESSION OF INTEREST FOR PROVIDING A DINE & CAFE FACILITY AT IIIT UNA.

Sr. No.	Name of items	Qty./Size	Unit Price (A)	Weightage (B)	Quoted Price (In Number) (C=AXB)	Quoted Price (In Figure) (C=AXB)
1.	Tea	100ml				
2.	Coffee	100ml				
3.	Cold Coffee	200ml				
4.	Hot/Cold Milk	200ml				
5.	Bournvita	200ml				
6.	Samosa	1 piece (100gm)				
7.	Bread Pakoda	1 piece (70gm)				
8.	Chowmin Veg.	Half plate				
		Full plate				
9.	Chowmin Egg.	Half plate				
		Full plate				
10.	Plain Prantha	01-Standard size				
11.	Prantha Allu	01-Standard size				
12.	Prantha Mix	01-Standard size				
13.	Prantha Paneer	01-Standard size				
14.	Prantha Onion	01-Standard size				
15.	Prantha Gobhi	01-Standard size				
16.	Prantha Omelet	01-Standard size				
17.	Butter Cube	10gm- Amul only				
18.	Simple Maggie	70gm and above				
19.	Grilled Sandwich (Veg)	120gm (02-sandwich breads)				

20.	Grilled Sandwich (Cheese)	120gm (02-sandwich breads)				
21.	White/Red Sauce Pasta	Half plate				
		Full plate				
22.	Paneer Pasta	Half plate				
		Full plate				
23.	French Fries	100gm				
24.	Pizza (Veg.)	30cm/350gm				
25.	Veg Soup	150ml				
26.	Momos (Veg)-Steamed	6 pieces				
27.	Momos (Veg)-Fried	6 pieces				
28.	Spring Roll	Half plate (1 roll)				
		Full plate (2 roll)				
29.	Maggie Veg.	Min. 100gm				
30.	Maggie Egg	Min. 100gm				
31.	Boiled Eggs	02pieces				
32.	Bread Omelet	02 pieces of bread with two eggs				
33.	Plain Omelet	02 Eggs				
34.	Egg Bhurgi	02 Eggs				
35.	Burger	01-piece 120gm				
36.	Bread Butter	02 piece				
37.	Paneer Pakoda	100gm				
38.	Mix Veg Pakoda	100gm				
39.	Plain Dosa	01-Standard size				
40.	Masala Dosa	01-Standard size				
41.	Choice of Ice Cream Shake	200ml				
42.	Fresh Lime Soda	200ml				
43.	Rajmah/Channa/Kadhi-Pakoda, Rice	Full Plate/Diet				
44.	Rajma Channa/Kadhi-Pakoda, Rice	Half Plate/Diet				
PRICE BID (In Number)						
PRICE BID (In Figures)						

The unit price of items will be inclusive of all applicable taxes.

Date:

Place:

Signature & Seal of Bidder

Note: The bids will be rejected straight away in case of the following:

1. The weightage will be fixed by the institute in pre bid meeting.
2. If there is a difference in the value mentioned in Column (A) and (C).
3. If the values in any of the Column (A) and (C) are unreadable/unclear.