



Indian Institute of Information Technology, Surat
भारतीय सूचना प्रौद्योगिकी संस्थान, सूरत
SVNIT Campus, Ichchanath, Surat, Gujarat – 395007

Tender No. IIITS/TDR/2022-23/02

Date: - 07/07/2022

TENDER NOTIFICATION

FOR PROVIDING CANTEEN SERVICES IN IIIT-SURAT

Indian Institute of Information Technology, Surat invites sealed Tender from interested firms/agencies for providing Canteen Services in the campus of IIIT Surat for a period of one year, which can be extended for two more years based on the satisfactory performance.

Sl. No.	Particulars	Details
1	Name of the job	Providing Canteen Services, IIIT-Surat
2	Tender Fee	1000/- (Rs. One thousand only) (Non- Refundable) should be submitted along with the technical bid in the form of Demand Draft drawn in favour of "Indian Institute of Information Technology, Surat"
3	Earnest Money Deposit (EMD)	Rs. 25,000/- (Rs. Twenty five thousand only) should be submitted along with the technical bid in the form of Demand Draft drawn in favour of "Indian Institute of Information Technology, Surat" Vendors registered with NSIC, MSMEs Etc are exempted from the payment of EMD subject to submission of documentary evidence.
4	Performance Guarantee/Security Deposit	The Selected Bidder is required to submit a Performance Guaranty an amount Rs. 1,00,000/- (Rs. One Lacs only) in the form of Demand Draft drawn in favour of "Indian Institute of Information Technology, Surat"
5	Date of Issue of Tender Document	07/07/2022
6	Last Date and time for submission of Tender	27/07/2022 at 3:00 PM
7	Date and time for Pre-bid meeting	15/07/2022 at 10:30 AM
8	Date and time for opening of Technical Bids	27/07/2022 at 03:30 PM
9	Date and time of opening of financial bid	27/07/2022 at 05:00 PM
9	Date for commencement of contract	03/08/2022

Signature of Bidder _____

Seal

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10	Period of contract	The period of Contract initially for 01(One) year and can be extendable for two years subject to satisfactory performance. However, terms of service remain the same.
11	Bid Validity	120 days
12	Address for Correspondence	The Director Indian Institute of Information Technology, Surat SVNIT Campus Ichchanath Surat-395007 Contact No- 9510217558 Email- office@iiitsurat.ac.in

A. Introduction:

Indian Institute of Information Technology, Surat is an Institute of National Importance established by Act of Parliament 2017, by the Ministry of Education, Government of India. At present, the Institute is operating from the campus of SVNIT in Surat. IIIT Surat is offering 7four-year B. Tech. degree course in Computer Science and Engineering (CSE) & Electronics & Communication Engineering (ECE) subjects. The Institute is shifting to its own academic facility in Kholvad Village in Kamrej Taluka of Surat District and all its academic activities will commence from 8th August 2022.

IIIT-Surat invites Sealed-Tenders from the interested agencies for **“PROVIDING CANTEEN SERVICES, IIIT-SURAT”**. The interested Bidders may submit their Tender documents in the prescribed format along with a processing fee of ₹1000/- (Rs. One thousand only) in the form of DD drawn in favour **“Indian Institute of Information Technology, Surat”**. Tender may be sent by post/courier or in person to

**Director,
Indian Institute of Information Technology Surat
SVNIT Campus, Ichchahnath, Surat – 395007.**

Bidders should sign and stamp on all the pages of duly filled tender documents in testimony of having read all the terms & conditions laid down in the tender document.

A pre-bid meeting will be held on **15/07/2022 at 10:30AM** at Institute office IIIT-Surat with the purpose of answering any questions of interested Bidders/Contractors. The Bidders are required to send their queries one day before of scheduled pre-bid meeting by email to office@iiitsurat.ac.in

The last date for the receipt of Tender is **27/07/2022 at 03:30 PM**

IIIT-Surat will not be responsible for postal delay/non-receipt of Tender form/DD sent through the post. Tender forms duly filled and signed in all pages with supporting documents. The Institute reserves the right to accept or reject any or all Tender without assigning any reasons thereof.

**Director
IIIT-Surat**

B. Important Instructions

1. Download the tender documents from the Institute website (www.iiitsurat.ac.in). Corrigendum/Amendments/Corrections, if any to this tender will be published only on the Institute website.
2. The tender should be submitted in two parts, namely, **Technical Bid** and **Financial Bid** and each should be kept in a separate sealed cover. Demand draft for EMD should be kept along with technical bid (BID WILL NOT BE CONSIDERED WITHOUT EMD). Both the covers should be kept in another cover addressed to the **Director, Indian Institute of Information Technology Surat**. The inner covers should be superscribed as **“Technical Bid”** and **“Financial Bid”** according to its content. The outer cover of the envelope should bear the full address and contact details of the bidder. The outer cover should be superscribed with **“PROVIDING CANTEEN SERVICES at IIIT-SURAT”**
3. The tender completed in all respects must be dropped in the box kept in the office of Director, Indian Institute of Information Technology Surat, SVNIT Campus, Ichchanath Surat-395007, Gujarat on or before due date and time. The tender received after the last date and time will be rejected. The Institute will not be responsible for any postal delay.
4. The EMD of unsuccessful bidder will be returned without any interest within 30 days after awarding the offer.
5. The EMD of successful bidder will be returned without any interest after submission of Performance Guarantee/Security Deposit.
6. The Performance Guarantee/Security Deposit will be submitted within 07 days from the date of notification of award of contract.
7. The bidder should sign and affix the firm's stamp at each page of this tender document as acceptance of all the terms and conditions of the tender. No page should be removed / detached from this tender document.
8. The Financial Bid should be submitted in the form given in **Annexure-V** in a separate sealed cover kept inside the main cover. The financial bids of those bidders, who are found technically responsive, will be opened on a specified date and time to be intimated to the respective bidder.
9. Bidder is at liberty either himself or authorize not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the bidder should bring with him a letter of authority from the bidder and proof of identification and will mark his attendance before opening of the tender.
10. No bidding firm will be allowed to withdraw its bids after technical bids have been opened. If any firm intends to withdraw after the opening of technical bids its EMD will be forfeited.
11. The Institute reserves all rights to reject a tender not fulfilling the criteria mentioned in the tender documents, without communicating any reason whatsoever. The decision of the Director of the Institute shall be final and binding.
12. In case of premature termination of the contract, the performance guaranty/ security deposit shall be forfeited.
13. All disputes shall be subject to Surat Jurisdiction only.

Signature of Bidder_____

Seal

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SECTION-1

INFORMATION TO BIDDERS

1. Minimum eligibility criteria for qualifying in Technical bid:

The intending bidder must satisfy all the following requirements for qualifying in the technical bid. Self-attested copy of the related document should be attached while submitting tenders:

- i. The bidder must possess a Food license from SMC/Govt. of Gujarat/Govt. of India.
- ii. The bidder should have valid registration number of GST and PAN. The documentary evidence of the same to should be submitted.
- iii. The bidder should have at least 03-year experience of running Canteen services/ Hotel services. The documentary evidence of the same should be submitted.
- iv. The bidder should have average annual turnover during the 03 year, ending 31st March of the previous financial years, should be at least Rs. 50/- Lakh. Bidder to submit Balance Sheet in addition to Profit & Loss account statement of last 03 financial years duly certified by CA.

2. Submission of Bids:

The Tender shall be submitted under Two Bid Systems.

- a. Technical Bid: As per Performa for Technical Bid (Annexure-I)
- b. Financial Bid: Should contain Price Bid only. (Annexure-V)

3. Opening of bids:

- a. The technical bid shall be opened on the scheduled date and time.
- b. Financial Bids of only those bidders who qualify in the technical bid will be opened after evaluation by the tender opening Board/Committee.

4. Evaluation:

IIIT Surat will evaluate and compare the tender(s) determined to be substantially responsive i.e. which:

- a) Are properly signed on each page and submitted in Original; and
- b) Confirm to the terms & conditions and specifications of the Tender Document.
- c) **Conditional Tender(s) will not be accepted.**
- d) The evaluation of the proposals shall be done in two stages:
 - a. Technical Bid Evaluation
 - b. Financial Bid/Price Bid Evaluation

Institute will evaluate the Technical Bids for essential eligibility criteria, submission of EMD/Tender Fees, submitted supporting documents and overall responsiveness in accordance with the Tender Document.

The technically qualified bidder(s) will be considered for opening financial bid/price bid on the date mentioned in this tender notification. The bidder may attend or depute their Authorized Representative to attend the opening of Financial Bid on the scheduled date & time.

The Financial / Price Bid(s) will be evaluated on the basis of the quoted price in accordance with the Price Bid Format provided in the Tender Document. Bidder who offers the highest License fee [over and above the minimum License fee] will be the successful bidder.

5. Award of Contract

- i. The issue of a work order shall construe the intention of the IIIT-Surat to enter into a contract with the successful bidder.
- ii. The period of Contract initially for 01(One) year, which can be extended for 02 (two) more year on the basis of satisfactory performance under same terms and conditions except for license fee.
- iii. The successful bidder shall give his acceptance within 07 days of issue order, along with performance security and sign the contract with the IIIT Surat.

6. Signing of Contract

The signing of the contract shall construe the award of the contract to the bidder. Upon successful bidder signing the contract, the IIIT Surat shall discharge the bid security. Failure of the successful bidder to comply with the signing requirement shall constitute the sufficient ground for the annulment of the award and forfeiture of the bid security, in that situation the IIIT Surat may at its own discretion call for fresh bids.

7. Termination of Contract, Vacant Possession etc.

- i. The IIIT Surat reserves the right to terminate the contract at any time after giving one month's notice without assigning any reason; the decision of the IIIT-Surat in this regard shall be final and binding on the contractor. The contractor, if he so desires, may seek termination of the contract by giving written notice of not less than two months' duration during the agreement period.
- ii. The contractor shall give two months' notice to the Licensor in case he/she intends to vacate the premises.
- iii. The contractor will on expiry of the period of the contract, peacefully and quietly hand over vacant possession of the premises to the Licensor without raising any dispute whatsoever.
- iv. The contractor shall not put up any permanent structure or make any alternations or additions in the premises without the prior consent in writing of the Licensor.
- v. The contractor will be at liberty to remove all the movable articles brought by the contractor on the premises in case of discontinuance of the contract, before delivering possession of the premises
- vi. In case of loss or damage caused to any of the fixtures etc. provided by the Licensor, the cost thereof shall be recovered from the contractor and the same shall be deducted from the Security Deposit.
- vii. If the contractor commits a breach of any of the aforesaid terms and conditions, the contract will stand terminated forthwith.
- viii. In case of the contractor going in liquidation, the contract shall be treated as cancelled and legal heirs/representatives or successors of the licensee shall not be entitled to claim any right over the licensed premises.
- ix. If the vendor is found using single-use plastic/polythene the licensor has the right to penalize the contractor as per law.

SECTION2: TERMS AND CONDITIONS

- 1.** The Firm/Company/Vendor should have a minimum experience of 03 years in the field of running Canteen in premier institutes and organizations/Hotels.
- 2.** The bidder who offers the highest License fee [over and above the minimum License fee] will be the successful bidder.
- 3.** The successful bidder (shall be called as license holder on entering into the agreement) shall pay the monthly license fee in the Institute by NEFT/RTGS/DD before the 5th day of every succeeding month. Failure to pay the license fee before the 5th day, interest at 5% per month shall have to be paid by the license holder.
- 4.** License fee shall be enhanced every year by 10%.
- 5.** The successful bidder shall give his acceptance within 07 days of issue order, sign the contract with the IIIT Surat along with performance security of amount Rs. 1,000,00/- (Rs. One Lacs only) in the form of demand draft/Bank Guaranty from a nationalized bank, in favour of "Indian Institute of Information Technology, Surat". This Performance Security shall remain with the Institute, interest free, as Security for the entire duration of the Contract and will be replenished from time to time in case of deductions, if any, by the Institute towards recovery from the licensee. The aforesaid Security Deposit shall be returned to the Agency after termination / expiry of the contract, after deductions, if any, made by the Institute.
- 6.** If licensee vacates the Canteen/Shop before the permitted period/one year, the security money will be forfeited.
- 7.** The Licensee shall be responsible for the maintenance of the kitchen equipment installed by the Institute, proper repairs of the premises and maintenance of fixtures, fitting and additional facilities such as electricity, water. The Licensee shall also ensure sanitation, prevention of infectious diseases, control and prevention of nuisance from insects, rodents, or any other source, etc.
- 8.** The Licensee shall give special attention to the manner in which his employees receive visitors and render service ensuring good hospitality, congenial and pleasant atmosphere. Special care shall be taken for the employee's health and to ensure that all the workers/employees employed in the premises are medically fit and that they do not suffer from any contagious, loathsome or infectious disease. The employees must be vaccinated.
- 9.** The Licensee shall ensure the items sold/served from the premises are of requisite hygiene and quality standards and conform to the provisions of the Prevention of Food Adulteration Act, 1954 and any other guidelines, regulations, standards, etc. issued by Authorities concerned from time to time.
- 10.** No hand Bills/Stickers are allowed to be put anywhere on the premises or outside. Also, the rate should not be more than MRP at any cost.
- 11.** Deviation from approved trade for which licensee has been granted will be treated as violation of License Agreement and the license shall be terminated immediately.
- 12.** The sale/serving or promotion of drugs, narcotics products, alcoholic beverages and serving of any item related to pork and/or beef is strictly prohibited. Non-vegetarian food (including egg) is completely banned in the premises.
- 13.** Segregation of waste material will also be undertaken by the Licensee of

outlets/shops as per local rules and regulations.

- 14.** The Licensee, his agents and servants shall observe/performance and comply with all applicable laws/rules and regulations of the Shops and Establishment Act, Factory Act, Industrial Disputes Act, Minimum Wages Act, Labor Laws and the provisions of any statutory law applicable to the Licensee including any rules and regulations made by Licensor or any other Department.
- 15.** If monthly license fee is delayed by more than three months, the Institute reserves the right to terminate the license agreement and adjust the amount payable by the license holder from the Security deposit.
- 16.** The electricity consumption charges shall be paid by the license holder as per the sub meter reading or as fixed by the Institute.
- 17.** The water consumption charges of Rs.1000/- (Rs. One thousand only) per month shall be paid by the license holder before the 5th day of every succeeding month.
- 18.** No structural additions or alternations shall be made without the approval of the Institute.
- 19.** The premises should be kept clean, tidy and should be maintained in good hygienic condition.
- 20.** The license holder at his own cost shall install any extra fittings including water cooler with RO water purifier other than that furnished by the Institute after obtaining prior approval from IIIT Surat.
- 21.** The License holder shall run the Canteen and provide continuous service without any break in period.
- 22.** The License holder shall keep the premises in (inside and outside) good hygienic and clean condition. Disposal of wastage shall be the responsibility of the license holder. No wastage or foodstuff shall be allowed to flow in the sewage line. Non-disposal of wastage will be liable for termination of contract or imposition of penalty.
- 23.** Rate list of items shall be displayed on the Canteen notice board.
- 24.** No parties for the general public shall be arranged in the Canteen.
- 25.** Liability / responsibility in case of any accident causing injury/death to Canteen worker/s or any of staff shall be of the License. The Institute authority shall not be responsible by any means in such cases.

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Eligibility conditions/Check List of Technical Bid Documents

Sl. No	Particulars	Attached supporting Documents evidence
1	Valid Food License /Trade license/Shop Act license of firm/agency	Copy enclosed : Y / N
2	GST Registration No. of firm/agency	Copy enclosed : Y / N
3	PAN No. of firm/agency	Copy enclosed : Y / N
4	Experience of firm/agency in mess/canteens/c Hotel services minimum experience of 03 years.	Copy enclosed : Y / N
5	Signature of the Bidder or his/her authorized signatory on each page of the Tender Document as acceptance of the terms and conditions contained in the Tender Document.	Copy enclosed : Y / N
6	Paid Earnest Money Deposit (EMD) /NSIC/ MSME registration certificate (in case of bidders claiming exception of EMD while submitting a bid)	Copy enclosed : Y / N
7	Average annual turnover during the 03 year, ending 31st March of the previous financial years, should be at least Rs. 50/- Lakh. Bidder to submit Balance Sheet in addition to Profit & Loss account statement of last 03 financial years duly certified by CA.	Copy enclosed : Y / N

Date:

Place:

Signature

Bidder Official seal and address

Signature of Bidder_____

Seal

DETAILS OF THE BIDDER
(To be filled by the Bidder)

1)	Name & Address of the Agency	
2)	Name & Address of the Authorized Person	
3)	Telephone, Mobile No., Fax No. and e-mail address of the Agency & the Authorized Person	
4)	Legal Status of the Agency: a) An individual b) A Proprietary Firm c) A Partnership Firm d) A Limited Company	
5)	Date of Firm / Agency / Company Registration/Incorporation.	
6)	Name, Address and Contact Numbers of the Director(s)	
7)	Annual Turnover Details FY – 2018-19 FY – 2019-20 FY – 2020-21 Turnover of preceding three years	
8)	Bank Details of the Agency	

UNDERTAKING

I hereby certify that all the information furnished in the tender document are true to the best of my knowledge and belief. I have no objection to institute verifying any or all the information furnished in this document with the concerned authorities, if necessary.

I also certify that, I have understood all the scope of work, terms and conditions and instructions indicated in the tender document and hereby accept all the same completely.

I also declare that our firm/agency has not been black listed by any Government Department/Public Sector Undertaking/Bank/Central Autonomous Body or any other Government Authority as on the last date of submission of this Tender.

I understand that misleading or wrong information supplied may lead to summarily rejection of tender document/award of the contract.

Date:

Place:

Signature of the Bidder

Name:

Stamp & Seal

Approved items to be sold with Price List for Canteen including Taxes

A. Hot Beverages		Rate/Item
		(Rs.)
Tea in Cup (With/Without Sugar)	125 ml	Shall be fixed with institute approval
Filter Coffee in Cup	125 ml	
(With/Without Sugar)		
Nes Café	125 ml	
Tea (tea bags With/Without Sugar)	125 ml	
Milk (with/without water)With sugar	200 (One full glass)	
B. Lunch		
Lunch (3 Roti (polka) & Rice, Dal & Sabji, Veg Salad, Achar etc)	Limited	
C . Cold Beverages		Rate/Item
		(Rs.)
Lassi-Sweet	200 ml	Shall be fixed with institute approval
Lassi-Salty	200 ml	
Assorted Cold Drinks	MRP	MRP
Variety of Ice Creams	MRP	MRP
Butter Milk	MRP	MRP
Frooti	MRP	MRP
ISI mark Mineral Water	MRP	MRP
Fruit Juice (Real)	MRP	MRP
D. SNACKS		Rate/Item
		(Rs.)
Poha	200 grams/ Per Plate	Shall be fixed with institute approval
Samosa (Potato)	70 grams/ Per Piece	
Kachori	70 grams/ Per Piece	
Bread Pakoda (1 piece)	70 grams/ Per Piece	

Masala Dosa each with Sambar, chutney	Per Plate	
Plain (sada) Dosa with Sambar, chutney	Per Plate	
Uttappam with chutney	Per Plate	
Vada (2 piece) each with Sambar	200 grams/ Per Plate	
Veg. Cutlet (2 piece) with sauce	Per Plate	
Veg. Sandwich (Two Slice of Bread with sliced Fresh Vegetables and spread)	Per Plate	
Cheese Sandwiches (Two	Per Plate	
Bread and Butter (Two Slice of Bread with Butter spread)		
Bread and Jam (Two Slice of Bread with Jam spread)	Per Plate	
Idli (3 pieces) with sambar& chutney	150 grams/ Per Plate	
Dhokla	100 grams/ Per Plate	
Upma with chutney	200 grams/ Per Plate	
Poori (5) with Sabji	200 grams/ Per Plate	
Veg- Manchurian	200 Grams/ Per Plate	
Chilli Paneer	200 Grams/ Per Plate	
Fried Rice	200 Grams/ Per Plate	
Veg Pulav	250 grams/ Per Plate	
Fried rice with Manchurian	250 grams/ Per Plate	
Noodles – Hakka	250 grams/ Per Plate	
Maggi	200 grams/ Per Plate	
E. SWEETS		
One Piece Gulab Jamun- (60 grams)	60 grams/piece	
One Piece Rasgulla- (60 grams)	60 grams/piece	
One Piece Ras Malai (70 grams)	70 grams/piece	
Jelabi (4 Piece)	150 grams/Per Plate	

FINANCIAL BID/PRICE BID

Tender No. IIITS/TDR/2022-23/02

TENDER DOCUMENT**“FOR PROVIDING CANTEEN SERVICES, IIIT-SURAT”****Financial bid for providing Canteen Services at IIIT, Surat****Kholvad Campus, Kamrej, Surat - 394185, Gujarat**

Sr. No	Description of Item & area (in Square Meter) of the Canteen	Location	Minimum Reverse License fee by IIIT Surat Rs.	Offered License fee by Bidder for the canteen to be filled up by bidder.
1.	Canteen: 132 sqm other than kitchen	IIIT-Surat Kholvad Campus, Kamrej, Surat - 394185, Gujarat	Rs.20000/-	
2.	Water Charges (Fixed)		Rs.1000/month	
Total Rs.				

Note:

1. Bidder who offers the highest License fee [over and above the minimum License fee] will be the successful bidder.
2. In case of tie, the Agency having continuous longer experience and higher Average Annual Turnover for last 3 years (as per submitted CA Certificates) will be selected.

Date:

Place:

(Signature of the Bidder)

Signature of Bidder_____

Seal

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PRE-BID QUERY FORM

Tender Reference No.: _____

Name of Tender / Work: _____

Sr. No.	Reference of the Clause No. of the tender Document (page number)	Query/Clarification/ Deviation sought	Clarification/ Response from IIIT- Surat.
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Signature of Bidder _____

Seal