

Tender Fee = Rs. 1000/-
(Non-refundable)



Indian Institute of Information Technology, Surat
भारतीय सूचना प्रौद्योगिकी संस्थान, सूरत
(Institute of National Importance under Act of Parliament)

TENDER NOTIFICATION FOR PROVIDING CANTEEN SERVICES IN IIIT-SURAT
Kholvad Campus, Kamrej, Surat-394190, Gujarat
www.iiitsurat.ac.in ph.:02621-298060 Email:office@iiitsurat.ac.in

TENDER NO.: IIITS/TDR/2024-25/01

DATE OF ISSUE OF TENDER	18/04/2024
LAST DATE AND TIME FOR SUBMISSION OF TENDER	09/05/2024 at 4.00 PM
DATE AND TIME FOR PRE-BID MEETING	26/04/2024 at 4:00 AM
DATE AND TIME FOR OPENING OF TECHNICAL BIDS	09/05/2024 at 4.30 PM
DATE AND TIME FOR OPENING OF FINANCIAL BID	13/05/2024 at 4.00 PM

TOTAL PAGES – 17

Signature of Bidder_____

Seal

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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 performance.

Sl. No.	Particulars	Details
1	Name of the job	Providing Canteen Services at IIIT-Surat, Kholvad Campus, Kamrej – 394190, 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 favor 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 Laces only) in the form of Demand Draft drawn in favour of “Indian Institute of Information Technology, Surat”
5	Date of Issue of Tender	18/04/2024
6	Last Date and time for submission of Tender	09/05/2024 at 4:00 PM
7	Date and time for Pre-bid meeting	26/04/2024 at 4:00 PM
8	Date and time for opening of Technical Bids	09/05/2024 at 4:30 PM
9	Date and time for opening of financial bid	13/05/2024 at 4:00 PM
9	Date for commencement of contract	Will be informed subsequently.
10	Period of contract	The period of Contract initially for ONE year and can be extendable for ONE more year subject to satisfactory performance. However, terms of service remain the same.
11	Bid Validity	120 days

12	Address for Correspondence	Deputy Registrar (Admin) Indian Institute of Information Technology, Surat Kholvad Campus, Kamrej, Surat-394190. Email: deputy.registrar@iiitsurat.ac.in
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Definition of terms used:

Bidder: Party or firm or organization or contractor participating in tender enquiry and submitting the bid.

Caterer: Successful bidder i.e. after opening the price bid, the bidder with L1 rates on cost to IIIT- Surat basis and who is offered the contract for execution.

A. Introduction:

The Indian Institute of Information Technology (IIIT) 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 its own campus in Kholvad campus, Kamrej, Surat. IIIT Surat is offering four-year B. Tech. and Ph.D. degree course in Computer Science and Engineering (CSE) & Electronics & Communication Engineering (ECE) subjects. The total student in the campus is 600.

IIIT-Surat invites Sealed-Tenders from the interested agencies for **“PROVIDING CANTEEN SERVICES, IIIT-SURAT”**. The interested Bidders may submit their bid 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
Kholvad Campus, Kamrej, Surat-394190.**

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 the date mentioned above date at 4:00 PM in the office of the Institute only for the purpose of answering any queries related with interested Bidders/Contractors. The Bidders are required to send their queries one day prior to the scheduled pre-bid meeting by email to **deputy.registar@iiitsurat.ac.in**

The last date for the receipt of Tender is 09/05/2024 at 4:00 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 “**TENDER FOR 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, Kholvad Campus, Kamrej, Surat-394190, Gujarat on or before the due date and time. The bid 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 the 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 the 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 identity and will mark his attendance before opening of the tender.
10. No firm will be allowed to withdraw its bids after opening the technical bids. If any firm intends to withdraw after the opening of technical bids the firm must forfeit its EMD.
11. The Institute reserves all rights to reject a bid 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.

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 three-year experience of running Canteen services/ Hotel services/Mess service in Engineering Institutes, colleges, medical colleges, and renowned industries with more than 500 users in the Suart district. 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. 100 Lakh per year. The Bidder should submit the balance sheet in addition to profit & loss account statement of the last 03 financial years duly certified by a Chartered Accountant.
- v. Bidder must have PF / ESI registration.

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 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:
 - i) Technical Bid Evaluation
 - ii) Financial Bid/Price Bid Evaluation

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

The technically qualified bidder(s) will be considered for opening their 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 based on 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 Caterer. The Caterer, 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 Caterer shall give two months' notice to the Licensor in case he/she intends to vacate the premises.
- iii. The Caterer will on expiry of the period of the contract, peacefully and quietly hand over vacant possession of the premises to the IIIT-Surat without raising any dispute whatsoever.
- iv. The Caterer shall not put up any permanent structure or make any alternations or additions in the premises without the prior approval for IIIT-Surat.
- v. In case of loss or damage caused to any of the fixtures etc. provided by the IIIT Surat, the cost thereof shall be recovered from the Caterer or and the same shall be deducted from the Security Deposit.
- vi. If the Caterer commits a breach of any of the aforesaid terms and conditions, the contract will stand terminated forthwith.
- vii. If the Caterer is found using single-use plastic/polythene the IIIT-Surat has the right to penalize the Caterer 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. The successful bidder shall give his acceptance within 07 days of issue order, sign the contract with the IIT Surat along with performance security of amount Rs. 1,000,00/- (Rs. One Lacs only) in the form of demand draft 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.
5. If licensee vacates the Canteen before the permitted period/one year, the security money will be forfeited.
6. The Caterer 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 Caterer shall also ensure sanitation, prevention of infectious diseases, control and prevention of nuisance from insects, rodents, or any other source, etc.
7. The Caterer shall give special attention to the way his employees receive visitors and render service ensuring good hospitality, congenial and pleasant atmosphere. Special care shall be taken for the employees' 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.
8. The Caterer 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.
9. No hand Bills/Stickers are allowed to be put anywhere on the premises or outside. Also, the rate should not be more than MRP in the case of beverages and packed eatables sold in the canteen.
10. **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 not allowed in the premises.**
11. The students will be having vacation during the months June and July of every year. During the period there will be fewer users. Also, during certain festivals like Deepavali and new year students and faculty may go to native places.
12. Segregation of waste material will also be undertaken by the Caterer as per local rules and regulations.
13. The Caterer shall observe/perform 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.
14. The employees of the canteen will not be allowed to stay in the campus or in the canteen space after office hours and during holidays
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 Caterer from the Security deposit.
16. The electricity consumption charges shall be paid by the Caterer 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 Caterer before the 5th day of every succeeding month.
18. The Institute has availed piped gas connection for the canteen. The gas bill as per actuals shall be paid by the license holder.
19. Structural additions or alterations will not be allowed without the approval of the Institute.
20. The premises should be kept clean, tidy and should be maintained in good hygienic condition.
21. The Caterer at his own cost shall install any extra fittings including water cooler with RO water purifier etc.
22. The Caterer shall run the Canteen and provide continuous service without any break in period.
23. Maintenance of the electrical, water pipeline and aps, drainage systems and gas connection at the canteen is the responsibility of License holder. Institute will give any material support for overall maintenance of the canteen in the
24. The Caterer shall keep the premises (inside and outside) in 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.
25. Rate list of items shall be displayed on the Canteen notice board.
26. All raw materials to be procured for use in the IIIT- Surat canteen shall be as per **Annexure-VI** and may be checked for quality by IIIT-Surat Canteen committee at any time.
27. No parties for the public shall be arranged in the Canteen.
28. Liability / responsibility in case of any accident-causing injury/death to Canteen worker/s or any of staff shall be of the Licensee. The Institute authority shall not be responsible for all such incidences causing loss of life, injury to the employees working in the canteen.
29. The employees of the caterer in no case will be treated as the employee of the IIIT-Surat at any point of time.
30. The fire fighting system shall be maintained by the licensee.

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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	Copy of PF / ESI registration.	Copy enclosed: Y / N
6	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
7	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
8	Average annual turnover during the 03 year, ending 31st March of the previous financial years, should be at least Rs. 100/- 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 organization	
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 – 2020-21 FY – 2021-22 FY – 2022-23 Turnover of preceding three years	
8)	Bank Details of the Agency	

UNDERTAKING

I hereby certify that all the information furnished in the tender document is 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 complying all the statutory labor laws implemented by state from time to time, including minimum Wages, PF and ESI and all the regulations of Child Labor Prohibition and Regulation Act 1986.

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

Note: To be typed on the letter head of Bidder

Signature of Bidder _____

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's approval
Filter Coffee in Cup (with/without Sugar)	125 ml	
Nescafé	125 ml	
Tea (with/without Sugar)	125 ml	
Milk (with/without water) with sugar	200 ml (One full glass)	
B. Lunch		
Lunch (3 Roti (pulka) & 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 with two slices of bread sandwiches	Per Plate	
Bread and Butter (Two Slice of Bread with Butter spread)	Per Plate	
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/2024-25/01****TENDER DOCUMENT****“FOR PROVIDING CANTEEN SERVICES, IIIT-SURAT”****Financial bid for providing Canteen Services at IIIT, Surat****Kholvad Campus, Kamrej, Surat - 394190, 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, store room, piped gas connection, furniture, deep freezer, three burner gas stove, three sinks for washing vessels and crockery, exhaust fans. Tables for 150 students can take lunch at a time. Faculty section is separate. Electric connections given wherever necessary.	IIIT-Surat Kholvad Campus, Kamrej, Surat - 394190, Gujarat	Rs.10000/-	
2.	Water Charges (Fixed)		Rs.1000/month	
3	Gas bill	GGL gas connection is available in the canteen	As per actuals	
3	Electric bill	Separate submeter is provided.	As per actuals	
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 IIT- Surat.
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Signature of Bidder _____

Seal

BRAND/QUALITY/MAKE OF MATERIALS

Sl.No.	Items	Quality/Brand
	Dairy Products	
1	Milk-Toned, Pouched	100%Milk Food/Mother Dairy/Amul/Sumul
2	Butter	Amul/Mother Dairy/Sumul
3	Cheese Processed	Amul/BriMother Dairy/Sumul
4	Condensed Milk	Milk Maid/Nestle/Mother Dairy/Sumul
5	Ice Cream	Mother Dairy/Amul/Sumul/Kwalitywall's/Havmor/Cream bell.
6	Curd	Packed curd of Nestle/ Mother Dairy/ Amul / Sumul
7	Shrikhand	Amul/mother dairy/Sumul
	Provision and Stores	
1	Atta (Whole grain)	Good quality Agmark of Aashirwad /Nature Fresh/ Shaktibog /Patanjali/Samrat/
2	Basmati Rice	Good Quality Basmati Rice
3	Sugar Cube	Dauralla or equivalent
4	Low Calorie sweetener (Sachet / TABLET)	Equal / Nature Fresh /Sugar Free
5	Tea Bags	Taj Mahal/ Tata Tetley/ Lipton/Brooke bond.
6	Coffee	Nestle Classic/Brook bond
7	Oil (Sunflower) Refined	Sundrop/Saffola/Fortune/Gulab/Dhara/Sweekar/Patanjali
8	Tamato / Chilli/ Soya Sauce	Maggi/Kissan/Tops
9	Garam / Chat/ Chana Masala- Kasuri Methi	Patanjali/Everest/MDH / Catch /Agmark MTR -ISI Mark
10	Custard Power	Brown & Polson / Wake Field
11	Laung, Dal Chini, Elaichi & other hot spices etc	Branded
12	Pulses-Dals & beans etc	Branded
	Fruit & Vegetable	
14	Fresh fruits / Fresh vegetable or Frozen veg	Fresh & Best quality, Frozen items of Safal / Mother Dairy
15	Rice (Sona Masoori)	Patanjali/Standard quality

Note- Approval should be taken from the Mess Committee for the items which are not listed above before procuring or changing the items.