

TENDER NOTIFICATION



INDIAN MARITIME UNIVERSITY
(A Central University)
Kolkata Campus (KC),
P-19 TARATALA ROAD, KOLKATA, 700 088

Tender No. & Date : IMU-KC/ Catering (Canteen) /2019-20, dated 27/01/2020

Sealed tenders are invited from Catering (Canteen) Service providers under **Two Bid** system:

Name of Service	EMD	Last date & time for Submission
Tender for providing "Catering (Canteen)" Service (in New Academic Building) at IMU-KC, Taratala, Kolkata for one year from the date of commencement of service and extendable further on satisfactory performance, by one year at the same rates & other terms and conditions.	Rs. 12,000/-	

Tender documents i.e. tender forms and other terms and conditions / details can be downloaded from IMU-KC website www.merical.ac.in and IMU website <http://www.imu.edu.in> from 29/01/2020.

DIRECTOR , IMU-KC

Signature of Bidder

Tender Abstract

Particulars	Details
Tender Title	Tender for providing "Catering (Canteen)" Service (in New Academic Building) at IMU-KC, Taratala, Kolkata
Tender Number	IMU-KC/Catering (Canteen)/2019-20dated 27/01/2020
Tender Document can be Downloaded from IMU-KC website	From 29-01-2020
Cost of Tender Form	NIL
Pre-Bid Meeting	10/02/2020 – 1500 hrs
Last Date of Submission of Tender	19/02/2020 – 1130 hrs
Technical Bid Opening Date and Time	19/02/2020 – 1200 hrs
EMD Amount	Rs. 12000/-
Address for Submission of Tender	The Director, Indian Maritime University, Kolkata Campus, P-19,Taratala Road, Kolkata, 700088, West Bengal, India

Signature of Bidder

INDIAN MARITIME UNIVERSITY

KOLKATA CAMPUS

INDEX

Sl	Page Nos.	Page No.
Volume – I		
A.	General rules and Directions for the Guidance of the Bidders	5-14
1.	<i>Appendix I:</i> Terms and Conditions for providing Catering (Canteen) Service at IMU-KC	15-16
2.	<i>Appendix II:</i> Scope of Work and Duties of Service Provider, Quality of Food Items Etc.	17-18
3.	Appendix III: Quality, Quantity and Provisional Menu and of food items	19-20
4.	Annexure I: Technical Bid Cover	21-24
5.	Annexure – 2 Bidder Memorandum and Undertaking	25-27
6.	Price bid	28-34

Signature of Bidder



INDIAN MARITIME UNIVERSITY

KOLKATA CAMPUS

P-19 TARATALA ROAD, KOLKATA, 700 088

Tender for providing "Catering (Canteen)" Service (in New Academic Building)
at IMU – Kolkata Campus

Tender No.: IMU-KC/ Catering (Canteen) /2019-20 dated 27/01/2020

Volume. I

TECHNICAL BID

Signature of Bidder

A. GENERAL RULES AND DIRECTIONS FOR THE GUIDANCE OF THE BIDDERS

1. Introduction & Definitions

The Indian Maritime University is a Central University established by an Act of Parliament and headquartered at Chennai. The Kolkata Campus of the Indian Maritime University (hereinafter referred to as the Buyer or IMU-KC) invites sealed tender for providing "Catering (Canteen)" Service (in New Academic Building) at IMU - KC" located at P-19, Taratala Road, Kolkata-700088, defined in the tender documents (hereinafter referred to as the "Service" / "Catering Service").

2. Pre-Qualification Criteria

The tender is invited in TWO BID SYSTEM and is open to all service providers who fulfil the following eligibility criteria:

2.1. Experience – No. of years in the Business:

The Bidder should be in the Business of Providing "Similar Service" for a period not less than 3 years since 2016 – 17.

[Mode of Proof: Certificate of Incorporation / Registered Partnership Deed / Trade Licence / IT Returns / GST Registration Certificate / Copies of the Work order, Agreement and Work Completion certificate for the Completed or ongoing work – Proof for existence from or prior to 2016-17 and providing similar service since 2016-17].

2.2. Experience – Completion of similar works:

The Bidder should have satisfactorily completed "Similar Service" involving values as listed below during the last 3 financial years i.e. since 2016-17 to 2018-19.

2.2.1. at least 1 Service with a minimum value of Rs.4.80 lakhs[OR]

2.2.2. at least 2 Services with a minimum value of Rs.3.00 lakhs each [OR]

2.2.3. at least 3 Services with a minimum value of Rs. 2.40 lakh each

[Mode of Proof: Copies of the Work order, Agreement and Work Completion certificate for the Completed or ongoing work].

"Similar Service" means contract for providing Catering services with Government / Semi-Government/ Public Sector organisations/ National level educational institute like IIT, IIM, NIT and Universities/ Banks/PSUs/ Public Limited Company or Private Limited Company with a minimum work force of 50 employees.

Signature of Bidder

2.3. Turnover

Should have average annual turnover of at least Rs. 6 Lakhs during the past 3 financial years i.e. 2016-17, 2017-18 & 2018-19

[Mode of Proof: Annual accounts duly certified by a Chartered Accountant / Income tax Returns].

2.4. Possession of Valid GST Number & PAN

The Service provider should have a valid GST Number, PAN& AADHAR Card.

[Mode of Proof: Copy of the GST Registration Certificate, PAN & AADHAR Card to be produced]

2.5. Should have FSSAI Certificate.

2.6. Should not have been black listed and terminated on account of non-compliance of tender conditions.[Mode of Proof: Self declaration to this effect]

2.7. Should have valid Trade License renewable up to FY 2019-20.

2.8. **Should have registered office in Kolkata.**

3. **General Conditions**

3.1. Bidder should furnish all the details in the prescribed Pro-forma and as per the requirements set out in the tender documents under Cover I. Bids and Tender documents should be complete in all respects and any incomplete tenders will be rejected.

4. **Site Visit**

The bidders are advised to visit the site and surroundings where the Services are to be provided and acquaint themselves with the operational system and site conditions and understand the information that may be required for the preparation of the tender and for entering into contract for providing the Services.

5. **Clarification of Tender Documents**

A bidder requiring any clarification regarding the tender documents may write by E-mail to dradmin.kolkata@imu.ac.in with a copy to director.kolkata@imu.ac.in.

Signature of Bidder

IMU-KC will respond to any valid request for clarification, raised during the pre-bid meeting or received one week prior to the last date for submission of tenders. IMU-KC's decision is final and binding with regard to interpretation of terms used or other tender contents.

6. **Pre-Bid Meeting**

Attending pre-bid meeting is not compulsory. However, it is strongly advised that the bidders should attend to clarify any doubts.

7.Preparations and Submission of Tenders

7.1 Language of Tender

The tender, and all correspondence and documents, related to the tender, exchanged between the bidder and IMU-KC should be in the English language only.

7.2 Documents comprising the Tender

The tender submitted by the Bidder shall comprise the following and should be read in conjunction with any Amendments issued.

7.2.1 Cover I (Technical Bid)

- a) Demand Draft towards Earnest Money Deposit
- b) Complete Tender Document downloaded from IMU-KC website and its amendments, corrigenda / addenda issued by IMU - KC which are duly signed by the Owners/Proprietors/Directors in each page with stamp.
- c) Duly filled Technical Bid format (Annexure I) with all the documents stated in the technical bids and other supporting documents in evidence of the data filled in technical bids and any other documents stated in the tender document.
- d) Bidder Memorandum (Annexure II) duly signed by the bidder.

The Cover I shall be addressed to "The Director, Indian Maritime University – Kolkata Campus" and should be duly super scribed as "Cover-I : Technical Bid for Providing (name of the tender as mentioned in tender abstract) at IMU-KC" and sealed properly. Name and Address of the bidder shall also be written/ printed on the cover.

Signature of Bidder

8.2.2 Cover II (Price Bid)

The Cover II shall only contain the Price Bid formats given viz.

- a) Form of Tender,
- b) Priced Bill of quantities / Filled in Price Bid format

All the above should be duly filled in, signed and sealed: The Cover II shall be addressed to "The Director, Indian Maritime University – Kolkata Campus" and should be duly super scribed as "Cover-II : Price Bid for Providing (name of the tender as mentioned in tender abstract) at IMU-KC" and sealed properly. Name and Address of the bidder shall also be written/ printed on the cover.

8.2.3 Main Cover

Both the "Cover I" and "Cover II" shall be placed inside the main cover and sealed properly. The main cover should be duly super scribed as "Tender for providing (Name of the tender as mentioned in tender abstract) [Tender No..... at IMU-KC"].

9. **Filling up of Forms, Completeness& Mode of Submission of Tender**

9.1 The bidder shall submit all the documents required to be submitted as per Clause 7 duly filled in along with their covering letters, data and other Information so that the tender is complete in all respects.

9.2. The Rates in Price Bid shall be filled in either typed or written in indelible ink and shall be signed by the Owners/Proprietors/Directors to sign on behalf of the bidder.

9.3 Bids sent by telex, fax, Email etc. (i.e. modes other than by way of speed post/ courier/ dropping in the box provided) shall not be accepted.

10. **Last date for submission of tender, Extension and Late Tenders**

The tender shall be either sent to the address mentioned in the Tender Abstract so as to reach before the last date & time for submission or dropped in the tender box placed in the Deputy Registrar's Office (First Floor, Room No. 130) of IMU-KC prior to the last date & time for submission.

Signature of Bidder

11. **Tender Prices**

The contract shall be for the whole services or for individual component or components as may be decided by the IMU-KC, based on the unit rates and prices quoted by the bidder in the price bid.

12. **Tender Validity**

Tenders shall remain valid for 120 days from the last date for submission of tender.

13. **Earnest Money Deposit (EMD)**

13.1. Each tender should be accompanied by an Earnest Money Deposit (EMD) for the value stated in the Tender Abstract, which shall be in the form of Demand draft from any Nationalized Bank / Scheduled Bank drawn in favour of **“Indian Maritime University-Kolkata Campus”**, Payable at **Kolkata**.

13.2. No other form of deposit towards Earnest Money shall be accepted.

13.3. Tenders not accompanied by the Earnest Money Deposit in the manner prescribed by IMU-KC will be summarily rejected. However, exemption from EMD may be considered by IMU – KOnly upon written request enclosed with the Technical Bid duly enclosing the **relevant and valid** exemption certificates from MSME/NSIC. No exemption from payment of EMD is available to any bidder for any other reason whatsoever.

14. **Tender Opening, Bidder Participation, Stages of Evaluation (Technical and Price Bid)**

14.1. Technical bids will be opened at the Conference Hall in IMU – KCllocated at the address stated in tender abstract. Any bidder who is willing to observe the tender opening, may, in person or through his authorized representative (in writing), be present at the venue and witness the tender opening. The maximum number of person allowed per bidder is two.

14.2. Any change in the date / timing of bid opening and similar notifications will be communicated only through IMU-KC website or through e-mail, as decided by IMU-KC, and not through both.

Signature of Bidder

- 14.3. Similarly, a suitable date and time for opening of the Cover II – Price Bids will be fixed and those bidder(s) who are qualified will be intimated about the opening of Cover - II – Price Bids. The Cover II -Price Bids will be opened in the presence of the qualified bidders or their authorized representatives, if they choose to attend and be present. The procedures and number of participants etc for opening Cover - II will be the same as the procedures outlined in technical bid opening.
15. **Refund of EMD :** The EMD will be refunded to all the unsuccessful bidder(s) within three months from completion of the tender evaluation process. No interest will be allowed on the Earnest Money. The EMD of the successful bidder will be refunded only after the remittance of in any manner as aforesaid.
16. Where a person whose tender has been received by the IMU-KC intimates that they are withdrawing their tender before the validity period or makes any modification in the terms and conditions of the tender which are not acceptable to the IMU-KC (or) fail to furnish the security deposit within the prescribed time, the IMU-KC shall without prejudice to IMU-KC's any other right or remedy, be at liberty to forfeit the Earnest Money deposited by such person absolutely.
17. **Contract Agreement**
The successful bidder shall, if awarded the contract, enter into and execute an agreement in the form prescribed when called upon to do so with such modifications as agreed upon prior to the date of acceptance of the tender and until the formal agreement is prepared and executed, this tender together with the written acceptance shall form a binding contract between the buyer and the service provider. All costs, charges and expenses including stamp duty in connection with the contract as well as preparation and completion of agreement shall be borne by the bidder.
18. **Evaluation of Bids**
a. **Technical Bid Evaluation**
The Bid submitted will be evaluated based on the details of technical qualification submitted by the bidder under Cover I in the prescribed formats to ascertain whether the bidders qualify. The Cover II (Price Bid) of only those firms which technically qualify as per the documents in Cover I will be opened.

Signature of Bidder

- b. **Financial Bid Evaluation**The Bids will be evaluated on the basis of price quoted by the bidders in the financial bids.

After evaluating the price bids received under Cover II, the bidder who will quote the lowest - Gross Annual Value, will be awarded the work.

For customised menu which aims to cater for standard menus to be served in canteen & special menus and services like MDP Class menu, food packets for MEO courses, etc or such similar requirements(as mentioned in price bid table), the approximate quantities and occasions etc are given in financial bid table. Price component of some menus will be fixed and hence the bidder cannot quote for those menus.

Canteen Menu aims to cater all loose/single item or items which are not mentioned in customised menu. The approximate estimated consumption is written in price bid table and will be basis for calculation of price bid. For all packaged items flat discount rate will be needed to be entered.

All official requirements will be demanded through a canteen requisition form which will be paid on submission of the bills. The supply to the Employees / Cadets should be on Self payment basis and is to be collected on the spot from the person ordering.

In case the Price bid of more than one agency is same, as L-1, then IMU-KC will be awarding the contract to bidder on assigning marks to various eligibility parameters like turnover, number of years of relevant experience etc. of such L-1 bidders and work will be awarded to the bidder who scores highest marks, among the L-1 bidders.

19. **Commencement & Duration of the Contract:**

The period of agreement will be initially for one year from the effective date as per the order awarding the contract/ acceptance by the IMU-KC. The contract is extendable further by two years, one year at a time with the same rates and other terms and conditions subject to satisfactory service and at the sole discretion of IMU-KC. In any case, total period of contract will not exceed 3 years i.e. initial one year plus extension of two years.

Signature of Bidder

20. Security Deposit

- a. **Within 7 working days** of the successful bidder's receipt of notification of award from IMU-KC, the Bidder shall furnish a Security Deposit of Rs. 60, 000/- in the form of an A/C Payee Demand Draft drawn in favour of "Indian Maritime University - Kolkata Campus" payable at Kolkata towards due compliance of contract obligations to the satisfaction of the IMU-KC and to make good any loss or damage caused to the IMU-KC owing to acts in pursuance/violation of terms herein. The EMD already paid can be adjusted towards the Security Deposit, and in which case, the balance of security deposit is to be paid within 3 days of notification of award by IMU-KC. If the bidder fails to submit the Security deposit to IMU-KC within the stipulated time, IMU-KC shall without prejudice to any other right or remedy, be at liberty to forfeit the Earnest Money deposited by such person absolutely and / or may, at its sole discretion, treat the bidder as having lost his eligibility for the award of the contract.
- b. The Security Deposit will be discharged by the IMU-KC and returned to the service provider not later than 90 days following the date of completion of the service provider's performance obligations.
- c. The proceeds of the Security Deposit shall be payable to the IMU-KC as compensation for any loss (es) incurred by IMU-KC resulting from the failure of the service provider to meet out its obligations under the Contract, as determined by IMU-KC. This shall be in addition to any other action/ penalty taken by IMU-KC for delays/ default/ failure on the part of the service provider.

21. PAYMENT TERMS

The Catering (canteen) services for cadets/students/Staffs/Officers/ Faculty/Visitors on the basis of Counter sale. The payment is to be directly collected by the Contractor.

With respect to the official services (events, special lunch etc.) the order to be executed against a written request, the bills to be submitted to the IMU-KC for payment on monthly basis.

Arrangement for payment by Credit/Debit Card/Paytm/BHIM etc is to be made available.

Signature of Bidder

22. TERMINATION

a. Either party may terminate the contract by giving 02 (two) months prior written notice of the same and this Agreement will stand terminated on the expiry of the two months period provided always that the service provider has fulfilled and complied with all his obligation to the IMU-KC in connection with and under this Agreement up to the date of such termination. Withdrawal by service provider without advance notice of 02 months may lead to black listing in addition to forfeiture of Security deposit.

b. In case of breach of any of the terms of this Agreement by the service provider, IMU-KC shall be entitled to terminate this Agreement immediately without giving any written notice to the service provider for the same. In such a case, IMU-KC shall be entitled to retain hereunder or which become due after termination thereof, any amount which, according to IMU-KC is due and owing to it by the service provider arising directly under this Contract.

23. POST TERMINATION RESPONSIBILITY OF THE SERVICE PROVIDER

a. Upon termination of this Agreement, the service provider shall immediately deliver to IMU-KC all the documents/ tools/ equipment and any/ all data pertaining to IMU-KC, held by it or in the possession/ custody/ control of his staff, to IMU-KC. The service provider shall also forthwith remove all his staff together with his machines/ his equipment / his tools whatsoever from the premises of IMU-KC as directed by the IMU-KC.

b. Any breach of the obligation or delay in its implementation of post termination responsibilities of service provider shall without prejudice to IMU-KC's other rights at law will, result in levy of compensation at the rate of Rs.1000/- per day with interest thereon up to the rate of 12% per annum. This amount may without prejudice to all other rights of recovery vested as per law with IMU-KC also be recovered from the amount outstanding to the service provider.

Signature of Bidder

24. Arbitration & Jurisdiction

In the event of disputes, differences, claims and questions arising between the parties hereto arising out of this Agreement or anyway relating hereto or any term, condition or provision herein mentioned or the construction or interpretation thereof or otherwise in relation hereto, the parties shall first endeavour to resolve such differences, disputes, claims or questions by mutual discussion and failing such settlement, the same shall be referred for arbitration by a sole Arbitrator appointed by IMU-KC. Such arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act 1996 or re-enactment thereof for the time being in force and shall be held in Kolkata. In case the Arbitration award is not acceptable to either of the parties, they may approach courts having jurisdiction at Kolkata only.

26. **Licence Fee** : Licence fee for canteen is Rs. 1500 / month.

Signature of Bidder

Terms and Conditions for providing Catering (Canteen) Service in New Academic Building at IMU-KC

1. The Catering (Canteen) Service is to be provided in New Academic Building.
2. The place for provision of service is mentioned in the tender abstract.
3. The Service provider will be asked to furnish IMU-KC the details of the personnel to be deployed at IMU-KC before posting them in the campus.
4. All personnel should be sincere, physically fit, active and energetic. The service provider has to give an undertaking that police verification and medical check-up of all the food handlers has been done before start of work.
5. Checklist for document required after award of this work order should be submitted as per detail mentioned in Schedule to this Appendix, within ten days of start of work order.
6. IMU reserves the right to inspect any one or more of the establishments where the bidder is presently executing catering contracts if any, to satisfy itself about the performance of the contract before finalizing the order, as & when required.
7. The quality of food / snacks/ eatables supplied shall be of good quality, hygienic in nature and the service should be to the fullest satisfaction of the University and the participants.
8. The quantity of food items / soft drinks, coffee, tea should conform to weighments/ limits wherever indicated.
9. Indian Maritime University will offer the following facilities for running the canteen: Cooking range, other cooking utensils, serving dish cutleries, fridge, store room, dining tables and chairs, washing room, etc. Other than the items given, all other items are to be procured by the service provider only. Bidders are to strictly ensure that they visit the site to see the available facilities. Any break-down of a machinery / equipment will have to be addressed by the service provider at his own cost. Only on

Signature of Bidder

the discretion of the Director the facility for extending the infrastructure / equipments can be accepted.

10. Though a daily menu is indicated, subject to demand, it may be modified by the Indian Maritime University-Kolkata Campus, from time to time.
11. **Food poisoning, under any circumstances, won't be tolerated by IMU-KC and the Contract is liable to be terminated. The security deposit paid by the contractor shall be forfeited in full**, if the contract is terminated under the circumstances specified above. He will be held completely responsible for all the implications arising out of such mishaps.
12. Electricity charges will be collected as per actual for the kitchen and store room areas based on sub-meter readings. Water shall be provided at free of cost.
13. Gas charges have to be borne by the Contractor. No equipment of heating should be operated through electricity other than micro-wave oven(kept in dining hall).
14. The service provider should facilitate the acceptance of payments through various modes, other than cash, such as digital payment apps like Paytm, MobiKwik, BHIM etc., card payments (Mastercard, VISA, etc.) and cheque.
15. No separate room will be provided for canteen workers at IMU's cost. Food and accommodation arrangements for the staff of the service provider will not be provided by IMU-KC.

Signature of Bidder

Scope of Work and Duties of Service Provider, Quality of Food Items Etc.

1. Requirements for Canteen:

- 1.1. The menu for canteen is given in price bid. The bidders are requested to make a thorough study / survey of the estimated quantity by themselves. No reduction in rates will be permitted. Employee strength of IMU-KC is about 120 and Cadet Strength in the campus of IMU- KC is about 1000 (Cadets are taking food in the Mess separately).
- 1.2. The canteen will be required to serve various VIPs and dignitaries and hence the serving persons are required to have a professional get-up and approach of the highest hospitality standards. It is expected that the staff deployed will be courteous and polite especially towards lady staff and women cadets. They will be required to provide food and service for special events. Canteen should function from 8 AM to 8 PM compulsorily and up to 10:00PM if the service provider so intends. (Extension beyond this time may be given by Director on request considering the requirement / demand). Canteen may remain closed only on Sundays and has to be open on all other days. The service provider is required to provide food packet (snacks) of the best quality (equivalent to Gupta Brothers/Tewari Brothers/Balaram Mallick or Equivalent) for short term courses in premium packets.
- 1.3. The Service Provider should provide paper napkins for the course participants during breakfast, lunch, dinner and two coffee/tea sessions without any additional cost.
- 1.4. The Contractor shall also be required to supply, whenever called upon on special occasions, to prepare lunch/ snacks / coffee/ tea, as special items for functions, meetings etc. at the approved rate. The Contractor shall also be required to provide tea/coffee, breakfast, lunch and dinner, including room service, to the guests staying at the guest house, and snacks and coffee / tea in the evening to course participants, on specific requests, at the approved rates.
- 1.5. The stewards will be required to be in executive dress with gloves, steward cap and preferably white/light colored dress as these will be required to serve VIPs and dignitaries.

Signature of Bidder

- 1.6. The contractor would have to look after arrangement of chairs / tables, etc. in the dining hall. The surroundings should be well maintained, in clean, hygienic, sanitary and pleasant manner. These conditions are to be continued throughout the said contract period. The kitchen and the dining hall shall be kept clean and hygienic at all times.
- 1.7. Senior Personnel of the contractor should visit the kitchen, at least once in a week, to monitor the functioning of the canteen and discuss with the authorized officials of IMU-KC regarding complaints / requirements, etc.
- 1.8. Removal of Waste Materials from the Canteen Area - The waste material and unused/leftover food from canteen should be removed from Canteen premises daily. **The contractor will ensure that all the waste material and unused/leftover food should be disposed off to the nearest VAT.**
- 1.9. Good Quality hand-washis required to be kept near wash basin.
- 2.0 The employees should be seen wearing their ID Cards and Uniforms, whenever the canteen is open for service.
- 2.1. Whenever new employees are hired by the contractor, it should be duly informed to the Deputy Registrar or to the concerned officer of IMU-KC.
- 2.2. Police Verification report of all the employees must be submitted to the Deputy Registrar.
- 2.3. The rate chart for the menu items must be displayed in the canteen prominently. Before displaying the menu, prior authorization of the Deputy Registrar or concerned officer is required to be obtained.

Signature of Bidder

**Quality, Quantity and Provisional Menu and of food items to be provided
by Contractor**

1. Quality of Food Items

1.1. Brands of Consumables Permissible

<u>ITEMS</u>	<u>BRANDS</u>
Spices / Salt	M.D.H, Catch, Everest, J. K. Masala, Sunrise, Tata, Annapurna, Nature fresh, Ashirbad or equivalent
Chicken/Mutton	Halal Chicken/Halal Mutton
Ketchup / Jam	Maggi, Kissan, Heinz, Del Monte, Mapro, Druk, Nestle
Oil (Sunflower)	Sundrop, Emami, Saffola, Fortune, Dhara use of Hydrogenated (Vanaspati oil&Palmolein is strictly prohibited)
Pickle	Of Reputed Brands
Atta	Ashirvad, Pillsbury, Annapurna, Ganesh
Papad, Soya	Of reputed brand
Bread	Modern, Britannia, Spencers or equivalent
All dairy products including ice cream, butter/ghee	Amul, Mother Dairy, Britannia, Jharna, Morton, Kwality, Walls, Govardhan
Tea/Coffee	Brooke bond, Lipton, Tata, Taaza, Nescafe, Bru
Rice	Daily use rice – Baskati, Basmati rice – Daawat
Ice cream	Kwality, Metro
Handwash	Branded (to be kept in push release bottle)
All non branded	The acceptability of quality of non branded items will be decided by the administration. In case of low quality items the administration may ask to change the current supply of items.

- 1.2. Wherever vegetable curry / sabji is mentioned, fresh vegetables are to be used and the same vegetables should not be repeated more than 3 times in a week.
- 1.3. Vegetable pulao / Biryani or similar menu item should be prepared of Grade 1 Basmati rice.
- 1.4. For preparing Vegetable pulao or similar menu item fresh vegetables are to be used. Atleast four vegetables like green peas, carrot, cauliflower, beans should be used along with other vegetables.
- 1.5. Chappathi, Poori should be made of wheat flour of good quality only. Maida flour should never be used under any circumstances.

Signature of Bidder

- 1.6. Seasonal fruits supplied should be of good quality without black spots, scratches. The weight of the fruit should not be less than 150 gm and will remain the minimum requirement wherever mentioned in this tender.
- 1.7. Fresh batter/dough to be used for preparation of Parotta, Chapati, Idly, Dosa, Oothappam etc.
- 1.8. Leftover food should not be carried over to the next session of service.
- 1.9. Except ice cream and items which cannot be served hot, all other item(s) should be warm and served hot. The Service provider will arrange to keep the food hot in electric operated Bain Marie (to be arranged by the service provider).
- 1.10. All Provisions should be of good and standard quality with ISI/AGMARK,etc approved. They should be purchased from reputed Wholesale Dealer(s) or Co-operative Super Market /Departmental store.
- 1.11. The oil that remains from deep-frying at the end of the day should not be used for cooking again.

Signature of Bidder

Annexure-I

(Technical Bid-Cover 1)

[On the Letter head of the Bidder and to be put in a separate sealed cover]

Tender for providing 'Catering (Canteen) Service (in New Academic Building)' at IMU –
Kolkata Campus

Ref: IMU-KC's Tender Notification No.IMU-KC/ Catering (Canteen) /2019-20, dated
27/01/2020

From

Name & Address of the Bidder

Ph:

Email:

To

The Director,
Indian Maritime University,
P-19, Taratala Road
Kolkata - 700088.

Dear Sir,

We hereby submit our Technical Bid for providing 'Catering (Canteen) Service' at IMU –
Kolkata Campus' as detailed below:-

1. Experience in the business of providing Similar Service Since 2016-2017 or earlier:

Sl	Eligibility Criteria details	Bidders Confirmation
1	Whether in the business of Providing Similar Service Since 2016-2017 or earlier & meet this eligibility criteria (Yes / No)	
a)	Since which Year?	
b)	Mode of Proofs enclosed:	Page No.
(i)		
(ii)		
(iii)		
(iv)		
(v)**		

Signature of Bidder

** - May add more rows as required

2. A. Similar service with minimum value specified in any one of the three set of values (a or b or c) carried out during the last three financial years (2016-17 to 2018-19):

Sl	Eligibility Criteria details	Bidders Confirmation
A	Whether carried out similar service with minimum value specified in any one of the three set of minimum service values (a or b or c) during 2016-2017 to 2018-19& thereby meet this eligibility criteria (Yes / No)	
a)	At least one similar service with a minimum value of Rs. 4.80 Lakhs: (Yes / No)	
b)	At least two similar services with a minimum value of Rs. 3.00Lakhseach (Yes / No)	
c)	At least three similar service with a minimum value of Rs. 2.40 Lakhs each (Yes / No)	

2. B. Details of similar service with minimum value specified in any one of the three set of values (a or b or c) carried out during the last three financial years (2016-17 to 2018-19):[in proof of sl. No. 2-A above):

B	Mode of Proofs enclosed: (With Name, Address & Contact No. of the Client for whom Catering Services were provided)	Value of the Work (Rs)	Page No.
(i)			
(ii)			
(iii)			
(iv)			
(..)**			

** - May add more rows as required

Note: "Similar Service" means contract for providing catering (canteen) services in Government / Semi-Government/ Public Sector organisations/ National level educational institute like IIT, IIM, NIT and Universities/ Banks/PSU's/ Public

Signature of Bidder

Limited Company or Private Limited Company with a minimum work force of 50 employees.

3. Minimum Annual turnover(Rs. In Lakh)

Sl	Eligibility Criteria details	Bidders Confirmation	
(i)	Whether the bidder has annual turnover of at least Rs.6 Lakhs during past 3 financial years [YES / NO]		
	Year / Proof enclosed	Turnover	Page No.
(ii)	2016-17		
(iii)	2017-18		
(iv)	2018-19		

4. Other Eligibility Criteria & Essential requirements and other details :

Sl	Particulars	Bidders Confirmation / Details	Details of Proof enclosed	Page No.
(i)	Whether the Bidder have a valid PAN, GST& AADHAR No.		Copy of PAN, GST& AADHAR	
(ii)	Whether the Bidder has been debarred or blacklisted by any Government department / agency so far on account of fraudulent or corrupt practices or inefficient / ineffective performance [YES/NO]		Declaration to this effect	
(iii)	Whether the Bidder has attached EMD for an amount of Rs. 12,000/- from Nationalized or scheduled bank [YES/NO]		Original DD No. _____ enclosed with technical bid	
(iv)	Whether the bidder inspected the site. If so, date and time of inspection of site: [YES/NO]		NA	NA
(v)	Form of Organization [Sole proprietorship			

Signature of Bidder

	/ Partnership / PVT Ltd Company etc]:			
(vi)	Other Modes of Proof enclosed			

Name, Designation, Address and Telephone No. of Authorized person(s) of Firm / Agency:

I am also enclosing bidder memorandum and undertaking duly signed by me /us.

Declaration

I / We certify that all the particulars furnished above are true and correct and based on documentary evidence, and that I /we understand that if any of the above particulars is found to be false or misleading, our bid is liable to be summarily rejected at any stage and my /our firm is liable to be blacklisted / debarred by IMU-KC for at least 3 years, in addition to any other right or remedy available to IMU-KC including forfeiture of EMD, Security Deposit etc.

Date:

Signature with Seal of
Authorized Signatory

Place:

Signature of Bidder

Annexure - II

BIDDER MEMORANDUM & UNDERTAKING

[on the letter head of the bidder to be signed enclosed with technical bid]

General Description

Tender for Providing 'Catering (Canteen) Service (in New Academic Building)' at IMU – Kolkata Campus in Kolkata. Tender No. IMU-KC/ Catering (Canteen) / 2019-20, dated 27/01/2020

Period of Contract

One year from the date of commencement of work.

[The contract is extendable at the same terms and conditions further by two years subject to providing of service to the satisfaction of IMU-KC, at the option of IMU-KC]

1. Forfeiture of Earnest Money Deposit & Undertakings by the Bidder

Should this tender be accepted in whole or in Part, I / we here by agree:

- a) to terms and abide and fulfil all conditions annexed hereto and all the terms and provisions contained in all parts of the tender documents so far as applicable and/or in default thereof the EMD paid by us will be forfeited in favour of IMU-KC.
- b) To execute all the Services referred to there in the tender documents upon the terms and conditions contained or referred to therein, and carryout such deviations as may be ordered by IMU-KC.
- c) This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake to abide by all the terms and conditions laid down in the tender/bid documents.

SIGNATURE:

FOR AND ON BEHALF OF:

DATE:

Signature of Bidder

NOTE: This Memorandum forms part of the Tender and this should be duly filled in, signed & sealed and enclosed along with the Tender.

To

The Director,
Indian Maritime University (Kolkata Campus),
P-19, Taratala Road
Kolkata - 700088

Sir,

Being duly authorised to represent and act on behalf of hereinafter called "the bidder" and having visited the site and examined the Conditions of Contract, Specifications, Schedules and Bill of Quantities for the Tender for providing "Catering (Canteen)" Service at Indian Maritime University - Kolkata Campus, Taratala at Kolkata.

1. We offer to execute the work in conformity with the said Conditions of Contract, Specifications, Schedules and Bill of Quantities for the sum of as per the detailed price bid enclosed.
2. We undertake, if our Tender is accepted, to achieve completion of the service for the periods specified in this Schedule.
3. We agree to abide by all the terms and conditions of the Tender in all its parts including its annexure & forms, for a period of One year from the date of commencement of work as per the tender document or such further period as may be mutually agreed, it shall remain binding upon us and may be accepted at any time before the expiration of that period should we fail to abide by our Tenders during the above said period of One year or such extended period as mutually agreed upon, I/We forfeit and forgo the Security Deposit to IMU-KC.
4. Unless and until a formal Agreement is prepared and executed, this tender, together with our written acceptance thereof, shall constitute a binding contract between us.

Signature of Bidder

5. I/We understand that the Indian Maritime University, (Kolkata Campus) reserves the right to,
- a) Amend the scope of tender and value of contract under this work;
 - b) Reject or accept any tender including the lowest, cancel the tender process and reject all tender(s).
- I/We agree that the Indian Maritime University Kolkata Campus will not be liable for any such action and will be under no obligation to inform the bidder of the grounds for such action.
6. If our tender is accepted we understand that we are held fully responsible for the due performance of the contract.
7. We agree to execute all the works referred to in the tender documents in accordance with the terms and conditions contained or referred to therein and to carry out such deviations as may be communicated by IMU-KC.

SIGNATURE:

FOR AND ON BEHALF OF:

DATE:

Signature of Bidder



INDIAN MARITIME UNIVERSITY

KOLKATA CAMPUS

P-19 TARATALA ROAD, KOLKATA, 700 088

Tender for providing "Catering (Canteen)" Service (in New Academic Building)' at IMU
– Kolkata Campus

Tender No.: IMU-KC/ Catering (Canteen) /2019-20, dated 27/01/2020

Volume II

PRICE BID

Signature of Bidder

PRICE BID CUM DETAILED MENU

Price bid deals with two major heads (components) viz :

1. Canteen Customized Menu (Will cater to all customized/special requirements of IMU-KC and fixed menu of canteen)
2. Canteen Open Menu (Will cater to all independent loose items)

1. Price Bid for Customized Menu- Canteen

CUSTOMISED MENU

Sl	Nomenclature of Meal/ Food item	Serving type	Description of Manpower required with attire	Menu	Rate(a) (inRs.)	Approx. quantity in a Year(b)	Total (C) = (a*b) (inRs.)
A	Standard Breakfast Vegetarian	To be served as per demand.	Regular as mentioned in tender At least three out of 6 veg breakfast options as mentioned in next column should be always available. 2 non-veg breakfast options should be always available.	Idli & Vada [Idli - 4 nos. (200 gms), UradVada – 2 nos. (60 gms), Chutney – packaged separately (50 gms)] OR Upma&Vada [Upma(100gms), UradVada – 2nos.(60 gms), Chutney – packaged separately (50 gms)] OR Pongal &Vada [Pongal(200 gms), UradVada – 4nos.(120gms), Chutney- packaged separately (50gms) / Uttapam 200 gms with sambhar and chutney OR Masala Dosa (200 gms) with Sambhar & Chutney OR Pizza (veg.) OR Chhole (100 gms) Bhature -2 nos. OR Corn Flakes (50 gm) + Milk (100 ml)	<u>30</u>	5*300 =1500 (approx.)	<u>45000</u> <u>(30 x 1500)</u> (approx.) (The prices here for bidding are fixed. Hence nothing to be quoted here.)
B	Mini Breakfast			DahiVada (2 pieces) OR Omelette (2 eggs) OR PooriBhaji (4 Pooris + Bhajji 200gm) OR Upma (200 gm) OR	<u>20</u>	10*300 =3000 (approx.)	<u>60000</u> <u>(20 x 3000)</u> (approx.)

Signature of Bidder

F	Special Breakfast / VIP Breakfast @ Guest House	To be served to VIPs by order	To be served at the venue in the campus with Executive attire by stewards with toque, gloves, etc on.	1. Mineral Water 2. Fruit Juice 3. Brown Bread – 5 pieces & Butter, Jam, Jelly 4. Boiled Egg/Scrambled Egg 5. Cake/Noodles/Idly/Cornflakes/Sandwich/Dhokla/Puri-Sabji, etc (As per order by VIP). 6. Sweets 7. Tea/Coffee (For vegetarian a special veg. item will be suggested by the authority instead of the non-veg. dish mentioned above)	_____ (Rate)	05*12= 60 (approx.)	_____ _____ (Total) (approx.)
G	Special Lunch / VIP Lunch @ Guest House	To be served to VIPs by order	To be served at the venue in the campus with Executive attire by stewards with toque, gloves, etc on.	Lunch : Roti – 3, Rice – As per demand, Dal – As per demand, Mutter Paneer, Extra vegetable, (Fish curry/ Chicken/2 egg curry), papad, salad, mineral water 1 litre, curd – 150 gm, Sweet (Rasgulla/Gulabjamun/Rasmalai/Chamcham/any other equivalent item) (For vegetarian a special veg. item will be suggested by the authority instead of the non-veg. dish mentioned above)	_____ (Rate)	05*12= 60 (approx.)	_____ _____ (Total) (approx.)
H	Special Dinner / VIP Dinner @ Guest House	To be served to VIPs by order	To be served at the venue in the campus with Executive attire by stewards with toque, gloves, etc on.	1. Veg. Soup 2. Green Salad 3. Chapati 4. Dal Makhani 5. Stuff Capsicum / Butter Paneer 7. Rice/Peas Pulao 8. Fish Fry /Chicken Curry/ Mutton Curry 10. Mango Chatni 11. Sweet Curd (white) – in khudi 12. Rasogolla – 1 pcs 13. Papad (For vegetarian a special veg. item will be suggested by the authority instead of the non-veg. dish mentioned above)	_____ (Rate)	05*12= 60 (approx.)	_____ _____ (Total) (approx.)
Total (I)							
(II) GST@ ____% on (I)							
Net Total (III) = (I+II)							

(Payment will be made by IMU-KC only if supply made based on written order by IMU KC. For Supply to the Employees / Cadets, payment is to be collected from the ordering employee / cadets)

Signature of Bidder

2. Price Bid for A La Carte Menu(At Canteen)

Subcategories: A-Breakfast, B-Main items, C-Beverages

(Subcategories done only to mention their availability period during which it will be mandatorily required to be served.)

The canteen has to maintain mandatory supply of these items from Category A, Category C & Category D separately. Packaged drinking water, 5 types of packets of biscuit, 5 types of mixtures, 5 types of chips, 5 types of cakes/muffins are mandatory to be kept atleast in the canteen for sale.

MENU					
SL	Items	Description	Rate(a)	Approximate qty. per year (b)	Total c=(a*b)
A	Availability at Breakfast (Compulsory)/ all other times as per availability/Sweets all time				
1.	Dahivada	150 gm		100	
2.	Bread Slice (Single)	Brown Bread		100	
3.	Noodles	200 gm		500	
4.	Poha	200 gm		100	
5.	PooriBhaji	4 Poori + 200 gmBhaji		500	
6.	Upma	200 gm		100	
7.	Halwa	200 gm		100	
8.	Samosa / Aloo chop/Khasta/Bread Pakoda/Onion Bhajia	100 gms		2000	
9.	Rasgulla/Gulab-Jamun/Rasmalai/Peda	75 gms		500	
B	Main Items-Availability compulsory at lunch / all other times as per availability				
10.	Chicken Curry/Chicken Masala	150 gm Chicken(2-3 pieces including gravy)-120gm chicken + 30 gm gravy		1000	
11.	Fish Curry/Fish Masala	150 gm Fish (2-3 pieces including gravy)-120gm Fish + 30 gm gravy		500	
12.	Chana Masala/ Gobi Masala/Alu Gobi/ Mix. Veg	200gm		500	
13.	Paneer Tikka Masala	200gm		500	
14.	Veg. Biryani	250 gm		500	
15.	Egg Biryani	2 egg + 200 gm rice		500	
16.	Egg Roll	150 gm		500	
17.	Chicken Biryani	120 gm chicken+ 150gm rice		500	
18.	Plain Dal/ Dal Fry	120 gm		500	
19.	Roti	75 gm		2000	

Signature of Bidder

20.	Butter Roti/Paratha Saada	75 gm		500	
21.	Stuffed Paratha (Alu/Gobi/Muli/Paneer)	150 gm		200	
21(a)	Plain Rice	150gm		2000	
C	Beverages – (Availability : hot beverages – All times & Cold beverages – as per availability)				
22.	Tea/ Black Tea/ Coffee / Black Coffee	60ml		2000	
23.	Tea/ Black Tea/ Coffee / Black Coffee	120 ml		2000	
24.	Milk (One glass)	250 ml		1000	
25.	Sweet Lassi	250 ml		2000	
26.	Butter Milk	100 ml		2000	
27.	Pineapple/ Orange/Sweet Lime (Mosambi)/ Pomegranate Juice	250 ml		1000	
28.	Watermelon juice	250 ml		1000	
29.	Mango Juice/Mango Milk Shake/Banana Milk Shake	250 ml		1000	
30.	Badam/Chocolate Milk Shake	250 ml		500	
Total (IV)					
(V) GST@____% on (IV)					
Net Total (VI) = (IV) + (V)					

The canteen will have to serve both La-carte Menu and SI A, B & D of Customised Menu at Canteen Dining Hall. Menu A-H of customised Menu can be ordered by IMU-Administration to be served at any place in Campus.

Discount % on packed items*: _____% (D1) = Rs_____ (For evaluation)**

Discount on mineral water bottle of any quantity: _____% (D2)=Rs_____**

**For every 1 %, Rs. 100 (100 points) will be subtracted for evaluation of L1

*Approval for sale of packed items is to be obtained from Administration for each product before selling. Hence the bidder is supposed to seek approval for the list of items which he will be selling in canteens.

Signature of Bidder

GRAND TOTAL FOR EVALUATION OF L1 = (I) + (IV) – D1 – D2

$$= \text{_____} + \text{_____} - \text{_____} - \text{_____}$$

(I) (IV) D1 D2

$$= \boxed{\text{Rs.}} + \text{Applicable GST}$$

Weights (i.e. approximate quantities) quoted are tentative only. Actual number may vary, the service provider will need to cater to actual quantity at the quoted rates.

Signature of Bidder