



INDIRA GANDHI INSTITUTE OF TECHNOLOGY

SARANG: DHENKANAL, ODISHA-759146

(An Autonomous Institution of Govt. of Odisha)

Web Site: www.igitsarang.ac.in

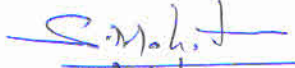
Tender Notice No. IGIT/Estt- No. 355

Date- 11-04-2023

TENDER CALL NOTICE

Indira Gandhi Institute of Technology, Sarang, Dhenkanal invites sealed tender under two bid systems i.e. Technical bid and Financial Bid from the registered, experienced and well-established Companies/Firms/ Agencies/Persons for running canteen on contract basis inside the College premises initially for a period of one year with effect from the date of award of contract unless extended further by mutual consent of the Competent Authority and the service provider on the terms and conditions mentioned in the tender document. The interested agencies/persons/parties preferably having adequate experience in running Canteen/ Cafeteria/ Fast Food Centre in Government department, public undertakings, and renowned educational institutions in Odisha are required to submit their tender in sealed cover containing technical bid and financial bid in separate envelope along with cost of tender paper and EMD, in shape of D.D. **The cost of tender documents for running Canteen is Rs.2000.00(Rupees Two thousand) and an EMD of Rs. 1,00,000.00 (Rupees one lakh only) be submitted in form of Demand Draft in any Nationalized Bank in favour of Principal, IGIT, Sarang payable at SBI,IGIT,Sarang along with the technical bid.** The bidders must possess valid up-to-date GST/IGST, income tax clearance for the last two years. The last date for submission of tender paper is Dt. 16.05.2023(12.30 P.M) and the technical bid will be opened on 17.05.2023 at 10.30 A.M. and financial bid will be opened on 17.05.2023 at 12.00 (Noon) in the office chamber of Registrar, IGIT, Sarang The sealed tender will be received by **Registered Post/Speed Post**. No hand delivery/Courier will be accepted. The authority is not held responsible for any postal delay. Tender received after the scheduled date and time will not be accepted. The detailed information are given in the Bid Document which may be downloaded from our website www.igitsarang.ac.in.

The authority reserves the right to accept / reject any or all tenders without assigning any reason thereof.


 11/04/2023
Director

TENDER DOCUMENTS**FOR****PROVIDING CATERING FACILITY IN THE PREMISES OF INDIRA GANDHI
INSTITUTE OF TECHNOLOGY, SARANG, DHENKANAL****INDIRA GANDHI INSTITUTE OF TECHNOLOGY**
SARANG: DHENKANAL, ODISHA-759146
(An Autonomous Institution of Govt. of Odisha)

S. Mallick
21/03/2023

List of Contents

S.No.	Content	Page No.
01	Invitation of Tender	4
02	Schedule and Particulars of Tender	4
03	General Eligibility to participate in Tender	5-6
04	Instruction for submission of Tender	6-11
05	Technical Bid format for Canteen	15-17
06	Price Bid format for Canteens	17-19

S. M. S.
31/03/2023

1) INVITATION OF TENDER:

Indira Gandhi Institute of Technology, Sarang, Dhenkanal ,invites sealed tender under two bid systems i.e., Technical Bid and Financial Bid from the registered, experienced and well-established Companies/Firms/ Agencies/Persons for running canteen contract basis at inside the College premises initially for a period of one year with effect from the date of award of contract unless extended further by mutual consent of the Competent Authority and the service provider on the terms and conditions mentioned in the tender document or unless terminated in accordance with the terms and conditions mentioned herein. :

1.0) SCHEDULE AND PARTICULARS OF TENDER :

(a) **Date of availability of bidding Document in the website: Dt.15/04/2023**

(b) **Last date and time for submission of bids: Dt.16/05/2023(12.30 P.M)**

(c) **Time and date of opening of Technical bid: Dt.17/05/2023 at 09.30A.M**

(d) **Opening of Financial Bids: Dt. 17/05/2023 at 12.00 (Noon)**

(e) **Place of opening of bids: Office of the Registrar, IGIT, Sarang
Indira Gandhi Institute of Technology, Sarang,Dhenkanal-759146**

(f) **Address for correspondence: Director**

Indira Gandhi Institute of Technology, Sarang,Dhenkanal-759146


(g) **Contact Person for any clarification: Sri R.N. Majhi (OAS-S), Registrar**

(h) **Tender Document fee:** Bid documents are to be downloaded from the College website i.e. www.igitsarang.ac.in, Rs.2000/- towards cost of tender paper shall be submitted along with "Technical Bid" in the form of Demand draft drawn in any Nationalized Bank in favour of **Principal, IGIT, Sarang, Dhenkanal**, payable at **SBI IGIT Sarang**. This is **NON-REFUNDABLE**. Any tender submitted without the requisite cost of tender paper will be rejected summarily.

(i)**Earnest Money Deposit:** The Earnest Money Deposit (EMD) of Rs.1,00,000/- (Rupees One lakhs for Canteen bids shall accompany with the Technical bid in the form of Demand Draft in any Nationalized Bank in favour of "Principal, IGIT, Sarang, Dhenkanal", payable at **SBI IGIT Sarang**. Any tender submitted without EMD will be rejected summarily.

(j) Scope of Work


This tender is intended for assigning contract to the interested Companies/ Firms/ Agencies/ Persons having well experience in the relevant field for running canteens in premises of IGIT, Sarang, Dhenkanal.


31/03/2023

2.0) GENERAL ELIGIBILITY AND TECHNICAL REQUIREMENTS TO PARTICIPATE IN TENDER.

Only bidders who fulfill the following eligibility criteria may submit their bids:-

- i. Bidders may be a Proprietary firm/ Partnership firm/ Limited Company and should be registered with the relevant office of the competent Authority under State/Central Govt. and should have obtained necessary license/permission to run canteens. A copy of relevant certificate should be enclosed.
- ii. The bidders should have minimum three year experience of running canteens or rendering similar services in Govt. organizations/educational institutes/PSUs etc, (copies documentary evidence in support of this during each of the last three years should be enclosed. i.e.2019-20, 2020-21, 2021-22).
- iii. The bidders should have minimum turnover of Rs. 15.0 Lacks per year during each of the last three years(copies of annual account of the three year should be enclosed).
- iv. There should be no case (either criminal or litigation) pending with the police against the Proprietor/Firm/Partner or the Company (Service Provider) and the man-power engaged by them /their employees. The tenderer should not have been blacklisted by any government organization or agency and has not indulged in any malpractice. Documentary evidence in the form of an affidavit from the Gazetted Officer is to be submitted.
- v. The bidders are required to submit the photocopy of the following documents (duly attested by the Gazetted Officer) along with the Technical bid :-
 - a. Certificate of Registration of firms or Partnership.
 - b. Proof of office address (telephone bill, electricity bill etc.)
 - c. Valid Trade license in relevant field (issued by Competent Authority of State/Central Govt.)
 - d. Details of Bank Account of the firm (Name of Bank, Name of branch, Account No., Type of a/c). The bank accounts should be at least 3 (three) years old. A cancelled cheque of the account of the firm to be enclosed.
 - e. Valid up-to- date GST/IGST,income tax clearance for last three years(2019-20, 2020-21, 2021-22).
 - f. PAN Card.
 - g. Service Tax Registration documents
 - h. Annual Turnover Certificate of last 3 (three) years duly certified by the Chartered Accountants.
 - i. IT Return and Audited Balance Sheet of the last 3 years.
 - j. Not blacklisted certificate as mentioned earlier in the form of an affidavit.


31/03/2023

- k. An undertaking by the agency for Acceptance & Compliance of all terms & conditions mentioned in this tender.

4.0) GENERAL INSTRUCTIONS TO BIDDERS


(A) Definitions and interpretations:

In the contract (as hereinafter defined) the following definitions, words and expressions shall have meaning hereby assigned to them except where the contract otherwise requires.

- i. College/Institute means the Indira Gandhi Institute of Technology, Sarang through its Director or his representative.
- ii. Director means the Head of the Indira Gandhi Institute of Technology, Sarang, Dhenkanal.
- iii. The faculty members assigned as in charge to supervise all activities related to running of Canteens inside the premises of Indira Gandhi Institute of Technology, Sarang, Dhenkanal and report to the "Canteen Committee" who directs and administers the contract.
- iv. "College Canteen Committee" shall mean a Committee that would normally comprise of Director as Chairman, of different committees, Faculty, non-teaching representatives, student's representatives as members. The committee is constituted by the Director from time to time to supervise and for over all control of the management of the canteens.
- v. Contractor means the person(s), firms or companies whose tender has been accepted by the college.

(B) Assignment & Subletting:


- i. The contractor shall not assign the contract or any part thereof or any benefit or interest therein or there under without written consent of the Institute. The whole of the charge included in the contract shall be executed by the Contractor. He/ She shall be responsible for the acts, defaults and neglects of servants, or workmen, as fully as if they are the acts or defaults of the contractor.
- ii. The Canteen premises (inside and outside) should not be used for any other purpose except for running of the canteen and that the walls and surroundings of the canteen should not be used for display of wall posters, writings etc. The minor maintenance will be the responsibility of the contractors/vendors whereas the major repair will be done by IGIT on request of the contractor.
- iii. The Contractor should not transfer the management to any other individual or agency. The manager of the Canteen should be present at the premises and supervise the day-to-day affairs of the Canteen and shall not give scope for any complaints either from students/staff or customers.


31/03/2023


- iv. In case of any defaults or negligence under such contract the canteen committee may suggest to the Director to impose fine or penalty against the contractor. Such penalties shall be as follows. After receipt of 1st complaint Rs.1000/-, on receipt of 2nd complaint Rs.1500/-, on receipt of complaint Rs.2000/-, penalties may be imposed on the contractor for any such lapses and unhygienic conditions prevailing inside the Canteen or substandard raw materials used in cooking or the workers improperly dressed or their conduct uncalled for or the items being sold in the Canteen do not have proper acceptance of the canteen committee or aesthetic sense is not prevailing.
- v. If it is found that, three such fines do not have any effect in abiding by the terms and conditions mentioned in the contract. The contract may be terminated finally after serving thirtydays' notice by the Director to the Contractor.
- vi. Under such conditions the Contractor is liable to vacate the Canteen Premises within fifteen days as the case may be from the date of the notice received by him.

(C) Scope of Contract

- i. The contract comprises the necessary arrangement of all raw materials required for preparation of tiffin/snacks/sweets/lunch/dinner preparation of items mentioned in the menu, and serving the prepared items to customers, including provision of all materials, equipments for preparation and serving of items. This will also include transportation, cost of materials and labour charges. The contractor shall make his own arrangement for safe storage of materials and accommodation for his staff etc. No member of the opposite sex is allowed to enter the hall premises from midnight to 6.00 A.M.
- ii. The contractor shall maintain the quality of preparation of items, constant supply of cold drinking water & fresh availability of items, as per the canteen management committee requirement. Quality oil (fssai certified oils like Sunflower or Branded Mustard Oil as well as other ingredients) is to be used in preparation of all food items.
- iii. The contractor shall maintain the working hours of Canteen as laid down by the Canteen Committee.
- iv. The contractor shall maintain **FULL HYGIENIC CONDITIONS** in Canteen, in storage, preparation and servicing of eatables and in keeping the floor, furniture, utensils, crockery, cutlery neat and clean, such as to maintain the standards and aesthetic values in the Canteen. Contractor should make arrangements for storage/display the items in hygiene condition.
- v. The bearers for servicing in Canteen will have to be provided uniforms by the contractor during working hours and they will be required to wear the uniforms during working hours which is a must.


31/03/2023

- vi. The contractor shall carry out the work in accordance with this contract and with directives of Canteen Committee and to the satisfaction of the Director through Canteen Committee. The Canteen Committee from time to time may issue the further instructions, detailed directions and explanations which are hereafter collectively referred to as Canteen Committee's instructions in regard to.
- vii. The Canteen should be run in the name of 'IGIT, Sarang'" and no other name should be used.
- viii. The Canteen Committee shall have every right to inspect the Canteen without any notice and can seal the canteen in case of violation of terms and conditions.
- ix. The Canteen should be run during the timings from 6.30 A.M. to 10.00 P.M. The college shall however, reserves the right to revise the timings.
- x. The canteen Committee has right to terminate the lease by giving one month's notice if it feels necessary to do so. In such case, the lessee shall forego the lease amount.
- xi. The decision of the Director of the college with regard to any matter pertaining to Canteen will be final.
- xii. The Canteen Contractor shall handover charge of all furniture, fixtures, fittings etc., in good condition to the college when the contract is terminated.
- xiii. The Canteen Contractor shall pay the cost of damage, if any, caused to the premises, fixture, fittings etc., during the period of contract.
- xiv. The above Canteen Committee shall conduct inspection of canteen in all respects including installation, stores, kitchen, preparation and supply of food items, hygienic conditions etc., at regular intervals.
- xv. The Canteen Committee may also authorize any other person to inspect the canteen.
- xvi. The contract will be in force from the date of leasing the Canteen and expire on completion of contract period and no notice by college is necessary and the Canteen Contractor shall leave the Canteen premises with his employee's immediately after completion of the specified date and shall not re-enter. However, this condition does not apply if the lease period is terminated before the completion of the contract period.
- xvii. The Indira Gandhi Institute of Technology, Sarang, Dhenkanal permits the Contractor to utilize the electrical and sanitary fittings, kitchen equipment and furniture, for the purpose of carrying out their obligations under this Agreement.
- xviii. **The contractor will be required to pay Rs. 5000/- P.M. for Canteen towards rent. Electric charges/water charges will be charged as per actual unit consumption through a meter to be installed in the canteen. The payment has to completed within the 1st week**


 31/03/2023

of the succeeding month. Payment should be made in favour of "Principal, IGIT Sarang", payable at SBI, IGIT Sarang in the form of D.D.

- xix. Utensils and cooking gas required for cooking, and other crockery and cutlery shall have to be arranged by the contractor.
- xx. The lessee should execute an agreement bond in the prescribed proforma on **non-Judicial stamp paper worth Rs.100-00.**
- xxi. Minimum rates of items have been fixed by the Institute Authority. The bidders will quote the rates of every item as per the format attached with bid documents. A menu chart accordingly should be displayed at the Canteen. The rates approved will not be revised during the tender/lease period without prior permission of the Authority.
- xxii. Good quality oil (fssai certified) like sunflower oil or branded mustard oil and branded spices only to be used for cooking purpose.

(D) Contract Documents

The several documents forming the contract are to be taken mutually explanatory of one another and in case of ambiguities or discrepancies the same shall be explained and clarified by the Institute who shall thereupon issue to the contractor their interpretation and direction in what manner the work is to be carried out.

(E) Removal of Workmen


The contractor shall employ in running the canteen only such persons as are careful, skilled and experienced in their trades. No child labour will be employed by the Contractor in the canteen and the Institute shall be at liberty to object and require the Contractor to remove from canteen any person employed by contractor in running the canteen who in the opinion of the college misconducts himself or is incompetent or negligent, in the proper performance of his duties and such persons shall not again be employed in the canteen without the specific permission of the Canteen Committee.

(F) Compliance of Statutory liabilities

- i. Minimum Wages: The contractor shall ensure that wages paid to his employees conform to the provisions of the Minimum Wages Act.
- ii. The contractor shall be totally responsible for all statutory liabilities including those relating to Weights and Measures and Prevention of Food Adulteration.
- iii. The person/ persons whose tender may be accepted (hereafter called the contractor) shall have to deposit Rs. 100000/- Security Money with the Institute which shall be refunded after expiry of the contract.

(G) Forfeiture of Security Deposit

In a case in which under no clause(s) of this contract the contractor shall have rendered himself liable


 31/03/2023

to pay compensation amounting to the whole of his Security Deposit, the Director shall have power to adopt the following course as he may deem best suited to the Institute. To rescind the contract (of which decision, notice in writing to the contractor under his own hand be conclusive evidence) in which case the security deposit of the contractor shall stand forfeited and be absolutely at the disposal of the Institute.

(H) Settlement of Dispute:

All disputes related to canteen lease, rent, electric bill, management, maintaining hygiene and abiding rules and regulation framed by canteen committee shall be settled within the college by college authority (Director).

5.0) INSTRUCTIONS FOR SUBMISSION OF TENDER PAPER:

All the Tenders shall be prepared and submitted in accordance with the instructions as follows. **Any proposal which is not submitted in accordance with these instructions will be summarily rejected without any communication in this regard.**

(i) The bid shall be submitted in two separate sealed envelopes. The first envelope shall be super scribed as **“Technical Bid for Canteen, IGIT Sarang”** and shall contain the information regarding eligibility criteria in the prescribed formats and mandatory enclosures as given in **Annexure I along with EMD and cost of tender paper** and the second envelope super scribed as **“Financial Bid for Canteen, IGIT Sarang”** shall contain price bid in the format given in **Annexure II**.


Both these envelopes and the covering letter accompanying the tender document (including all the Annexure), duly signed on each page with seal by the bidder/authorized representative of the bidder, should be enclosed in a **bigger third envelope**, which shall be super scribed **“Bid for Allotment of Canteen in the Premises of IGIT, Sarang, Dhenkanal ”** and should reach at the following address through registered post on or before the **Scheduled time** limit. No hand delivery / courier service will be accepted.

(ii) No tender will be considered which is not as per the printed/typed form.

(iii) All entries in the tender forms should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the bidder/authorized signatory may be attached. No corrections including overwriting or striking out will be permitted during bidding. In such cases, the tender shall be summarily rejected.

(iv) If any bidder is found to have business or family relationship with any employee of this College, his bid will be rejected.

(v) No modification or substitution of the submitted bids shall be allowed.


31/03/2023

(vi) The Bids shall be opened on the scheduled date and time at **Office of The Registrar, Indira Gandhi Institute of Technology Sarang, Dhenkanal-759146** in the presence of the representatives of the bidders, if any, who are present on the spot at that time. No separate intimation shall be sent to bidders for the same.

(vii) The bidders are required to enclose photocopies of the supporting documents, self-certified by the bidder/authorized representative of the bidder.

(viii) A bid submitted without **cost of tender, EMD and incomplete or conditional bids** shall not be considered and the same will be rejected.

(ix) Tenders will not be accepted after the prescribed time and date as set out in the Tender Notice or subsequent extensions, if any, notified by the office.

(x) IGIT is not held responsible for any delay, loss or non-receipt of the bid sent by post/courier. Bid submitted through Fax or Email/ hand delivery shall not be accepted.


(xi) Interested parties may submit their tender after inspection of the premises of IGIT, Sarang at the above location. The inspection of the canteen premises can be made between 11.00 A.M. and 4.00 P.M. on all working days from the date of issue of notification till the last date of bid submission.

(xii) There should be no cutting/overwriting in the Tenders.


(xiii) The Director, IGIT, Sarang reserves the right to accept or reject any Tender / bids in full or in part in case of incomplete bids and also without assigning any reason thereof. In case of any dispute, decision of the Director will be final and binding.

6.0) Specific Terms and Conditions

- i. The canteen will run on contract basis within the premises of college.
- ii. Selection for the allotment of canteens will be strictly on the terms and condition of the Tender.
- iii. The contract is to be executed between Director, IGIT, Sarang (called as 1st Party) and qualified bidders (here-in-after called as 2nd Party) on the Terms and Conditions mentioned in this bid documents. The agreement will be made for a period one year (first 3 month being the probation period) and extendable for period of one year on satisfactory performance after which the authority (Director, IGIT, Sarang) reserves the right to go for fresh tender or extend the term as the case may be.
- iv. Essence of this contract is to provide timely and better service to the students and staff. A canteen committee, authorized by the Director, IGIT, Sarang will check the hygiene and other performance of the Canteen owners. If any defect is noticed by the Committee, the same will be communicated to canteen owner and if no visible rectification is noticed, the agreement will be cancelled with one month notice and the contractor will be removed from the campus.


31/03/2023

- v. If the contractor is found selling goods at unreasonable and high price, he will be called for justification and if he fails to submit the justification his/her contract will be cancelled.
- vi. Subletting of rooms is strictly prohibited.
- vii. The bidders will be required to produce valid-up- to date food license/GST/IGST, Service Tax registration/PAN Card and IT return for the past three years in their name along with the bid, failing which the submission of bids will summarily rejected.
- viii. Security money of **Rs. 100,000.00** (Rupees one lakh only) should be deposited by the 2nd party in shape of demand draft drawn in favor of "Principal, IGIT, Sarang", payable at SBI, IGIT, Sarang, prior to execution of the contract. EMD will be retained in the college account till the contract is valid. EMD of unsuccessful bidders will be returned after execution of the above agreement.
- ix. The 1st party shall provide existing infrastructures. However, electricity charges and water charges are to be borne by the 2nd party as per actual consumption and energy meter reading of the canteen. In case of non-functioning energy meter, the electricity bill will be charged based on load calculated.
- x. The 2nd party is to keep the canteen(s) and it's surrounding in good condition and take up routine minor maintenance of the internal structure. Major maintenance will be taken care of by the 1st party.
- xi. The 2nd party is to provide good quality and hygienic food as mutually agreed upon by both the parties.
- xii. In case of deviation (if any) found at any point of time, it would be the responsibility of the committee to settle the matter through mutual discussion between both the parties.
- xiii. The 2nd party should ensure that the staff on duty should be under his control and would be sufficiently trained to maintain good discipline within the premises. In case of any difficulty, the matter should be reported to the 1st party in written form. The 2nd party does not possess any authority to take the law into his hands without informing the 1st party.
- xiv. The earnest money of the successful bidder will be liable to be forfeited as liquidated damages in the event of any evasion, refusal or delay on his part in signing the agreement. The earnest money of the bidder who intimates the withdrawal of his/ her tender in breach of conditions of contract will also be liable to forfeited.
- xv. The successful bidder, whose tender is accepted, have to sign the contract within 10 days of issuance of the work order and have start the canteen within 30 days of date of issuance of the work order failing which the earnest money deposited by him will be liable to forfeiture and the acceptance of his/ her tender may be withdrawn.


31/03/2023


- xvi. IGIT authority will provide rooms with water supply facilities to the canteen. Any interior decoration may be done by the successful bidder with due permission from the canteen committee at his own cost without any liability to IGIT, Sarang.
- xvii. The contractor cannot close the shop without prior permission of the canteen committee, IGIT, Sarang.
- xviii. The tender will remain valid for 60 days from the date opening.

7.0) Details of size

Particular of Shop/ Canteen	Floor Area in Sqm	Rent per Month
Canteen	200	5,000/-

8.0) Application form for technical bid should be filled up neatly and correctly. In case of any documents found to be forged, the bid submitted by the bidders shall be rejected without assigning any reasons.

9.0) The financial bid should be filled up neatly and correctly. The bidders shall abide by all up to date labour laws such as payment of wages, insurance, EPF, ESI etc. and other laws on applicable during the execution of work.


31/03/2023

10.0

DECLARATION

- A. I declare that I will abide by the terms and conditions stated in the tender document.
- B. I will also abide by the conditions that may be stipulated from time to time by the Canteen Committee or the authority of the College during the period of lease.
- C. I will be held responsible for any damage caused to the college property and that I will abide by the decision of college that may be taken under such situations. All disputes relating to management of canteen/shops or lease of the canteen/shops shall be settled with College authority only.

SIGNATUR OF TENDERER


Date:

Name of Tenderer -----

Full Address: -----

Pin Code No. -----

Mobile No. -----


31/03/2023

Annexure-I

11.0)

APPLICATION FOR TECHNICAL BID
(For running canteen in IGIT, Sarang)

1. Name of the Firm: _____

2. Details of Cost of Bid Documents: DD No. _____ date _____
ofRs. _____ drawn on Bank _____

3. Details of Earnest Money Deposit : DD No. _____ date _____
OfRs. _____ drawn on Bank _____

4. Name of Proprietor / Partner/ Director: _____

5. Full Address of Registered Office _____

- Telephone No. : _____
Fax No. : _____
E-Mail Address : _____

6. Full address of Operating/ Branch Office (if any) : _____

- TelephoneNo. : _____
Fax No. : _____
E-Mail Address: _____

6. Name & Telephone no. of Authorized Officer/Person for liaison.


8. Banker of the Service Provider:
(Attach certified copy of statement of
A/c for the last Three years)

S. M. S.
31/03/2023

Telephone Number of Banker:

12. Photocopies of mandatory documents to be attached: -


SL	DOCUMENTS NEED TO BE SUBMITTED	WHETHER SUBMITTED (WRITE YES/NO)	Ref. PAGE NUMBER
a)	Certificate of Registration of firms or Partnership.		
b)	Proof of office address (telephone bill, electricity bill etc.)		
c)	Food license		
d)	PAN Card		
e)	Aadhaar Card		
f)	Service Tax Registration Number.		
g)	Valid-up- to date GST/IGST		
h)	Details of Bank Account of the firm (Name of Bank, Name of branch, Account No., Type of a/c). The bank accounts should be at least 3 (three) years old. A cancelled cheque of the account of the firm to be enclosed.		
i)	Annual Turnover Certificate of last 3 (three) F.Y duly certified by the Chartered Accountants		
j)	IT Return and Audited Balance Sheet of the last 3 years.		
k)	Existence of agency for not less than 3 (three) years in the field.		
l)	Non-relation certificate with the employees of IGIT, Sarang.		
m)	Not blacklisted certificate as mentioned earlier in the form of affidavit.		


31/03/2023


n)	An Undertaking by the agency for Acceptance & Compliance of all terms & conditions mentioned in this tender above which should be clearly mentioned that the Agency will be fully liable for all Statutory Obligation to the Director Employer for all obligation during and after the period of Contract.		
o)	Documentary evidence in support of providing satisfactory service from all existing clients of current period.		

13. List of items –

Sl. No.	Item	Quantity	Minimum Rate (in Rs) for Non-A/C Canteen	Rate to be quoted by the bidders higher than the minimum rate mentioned in the column-4
1	2	3	4	5
1.	Tea one cup	100 ml	5/-	
2.	Coffee one cup	100 ml	8/-	
3.	Idli (70 g each) with chutney & Samber/ Aludam or Ghuguni	(2 Nos.)	15/-	
4.	Vada/Aloo chop (50 g each) with chutney & Samber/ Aludam and Ghuguni etc.	(2 Nos.)	15/-	
5.	Upma (100 g) with chutney & Sambar		20/-	
6.	Masala Dosa with chutney & Sambar	(30 cm dia)	40	
7.	Uttappam with chutney	(100 g)	30	
8.	Poori with curry/Ghuguni (3 Nos.)	(150 g)	20	
9.	Onion pakoda/Veg Pakoda	(100 g)	20	
10.	Potato Samosa and Muttur (2 Nos) Each of 50 g	(100 g)	15	


31/03/2023

11.	Rasagola (1 No)	(50 g)	10					
12.	Dahi Vada (2 Nos.)	(50 g x 2)	15					
13.	Plain dosa with chutney& Sambar	(30 cm dia)	30					
14.	Rava Dosa with chutney& Sambar	(100 g)	40					
	i) Veg chowmin (paneer)/ Non veg	(200 g)	40					
	ii) Non veg Chowmin(egg)/	(200 g)	40					
15.	iii) Non-veg Chowmin(chicken)	(200 g)	50					
16.	Vegetable Biryani with kachumber	(150 g)	70					
17.	Alooparatha (1 No.) and Curd	(75 g/100g)	20					
	i) Veg soup	100 ml	40					
18.	ii) Non veg soup	100ml	50					
19.	Standard Vegetable Thali (Veg meal)		70					
	Rice : 200 g Pooris/Roti : 2 Nos., 50 gm Curries : 2 Nos, 100gm each. Daal : 50 g Curd/Khata/salad, Papad and pickle/Lemon/Onion							
20.	Standard Non Vegetable Thali (Non Veg meal)	Mutton (100 gm)	Chicken (100 gm)	Fish (2 Pc)	Egg 2 Nos			
	Rice : 200 g Pooris /Roti : 2 Nos., 50 gm Veg. Curries /Bhaja : 1 No. 100gm each. Non Veg. Curries : 1 No. 100gm Daal : 50 g Curd/Khata/salad, Papad and pickle/Lemon	180	130	90	80			
	i) Veg biriyani with Ryta				120			
21.	Non Veg Biriyani with Ryta				150			


31/03/2023

ANNEXURE-II

I undertake to serve the items mentioned above at the above rate duly maintaining the quantum indicated therein. Branded oil and spices only to be used for the preparation of meals and other food items. Any other menu (if any) will be priced as per the actual market price and will be approved by the canteen committee.

The weight given does not include the weight of Daal/chutney/Sambar/ Curry/Chutney.

Date:

SIGNATURE OF APPLICANT

Name:

Address:

DECLARATION

- A. I declare that I will abide by the terms and conditions stated in the tender document.
- B. I will also abide by the conditions that may be stipulated from time to time by the Canteen Committee or the authority of the Indira Gandhi Institute of Technology, Sarang,Dhenkanal during the period of lease.
- C. I will be held responsible for any damage caused to the college property and that I will abide by the decision of college that may be taken under such situations. All disputes relating to management of canteen/shops or lease of the canteen/shops shall be settled with College authority only.

SIGNATUR OF TENDERER


Date:

Name of Tenderer -----

Full Address: -----

Pin Code No. -----

Mobile No. -----


31/03/2023