



Institute of Infrastructure, Technology, Research And Management
(An Autonomous University established by Government of Gujarat)

IITRAM Campus, Parishkar Campus, Near Khokhra Circle, Maninagar (East), Ahmedabad – 380026.

Phone : 079-67775430

E-mail : office@iitram.ac.in

Website : www.iitram.ac.in

No.: IITRAM/EOI/Catering Services/2022/02

Date: 28/04/2022

Expression of Interest (EOI)

Name of Work	Providing Catering Services at IITRAM
EMD	Rs.60,000/- (Refundable)
EOI Issue Date	28-04-2022
Last date for EOI Physical BID Submission	04-05-2022 Till 05:00 PM
Date for EOI BID Opening	05-05-2022 at 11:00 AM
EOI Inviting Authority and Address	The Registrar (In-Charge) Institute of Infrastructure, Technology, Research And Management, Near Khokhra Circle, Maninagar (East), Ahmedabad – 380026.

Institute of Infrastructure, Technology, Research And Management
Near Khokhra Circle, Maninagar (East), Ahmedabad – 380026.

Invitation for Expression of Interest (EOI) for Providing Catering Services at IITRAM
(Duration: 11th May 2022 to 30th July 2022)

Dear Sir/Madam,

Interested Suppliers/Vendors may visit the Website www.iitram.ac.in and download the EOI. The EOI document filled in form complete in all respects may be forwarded to The Registrar (In Charge), Institute of Infrastructure, Technology, Research And Management, Near Khokhra Circle, Maninagar (East), Ahmedabad – 380026, in a sealed envelope containing: 1.) the documents and 2.)EMD (DD / Electronic Transfer) as stated in this EOI and superscribed “EOI for Providing Catering Services at IITRAM”, so as to reach at IITRAM office by post or in person during office hours on or before **04/05/2022 till 05:00 PM**. Please mention EOI number and Name of Bidder on backside of DD

Introduction:

Institute of Infrastructure, Technology, Research And Management has been established by the Government of Gujarat as an Autonomous University vide Act No. 05 of 2013. Institute of Infrastructure, Technology, Research And Management offers Bachelor and Master of Technology programs in Civil Engineering, Mechanical Engineering, and Electrical Engineering. The Institute also offers Ph.D. studies in various fields in Basic Sciences, Engineering, Humanities and Social Sciences.

The current strength of Students, Officers / Faculties and Staff is 763, 55 and 51 respectively. The number of students availing mess facility during the said period (**11th May 2022 to 30th July 2022**) is around 100 per day. If due to any reasons the number of persons as per given (quantity) 100 are not there/present in each month, then Institute will pay for a minimum 30 (quantity) persons.

For providing catering services to the students of the Institute and during various functions of the Institute, Institute invites quotations from eligible agencies.

1. Eligibility Criteria:

All the bidders are required to submit the copy of following documents:

1. Copy of firm Registration, PF registration and PAN card is to be submitted.
2. Copy of Goods and Service Tax (GST) Registration is to be submitted.
3. Income Tax Return of Last three years.
4. The Agency must have a representative office in Ahmedabad, Gujarat. The proof of the same is required to be submitted.
5. The bidder will have to attach one attested copy of registration under labour department, where the agency has worked.
6. The agency must have relevant License(s) to run catering services from concerned Government authorities.
7. The agency will have to produce all necessary documents as mentioned in this EOI and on the basis of their work experience, they will be preferred.
8. The agency has to submit a Demand Draft of Rs. 60,000 in favour of Registrar, IITRAM as EMD.
9. The bidder will have to attach copy of atleast 02 work completion certificate for minimum 100 persons per day, where it has provided catering services during 01/04/2018 to 31/03/2022.
10. The bidder will have to attach copy of atleast 02 work orders (Running of the canteen / hostel mess of educational institutions / professional organizations) of Providing Catering Services with minimum 100 persons per day in each order for the entire duration of 01/04/2020 to 31/03/2022.
11. Agency will have to attach copy of work completion certificate of minimum 1 contract for at least one year of any Government agency of Providing Catering Services with minimum 100 persons per day.
12. The firm should have minimum financial turnover for Providing Catering Services as below:

Annual Turnover of Rs. 30 lakhs for the last financial year 2021-2022
OR
Annual Turnover of Rs. 50 lakhs for last two financial years 2020-21 & 2021-22
OR
Annual Turnover of Rs. 60 lakh for the last three financial years 2019-20, 2020-21 & 2021-22
13. Any agency if their services/contract is Terminated before the completion of contract by the organization due any reason, shall not be considered for this EoI.
14. **The bidder has to submit EOI document duly filled & signed with the stamp on each page of the EOI document and on the enclosures to show that the bidders have read and understood all the details and terms & conditions of the EOI thoroughly.**

All the bidders must submit all the necessary self-attested documents in physical form.

2. GENERAL TERMS AND CONDITIONS:

- 1) The Vendor will have to quote for all the items mentioned in Annexure – II.
- 2) The BID is to be quoted for full quantity mentioned in the BID document as per Annexure– II. Part quantity will not be accepted.
- 3) The items for which quotations have been submitted must be in accordance with the scope of work given in Annexure – I.
- 4) The rates quoted by the supplier shall be fixed till the completion of the said duration (**11th May 2022 to 30th July 2022**) and shall not be subject to any adjustment on any account.
- 5) Taxes should be paid as per goods and service tax (GST) norms.
- 6) The offer shall be valid up to 30 days from the date of opening of EOI bid.
- 7) Agency has to depute manpower who are medically, mentally and physically fit and are more than 18 years of age. Their identity cards showing their names, residential addresses, with passport size photo has to be submitted in the office. If during the year any person is to be changed then their identity cards showing their name, residence address with passport photos are to be submitted in the office with due prior approval.
- 8) Agency has to pay the prevailing minimum wages as fixed by the Labour department Government of Gujarat to all the staff appointed by the agency. Moreover, agency has to follow the laws of Indian Government/ Gujarat Government.
- 9) Any of the Government/ semi-Government employees who has been removed / asked to resign or has been asked for compulsory retirement cannot be employed at this Institute premises.
- 10) If the work of any of the agency person is not found satisfactory or not following the instructions of the Institution head or Institute officer, then that worker has to be changed by the concerned bidder.
- 11) If any agency person is found drunk or taking prohibited items / drugs or gambling or found doing any misconduct then he will be required to be withdrawn. Institute's opinion in this regard will be considered final.
- 12) All the agency persons will have to humbly behave with the staff and work with discipline and should not affect negatively the working atmosphere of the Institute as well as have to work in a way, so that the discipline of the Institute is maintained.
- 13) If the person of agency met with any sort of accident or physical injury / death occurrences etc., then the agency will be legally responsible to attend. The Institute will not be responsible for paying any medical allowance, cost for any loss, price for medicines etc. in this regard.
- 14) The successful agency only, who has been given the contract has to provide all the services. Any other party or sub-agency should not be given the task by the selected agency. If found doing so, the security deposit will be forfeited and the contract will be terminated.
- 15) During the tenure of the contract, if any of the agency person is found tormenting the rules of the contract, the contract will be terminated as well as the security deposit amount will be seized. In this case, agency with whom the deal is finalized will not have any right for legal action.
- 16) If any of the agency person is found causing harm to Institute property or stealing anything, the sole responsibility will remain with the agency and the agency will be responsible to compensate the losses besides facing penal action.
- 17) The agency will have to present two copies of bill for Providing Catering Services and advance receipt every month and acquaintance roll for the previous month relating to wage payments. With this, documents like the satisfactory work certificate issued by designated authority of the Institute, other necessary documents, etc. will have to be submitted to get examined by the office and if found worthy, after the necessary deduction of the tax, the payment will be made within 10 days.
- 18) If any agency by one or other way is found engaged in any sort of forcing or influencing on selection procedure, then such agency's EoI will be disqualified.
- 19) At the time of opening the EoI, the representative of technically qualified agencies can remain present if they wish as per schedule declared by the Institute.
- 20) The Institute may accept or reject any EoI without assigning reasons thereof.

- 21) None of the agency person will use any of the rooms or compound area of the Institute as their residence or office.
- 22) If any of the agency person get harmed / meets with any sort of accident or permanent physical disability, the agency will be solely responsible and liable to meet statutory obligations.
- 23) If any of the person from the Institute suffers any sort of material or physical harm by any of the agency person, the agency will be solely responsible to compensate the loss caused by its employees. The agency will have to repay on its own. If it is not paid by the agency, the payment will be done from the running bill amount.
- 24) Selected agency will be providing Catering Services. So the purpose is limited to this contractual tasks only. No other activities like other business or work will be allowed in institute premises.
- 25) The changes in contract, cancellation of contract, cancellation of any term or condition as well as the interpretation of the same will be considered as per the only authority of the Institutional office.
- 26) The agency must provide police verification certificate for all the persons deployed at IITRAM.
- 27) In case of any function, occasion, extra-curricular activities planned on Sundays and Public Holidays, agency will have to provide catering services as per instruction of Institute.
- 28) In case of any third party claim against IITRAM for any act of the employees of the bidder, the bidder shall act as guarantor and indemnify IITRAM to the extent of all claims and expenses arising out of this work contract.
- 29) The walk-in price for each meal may be up to 20% higher; whereas price for meal for regular user from amongst staff members may be 15% higher than the corresponding meal for students. Regular users are defined as those who commit to all meals in a day for a minimum contiguous period of fifteen days.
- 30) Any student, who will intimate Mess Manager of Institute in writing prior 02 days to his/her not attending the mess for a minimum of 10 continuous days, then 60% refund of mess bill for that period will be given to that student.
- 31) The agency shall not make any addition, variation or alteration in the premises or any part thereof.
- 32) The specified premises for operation of mess services shall be used only for the purpose of operation of catering services, namely breakfast, lunch, snacks and dinner for the students, employees, guest of the Institute and for no other purpose/business. The contract shall not reside and shall not permit anybody else in the mess premises.
- 33) The Institute shall provide to the agency kitchen equipment, furniture, fittings etc. and the agency will execute a proper receipt in favour of the Institute in respect of all such articles given by the Institute. Any damages caused thereof, shall be borne by the agency on revocation/termination of the Agreement.
- 34) The agency shall have to arrange for crockery and cutlery, layout of tables for each meal, serving of meals with adequate waiters in uniform, cleaning of canteen premises including wash rooms with provision of soap and hand towels, cleaning of utensils, gas burners etc.
- 35) The agency shall not have the right to remove/carry any item/equipment supplied by the Institute outside the Institute premises either for the purpose of repairs or otherwise without permission in writing from the Institute.
- 36) The Institute shall handover the existing kitchen equipment, infrastructural set-up and utensils to the agency in a serviceable condition at the commencement of the agreement. Further, the expenditure on maintenance and repair/replacement of any unserviceable kitchen equipment within the agreement period shall be borne by the agency.
- 37) The Institute will not be responsible for the materials of the agency kept in the premises and it will be the responsibility of the agency to keep watch on his premises and Institute will not be responsible in any way for loss or damage.
- 38) The monthly menu and any other requirements/ provisions will be decided in consultation and agreement with the Institute.
- 39) The agency shall be liable to pay the license fee regularly by 10th of each successive month. The monthly license fee is presently at the rate of Rs. 25,000/- per month for the canteen space (inclusive of water charges) which however, shall be subject to change from time to time at the discretion of the Institute.

- 40) Agency shall be liable to pay the electricity charges on actual consumption basis at prevailing rates. For the purpose, there shall be a meter installed in the kitchen by the Institute. The electricity charges shall however, be subject to revision / change from time to time which shall be payable by the agency as aforesaid at the then prevailing rates.
- 41) Cost of PNG and/ or other cooking gas shall be borne by the agency.
- 42) The agency shall be responsible to follow all statutes, laws, by-laws, norms and rules (set by local, State and Central Governments and the Institute from time to time) for storage and handling of food products and cooking material (including hazardous and / or inflammable or combustible goods or substances or articles). The agency is obligated to keep themselves informed of any changes in the above laws, norms, rules and statutes and the Institute will not bear any responsibility for this.
- 43) The agency must have the appropriate licenses such as Food Safety License, Labour License, Registration, Gumastadhara, Commercial Tax License and any other such Government license/permits mandated/required by the Government and local authorities for operating such a venture. The agency shall make these details available to the Institute. The agency shall abide by all the terms of the license permits issued to the agency
- 44) The agency will take appropriate safety measures including against outbreak of fire and will be held responsible in case of such an incident occurring.
- 45) The permission granted to the agency shall not create any tenancy or proprietary rights or any other interest in the Institute premises, which shall continue to be in the exclusive ownership, control and possession of the Institute; but gives a mere license to use the said premises subject to what is stated here in above.
- 46) The agency shall not throw any refuse or garbage or any dirt at any location inside or outside the Institute campus. All kind of waste generated by the agency are to be segregated and disposed as per directives given by government authorities from time to time.
- 47) The agency shall maintain the mess premises, furniture, utensils, crockery and cutlery in clean and hygienic condition to the satisfaction of the Institute authorities.
- 48) The agency shall, at its own cost, maintain adequate stocks (one week running stock of non-perishable items minimum) of food-grain, grocery and other eatables for the satisfactory and efficient running of the mess. The quality of the food stuffs and eatables shall be as per the standards specified by the Institute.
- 49) The Institute expects professionalism in all aspects of mess operations from the agency. This includes quality of raw materials and food, professionalism in service and conduct of staff in dealing with students, staff, guests and faculty. Punctuality of mess timings and hygiene should be of the topmost quality.
- 50) The agency shall employ at its own cost and expenses sufficient and competent staff with adequate background training and experience as may be reasonably required for the fulfilment of the agency's obligations under the agreement and shall give their professional expert guidance and supervision to the work.
- 51) The agency will provide uniforms to his/her employees employed in the dining hall at his own cost and will not be borne by the Institute. The uniforms should be clean and in presentable condition at all times.
- 52) The Institute shall have no liability in any case to compensate the agency due to natural calamities or for the reasons beyond the control of the Institute.
- 53) The agency shall provide the customers facility for digital payment via BHIM App digital wallets, credit/debit card etc.
- 54) Either party may terminate the contract by giving 3-month notice to the other party without assigning any reasons, whatsoever.
- 55) The agency shall undertake to perform all services under this contract with all- reasonable skill, diligence and care in accordance with sound industry practice to the satisfaction of the Institute and accept full responsibility for the satisfactory quality of such services as performed by it. Any defect, deficiencies noticed in the agency's service will be promptly remedied by the agency within 3 days upon the receipt of written notice from the Institute to improve their performance failing which the Institute may terminate the contract by giving the agency 30 (thirty) days written notice.

- 56) The EOI is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the scheduled EOI are not fully filled in. Particular attention must be paid to the satisfactorily work completion and also to the particulars referred to in the conditions of this EOI and Work Order.
- 57) EOI not complying with the terms & conditions mentioned in this EOI are liable to be rejected at the sole discretion of IITRAM without any further reference / communication.
- 58) This EOI is not transferable.
- 59) IITRAM reserves the right to choose, accept or reject any or all requests/deviations/offers, in full or part and also reserve the right at any stage to reduce or increase the quantity and split/cancel the order.
- 60) All or any Claim(s), dispute(s) or difference(s) arising out of or in connection with this agreement shall be subject to the Jurisdiction of the Courts at Ahmedabad only.
- 61) The firm shall have to enter into the agreement in the prescribed Performa provided by IITRAM
- 62) If the firm is blacklisted by Central Government or State Government or any other Government body then its submitted EOI will be rejected.
- 63) It shall be deemed that the Suppliers/Vendors have undertaken a visit to IITRAM and is fully aware about the scope of work prior to the submission of the EOI document.
- 64) The selected supplier/vendor will have to takeover charge of Canteen/Mess services from 11/05/2022.
- 65) No Bidder shall withdraw his rates after the EOI is opened. If a Supplier / Vendor does so, his EOI related deposit/s shall be forfeited and such Supplier/Vendor shall be considered ineligible for work/contract in future.
- 66) In any case the decision of IITRAM authority will be considered as final and binding to all.
- 67) Any increase or decrease in quantity will be considered on pro-rata of quoted rate.

2) SUBMISSION OF BID:

1. The EOI documents can be downloaded from website www.iitram.ac.in or collect from IITRAM office.

The fully filled in and complete in all respect EOI documents must be submitted with EMD.

- 1.1 EMD should be submitted **Rs. 60,000/-** as per following:

- In form of Demand Draft in favor of the “IITRAM” payable at Ahmedabad. Please mention EOI number and name of Firm’s on back side of DD.

OR

- Electronic Transfer in following Bank Account. Details of Bank Account is as follows:

Bank Name: INSTITUTE OF INFRA TECH RES AND MGNT
Account No.: 50100068033311
Account Type: Saving
Bank Name: HDFC BANK LIMITED
Branch Name: Shymal Cross Road, Vejalpur
IFSC Code: HDFC0001676

**If Electronic Transfer the EMD amount, please submit the transaction details with BID document.*

- 1.2 The EMD is refundable.
- 1.3 BID received without EMD will not be considered.
- 1.4 **EMD of unsuccessful suppliers / vendors will be returned within 15 (Fifteen) working days from the date of award of work.**
- 1.5 **EMD of successful supplier / vendor will be returned after satisfactorily completion of work i.e. Within a week after 30th July 2022.**

1.6 The EMD shall be forfeited;

- i. If the bidder withdraws his bid during the validity period of the bid.
2. The bidder has to submit the EoI in two parts viz, (1) Technical Bid and (2) Financial Bid / Price Bid in separate envelopes, both covers kept in a single envelop, superscribed with 'Providing Catering Service at IITRAM (Duration : 11th May 2022 to 30th July 2022)'.
 3. The bidder has to submit the technical bid in two parts viz, (a) Technical detail and (b) EMD Cover in a single cover.
 4. EMD cover shall contain DD of EMD as per EoI document.
 5. Technical bid shall consist of technical details as per INDEX. The duly signed EoI form shall be submitted with this bid by the bidder.
 6. Technical bid and demand draft should be sealed in different covers with the respective post-script on the cover and then both the covers should be sealed in a single cover.
 7. Bidders have to submit all the required documents as mentioned in this EOI in physical copy through RPAD, speed post or in person till the last date and time prescribed for submission. Bidders are required to submit INDEX (physical) showing the page numbers as per attached documents for each requirement of documents mentioned in this EOI and also mention Yes/No (in table) based on the documents attached by you. All the bidders are required to arrange & submit the documents as mentioned in the sequence of Index only. Bidders are instructed not to attach any unnecessary documents.
 8. The bidder has to submit Financial Bid/Price Bid (Annexure-II) in a separate sealed envelope kept in main Envelope.
 9. First, the technical bids will be opened.
 10. Financial bids will be opened for technically qualified bidders only.
 11. Agency which is selected for the contract will have to execute a contract on a specified format using Rs. 100 Non Judicial Stamp paper.
 12. Incomplete or Conditional EoI will not be considered
 13. The Supplier/Vendor has to provide Annexures, and **as the documents mentioned in General Terms & Conditions Section** in duly signed, stamped & sealed manner on all pages of it. Without this information, BID submitted by the Supplier/Vendor will be rejected.

3) EVALUATION OF QUOTATIONS:

The EOI evaluation committee of IITRAM will evaluate and compare the received quotations to determine the substantially responsive EOI i.e. (i) EOI is complete (ii) properly signed (iii) confirm the terms/conditions and specifications. Further, the financial evaluation will be done only for the substantially responsive EOI based on the following parameter(s):

- Total Price as per Annexure – II (Format of Quotation).

Quantity shown is approximate. Payment will be made as per actual requirements.

4) AWARD OF CONTRACT:

- IITRAM will award the contract to the Supplier/Vendor whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
- Notwithstanding the above, IITRAM reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of contract without giving any reason.
- The Supplier/Vendor whose bid is accepted will be notified of the award of contract by IITRAM prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the Work Order.
- **After completion of procedure for selection of lowest supplier/vendor, the Work Order for this Service will be issued.**

5) PENALTY:

- Non-submission of bill by 10th day of every month may attract a penalty of Rs. 5000/- per monthly bill.
- Non-availability of complaint register on the counter / discouraging students from registering complaints would lead to a fine of Rs. 1,000/- on the agency for each instance.
- Each instance of complaint of an insect / foreign object cooked along with food or found in food item would invite a fine of Rs. 2,000/- on the agency in addition to disqualifying bill for the corresponding meal.
- Three or more complaints of unclean utensils/hygiene failure in within a two-week period would lead to a fine of Rs. 5,000/- on the agency.
- The meal prepared will be tasted by the Hostel Supervisor / Mess Secretary / Person nominated before serving. In case any item is found below quality, it should not be served and will result in deduction of corresponding charges and it will also attract penalty of Rs. 3,000/-.
- Changes in menu is not acceptable. Change in any menu item will result in deduction of corresponding charges and it will also attract penalty of Rs. 5,000/-.
- Any improper disposal or dumping of waste, including dumping solid waste in drains shall attract penalty of Rs. 5,000/-
- Mess staff members are not allowed to use any part of the mess premises for any other purpose. Mess staff members are not allowed to sleep in the mess premises at any time. Each instance of violation will lead to a fine of Rs. 5,000/- on the agency.
- Not maintaining records of regular users would invite a fine of Rs. 2000/-.
- Using of brands not mentioned in the contract without prior permission and/or alteration shall invoke a fine of Rs. 10,000/- for each occasion.
- The contract may be terminated without any notice period, if any serious complaints of unhygiene in the canteen area, serving of unhealthy food, etc. are received frequently.

6) TERMS OF PAYMENT:

- The payment in INR will be released through the “CROSSED BANK CHEQUE” instrument against monthly Tax-Invoice within 30 days’ credit period.
- Quantity shown is approximate. Payment will be made as per actual meals provided.

Address for Submission of physical EOI BID:

**The Registrar (In-Charge),
Institute of Infrastructure, Technology, Research And Management, Near Khokhra Circle,
Maninagar (East), Ahmedabad – 380026.**

Registrar (In-Charge)

Annexure - I

SCOPE OF WORK

Selected agency will have to provide catering services as per following manner:

A. Daily Food Service for Students

Sr. No.	Meal	Description
1	Breakfast	General Vegetarian Items e.g. Bread/Toast with butter and Hot snacks with Tea/Coffee/Milk
2	Lunch*	General Vegetarian Items e.g. Seasonal Vegetable-1 Dal Curd/Raita Rice/Pulao Roti/Chapatti/Puri Pickle, Salad
3	Evening Tea and Snacks	Tea/Coffee with Snacks
4	Dinner	General Vegetarian Items e.g. Seasonal Vegetable-1 Dal Curd/Raita Rice/Pulao Roti/Chapatti/Puri Pickle

* One sweet item; once in a week.

B. Special Food Service for Function

Sr. No.	Meal	Description
1	Special Meal	One Soup 2 Seasonal Vegetable Dal Curd / Raita Jeera Rice / Pulao Roti / Paratha Salad, Pickle, Papad One Sweet Ice-cream

Selected agency will have to use materials of following brands only while preparing food:

Commodity	Brand to be used (Any one) or similar
Besan	Gai Chaap/Asopnlav/SupAr/MTR
Sugar	M(Maharashtra) 30 Number/Sameervadi(M)30, Kranti M-30/ Madhur
Salt	Tata/Ashirwad/ Ankur
Spices	Ramdev/Everest/Kitchen Express/MDH/catch
Papad	Wonder Lijjat / Aswad
Rice	A. Gujarat 17 (Khainbhat) / Jeerasar (Regular Usage) B. Basimati, Dawat, Doon. Kohinoor (Special Function)
Aata	Uttam Gold/Super/Ashirwad/Annapurna
Pure Ghee	Amul/Sagar/Indana/Govardhan or Government Supported Cooperative Institutes
Oil	Ankur/Gulab/Kanak/ Saffola/Sundrop/Fortune
Dal-Tuver	Angur/Laxmi
Moong	Chinoe(Maharashtra)
Rajma	Kashmir/Chitra
Chana	Dollar/Deshi(Gondal)
Kabuli Chana	Standard Quality /small kabuli
Chaula	Black Sport (bins)
Eliachi (Cardamom)	Standard Quality
Laying (Clove)	Standard Quality
Jyfal (Nutmeg)	Local
Javantri	Broad Patti
Tea	Waghabakri / Girnar/ Tata/ Red Label
Coffee	Instant / Nescafe/ Sunrise
Rava	Uttam/Super
Chana Dal	Navjivan/Kama
Butter, cheese	Amul/Govardhan/ Britannia/ Mother Dairy
Bread	Italian/Super/Amul
Sauce (ketch up)	Kissan/Everest
Milk	Amul or any other Good Quality

The number of students availing mess facility is approximately 100 per day for the said period. Institute may ask to provide additional meals as per requirement for different reasons. The payment for providing catering services will be made as per actual meals provided. Agency interested in the said work may visit the Institute for a fair understanding of work.

The Institute shall be free to cancel the EOI process at any stage without any liability whatsoever and reserves the right of accepting and / or rejecting the whole or any part of the bids without assigning any reason whatsoever.

Annexure - II
FINANCIAL BID

(Format for Submission of Financial Details)
(Data Sheet to be Submitted in a separate sealed envelope in main envelope)

A. Daily Food Service for Student

Sr. No.	Meal	Description	Rate (INR) (Per Unit)
1	Breakfast	General Vegetarian Items e.g. Bread/Toast with butter and Hot snacks with Tea/Coffee/Milk	
2	Lunch*	General Vegetarian Items e.g. Seasonal Vegetable-1 Dal Curd/Raita Rice/Pulao Roti/Chapatti/Puri Pickle, Salad	
3	Evening Tea and Snacks	Tea/Coffee with Snacks	
4	Dinner	General Vegetarian Items e.g. Seasonal Vegetable-1 Dal Curd/Raita Rice/Pulao Roti/Chapatti/Puri Pickle	
A		Total	

* Agency will have to provide one sweet item once in a week.

B. Special Food Service for Function

Sr. No.	Meal	Description	Rate
1	Special Meal	One Soup 2 Seasonal Vegetable Dal Curd / Raita Jeera Rice / Pulao Roti / Paratha Salad, Pickle, Papad One Sweet Ice-cream	

Note:

- 1) L1 will be considered on basis of the prices offered for above A.
- 2) GST will be extra as applicable.

Authorized Signature
With stamp, email address and fax number

Date:
Time:

Annexure-III
FORMAT FOR SUBMISSION OF COMPANY DETAILS
(DATA SHEET TO BE SUBMITTED AT IITRAM)

Sr. No.	Particulars	Details to be filled by the organization
1	Name of firm/ organization/ establishment/ company	
2	Registered Office Address: Telephone Number: Fax number: email:	
3	Correspondence Address: Telephone Number: Fax number: email:	
4	Details of the authorized person (Name, designation, address): Telephone Number: Fax number: email:	
5	Is the firm - <ul style="list-style-type: none"> • Government/Public Sector Undertaking • Proprietary Firm • Partnership firm (if yes, give partnership deed) • Limited Company or Limited Corporation • Member of a group of companies (if yes, give name and address, and description of other companies): • Subsidiary of a large corporation (if yes, give the name and address) of the parent organization) • If the company is subsidiary, state what involvement if any, will the parent company have in the project 	
6	Permanent Account Number (PAN) of the firm	
7	GST Number of the firm	
8	Is the firm blacklisted in Semi Government/ State Government / Central Government / Government Undertaking? If Yes, provide the detail.	YES / NO

Client's List: Please attach Separate sheet showing the client list of only Govt./Semi Govt. department with name and addresses of the department.

Date:

Name of Authorized Person

Time:

with Sign and Stamp

(To be printed on Firm's Letter Head)

Annexure-IV

Declaration by the Agency

1. I/We certify that I/We have gone through & agree to the terms & conditions of EoI and undertake to comply with them during the currency of the contract period.
2. I/We certify that, I/We have neither been blacklisted nor debarred from participating in future EoIs by any State Government / Central Government organizations.
3. I/We certify that each self-attested copy of various documents/certificates attached are true of best of my/our knowledge and no erasing/overwriting/cuttings/corrections has been done by me/us.
4. I/We, hereby, agree to all the terms and conditions, stipulated by the IITRAM in this connection including penalty etc.
5. I/We understand that IITRAM reserves the right to reject any or all EoIs including the lowest quotation without assigning any reasons (s) thereof.
6. I/We agree that in case of failure to provide services on time, IITRAM is free to obtain services from other service provider at my/our risk and cost.

Date:

Time:

Name of Authorized Person
with Sign and Stamp

INDEX

All the bidders must submit all the necessary self-attested documents in physical form.

Bidders are required to submit index (in physical) showing the page numbers as per attached documents for each requirement of documents mentioned in this EOI and also mention Yes/No (in below table) based on the documents attached by you. All the bidders are required to arrange & submit the documents as mentioned in the sequence of Index only. Bidders are instructed not to attach any unnecessary documents.

Sr. No.	List of documents attached (self-attested)	Please mention below Yes/No based on your submitted documents	Page Numbers
1	Copy of firm registration		
2	Copy of PF registration		
3	Copy of PAN Card		
4	Copy of GST registration		
5	Proof of registered office in Gujarat		
6	One attested copy of registration under Labour department, where agency has worked		
7	Copy of atleast 02 work completion certificate for minimum 100 persons per day, where catering services have been provided during 01/04/2018 to 31/03/2020		
8	Copy of at least 02 work orders (Running of the canteen / hostel mess of the educational institutions / professional organizations) of providing catering services with minimum 100 persons per day in each order for the entire duration of 01/04/2020 to 31/03/2021.		
9	Copy of work completion certificate of min. 01 contract for at least 01 year of any Government agency of providing catering services with min.100 persons per day		
10	CA statement showing annual turnover of last three years		
11	Duly filled, signed & stamped on each page of EoI document & all enclosures (Except Annexure II)		
12	DD of EMD		
13	Annexure-III		
14	Annexure-IV (Declaration)		

Authorized Sign & seal of Firm/Agency/Company

Name of your firm/Company: