



राष्ट्रीय प्रौद्योगिकी संस्थान अगरतला

National Institute of Technology Agartala

Agartala, Tripura (w). PIN – 799046

Fax:0381 234-6360,Website :<http://www.nita.ac.in>

TENDER
FOR
MESS SERVICE IN
HOSTEL
OF
NIT AGARTALA



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No.F.NITA.25(19-DSA)/CATE-SERVICE/2013-14/Vol-III/1444

Date: 19 / 5 / 2025

NOTICE INVITING E-TENDER

[Technical Bid and Price Bid System – e-Procurement Mode]

IMPORTANT INFORMATION

Name of the Institute : NATIONAL INSTITUTE OF TECHNOLOGY AGARTALA

GST Number of the Institute : 16AAAGN0550K1ZG

PAN of the Institute : AAAGN0550K

TAN of the Institute : SHLN00719F

Institute Bank A/C No. : 030936141729 (IFSC: SBIN0011491) under SBI, NIT Agartala Branch.

Name of procuring section : Dean (SW) section

Enquiry / Reference Number : No.F.NITA.25(19-DSA)/CATE-Service/2013-14/Vol-III

Some important dates:

Uploading on CPP Portal and Department's web-site	Date: 30 / 05 / 2025	Time: 5:00 PM
Bid submission start date	Date: 30 / 05 / 2025	Time: 5:00 PM
Pre bid conference date	Date: 09 / 06 / 2025	Time: 11:00 AM
Bid submission end date	Date: 28 / 06 / 2025	Time: 3:00 PM
Opening of technical bid	Date: 30 / 06 / 2025	Time: 3:00 PM

A Pre-bid Conference will be held on scheduled date & time mentioned above. All prospective bidders are requested to kindly submit their queries to the email address nitapurchasesection2@gmail.com at least two days before Pre-Bid Conference:

Details of E-tender document.

NIT Agartala proposes to select caterers for Mess/Kitchen at six (6) hostel messes in NITA Campus and invites bids from experienced and reputed service providers contractors in accordance with the terms and conditions detailed in the bid document. Interested bidders are kindly requested to submit their offer with prices within the time mentioned above fulfilling all the terms and conditions marked in the bid documents.

Registrar

National Institute of Technology
Agartala – 799 046, Tripura



TENDER DOCUMENT (Two bid system)

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Checklist

The bidder shall verify his tender document before its submission and ensure that all the information is submitted properly. **Copy of documents should be numbered (page numbering) at the bottom. Numbering should be started as Page No. 1 and continued; and should be properly attached to the Technical bid.**

Sl. No.	Requirement	Checklist	Remarks	Page No. for ref.
1	Copy of registration/Trade License under “Municipal Corporation/ Council / any State/Central Govt. Authority” should be submitted	Whether submitted	Yes / No	
2	Copy of PAN registration	Whether submitted	Yes / No	
3	Copy of EPF registration	Whether submitted	Yes / No	
4	Copy of ESI registration	Whether submitted	Yes / No	
5	Copy of GST registration	Whether submitted		
6	Copy of Experience Certificate mentioning years of service (minimum 4 yrs) No. of persons served with quality of service received by procuring entity from F.Y 2021-2022 to F.Y 2024-2025.	Whether submitted	Yes / No	
7	Copy of Tax audited balance sheet of last Three years i.e from F.Y 2021-2022 to F.Y 2023-2024	Whether submitted	Yes / No	
8	Copy of Annual Turn Over (GSTR-9C)of last Three years i.e from F.Y 2021-2022 to F.Y 2023-2024	Whether submitted	Yes / No	
9	Solvency certificate to be issued by any Nationalized Bank in original.	Whether submitted	Yes / No	
10	Affidavit on Rs. 200/- stamp paper duly sworn before the Public Notary in original regarding Eligibility criteria No. 12 and 13 of the Notice Inviting Tender	Whether submitted	Yes / No	
11	EMD by means of RTGS/NEFT preferably, DD, BC & BG in an acceptable form safeguarding the purchaser's interest in all respect as mentioned in the e-Tender Notice	Whether submitted	Yes/ No	
12	If the bidder is a partnership firm, copy of partnership registration as per Partnership Act 1952 with proof of registered office in India. If Partnership firm affidavit authorizing the bidder to submit bids on behalf of Partner	Whether submitted	Yes/ No	
13	If the bidder is a Private/ Public Limited Company, copy of MOA/ registration document of the company as per Indian Companies Act 1956	Whether submitted	Yes / No	
14	Copy of authorization to sign the tender document	Whether submitted	Yes / No	
15	Price bid for each mess separately	Whether properly filled and verified	Yes / No	
16	Integrity Pact	Whether submitted	Yes / No	
17	FSSAI Certificate obtained from Govt. of India	Whether submitted	Yes / No	
18	Copy of ISO Certificate	Whether submitted	Yes / No	

Details of any other documents submitted:

- 1.
- 2.



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SECTION – 1
BRIEF INFORMATION AND DEFINITION
OF TENDER DOCUMENT



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Date: / /2025

BRIEF INFORMATION ABOUT TENDER

Name of work / service: Call for providing Mess Services to the Mess of NIT-Agartala Hostels [Total 6 (Six) Messes at NIT-Agartala] are as following;

1. First Year Boys' Mess (Approximate Capacity: 400-700 range);
2. Eastern Mess (Approximate Capacity: 400-700 range);
3. Northern Mess (Approximate Capacity: 400-700 range);
4. Southern Mess (Approximate Capacity: 400-700 range);
5. Vegetarian Mess (Approximate Capacity: 150-400 range);
6. Girl's Hostel Mess (Approximate Capacity: 500-700 range);

During vacation as per academic plan number of student in each mess may fall below the minimum range

Tendering Process: The bids (technical and financial) to be submitted through online mode only i.e only through CPP portal i.e www.eprocure.gov.in before the last date & time of submission specified in tender document.

If the bidder is unable to upload the supporting documents through CPP portal, they may submit hardcopy of the supporting documents or softcopy of the supporting document (duly signed by DSC) through DVD, CD etc. by Speed Post or any Courier services on or before last date & time of submission of bid. Supporting Documents received after due date & time will not be considered and bid will be rejected. NIT Agartala will not responsible for any Postal or Courier delay.

Interested vendor/contractor/service provider may participate for **one or more than one mess** of NIT-Agartala hostel in this tendering process. Each page of this tender document shall be signed [Full Signature] by the Contractor/Service Provider or its authorized signatory.

Duration of Contract: The total period of contract will be three years. (1+1+1) However, selected contractors shall provide catering service initially for a period of one year which may be extended for another two years on yearly basis subject to the satisfactory performance on the same terms & conditions and at the sole discretion of the NITA.

NIT Agartala, reserves the right to increase the contract rate of per person per day (basic rate without tax) after expiry of each contract year. The hike in rate shall be 50% of hike in DA rate of Govt. of India but subject to a maximum hike of 5%.

Evaluation Process: Both the Technical and Financial bids will be evaluated mess wise separately by NITA. In the first stage, technical bids shall be opened and evaluated by the concerned committee on the basis of eligibility criteria as per the tender document. At the second stage, financial bids of only the technically acceptable offers shall be opened for further evaluation and recommendations for awarding the work order / contract.



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In case of multiple L1 bidders for any one mess or all messes as mentioned above following criteria shall be opted for evaluation:-

A. Highest average annual turnover in last three financial years (2021-22 to 2023-24).

Cost of Tender Document: The tender document is free of cost, which can be downloaded from Institute's website as well as CPP Portal (e-Procurement).

Date of Pre-Bid Meeting : 09/06/2025 at 3.00 PM at Conference Hall of NITA.

Last date of submission of Tender Document : 28/06/2025 (up to 3:00 PM)

Date of opening of Technical Bid : 30/06/2025 at 3:00PM (if possible) at Conference Hall of NITA.

Bid security (EMD amount): INR 2,00,000/- (Rupees two lakh) for each Mess (refundable) to be paid through RTGS / NEFT preferably, DD, BC & BG in an acceptable form safeguarding the NITA interest in all respect.

Security Deposit amount: The Contractor shall deposit Rs. 10,00,000/- (Rupees ten lakh only) for each mess as interest free Security Deposit which shall be refunded after the expiry of the agreement and after adjusting applicable deductions, if any.

Validity of Bid : 180 days from the date of opening of technical bid.

DEFINITIONS AND INTERPRETATIONS

1. **DEFINITIONS:** The following terms shall have the meaning hereby assigned to them except where the context otherwise requires:

a) **NITA**

Shall mean **National Institute of Technology** Agartala, P.O. – TE College, Jirania Dist: West Tripura – 799046, represented by its Registrar or other authorized representatives.

b) **CONTRACTOR / AGENCY / SERVICE PROVIDER**

Shall mean the successful bidder to whom the contract has been awarded which expression shall unless the context otherwise requires, include his legal heirs, executors, administrators and assignees.

c) **CONTRACT: CONTRACT AGREEMENT**

Shall mean and include the following:

Notice inviting tender; tender document containing general instructions to the bidder and conditions of contract; scope of work; clauses of contract etc., documents furnished by the bidder; Letter of Intent; Work order; all related Acts and Rules specified in the tender document; and / or any other correspondences of negotiations and the price bid, all related correspondence letters.

d) **WORK / JOB / SERVICE**

Of the Contractor shall mean and include preparing the food items, serving at mess and other responsibilities as specified in the scope of service.

e) **CONTRACT PRICE**

Shall mean the sum / sums referred to in the contract agreement under Price bid or in the work order/ letter of Intent.

f) **MONTH**

Shall mean calendar month.



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g) **MINIMUM WAGE / WAGES:**

Shall mean the Minimum wage declared or ordered by the Central Government under Minimum wages Act from time to time. The total Minimum wage shall include Variable Dearness Allowance (V. D. A).

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SECTION – 2

(NOTICE INVITING TENDER)

INFORMATION OF TENDER DOCUMENT



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TECHNICAL BID

Name & Address of the Bidder (vendor/contractor/service provider)
Including valid phone/cell no and valid email ID



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NOTICE INVITING TENDER FOR PROVIDING OF CATERING SERVICES AT NITA HOSTELS

[TWO BIDS SYSTEM – TENDER]

National Institute of Technology Agartala (in short – NITA) is an autonomous Institute of the Government of India under the Ministry of Education imparting technical education. National Institute of Technology Agartala is one of the “Institutes of National Importance” declared under the NIT Act – 2007 (Act No.29 of 2007).

NITA wishes to engage service providers for providing Mess/Kitchen services in the Messes of NIT Agartala Hostels. The mess service will be for the consolidated menus for students residing in different hostels. In addition students would be free to taken add-on item from any of the mess on direct payment basis. Indicative menus for different messes have been enclosed with this tender document which may be reviewed/amended by the mess committee with the approval of Chief Warden of NITA Hostels.

The bids are invited through CPP portal (www.epuocure.gov.in) from the bidders of Indian Nationals only.

1. **BID SECURITY/ EMD: INR 2,00,000/- (Rupees two lakhs only) for each Mess** through RTGS/NEFT preferably, DD, BC & BG in an acceptable form safeguarding the NITA's interest in all respect. If the bidder requesting EMD exemption, kindly attach copy of the valid MSE certificate under MSME (Certificate should be visible, if not visible the bidder will be disqualified). If any bidder wants to submit the EMD in the form DD/BC, should be drawn from any nationalized bank in favour of the **Registrar, NIT, Agartala** payable at SBI, NIT Agartala, Branch. The original EMD instrument other than e-transfer to be sent to the Tender Inviting Authority before the due date. **The scanned copy of the EMD to be uploaded in the CPP Portal along with the Technical Bid. The tender received without EMD shall be rejected.** The EMD amount will be refunded to the unsuccessful bidders, after issuing work order to the successful bidder. The EMD shall be forfeited if a bidder withdraws his bid during the period of validity specified.
2. **SECURITY DEPOSIT (SD):** The successful bidder should deposit an interest free security deposit of Rs. 10,00,000 (Rupees ten lakh only) for each mess through RTGS/NEFT preferably, DD, BC&BG in an acceptable form safeguarding the NITA's interest in all respect. If any bidder wants to submit the Security Deposit in the form DD/BC, should be drawn from any nationalized bank or any Scheduled bank in favour of the **Registrar, NIT, Agartala** payable at SBI, NIT Agartala, Branch. Security Deposit shall be refunded within 60 days after the expiry of the agreement and after adjusting applicable deductions, if any.

Procedure for submission of tenders:

The bids should be submitted through CPP portal (www.eprocure.gov.in) only. Bids submitted through any other mode will not be accepted.

Bids submitted with incomplete information or information not in conformity with the Bid documents will summarily be rejected. All the terms and conditions stated in the Bid Document are final in nature and requests for any subsequent alterations/modifications will not be entertained. Submission of the bid(s) amounts to acceptance of all terms and conditions laid down in the bid document.

TECHNICAL BID:

The bidder should give all the details that are inserted in the Tender Document, details of their technical soundness in carrying out similar work in State/Central Govt./Autonomous/PSUs/Higher education Institute etc. with the certified copy of “Work/ Service Qualification Certificate” issued by the employer. The profile containing the staff structure along with list of staff on regular pay role for last six months should be furnished along with the copy of all related documents.



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All information called for in the bid document should be furnished in the relevant formats in the Tender document. If bidder wants to furnish more details, may be uploaded along with the Technical bid.

ELIGIBILITY CRITERIA

MINIMUM TECHNICAL CRITERIA REQUIREMENT FOR QUALIFYING IN THE TECHNICAL BID

The prospective bidder should possess all the following minimum technical criteria for qualifying in the technical bid:

1. The bidder should have minimum **04 years'** experience in **having successfully providing mess service ending 31st March 2025 to a strength having at least 600 persons on its dining strength per day in a single mess in State /Central Govt./Autonomous/PSUs/Higher education Institute.** (Proof to be attached).

Or

The bidder should have minimum **04 years'** experience in **having successfully providing mess service ending 31st March 2025 to a strength having at least 400 persons on its dining strength per day in two(2) messes each, in State /Central Govt./Autonomous/PSUs/Higher education Institute.** (Proof to be attached).

*Experience in cafeteria/Snacks & beverage/Canteen will not be considered.

2. **Average Annual Turnover:** The bidders average annual turnover (gross) in Catering Services in State /Central Govt./Autonomous/PSUs/Higher education Institution during the last three financial years i.e. **from F.Y 2021-22 TO F.Y 2023-24**, duly tax audited by a Chartered Accountant should not be less than **INR. 10 crores (INR ten crores only)**. Year in which no turnover is shown would also be considered for working out the average. Copy of the Tax Audited financial statements & **GSTR-9C** of the financial years 2021-22 to 2023-24 must be attached.
3. **Performance Certification:** The bidders' satisfactory performance for each work completed in the last four (4) years (minimum requirement) and work in hand should be certified by the responsible official from the concerned organization. The certificate should be enclosed with Technical bid. If any of the performance certificates is found to be unsatisfactory/ poor, the bid shall be rejected.
4. The Bidder should have a valid Central License under Food Safety & Standards (Licensing and Registration of Food Business) Regulations 2011 issued by Food Safety and Standards Authority of India.
5. The firm should have ISO certification as applicable. The certificate should be submitted.
6. The bidder must possess GST registration. Copy of GST registration should be submitted
7. The bidder must possess PAN registration with Income Tax department. Copy of PAN registration should be submitted.
8. The bidder must be registered under Employees Provident Fund (EPF) Act. Copy of EPF registration should be submitted.
9. The bidder must be registered under Employees State Insurance (ESI) Act. Copy of ESI registration should be submitted.
10. Financial soundness: Average annual turnover of 10 crores and a solvency certificate for the amount not less than **Rs. 100 lakhs** from a National or Scheduled bank should be furnished by the agency. The scanned copy of Solvency certificate should be submitted along with Technical bid and original will be forwarded to Institute within the due date and time for submission of bid.



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11. The bidder must be a firm/company/partnership/proprietorship firm registered under Indian companies Act, 1956, and partnership Act 1932 and should have registered office in India.
12. The bidder should not have abandoned or suspended any awarded service of any organization out of term. Affidavit to this effect should be submitted by the bidder as per the format provided in the bid document. In the event of submission of false declaration, the vendor will be liable for actions as per rules. **If any contractor suspends or abandons the operation of running the mess without any prior information to NITA Authority, appropriate action shall be initiated apart from forfeiting the security deposit and initiation of blacklisting of contractor.**
13. The bidder or any of its partners/Directors should not have been blacklisted by any agency/department or convicted of any offence or violation of any labour law etc. by any court or authority having power to do so. Affidavit to this effect should be submitted by the bidder as per the format provided in the bid document.
14. The bidder must disclose venues where bidder is running mess services contract, the tender committee may visit any of the locations if required of selected bidders.
15. Bidder has to furnish undertaking that he/she will comply to all conditions in tender documents.
16. Bids with unrealistic and hypothetical submission may lead to rejection.
17. Bidder should provide Staff Structure for engagement, if he/she gets the work order.

The NITA shall evaluate the Technical bid strictly on the basis of eligibility criteria stipulated in the Tender document/notice inviting tender. The decision of the NITA in this regard is final and binding to all concerned. No correspondences from the bidder in respect of decision of the NITA on evaluation of the technical bid shall be entertained.

PRICE BID:

Price bid as per BOQ to be uploaded in the CPP portal (<https://www.eprocure.gov.in>). Bidder has to submit a scanned copy of Price Bid in PDF in line with the BOQ on Company letter head. The prices filled in the e-procurement site will be treated final and shall be binding to the bidder.

The financial quote should satisfy all the requirements and obligations under Contract labour (Regulation and Abolition) Act 1970; Contract Labour (Regulation and Abolition) Rules 1971; Minimum Wages Act – 1948; Payments of Wages Act 1936; Payment of Bonus Act 1965; Payment of Gratuity Act 1972; Employees' Provident Funds and Miscellaneous Provisions Act – 1952 and Amendment Act 1988; Employees State Insurance Act.

Price bids of only the technically acceptable/qualified offers should be opened in the presence of available technically qualified bidders. The opening of price bid(s) will be intimated to successful technically qualified bidders.

The bidder should inspect the hostels premises & mess environment and get all related information from the Dean (SW)/Chief Warden Office before quoting the rate(s) as per tender document. If the dates mentioned above falls on any incidental holiday/strike, then the next working day will be the date fixed in place of the date falling on incidental holiday/strike. Any further details required may be obtained from the Purchase officer/Dean (SW) of NIT-Agartala during the office hours.

NIT-Agartala reserves the right to award not more than two hostel messes to a particular bidder/service provider. However, NIT-Agartala also reserves the right to award more than two hostel messes in exceptional circumstances. The decision of Competent Authority for awarding of hostel mess to any service provider is final and binding on the service provider.



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TERMS AND CONDITIONS OF TENDER

1. Subject to the NITA's right to accept any tender/reject any or all the tenders, the NITA will award the contract to the bidder whose bid has been determined to be substantially responsive to the tender document and who has offered evaluated acceptable Tender Price, provided further that the bidder has the capability and resources to carry out similar type of contracts effectively. Bids of those bidders, who in the opinion of the NITA do not satisfy the above requirements, will not be considered.
2. All Statutory tax deductions at source (TDS)/GST connected with the contract shall be made from the contractor's bill at the rates in force from time to time. Any tax omitted for deduction shall be deducted from the subsequent bills/security deposits.
3. The price quoted by the bidder should be **INCLUSIVE of all taxes including GST and all other statutory obligations including any fee to be paid to the Civic Authorities.**
4. The successful bidder shall execute an agreement on a non-judicial stamp paper/document of Rs.200/- (Rupees two hundred only) to be supplied by the bidder within 15 days from the date of intimation of acceptance of the Contract Order. Failure on the part of the bidder to execute the agreement within 15 days with NITA will entail cancellation of the Contract Order and forfeiting the Bid Security amount in full without entertaining any correspondence or any reasons whatsoever.
5. The bidder is advised to visit the location/site/NITA and acquaint itself with the operational system. The cost of visiting the site shall be borne by the bidder. It shall be deemed that the bidder has undertaken a visit to the location and is aware of the operational conditions prior to submission of his bid. Prior intimation of the same may be given before such visit.
6. The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the tender document. If found, bid document is liable to be rejected.
7. In case the bidder has any doubt about the meaning of anything contained in the tender document, may be clarified during the Pre-bid meeting.
8. Bids and all accompanying documents shall be in English. In case any accompanying documents are in other languages, it should be accompanied by an English version. The English version shall prevail in matters of interpretation.
9. The bidder shall quote his rates in Indian rupees.
10. Emphasis/Reliance will be given to ability & competence and past record of bidder in providing high quality service.
11. The bidder must be ready to commence service within 15 days of awarding of contract.
12. **Institute has all the rights to modify/alter the conditions without assigning any reasons for the same on mutual consent basis with the contractor.**
13. Conditional bids/offers shall be summarily rejected.
14. A bidder signing the whole bid document must specify whether he/she is signing as
 - a. A sole proprietor of the firm or constituted attorney of such proprietor;
 - b. A partner/ managing partner of a partnership firm. In this case, he/she must have a clear legal authority to sign for the firm.
 - c. Managing Director /Constituted attorney/Authorized signatory, if for a Company.
15. If an individual makes the tender, it shall be signed with his full name and his complete address shall be given. If it is made by partnership firm, it shall be signed by all the partners or the authorized signatory who shall sign his own name and give the name and address of each partner of the firm and attach a copy of 'Power of Attorney' with the tender authorizing him to sign on behalf of the other partners. A certified copy of the 'Registered Partnership Deed' shall also be submitted along with the tender. In case the tender is made by or on behalf of a company incorporated under the Companies Act 1956, it shall be signed by the Managing Director or by one of the Directors duly authorized on his behalf and shall include a copy of the 'Power of Attorney' with the tender. A certified copy of the registered Deed shall also be submitted along with the tender.



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16. The NITA will declare a firm/bidder ineligible either indefinitely or for a specified period of time at the sole discretion of the NITA for the award of contract/participating in the tenders if at any time the NITA determines that he has furnished false information/engaged in corrupt or fraudulent practices. Such information if required will be shared with other institutes of repute.
17. **Forfeiture of EMD/Bid security and Security Deposit:** The EMD/Bid security and Security Deposit shall be forfeited in case of any breach of terms and conditions of the contract.
18. Prior to the expiry of the period of validity of the tender, the NITA will notify the successful bidder in writing that his/her tender has been accepted. On receipt of this letter, the successful bidder will have to enter into the agreement. The cost of the non-judicial stamp paper/document paper shall be borne by the contractor. If the bidder fails to execute the agreement within the specified time, the bid security shall be forfeited to the NITA in full and the tender will be rejected. If as a result of such measures due to the default of the bidder, any loss to the NITA results, the same will be recovered from the bidder by suitable course of action including legal proceedings.
19. **Mode of measurement of work/service:** The service carried out shall be measured as per the unit mentioned in the Price bid.
20. **The minimum rate for per person per day for Girls Hostel Mess Menu, Eastern Mess Menu, Vegetarian Mess Menu & 1st Year Boys Hostel Mess Menu are INR 130/- + Applicable GST. Any rate quoted below this rate shall be summarily rejected.**
The minimum rate for per person per day for Northern Hostel Mess Menu & Southern Hostel Mess Menu is INR 145/- + Applicable GST. Any rate quoted below this rate shall be summarily rejected
****All taxes and duties will be paid extra and such amounts of mandatory/statutory taxes & duties shall be explicitly mentioned in BOQ while submitting bid.**
21. The evaluation of technical bids shall be based upon technical criteria and financial bids upon the financial criteria. The detail is elaborated as follows.
22. A) The experience of the bidder (As per formats), Trade licence, FSSAI Licence, ISO certification etc. and other relevant documents shall constitute the parameters for tech. evaluation.
B) Average annual turnover (As per format), Solvency certificate (As per format), proof of payment of GST (As per format) , proof of Payment of Income Tax (As per format)
Balance sheet detail (as per format) and other relevant documents/information shall be considered for financial bid evaluation. This may please be noted that though minimum price is fixed but that does not mean that lowest price shall be considered. The successful bidder(s) shall be considered as those whose performance in the mentioned criteria in (B) stands well ahead of others.
23. A) Bidder who quoted below the said prefixed minimum standard rate for serving the menu items (Schedule B/Price bid) per person per month will be treated as disqualified and the price bid of said vendor of bidder will be rejected. However the fixed rate per person per month for the menu will remain unchanged but menu items may be changed as per availability of seasonal Veg and Non veg items within the limit of approved no. of items with consultation of hostel mess committee / NITA Hostel committee. Vendor should not repeat vegetable items more than two meals per occasions in a week. Decision of the NITA Authority in this regards is final and binding on bidder.
B) If the situation arises that more than one bidder quote the same rate and agreed to work on the same rate, in that circumstance, NITA authority can decide the total number of vendor/service provider/contractor to retain in the campus.
C) If there is no bidder for any mess, under the exceptional circumstances; NITA authority can offer that particular mess service to the existing bidder in lesser price by selecting out of them.
D) **The rate quoted by the bidder valid for 03 (three) years.** NIT Agartala, reserves the right to increase the contract rate of per person per day (basic rate without tax) after expiry of each



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contract year. The annual hike in rate shall be limited to 50% of hike in DA rate of Govt. of India but subject to a maximum hike of 5% as approved by mess committee under Chief Warden. The hike will be non-cumulative.

E) Apart from basic menu bidder/service provider may open a separate food counter for supply of additional food items / menu on payment basis. Rate chart/cart along with quantity of food items should be displayed at the counter. The rate of the items will be fixed in consultation with the respective Mess committee and Committee of Wardens headed by Chief Warden.

F) Bidder should not sell the standard packed food items more than the MRP rate.

24. The successful bidder shall cater items mentioned in the menu to the students of the NITA Hostels at the rate specified under "Schedule B/Price bid". He/She shall not collect or charge any other amount from the students. Any additional items supplied to the students, other than the specified in Menu, shall be charged separately as decided by the NITA Hostel authority.
25. If any of the particulars provided in the Bid are subsequently found to be untrue or false, the Bidder/contractor shall be liable to be adequately penalized in the manner, the Institute may deem appropriate including termination of the contract itself and/or at the discretion of the Institute, full/partial forfeiture of the contractor's EMD/security deposit.
26. Any effort by a bidder to influence the Institute in the bid evaluation or in any other manner is likely to cause summarily rejection of the bid.
27. The Institute shall have the right to negotiate the financial offers submitted as aforesaid, if the Institute reckons the financial offer inadequately high or unreasonable. The Institute may further negotiate the financial offer submitted on higher side by any bidders vis-à-vis the lowest bid offered by any of the bidders, to enable the Institute to select the service provider which is more economical.
28. As the catering service involves student health, relaxation of prior experience and turnover for the start-ups is not applicable with reference to clause 3 of O.M No.F.20/2/2014-PPD (Pt.).
29. Contractor shall provide light food to the sick students during his/her their sickness period and no extra charge will be paid for the same
30. NITA will Not be Liable for any Medical attention, Injury/ Loss of life of mess or any other Workers engaged by the contractor in the preparation, transportation of food items to dining halls and Other services as per the contract. A suitable Insurance coverage for all Caterers Staff shall be arranged by the Contractor at his/her cost towards compensation of any loss to their workmen as per legal provisions
31. Caterer must supply special dinner/lunch on selected dates during each year without any extra cost. The Caterer is required to provide special items during main festival days without any additional cost
32. Four (4) gala dinners have to be arranged by the caterer per annum. The caterer can charge INR 50/- PER PLATE EXTRA OVER AND ABOVE THE NORMAL RATE FOR SUCH DINNER.
33. The employees of the caterer should wear uniform along with cap, headgear, gloves, mask (in dining area), ID cards (with name), etc.
34. Mess workers and cooks should be healthy and medically fit. The caterer should ensure that all the employees are free from communicable diseases. Medical Certificate to this effect should be available for inspection by the authorities. If any mess worker is found medically unfit, he/she may not be given permission to continue his/her duties and mess contractor has to replace them immediately without fail. All the person employer in the messes should adhere to the hostel rules prescribed for the inmates
35. At any time prior to the due date for submission of bids, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by issuing a corrigendum. All prospective bidders are expected to visit NIT Agartala website (www.nita.ac.in) & CPP Portal (www.eprocure.gov.in) before formulating and submitting their bids to take cognizance of the corrigendum, if any.



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36. NIT Agartala employee and/ or their dependents are not eligible to submit their offer against this tender. Further, a bidder should submit a Near Relative Certificate in this regard as given in Annexure.
37. Staff strength in each category of Mess workers viz. Mess Manager, Supervisors, Cook, Asst. Cook, Servers, Helpers, Cleaners etc. deployed by the caterer should be optimum and finalized in consultation with NIT Agartala. NIT Agartala reserves the right to order additional staff if services are found inadequate. For additional strength of students in any dining hall, minimum staff has to be increased proportionately. Mobile phone numbers of Manager & Supervisors should be displayed in dining hall.
38. **Police verification report of all staff/manpower employed/engaged by the contractor/service provider at any hostel mess at NIT Agartala should be submitted to dean (SW) office within 07 days from the engagement of the staff.**
39. The contractor will not be permitted to use the hostel mess and its infrastructure for any other Commercial activity not relating to NIT Agartala.
40. Notwithstanding anything contained in the terms and conditions, NIT Agartala shall be at liberty to terminate the contract by giving 30 days clear notice without assigning any reason. However, Caterer may terminate his/her contract by giving 60 days clear notice. In this case, caterer will be debarred for participating in further mess tender process of NIT Agartala Hostels for 03 years
41. NIT Agartala will have full powers to impose penalty to caterers for not fulfilling any requirements.
42. The Caterer is required to maintain the Details of all his employees / Mess Workers. This information along with their photographs shall be submitted to the Office in the format that may be prescribed. Criminal antecedents must be verified and Non-conviction certificate of the mess workers to be maintained and submission for verification.
43. All the caterers are strictly advised to pay off all the dues to the local vendors regularly for all the purchases
44. It will be the sole responsibility of the bidder alone, to execute the entire contract on his own. Caterers should not assign or sublet the contract.
45. Purchase preference will be given to MSE firm/company as per MSME Norms, Govt. of India
46. National Institute of Technology, Agartala is following and abide with the Public Procurement (preference to make in India), Order 2017, DIPP, MoCI order No. P-45021/2/2017-B.E.II dated 15th June 2017 and subsequent amendments to the order. Accordingly preference will be given to the Make in India products while evaluating the bids, however, it is the sole responsibility of the bidders to specify the product quoted by them is of Make in India product along with respective documentary evidence as stipulated in the aforesaid order in the technical bid itself.

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SECTION - 3

**General Instruction to the bidder
&
Conditions of Contract**



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GENERAL INSTRUCTIONS TO THE BIDDER (TO BE FOLLOWED MANDATORILY):

1. The work order contract is for providing Cooking and serving services to the students of NITA Hostels/authorized guests of NITA. The decision of the NITA with regard to the quality/performance of job shall be final and binding on the contractor.
2. On accepting the tender, the contractor shall intimate the name(s) of his accredited representative who would be supervising the work and would be responsible for taking instructions for carrying out the job. He shall also furnish the details of workers/ employees engaged by him under this contract. The contractor will not be entitled for any compensation for any loss suffered by him/her on account of delays in commencing or executing the work/service, whatever the cause for such delays may be.
3. The contractor is the employer of all the workers/labourers/employees engaged under this contract and they shall not be treated as employees of the NITA.
4. NIT-Agartala reserves the right to select more than one service provider to run its messes.
5. **Licence fee:** The license fee for utilising the kitchen and mess hall to be paid by the bidder to NITA @ Rs. 2500/- (Rupees two thousand only) per mess.
6. The license fee shall be paid at the "NITA Hostel Account" within 15 days from the date of acceptance of the contract by the contractor.
7. Two qualified/experienced Managers should be engaged dedicatedly for each mess in two shifting duty (6AM-2PM; 2PM-10PM) to supervise all activities like cooking, cleaning, students mess off, mess card arrangement, feedback of students regarding food, Mess worker activity, serving of foods, timing of breakfast, lunch and dinner, etc. These managers will work under the contractor/service provider.
8. Female worker is not allowed in the mess of boys' hostel and Male worker is not allowed in the mess of girls' hostel at any circumstances.
9. Equipment and utensils required for cooking & serving will be under scope of bidder. He/She must ensure the required quantity is purchased and installed in kitchen. Any shortfall/inadequacy if noticed by mess committee needs to be fulfilled by the bidder within 48-72 hours. Cooks should have minimum 5 years' experience.
10. **Two numbers of Water Jugs** (minimum volume: 1 litre) must be kept on each dining table of mess during breakfast, Lunch and Dinner. One service person should be engaged to fill up the empty Water Jug during breakfast, Lunch and Dinner time.
11. **Mode of bill payment:** The contractor shall submit his bills on a monthly basis to the Chief warden, NITA with the counter signature of the Warden or In charge of the hostel for arranging payment. Payment shall be normally made within 30 days from the receipt of bill by means of bank cheque/account transfer. 70% Payment will be made in advance, remaining 30% will be adjusted after submission of Bill by the Contractor from second month onwards.
12. Income tax shall be deducted at source at the rate in force from time to time from the contractor's bill. If the contractor is liable to pay the service tax in connection with this contract, then the contractor shall pay the Service tax directly to the concerned authority and submit the remittance details to the NITA for reimbursement of service tax paid.
13. **Electricity and water consumption charges:** The electricity and water consumption charges shall be paid by the contractor as per the sub-meter reading or as fixed by the NITA Hostels in the case of meter failure, within 10 days from the date of receipt of the bill from the Estate Engineer of the Institute. In case of delayed payment by more than 7 days, the Director/Dean (SW) reserves to take fine at the rate of Rs.50 per day from the due date to date of payment or terminate the contract and adjust the amount payable by the contractor from the security deposit.
14. NIT-Agartala shall provide a list of normal holidays and vacations in each semester to the contractor for assessing and providing the catering service to the hostellers residing during holidays and vacations. Mess will be closed during winter and summer vacation as per academic calendar. Dean (SW)/Director of NIT-Agartala has power to instruct the mess operator to run one/two mess



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during vacation, if it is really required for the students. If the contractor denies following this instruction, appropriate action will be initiated by the NITA authority.

15. Mess timing must be strictly adhered as following:

- a. Breakfast : 7.00AM to 9.00AM
- b. Lunch : 12.00PM to 2.00PM
- c. Evening Tea : 05.30 PM to 6.30 PM
- d. Dinner : 7.30PM to 9.00PM

16. Food may not be served before or after the prescribed timing. Sometimes Hostel Authority asks for time alteration for students program that is to be followed by the mess contractor without fail.

17. Students will enrol their names in a particular mess for one semester. Students are allowed to change the mess in every next semester based on their choice. This condition is not applicable for First Year Boys' Mess and Girls' Hostel Mess.

18. Separate counter for Veg. and Non-Veg. food items along with separate enclosure for utensils to be provided in Girls Hostel mess.

19. Students may not avail the mess services at their choice up to 08 days (maximum) in a calendar month.

20. Hostel mess service provider should install CCTV Camera in all the messes.

21. Hostel mess service should not use plastic and aluminium utensils for cooking/ serving.

22. The bidder should submit the minimum staff structure required as Cook, Helper, Service Person, Cleaner etc. in each mess to run the hostel mess as per the mess timing.

23. The bidder will make necessary arrangements for accommodating and transporting all manpower deployed by him/her to ensure timely mess operation to serve meals. Only essential manpower for breakfast service may be allowed in mess blocks on rental basis on approval. The rent may be decided by Dean (P&D)/Dean (SW) on case to case in consultation with the Director, NITA

24. The contractor shall ensure that cooked and uncooked food is stored properly and no stale food is served. In case of any food poisoning, the contractor shall be held solely responsible and will be penalized beside legal action.

25. The raw material used for cooking can be checked by NITA officials/Mess committee at any time and if substandard/unauthorized material is found, the contractor shall be penalized at the discretion of NITA and contractor shall have to abide by it.

26. The workmen employed by the contractor shall be directly supervised and controlled by the contractor, and shall have no relation whatsoever with National Institute of Technology, Agartala. NIT-Agartala shall have no power to control or supervise such workmen or to take any action against them except as permissible under law. Such workmen shall also not have any claim against NIT-Agartala for service or regularization of service by virtue of being employed at NIT-Agartala against any temporary or permanent post at NIT-Agartala.

27. The contractor shall submit to NITA a list of all workers engaged to carry out the contract work, indicating name, age, home address, qualifications, etc. and would also intimate as and when any change take place. The contractor should provide complete details of the worker and police verification report of each employee.

28. The contractor/service provider shall not engage any child labour to carry out the work under this contract.

29. All the workers engaged by the contractor for carrying out tasks under this contract, shall be deemed to be the employees of the contractor only. The contractor shall be solely responsible for their conduct, wages, fringe benefits, conduct, duty roster, leave records, relievers etc. The contractor shall also provide its Workers photo-identity cards which shall be checked by NITA as and when necessary.

30. It is compulsory for the Mess Contractor to take the following hygiene and cleaning measures: (a) Cleaning of the kitchen area twice a day including the store room, (b) Soaking the vessels with hot water at the end of the day, (c) Crockery to be washed with hot water using detergent, (d) Proper cleaning of refrigerators, and water coolers, once a week, (e) Periodic spraying of Insecticides, (f)



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Cleaning the dining tables with detergent and water after breakfast, lunch and dinner of every day.
(g) Thorough cleaning of wash basins and wash room with detergent at every day. The bidder must use cleaning reagents which are FSSAI compliant.

31. The catering staff engaged by the Contractor shall: (a) Show professional courteous behavior at all times, (b) Staff must wear neat and clean uniform, aprons, gloves etc. (c) Catering staff cannot smoke bidis, cigarettes or take alcoholic drinks on the campus and nor they are allowed to chew pan, gutkha, tobacco items.
32. As regards quality or materials and preparation, the contractor shall ensure that: (a) Food ingredients, additives and materials must be of best quality available in the market, (b) Vegetables, bread, fruits, chicken and other such perishable items should be purchase fresh from the market on daily basis, (c) Contractor shall take meticulous care to provide clean and quality food in all preparations, (d) The menu decided by the NIT-Agartala Authority/mess committee should be invariably followed. The committee members shall have free access to inspect the kitchen; service counters and dining hall at any time on any working day and (e) Waste and garbage disposal should be done properly in a proper place on regular basis.
33. The contractor is not allowed to utilize the NIT-Agartala campus premises and facilities of the Institute to serve other client, other than NIT-Agartala students, faculties, staff and authorized visitors of NIT-Agartala.
34. If the contractor fails to serve food for Hostel students on any day without prior permission of NIT-Agartala Authority, in such position authority will make such alternative arrangements and the cost incurred on such arrangement shall be recovered with huge penalty and further disciplinary action may be initiated against that contractor.
35. The contractor should undertake that any act of omission or commission including theft, by his staff shall be his sole responsibilities and further that he/she would compensate the Institute immediately, any loss or damage or theft occurring on account of his staff individually or collectively.
36. Hostel Authority of NITA/Member of Mess Committee will have the right to enter the Mess/Kitchen/Store at any time for inspection and quality check without any prior notice.
37. The contractor shall not remove any fixtures of the building including water supply, sanitary and electrical fittings or any property of NITA. If any damages are caused, the cost towards making good the damage will be borne by the contractor or the amount may be recovered from the contractor by any means along with issuing a memo mentioning the black list vendor for NIT-Agartala.
38. All electrical fittings and water supply fittings will be furnished by the Institute at the time of handing over the Mess. All other subsequent replacements of fittings such as tube lights, bulbs and other electrical fittings, taps, gate valves and other water supply fittings shall be made by the contractor at his own cost.
39. The contractor, at his/her own cost shall install any extra fittings other than that furnished by NIT-Agartala after obtaining the written approval of the NITA.
40. The contractor shall at his/her own cost regularly clean kitchen premises/ Dining area/ Sewer line of Kitchen/Bathroom adjacent to kitchen/Wash basin area etc.
41. The contractor shall vacate the Mess and its premises in good condition immediately after the expiry of the contract agreement. In case of failure to this, the contractor is liable to pay damages for use and occupation of the premises at the rate of five times the license fee for the first three months and ten times the licence fee thereafter till he vacates the premises. At the same time, legal action shall also be initiated by the NIT-Agartala to evict the contractor.
42. The contractor shall give an acknowledgement for the materials handed over from NIT-Agartala. All such materials shall be returned in same/good/running condition to the NIT-Agartala while vacating the Mess.



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43. The possession of the premises occupied by the contractor under this agreement shall continue with the Institute/NITA Hostels and the permission given under this agreement is only to occupy and use the premises for the purpose for which this agreement is made.
44. If required tiffin system as per orders will also be requested to be provided by the bidder.
45. If required bidder must be ready to run a night canteens as per request received from the mess committee with the approval of NITA authority.
46. The service provider shall arrange for cooking and serving of Vegetarian and Non Vegetarian food items separately **and it is a must**. In no case, the Vegetarian food items shall be cooked at the same place nor will be mingled with the Non-Vegetarian food items being cooked and served. The violation of this clause shall be discretion. The penalty and/or fine imposed by the institute in this regard shall not be subject to question under any circumstance, whatsoever.
47. Contractor will have to install sufficient number of “**FLY CATCHER MACHINE**” in mess and cafeteria at their own cost. If not installed after commencement of service by 30 days, NIT-Agartala hostel authority can impose penalty with immediate effect. Further NITA may install the machine and amount will be recovered from the vendor.
48. Ready Stock of Dry Food Items should be made advance for next 15 days and Ready Stock of Vegetables should be made for next three days without fail. If this is not followed/maintained by the contractor/mess operator, Authority of NIT Agartala has right to terminate the contract with immediate effect.
49. The contractor will be responsible for efficient disposal of waste generated out of kitchen, cleaning of kitchen and bathrooms.

50. Penalties for violation or rules, terms and conditions:

As and when Hostel Authority proposes a fine, they will inform the representative of the Contractor, and the fine will be imposed by the Institute on recommendation of Dean (SW)/Director of NIT-Agartala. The Contractor shall be fined for not adhering to the agreed terms as per the following rules:

- i. A penalty of Rs. 2000/- will be imposed for the following cases:
 - a) Each instance of generating a bill for any illegal transaction b) Each instance of complaint of an insect/foreign object cooked along with food or found in food c) improper cooking of food item d) no availability of foods within mess timings and waiting time is more than 15 minutes for lunch or dinner, and 10 minutes for breakfast or tea & snacks e) any violation of Green Office directives (related to act of harming the eco-friendly drive at the Institute)
- ii. A penalty of Rs. 5000/- will be imposed for the following cases:
 - a) Non-availability of complaint register on the counter/discouraging students from registering complaints b) three or more complaints within a two-week period of insects and/or foreign object cooked along with food or found in any food item c) each instance of complaint of a foreign object that is deemed dangerous/unhygienic/unadulterated by the Hostel Authority d) three or more complaints of unclean utensils/hygiene failure in within a two-week period e) changes in menu of any meal without permission of Hostel Authority f) each instance of unprofessional behavior (lack of personal hygiene of staff g) consumption of prohibited substances h) spitting of gutkha /pan masala etc i) misbehavior by workers j) unclean utensils etc. as inspected by the Hostel Authority, etc. k) any instance of mixing of Veg and Non-Veg food either during preparation or serving or with respect to the utensils l) any improper disposal or dumping of waste including dumping solid waste in drains m) misuse of any part of mess premises by mess staff, n)not maintaining Mess Card System / Biometric attendance of the students on regular basis and negligence by worker etc., o) absence of proprietor or his representative empowered to take decision from meetings of Hostel Authority on due invitation (which will be held approximately once every month).



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- iii. A Penalty of Rs. 10,000 will be imposed for the following cases :
- Using of brands not mentioned in the contract without prior permission and/or adulteration shall invoke a hefty fine beyond the limit of any fine mentioned above and decided by the Hostel Authority.
 - Any failure/delay in remitting the monthly Infrastructural/Convenience Charges by the due date would attract the penalty with high rate of interest as decided by the Dean (SW)/Director.
- iv. For any rules stated in the agreement: a) First violation of the rule implies fine as per the rule. However, in exceptional cases where the nature of violation is of serious nature, the Hostel Authority may propose higher fines than those indicated above b) In subsequent cases the fine will be calculated at $n \times$ amount, where n = Instance of default c) If any of the above rules are violated 10 times within one quarter (taken as a total) the Contractor would be liable for automatic disqualification, and the contract may be terminated. However, this is not the only criteria for termination. The Institute reserves the right to terminate the contract at any time, considering the frequency and seriousness of the violations.

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SECTION – 4

MINIMUM CLAUSES OF CONTRACT



CLAUSES OF CONTRACT

1. **CONTRACTOR IS THE EMPLOYER OF ALL WORKERS ENGAGED BY HIM:**

All statutory payments in connection with the employment of the Workmen under this contract shall be borne by the Contractor. The contractor is the employer of all the workers engaged under this contract and they shall not be treated as employees of the NITA.

The contractor should take all required registrations and pay premiums correctly to labour welfare funds; ESI; EPF etc introduced / instituted by the Union Government and Government of Tripura from time to time.

2. **PERIOD OF VALIDITY OF TENDER**

The tender shall remain valid for acceptance for a period of 180 days from the date of opening of the tenders. If any tenderer withdraws his tender before the said period or makes any modifications in terms and conditions of the tender, then the NITA has the liberty to forfeit the Earnest Money Deposit.

3. **DISBURSEMENT OF PAYMENT:**

The wages to the workers engaged under this contract shall be disbursed only in the presence of the NITA authorities. In no case, the wage will be less than the Minimum wage declared by the Central Government from time to time.

4. **SUB-LETTING:**

No part of the contract shall be sublet without the written permission of the "NITA" nor shall transfers be made by "Power of Attorney" authorizing others to carry out the work.

5. **ASSIGNMENT:**

The Contractor shall not assign the contract or any part thereof or any benefit or interest therein or thereunder without the written permission of the NITA.

6. **SUB-CONTRACTING:**

The Contractor shall not sub-contract any part of the Work without the written consent of the "NITA" and such consent, if given, shall not relieve the Contractor from any liability or obligation under the contract and the Contractor shall be responsible for all the acts, defaults and neglects of the sub-contractor, his agents, employees or workmen fully as if they were the acts, defaults or neglects of the Contractor or his agents, servants or workmen.

7. **DURATION OF CONTRACT:**

The contract will be for a period of (1+1+1) years. NIT-Agartala reserves the right to select more than one vendor/contractor/service provider to run its messes. NIT-Agartala also reserves the right to stop the mess service at any moment with 7 days' notice period in any particular mess of NITA during the contract period depending on requirement of the Institute and/or performance of the vendor/contractor/service provider.

8. **INSURANCE:**

The successful contractor shall take out Contractor's All Risk (CAR) insurance policy and a copy of the policy shall be deposited with the NITA as per the rules in force.

9. **INDEMNITY BOND:**

The Contractor shall indemnify the NITA against all claims for loss or damages or compensation due to the negligence of the Contractor in performing his responsibilities and duties and that may be made by his employees or users or third parties.

The Contractor shall indemnify against all losses and claims for injuries, death or damages to any person or property whatsoever which may arise out of or in consequence of the contractor's work and against all claims, demands, proceedings, damages, costs, charges, expenses, whatsoever in respect thereof in relation thereto.



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10. GENERAL OBLIGATIONS AND CONDITIONS

The contractor shall be deemed to have satisfied himself before tendering as to the correctness of his offer for the service and the terms and conditions of the contract.

11. REMOVAL OF WORKMEN:

The "NITA" shall be at liberty to object to and require the Contractor to remove forthwith from the work any person employed by the Contractor in or about the operation or maintenance of the Work who in the opinion of the "NITA" misconducts himself or is incompetent or negligent in the proper performance of his duties or whose employment is otherwise considered by the "NITA" to be undesirable and such person shall be replaced by the Contractor without delay by a competent substitute approved by the "NITA".

12. COMMUNICATIONS TO BE IN WRITING:

All references, communications, correspondences made by the "NITA"/ the NITA's representative or the Contractor in connection with the Work shall be in writing and no reference, communication, or complaint which is not in writing, shall be entertained.

13. USE OF PREMISES:

The Contractor shall not occupy any land, building belonging to or in the possession of the "NITA" without prior approval of the NITA.

14. LABOUR; LABOUR RULES:

In respect of all labour (directly or indirectly) employed by the Contractor, the Contractor shall comply with the provisions of the Contract labour (Regulation and Abolition) Act 1970, Contract Labour (Regulation and Abolition) Rules 1971, Child Labour (Prohibition and Regulation) Act, Minimum Wages Act - 1948, Payments of Wages Act 1936, Payment of Bonus Act 1965, Payment of Gratuity Act 1972 and any amendments thereof and all legislation and rules of the State and/or Central Government or other local authorities, framed from time to time, governing the protection of health, sanitary arrangements, wages, welfare and safety for labour employed on Work and for bonus, EPF retirement benefits, retrenchment / lay off, compensation etc. The rules and the other statutory obligations with regard to minimum wages, welfare and safety measures, maintenance of register etc. will be deemed to be part of the Contract. Violation of any of these shall be deemed as violation of the clause / clauses of this contract.

15. DETAILS OF PAYMENT MADE TO BE SUBMITTED:

The contractor shall submit to the NITA every succeeding month, the details of salary of previous month given to his/her employees with copy of salary slip, details of cheque given towards salary, EPF, ESI, bonus etc. or the copy of the receipt obtained from the staff, as per the Labour Act / Labour Rules, for the NITA record purpose. In no case, the wage given shall be less than the minimum wage prescribed by the Central Government from time to time.

Failure to comply with this, the agreement is liable for termination without any notice.

16. DETAILS OF SERVICE TAX PAID TO BE SUBMITTED:

The contractor shall submit to the NITA every succeeding month or every succeeding quarter – as the case may be - the details of service tax of previous month / previous quarter claimed under this contract and remitted to the concerned department. In the event of failure of submission of these details, the service tax claimed shall not be passed for payment, which shall be claimed separately by the contractor for reimbursement duly giving the details of the remittance of the same at the concerned office.

17. REPORTING ACCIDENT.

The Contractor shall be responsible for the safety of all employees and/or Workers employed or engaged by him/her and shall forthwith report all cases of accidents to any of them, howsoever caused and whenever occurring, to the "NITA" and shall make every arrangement to render all possible assistance and aid to the victims of the accident.



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18. ACCIDENT OR INJURY TO THE EMPLOYEES OF THE CONTRACTOR.

The "NITA" shall not be liable for any damages or compensation payable in consequence of any accident or injury or death either due to the negligence of the contractor or otherwise in performance of his responsibilities.

19. PRESERVATION OF PEACE:

The Contractor shall take requisite precautions to prevent any riotous or unlawful behavior by or amongst his workmen and/or others, for the preservation of peace and protection of the inhabitants and security of property.

20. TERMINATION OF CONTRACT:

The Contract can be terminated by giving **One month** prior notice on either side. But prior notice is not required for termination of contract if the contractor violates any of the terms and conditions of the agreement.

21. The contractor shall give an acknowledgment for the materials handed over to him from the NITA. All such materials shall be returned in good working condition on completion of the contract period.

22. STATUTORY REQUIREMENTS:

In case by virtue of the provisions of the Contract Labour (Regulation and Abolition) Act, 1970; Contract Labour (Regulation and Abolition) Central Rules, 1971; Minimum Wages Act – 1948; Payments of Wages Act 1936; Child Labour (Prohibition and Regulation) Act, Payment of Bonus Act 1965; Payment of Gratuity Act 1972; Employees' Provident Funds and Miscellaneous Provisions Act – 1952 and Amendment Act 1988; Employees State Insurance Act – 1948 and Amendment Act – 1989 & 2010; related Rules framed under these Acts; other Statutory obligations on the part of the contractor, NITA is obliged or made to pay or happens to pay any amount or wages to workers / staff employed by the contractor in execution of the work, or to incur any expenditure in providing welfare and health amenities required to be provided under the above said Act, or under the Rules framed by Government from time to time for the protection of health and sanitary arrangements for workers employed by the contractor, then the NITA will recover from the contractor the amount of wages so paid or the amount of expenditure so incurred from the security deposited of the contractor.

Without prejudice to the right of the NITA under sub-section (2) of Section 20, and sub-section (4) of Section 21 of the Contract Labour (Regulation and Abolition) Act, 1970, NITA shall be at liberty to recover such amount or any part thereof by deducting it from the security deposit or from any sum due by the NITA to the contractor whether under this contract or otherwise. The NITA shall not be bound to contest any claim made against it under sub-section (1) of Section 20, sub-section (4) of Section 21, of the said Act, except on the written request of the contractor and upon his giving to the NITA full security for all costs for which NITA might become liable in contesting such claim.

The contractor shall abide by and comply with all relevant laws and statutory requirements covered under Labour (R&A) Act, Minimum wages Act, EPF, ESI etc. It shall be the responsibility of the contractor to provide the details of manpower engaged by him to the NITA as well as to the Labour Department.

SETTLEMENT OF DISPUTES / ARBITRATION:

Clause-1: If any dispute arises between the parties, in connection with contract/agreement, it shall be decided by the competent authority/his nominee of NITA for hearing the parties. Failing which, matter may be decided as per provision of "Arbitration and conciliation act 1996" as amended upto date.

Clause-2: All the disputes in connection with contract/agreement shall be decided, if any in the courts of Agartala only.



23. LABOUR LICENCE:

The contractor shall obtain a valid licence from the Assistant labour Commissioner (C) under the Contract Labour (Regulation & Abolition) Act 1970, and the Contract Labour (Regulation and Abolition) Central Rules 1971, before the commencement of the service work, and continue to have a valid license until the completion of the contract.

The contractor shall also abide by the provisions of the Child Labour (Prohibition and Regulation) Act, 1986.

Any failure to fulfill this requirement shall attract the penal provisions of this contract including termination of contract.

24. LIQUIDATED DAMAGES AND PENALTY:

In case of any default of terms & conditions of contract, the contractor shall be liable to pay liquidated damages at the rate of Rs. **5,000 per day (Rupees Five thousand only)**. The liquidated damages shall be recovered by the NITA out of the amounts, payable to the Contractor or from the security deposits if not paid by the contractor. The liquidated damage so collected is not refundable.

25. FORCE MAJEURE:

Any delay in or failure of the performance of either part hereto shall not constitute default hereunder or give rise to any claims for damage, if any, to the extent such delays or failure of performance is caused by chance or expropriation or confiscation of facilities by Government authorities, acts of war, rebellion, sabotage or fires, floods, explosions, riots, or strikes. The Contractor shall keep records of the circumstances referred to above and bring these to the notice of the NITA in writing immediately on such occurrences.

Registrar

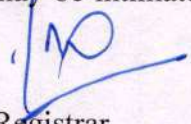
National Institute of Technology
Agartala – 799 046, Tripura



SECTION – 5
SCOPE OF WORK

CONTRACTOR'S SCOPE OF WORK:

1. The contractor shall procure the required items, prepare the food as listed in the Price bid and serve to the students / inmates of NITA Hostels and Institute guests.
2. The contractor shall obtain necessary permission from the City Corporation for running the mess. Necessary fee to be paid to the City Corporation shall be borne by the contractor.
3. The contractor shall be responsible for enforcing / maintenance of discipline among the workers employed by him.
4. The contractor shall ensure that all the instructions of the NITA are strictly followed and there shall be no lapse of any kind.
5. The wages to the workers engaged by the contractor under this contract shall be paid in the presence of the NITA authorities.
6. No alcoholic drinks / statutorily banned items shall be consumed by the employees of the Contractor during duty hours nor they shall be under alcoholic influence.
7. Contractor shall obtain a License from the Assistant Labour Commissioner (Central), Agartala before the commencement of the contract work and keep it in currency throughout the contract period.
8. No structural additions or alteration shall be made without the approval of the Institute /NITA Hostel.
9. The kitchen, mess hall and the premises shall be kept clean, tidy and shall be maintained in good hygienic condition.
10. All left-out food / food residue / solid waste shall be disposed off by the contractor himself / herself as per norms specified by the civic authorities.
11. The Mess / Kitchen shall be kept open as per the timings and periods fixed by the NITA Hostels and shall provide the mess facilities continuously without any break.
12. Kitchen, Dining Hall, Dining Tables etc. may be provided by the Institute with minimum required infrastructural facilities. The Contractor should be solely responsible for the arrangement of Commercial L.P.G. Cylinder with burners, kitchen equipment's, cooking and service utensils, cutlery & crockery etc. at their own arrangement.
13. The contractor shall give an acknowledgement for the materials handed over to him / her by NITA Hostels. All such materials shall be returned in good condition to the NITA Hostels while vacating the Mess.
14. The contractor shall serve the items mentioned in the menu. He may serve additional items, only after obtaining permission from the NITA Hostels. The **QUALITY** of the items served shall be good and hygienic. Shall there be any complaint regarding the quality, and then it shall be immediately attended to. Failure to maintain good quality even after being informed by the authorities may lead to termination of the contract with / without one month's notice.
15. The contractor may be required to serve food items during official functions of the Institute, on demand, as per the rates approved by the Institute.
16. Outside customers shall not be entertained in the mess. Institute guests / guests of student are permitted to take food at the mess. Name and address of the guest of student may be intimated to the Hostel Warden immediately before serving the dish.


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SECTION – 6

FORMAT OF AGREEMENT/INDEMNITY/UNDERTAKING AND BOND



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(To be signed by the bidder and same signatory competent / authorized to sign the relevant contract on behalf of NIT, Agartala).

INTEGRITY AGREEMENT

This Integrity Agreement is made at Agartala on this day of20

BETWEEN

The Registrar, NIT, Agartala on behalf of National Institute of Technology Agartala (Hereinafter referred as the '**Principal / Owner**', which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

AND

.....
.....

(Name and Address of the Individual / firm / Company)

Through (Hereinafter to as the
"Bidder/Contractor" and which

(Details of duly authorized signatory)

Expression shall unless repugnant to the meaning or context hereof include its succession and permitted assigns)

Preamble

WHEREAS THE Principal / Owner has floated the Tender (NIT No.) (Hereinafter referred to as "Tender/Bid") and intends to award, under laid down organizational procedure, contract for
.....
.....

(Name of work)

Hereinafter referred to as the "**Contract for Catering Services for Hostels of NITA**".

AND WHEREAS the Principal/Owner values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder(s) / Contractor(s).

AND WHEREAS to meet the purpose as aforesaid both the parties have agreed to enter into this Integrity Agreement (hereinafter referred to as "**Integrity Pact**" or "**Pact**"), the terms and conditions of which shall also be read as integral part and parcel of the Tender/Bid documents and Contract between the parties.

NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this witnesses as under:



Article 1: Commitment of the Principal / Owner

- i. The Principal /Owner commits itself to take all measures necessary to prevent corruption and to observe the following principles:
 - (a) No employee of the Principal / Owner, personally or through any of his / her family members, will in connection with the Tender, or the execution of the Contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
 - (b) The Principal / Owner will, during the Tender process, treat all Bidder(s) / Contractor(s) with equity and reason. The Principal / Owner will, in particular, before and during the Tender process, provide to all Bidder(s) / Contractor(s) the same information and will not provide to any Bidder(s) / Contractor(s) confidential / additional information through which the Bidder(s) / Contractor(s) could obtain an advantage in relation to the Tender process or the Contract execution.
 - (c) The Principal /Owner shall endeavour to exclude from the Tender process any person, whose conduct in the past has been of biased nature.
- ii. If the Principal / Owner obtains information on the conduct of any of its employee that he / she is involved in a criminal offence under the Indian Penal code (IPC) / Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Principal /Owner will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

Article 2: Commitment of the Bidder(s) / Contractor(s)

- 1) It is required that each Bidder / Contractor (including their respective officers, employees and agents) adhere to the highest ethical standards, and report to the Government / Department all suspected acts of **fraud or corruption or Coercion or Collusion** of which it has knowledge or becomes aware, during the tendering process and through the negotiation or award of a contract.
- 2) The Bidders(s) / Contractor(s) commit himself / themselves to take measures necessary to prevent corruption. He /They commits/commit himself/themselves to observe the following principles during his/their participation in the Tender process and during the Contract execution:
 - a) The Bidders(s)/Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal/Owner's employees involved in the Tender process or execution of the Contract or to any third person any material or other benefit which he / she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Tender process or during the execution of the Contract.
 - b) The Bidders(s)/Contractor(s) will not enter with other Bidders(s) / Contractor(s) in to any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.



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- c) The Bidders(s) / Contractor(s) will not commit any offence under the relevant IPC / PC Act. Further the Bidders(s) / Contractor(s) will not use improperly, (for the purpose of competition or personal gain), or pass on to others, any information or documents provided by the Principal / Owner as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
 - d) The Bidders(s) / Contractor(s) will, when presenting his/their bid, disclose (with each tender as per proforma enclosed) any and all payments he/they has/have made, is/are committed to or intends/intend to make to agents, brokers or any other intermediaries in connection with the award of the Contract.
- iii. The Bidders(s) / Contractor(s) will not, instigate third persons to commit offences outlined above or be an accessory to such offences.
- iv. The Bidders(s) / Contractor(s) will not, directly or through any other person or firm indulge in fraudulent practice / **means, a wilful misrepresentation or omission of facts or submission of fake / forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and / or to influence the procurement process to the detriment of the Government interests.**
- v. The Bidders(s) / Contractor(s) will not, directly or through any other person or firm use Coercive practices (which means the act of obtaining something, compelling an action or influencing a decision through intimidation, there or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/her reputation or property to influence their participation in the tendering process).

Article 3: Consequences of Breach of Agreement.

Without prejudice to any rights that may be available to the Competent Authority of NITA under law or the Contract or its established policies and laid down procedures, the Competent Authority of NITA shall have the following rights in case of breach of this Integrity Agreement by the Bidders(s) / Contractor(s) and the Bidders / Contractors accept and undertake to respect and uphold the Competent Authority of NITA's absolute right:

- 1) If the Bidders(s) / Contractor(s), either before the award or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliability or credibility in question, the Competent Authority of NITA after giving 14 days' notice to the contractor shall have powers to disqualify the Bidders(s) / Contractor(s) from the Tender process or terminate / determinate the Contract, if already executed or exclude the Bidders / Contractor from future contract award processes as the case may be. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Competent Authority of NITA. **Such exclusion may be forever or for a limited period as decided by the Competent Authority of NITA.**



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- 2) **Forfeiture of EMD / Security Deposit:** If the Competent Authority of NITA has disqualified the Bidders(s) from the tender process prior to the award of the Contract or terminate / determine the Contract or has accrued the right to terminate / determine the Contract according to Article 3(1), the Competent Authority of NITA apart from exercising any legal rights that may have accrued to the Competent Authority of NITA, may in its considered opinion forfeit the entire amount of Earnest Money Deposit and Security Deposit of the Bidders / Contractors.
- 3) **Criminal Liability:** If the Competent Authority of NITA obtains knowledge of conduct of a Bidder or Contractor, or of an employee or a representative or an associate of a Bidder or Contractor which constitutes corruption within the meaning of Indian Penal code (IPC) / Prevention of Corruption Act, or if the Competent Authority of NITA has substantive suspicion in this regard, the Competent Authority of NITA will inform the same to law enforcing agencies for further investigation.

Article 4: Previous Transgression

- 1) The Bidder declares that no previous transgressions occurred in the last 5 years with any other Company in any country conforming to the anticorruption approach or with Central Government or State Government or any other Central / State Public Enterprises in India that could justify his exclusion from the Tender process.
- 2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the Tender process or action can be taken for banning of business dealings / blacklisting of the Bidder / Contractor as deemed fit by the Principal / Owner.
- 3) If the Bidder / Contractor can prove that he/she has restored / recouped the damage caused by him/her and has installed a suitable corruption prevention system, the Competent Authority of NITA may, at its own discretion, revoke the exclusion prematurely.

Article: 5 Equal Treatment of all Bidders / Contractors / Subcontractors

- 1) The Bidders(s)/Contractor(s) should undertake to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidders/Contractor shall, however, be responsible for any violation(s) of the principles laid down in this agreement/Pact by any of its Sub-contractors/sub-vendors.
- 2) The Competent Authority of NITA will enter into pacts on identical terms as this one with all Bidders and Contractors.
- 3) The Competent Authority of NITA will disqualify Bidders, who do not submit, the duly signed pact between the Competent Authority of NITA and the bidder/contractor, along with the Tender or violate its provisions at any stage of the Tender process, from the Tender process.

Article 6: Duration of the Pact

This Agreement originates when both the parties have legally signed it. It expires for the Contractor/Vendor after the completion of work under the contract or till the continuation of defect liability period, whichever is more and applicable to all other bidders, till the Contract has been awarded.



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If any claim is made / lodged during the time, the same shall be binding and continue to be valid despite the lapse of this agreement as specified above, unless it is discharged/determined by the Competent Authority of NIT, Agartala.

Article 7: Other Provisions

- 1) This Agreement is subject to Indian Law, place of performance and jurisdiction is the official **Headquarters** of the Principal/Owner, who has floated the Tender.
- 2) Changes and supplements need to be made in writing. Side agreements have not been made.
- 3) If the Contractor/bidder is a partnership or a consortium, this Agreement must be signed by all the partners or by one or more partners holding power of attorney signed by all parents and consortium members. In case of a Company, the Pact must be signed by a representative duly authorized by board resolution.
- 4) Should one or several provisions of this Agreement turn out to be invalid; the remainder of this Agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- 5) Any dispute or difference arising between the parties with regard to the terms and conditions of this Integrity Agreement, any decision taken by the Owner / Principal in accordance with this **Integrity Agreement or interpretation thereof shall final.**
- 6) Any dispute or difference arising between the parties, after awarding this contract, should be attempted to resolve mutually between the Owner / Principal and Contractor/Bidder failing which jurisdiction of High Court of Tripura shall be applicable.

Article 8: LEGAL AND PRIOR RIGHTS

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract / or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies as aforesaid. For the sake of brevity, both the Parties agree that this Integrity Agreement will have precedence over the Tender/Contract documents with regard to any of the provisions covered under this Integrity Agreement.

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses:

.....
(For and on behalf of Principal/Owner)

.....
(For and on behalf of bidder/ contractor)

WITNESSES:

1.
(Signature, name and address)

2.
(Signature, name and address)

Place: Agartala.

Date:



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FORMAT OF AGREEMENT

AGREEMENT FOR PROVIDING OF CATERING SERVICE AT

HOSTEL

THIS AGREEMENT is made on the -----day----- by and between NIT, Agartala, represented by the Registrar, hereinafter called the “NITA” of the ONE PART (The expression “NITA” shall include his successors, assigns or transferees)

And

(Name and address of the agency) represented by -----, hereinafter called the contractor/ agency which expression shall, unless excluded by or repugnant to the context, be deemed to include his successors, heirs, executors, administrators, representatives of the OTHER PART.

Whereas the NITA has called tenders for the services of running the mess at --- vide Notice Inviting Tender No. ----- dated ----. Among several agencies who have offered their tender, the NITA found the tender offered by ----- (Name of the agency) is acceptable and hence decided to grant the contract to them vide Letter of Intent No.----- dated-----.

Whereas ----- (Name of the agency) has accepted the award of contract.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement, words and expression shall have the same meanings as are respectively assigned to them in the tender document.
2. The following documents shall be deemed to form and be read and construed as part of this agreement, namely
 - (i) Notice inviting Tender No. ----- dated ----.
 - (ii) Tender document containing --- pages.
 - (iii) Letter of Intent No. -----
 - (iv) Work order
 - (v) All future correspondences between the parties
3. In consideration of the payments to be made by the NITA, the contractor hereby covenants with the NITA and execute the services of running the mess at ---- with effect from the date of this agreement.
4. That the Contractor hereby agrees to adhere to all related statutory requirements/ related Acts & Rules and statutory provisions in employing personnel required under this contract.
5. The NITA hereby covenants to pay the contractor in consideration of the services rendered by the contractor, the amount specified in the tender document/ price bid as accepted in the letter of intent.

IN WITNESS WHEREOF the parties hereto have signed the agreement the date and year first above mentioned.

Contractor

NITA

Witness:



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Letter of Transmittal cum undertaking

From:

Name of the bidder :

Address :

To:

The Registrar,
NIT Agartala,
Jirania, West Tripura.
Pin No. – 7990 46.

Sir,

Sub.: Tender for providing catering services at NITA hostel

Having examined and understood the details given in the Notice inviting tender and the tender document for the above service, I / we hereby submit our tender with the following declaration:

1. I / we hereby declare that all the statements made by me / us in my / our bid document are true and correct to the best of my/our knowledge and belief.
2. I / we declare that before signing this bid, I / we have read out and fully understood all the terms and conditions, instructions contained therein and undertake myself / ourselves to abide by the said terms and conditions.
3. I / we also agree that the NITA can approach individuals, departments, employees or firms to verify our competence and general reputation.
4. I / we agree that the Bid security (EMD) furnished along with my / our tender is liable for forfeiture in case of any default.
5. I / we agree that the price bid quoted by me / us is valid for 90 days from the date of opening of the bids. I / we further agree that I / we will not make any change in our price / financial bid after its submission or withdraw the same.
6. I / we declare that we have considered all related Acts and Rules framed there-under such as Minimum Wages Act and its amendments; Contract Labour (R&A) – Act and its amendments; and other statutory obligations / provisions such as Payments of Wages Act 1936; Payment of Bonus Act 1965; Payment of Gratuity Act 1972; Employees' Provident Funds and Miscellaneous Provisions Act – 1952 and Amendment Act 1988; Employees State Insurance Act – 1948 and Amendment Act – 1989 & 2010 while deriving our financial quote. I / we further declare that I / we abide by the said Acts and Rules.
7. I / we declare that the wages to the workers engaged under this contract shall be disbursed duly adhering to related Labour Acts and the wages shall not be below the Minimum wages.
8. We will abide by the Child Labour (Prohibition and Regulation) Act while employing the labor/ workers.

Signature of Authorized signatory.

Date:



Special conditions regarding contractor's obligations under Employees' Provident Fund (EPF) and Employees' State Insurance (ESI) Acts.

The contractor must comply with all his obligations under EPF and ESI Acts and Rules. The contractor shall indemnify the Institute of any recovery against non-compliance with the EPF and ESI Acts and Rules.

Indemnity by the contractor:

“I / We hereby indemnify the National Institute of Technology Agartala (represented by its Chief Warden) that in case of any notice served by the EPF and/ or ESI authorities to the Institute towards recovery of EPF and / or ESI due from me / us in connection with this contract, I / we agree that the NITA is free to recover such many as decided by the NITA from my bills or any money due to me from the NITA”.

In case, notice is received by the NITA for non-compliance and / or non-payment of EPF and / or ESI contribution from the contractor, the same shall be deducted from any money due to the contractor.

Seal and signature of the contractor



FORMAT OF INDEMNITY BOND

(TO BE NOTORISED ON A STAMP PAPER OF APPROPRIATE VALUE)

Name of the service: Providing of Catering Services at NITA hostel

KNOW all men by these presents that M/s ----- (name and address of the agency) do hereby execute Indemnity bond in favour of NIT, Agartala, West Tripura – 799046 on this ----- day of -----

THIS DEED WITNESSETH as follows:

We (Name and address of the contractor) do hereby indemnify and save harmless NIT, Agartala, West Tripura – 799046 from:

1. Any third party claims, civil or criminal complaints/ liabilities/ site mishaps and other accidents or disputes; and/ or damages occurring or arising out of any mishap due to my/ our negligence in performing the contract for _____ (Name of work);
2. Any damages, loss or expenses due to or resulting from any negligence or breach of duty on the part of me / us or my employees;
3. Any claims by an employee of mine / ours or sub-contractors if any, under the Workman Compensation Act or Employees Liability Act or Minimum Wages Act or any other Act / Law / Rules and regulations in force from time to time under any Law in respect of injuries to persons or property arising out of in the course of execution of contract and / or arising out of in the course of employment of any workman / employee;
4. Any act or omission of mine / ours which involve any loss or damages or liability or civil or criminal action.

IN WITNESSETH WHEREOF the above named has set his signature on this day-----

-

Signed and delivered by the aforesaid in the presence of witness:

1.

2.



SECTION – 7

FORMAT OF AFFIDAVIT

&

**FINANCIAL SOVENCY ETC. OF BIDDER AND BALANCE SHEETS,
FORMAT OF PAYMENT OF INCOME TAX AND GST, ANNUAL
TURNOVER DETAILS AND ANNUAL PROFIT DETAILS**



राष्ट्रीय प्रौद्योगिकी संस्थान अगरतला

National Institute of Technology Agartala
Agartala, Tripura (w). PIN – 799046
Fax:0381 234-6360,Website :<http://www.nita.ac.in>

Details of Annual financial turnover and Profit details on Messing services
(Copy of Tax audited statement to be enclosed for last three financial years (2021-22 to 2023-24))

Sl no	Financial Year	Annual Turnover (INR)	Annual Profit As per Books of account INR	Average Turnover In last three years INR	Average Profit In last three years INR
1	2021-22				
2	2022-23				
3	2023-24				

Details of Tax audited Balance sheet for last three years
(Copy of Tax audited statement to be enclosed for last three financial years (2021-22 to 2023-24))

Particulars	Financial Years		
	2021-22	2022-23	2023-24
TOTAL REVENUE INR			
TOTAL EXPENSES INR			
PROFIT BEFORE TAX INR			
PROFIT AFTER TAX INR			



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Proof of Payment of Service tax /GST (DURING LAST THREE FINACIAL YEARS)

Financial Years	Taxable Value (INR)	S.Tax/GST PAID INR
2021-22		
2022-23		
2023-24		

Proof of Payment of Income Tax

Financial Years	Assessment year	Gross Income INR	Net Income INR	Income Tax Paid INR
2021-22				
2022-23				
2023-24				

(Please also attach form 26AS downloaded from TDS Centralized Processing Cell of Income Tax Department)

Date :

Signature and Seal of the bidder

Name & Address of Bidder



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List of State /Central Govt./Autonomous/PSUs/Higher education Institution served from April-2021 to till date

Sl no	Name & address of the Institution served	Period Of service	No Of dinning strength	Work Order Value INR	Type Of service Mess/Food court	Work order	Remarks (Ongoing/completed)

Pls attach:-

- Work order copies of all the above Institutes including Menus you served, No. of students served with rates
- Details of contact person Name, Designation, Mobile number
- For Completed work –Testimonial from Institution served

Signature and Seal of the bidder

Name & Address of Bidder



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PERFORMANCE REPORT FOR RUNNING OF HOSTEL MESSES SUCCESSFULLY IN STATE /CENTRAL GOVT./AUTONOMOUS/PSUS/HIGHER EDUCATION INSTITUTE

(To be issued by the organization where facility is being provided)

1. Name of the Owner :
2. Name of the Company/Firm & Location :
3. Name of organization where catering services are provided :
4. Name and contact No. of the person in the Organization for verification :
5. Date of award of contract :
6. Date of expiry of license/completion of contract :
7. Performance Report

a)	Quality of items / works	:	Excellent / very Good / Good / Fair / Poor
b)	Resourcefulness	:	Excellent / very Good / Good / Fair / Poor
c)	Interpersonal relationship	:	Excellent / very Good / Good / Fair / Poor
d)	Punctuality Opening & Closing of shop and Maintaining service hours.	:	Excellent / very Good / Good / Fair / Poor
e)	Overall Performance	:	Excellent / very Good / Good / Fair / Poor

Date:

(Signature with Name, designation and
Seal of the organization)



Details of establishment for which the contractor/service provider/vendor provided similar catering services

Sl. No.	Name of the Organization/Institution/ Department	Contact person, designation and phone number	During the year	Number of boarders



राष्ट्रीय प्रौद्योगिकी संस्थान अगरतला

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Details of catering service contracts in hand (Attach a copy of agreement and work order)

Sl. No	Name of the Organization/Institution/Department	Contact person, designation and phone number	Contract period up to	Number of boarders served



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FORMAT OF SOLVENCY CERTIFICATE FROM A NATIONALISED OR A SCHEDULED BANK

(On the Letterhead of the Bank - Should be submitted in Original)

This is to certify that to the best of our knowledge and information, M/s _____, having their registered office at _____, a customer of our bank, **over** ---- years and is/are presently enjoying certain credit facilities with us. The conduct of the account(s) of the company has been satisfactory. The company can be considered good up to Rs. 100 lakhs (Rupees Hundred lakhs only) in terms of Net Worth shown in their Audited Balance sheet as on _____. This certificate is being issued for Bidding Catering Tender ----- at NIT Agartala.

This certificate is issued for the above-mentioned specific purpose, and at the specific request of our customer M/s. _____.

Authorized signatory of the Bank with
seal and Date

N.B. Solvency certificate in any other format will not be considered for tendering process.



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FORMAT OF AFFIDAVIT

[For Sl. No. 12 and 13 of Eligibility Criteria]

On a stamp paper of Rs.200/- duly sworn before the Public Notary

Affidavit of Mr./Ms. _____, S/o/ of Mr. _____ aged about _____ years, resident of _____, working as ----- (designation) for ----- (name and address of the bidding agency).

I, the above named deponent, solemnly affirm and state as under:

1. That I am working as ----- / proprietor of the ----- (name of the firm) and authorized to sign this affidavit.
2. That the firm M/s---- (complete address of the firm) has not abandoned or suspended any catering contracts/ mess contracts/services of any organization/ department so far.
3. That the firm M/s---- (complete address of the firm) has not been blacklisted/ debarred for competing in tenders for catering contracts/ mess contracts/services of any organization/ department so far..
4. I solemnly verify that the facts stated above are true and nothing material has been concealed.

Seal and Signature of deponent

Identified by:

Solemnly affirmed and signed before me by the Deponent after the contents of this affidavit were read over to him, and stated by him to be true and correct on this ----- day of ----- 2024, at -----.



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FORMAT OF NEAR RELATIVE CERTIFICATE

NEAR RELATIVE CERTIFICATE

(To be given by All Directors/Bidders/Proprietors/Partners)

I _____ S/o Sri _____ r/o _____

hereby certify that none of my relative (s) as defined in the tender document is / are employed in NIT Agartala as per details given in tender document. In case at any stage, it is found that the information given by me is false /incorrect, NIT Agartala shall have the absolute right to take any action as deemed fit / without any prior intimation to me.

Date:

Place:

Signature of the Bidder

Date:

Name

Designation

- In case of Company/Institution/Body Corporate, a list of all Board of Directors may be submitted along with the bid.
- In case of Company/Institution/Body corporate, “Near Relative Certificate” are required by all Directors of Company/Institution/Body Corporate excluding Government of India
/Financial Institution Nominees and Independent non-official part time Directors appointed by Government of India or the Governor of State.
- In case of Proprietorship Firm, the Certificate will be given by Proprietor.
For Partnership Firm, certificate will be given by all the Partners



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SECTION – 8

FORMAT OF LETTER OF INTENT

&

WORK ORDER



राष्ट्रीय प्रौद्योगिकी संस्थान अगरतला

National Institute of Technology Agartala
Agartala, Tripura (w). PIN – 799046
Fax:0381 234-6360, Webside :<http://www.nita.ac.in>

FORMAT OF LETTER OF INTENT

No.

Date:

To:

(Name address of the agency)

Sir,

Sub.: Providing Catering Service at NITA Hostels - Letter of Intent – Reg.

Ref.: 1. Notice inviting tender ----- dated -----.
2. Your tender dated ----- in Two Cover system

This is to inform you that, subject to the terms and conditions of Notice inviting tender dated ----- and the tender document, your tender under reference (2) above for the above service is accepted as follows:

Details of accepted price bid

You are requested to submit an interest free security deposit of Rs. 15,00,000 (Rupees Fifteen Lakh only) for each mess before entering into the agreement, by means of a Demand Draft of any scheduled bank drawn in favour of the **Registrar, NIT, Agartala** payable at SBI, NIT Agartala, RTGS/NEFT & BG in an acceptable form safeguarding the NITA's interest in all respect.

You are also requested to attend this office within three days from the date of issue of this letter along with a non-judicial stamp paper/ document paper of Rs.200/- for executing an agreement.

Yours sincerely,

Registrar,
NIT , Agartala

Copy to:



राष्ट्रीय प्रौद्योगिकी संस्थान अगरतला

National Institute of Technology Agartala
Agartala, Tripura (w). PIN – 799046
Fax:0381 234-6360,Website :http://www.nita.ac.in

FORMAT OF WORK ORDER

No.-----

Date:

To:

(Name and address of the agency)

Sir,

Sub.: Providing Catering Service at NITA Hostels – Work order – Reg.

Ref.: 1. This office letter of Intent No. ----- dated -----.
2. Agreement dated -----

The agreement dated ----- for the above service is accepted. A copy of the agreement is enclosed. You are requested to contact the -----, NITA Hostels, Agartala for further instructions. Subject to satisfactory performance and subject to terms and conditions of the agreement dated -----, the contract is for one year.

The payment charge payable under this contract is as follows:

Details of accepted price bid

You shall pay the Service tax directly to the concerned authority and submit the remittance details to the NITA from time to time for making reimbursement.

You shall pay all the statutory benefits to the employees engaged under this contract and submit the remittance details to the NITA from time to time.

You shall furnish the NITA every succeeding month, the details of salary of previous month given to your employees with copy of salary slip, details of cheque given towards salary, EPF, ESI, bonus etc. or the copy of the receipt obtained from the staff, as per the Labour Act, for the NITA record purpose. In no case, the payment to the workers shall be less than the minimum wage prescribed from time to time.

You are requested to obtain Labour Licence from the Labour Commissioner (C) as per Contract Labour (Regulation and abolition) Act 1970 and the Central Rules framed there-under, and submit a copy of the same to this office for record purpose. Form No. 5 required in this connection is enclosed herewith.

You are further requested to submit an Indemnity bond as per the terms of the agreement (format enclosed)

Yours sincerely,

Encl: As above

Registrar
NIT , Agartala

Copy with copy of agreement to:



राष्ट्रीय प्रौद्योगिकी संस्थान अगरतला

National Institute of Technology Agartala
Agartala, Tripura (w). PIN – 799046
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SECTION – 9

PRICE BID

&

LIST OF MENU



राष्ट्रीय प्रौद्योगिकी संस्थान अगरतला

National Institute of Technology Agartala
Agartala, Tripura (w). PIN – 799046
Fax:0381 234-6360, Webside :<http://www.nita.ac.in>

**LIST OF MENU
&
PRICE BID**

Name of work/ service : Providing Catering Services at NITA Hostel, Agartala

Name and Address of the bidder :



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FIRST YEAR BOYS' MESS MENU

Details as per list at Annexure-A



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EASTERN MESS MENU

Details as per list at Annexure-B



राष्ट्रीय प्रौद्योगिकी संस्थान अगर्तला

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NORTHERN MESS MENU

Details as per list at Annexure-C



राष्ट्रीय प्रौद्योगिकी संस्थान अगरतला

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VEGETARIAN MESS MENU

Details as per list at Annexure-D



राष्ट्रीय प्रौद्योगिकी संस्थान अगर्तला

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SOUTHERN MESS MENU

Details as per list at Annexure-E



राष्ट्रीय प्रौद्योगिकी संस्थान अगरतला

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Agartala, Tripura (w). PIN – 799046

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GIRLS HOSTEL MESS MENU

Details as per list at Annexure-F



राष्ट्रीय प्रौद्योगिकी संस्थान अगरतला

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Brands to be used

ITEMS	PREFERRED BRAND
Refined Oil (Sunflower/Rice Bran/Soyabean/ Ground nut), *No palm oil to be used	Fortune/Sundrop/Saffola Gold/ Engine/Dhara
Mustard Oil	Fortune/Engine/Tank/Dhara/Shalimer
Wheat (Atta)	Ashirvaad/Reliance/Fortune/ITC/Amritbhog
Rice	SonaMasoori/Mogra/Kohinoor/Jeerakasala Rice/Miniket Rice/Kitchen Khazana/Basmati(for Biryani)
Sauce	Maggi/Kissan/Nutrela
Mixed Achaar (Mixed Pickles)	Nilons/Tops/Haldiram
Salt	Tata/Ashirvaad
Spice (Masala)	MDH/Catch/Cook me/Sister
Tea	Tata Gold/Red label/Wagh Bakri
Milk Powder	Everyday/Amul/Nestle(upto 30% of usage)
Butter	Amul
Jam	Kissan/Reliance/Druk
Cow Ghee	Monorama/Ashirvaad/Amul/Gobardhan
Daal	Sonamokh/Angur/Harvest/Tata/Reliance/Good Life
Papad	Lizzat/Vimal
Coffee	Nescafe/Bru
Poha/Chira	Harvest/My Kitchen/ lijjat/Haldiram/ any brand with FSSAI certified
Noodles	Nestle/Top Ramon/Maggi/Sunfeast.
Chowmin	Ruchi/Chings Chowmin
Dahi/Curd	Gomati/any brand with FSSAI certified or homemade.
Soyabean (mini chunk)	Nutrela/Sunrise/Fortune/Saffola
Biscuits	Britannia/Parle G/Biskfarm/Sunfeast/Unibic
Paneer	Amul/Gomati/ any brand with FSSAI certified
Mushroom	Tasty Bite/Any brand with FSSAI certified/Dr Smith/Surana/Swanson

Others:

Fresh Chicken (without head, neck, liver, stomach)	150 gram per head/meal
Fresh Fish (Katla/Rahu)	80 gram per head/meal
Fresh Egg (Hen)	2 eggs per head
Fresh Paneer	100 gram per head
Fresh Button Mushroom	40 gram per head

***Curd preparation-No milk Powder should be used**

***Cow Ghee should be used for preparation of Biryani**

***Refined Floor Maida not to be used.**



राष्ट्रीय प्रौद्योगिकी संस्थान अगरतला

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PRICE BID OFFER

Name of work: Providing Catering Services at NITA Hostels, Agartala

Name of the bidder:

I am / we are hereby offering to provide catering services at NITA, Agartala at the below quoted rate:

Brief description of item / dish (as per list of Menu)	Day	First Year	Second Year	Third Year
Break Fast	Sunday			
Lunch				
Evening Snacks				
Dinner				
Total Sunday				
Break Fast	Monday			
Lunch				
Evening Snacks				
Dinner				
Total Monday				
Break Fast	Tuesday			
Lunch				
Evening Snacks				
Dinner				
Total Tuesday				
Break Fast	Wednesday			
Lunch				
Evening Snacks				
Dinner				
Total Wednesday				
Break Fast	Thursday			
Lunch				
Evening Snacks				
Dinner				
Total Thursday				
Break Fast	Friday			
Lunch				
Evening Snacks				
Dinner				
Total Friday				
Break Fast	Saturday			
Lunch				
Evening Snacks				
Dinner				
Total Saturday				
TOTAL (for seven days)				
GST				
GRAND TOTAL				



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I/ We declare that the above rate is derived duly considering all related statutory provisions/ obligations under Acts and Rules framed by Government of India in connection with the above services and also including all charges like licence fee, water charges, electricity charges to be paid to the Institute.

Seal & Signature

Registrar

National Institute of Technology
Agartala – 799 046, Tripura

Annexure-A

Day	Breakfast(7am-9am)	Lunch(12pm-2pm)	Dinner(7pm-9pm)
Monday	POHA WITH NAMKEEN(EXTRA PEANUT) SPROUT	ROTI, RICE, MASOOR DAAL, ALOO BHUJIA , MATAR PANEER(GREEN MATAR)	BUTTER TANDOORI ROTI, RICE, TOOR DAAL, EGG*(CURRY/BHURJI)/SOYA-CHOP/VEG KORMA, SEASONAL SABJI
Tuesday	CHOWMIN*/MAGGIE	ROTI, RICE, MOONG ALOO SABJI, FRENCH FRY, KADI	PURI, VEG PULAO, CHHOLE SEWAI(DRY WITH DRY FRUITS AND ELAICHI)
Wednesday	UTTAPAM*/IDLI, COCONUT CHUTNEY, SAMBAR, TAMATAR CHUTNEY	ROTI, RICE, FRENCH FRY, DAHI, CHANA DAAL HARI SABZI KI BHUJIA(EX. BHINDI), MIX VEG(5 VEGETABLES)	BUTTER TANDOORI ROTI, JEERA RICE, DAAL, CHICKEN KASSA (100 GM) DRY WITH GREEN CHILLI + ROASTED CHICKEN(50 GM)/ PANEER CHILLI
Thursday	DAAL PURI, ALOO CHANA SABJI/SATTU KACHODI TAMATAR CHUTNEY BAKED	SOYABEAN, ROTI, RICE, PAPAD(2) ARHAR DAAL	ROTI, RICE, EGG(BHURJI/CURRY)/ DRY MUSHROOM (WITH MATTAR)/ BABY CORN CHILLI , JALEBI, SEASONAL SABJI
Friday	ALOO PARATHA(3), DAHI, TOMATO CHUTNEY	BIRYANI + FRUIT CHAAT(3 TYPES OF FRUITS) + ROTI + PAPAD SABJI	RICE, BUTTER CHICKEN KADHAI PANEER, BUTTER ROTI
Saturday	CHHOLE BHATURE PYAZ SALAD + LEMON	MIX VEG(5 TYPES OF VEGETABLES), MASALA KHICHDI + PICKLE WITH GREEN CHILLI, DAHI BADA	ROTI, RICE, TOOR DAAL, FISH + MUSTARD CURRY
Sunday	MASALA DOSA(3), COCONUT CHUTNEY, SAMBAR	ROTI, RICE, KALA CHANA, FRENCH FRY, DAAL, DAHI	CHICKEN BIRYANI / VEG BIRYANI(PANEER AND MIX VEG), RAITA
Daily Common Menu	BREAD (6 PCS) JAM AND BUTTER + MILK/TEA/COFFEE+FRUITS +EGG(1 PCS) + SPROUTS BUTTER(AMUL/GO COW)	BUTTER MILK/RAITA/DAHI + PAPAD/RING FIGURE + SALAD(3 TYPES)	DESSERT – ICE CREAM/SWEETS

Rules:

*Special Dinner will be provided once in a Month.

Annexure-B

DAYS	BREAKFAST	LUNCH	DINNER
MONDAY	Pau Bhaji, Boiled Egg (2)	Roti, Rice, Chana Daal, Seasonal Sabji, French Fries, Papad, Sidal Chutney	Rice, Roti, Veg Fry, Chana Dal, Fish Curry, Gulab Jamun (1) /Rasagulla (1)
TUESDAY	Daal Puri/ Chole Bhatura (Alt Week)	Roti, Rice, Masur Daal, Aloo MatarPanner, Muri Ghanta, Papad, Dahi	Rice, Roti, Daal Papad, Arhar Dal, Egg Kasha, Sewai Kheer
WEDNESDAY	Poha with sev, Chana Gravy, Chutney (Gud),Sprouts	Roti, Rice, Mung Dal, Veg Pakora, Allo Soyabean Sabji, Rajma	Rice, Roti, Masur Dal, French fries, Chicken Kasha, Seasonal Sabji,
THURSDAY	Bread Toast, Butter / Jam Boiled Egg (2)	Roti, Rice, Dal Makhani, Veg Pakoda, Seasonal Sabji, (Bamboo Shoot /Beans) Gudak, Papad	Roti, Rice, Aloo Brinjal Fry, Fish Kalia, GulabJamun (1) /Rasogulla (1)
FRIDAY	Maggi, Tomato Sauce	Roti, Fried Rice, Fish Kalia, Daal, Aloo Fry, Mix Sabji, Paneer, Rice, Papad	Rice, 2 Lachcha Paratha (+1), Chana Daal, Chicken Kasha, Seasonal Sabji, papad
SATURDAY	Aloo Paratha, Dahi, Tomato Sauce , Aloo Matar Sabji	Roti, Rice, Chana Dal, Veg Fry(Seasonal Sabji), Fish (1pc), Papad	Rice, Roti, Papad, Arhar Dal, Egg Kasha,Sevai/Kheer
SUNDAY	2 Masala Dosas, Coconut Or Groundnut Chutney, Sambar	Roti, Rice, Dal Fry, Veg Pakora, Seasonal Sabji, Papad,Dahi	Chicken Dum Biryani (Potato), Fruit Raita and Boondi Raita.

EVERYDAY BREAKFAST: Banana (2) with others fruits (apple,orange etc) Tea (100ml) /Coffee (100ml)

EVERYDAY DINNER AND LUNCH: Salad (Onion, Cucumber, Tomato), **Lemon**, Pickles

SEASONAL SABJI: Bhendi, Parwal, Beans, Lauki, Jhinga, Karkal, Kathal, Turnip, Carrot, Karela, Kacha Kala, Cabbage, Cauliflower, **Spinach And Other Green Leafy Vegetables(must)**

SNACK (TEA AND BISCUIT): EVERYDAY AFTERNOON (FROM 5.30PM TO 6.30PM)

Annexure-C

DAY	BREAKFAST (7 AM – 9 AM)	LUNCH (12 PM – 2 PM)	SNACKS (5 PM – 6 PM)	DINNER (7 PM – 9 PM)
MONDAY	Poha with namkeen (extra peanuts), sprout	Roti, Rice, Masoor Daal, Seasonal Sabji, Matar Paneer	Aloo Chop / Aloo Bread Pakoda(3)	Roti, Rice , Toor Daal, Egg (Curry/Bhurji) / Soyachop/ Veg Korma ,Seasonal Sabji, Sweet(Gulab Jamun)
TUESDAY	Day Maggi with sauce / Noodles (dry)	Roti, Rice, Moong Aloo Sabji, French Fry, Arhar Daal	Pasta	Puri/Roti, Veg Pulao, Chole, Kheer / Sewai (Dry fruits & Elaichi), Seasonal Sabji
WEDNESDAY	Uttapam / Idli, Coconut Chutney, Sambar	Roti, Rice, Rajma, French Fry,Dahi, Chana Daal	Papdi Chaat	Roti, Jeera Rice, Daal, Chicken Kasha (100 Gm) + Roasted Chicken (50 Gm) /Paneer Chilli (100 Gm), Seasonal Sabji Suji, Halwa(Dry Fruits)
THURSDAY	Dal Puri, Aloo Chana Sabji / Sattu Kachori	Soya Bean Roti, Rice, Papad (2),Arhar Daal, Seasonal Sabji	Samosa	Roti, Rice, Egg (Bhurji/Curry)/Dry Mushroom (with Mattari)/Baby Corn Chilli,Jalebi, Seasonal Sabji
FRIDAY	Aloo Paratha(3),Dahi Tomato Chutney	Biryani + Fruit Chaat (3 types of fruits) +Roti + Papad ,Seasonal Sabji	Noodles	Lachha Paratha (3 + 1), Rice, Chicken Curry (100 Gm) + Roasted Chicken (50 Gm) /Paneer(100 Gm), Seasonal Sabji
SATURDAY	Chhole Bhature	Mix Veg (5 types of vegetables) Masala Khichdi+ Pickle with Green Chilli	Gobhi pakoda/Onion pakoda	Roti,Rice,Toor Dal,Fish (Curry/Shahi Paneer,Seasonal Sabji,Sweet (Rasgulla)
SUNDAY	Masala Dosa(3), Coconut Chutney, Sambar	Roti, Rice, Kala Chana, French Fry Bhaji, Daal, Bhaji	Soup + Channa Masala	Chicken Biryani / Veg Biryani (Paneer & Mixed Veg), Raita
DAILY COMMON MENU	Bread (6 pcs) Jam & Butter + Milk / Tea / Coffee- +Fruits+Egg (1 pc) +Sprouts	- Buttermilk / Raita/Dahi +Papad/Ring Figure Salad (3 types)	- Sauce & Green Chutney /Imli Chutney + Tea / Coffee + Biscuits	Desert-Ice Cream/Sweets

*Including 1 Special Dinner per month

Annexure-D

DAY	BREAKFAST	LUNCH	DINNER
MONDAY	(ONION/METHI PARATHA, ALOO CHANA SABJI) / (CHHOLE KULCHA)	ROTI, JEERA RICE, MIXED VEG, AMUL DAHI (PACKED), TADKA CHANA DAL, FRENCH FRIES	ROTI, RICE, TADKA CHANA DAL, PANEER (100 GM) KOFTA, LAUKI CHANA DAL KI SABJI / ALOO PALAK
TUESDAY	UTHAPPAM, SAMBHAR, COCONUT CHUTNEY	ROTI, RICE, SEASONAL SABJI, SABJI(SOYABIN), FRY MASOOR DAL, PAPAD , AMUL DAHI (PACKED)	PURI, RICE, FRY MASOOR DAL, ALOO BHUJIA, KHEER, CHOLE SABJI
WEDNESDAY	INDURI POHA, ALOO SEV(40G), CHANA SABJI SPROUTS	ROTI, TADKA MOONG DAL, BADAM RICE, RAJMA, FRENCH FRIES	ROTI, RICE, FRY (MASOOR+MUNG) DAL, PANEER BHURJI(100GM), MIX VEG, SUJI HALWA (DRY FRUITS)
THURSDAY	DOSA, SAMBHAR(VEGIES), ALOO CHOKHA, COCONUT & TOMATO CHUTNEY	ROTI, RICE, KADHI WITH PAKODA, PAPAD, MIX VEG, FRY DAL(MUNG).	ROTI, RICE, FRY CHANA DAL, MIXED VEG(DRY), ALOO GREEN MATAR /CHANA MASALA SABJI, RASMALAI
FRIDAY	(DAHI KACHORI)/ (DAAL PURI, ALOO SABJI) SPROUTS. COFFEE	ROTI, LEMON RICE, ALOO CAULIFLOWER SABJI, FRY CHANA DAL, AMUL DAHI (PACKED)	LACHHA PARATHA (3+1), DAL MAKHNI, JEERA RICE, KADHAI PANEER(100GM).
SATURDAY	ALOO PARATHA, AMUL DAHI CHUTNEY (GREEN/ TOMATO), PICKLE	RICE, ROTI, PAPAD, BUTTER MILK(PACKED , MIX VEG, ALOO JEERA	ROTI, RICE, FRY MUNG DAL, SEASONAL VEGETABLE (CHANNA DAL/ BHINDI/ JACKFRUIT/KELA) SABJI, RASGULLA
SUNDAY	CHOLE BHATURE, ONION, COFFEE	ROTI, RICE, PAKODA, MIXED VEG, BHINDI MASALA , FRY CHANA DAL, (TOMATO AND GREEN CHUTNEY)	PULAO, FRY CHANA DAL, SHIMLA MIRCH PANEER DRY(100GM), ROTI, JALEBI

Annexure-E

DAY	BREAKFAST (7 AM – 9 AM)	LUNCH (12 PM – 2 PM)	SNACKS (5 PM – 6 PM)	DINNER (7 PM – 9 PM)
MONDAY	BONDA, COCONUT CHUTNEY, TOMATO CHUTNEY	RICE, SAMBHAR, GREEN LEAF PAPPU, KADHAI PANEER	AALO CHAAP	BUTTER TANDOORI ROTI, RICE, SAMBHAR, EGG (CURRY/BHURJI), SOYA-CHOP /VEG KORMA , SINGLE VEG CURRY
TUESDAY	CHAPATHI,ALU SABJI,EGG/BISCUIT	TOMATO RICE,MANCHURIAN	ALOO BREAD PAKODA (3)	ROTI, CUSTARD, RICE, SAMBHAR NON-VEG: DEEP FRIED FISH VEG: MATAR PANEER
WEDNESDAY	ONION UTTAPAM, COCONUT CHUTNEY, SAMBAR	RICE, RAJMA, FRENCH FRY, DAHI, SAMBHAR	PAPDI CHAAT	BUTTER TANDOORI ROTI, JEERA RICE, RASAM, BEANS CURRY NON-VEG: GUNTUR CHICKEN CURRY (100GM) + ROASTED CHICKEN (50 gm) VEG: KADHAI PANEER
THURSDAY	CHOLE BHATURE	CABBAGE FRY,RICE, SEASONAL SABJI, SAMBHAR	SAMOSA	ROTI, RICE, SAMBHAR, JALEBI, SEASONAL SABJI NON-VEG: EGG (BHURJI/CURRY) VEG: MUSHROOM CURRY/ BABY CORN CHILLI
FRIDAY	BREAD, JAM, OMLETTE, SANDWICH (3), KETCHUP	RICE, ALOO FRY, SAMBHAR + FRUIT CHAAT (3) Types of Fruits)	HAKKA NOODLES / PASTA	LACHHA PARATHA (3), RICE, RASAM, SINGLE VEG CURRY NON-VEG: KADHAI CHICKEN (100 gm) + ROASTED CHICKEN (50 gm) VEG: KADHAI PANEER
SATURDAY	MASALA DOSA (3), COCONUT CHUTNEY, SAMBAR	RICE, SOYACHUNK CURD + PICKLE WITH GREEN CHILLI	ONION PAKODA	PURI, RICE, CHOLE DESSERT: RASGULLA/GULAB JAMUN NON-VEG: EGG CURRY VEG: LAUKI KOFTA
SUNDAY	LEMON RICE, GROUND NUT, CHUTNEY, SPROUTS	RICE, SAMBHAR, PAKODA, DAHI	VEG SOUP +CHANNA MASALA	GRAVY, RAITA NON-VEG: CHICKEN DUM BIRYANI VEG: PANEER DUM BIRYANI
DAILY COMMON MENU	Bread (6 pcs) Jam and Butter + Milk/ Tea/Coffee+ Banana/ Fruits +Egg (1 pcs) + Sprouts	Butter milk/Raita/ Dahi + Paapad + Ring Figure + Salad (3 Types)	SAUCE AND GREEN CHUTNEY/ IMLI CHUTNEY + TEA/ COFFEE + BISCUITS	Dessert- Ice cream/ Sweets (2pcs)

Annexure-F

Days	Breakfast	Lunch	Dinner
Monday	Poha, imli chutney, namkeen, lemon tea, sprouts	Rice, roti, seasonal saag, soya chunks sabji, masoor daal with tomato (winter)/ mango (summer), dahi (summer), tomato dhaniya chutney (winter)	Rice, maida puri, alur dum, rosogolla, matar paneer/paneer butter masala (alternate week)
Tuesday	Bread, butter/ jam, banana, milk (150 ml), tea 1 Boiled egg – nonveg Paneer pakora - veg	Rice, roti, matar paneer, pumpkin fry (kumri), arhar dal, papad	Rice, roti, masoor daal with olive (winter), tomato (summer) , aloo jeera, Fish curry – nonveg Raw banana kofta - veg
Wednesday	Dal puri (atta), tea, kabli chana/black chana curry with potato (alternate week), banana	Rice, roti, aalu chokha, karela fry (summer), cabbage with tomato and potato (winter), bottle gourd with moong dal	Basanti pulao, roti, masoor daal with onion, papad, gulab jamun, chicken curry with cornflour – nonveg Kadhai paneer (summer). Palak paneer (winter) - veg
Thursday	Potato stuffed sandwich/ Dry maggie with 3 veggies, tea, sprouts, egg bhurji -non veg Paneer bhurji - veg	Rice, roti, beguni, dhokar dalna, palak dal (winter), pumpkin shoot dal (summer), dahi (summer), mixed veg bharta (winter)	Rice, roti, arhar dal, seasonal sabji, egg curry – nonveg Chole masala - veg
Friday	Uttapam with onion and tomato, coconut chutney, sambar, tea, banana	Rice, roti, chana dal with coconut, pakora, mixed veg, Baigan bharta (summer), masala raita (winter)	Fried rice with ghee, Roti, bhindi masala (summer), aloo-cauliflower-tomato sabji (winter), jalebi, Chili chicken – nonveg Veg Manchurian - veg
Saturday	Dosa, Sambar, coconut chutney, smashed potato filling, sprouts, milk (150 ml)	Paneer pulao, Roti, Moong dal with fish head – nonveg, moong daal with seasonal veggies – veg, papad, Fish kalia – nonveg Rajma - veg	Rice, roti, mixed veg with paneer, chana dal with coconut, egg kosha – nonveg Kathal sabji (summer), Dahi cauliflower (winter) - veg
Sunday	Aloo paratha, green chutney (winter)/peanut chutney (summer), seasonal fruits, tea Chole bhature, seasonal fruits, tea (alternate week)	Jeera rice, french fries, soya chap / oyster mushroom curry (alternate weeks), mixed veg	Biriyani, raita with cucumber, onion and spices, rasmalai, chicken curry with alu – nonveg Paneer rezala- veg

**** No CHICKEN SKIN, NECK, FEET, HEAD SHOULD BE PROVIDED**

**** Special menu for special occasion to be decided by mess committee**

**** Sprouts = 60gm, Chicken = 150 gm, Fish 80 gm, paneer = 60 gm**

**** Chilli, lemon, pickle should be compulsory. 3 items salad in lunch is compulsory.**

- Special Dinner will be provided once in a Month.