

Institute of Nano Science & Technology, Mohali
(Knowledge City, Sector-81, Mohali-140306, PUNJAB)
Phone No.: 0172-2297000

**E-TENDER NOTICE FOR
PROVIDING HOSTEL
MESS SERVICES AT
INST MOHALI**

INSTRUCTION TO BIDDERS

1	Work	:	Hostel Mess services at INST Mohali
2	Tender Fee	:	Rs. 590/-
3	EMD	:	Rs. 2,00,000/-
4	Submission of Offer	:	CPPP(Central Public Procurement Portal)
5	Pre bid Meeting	:	Date: 25/04/2024 Time: 11:00AM
6	Place of pre-bid meeting	:	INST, Mohali, Sector 81, Mohali
7	Last Date for submission of bids	:	Date: 10/05/2024 Time: 02:00PM
8	Opening of Technical bid	:	Date: 10/05/2024 Time: 03:00PM

***Note:** - Tender fee/EMD is to be obtained from the bidders except those who are registered with the Central Purchase Organization, National Small Industries Corporation (NSIC) or the concerned Ministry or Department. The tenderer should submit Tender Fee/EMD amount as per tender ref. no. through NEFT/RTGS in INST account. Account Details are as follows:-

- a. Name of Beneficiary: **Institute of Nano Science and Technology (INST)**
b. Account No. : **2452201001102**
c. Name of Bank : **Canara Bank, Phase 10, Mohali**
d. IFS Code : **CNRB0002919**
e. MICR Code : **160015003**
f. Swift Code : **CNRBINBBFFC**

The details of transaction for EMD/tender fee viz. Name of bidder firm, Tender Description, Transaction ID/No. of Transfer, Transaction date, Amount of Transaction, Name of Bank, Address of Bank shall be furnished by the tenderer on their letterhead separately along with their tender.

Part-I General

1. Tenders are invited from interested contractors for running a mess at INST Mohali students hostel. Total number of students is approximately 150-200 numbers. The list of residents, who will compulsorily use the mess, shall be provided by the hostel administration from time to time. The number of residents may vary depending upon academic sessions and vacations.
2. The contractor will provide the catering services as per the menu (see annexure-2) as decided by the Institute. The menu list is subject to change as per the Institute's discretion within the overall rates.

Only those contractors with valid FSSAI certificates, ESI and EPF registration are eligible to apply.

3. EMD of unsuccessful bidders return after award of the contract to the successful bidder.
4. Security Deposit: - Successful bidder deposit the security of Rs. 2,00,000/- after award of the contract within 15 days.

Annexures:-

- Annexure1. Q.M.
- Annexure2. Menu list
- Annexure3. Price bid in BOQ
- Annexure4. Facility to be provided by the INST
- Annexure5. Technical bid evaluation criteria
- Annexure6. Eligibility conditions

Part-II Technical bid Evaluation Criteria

1. Single contract value served in IITs/NITs/IIIT/IIM/IISER/DST/DBT/DAE.
2. Satisfactory services provided in other locations.
3. Number of employees on roles with proof of ESI/PF.
4. FSSAI/ISO/other certifications of the firm.

Part-III Details of Mess

1. The mess will be open for a minimum of breakfast (8.00-9.30am), lunch (1.00-2.30pm) and dinner (8.00-9.30pm) on all days. The mess may be kept open for a longer period in consultation with the Warden Office.
2. Food will be prepared as per Annexure 2.
3. Prices to be quoted on a *per day* basis for the basic menu as per Annexure 2.
4. Prices for extra items as per Annexure 2 may also be quoted.

Part - IV Quality Maintenance

1. The quality of raw materials used for cooking will be as per specifications provided in Annexure 1.
2. Materials known to be harmful to health (as decided by the Institute from time to time) such as food colouring, soda, aginomoto etc. will not be used. If any service or any item is found to

be sub-standard, the Institute will be at liberty not to make any payment for that entire service or make appropriate deduction from the bills at its discretion. The contractor shall ensure that raw material is sufficiently and appropriately stocked in the storage, for consumption, for a minimum period of 15-20 days.

3. Institute will have the right to decide and to prescribe varieties and brands of various materials used in cooking and other preparations.
4. The contractor shall procure only good quality fresh fruits and vegetables from the market. These should not be stored for more than 2 days in summer months and 3 days in winter months at a stretch. The Hostel Council or its nominee shall have the right to check the quality of food articles and vegetables from time to time.
5. The food shall be cooked, stored and served under hygienic conditions. The contractor shall ensure that only freshly cooked food is served, and that stale food is not recycled. Stale food shall be removed from the mess premises immediately. Un-refrigerated cooked food, not consumed within six(6) hours in summer months and 10 (ten) hours in winter months, shall be deemed to be stale and unfit for consumption and must be discarded. Under no circumstances shall stale food be served.
6. The food shall be neither too spicy nor too oily. The food preparation shall be wholesome and shall cater to the general taste of the residents.
7. The oil that remains from the deep frying at the end of the day shall be discarded in an appropriate manner and shall not be allowed to be recycled for the purpose of cooking again.
8. The contractor must ensure hygienic cooking, proper handling by cooking/catering staff and efficient and neat & clean service. The kitchen will have to be cleaned by the staff of the contractor is after every meal without fail and garbage to be taken out to Corporation Vat by the staff of the contractor.
9. The contractor must also ensure that the table surface is cleaned after every use.
10. The food shall be cooked and served in clean utensils and no laxity shall be permitted in this regard. The utensils shall have to be maintained sparkling clean at all times.
11. Service bearers engaged by the contractor should wear neat & clean uniform while on duty and shall have adequate experience in serving with etiquette and courtesy. It is required that all mess workers wear head cover and hand gloves while on duty.
12. The contractor shall ensure that everyone under their employment must be paid at-least minimum wage and there are no underage employee. All GOI rules that apply should be followed.
13. **All The mess workers should be vaccinated.** Workers should be free from all kinds of contagious diseases. A medical certificate for fitness to this effect should be submitted for all the workers.
14. The contractor shall ensure that sufficient manpower is deployed for preparation and service of each meal including cleaning, washing and overall upkeep of mess assets and premises, by an overall minimum six (6) no. of manpower (including 3 manpower for servicing).
15. The workmen shall be placed at all times under exclusive supervision of the contractor. The mess workers shall not work for more than one shift distributed over 12 hours. However, the total hours of work in a day shall not exceed 09 hours including a 01 hour break. The attendance of the mess workers shall be checked from time to time.
16. The contractor also agrees to employ at least 1 specialist cook for preparing South Indian food items.
17. The contractor also provide insect light traps so that the cooking and eating area remain free from flies and mosquitoes.

18. The waste material and unused/ leftover food from mess shall be removed from the hostel premises every day by the contractor. The contractor shall ensure that stray cattle, dogs etc. do not consume any food within the hostel premises.
19. Vegetarian and Non veg food need to be cooked separately ensuring that there is no mixing of cooking and serving utensils.
20. The mess shall function on all days throughout the year and will not be allowed to be closed on any day, including holidays, for any reasons whatsoever.
21. The contractor shall not be allowed to use the hostel or mess premises to offer any mess services beyond the scope of the contract unless agreed to by the Hostel Council.
22. The Hostel Council and/or wardens shall be authorized to impose a fine on the contractor and/or cancel the contract in case of sub-standard quality of food items, malpractices, lack of hygiene or violation of any of the conditions of the contract.
23. The tenderer will carry out pest control activity every month in mess premises. Further the company/agency is responsible for removing and disposal of waste/garbage from daily mess operations House fly controlling measures.
24. **Any rodents, pests or insects found in stored grains or in food/ingredients shall incur penalty (Rs. 5000/- per incident, payable to INST account). Repeated offence may result in immediate cancellation of contract.**

Part-V Infrastructure

1. The Institute will provide the kitchen, dining hall, store rooms and cooking infrastructure. The inventory of articles shall be handed over to the contractor in good basic and working condition at the commencement of the contract. **Important:** The contractor shall be the custodian of this Institute property and mess inventory during the period of contract. Contractor is expected to use the Institute's inventory items and maintain them in good condition and shall make up for the loss to the inventory by way of misuse, breakage, theft etc. at his own cost. Similarly the inventory in good condition shall be handed over by the contractor to the INST Mohali Hostel Council on the expiry of the contract period. The security deposit shall be refunded only after a "No Dues Certificate" is granted by the Hostel faculty in-charge.
2. The contractor shall not be allowed to use electricity as a cooking fuel. However, he shall be permitted to use toasters, refrigerators, geysers, water coolers, mixer/grinder, oven and other equipment for cutting / grilling vegetables, etc. Any other electrical cooking appliances may also be used by the contractor after obtaining prior permission from warden.
3. The Institute will provide electricity and water connections. However, payment will have to be made by the contractor on monthly basis as per the meter reading and the rates as fixed by the state government.
4. **The Institute will provide the gas connection, however, the payment will be made by the contractor as per usage.**
5. The contractor will arrange the other items such as napkins and table covers etc. and they will be adequate in number and of good quality – acceptable to the Institute. Replacement due to loss and breakage of the utensils, crockery etc. will be contractor's responsibility.

Part- VI Billing

1. A student can obtain mess rebate if he/she signs off from the mess for a minimum period of two days.
2. The contractor has to prepare the monthly bill and put it up on the notice board by the 5th day of the following month, for students' view. If there are any points of contention, the student must bring it to the notice of the Hostel Manager within ***ten*** days after the display of the bill. After the ten day period, the bills may be submitted to INST Mohali for processing. Monthly payments will be released after a committee of wardens certifies that the service was satisfactory and payment will generally be made by the end of the month.
3. It should be clearly understood that the billing should be made strictly on the basis of meals/tea/Tiffin/breakfast/dinner etc. actually served.
4. ***The contract will be for a period of one year from the tender awarding date and extendable for a period of one year if found satisfactory by the Hostel Council.***
5. The staff engaged by the contractor will be solely under their employment, control and discipline and in case of termination of the contract, the Institute will not be liable for any loss or damage, if any, caused to you or your employees. The Institute will not also be liable in case of services of any of the employee dispensed with by you. The staff engaged with you will be paid Govt. approved wages along with EPF, ESI. The contractor shall be responsible for fulfilling the requirement of all statutory provisions of relevant enactments viz. Minimum Wages Act, Payment of Wages Act, Industrial Disputes Act, Gratuity Act, Contract Labour (Regulations and Abolition) Act and all other labour and industrial enactment at his own cost in respect of all staff employed by him. The Dean Students Office shall have the right to ask for evidence of the payment of salary and benefits. The contractor will follow all the Labour laws as per the rules of the GoI.
6. All dues of the employees must be cleared once the contract period is over. A terminated failure to do this the security deposit may be withheld.
7. The contractor must provide a list of employees to the Institute at regular intervals along with their Aadhar card. Only such mess workers of the contractor whose name is on the list will be allowed entry into the institute and permission to stay in the hostel premises. The mess workers are allowed only in the mess area or their allotted room and are not allowed to enter any other area of the Hostel.
8. The staff employed in the mess shall be provided with uniform by the contractor as per their job assignments and they shall wear it compulsorily while on duty. The contractor shall employ only adult and trained staff with good health and sound mind for all services. He shall also nominate a qualified and experienced manager acceptable to the Institute to take orders/instructions from the mess committee and the hostel administration.
9. The contractor shall ensure that all employees engaged by him are free from communicable/infectious disease. Medical Officers specified by the MFA shall conduct medical examination every 6 (six) months or as decided by the Institute. The cost of the medical examination will be borne by the contractor. If in the opinion of the Institute any of the contractor's employee(s) is found to be suffering from any infectious disease or if any employee(s) of the contractor are found to have committed misconduct or misbehaviour, the Hostel Administration shall have the right to ask the contractor to remove such employee(s) and also terminate the contract. The Institute shall be entitled to restrain such employee(s) from entering the institute premises.

10. The contractor shall be responsible for his employees in observing all security and safety regulations and instructions that may be issued by the Institute from time to time. The contractor shall have the right to appoint and to take appropriate disciplinary actions against his workers who fail to fulfil his obligations under this agreement provided due process is followed and the action is in accordance with Industrial Employment (Standing Order) Act, 1946 and the Institute is kept informed. However, the contractor shall not in any capacity employ any person(s) of bad character or any person whose antecedents are not acceptable to the Institute.
11. The Institute shall not be liable for any mishappening, damages or compensation payable in respect of or in consequence of any accident or injury to any workman or any other person in the employment of the contractor or any subcontractor. The contractor shall indemnify and keep the Institute indemnified against all such damage and compensation whatsoever in respect or in relation thereto of. The contractor shall not appoint any subcontractor for the assigned contract partially or wholly without the written permission of the Institute.
12. **The contract can be terminated either way; by giving 01 (one) month notice by the contractor to the Institute or 01 (one) month's notice by the Institute to the contractor if found unsatisfactory in-line of the rules and regulations of the tender documents.**
13. The Institute reserves the right to reject/not to accept any quotation without showing any reason.
14. In case of any clarification or a problem, the decision of the Institute will be final and binding on the contractor.
15. **Important:** Only those firms/persons already engaged in providing catering and house-keeping services to reputed academic institutions/organization, having experience need to apply. Rates should be quoted for per day, inclusive of all applicable taxes. Since the mess service users are solely the students, the Institute reserves the right of not awarding the contract to Firms who have already served as a mess contractor with our Institute and whose service and quality of food was not acceptable to the students.
16. The contractor should have proper registration and photocopies of PAN, TAN and sales tax number should be enclosed within the tender document. The contractor shall have his own set-up including registration under the relevant laws governing the type of work he is to perform. The contractor shall be required to produce requisite license from the office of the Regional Labour Commissioner (Central).
17. The contractor should have *Food safety and Standards Authority of India* (FSSAI) certification.
18. **The institute has decided a basic minimum price. The price is kept in a sealed envelope and will be declared on the date of opening of financial bid. Any bid, which is lower than the minimum price will be rejected.**
19. ***Only the rates quoted for basic menu (Annexure 2; GRAND TOTAL of cost of breakfast, eggs, lunch and dinner) will be evaluated for financial bid and L-1 (not less than minimum amount decided by the institute) will be decided based on the grand total amount quoted. Important:*** Qualifying Technical bid is prerequisite for opening financial bid.
20. Technical Evaluation will be based on *previous experience. Only experience(s) (minimum three years or more) in catering in hostels in govt. Institutes/reputed private educational Institutions will be considered. Experience in Govt. institutes will be preferred.*
21. Subsequent to the finalization of the party to whom the order may be placed, the Institute reserves the right to conduct a price negotiation.

22. Final decision will be recommended by mess tender committee and Director, INST Mohali.
23. After one year, the contract may be extended for the next year, subject to positive feedback by the users of the Hostel Mess and the Institute. The extension of the contract will be at the same rates existing prior to the expiry of the contract. The Institute reserves the right not to invoke this arrangement if the performance of the contractor is not found to warrant such an extension.

Part-VII Statutory Compliance

1. The tenderer shall be responsible for compliance of all statutory provisions relating to Minimum Wages, etc. in respect of the workers engaged by it at INST, Mohali.
2. The tenderer shall also be liable for depositing all taxes, levies, cess, etc. on account of services rendered by it to INST, Mohali to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
3. The tenderer shall maintain all statutory registers under the applicable Law. The tenderer shall produce the same, on demand, to the concerned authority of INST, Mohali or any other authority under Law.
4. The Income Tax (T.D.S.) shall be deducted at prevailing rate from the monthly bills, as amended from time to time in accordance with the provisions of Income Tax Department, and a certificate to this effect shall be provided to the agency by INST, Mohali.
5. In case, the tenderer fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof INST, Mohali is put to any loss/obligation, monetary or otherwise, INST, Mohali shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.

QUALITY MAINTENANCE

Item	Brand
	All dry ingredients will be bought from the open market, packed and of highest quality.
Salt	Tata, Annapurna, Nature fresh.
Spices	M.D.H. Masala, Satyam, Badshah, Everest , Catch, or other brands after approval from the Hostel Council.
Jam/Ketchup	Maggi, Kissan, Heinz/Tops.
Oil (Sunflower/Mustard)	Agmark/ISI or branded items such as Sundrop, Godrej, Saffola, Fortune, Ruchi/P Mark.
Pickle	Mother's or Pravin or Priya or Bedekar or Nilon's.
Atta (unrefined and high fibers)	Aashirvad, Pillsbury, Annapurna, Ginni or freshly ground after approval from Hostel Council.
Rice	Basmati full grain, miniket, India Gate, or equivalent in Punjab Market after approval from Hostel Council.
Butter	Amul, Britannia, mother dairy (no margarine).
Bread	Brown /atta bread, Bonn or Other brand after approval from the Hostel Council.
Ghee	Amul, Mother Dairy, Britannia, Gits, Every day, Verka.
Milk	Amul / Verka (Green Packet)/ Other brand after approval from the Hostel Council.
Paneer	Verka / Amul or other branded item approved by the Hostel Council.

Note: 1. Food should be tested by an accredited Laboratory and monthly compliance report shall be filed by the contractor. All the expenses for food testing shall be the responsibility of the contractor.

Note: 2. Oil, rice, atta, vegetable other item will be inspected periodically by Hostel Council.

Note: 3. Refilling the stored items(e.g rice, atta, oil etc.) should be done in presence of students representatives/hostel Manager.

MENU

<i>DAY</i>	<i>BREAKFAST</i>		<i>LUNCH</i>		<i>DINNER</i>	
MONDAY	MENU A aloo parantha, curd	MENU B Idli, sambhar, Coconut chutney	MENU A Mix veg, channa dal	MENU B Egg curry, channa dal	MENU A Shahi paneer, masoor dal, gulab jamun,	MENU B Shahi paneer, masoor dal, gulab jamun,
	COMMON: Milk, tea, bread, butter/jam, ketchup, boiled egg/ omlet, fruits, sprouts		COMMON: Pickle, salad, jeera rice, boondi raita, roti, papad		COMMON: rice, roti, pickle, salad	
TUESDAY	MENU A Pav bhaji, dalia	MENU B Vada, sambhar	MENU A aloo methi/ tinda, kala chana,curd	MENU B aloo methi/ tinda, kala chana,curd	MENU Malai kofta, matar mashroom, custard	
	COMMON: Milk, tea, bread, butter/jam, ketchup, boiled egg/ omlet, fruits, corn flakes		COMMON: Pickle, salad, roti, papad		COMMON: rice, roti, pickle, salad	
WEDNESDAY	MENU A poori sabji, pudina chutney	MENU B Dosa, sambhar, Coconut chutney	MENU A Rajma, aloo palak, jeera rice, curd	MENU B Fish curry, Rajma, curd, jeera rice	MENU A Seasonal veg, uradh dal, gulab jamun	MENU B Seasonal veg, uradh dal, gulab jamun
	COMMON: Milk, tea, bread, butter/jam, ketchup, boiled egg/ omlet, fruits, sprouts		COMMON: Pickle, salad, roti, papad		COMMON: rice, roti, pickle, salad	
THURSDAY	MENU A uttpam , cocunut chutney, sambar	MENU B aloo parantha, curd	MENU A Kadhi pakora, allu gobhi fry, sabudana papad	MENU B Kadhi pakora, allu gobhi fry, sabudana papad	MENU A Matar paneer, aloo nutri, arhar dal	MENU B Matar paneer, egg curry, arhar dal
	COMMON: Milk, tea, bread, butter/jam, ketchup, boiled egg/ omlet, fruits, cornflakes		COMMON: Pickle, salad, roti, rice		COMMON: rice, roti, pickle, salad	

FRIDAY	MENU A Gobhi parantha, curd	MENU B Idli, sambar	MENU A Gajar matar/ petha, kadhai paneer,curd, papad	MENU B Fish curry, dal makhni, kadhai paneer, papad	MENU A Mix veg, white chana, shahi tukda	MENU B Mix veg, egg curry, shahi tukda
	COMMON: Milk, tea, bread, butter/jam, ketchup, boiled egg/ omlet, fruits		COMMON: Pickle, salad, roti, rice		COMMON: rice, roti, pickle, salad	
SATURDAY	MENU A Poha	MENU B Vada, sambar, Coconut chutney	MENU A Veg biryani, mixed dal	MENU B Chicken biryani, mixed dal	MENU A Bengali khichdi, bengan pakoda, papad, gajar/suji ka halwa	MENU B Kashmiri aloo dum,papad, gajar/suji ka halwa
	COMMON: Milk, tea, bread, butter/jam, ketchup, boiled egg/ omlet, fruits		COMMON: Pickle, salad, roti, rice, boondi raita		COMMON: rice, roti, pickle, salad	
SUNDAY	MENU A Masala dosa, sambar coconut chutney	MENU B Chole bhature	MENU A Veg fried rice, paneer kadai, daal	MENU B Egg fried rice, chicken curry, daal	MENU A Palak paneer/chilli paneer, hari moong daal, sewai/ ice cream	MENU B Fish item, hari moong daal, sewai/ ice cream
	COMMON: Milk, tea, bread, butter/jam, ketchup, boiled egg/ omlet, fruits		COMMON: Pickle, salad, roti, rice		COMMON: rice, roti, pickle , salad, aloo fry	

Note: * Fruits- Washed whole Apple, banana, oranges, mango, guava, kino, pears or other uncut seasonal fruits of high quality.

- Saag, Karela, Tori, Parmal (No potatoes add in these vegetables)
- Bread should be brown/atta bread.

Please Note:-

The quantity of few are mentioned below:-

1. Milk (250ml) + Tea (150 ml) - both
2. Bread (4 Slices)

3. Butter (20 gm)
4. Jam (20 gm)
5. Fruits(1 no, except banana (2 nos))
6. Density of curd: of that of standard Verka packet.
7. Volume of curd: maximum of 150 ml.

**Institute of Nano Science and Technology Mohali
Knowledge city, Sctor-81**

**Technical Bid Proforma for evaluation of Technical
Performance of the Tender**

1. Name of the Person/Organization/Firm:- _____
2. Permanent Address:- _____

3. Telephone/Fax Nos:- _____
4. Email address:- _____
5. Status of Organization (whether Private/Public Sector Undertaking/Sole proprietor/Partnership/Cooperative Society etc):- _____

6. Financial Status:
Name of Bank :- _____
Bank Account No :- _____
Type of Account :- _____
Amount of funds you can arrange to invest as working capital in running the mess
Rs. _____ (Min 3 Lacs)
7. Whether documentary proof, in support of 1 & 2 above are submitted? Yes/No
8. Whether the tenderer has submitted an Experience Certificate of working in academic Institutes in the region?
Yes/No
9. Whether the Tender Bid guarantee (Earnest Money Deposit) in the form Demand Draft/Banker's Cheque from any of the commercial banks, payable at Mohali drawn in the name of the **Director, INST Mohali**, for an amount of **Rs. 2,00,000/- (Rupees Fifty Thousand only)**, has been submitted in physical form?
Yes/No
11. Whether the self-attested copy of Last 2 year Income Tax Assessment along with Balance Sheet, certificate/PAN/TAN No. has been submitted?
Yes/No
12. Whether the self-attested copies of the Service Tax No. has been submitted?
Yes/No

13. Whether the tenderer has submitted a self-attested copy of valid Labour Licence in the relevant trade/field for the execution of this service contract duly issued by the competent authority e.g. EPF No. & ESI No.
(Receipt of payment for last two month for the same is required). Yes/No
14. Whether the Affidavit on non-judicial stamp paper of Rs. 15/- duly attested by the Executive Magistrate that the tenderer has never been blacklisted, has been submitted? Yes/No
15. Last receipt of EPF deposited for employees submitted? Yes/No
16. Do you have Food Safety and Standards Authority of India (FSSAI) certification? Yes/No

Place
Dated

Signature of Tenderer _____
Full Name of the Tenderer _____
Address _____

**Institute of Nano Science and Technology Mohali
Knowledge city, Sector-81, SAS Nagar, Mohali-140306, Punjab, India**

PRICE BID

Sr.	Description / Particulars	Cost per meal (INR)	GST, If Extra	Total
1	Breakfast (as per Annexure-2)	TO BE QUOTATED IN BOQ FILE		
2	Lunch (as per Annexure-2)			
3	Dinner (as per Annexure-2)			
4	Eggs per piece			
			GRAND TOTAL	

Signature of Tenderer (Signature and stamp):- _____

Full Name of the Tenderer: - _____

Address: - _____

Pin Code: - _____

E-mail Address: - _____

Contact No. :- _____

ANNEXURE 4

FACILITIES PROVIDED BY INST MOHALI

1.	Electricity		Electricity chargeable for entire consumption.
2.	Water		Will be provided by INST Mohali.
3..	Furniture & Fixtures, equipment sand utensils		<ul style="list-style-type: none">• Boiler, Dining hall furniture, cutlery/plates, SS storage racks, SS containers, bain-Marie etc., will be provided by INST, Mohali on as is where basis is.• Institute provides a Central Chimney Exhaust facility, which needs to be maintained and handed over in working condition. The same will be returnable on working conditions upon expiry of contract. Maintenance and cleaning of equipments providing by the INST done periodically and will be reported to the mess committee.• The contractor shall be responsible for ensuring safety and proving by maintenance of all the equipment/fixtures installed/ provided by the institute, during the entire period of the contract. If any damage/loss of equipment/fixtures found then the same will be recovered from the contractor. The contractor shall take adequate fire precautions.• Any additional requirement to run efficient services will be borne by the tenderer only.

Criteria for Technical Bid Evaluation

Two-bid system will be followed where the Technical Bid and Commercial Bid will be evaluated separately. The Technical Bid evaluation shall be done based on the following criteria:

In the technical evaluation, each bidder will be assigned marks, out of 100, as per the criteria below:

1	Single contract value served in IITs/NITs/IIIT/IIM/IISER/DST/DBT/DAE	Max. 40 marks	Marks by Evaluation Committee
	I. More than 1 Cr.		
	II. 50lakh – 1 Cr.		
	III. 25lakh - 50lakh		
2	Satisfactory Services provided in other locations (attach copy of satisfactory service certificate issued by Department/company)	Max. 30 marks	
	I. One satisfactory service certificate		
	II. Two satisfactory service certificate		
	III. Three satisfactory service certificate or more		
3	Number of employees on roles with proof ESI/PF	Max. 20 marks	
	I. Less Than 20 employees		
	II. 20-40 employees		
	III. More than 40 employees		
4	FSSAI/ISO/other certification of the firm	Max. 10 marks	
	Yes		
	No		

- Note:**
1. Supporting documents of each criteria to be provided by the bidder in serial orders.
 2. Marks against each criteria will be assigned by evaluation committee based on documentary proof submitted by bidder.
 3. The firms scoring a minimum of 60 marks out of total of 100 marks, as per the above table will be eligible for opening of financial bid.

Eligibility Conditions (Technical Bid)**(Check List to be attached and page numbers should also be written)**

SI No.	Particular	Document Attached (Yes/No)		Remarks (if any)
<u>Eligibility Criteria:</u>				
1	Self-certified copy of valid ISO registration certificates			
2	EMD Details and tender fee			
3	Valid FSSAI certificates			
4	Copies of ESI & EPF registration			
5	Letter head of the firm/company clearly mentioning postal address & contact details i.e. Tel/ e-mail/ Fax Nos. etc			
6	Copy of certificate(s) issued by such Organization(s) where such work was executed and certifying that the applicant firm has executed the contract satisfactorily.			
7	Self-attested copy of Goods & Service Tax (GST) registration certificate			
8	Copy of IT Return for the last 03 years (i.e. FY 2020-21, 2021-22 & 2022-23)			
9	Average Annual Turnover from similar business in the last three financial year is Rs. 2 Crores or above.			
10	Net Worth from similar business in the last three financial year is Rs. 1 Crores or above.			
11	Solvency certificate of an amount not less than Rs. 1 Crore issued by a Nationalized/Scheduled bank with in the last 06 months from the date of tender.			
12	Self-attested copy of the Firm's PAN Card			
13	Certificate on Letter Head that the firm is not blacklisted			

(Signature of the Contractor & Seal)

Work Experience

Sr. No.	Name of Work	Name of Office where these services provided at any Central Govt./State Govt./PSUs/Autonomous Institution	Contract period	Annual Value of Work Executed
1				
2				
3				
4				
5				
6				
7				
8				
9				
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Note: Copies of contracts should also be submitted along with satisfactory certificate issued by the concerned office. Without satisfactory certificate the work experience shall not be considered.