



**National Institute of Technology Durgapur**  
**M G Avenue, Durgapur 713209**

Tender No.: NITD/ Dean (SW)/Cooked food/ Hostels/2022/01

Date: 30.11.2022

**Notice inviting Tender for cooking and serving of food in different hostels of NIT Durgapur**

Sealed quotations are invited from the interested bidders for Cooking and Serving Breakfast, Lunch, and Dinner (as per items, listed enclosed in "Annexure A" to this tender notice) to students residing in respective Halls (Hall 9, Hall 8 and Hall 10 (combined), Hall 11, Hall 13 and Hall 14 ) of NIT Durgapur. The numbers of Hall may be increased or decreased.

The contract will be assigned initially for a **period of 18 months**, preferably from the date of awarding the contract with a provision for normal extension **for 2 (two) more years on half yearly basis** subject to satisfactory performance and approval of the competent authority of the Institute.

Interested bidders can download this document and submit **their Tender document in the given format duly filled and signed with required enclosures and documents (as mentioned in Point No. 1 of Instruction to bidders/terms & conditions).**

The Tender document is to be submitted in a sealed envelope superscripted "Bid Document for Cooking and serving of food in different hostels of NIT Durgapur."

It should be addressed to the Chairman [Dean (S/W)], Food and Canteen Tender Committee, NIT Durgapur, M. G. Avenue, P.O. Durgapur, Dist. Paschim Bardhaman, PIN-713209.

**Date of Availability of Tender Document: 2<sup>nd</sup> December 2022 (From Institute Website)**

**Last Date for Submission of Tender: 23<sup>rd</sup> December 2022 on or before 2:00 PM**

**Place of Submission: Dean (Student Welfare Office), NIT Durgapur**

**Pre-Bid Meeting Date: 9<sup>th</sup> December 2022 Time: 11:30 AM**

**Pre Bid Meeting Venue: Academic Board Room, Main Building, NIT Durgapur**

**Date of Opening of Technical Bid (Stage-1): 23<sup>rd</sup> December, 2022, Time: 4:00 PM**

**Place of Tender Opening: Academic Board Room, Main Building, NIT Durgapur**

**INSTRUCTION TO BIDDERS /TERMS & CONDITIONS:**

Interested bidders should note the following:

1. Concerned bidders/firms are required to submit all the particulars with proofs as per Annexure-I, Annexure II, a Signed copy of the Tender Document, Earnest Money Deposit (EMD), and all other relevant documents in Technical Bid and quoted price in Price Bid as per annexure III. The Bidder/ Firm should sign on each and every page of the Tender documents. Failure to do so or any incomplete information would disqualify the firm for further processing.

Tender No.: NITD/ Dean (SW)/Cooked food/ Hostels/2022/01 Dated:  
02.12.2022

*(Handwritten signatures)*



**Two bid system: Technical Bid & Price Bid. Each Bid is to be provided in separate sealed envelopes marked as "Technical Bid" & "Price Bid", respectively.**

Each Bid envelope should be super scribed with Tender no. & date, name & contact information of the bidder. **Both the bid envelopes are to be put in one single large envelope** super scribed with Tender no. & date as well as name & contact information of the bidder. Rate must be quoted inclusive of all charges & taxes allied to that. Bidder has to comply with all the rules and regulation of the Institute and Govt. of India as applicable from time to time (Statutory Compliance) for a similar type of work. The Price Bids of technically responsive bids will be opened on a subsequent date which will be intimated to technically responsive bidders later. The bidder may visit the work site before submitting the bid on approval of the Competent Authority of the Institute.

2. A bidder will have to submit price bid for all Mess service as mentioned in Annexure-III. However, no bidder will be allotted more than two messes. Incomplete table of price bid will cancel the bid.
3. **EMD:** Each bidder will have to submit an EMD of Rs 1, 00,000/-, by Demand Draft, payable at par, issued from any scheduled bank in favour of the **Director, NIT Durgapur and payable at Durgapur**. EMD amount deposited will be refunded (without any interest) to the unsuccessful bidders after the award of the contract to a successful firm and to the successful bidder after submission of the Security Deposit/Performance Bank Guarantee. NSIC Registered (under Single Point Registration Scheme, District Industries Center (DIC) or Udyog Aadhaar) MSME/MSE bidders who wants to claim the EMD exemption need to submit the copy of Latest and valid MSME Certificate, NSIC registration document (under Single Point Registration Scheme District Industries Center (DIC) or Udyog Aadhaar) in place of the DD of the EMD. Earnest Money deposited in any form or manner other than those specified will not be accepted and such quotation will be rejected.
4. **Validity of Tender:** The bids submitted by the bidders must be valid upto 90 days from the date of opening of the Technical bid.
5. **Security Deposit (SD) :** The successful bidder will be required to **deposit 3% of the total quoted amount as Security Deposit** for the whole contract period for each hall as interest free security deposit in the form of a crossed demand draft/ Performance Bank Guarantee (valid for a period till 60 days after the end of contract) drawn in favour of Director, NIT Durgapur and payable at Durgapur, within 07 working days from the award of the services contract. A bidder will have to submit a separate security deposit, if wants to apply for cooking and serving food at multiple hostels. The SD will remain at the disposal of NIT Durgapur. The authority reserves the right to recover the losses/damages caused to the instruments/ articles/ building/ fittings etc. by the Mess service provider or their employees and realization of damages arising out of any deficient services over and above any other punitive step.
6. **Agreement:** The successful bidder has to sign an agreement (As mentioned in Annexure B) on Rs 100/- non-judicial stamp paper.
7. The contract will be assigned initially for a **period of 18 months**, preferably from the date of awarding the contract with a provision for normal extension **for 2 (two) more years on half yearly basis** subject to satisfactory performance and approval of the competent authority of the Institute. Tender committee will not entertain any request to change the basic rate (except taxes) of any item during the whole contract period. However, during the extended period (if any) rate may change on mutually accepted terms.

7.1.

**Conditions for Extension:**

**(Minimum Points to be achieved 60 and above).**

Items	Maximum Points
<b>I. Past performance (Student Feedback on Quality of food, Quality of Service, Hygiene, Cleanliness) for a period of last one year</b>	<b>50</b>
<b>II. Personnel and Establishment</b>	<b>20</b>
a) Structure of Organization with details of Roles & Responsibilities	
b) Qualified Technical & Administrative Personnel at Company level and Compliance with Statutory Requirements	
<b>III. Report on Visit of the NIT Durgapur Officials at site: Quality of Raw Material used; Quality of food; Cleanliness and Hygiene of kitchen, Store &amp; Dining area; Quality of service; Feedback Register; Courteous &amp; Responsiveness</b>	<b>30</b>
<b>Total Points</b>	<b>100</b>

8. **Termination of contract:** The authority reserves the right to terminate the contract if it appears to the authority at any point of time that the services, quality of food, provided by any Mess service provider deteriorated to such an extent that it is detrimental to the interests of the Institute. Bidder / Mess Service provider may terminate the contract within the period of agreement by giving notice for 3 months against a valid reason. However, if the cited reason is not acceptable to the Institute Administration, total Security Deposit will be forfeited and the Bidder/ Mess Service provider will not be permitted to take part in such tendering process in future for a period as decided by the competent authority.

9. Successful Bidder / Mess service provider has to pay water charges and electricity charges of the kitchen and dining area every month on the basis of actual unit consumed. The necessary space will be provided. The other items required for canteen should be arranged by the Bidder/ Mess service provider. However, the cleaning of the kitchen and dining space should be maintained by the successful bidder. Any modification required, needs prior permission from the competent authority of NIT Durgapur.

10. There will not be any employer-employee relationship between the Institute and the bidder / mess service provider or his/her workers.

11. During submission of Monthly bill, the Mess service provider needs to submit following additional documents:

- Proof of payment of Minimum Wages as applicable to their employees, working in NITD,
- Proof of deposit of EPF, ESI contribution at appropriate organization (as per Govt. Rate), for their employees as per the category of skilled, semi-skilled, unskilled etc., working in NITD.

- The salary of individuals must be paid by the agency on or before 7<sup>th</sup> of each month through their respective bank account. Proof of which to be attached along with the monthly bill.



These documents are required to be submitted in the office of Chief Warden within first week of the next month.

12. **Arbitration:** All disputes or differences whatsoever between the Mess service provider and the Institute related to the contract will be settled by the Director NITD, failing which arbitration as per the provisions of the Indian Arbitration and Conciliation Act, 1996 and shall be binding for all purpose.
13. **Legal dispute:** Any dispute, which may necessitate legal redressal, will be restricted to the jurisdiction of the civil courts at Durgapur only.
14. **Canvassing:** Any attempt to canvass for the candidature of any bidder directly or indirectly will lead to the disqualification of such bidder/firm from the whole process.
15. **Rejection clause:** The firm who does not fulfill any of the above conditions or submit incomplete documents in any respect is liable to be rejected summarily.
16. **Modifications:** NIT Durgapur reserves the right to modify/add any clause to the agreement, during the period of the contract, for any essential item, services, etc.
17. **Mess worker:** Discipline to be maintained in all respect by the bidder and no outsider other than Mess service provider's recognized worker will be allowed in the Halls. **Total employee list** along with their valid identity card (issued by state/central government **like voter card, aadhar card**) have to be submitted by the Mess service provider to the office of the security officer, NIT Durgapur (with a copy to the chief warden) to acquire GATE PASS for each of them. No worker will be allowed to enter the NIT Durgapur premises without valid GATE PASS. The Mess service provider will also has to issue separate identity card to their individual employees. The workers must wear this identity card during their working hours.
  - 17.1 **Medical fitness:** The canteen staff including cooks, serving member, and cleaners have to be medically examined. The fitness certificate must be obtained from a registered medical practitioner once in a quarter to the satisfaction of the hostel authorities, failing which suitable action may be initiated.
  - 17.2 **Police verification** of each staff to be submitted on a yearly basis to the Institute authority.
  - 17.3 **Food Safety Training and Certification (Fostac) training should be provided to all employees of the mess within fifteen (15) days from the start of the service** by the successful bidder at their own cost.
  - 17.4 **Only the certified cook from any recognized organization is allowed to cook food at different halls of NIT Durgapur.**
18. **Brief specification of the services:**
  - a. Food to be prepared at the student Hall of Residence at Mess service provider's own cost for which only space to be provided free of charges. Cooked food to be served to the students in the Dining Hall of Residence which has to be arranged by the Mess service provider at own risk and cost. Cooking is permitted with LPG gas only.
  - b. All Cooking raw stuff/materials (the food items or ingredients) as per menu and meal specification should be Food Safety and Standards Authority of India (FSSAI) certified (as applicable)
  - c. Procuring good quality raw materials, both dry and wet rations, from the open market.



- d. Ensuring that the procured raw materials are fit for cooking with proper washing and cleaning in a hygienic environment.
  - e. Arranging Utensils for cooking sufficient in numbers.
  - f. Cooking the raw stuff/materials as per menu and meal specification using FSSAI marked cooking materials, wherever applicable. Standard brand or quality ingredients should be used for preparing food items as per the menu, recommended by authorized body of the hall in consultation with the service providers, out of items mentioned therein.
  - g. Serving the prepared food in hot condition as applicable using service utensils on pre-cleaned dishes, tumblers, cups (small bowls), as the case may be. Food is to be served during fixed time periods as per meal schedule in a well maintained and clean environment in the dining halls of the hostel.
  - h. There must be provision for serving of food for sick person as per Institute Doctor's prescription within the limit of the rate per day.
  - i. Persons who will remain involved in different activities within the canteen must wear disposable head cover, apron, gloves, mask.
  - j. Thorough washing and cleaning of all the items and space used for the purpose should be done after each meal.
  - k. **Separate cooking facilities should be established for each mess for which the contract will be awarded.**
19. **Subletting of contract:** Under any circumstances, the contractor cannot sublet or transfer the contract to any third party. Any deviation from this clause may invite spot termination of the contract. Other mess service provider working in the institute already, may be allowed to run the mess service as interim measure in case of spot termination.
20. **Hostel building:** The entire activity of the bidder/ mess service provider shall be limited within a marked area of the canteen for dining, cooking, storing, cleaning, and preparation areas.
21. **Uniforms:** In order to bring uniformity amongst the workers working in the kitchen and dining hall, the bidder/ mess service provider has to provide them a pair of Shirt/T-shirt with company name, which should be common for his/her entire team. In order to coordinate the activity for smooth discharge, manager(s) shall be appointed by the bidder/ mess service provider for hostels who will keep a check on the food prepared inside the kitchen, servicing in the dining hall, and all aspects of hygiene, etc. Staff posted on duty should always bear a clean appearance, complete in uniform (i.e., disposable cap and gloves, aprons, mask) and should carry a photo identity card along with Institute Gate pass.
22. **Transportation of raw materials:** Transportation of all the consumables, including filling and refilling of the gas cylinders, to the hostel will be the sole responsibility of the bidder/ mess service provider at her/his own risk and cost.
23. **Food Safety and Standards Authority of India (FSSAI) license/registration:** The bidder should have a valid License under Food Safety and Standard Act 2006. Moreover, the successful bidder has to submit the FSSAI license/registration for the NIT Durgapur (cooking place) within one month from the start of the service. For preparing the license/registration for the NIT Durgapur (cooking place) if any document like a water certificate is required, it has to be made by the successful bidder at their own cost.
24. **Inspection authority:** Authorized representatives of the Institute/respective hall wardens/ hall mess committee members/ hall manager/matron/ care taker will carry out periodic



inspection and surprise checks to ensure/inspect the quality of food, services, hygiene, and cleanliness. All raw materials must be available for inspection/quality checks at any time.

25. **Penalty:** Poor Quality of all raw materials and cooked food / Quantity of all cooked food / Non-availability or short supply of any declared item of the menu of any meal may entail the imposition of penalty decided by the competent authority (mentioned in point no. 23), as and when necessary. Deficient up-keeping and non- maintenance of hygiene in the cooking/ cleaning/ dining area may also entail the imposition of a penalty to be fixed by the said authority as deemed fit.

Additionally, a few of the other possible penalty situation under the purview of authorities (as mentioned in Point no. 24), which accounts to poor services in the canteen, are (for a broad idea to the contractor):

- Delay in making of food.
- Food item (to be made according to the menu) not prepared at all.
- Misbehaviour of staff/worker under mess service provider
- Wearing of uncleaned uniform
- Any other case which comes time to time.

A minimum fine of Rs. 15,000/- will be imposed by the authorities (as mentioned in Point no. 23-25), on each occasion, mentioned above. The amount will be adjusted from the bill.

26. **Safety measures:** The bidder/ mess service provider shall ensure that all safety precautions are properly taken during the process of cooking and supply of food by his/her employees. Special emphasis will be laid on Fire Safety Norms and proper operation of electrical gadgets/instrument, and fire-fighting equipment, etc. placed at the disposal of the canteen. The bidder/ mess service provider will be sole responsible for any loss to the goods/human life incurred due to mishandling of safety measures.
27. **Good behaviour and prompt service:** The successful bidder shall ensure that the quality of service is courteous and prompt and is in accordance with the laid down specification.
28. **Recovery of dues:** In case of any rightful dues (such as claim, penalty, etc.) the mess service provider is supposed to deposit the amount in due time, failing which stern action may be initiated leading for termination and recovery from the security deposit.
29. **Child labour prohibited:** No child labour shall be employed by the bidder/mess service provider in any case. Full details of the employed persons will be maintained by the Mess service provider and will be provided to the competent authority as and when demanded.
30. **Intoxicating materials prohibited:** The sale, storage or stock, the deposit of narcotics, tobacco, alcohol and other contraband & dangerous goods/materials in any form is strictly prohibited. Further, Smoking and consumption of Alcohol/intoxicants in the hall premises are strictly prohibited.
31. **Cleaning of Hall kitchen, dining area and removal of waste materials:** Selected bidder /mess service provider has to arrange proper mechanism for cleaning of Hall kitchen, dining area and Drainage system associated with hall kitchen. Bidder/mess service provider has to arrange proper mechanism for removal/disposal of food waste also. Failure to execute the same will attract the penalty as mentioned in point no. 25.
32. **PAYMENT:** The bidder/mess service provider needs to submit the Bill of a month within 07 (seven) days of next month with the student list who have taken food for the month in the Hall Mess (mentioning number of days, each student has taken food). Then Mess service provider also needs to submit the other documents as mentioned in point number 11 of the tender document. The above-mentioned documents need to be submitted in the office of wardens of respective hall. Payment will be made on account payee cheque



only, within 30 working days from the date of submission and subsequent acceptance of bill (subject to certification of competent authority) along with other relevant documents as mentioned above.

32.1. If any student does not take food for any valid reason (station leave/ as per the Institute doctor's recommendation due to medical ground) for seven days or more continuously, after prior submission (at least three days before) of the application (forwarded by respective hall manager/ care taker and wardens) to the mess service provider's representative, then he/ she will be eligible for a rebate of 100% of his/her total mess bill for those days only.

32.2. If any student goes to any outside Institute/Industry for a project work only (after taking prior permission from respective wardens, chief warden/Dean SW) and for that remains absent for more than 03 (three) months continuously then he / she will be eligible for a rebate of 100% of his / her total mess bill for those days only.

If the contractor fails to comply with the above-mentioned criteria, then NITD Administration has got every right to withhold the bills or even terminate the work order/contract.

**33. PERIOD OF OPERATION: The operation will run throughout the year except during following periods:**

33.1. The Mess operation will remain suspended during summer/festival/winter vacation. During that period, no payment for the same will be made to the Mess Service Provider. However, if Institute administration gives its consent, mess will have to be kept open during vacation and payment will be made on the basis of total number of students present for those days only.

33.2. Supply will also remain suspended for any unforeseen reason, as notified by the Institute Authorities. No payment for the same will be made to the Mess Service Provider. So, bidders are requested to quote their rate accordingly.

**34. Details with the approximate number of students and available facilities in each Hall**

Name of Mess Service	Cooking location	Food to be served	Approximate Number of Students (Tentative)	Available Facilities*
Hall-9	Hall-9 (Boys Hostel)	Hall-9 (Boys Hostel)	200-250 (Students of Hall 9)	A Kitchen and a Dining Hall with a seating capacity of 200 and Gas (cooking) line connectivity
Hall-8 & Hall-10 (combined)	Hall-10 (Girls Hostel)	At Hall 10 and Hall 8 (Girls Hostel)	300-320 (Students of Hall 8, and 10)	A Kitchen and a Dining Hall with a seating capacity of 200 and Gas (cooking) line connectivity
Hall-11 (Boys)	Hall -11 (Boys Hostel)	Hall -11 (Boys Hostel)	600-650 (Students of Hall 11)	A Kitchen and a Dining Hall with a seating capacity of 250 and Gas (cooking) line connectivity
Hall-13 (Girls)	Hall-13 (Girls Hostel)	Hall-13 (Girls Hostel)	600-650 (Students of Hall 13)	A Kitchen and a Dining Hall with a seating capacity of 200 and Gas (cooking) line connectivity

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Hall -14 (Boys)	Hall -14 (Boys Hostel)	Hall 14 (Boys Hostel)	630-680 (Students of Hall 14)	A Kitchen with modern kitchen equipment (ANNEXURE C) and gas (cooking) line connectivity. Two dining halls with a seating capacity of at least 250 in each.
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\*Note: - Annual maintenance of kitchen equipment and gas (cooking) line need to be done by the Mess service provider during the period of contract.

**35. The Tender evaluation procedure consists of four stages:**

**Stage-1: Pre Qualification/Technical Bid:**

Bidders who submit EMD (as per point number 3 of the Tender document), all other relevant documents (as per point number 1 of the Tender document), filled in Annexure-I, Annexure-II (associated with supporting documents) as well as meet all the basic eligibility conditions will only be considered in Pre-Qualification Bid.

**Stage-2: Price Bid (Annexure III):**

**Covers of the Price Bid of qualified Bidders (after Stage-1) will only be Opened & Processed further. The work order will be given to the successful bidder who will quote the lowest price)**

**Stage 3: In case of a tie in the price bid, the final decision will be taken by the Committee/ Competent Authority as per rule.**

**Stage 4: However, a successful bidder can be offered Mess service maximum at two Halls. However, the final decision will be taken by the food tender committee.**

I/We accept all the general terms and conditions stated above.

Date:

Place:

Signature of the bidder  
with seal, if any



**BIDDER INFORMATION FORM**

1. Name of the bidder (As registered):- .....

2. Address of the bidder:- .....

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3. Phone Number(s):- .....

4. Proprietor's name:- .....

5. Address of Proprietor:- .....

.....

.....

6. Proprietor's Phone No.:- .....

Details of the firm:-

(a) Date from which the bidder/firm is operating: .....

(b) Annual Turnover of the firm:-

FY 2021-22 (Rs.) .....

(Please attach a copy of audited balance sheet only)

(c) PAN: - .....

(d) TAN: .....

(e) PF Reg. No. :- .....

(f) GST No.:- .....

7. Latest Client List with complete address (attach signed extra sheet if needed):-

Note: For any other information attach extra sheet.

Date:

Place:

Signature of the bidder

with seal, if any







**PRE- REQUISITE QUALIFICATION FOR BIDDERS**

- A) **The bidder shall necessarily be a valid legal entity, having following registrations:**
- (i) Registration under Labour Laws.
  - (ii) Copy of a valid License under Food Safety and Standard Act 2006 (**Valid on the last date of submission of Tender document**). Moreover, the successful bidder has to submit the FSSAI license/registration for the NIT Durgapur (cooking place) within one month from the start of the service. For preparing the license/registration for the NIT Durgapur (cooking place) if any document like a water certificate is required, it has to be done by the successful bidder. (For reference, please visit the website: <http://www.fssai.gov.in/> or <https://fostac.fssai.gov.in/> )
  - (iii) Employee Provident Fund Registration.
  - (iv) Employee State Insurance Corporation registration.
  - (v) Copy of Registration with GST, PAN etc.
  - (vi) Copies of previous work order (as a proof of experience and competency in similar work)
  - (vii) The Bidder should not have been blacklisted by any organization at any point of time.
  - (viii) The bidders having experience only in the Cafeteria (snacks & beverage services) will not be considered.
  - (ix) Annual execution of similar type of work of Rs. 15 lakhs within the last 7 financial years.

**The bidders must submit relevant supporting documents in support of each above-mentioned points along with other documents as mentioned in point number 1 of the tender document.**

- B) During final selection process of the bidder, additional selection criteria may be included based on various parameters (as fixed by the Committee/ Competent Authorities) like checking food quality, cleanliness by visiting various existing operation sites of bidders as well as feedback from the current users etc.
- C) After opening of technical bid, if required, Bidders may be called for a power point presentation (not more than 15 minutes) before the Committee regarding their plan/credentials etc.

Date:  
Place:

Signature of the bidder  
with seal, if any



**Price Bid**

All bidders MUST quote the price for ALL Mess Services as mentioned in the following table.

Name of Mess Service	Rate quoted (per head per day excluding TAX)	Taxes (% & Type of Tax) with HSN/SAC code	Rate quoted (incl. taxes & all Charges) (per head per day)
Hall-9 (Boys)			
Hall-8 & Hall-10 (girls combined)			
Hall-11 (Boys)			
Hall-13 (Girls)			
Hall -14 (Boys)			

- The base price is Rs 140/- per head per day including all taxes.
- Bidders may quote their rate as they deem fit (not below the base price), however the Institute reserves the right to ask for price justification from any/all bidders.
- Bidders must fill up all the cells of the above table. The incomplete table of price bid will cancel the bid.

Date:  
Place:

Signature of the bidder  
with seal, if any

GENERAL SPECIFICATIONS OF ITEMS

**All Cooking raw stuff/materials (the food items or ingredients) as per menu and meal specification should be Food Safety and Standards Authority of India (FSSAI) certified (as applicable)**

- 1) Rice: Rice may be superfine or fine, unbroken, stone and dust free, free from bad smell. Some of the brands of the rice are Baskanthi, Dudheswar, Katrani Bhog, Basmati, Kalam Kati etc on rotation and it should be certified by FSSAI.
- 2) Mustard Oil/ Sunflower Oil: It should be of reputed brand like Ganesh, Fortune, Emami Healthy and Tasty, Engine Dhara etc. with good quality and free from any adulteration. The sealed container should be certified by FSSAI.
- 3) Dal / Pulses: Musur, Sona Mug, Chhola, Beuli, Aarahar etc. on rotation: All variety of Dal/ Pulses should be of good quality, fresh, clean, stone & dust free and it should be certified by FSSAI.
- 4) Sugar: Good quality, crystal clear coarse grain and free from any adulteration and it should be certified by FSSAI.
- 5) Spices: Good Quality branded spices (Tata, Sunrise, Everest Cookme, MDH, J&K etc) is to be supplied. It should be fresh, clean and free from dust. It should be certified by FSSAI
- 6) Posto (Poppy Seeds): It should be fresh, good quality and free from any ingredient mixed and It should be certified by FSSAI.
- 7) Potato: Good quality potato to be supplied and it should be big and medium size only without surface damage & blemish.
- 8) Adrak/ Ginger: Fresh and big size.
- 9) Onion: Fresh, good quality and big size only.
- 10) Garlic: Fresh and big size only.
- 11) Vegetable: Good quality, fresh/ green, clean and free from pests.
- 12) Chicken: Only dry live chicken to be dressed in the hostels. Each chicken weight should not be more than 2Kg. Each chicken is to be cut into pieces at the cost of suppliers in respective Halls of residence.
- 13) Meat: Live 'he' goats preferably castrated to be supplied and then to be dressed in the hostel kitchen. Net weight of the meat should be free from head, stomach etc.



14) Fish: Fishes (Rohu and Katla) to be supplied not less than weight of one Kilo without head and stomach and must be fresh (without lead, collarbones, tail, viscera and fins). Tail is to be cut up to a depth of one inch from fish end.

15) Eggs: Fresh, big size poultry chicken eggs are to be supplied.

16) Bread: Good quality and FASSAI marking fresh sliced bread to be supplied.

17) Ice Cream: Preferably Kwality Walls, Metro, Amul, Cream Bell, Vadilal.

18) Other Confectionary: Cake, Biscuit are to be supplied fresh and good quality. Make and weights are to be mentioned while quoting rates.

19) Breakfast/Lunch/Dinner: Breakfast/Lunch/Dinner to be prepared at the kitchen of respective Halls of Residence at the cost of suppliers and served to the students. It should be hot and good quality.

### Item list for Breakfast, Lunch, Dinner

**(A) For Breakfast:** Breakfast (the possible combinations of items to be served to an adult.

The sign “/” denotes “or” and “,” denotes “and”).

Following alternatives combinations as ordered, to be arranged along with a cup of Milk (100 ml)/tea/coffee/Bournvita:

Item
Indian Dish OR Slices of toasted bread (05 slices) with butter / jam, 1 piece boiled egg / 1 piece Omelette, OR Milk (200 ml) with cornflakes, and banana (good quality) 1 piece

### Indian dish may include:

☐ Vada (04 pieces)/ Idli (04 pieces)/ Uttapam (2 pieces) of standard size with fresh Sambhar and chutney

OR

☐ Variety of stuffed (Aaloo, Paneer, Dal etc.) Paratha (02 pieces) of standard size with pickle /sauce, curd (100gm), and butter (20 gm)

OR

☐ Chola Bhatura (02 pieces)/ Poori (06 pieces) of standard size with a vegetable and pickles

OR

☐ PavBhaji (04 pieces)/ Poha (200 gms.)

**(B) For Lunch and Dinner:**

**Combination 1:-**

- a. Fresh hot/warm rice and hot chapatti.
- b. Musur Dal/Moog Dal etc.
- c. Seasonal Vegetable (Ful gobi / Bandha gobi or bhindi or Patal etc)
- d. Chicken 160 gm. ( for non-veg only)
- e. Chilly Panner (100 gm) (for veg only)

**Combination 2:-**

- a. Fresh hot/warm rice and hot chapatti.
- b. Vegetable Mug Dal
- c. Aloo posto
- d. Fish (75 gm) curry (for non-veg only)
- e. Veg kofta (100 gm) (for veg only)

**Combination 3:-**

- a. Fresh hot/warm rice and hot chapatti.
- b. Sambar
- b. Dhokar Dalna 3 pcs
- c. Crispy fry of any seasonal vegetables
- d. 100 gm curd (sour) + sugar

**Combination 4:-**

- a. Fresh hot/warm rice and hot chapatti.
- b. Masala Musur Dal
- c. Seasonal Vegetable. (Ful gobi / Bandha gobi or bhindi or Patal etc)
- d. 75 gm fish curry(for non-veg only)
- e. Kadai Panner (100 gm) (for veg only)

**Combination 5:-**

- a. Fresh hot/warm rice and hot chapatti.
- b. Musur Dal.
- c. Seasonal Vegetable. (Ful gobi / Bandha gobi or bhindi or Patal etc)
- d. Chicken 160 gm (for non-veg only)
- e. Palak Panner (100 gm) (for veg only)

**Combination 6:-**

- a. Fresh hot/warm rice and Roti









b. Sambar Dal c. Seasonal Vegetable(Ful gobi / Bandha gobi or bhindi or Patal etc) d. Egg curry 2pcs (for non-veg only) e. Veg Manchurian (for veg only) f. Papad
<b><u>Combination 7:-</u></b> a. Fresh hot/warm fried rice and Roti b. mixed dal c. Seasonal Vegetable(Ful gobi / Bandha gobi or bhindi or Patal etc) d. Egg curry 2 pcs (for non-veg only) e. Veg Manchurian (for veg only) f. Papad
<b><u>Combination 8:-</u></b> a. Khichdi b. Chutney c. crispy fry of any seasonal vegetables d. Aloo choka e. papad + sour curd
<b><u>Combination 9:-</u></b> a. Fresh hot/warm rice and hot chapatti b. Musur Dal/Moog Dal etc c. Seasonal Vegetable(Ful gobi / Bandha gobi or bhindi or Patal etc) d. Egg curry (2 pieces) (for non-veg only) e. Butter Panner Masala (100 gm) (for veg only)
<b><u>Combination 10:-</u></b> a. Fresh hot/warm rice and hot chapatti. b. Mug Dal. c. Seasonal Vegetable. (Ful gobi / Bandha gobi or bhindi or Patal etc) d. Tomato-capsicum fry. e. Double Egg Omlet with Curry. (for non-veg only) f. Sahi Panner Masala (100 gm) (for veg only)
<b><u>Combination 12:-</u></b> a. Fresh hot/warm rice and hot chapatti.

- b. Tarka Dal (Chana-tomato-dhania)
- c. Egg bhujia with onion & potato (for non-veg only)
- d. Veg Manchurian (for veg only)
- e. Gulabjamun 1 piece of Rs. 10/-

**Special Dinner:-**

- a. Fried rice and Radhaballavi
- b. Chicken Curry (for non-veg only)
- c. Panner Manchurian (for veg only)
- d. Fruit Custurd
- e. Nabaratna
- f. Chatni
- g. Papad
- h. Coldrinks 200ml. Glass
- i. Rasogolla or kalakand 1 piece of Rs. 10/-

**Ideal Dinner:-**

- a. Fried rice/ Jeera rice and Radhaballvi
- b. Mutton Curry (3pc. standard size)
- c. Chilly Panner (150 gm) (veg only)
- d. Mushroom/Baby corn (100 gm)
- e. Aloo Dam
- f. Gulabjamun 1Piece of Rs. 10/-
- g. Kalakand 1 piece of Rs. 10/-
- h. Coldrinks 200ml. Glass
- i. Ice Cream 1 piece of Rs. 10/-

**Note: -**

a) Fresh Green Salad (include Onions, Lemon and Seasonal Vegetables like carrot, cucumber, cabbage, raddish etc.) and Pickle are must for Lunch and Dinner.

b) For Rice, Chapatti, Dal, Vegetables, Salad: the amount/quantity to be provided as required by an adult student.

c) The combinations for the breakfast, lunch and dinner as defined above can be applicable to any day (lunch or dinner), subjected to decision that will be taken by the mess committee along with wardens of individual hostels.

d) Special dinner (SD) needs to be served every Wednesday.

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e) The combinations can be further added/ subtracted according to the decision of mess committee and wardens of individual hostels from time to time.

f) Ideal dinner (ID) needs to be served once in a month. However, SD will not be served in that particular week of the month.

g) Breakfast should contain an optional toast bread+ butter/jam other than the menu decided by the students.

FOOD (For all the hostels)	TIMING
Breakfast + Tea/Coffee	7:00 am to 8:30 am
Lunch	12 Noon to 2:00 pm
Dinner	8:00 pm to 9: 30 pm



**PRO-FORMA AGREEMENT**

**Subject: Cooking and serving breakfast, lunch, and dinner to Students residing in Hostel No.....**

THIS AGREEMENT made on the \_\_\_\_\_ day of \_\_\_\_\_ 2022/2023 between NIT Durgapur hereinafter called the Institute which expression should include it's successors also of the Institute, the one part and M/S \_\_\_\_\_ hereinafter called Tenderer which expression shall include their heirs, executors, assignees & successors of the second part.

WHEREAS the Institute floated a quotation dated \_\_\_\_\_ for preparing and serving Breakfast, Lunch, and Dinner to Students residing in Hostel No \_\_\_\_\_ against which the Tenderer submitted his quotation at a cost of Rs. \_\_\_\_\_ (Rupees in words) per head per day fulfilling all terms and conditions laid down in the tender documents.

WHEREAS, the offer of Tenderer along with other offers considered by the Institute on \_\_\_\_\_ and after due scrutiny of all the offers received, the offer of the Tenderer was accepted by the Institute.

WHEREAS, the Tenderer agrees to execute the work of Preparing and serving Breakfast, Lunch and Dinner to Students residing in Hostel No. \_\_\_\_\_ with effect from \_\_\_\_\_ to \_\_\_\_\_ abiding by all the terms and conditions as in the tender documents.

WHEREAS in case of any short coming lacuna or carelessness on the part of the Tenderer for cooking and serving of breakfast, Lunch, and dinner and violation of any terms and conditions or the contract, the Tenderer will be liable to and shall pay to the Institute an min. amount of Rs. 15,000/- (Rupees fifteen thousand only) as Fine /Penalty per case.

WHEREAS. Institute retains the right without assigning any reason whatsoever in case of non-fulfilment in the tender .In such case, the Institute will have the right to forfeit the security deposit.

WHEREAS, the tenderer agrees to supply fresh quality/standard items and or sufficient quantity as per tender documents failure by the tenderer in this regard will attract penalty for min. Rs. 15,000/- (Rupees fifteen thousand only) per case.

**The decision taken by the Institute Authority is final.**

WHEREAS, the tenderer agrees to furnish 10% security deposit on the total estimated value for the whole contract period for each hall by means of Bank Draft/ Performance Bank Guarantee in favour of the Director, NIT Durgapur payable at SBI, NIT Durgapur College Branch, Durgapur or Bank Guarantee of any Commercial bank which will be refunded not before 60 days of completion of contract period without any interest subject to adjustment of all, if any.

WHEREAS, the tenderer agrees to supply indented items daily in time, failure to supply and serve indented items in time by the tenderer will attract penalty which will be charged double the rate paid by the Institute for purchase or indented items through other agency.

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WHEREAS, tenderer agrees to accept the payment within 45 working days on submission of Bill in duplicate along-with Challan and duly certified by the concerned Mess Secretaries of that month of respective hostels along with documents of complying the Labour Law, PF and ESI clauses etc. laid down in the tender documents.

WHEREAS, the tenderer agrees that he shall not sub-let, transfer or assign the contract or any part thereof without the written permission of the Director. In the event of the contractor contravening this condition, the Institute shall be entitled to place the contract elsewhere on the contractor's account and at his risk and the contractor shall be liable for any loss or damage which the Institute may sustain in consequence of or arising out of such replacing of the contract.

WHEREAS, contract may be terminated within the period of agreement by the Institute authority by giving notice of 60 days, other than any case of breach/violation by the Mess Service Provider.

WHEREAS, contract may be terminated within the period of agreement by the Mess Service Provider by giving notice period of 60 days in writing, the Mess Service Provider may have to continue till suitable replacement is found, food being an essential service.

WHEREAS, the Mess Service Provider agrees to maintain discipline also agrees that no unwanted person be allowed inside the kitchen and dining hall other than his recognized person and verification of antecedents of the men/women deployed will be the responsibility of the Mess Service Provider.

WHEREAS, settlement of any dispute will be made immediately by the appropriate authority of the NIT, Durgapur, failing which through arbitration or may be made under the jurisdiction of Durgapur court.

WHEREAS, the contractor also agrees to abide by any other terms and conditions as laid down in the tender document, if not covered under this agreement.

In witness, both the parties set their respective hands in presence of the witness on the date, month and year as given above.

Dated:

Place: NIT Durgapur, West Bengal.

Accepted on behalf of the Chairman, Food and Canteen Tender Committee in Hostels, NIT Durgapur.

Chairman: Food and Canteen Tender Committee in Hostels, NIT Durgapur.

Appointer

Appointee

Witnesses:

1.

1.

2.

2.

Tender No.: NITD/ Dean (SW)/Cooked food/ Hostels/2022/01 Dated:  
02.12.2022

**ANNEXURE-C****Kitchen equipment Inventory List of B. R. AMBEDKAR HALL OF RESIDENCE (HALL 14)**

<b>NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR</b>				
<b>KITCHEN INVENTORY LIST OF B.R.AMBEDKAR HALL OF RESIDENCE HALL- 14 1250 BOYS HOSTEL</b>				
<b>Sl No.</b>	<b>Item</b>	<b>Specification</b>	<b>Elec.Load/ Each</b>	<b>Qty.</b>
	<b>Main Kitchen</b>			
K-1	SS STOCK POT RANGE	As per Kitchen Plan		3
K-2	SS SINGLE SINK UNIT	As per Kitchen Plan		1
K-3	SSTIL TING Type BULK COOKER	As per Kitchen Plan		2
K-4	SS TIL TING BRAT PAN	As per Kitchen Plan		2
K-5	SS SPICE TROLLEY	As per Kitchen Plan		3
K-6	SS MOBILE WORK TABLE WITH 1BS	As per Kitchen Plan		2
K-7	SS WORK TABLE WITH 2 BS	As per Kitchen Plan		2
K-8	SS LOW HT. VESSEL RACK	As per Kitchen Plan		3
K-9	SPIRAL KNEADER	As per Kitchen Plan	2900 WT. 440V	1
K-10	SS WORK TABLE WITH 2 BS	As per Kitchen Plan		1
K-11	SS SEMI AUTO CHAPATI MAKER	As per Kitchen Plan	1500 WT, 220V	1
K-12	SS WORK TABLE WITH 2 BS	As per Kitchen Plan		2
K-13	BLENDER / JUICER	As per Kitchen Plan	750 WT. 220V	1
K-14	TEA CONTAINER	As per Kitchen Plan		4
K-15	SS WORK TABLE WITH 1 SINK HALF BS	As per Kitchen Plan		2
K-16	SS VEGETABLE SLICER ELEC.	As per Kitchen Plan	250 WT. 220V	2
K-17	SS 3 DOOR WORK TOP FREEZER (s)	As per Kitchen Plan	330 WT. 220V	1
K-18	SS TEA SANK SERVICE TROLLY	As per Kitchen Plan		4
K-19	SS KITCHEN UTILITY TROLLEY	As per Kitchen Plan		4
K-20	SS PLATFORM TROLLEY	As per Kitchen Plan		2

**STORE**

S-1	MS ADJ. STORAGE RACK	As per Kitchen Plan		4
S-2	PVC PALLETS	As per Kitchen Plan		3
S-3	SS RACK	As per Kitchen Plan		3
S-4	SS PLATFORM TROLLEY	As per Kitchen Plan		1
S-5	SS WEIGHING SCALE	As per Kitchen Plan	150WT,220V	1

**NON-VEG. STORE**

NS-1	SS 4 DOOR VERTICAL REFRIGERATOR (S)	As per Kitchen Plan		2
NS-2	SS POTATO/ ONION BIN	As per Kitchen Plan		2
NS-3	SS RACK	As per Kitchen Plan		2

**PANTRY 1,2,&3**

PN-1	SS WORK TABLE WITH FRONT TRAY	As per Kitchen Plan		6
PN-2	SS 6 VESSEL BAIN-MARIE WITH FRONT TRAY	As per Kitchen Plan	3000 WT ,220V	6



PN-3	SS CLEAN DISH RACK	As per Kitchen Plan		6
PN-4	SS MOBILE WORK TABLE WITH 1 BS	As per Kitchen Plan		3
PN-5	SS WORK TABLE SINK UNIT WITH 1 BS	As per Kitchen Plan		3
PN-7	SS WORK TABLE WITH 2 BS	As per Kitchen Plan		3
PN-8	SS IDLY STEAMER	As per Kitchen Plan	3000 WT ,220V	6

#### WET GRINDING

WG-1	SS WORK TABLE SINK UNIT WITH HALF BS	As per Kitchen Plan		1
WG-2	SS WET MASALA GRINDER	As per Kitchen Plan	750 WT, 220V	2
WG-3	SS POTATO PEELER	As per Kitchen Plan	750 WT, 220V	2
WG-4	SS PUL VERISER	As per Kitchen Plan	1500 WT,220V	2

#### DISH WASH

DW-1	SS SOLI DISH LANDING TABLE	As per Kitchen Plan		1
DW-2	SS 2 SINK DISH WASH UNIT	As per Kitchen Plan		1
DW-3	SS SOIL DISH LANDING TABLE	As per Kitchen Plan		1
DW-4	SS 2 SINK DISH WASH UNIT	As per Kitchen Plan		1
DW-5	SS HOOD TYPE DISH WASH	As per Kitchen Plan	9800 WT,440 V	1
DW-6	SS CREAT RESTING TABLE	As per Kitchen Plan		1
DW-7	SS CLEAN DISH RACK	As per Kitchen Plan		4
DW-8	SS KITCHEN UTILITY TROLLEY	As per Kitchen Plan		2
DW-9	JET WATER SPRAY	As per Kitchen Plan		2

#### POT WASH

P-1	SS POT RACK	As per Kitchen Plan		2
P-2	SS POT BIG SINK	As per Kitchen Plan		1

#### OTHER SYSTEMS

H-1	Hot Air Discharge and Fresh Air Intake Ventilation System for Hot Gas Burner Area-Complete made of GI Sheet with Industrial 18" dia E/Fans	Complete system Fresh Air intake and Hot air Dischare behind the Kitchen wall	3000 WT ,220V	1
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H-2	5X2=10 Cylinder Gas Manifold System as per IS:6044, PartII standard except Civil Gas Bank beside the Kitchen Room.	Complete System- Made of TATA MS ERW Tested Pipe with all safety valves and connecting Burner pipes		1
G-1	SS Gratings over Drain Channels for Easy drainage line inside the Kitchen	Made of SS pipe of for Open Drain Cover		36
G-2	SS Grease Tap at the End of Drainage Line inside the Kitchen	Complete made of SS at end of Drain Line		1

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