

**NOTICE INVITING RATE CONTRACT**

(Box Tenders/Open Tenders)

**(MESS/CATERING SERVICES FOR HOSTELS AT NIT ANDHRA PRADESH,  
TADEPALLIGUDEM)**



**National Institute of Technology- Andhra Pradesh,**  
Beside Chennai - Srikakulam Highway,  
Kadakatla, Tadepalligudem, West Godavari District,  
Andhra Pradesh-534101.  
[www.nitandhra.ac.in/main/tender](http://www.nitandhra.ac.in/main/tender)

INVITATION of TENDER for

**MESS/ CATERING SERVICES FOR HOSTELS AT NIT ANP,  
TADEPALLIGUDEM**

Sub: Tender Enquiry of **MESS/ CATERING SERVICES FOR HOSTELS AT NIT ANP, TADEPALLIGUDEM**

Dear Contractor,

You are invited to submit your most competitive quotation/bid for “**MESS/CATERING SERVICES FOR HOSTELS AT NIT ANP, TADEPALLIGUDEM**” campus in sealed envelope. Interested bidders are requested to submit the most competitive bid / quotation, details below:

1	OVERVIEW	Please refer <b>ANNEXURE – A</b>
2	TERMS & CONDITIONS OF MESS SERVICES / CONTRACT	Please refer <b>ANNEXURE – B</b>
3	STRUCTURE OF MESS MENU (AY 2023-24)	Please refer <b>ANNEXURE – C</b>
4	PERMISSIBLE BRANDS OF VARIOUS ITEMS (FSSAI MARKED COMPULSORY)	Please refer <b>ANNEXURE – D</b>
4	ELIGIBILITY CRITERIA FOR PROFESSIONAL QUALIFICATION	Please refer <b>ANNEXURE – E</b>
5	PROFORMA FOR TECHNICAL EVALUATION TO AWARD MARKS	Please refer <b>ANNEXURE – F</b>
7	FORMAT FOR DETAILS OF EXECUTED VALUE OF THE CONTRACTOR PER EACH CONTRACT (TO BE ISSUED ON LETTER HEAD)	Please refer <b>ANNEXURE – G</b>
8	LIST OF MANDATE KITCHEN EQUIPMENT ESTABLISHED IN MESSES	Please refer <b>ANNEXURE – H</b>
9	PRICE BID FORMAT FOR MESS/ CATERING SERVICES FOR HOSTELS AT NIT ANP, TADEPALLIGUDEM	Please refer <b>ANNEXURE – I</b>

**NOTICE FOR INVITING TENDERS**

**For**

**MESS/ CATERING SERVICES FOR HOSTELS AT NIT ANP, TADEPALLIGUDEM**

Tenders in **TWO BID** forms covering firms’ profile, experience, terms and conditions etc. are invited from reputed Firms/Agencies for providing catering services to hostels at NIT ANP. Food Safety and Standards Authority of India (**FSSAI**) **license is mandatory**. Last date of submission of complete tender document completed in all respect is **05.06.2023 3:00PM**.

Tender can be downloaded from Institute Website and the completed form should be sent / submitted to –

**The Tender Box, C/o Material Management & Disposal Section,  
Sardar Vallabhbhai Patel Administrative Vista Building,  
National Institute of Technology Andhra Pradesh,  
Beside Chennai - Srikakulam Highway, Kadakatla,  
Tadepalligudem, West Godavari District, Andhra Pradesh-534101**

Signature of Bidder  
(Authorized Signatory)

Stamp:

Date:  
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## **TIME SCHEDULE OF VARIOUS TENDER-RELATED EVENTS**

(MESS/CATERING SERVICES FOR HOSTELS AT NIT ANP, TADEPALLIGUDEM)

Bid Document downloading Start date/ Time	<b>10.05.2023 from 05.00 pm.</b>
Bid Document downloading End Date / Time	<b>05.06.2023 upto 03.00 pm.</b>
Pre-Bid meeting	<b>25.05.2023 at 03.00 pm.</b>
Last Date and Time for receipt of Bids	<b>05.06.2023 upto 03.00 pm.</b>
Technical Bid Opening Date /Time	<b>05.06.2023 at 03.30 pm.</b>
Price Bid Opening Date / Time	Will be intimated later
Contact Person	Chief warden (Hostels), NIT Andhra Pradesh, Tadepalligudem. Email: <a href="mailto:chiefwarden@nitandhra.ac.in">chiefwarden@nitandhra.ac.in</a>
Reference No:	<b>NITANP/SMMMD/TENDER/2023-24/10, Date: 10.05.2023</b>

## **CLARIFICATIONS**

Queries, if any, can be made through e-mail only to [chiefwarden@nitandhra.ac.in](mailto:chiefwarden@nitandhra.ac.in) and cc to [purchase@nitandhra.ac.in](mailto:purchase@nitandhra.ac.in) on or before **25.05.2023**. Queries received via any mode other than e-mail id mentioned above shall not be entertained. The queries should only be sent in the following format on the official letter head of the company.

<b>S. No.</b>	<b>Page No. (Tender Ref.)</b>	<b>Clause (Tender Ref.)</b>	<b>Description (Tender Ref.)</b>	<b>Query</b>

If there is any addendum/corrigendum related to tenders, it shall only be published on NIT-Andhra Pradesh website ([www.nitandhra.ac.in](http://www.nitandhra.ac.in)) and CPP Portal <https://eprocure.gov.in>. The Bidders are advised to check NIT Andhra Pradesh website regularly. No other mode of notice will be given.

The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made, if any. Bidders are totally responsible for incorporating/complying the changes/amendments issued, if any, during pre-bid meeting in their bid.

If the last date of receiving/opening of the bids coincides with a holiday, then the next working day shall be the receiving/opening date.

The Technical bid along with relevant documents should be attached with original EMD and Tender processing fee. Physical submission of Price Bid only shall be considered.

**Assoc. Dean, P&D (SMMD)  
NIT ANDHRA PRADESH**

## STATEMENT RELATED TO BIDS

Bid Document Fee/ Tender Processing Fee (Non-refundable)	<b>Rs. 5000/-</b> by way of RTGS/NEFT/DD from any Nationalized bank drawn in favor of the Director NIT Andhra Pradesh, Payable at Tadepalligudem. <b>Account Name:</b> Director NIT Andhra Pradesh <b>A/C No:</b> 35579546371 <b>IFSC Code:</b> SBIN0016305 Submit the payment Receipt for evidence.
EMD	<b>Rs. 20,00,000/-</b> by way of DD from any Nationalized bank drawn in favor of the Director NIT-Andhra Pradesh, Payable at Tadepalligudem.
Bid Validity Period	90 days from the date of opening of Price Bid
EMD Validity Period	90 days from the date of opening of Price Bid
Contract Period	Contract will be initially for a period of one academic year and may be extended for period of second year and then one more year (6 months + 6 months) subject to satisfactory performance.
Period for signing the contract agreement	Within 15 days from date of receipt of Contract Order

## SUBMISSION OF BID

1. The bid documents can be downloaded from the Institute website <http://www.nitandhra.ac.in/main/tender> and CPP Portal <https://eprocure.gov.in>
2. The bids should be filled in two bid formats with all the required documents as enclosures in separate sealed covers i.e.: **(a) Technical bid, (b) Price Bid.**
3. Two separate sealed covers should be specifically super-scribed as (a) **“Technical bid for Mess/catering services for hostels at NIT Andhra Pradesh, Tadepalligudem”** and (b) **“Price Bid for Mess/catering services for hostels at NIT Andhra Pradesh, Tadepalligudem”**. Both the sealed envelopes (a) and (b) are to be kept in another Master envelope, which should also be sealed and submitted.
4. The Master envelope should be super-scribed with **“Tender for Mess/catering services for hostels at NIT Andhra Pradesh, Tadepalligudem”** and shall be addressed to The Tender Box, C/o Material Management & Disposal Section, Sardar Vallabhbhai Patel Administrative Vista Building, National Institute of Technology Andhra Pradesh, Beside Chennai - Srikakulam Highway, Kadakarla, Tadepalligudem, West Godavari District, Andhra Pradesh-534101.
5. The Technical bid should contain two sealed envelopes inside it as below:
  - i. **Eligibility Criteria Bid** (Referred as Envelope No.1 in the tender document): This envelope should contain bidder signed and stamped copy of the Tender document, filled form of Annexure-E with all supporting self-attested documents along with the EMD and Tender Processing Fee. The envelope should be superscribed as **“Eligibility Criteria Bid for Mess/Catering services for hostels at NIT Andhra Pradesh, Tadepalligudem”**
  - ii. **Technical Evaluation Bid** (Referred as Envelope No.2 in the tender document): This envelope should contain filled form of Annexure-F, Annexure-G and Annexure-H with all supporting self-attested documents. The envelope should be superscribed as **“Technical Evaluation Bid for Mess/Catering Services for hostels at NIT Andhra Pradesh, Tadepalligudem”**

Both the envelope 1 and envelope 2 should be kept in another envelope which should also be sealed and superscribed as **“Technical bid for Mess/catering services for hostels at NIT Andhra Pradesh, Tadepalligudem”**
6. The Price Bid should contain Annexure-I.
7. Each envelope/cover should also indicate clearly the name and address of the bidder.
8. Last date for submission of bid documents is 05.06.2023 up to 03:00 pm.
9. Bids received after the due date and time shall be summarily rejected.
10. Institute will not be responsible for postal delay.

## General Terms and Conditions

1. **Allotment of mess to vendor:** Institute will award Mess A & B to L1 bidder. In case of tie in price bid, the Messes shall be awarded to firm who scored highest marks in technical evaluation entries subject to the fulfilment of the conditions as per the professional eligibility criteria.
2. **Price Bid:** The price should be quoted in Annexure-I **FOR MESS/CATERING SERVICES FOR HOSTELS AT NIT ANDHRA PRADESH, TADEPALLIGUDEM**
3. **Professional eligibility / qualification criterial Bid**
  - a) The bids offered must meet the Professional eligibility criteria detailed in “**Professional eligibility /qualification bid**” given at Annexure-E. In case of deviation if any, the bid is liable for Rejection/ Non – Responsive.
  - b) NIT Andhra Pradesh has the sole discretion to accept or reject tenders / bids based on deviations, if any, from the technical specification.
  - c) The details of the executed value of the contractor per each contract should be submitted in the prescribed format.
  - d) Price bids of the non-responsive bidders will not be opened. The EMD of such bidder/s will be returned in due course.
4. **Bid Evaluation**

The IPC/ Hostel DPC will evaluate and compare the bids determined to be substantially responsive i.e., which:

  - a) All the documents properly filled in & dully signed by the bidder
  - b) Whether they mentioned page number for all the documents
  - c) Whether claims must be supported with self-attested relevant documents complete
  - d) Confirm to the general terms and conditions, special conditions, additional conditions and technical qualifications.
  - e) Incomplete documents submitted will not be taken into consideration for evaluation
5. Bidder shall submit all required certificates/documents e.g., FSSAI license, Firm’s registration certificate, GST registration certificate, PAN etc., with the bid.
6. Bidder shall furnish the information in the prescribed format of Technical and Price Bid only(as applicable), bid submission in any other format is likely to be rejected. Each document / certificate attached with the bid should be duly signed/self-attested & stamped by the bidder, failing which submitted quotation/bid will be treated as **Non-Responsive**. Incomplete or Conditional Bid(s) will not be accepted.
7. If any document of tender /quotation enquiry, certificate etc. submitted by the contractor is observed to be incorrect / false / forged, intentionally or un-intentionally at any stage, the tender/quotation submitted by the vendor is liable to be treated as **Disqualified/Non-Responsive**. Further the Institute reserves the right to initiate any action as deemed fit in such case against such contractor including the action of debarment / blacklisting of firm.
8. In case of any violation of contract conditions, institute shall take action against bidder as deemed fit, appropriate and on approval of the institute authorities,

- including debarment /black-listing of contractor.
9. **Security Deposit:** Successful bidder will be required to submit the **Security Deposit (SD)** of **3% of the contract value** as mentioned in Annexure-B, to be submitted at the time of acceptance of tender/ signing of contract agreement in the form of bank guarantee (BG). The security deposit (without interest) will be returned after the satisfactory completion of mess / catering contract period.
  10. **Scope of Work, Operative terms and conditions: Refer ANNEXURE – A**
  11. **Terms & conditions of mess contract: Refer ANNEXURE – B**
  12. **Liquidated damage clause: Refer ANNEXURE – B**
  13. **Award of Work Contract**
    - a) Bidders / contractor will be selected on the basis of
      - (i) Allotment of messes to the Bidder / Contractor will be finalized by the IPC by evaluating the following procedure –
        - 1<sup>st</sup> Step – Eligibility criteria for professional qualification** will be done on the basis of **ANNEXURE – E**
        - 2<sup>nd</sup> Step – Technical evaluation to award points** will be done on the basis of **ANNEXURE – F**
        - 3<sup>rd</sup> Step- Price bids (provided in Annexure - I) of the technically qualified bidders will be opened to finalize the L1 for the said contract as.**
      - (ii) In tie up situation at step (3), the tie will be broken on the basis of points obtained in technical evaluation constituted in **Annexure - F** (The points shall be awarded by considering the documents dully filled and signed in by the bidder).
    - ❖ **Institute will award both the Messes (A & B) to the L1 Bidder.**
    - b) The terms of the accepted offer shall be mentioned in the agreement.
    - c) **Rate per Student per day:** The rate for meals per student per day should be in the range of **Rs. 131 - 145/-** to (including all Taxes). Bidders are required to quote their rates within specified range only. Price quoted outside this range will be disqualified.
    - d) Contractor's inability to provide services as per requirements and the rate finalized will lead to cancellation of contract, forfeiture of security deposit etc. Further, Institute reserves the right to initiate any action as deemed fit in such case against such contractor including the action of debarment / blacklisting of firm. Institute may also disqualify / debar the Contractor from participating in any of its future enquiries for a period as recommended by institute authorities.
    - e) Notwithstanding any of the above conditions, the Director, NIT Andhra Pradesh, Tadepalligudem reserves the right to accept or reject any bid and to cancel the bidding process and reject all bids at any time prior to the award of contract.
    - f) Actual number of students may vary depending on hostel admission / social / pandemic conditions.
  14. Any corrigendum / amendment regarding this tender enquiry will be issued on institute website [[www.nitandhra.ac.in/tenders](http://www.nitandhra.ac.in/tenders)] and CPP Portal <https://eprocure.gov.in>
  15. The Director, NIT Andhra Pradesh reserves the right to accept or reject or cancel any or all enquires or bids/work order at any stage without assigning any reason thereof.
  16. For any disputes, the place of jurisdiction shall be Tadepalligudem, Andhra Pradesh (India) only.

17. It will be presumed that the contractor has read carefully all the above-mentioned instructions, terms & conditions and abide by same.
18. We look forward to receiving your bids and thank you for your interest.

**Assoc. Dean, P&D (SMMD)**  
**NIT ANDHRA PRADESH**

## **ANNEXURE – A**

### **OVERVIEW**

The hostel office at National Institute of Technology Andhra Pradesh, Tadepalligudem provides residential accommodations to its students. There are 10 (Ten) Boys' Hostel halls and 05 (five) Girls Hostel halls at present. The messes of hostels are managed by the hostel authority and the overall control by the Chief warden/Dean (SW). The messes run around the year except summer vacation (normally 70 days during May – July). MTech and PhD courses offered students/scholars with limited number will be provided mess facilities during the summer vacation also.

**Rate per day per Student** – shall be a **minimum of Rs. 131/- and a maximum of Rs. 145/-** (including all Taxes). Bidders are required to quote their rates within the specified range only. Prices quoted outside this range will be disqualified and treated to be unresponsive whatsoever the stage of evaluation of bids.

#### **1) Scope of the Work:**

1. Cooking and serving meals (Breakfast, Lunch, Evening tea & Snacks and Dinner).
2. Management and control of stocks and inventories for running the mess.
3. Cleaning of utensils, kitchen and serving items.
4. Cleaning of cooking, dining, hand wash area, auxiliary areas such as area being used for the mess staff.
5. Proper disposal of Garbage / Leftover food.
6. Security of equipment, utensils and other items in kitchen and dining areas.
7. Maintenance of the equipment in kitchen, dining areas and area being used for the mess staff.
8. Maintenance of Register, ledgers, attendance record of mess workers and other records and documents related to running of the mess for compliance of statutory requirement.
9. Display and Maintenance of record of mess bill of individual student at the end of every month.
10. Deployment of required sufficient manpower and their statutory compliance as per the Government rules viz. PF, ESIC, Gratuity and Labour welfare provisions etc.
11. Pest Control from authorized agency, at least once in two months and as and when required, if necessary, in between. The contractor shall submit the "Pest Control Certificate" to the Hostel Section, otherwise mess bill will not be processed for payment.
12. The contractor shall comply with all statutory norms and conditions laid down by Food and Drug Administration (FDA), Government of Andhra Pradesh / Central Government.
13. The contractor shall comply with norms of "EAT RIGHT Campus" initiative of FSSAI.
14. Any other activities as may be considered by the institute on merits.

#### **2) Key Deliverables / Operative Terms and Conditions:**

1. Contractor (means any firm/person registered with FSSAI for supplying food in various organizations/institutes) having turnover Rs. 2.5Crore and above in the last-five financial years (from AY. 2018-2019 to AY. 2022-2023) will be eligible to participate in the tender.
2. The catering services in mess shall be operated by the awarded firm(s) from the date as decided by the Institute Authority, failing which the EMD will be forfeited and the work shall be awarded to next eligible bidder.
3. The contractor shall engage and provide requisite number of well-trained cooks and service personnel to run the mess and serve meal to the students, 04 (four) times a day, i.e., Breakfast, Lunch, Evening snacks and Dinner. In case of Girls' hostel mess/catering, it is mandatory to engage ladies service personnel in dining area (No men in dining area) and preferably all cooks as well.
4. Meals should be supplied at all the times for all the students without any day off.
5. The contractor should be financially sound to run the mess.

6. The contractor and their personnel should be familiar with the modern kitchen equipment.
7. Contractor has to appoint one full time manager having degree / diploma in Hotel Management / Nutrition for each mess independently.
8. The mess shall remain operational on all days and shall not be closed without prior permission of the hostel authorities.
9. The contractor shall serve only specified foods as per the contract document [and/or sometimes as approved by the hostel authorities in special cases with the approval of Chief Warden/Dean (SW)]. Rate in special cases will be decided with the consent of both the parties i.e., NIT Andhra Pradesh & Contractor.
10. The contractor must display the menu / list of food items to be served for every month which is approved by the mess warden and mess representatives.
11. The Contractor has to provide uniform to his/her employees during the service hours. The Contractor has to ensure that his/her staff is always dressed in clean and tidy uniforms while on duty. The Contractor should also issue Photo Identity Card to their staff.
12. The Contractor's employees should be free from any contagious disease or sickness or any other kind of disease that is considered unacceptable for handling food. In such case the Contractor should give them leave and arrange treatment as deemed fit and should make alternative arrangement at his/her own cost. In any circumstances, the Contractor must ensure that the mess facilities are not hampered, and serving standard is maintained.
13. The Contractor shall be solely responsible to provide safe and hygienic food to the students at all times. A committee appointed by the institute will monitor the same including hygiene from time to time. Persons authorized by the Institute must have full access to mess, store and other facilities and documents. Any preparation not found to be wholesome or hygienic is liable to be rejected without any compensation. Further punitive action, as deemed fit shall be taken against the Contractor, including cancellation of contract.
14. The premises of the mess shall not be used for any other purposes. The Institute reserves the right to use the Dining Hall and other places during the tenure of contract.
15. The Contractor shall maintain neat & cleanliness of the mess premises such as cooking, dining area, etc. at all times. No trash is to be thrown inside or outside the mess premises.
16. The Contractor and his/her personnel must maintain harmonious relation with students/faculties/staff/Institute authorities & their personnel. In case of any dispute, further punitive action, as deemed fit shall be taken against the Contractor, including cancellation of the contract.
17. The Institute reserves the right to reject any / all tenders without assigning any reasons thereof.
18. Rates finalized after opening the price bid will be valid for one year. In case of extension of the agreement for the next academic year/session, variation in the quoted price may be considered (based on the price index / price escalation), if approved by the Institute Authority.
19. Quality of food served in the mess should be maintained throughout the year
20. The range of base rates is provided in the **ANNEXURE - A** for mess services per student per day. The bidders quoting rates, less than the minimum base rate and above maximum base rate will be rejected. The extra items can be provided on payment basis, if directed by the Institute Authority.
21. Bidders / contractor will be selected on the basis of rate quoted by them in **ANNEXURE - I** for **Mess Menu** given in **ANNEXURE - C**.
22. *If required (on the request from the students) the contractor may be requested*

to run the night canteen in the mess on direct payment basis for selected items viz. Tea / Coffee / Samosa / Poha / Maqgi / Fruits or any other items. Rates of the items provided in the night canteen will be finalized by the Hostel authority in consultation with the contractor(s) before start of night canteen. Operation hours for night canteen would be 11.00 p.m. to 3.00 a.m. Contractor has to ensure that the work of night canteen shall not affect the regular mess operations in terms of delay in serving breakfast, quality of food, etc. He/she has to employ separate staff / work force for night canteen. The night canteen in Girls' hostel shall be run by ladies' staff only.

23. Turn-over certificate issued by the competent authority where the bidder has provided / providing services has to be submitted along with the Professional Evaluation Bid (in the enclosed format).
24. Documents in support of registration details, turnover, should be supported with self-attested relevant documents complete in all respect. **Any Incomplete documents submitted will not be taken into consideration for evaluation.**
25. Bidder shall submit Firm's registration certificate, GST registration certificate, PAN, etc. with the bid.
26. Director, NITANP, Tadepalligudem reserves the right to accept or reject or cancel any or all bids/work orders at any stage without assigning any reason thereof.

## ANNEXURE - B

### TERMS & CONDITIONS OF MESS SERVICES / CONTRACT

Mess contractor will be finalized based on his/her experience, contracts executed earlier, contracts in hand, capacity to prepare regional food, managerial abilities, rate quoted and other relevant factors as considered appropriate by the mess tender committee. If required, a team of wardens may also check the quality of food served by the contractor at the place of his/her current contract of mess services without prior information. Mess Contractor (herein after referred as contractor) is required to note that health, safety and satisfaction of the authorized hostel inmates (students of NITANP) is the prime concern of the hostel authorities. On behalf of the hostel students, hostel section is laying down the following terms and conditions which shall be binding to the contractor.

1. The contractor must have food license issued by the "FSSAI".
2. **Messes (A & B)**

The required kitchen equipment in the mess for the preparation of food for allotted students' strength will be made arrangement by the contractor. The necessary facilities such as gas pipeline and water lines and utensils (lunch and dinner serving plates, breakfast and snack plates, kotaries, glasses, spoons, forks, knives, Tea and Water glasses and Water jugs etc., at least one set for each student), service counter equipment, and dining tables in each dining hall shall be provided by the hostel authorities to the contractor in existing condition, however, the contractor has to use them and return entire inventory in the same condition after the contract period. These facilities will be in the charge of the contractor and he/she will be responsible for any damage or loss. In case of any loss or damage, the contractor will have to replace the lost items / carry out necessary repairs, subject to the approval and instructions of the Mess Warden / Chief Warden / Dean (SW). In addition, the Institute reserves the right to recover the cost as decided by the Institute authorities. All the other facilities, viz. kitchen equipment, services, commercial LPG etc. which are required / necessary to run the mess are to be arranged by the contractor. The contractor can visit the mess with the permission from Chief Warden during working hours before quoting the tender to have an idea with the existing mess infrastructure.

The contractor will run the mess for an approximate number of students shown in the table below:

Sr. No.	Mess in Hostel	No. of Students (Expected)	Type of Kitchen
1	<b>Akshaya Mess</b> (II, III and IV BTech Boys), <b>Amrutha mess</b> All girls (B.Tech.+PG & PhD), and <b>Kamadhenu mess</b> (I BTech Boys+ PG & PhD Boys)	1500 to 2400	Separate Vegetarian and Non-vegetarian Kitchen and Serving to be done in the allotted four separate dining halls

3. Mess workers and cook should be healthy and medically fit. They are required to have a regular medical checkup. 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 him / her immediately without fail. Regular Special attention is to be given towards cutting of nails of all the workers.
4. Age of workers must be between 18 to 55 years (Child labours are strictly prohibited in any mess or institute premises). For the mess of Boys Hostels (i.e., Mess - A (Akshaya Mess) & MESS - B (Kamadhenu) Mess) majority of the workers should be male and in Girls Hostel Mess (i.e., Mess – B (Amrutha mess)) it is mandatory to engage majority of lady workers (no men / male worker in

- dinging area of Girls hostel).
5. Contractor is required to provide uniform dress code to the mess workers / staff. In addition to uniform, all mess workers shall be provided with Identity card which they shall display at all times when on duty. Contractor is also required to pay his workers / staff as per minimum wages and should pay their EPF, ESIC, etc. components.
  6. The contractor and his workers must behave politely with the hostel residents. The contractor shall enquire about the character of worker to be employed and ensure that there is no criminal case is pending or contemplated against that person. Then only, after satisfaction, contractor shall depute/ deploy the person in hostel mess. The workers employed by contractor should be free from any contagious disease or sickness or any other kind of disease that is considered unacceptable for handling food. At the start of each semester, medical examination from Institute Medical Officer shall be done within a week positively.
  7. The contractor is required to maintain the details of all his employees / mess workers. The mess workers' information along with their photographs and photocopy of Aadhar Card shall be submitted to the Hostel Section. The antecedent of all the employees should be checked by the contractor through police verification and all information shall be provided to the Hostel Section within a month from starting of mess. Attendance record of the workers engaged in the mess should be maintained on daily basis and a copy of the same is to be submitted along with the monthly Mess bill.
  8. The contractor shall not employ any mess worker whose track record is not good. He should not have any involvement in any crime / offence / police case.
  9. One month notice is required on either side for the termination of contract services if such condition arises during the contract period.
  10. If the mess management is not up to the mark or the quality of the food is below standard or unhealthy or unhygienic, the Chief Warden/ Dean (SW) / Director is empowered to terminate the contract with a short notice of three days. The Hostel Wardens Committee's opinion shall be final as far as the matters related to food quality / mess management is concerned.
  11. The contractor shall be solely responsible to provide safe and hygienic food to the students at all times. Wardens / Mess Operation Committee may monitor hygiene condition time to time. Any preparation not found to be wholesome or hygienic is liable to be rejected without any compensation. The Contractor shall also provide light food to the sick student(s) during their sickness period and no extra charges will be paid for the same.
  12. Food / any other item should not be served inside the room of hostel inmates except in exceptional cases or ill health and on directives of Warden only.
  13. Hygiene, overall cleanliness of surrounding, kitchen, dining area, hand wash area, area being used for the mess staff and the storage area for food, raw materials, ingredients etc. should be of good quality. Clean, hot & fresh, nutritious, hygienic and edible food has to be served in the mess. Any type of COOKED FOOD shall not be stored / preserved / re-served after meals. The remaining cooked food after lunch / dinner shall be completely discarded & disposed off in safe and hygienic manner. The Warden's instructions should be followed in above matters. Not following Mess Warden's suggestions / instructions shall be considered as violation of the terms and conditions of contract and shall invite penalty for the same as decided by Mess Operation Committee / Wardens Council / Chief Warden/ Dean (SW).
  14. The maintenance of safety, health and hygienic conditions in and around the mess / kitchen will be the responsibility of the contractor. **The pest control (once in two months) and its certification of hygienic condition of complete mess & kitchen should be done by contractor same should be submitted to the Hostel Section.** Use of blowers / exhaust fans / air coolers / fly catcher machine and other gadgets installed in the mess & kitchen is compulsory for the entire period of mess operation. Mess Warden's suggestions/instructions regarding cleanliness and other issues have to be followed and the expenditure towards this is to be borne by the contractor.
  15. Raw material/ commodities for preparation of food should be of good quality (FSSAI marked). Cooking medium should be branded oil / ghee & other items like butter, Jam, sauce etc. should

also be standard branded make (as per the list in **ANNEXURE-D**). Approval should be taken from the Mess Warden and Mess Committee for the branded items which are not listed in **ANNEXURE-D** before procuring or changing the items. Substandard materials & other oil / ghee non FSSAI marked mustnot be used for cooking. Food color preservative should not be used in any preparation.

16. Sample menu is attached with this document (**ANNEXURE-C**). Mess warden and Mess representatives can change the menu in consultation with the contractor. Menu can be changed by the Hostel authority headed by the chief warden to suit the availability of seasonal vegetables in the market by taking opinion of the Mess warden, mess representatives.
17. The meals should be served during the following timings:

Breakfast	--	07:30 a.m. to 09:30a.m.
Lunch	--	12:30 noon to 02:30 p.m.
Evening Refreshments	--	04.30 p.m. to 06.00 p.m.
Dinner	--	07.30 p.m. to 09: 30 p.m.

If required, the timings may be changed in consultation with the Mess Warden as and when such circumstances arise.

18. Food inspection (both raw and cooked) will be / can be done on regular basis by the Warden / committee / any Institute Authority / team having expert appointed by the Institute authority. The quality and quantity of raw material may be monitored by the committee of hostel authority. The contractor shall maintain a weighing machine of at least 10 kg capacity.
19. When a student is required to leave the hostel for genuine reason (Academic purpose or with permission of the HoDs only), Mess off / Rebate will be given to individual students for N-2 days under special circumstances. 'N' shall be the period of continuous absence from hostel (including day of leaving and arrival in hostel) and should be certified by the concerned Head of the Department and intimated to the Hostel Warden two days in advance. Mess off/ mess rebate would also be given if a student is not keeping well and admitted to hospital or going for academic / sports / cultural activity deputed by the Institute and he submits the application through the Professor In charge to the Hostel Warden well in advance before leaving or any other reason deemed fit by the Warden. The mess off shall be informed to the contractor two day in advance except in emergency / medical cases.
20. The Contractor is responsible for correctly identifying the students with their room numbers. If required, agency may engage its staff for the same at the entrance of the dining hall. **The attendance monitoring shall be the responsibility of the Contractor.**
21. Number of days / **Mess bill** for each student **should be notified** through the Mess Warden **on 3<sup>rd</sup> day of the successive month**. Any dispute arising with the food bill of individual student may be addressed and corrected within 5<sup>th</sup> day of the same month. The final mess bill will be displayed by the respective Warden on the same day (i.e., 5<sup>th</sup> day of that month) and also forwarded to the Hostel Section for payment process.
22. Monthly payment to the contractor will be made by the Director in one instalment after the submission of actual mess bill along with the self-attested copies of payment made towards service tax, EPF & ESIC, GST etc. (of previous month) of their workers and staff. All relevant papers in respect of statutory compliances (copies of Challan and Tax) must be submitted along with monthly Mess bill.
23. The institute will not take any responsibility for any tax liability arising directly / indirectly from this contract. Such liability has to be borne by the contractor solely. The Institute reserves the right to release the payment only after it is satisfied that contractor has fulfilled all such liabilities and obligations.
24. Contractor has to collect the guest charges if any, directly from the guests.
25. Contractor, whose offer is accepted, is required to deposit a **performance security of 3% of the contract value** at the time of acceptance of tender/signing of agreement of contract. In case of premature termination of the contract by either side, the security deposit may be forfeited by the Institute. The Security Deposit should be submitted in the form of Bankers Cheque/ Bank guarantee in favour of "The Director, NIT Andhra Pradesh" from a nationalized

/ scheduled Bank and for a minimum period of One Year. In normal course this Security Deposit shall be returned to the Contractor without interest only after the satisfactory completion of contract period.

26. The assets and articles provided by the Institute shall be the property of the Institute and the contractor shall be merely the custodian of such assets and articles. On expiry/termination of the contract, all such property shall properly be handed over to the Institute in good & working condition. The institute would claim financial compensation for the depreciation and damages as applicable from contractor.
27. The mess utensils i.e., plates, bowls, spoons etc. are to be cleaned with hot water using liquid dish wash / soap after every meal. All the materials required for cleaning shall be arranged by the contractor at his / her own expenses. **Liquid hand wash for students should also be provided by the contractor at wash basin.**
28. Theft / accident, fire and other safety hazards, any type of loss/damage of assets due to any such incident shall be the sole responsibility of the Contractor. The Institute shall in no way be liable for any such incident occurring during or in connection with the services.
29. The Contractor shall make payment of remuneration/ salary to the employees / mess workers. Contractor shall also be responsible for the statutory obligations of such personnel and shall indemnify the Institute in the matter. It is the duty of the contractor to explain these terms to its employees / mess workers.
30. Contractor shall not appoint sub-contractor to carry-out any obligation under his contract.
31. **Liquidated damages (for Messes)**
  - a. **Liquidated damages @ 10,000/- will be recovered for delay in providing food for every half an hour.**
  - b. **Liquidated damages @ 10,000/- per incidence will be recovered for not providing food on time (Breakfast / Lunch / Evening Refreshment /Dinner).**
  - c. **Liquidated damages @ 20,000/- per incidence will be recovered for not maintaining hygienic condition / providing unhygienic, substandard or adulterated food.**
  - d. **Liquidated damages @ 25,000/- will be recovered for not procuring / using specified quality(FSSAI marked) / quantity of food grain oil / ghee / milk etc.**
  - e. **Liquidated damages @ 50,000/- per incidence will be recovered for the presence of unwanted harmful items (ie. Blades, glass, metal wires, stones, nail, Insects etc.,) in food.**
  - f. **Liquidated damages decided by the concerned authority will be recovered if any item mentioned in the menu is not served.**
  - g. **Liquidated damages @ 2,000/- per each student for insufficient food or non-serving of food to the students during mess timings will be recovered.**
  - h. **Contractor/vendor should also ascertain that his/her staff / workers are prohibited from storage / consumption of any alcoholic drink / liquor / drugs/ gutkha/ tobacco/cigarettes, etc. of any kind and ensure that they are not found in intoxicated condition any time on campus. If anybody found guilty, a fine of minimum Rs 10,000/- per incident per person will be imposed.**

**Note: The proposed penalty for each issue/incidence can be deducted from the mess bill of the same month after receiving the mess warden report pertaining to the same issue. In this regard an imposing penalty on the contractor for each incidence/issue will be decided by the Mess warden/ Chief Warden / Dean (SW) / Director.**

32. Initially, this mess contract will be given for one academic session 2023-24. If hostel inmates and hostel authorities are satisfied with the performance of the contractor, the contract period may be extended without inviting the tender for the period of second year and then one more year (6 months + 6 months) but not beyond 3 years, subject to the satisfaction performance of the caterer. It may be extended further in case of any unforeseen conditions, like COVID-19 pandemic.
33. Mess Contractor or his representative manager / supervisor is required to be present in the mess when the food is cooked & served. It is the responsibility of the manager / supervisor to supervise all mess operations and especially ensure that no lapses arise on day-to-day basis.

34. Manager / Supervisor appointed by the contractor should be a degree / diploma / certificate holder in hotel management / catering technology from approved Institute. He / she should be available in the mess for the complete day. *Non availability of such person will invite penalty of Rs. 25000/- or 5% of the bill amount, whichever is higher per incident.*
35. The payment / calculation of mess bill would be on actual days of operation of the mess and actual number of students registered/served.
36. All the food items to be served shall be prepared in the mess only. However, some packed items (FSSAI marked) can be served in consultation with Warden/Mess Operation Committee.
37. Liability / responsibility in case of any accident-causing injury or illness/ death of mess worker(s) or any of his staff shall be of the contractor. The Hostel Section / Institute shall not be responsible for any means in such cases.
38. Contractor shall be solely responsible in case of incidence/s of food poisoning etc. and shall bear the complete expenditure arising out of this for medical treatment of the hostel inmates. In addition, penalty may be imposed on the contractor as decided by the Committee of Wardens / Chief Warden / Dean (SW) / Director for such incidence.
39. Storage / consumption of any alcoholic drink / liquor / drugs are strictly prohibited. The contractor shall not serve any of such substances / drinks in mess / hostel. Smoking, consuming gutkha, tobacco etc. is also strictly prohibited in Institute premises.
40. The contractor has to follow all labour laws / Government laws in regard of engaging the mess workers. The contractor shall be solely responsible for any dispute / violation of labour laws / Government laws.
41. Institute will not take any responsibility for any tax liability arising directly / indirectly from this contract. Such liability has to be borne by the contractor. The Institute reserves the right to release the payment only after it is justified that contractor has fulfilled all liability and obligations.
42. The contractor shall be fully responsible for appropriate behavior of the mess workers inside the NITANP campus/Messes. The contractor has to ascertain that his staff/workers obey all security norms and general norms of NITANP. If it is found that any worker has misbehaved with any of the hostel inmates / hostel staff, the contractor has to take action against that worker as suggested by the Warden under intimation to the Chief Warden / Dean (SW).
43. Following deductions will be made from the contractor's mess bill:
  - (i) Electricity & Water charges as per actual.
  - (ii) Income Tax (TDS) shall be deducted at the specified rates as per the rules from time to time.
  - (iii) Liquidated damages and fine / penalty if any
44. Decision of the Chief Warden/ Dean (SW) / Director will be final and binding on the contractor in case of any dispute arising out with respect to the terms and conditions of this contract.
45. Contractor shall enter into an agreement for execution of this contract as per prevalent rules and regulations of Government of India and shall bear full cost for the same.

**ANNEXURE - C**  
**PROPOSED MENU FOR ALL HOSTEL MESSES**

	<b>Breakfast</b>	<b>Lunch</b>	<b>Evening Snacks</b>	<b>Dinner</b>
<b>Compulsory menu</b>	Tea/Coffee/Milk (1 glass of 200 ml), Sprouts (50gms each)  Unlimited breakfast	Rice, Indian bread, gravy curry, Daal, Sambar, curd (100 gms), fryums/papad, pickle, salt, sugar, veg salad-any one of Cucumber/beetroot/Carrot.	Tea/Coffee/Milk	Rice, Indian bread, Daal, dry curry, Rasam, sweet, curd, pickle, salt, sugar, and Lemon slices during the special dinner only
<b>Monday</b>	Compulsory menu items +one Breakfast item out of the listed items and boiled Egg	Compulsory menu items +one rice item with Raitha from the list	Tea/Coffee/Milk & Masala vada (3 Nos) each 40 gms	Compulsory menu items with one north Indian paneer gravy curry in place of dry curry
<b>Tuesday</b>	Compulsory menu items +one Breakfast item and boiled Egg	Compulsory menu items	Tea/Coffee/Milk & bhelpuri 150 gms	Compulsory menu items + one rice item with Raitha from the list
<b>Wednesday</b>	Compulsory menu items +one Breakfast item and boiled Egg	Compulsory menu items +one rice item with Raitha from the list	Tea/Coffee/Milk & Samosa (3 Nos)	Compulsory menu items +non-vegetarian chicken curry (one north Indian paneer gravy curry for Vegetarian students) +ice cream 2 scoops per person
<b>Thursday</b>	Compulsory menu items + Maggi (250 gms) + Tomato Sauce and boiled Egg	Compulsory menu items	Tea/Coffee/Milk & Sandwich-2 sets (4slices)	Compulsory menu items plus veg biriyani (instead of rice and dry curry), raitha.
<b>Friday</b>	Compulsory menu items +one Breakfast item and boiled Egg	Compulsory menu items + one rice item with Raitha from the list	Tea/Coffee/Milk & Onion pakoda (100 gms)	Compulsory menu items, + one rice item with Raitha from the list
<b>Saturday</b>	Compulsory menu items +one Breakfast item and boiled Egg	Compulsory menu items + one paneer curry in place of gravy curry	Tea/Coffee/Milk + Bun cutlet-3 Nos (75 gms each)	Compulsory menu items Plus Veg biriyani (instead of rice and dry curry), raitha
<b>Sunday</b>	Compulsory menu items +one Breakfast item and boiled Egg	Compulsory menu item +rice item with Raitha from the list	Tea/Coffee/Milk & Mirchi Bajji (3 Nos)	Cholapuri 2 Nos with chenna masala, non-vegetarian chicken curry, (one north Indian paneer gravy curry for Vegetarian students) +ice cream 2 scoops per person
<b>TABLE</b>				
Compulsory Extras at agreed price (to be made available every day) *Except on Wednesday and Sunday Dinner	Omlet [Full/Half Fried]. Boiled Egg. Egg Dosa Small pocket of Com Flakes. Bournvita, Boost, Horlicks, Milkshakes	Omlet [Full/Half Fried], Noodles [veg/egg/chicken] Fruit Juices, Non-Veg Curry		Omlet [Full/Half Fried], Egg/chicken Biryani Non-veg (Fish, Chicken)
		Non-Veg curry to be provided 2 times in a week (one on Tuesday compulsory)		Non-veg curry to be provided 3 times a week (one on Thursday compulsory)

**Note: Quantity of Chicken in Chicken curry = 150 gms, Quantity of Paneer in Paneer curry = 100 gms, Veg Salad – Cucumber/beetroot/carrot.**

<b>Breakfast Items (menu)</b>	
	<ol style="list-style-type: none"> <li>1) Aloo Paratha (3 No.s) +pickle + curd (100 ml)</li> <li>2) Gobi Paratha (3 No.s) +pickle + curd (100ml)</li> <li>3) Poha (200 gms)</li> <li>4) Idly (50 gm each-4 Nos.) + Vada (40gms each-2 Nos.) + Sambar coconut/groundnut chutney</li> <li>5) Maggi/Top ramen (250 gms) + Tomato sauce</li> <li>6) Dosa (120 gms-2 Nos) + Potato -onion curry (30 gms) +chutney</li> <li>7) Semya upma (200 gms) + chutney +sambar</li> <li>8) Puri (4 Nos) with gravy curry</li> <li>9) Mysore Bonda 6 Nos with sambar and chutney</li> <li>10) Boiled Egg (1 No)</li> </ol>

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	<b>Note: Students who are not willing to take the above listed breakfast items, they will be served with Bread toasted (5 slices) with Butter &amp; Jam (25 gms each) and one Banana of big size.</b>
<b>Indian Breads (Menu)</b>	<ol style="list-style-type: none"> <li>1) Pulka (10 times a week)</li> <li>2) Poori (1 time a week)</li> <li>3) Plain paratha (1 time a week, made of wheat flour)</li> <li>4) Methi paratha (1 time a week)</li> <li>5) Aloo paratha</li> <li>6) Gobi paratha</li> <li>7) Bhatura</li> </ol>
<b>Rice items (unlimited)</b>	<ol style="list-style-type: none"> <li>1) Biryani</li> <li>2) Pulav</li> <li>3) Matter Pulav</li> <li>4) Veg Fried rice</li> <li>5) Tomato rice</li> <li>6) Tamarind rice</li> <li>7) Ghobi fried rice</li> </ol>
<b>Gravy Curries (Menu)</b> <b>Note: No item should repeat more than once in 5 days.</b>	<ol style="list-style-type: none"> <li>1) Aloo matar</li> <li>2) Mix veg curry</li> <li>3) Chana masala</li> <li>4) Paneer butter masala (50 gms paneer)</li> <li>5) Palak paneer (50 gms paneer)</li> <li>6) Kadai paneer (50 gms paneer)</li> <li>7) Chillee paneer (50 gms paneer)</li> <li>8) Paneer recipes</li> <li>9) Alu Gobhi</li> <li>10) Brinjal Curry (Gutti Vankaya)</li> <li>11) Ladies Finger curry</li> <li>12) Aloo Brinjal mixed curry</li> <li>13) Drumsticks curry</li> <li>14) Masala Egg</li> </ol>
<b>Dry Curries (Menu)</b> <b>Note: No item should repeat more than once in 4 days.</b>	<ol style="list-style-type: none"> <li>1) Alu gobi matar masala</li> <li>2) Cabbage capsicum</li> <li>3) Alu-capsicum</li> <li>4) Beetroot chana</li> <li>5) Bhindi masala fry</li> <li>6) Baigan bharta</li> <li>7) Alu carrot peas masala</li> <li>8) Brinjal Fry</li> </ol>
<b>Types of Daal</b>	<ol style="list-style-type: none"> <li>1) Toor dal</li> <li>2) Moong dal</li> <li>3) Dal makhani</li> <li>4) Rajma masala</li> <li>5) Mix dal</li> <li>6) Kadhi with pakoda</li> <li>7) Mysore dal</li> <li>8) Arhar dal</li> <li>9) Tomato dal</li> <li>10) South Indian Dals</li> </ol>
<b>Sweets -75 gms (Menu)</b>	<ol style="list-style-type: none"> <li>1) Gulab jamun</li> <li>2) Carrot halwa</li> <li>3) Kala jamun</li> <li>4) Badushah</li> <li>5) Jilebi</li> <li>6) Sooji-halwa</li> <li>7) Rasagulla</li> <li>8) Double ka meeta</li> </ol>
<b>Fruits</b>	<ol style="list-style-type: none"> <li>1) Banana (green, yellow) – 100 gms. (not more than thrice a week)</li> <li>2) Seasonal-150 gms</li> <li>3) Orange</li> <li>4) Water melon-250 gms</li> <li>5) Papaya-150 gms</li> </ol>

<b>Fruit Juice</b>	<ol style="list-style-type: none"> <li>1) Mango</li> <li>2) Banana Milk Shake</li> <li>3) Orange</li> <li>4) Pineapple</li> <li>5) Lime water</li> <li>6) Watermelon</li> <li>7) Grapes</li> <li>8) Badam Milk</li> </ol>
<b>Snacks</b>	<ol style="list-style-type: none"> <li>1) Alu Samosa</li> <li>2) Cake (2 pieces for person)</li> <li>3) Aloo Pakoda</li> <li>4) Onion Pakoda</li> <li>5) Bakery biscuits</li> <li>6) Gobi Manchuria</li> <li>7) Mixture</li> <li>8) Veg Puff</li> <li>9) Pani Puri</li> <li>10) Mirchi Bajji</li> <li>11) Bonda</li> </ol>

**Note: All the items in the meal are unlimited in quantity except the following:**

- **Milk -1 cup of 200 ml.**
- **Curd/Raitha – 150 ml. (Curd with 3% fat undiluted milk).**
- **Sweet.**
- **Fruits.**
- **Branded Ice cream (Ice cream cup-100 ml of listed branded items mentioned in Annexure D)**
- **Chutney, Dal and Sambar should not be watery, Appropriate proportion of coconut and / or pulses must be used**

**Coffee:** All residents have a choice to mix coffee powder in milk. Coffee powder in a container shall be kept at the counter at the time of breakfast and snacks. Coffee powder sachets to be kept along with milk for making coffee by the students.

**Other points to note:**

- Paneer item to be served two times in a week.
- Aloo Paratha/Gobi Paratha/Methi Paratha with curd to be served once in a week.
- Ice cream to be served two times in a week.

**ANNEXURE –D**

**PERMISSIBLE BRANDS OF VARIOUS ITEMS (FSSAI MARKED COMPULSORY)**

<b>Item</b>	<b>Brand*</b>
<b>Atta</b>	Ashirwad, Pillsbury, Annapurna, Fortune Chakki, Pandav Chakki, Shivtara Chakki
<b>Rice</b>	Indian Gate, Daawat, Sri Lalitha, Kohinoor Basmati, Fortune, 777, Patanjali, Sona Masoori Kurnool, BB Royal Sona Masoori.
<b>Flavored fruit drinks</b>	Tropicana, Real, Safal, Rasna, Roohafza, Frooti, Slice, Paperboat, B-Natural, Minute Maid, 24 Mantra Organic
<b>Milk/Curd/Butter Milk</b>	Full Cream milk of Visakha, Jersy, Tirumala, Vijaya, Heritage, Amul, Mother Dairy, Nestle, Kwality.
<b>Butter</b>	Amul, Britannia, Mother Dairy, Verka, Gowardhan, Nandini, President, Patanjali
<b>Jam</b>	Kisan, Natureland Organics, Bhuria, Mala's, Mapro, Urban Platter
<b>Tea</b>	Brook bond, Lipton, Tata, Taj, Tetley Indian, Society, Pataka
<b>Coffee</b>	Nescafe, Rage, Bru, Tata Coffee, Coutry Bean, Continental, Davidoff
<b>Ice-Cream</b>	Amul, Kwality Walls, Arun, Mother Dairy, Creambell
<b>Ghee</b>	Amul, Visakha, Durga, Patanjali, Nandini, Aashirvaad, Nestle Everyday Shahi.
<b>Salt (iodized)</b>	Tata, Annapurna, Ashirwad, Catch, Sundar Health, Patanjali Iodized, Keya and Akar
<b>Ketchup / Sauce</b>	Maggi, Kissan, Delmonte, Maggi Tomato, Cremica, Tops
<b>Oil (ground nut/rice brand/sunflower)</b>	Fortune/Gold winner/ Freedom/Saffola/Dhara Soyabean/24 Mantra Organic/Gingerly (use of Hydrogenated (vanaspati) oil is strictly prohibited)

**\*Note: Approval should be taken from the Chief Warden for the brands/items which are not listed above before procuring or changing the items.**

**ANNEXURE – E**

**ELIGIBILITY CRITERIA FOR PROFESSIONAL QUALIFICATION**

**(To be sealed in separate envelope No. "1")**

<b>Name &amp; Address of the Firm/Vendor</b>	
<b>Contact details with E-mail</b>	

<b>S. No.</b>	<b>Eligibility Criterion</b>	<b>Yes/No</b>	<b>Details Pertaining to the claim against the Eligibility Criterion</b>	<b>Photo Copy</b> (Mention page no. of the attached document booklet)
<b>1</b>	The bidder must be a proprietor or firm or company registered on/ before 01.04.2019			
<b>2</b>	The average annual turnover during the following Assessment Years (AY) AY.2018-2019, AY. 2019-2020, AY. 2020-2021, AY. 2021-2022, AY. 2022-2023 should be at least Rs.2.5 crore issued by Chartered Accountant with UDIN number.			
<b>3</b>	The bidder should submit audited financial statement (Balance sheets) for the following Assessment Years (AY)			
	a) 2018-2019			
	b) 2019-2020			
	c) 2020-2021			
	d) 2021-2022			
	e) 2022-2023			

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4	<p>The bidder must have successfully completed the works pertaining to catering services in any Government/ Semi-Government Organization or Private Educational Institution:</p> <p>One valid completed works* of catering service(s) not less than the actual contract value of Rs.8.00Crores executed between 01.04.2017 to 31.03.2022 (OR)</p> <p>Two valid completed works* of catering service(s) not less than the actual contract value of Rs.5.00Crores executed between 01.04.2017 to 31.03.2022 (OR)</p> <p>Three valid completed works* of catering service(s) not less than the actual contract value of Rs.4.00Crores executed between 01.04.2017 to 31.03.2022</p> <p><i>* The term "valid completed work" means the corresponding agreement/ work order period of not less than 09 months. Also, the period of every 09 months block period under the same corresponding agreement/ work order shall also be considered as one unit.</i></p>			
5	The claim of work orders/ agreement (against S.No.4) should reflect in form 26AS.			
6	The bidder must have a valid PAN card and the same should reflect in all the financial statements.			
7	The bidder should have the following valid certificates as on the bid closing date			
	a) FSSAI			
	b) ISO			

**Note: All the details must be filled in & duly signed by the bidder and page number for all the documents should be mentioned; otherwise, the tender document will be rejected.**

(All above claims must be supported with self-attested relevant documents complete in all respect. **Incomplete documents submitted will not be taken into consideration for evaluation.**)

**ANNEXURE – F**  
**PROFORMA FOR TECHNICAL EVALUATION TO AWARD MARKS**  
**(To be sealed in separate envelope No. “2”)**

**Technical Part to be filled in by the Contractor with proofs**

**Information Sheet for the Contractors to be submitted along with necessary documents of Mess Tender to NIT Andhra Pradesh, Tadepalligudem.**

Activity	Marks available and applicable conditions	Docum entary proof with page number	Marks claimed by the Contractor (to be filled by the contractor)	Marks awarded by the scrutiny committee /Remarks	Remarks
1) Type of Organizations/ institutions catered to, in last 05 years (01.04.2017-31.03.2022) Per Organization with at least Rs.5.00Crore executed contract value reflected in Form 26 AS, with the minimum agreement period of 9 months each	a) Central Government Funded Institutions – <b>15 marks per valid completed work* in an institution to a maximum of 75 points</b>				
	b) State Government Funded Institutions – <b>10 marks per valid completed work* in an institution to a maximum of 50 points.</b>				
	c) Private Educational Institutions recognized by UGC/AICTE – <b>5 marks per valid completed work* in an institution to a maximum of 25 points.</b> <i>* The term “valid completed work” means the corresponding agreement/ work order period of not less than 09 months. Also, the period of every 09 months block period under the same corresponding agreement/ work order shall also be considered as one unit.</i>				
2) Annual Turnover in the last 5 years for catering services provided to a client as declared at clause (1) above. All credentials should match with Form 26AS	Up to Rs. 5.00crore to Rs.10.00crore per year - 10 points	Above Rs.5.00crore to Rs.10.00crore per year - 10 points	Above Rs.10.00 crore to Rs.20.00 crore per year - 20 points	Above Rs.20 Crore per year – (minimum of 30 points + 01 points for every additional 01 crore)	
AY: 2018-2019					
AY: 2019-2020					
AY: 2020-2021					
AY: 2021-2022					
AY: 2022-2023					

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3) Qualifications of staff proposed for NIT Andhra Pradesh.	No. of Staff with <b>Diploma</b> in Hospitality/ Hotel Management. 1-2: 10 points More than 2: 15 points				
	No. of Staff with <b>Degree</b> in Hospitality/ Hotel Management. 1-2: 20 Points More than 2: 30 points				
4) Qualifications of current staff other than staff proposed in the activity (3) above	No. of Staff with <b>Diploma</b> in Hospitality/ Hotel Management. 1-2: 10 Marks More than 2: 15 points				
	No. of Staff with <b>Degree</b> in Hospitality/ Hotel Management. 1-2: 20 Marks More than 2: 30 points				
5) Served in “EAT RIGHT CAMPUS” registered institutes.	Served in institutes (Eat Right Campus) having: Rating 4 star and above – 10 points / per institute. Rating below 4 star– 5 points /per institute.				
6) Willingness to cater any institute (NIT Andhra Pradesh) events/ guest stake holders/ students at any point of times in campus/ mess at the same quoted price per day (i.e., breakfast + lunch + snacks + dinner along with same mess menu)	Yes – 40 points No – 0 points				
7) Willingness to establish all the required mess/ kitchen equipment <b>except</b> gas manifold, water, electricity, serving plates, dining tables and glasses in two messes to minimum of 2200 students throughout the contract period. The bidder highly encouraged to visit the mess before submitting the bid. The list of mandate required kitchen equipment is attached at <b>Annexure-H</b>	Yes – 100 points No – 0 points				

\*Note:

- 1. The claims made against Activity 1 and 2 of this Annexure shall be validated only against Annexure-G and its attachments submitted by the bidder.**
- 2. All the necessary documents should be self-attested and page no. of for all the documents should be mentioned; otherwise, the tender documents will be rejected.**

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**ANNEXURE – G**  
**(To be sealed in envelope No. “2”)**

**FORMAT FOR DETAILS OF EXECUTED VALUE OF THE CONTRACTOR PER EACH CONTRACT**  
**(For each contract/ work order the bidder has to submit a separate Annexure-G with required proofs)**

<b>1</b>	Name of catering work/ contract/ agreement	:	
<b>2</b>	Name of the Client for whom executed	:	
<b>3</b>	Contract Period Turnover (Rs.)		
	Assessment Year 2018-19	:	
	Assessment Year 2019-20	:	
	Assessment Year 2020-21	:	
	Assessment Year 2021-22	:	
	Assessment Year 2022-23	:	
<b>4</b>	Average Annual Turnover (Rs.) (Lakhs/annum)	:	
<b>5</b>	The executed total value of contract (Rs.) (Lakhs/Annum)	:	
<b>6</b>	No. of Students/Persons Served Per Year		
	Assessment Year 2018-19	:	
	Assessment Year 2019-20	:	
	Assessment Year 2020-21	:	
	Assessment Year 2021-22	:	
	Assessment Year 2022-23	:	

**Mandatory requirement to consider and evaluate this certificate:**

1. Supporting first page and body of Form 26AS showing the above credentials.
2. The work order/ agreement/ contract order showing the above credentials of valid executed work.
3. This document should be duly attested by the same Chartered Accountant who will certify the turn over certificate.
4. The corresponding or full set of form 26AS should be attested by Chartered Accountant and attached to this annexure or in technical bid respectively.

(Signature of the Bidder along with seal)

Name: \_\_\_\_\_

Date:

Place:

**Attested by Chartered Accountant with seal**

Signature of Bidder  
(Authorized Signatory)

Stamp:

Date:  
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**ANNEXURE – H**  
**(To be sealed in envelope No. “2”)**

**FORMAT FOR DETAILS OF LIST OF KITCHEN EQUIPMENT NEED TO BE ESTABLISHED AT NIT ANDHRA  
PRADESH HOSTEL MESSSES**

I \_\_\_\_\_ (vendor/contractor name) hereby declared that the following list of kitchen equipment in proper working condition will be established in the permitted kitchen area of mess at hostels, NIT Andhra Pradesh and make them functioning during the contract period if the contract work is allotted to our firm.

S.NO	ITEM NAME	Required quantity
1	BAKARY OVEN WITH ACCESSORIES	1
2	SEMI AUTO CHAPATHI MAKING MACHINE DELUX THREE PHASE, GASLINE, MS BODY.	2
4	ALUMINIUM HANDIS	4
5	ALUMINIUM TRAY (MEDIUM)	16
6	MILK CANE STEEL (BIG)	14
7	IDLY MAKER	2
8	HOT POT (BIG)	5
9	IRON 36" KALAI	3
10	SINGLE BURN STOVE (SMALL)	4
11	DOUBLE BURNER RANGE	2
12	STEEL RICE JAALILU (MEDIUM)	3
13	FRY LAGAN WITH COVER TOP	2
14	DOUGH BALL MAKING MACHINE	1
15	VEG CUTING MACHINE	1
16	VEG CUTTING BLADES	9
17	BREAD MOULD	45
18	DOSA BHATTI	4
19	GN PAN WITH LID	53
20	INSTANT IDLI/DOSA BATTER MAKING MACHINE	1
21	POTATO PEELER-20KG	1
22	VEGETABLE CUTTING MACHINE WITH STAND	1
23	COCONUT SCRAPPER	1
24	COMMERCIAL MIXCY WITH 2 JARS	1
25	SS MASALA TROLLEY-12 CONTAINER	1
26	GRINDER CONSISTING WITH STONE HEAVY TYPE	1
27	GRINDER CONSISTING WITH STONE RS (T) HEAVY TYPE	1
28	Dough machine 20kg (Bakery)	1
29	HOT BOX	3
30	Bakery dough machine	1
31	Bread cutting machine	1
32	Weigh scale small	1
33	Mixer	1
34	SP-30H PLANETARY MIXER 30QT	1
35	NVNTTS500 TABLE TOP BREAD SLICER, CAPACITY :500 LOAVES PER HOUR, SLICING THICKNESS:10- 12MM, POWER:1 ph/230v/0.25hp	1
36	CSM 25 SPIRAL MIXER CSM-25	1

(Signature of the Bidder along with seal)

Name: \_\_\_\_\_

Date:  
Place:

Signature of Bidder  
(Authorized Signatory)

Stamp:

Date:  
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## ANNEXURE - I

### PRICE BID (ON Firm Letter Head)

(To be sealed in separate envelope superscribed with "Price Bid for Mess/catering services for Hostels at NIT Andhra Pradesh")

Ref. No.: NITANP/SMMMD/TENDER/2023-24/10

DATE: 10.05.2023

Sl. No.	Item	Mess Category	Mess	Number of Mess Counted as	No. of students (Expected)*	Rate in Rs. Per Student Per Day
1	As per sample Mess Menu given in <b>Annexure C</b>	A & B	<b>Mess -A:</b> Akshaya Mess (II, III and IV BTech Boys) & <b>Mess- B:</b> Amrutha mess All girls (BTech.+PG + PhD) and Kamadhenu mess (I BTech Boys+ PG & PhD Boys)	2	2200-2400	

**\*Note: Actual number of students may vary according to the hostel admission.**

**Important** - The rate per day per student should be minimum of **Rs. 131/-** and a maximum of **Rs. 145/- (inclusive of all Taxes)**. Bidders are required to quote their rates within the specified range only. Price quoted outside this range will be disqualified.

**Note:** Rates quoted should be **INCLUSIVE** of all taxes/levies etc. payable to the Government and the price bid shall be valid for a period of ONE YEAR from the date of starting the services.

I hereby agree to provide and serve the items mentioned in **ANNEXURE - C** as per the rates quoted by me/negotiated as per the terms and conditions mentioned in **ANNEXURE - B**.

Name, Signature & Stamp of the Vendor/ Bidder / Contractor:

Date :

Place :

Email :

Address with phone nos.:

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Signature of Bidder  
(Authorized Signatory)

Stamp:

Date:  
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