

राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय
National Institute of Technology Meghalaya
(An Institute of National Importance under MoEd (Shiksha Mantralaya), Govt. of India)
Bijni Complex, Laitumkhrah, Shillong 793 003, Meghalaya, India

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Ref: NITMGH/ES/NIQ-Mess/Vol. IV/2021-22/989

Dated: 08.11.2021.

NOTICE INVITING TENDER FOR ANNUAL RATE CONTRACT FOR PROVIDING MESS SERVICE AT NIT MEGHALAYA

NIT Meghalaya invites sealed tenders in a two bid system from individuals/firms having interest and relevant experience of providing mess facilities in educational institutions for Annual Rate Contract for Providing Mess Service to students residing in different hostels of the Institute as given in Annexure-II for a period of one year. The first part is the **Technical Bid** which consists of technical requirements and general terms & conditions and the second part is the **Financial Bid**.

BASIC REQUIREMENTS:

1. The Contractor must be registered with the Labour Department, Government of Meghalaya and having valid labour license. Contractors registered with the Office of the Chief Labour Commissioner (Central) and having valid labour license shall also be considered.
2. The Contractor must have (i) Income Tax account (PAN), (ii) GST Registration Certificate, (iii) Provident Fund (EPF) Registration, (iv) ESIC Registration and (v) valid Trading License issued by the Khasi Hills Autonomous District Council (KHADC), Shillong (if applicable).
3. The Agency must have valid food safety license (FSSAI) issued by the Competent Authority.
4. The Contractor should have experience in:
 - (a) Running hostel mess in NIT/ IIT/ NIFT/ IIM/ any other Government educational institution for at least 3 years.

OR

- (b) Running mess/ canteen/ guesthouse in **other** Government or Non-Government organizations for at least 5 years
5. The Registered Office or one of the Branch Offices of the Contractor must be located in Shillong, failing which the quotation shall not be considered.
6. The Contractor should have satisfactory Completion Certificates or valid Work Orders / Contracts of at least 3 (three) similar works with total estimated cost of at least ₹ 25 Lakhs per annum.
7. The Contractor should not have been blacklisted in the past 05 (five) years by any Government and Non-Government organizations, Autonomous Institutes, Public Sector and Private Sector Undertakings.
8. The Contractor should have no vigilance/CBI case pending against it.

Contractors meeting **all** the above basic requirements may submit tenders. The prescribed Tender document, detailed fees and requirements, bid instructions and Terms & Conditions can be downloaded from the Institute website and should reach the undersigned on or before **1:00 PM on the 08.12.2021.**

Signature of Bidder with Seal

Signature of Bidder with Seal

INSTRUCTIONS TO BIDDERS:

01. For submitting Technical and Financial bid, **two separate sealed covers** should be used with superscription clearly on the top of the Envelope. If two separate sealed covers are not used, the quotation shall be cancelled as not conforming to the technical requirement. Both the sealed covers should be placed in the main sealed Envelope distinctly superscribed with the address of the Agency submitting the quotation and the Officer to whom the quotation is addressed to. Further, on the sealed cover, the following are to be written:

QUOTATION FOR ANNUAL RATE CONTRACT FOR PROVIDING MESS SERVICE AT NIT MEGHALAYA**Ref: NITMGH/ES/NIQ-Mess/Vol. IV/2021-22/989****Dated: 08.11.2021**

02. **LAST DATE OF SUBMISSION: 08.12.2021 at 1:00 pm.**
03. **The estimated cost of the tender is ₹ 3,85,00,000.00 (Rupees Three Crore Eighty Five Lakh) approximately per annum.**
04. Technical bids will be opened on the same day at 3:00 p.m. After evaluation of technical bids, financial bids of the successful bidders will be opened on a later date which will be duly notified.
05. Institute shall call the qualified bidders for a pre-bid meeting before opening the financial bids. **Bidders who do not attend the pre-bid meeting shall not be considered for further evaluation.**
06. **EMD:- As per OM No. F9/4/2020-PPD issued by the Department of Expenditure, Ministry of Finance, Government of India dated 12.11.2020 vendors are exempted from submission of EMD/Bid Security. However, in lieu of Bid Security, the vendor must submit a "Bid Security Declaration" accepting that if they withdraw or modify their bids during period of validity etc., they will be suspended for the time specified in the tender documents.**
07. **Bidders can quote for any one or more or all the Hostels mentioned in the table below.**
08. **Security Deposit:** Security Deposit amount for each hostel, which is to be submitted only by selected bidder(s), is given below:

Sl. No.	Name of work	Security Deposit
1	Providing mess service and maintaining the kitchen and dining area at Mess Hall, Bijni Complex, Laitumkhrah	INR 2,35,000/- Rupees Two Lakh Thirty Five Thousand only
2	Providing mess service and maintaining the kitchen and dining area at Umpling Boys Hostel, Umpling.	INR 30,000/- Rupees Thirty Thousand only
3	Providing mess facility and maintaining the kitchen and dining area at Kench Trace Boys Hostel, Kench Trace.	INR 1,00,000/- Rupees One Lakh only
4	Providing mess facility and maintaining the kitchen and dining area at Polo Boys Hostel, Polo.	INR 1,10,000/- Rupees One Lakh Ten Thousand only
5	Providing mess facility and maintaining the kitchen and dining area at Nongthymmai Girls Hostel, Nongthymmai.	INR 75,000/- Rupees Seventy Five thousand only
6	Providing mess facility and maintaining the kitchen and dining area at Lapalang I Boys Hostel, Lapalang.	INR 60,000/- Rupees Sixty thousand only

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7	Providing mess facility and maintaining the kitchen and dining area at Lapalang II Boys Hostel, Lapalang.	INR 1,10,000/- Rupees One Lakh Ten Thousand only
8	Providing mess facility and maintaining the kitchen and dining area at Lapalang III Boys Hostel, Lapalang.	INR 80,000/- Rupees Eighty thousand only
9	Providing mess facility and maintaining the kitchen and dining area at Lapalang IV Boys Hostel, Lapalang.	INR 30,000/- Rupees Thirty Thousand only
10	Providing mess facility and maintaining the kitchen and dining area at Lapalang V Boys Hostel, Lapalang.	INR 90,000/- Rupees Ninety thousand only
11	Providing mess facility and maintaining the kitchen and dining area at Lapalang Girls Hostel, Lapalang.	INR 1,00,000/- Rupees One Lakh only
12	Providing mess facility and maintaining the kitchen and dining area at a new Boys' Hostel.	INR 1,10,000/- Rupees One Lakh Ten Thousand only

Security Deposit shall be made in the form of Demand Draft/ Banker's Cheque/ Deposit at Call/ Fixed Deposit/ Bank Guarantee pledged to NIT Meghalaya, Laitumkrah, Shillong and shall be valid till 60 (sixty) days after the end of the contract period. Format of the Performance Bank Guarantee is enclosed as Annexure-VI.

If the contract is extended by the Institute, the Contractor will have to make necessary arrangements for re-validation of the Security Deposit so that it remains valid till 60 (sixty) days after the end of the extended contract period.

09. **Validity of Quotation:** Quoted rates must be valid for at least one year from the date of commencement of the contract.
10. Tentative menu along with brands of ingredients that shall be served, are mentioned at Annexure-III.
11. **Submission of Compliance Certificate:** Duly filled and signed Compliance Certificate (as per format at Annexure-V) must be submitted along with the Technical bid failing which the quotation shall not be considered.
12. Bidders are instructed to quote their rates **only** in the Format for Financial Bid at Annexure-IV.
13. Bidders shall indicate their rates in clear/visible figures as well as in words and shall not alter/overwrite/make cutting in the quotation. In case of a mismatch, the rates written in words will prevail. Usage of "White ink" to erase and then rewrite the rates will not be accepted. Bidders are advised to strike out wrong entries and rewrite clearly beside them. In such cases, the bidder shall have to sign and place their official seal for every corrected entry.
14. **Tax Deducted at Source (TDS):** Taxes as applicable on date, including Income Tax, will be deducted from the bills, unless valid documents are submitted.
GST-TDS @ 2% shall be deducted by the Institute under Section 51 of the GST Act, 2017 if the value of the bill exceeds Rs. 2.5 Lakhs. The GST-TDS registration of NIT Meghalaya is "17SHLN01494DIDQ" for reference.
15. **The Institute has conducted a market survey to determine the tentative cost of food to be provided to the students as per the tentative menu at Annexure-III. Bids submitted with abnormally low quoted rates will be treated as unresponsive and will not be considered without assigning any reason.**

Signature of Bidder with Seal

16. **Documents to be attached:** All documents listed in Annexure-I along with signed and stamped tender document.
17. Photocopies of all documents submitted should be self-attested with seal of the bidder.
18. Bidders must unconditionally accept all terms and conditions stipulated in the tender document and all pages of the bid including all enclosures should be numbered and must be duly filled in, signed and stamped by the bidder or his authorized representative. Offers received without signed and stamped on all pages by the bidder or his authorized representative. A copy of the tender document signed and stamped by the bidder must be submitted along with technical bid. Offers received without signature and stamp on all pages of the tender document will be rejected. The Contractor must enclose an undertaking for acceptance and compliance of all terms & conditions mentioned in this tender along with the Technical Bid.
19. **Site inspection:** Bidders are advised to visit the hostels to inspect the facilities at site. Bidders may contact the Chief Warden during office hours on all working days to obtain directions and access to the different buildings.
20. During the contract period, the Institute may organize functions, conferences, trainings, workshops, etc. The selected bidder is expected to be able to arrange for special buffets, high tea, etc. at such functions, for which separate orders will be given.
21. **Conditional tenders not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the bidding Contractors. Conditional tenders will not be accepted on any ground and shall be rejected straight away. Conditions mentioned in the tender bids submitted by vendors will not be binding on NIT Meghalaya.
22. **Late and delayed tender:** Late and delayed tender will not be considered. In case any unscheduled holiday occurs on the prescribed closing/opening date the next working day shall be the prescribed date of closing/opening.
23. **Enquiry during the course of evaluation not allowed:** No enquiry from the bidder(s) shall be entertained during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the Institute Authority may make enquiries/seek clarification from the bidders. In such a case, the bidder must extend full co-operation.
24. **Bid not transferable:** The bid documents are not transferable and the seal and signature of the individual/ authorized official of the firm must appear on all the pages and envelopes submitted.
25. At any time prior to the date of submission of bid, NIT Meghalaya may, for any reason, either of its own or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment / corrigendum. Any such amendment / corrigendum will be duly notified through the Institute's website. Prospective bidders are advised to check the Institute's website every now and then for any amendment / corrigendum. In order to provide reasonable time to take the amendment into account in preparing the bid, NIT Meghalaya may extend the date and time for submission of bids.
26. The acceptance of the quotation will rest solely with the Director, NIT Meghalaya, who, in the interest of the Institute, is not bound to accept the lowest quotation and reserves the right to reject or partially accept any or all the quotations received without assigning any reasons.
27. The Institute reserves the right to distribute the work to multiple vendors. Multi-vendor system may be adopted at the sole discretion of the Institute Authority, if the lowest bid is acceptable to other short-listed bidders.

Signature of Bidder with Seal

TERMS & CONDITIONS:

01. The Contractor(s) will be finalized based on his / her experience, contracts executed earlier, capacity to prepare food of all regions, managerial abilities and other relevant factors as considered appropriate by the tender committee. The Contractor is required to note that health, hygienic safety and satisfaction of the hostellers are the prime concern of the Institute authorities.
02. **Scope of contract:** The contract is for providing mess facility and for maintaining the kitchen and dining areas in hostels of the Institute with the tentative number of students in each hostel given at Annexure-II.
03. **The period of contract** shall be for a period of one year from the date of written order issued by NIT Meghalaya with a review after the six months of contract. If the performance is found satisfactory, the contract shall be allowed to continue for the remaining six months. It may also be further extended under the same terms and conditions or with such amendments as may be mutually agreed to, and also subject to the necessary approval of the Competent Authority. The entire period of contract shall, however, not exceed three years, unless otherwise required. However, the renewal of contract shall be at the sole discretion of the Competent Authority of NIT Meghalaya.
04. The Contractor shall serve breakfast and dinner at the hostels on all days. On weekends and holidays, the Contractor will have to serve lunch also.
05. Only lunch will be served at the Mess Hall, Bijni Complex on all working days and also on some holidays, to some or to all students depending on the requirement, whenever the need arises.
06. The Contractor shall have to make arrangement for crockery, utensils, burners, LPG and other essentials to set up the kitchen.
07. The Institute will provide all dining hall furniture, Aquaguards/filters for drinking water, shelves, pantry and store, a refrigerator of adequate capacity, a deep freezer and, if required, limited accommodation for kitchen/mess staff as per availability of space. All Institute provided furniture and equipment will be formally handed over to the selected bidder. The Contractor shall maintain proper inventory of such items and report to the Institute Authority for any defect(s) with these items immediately. The Contractor will be liable to pay the Institute for loss or damage of any item due to negligence or mishandling by his/her staff. The Institute reserves the right to fix the amount payable by the Contractor for such loss or damage.
08. **The Institute will provide water supply** to the kitchen and mess for cooking, washing, maintaining cleanliness and hygiene of the areas and domestic use of the mess workers in the following hostels:
 - (a) Umpling PG Men's Hostel
 - (b) Lapalang I Boys Hostel
 - (c) Lapalang-II Boys Hostel
 - (d) Lapalang III Boys Hostel
 - (e) Lapalang IV Boys Hostel
 - (f) Lapalang V Boys Hostel
 - (g) Lapalang Girls Hostel
 - (h) Nongthymmai Girls Hostel
 - (i) Kench's Trace Boys Hostel
 - (j) Polo Boys Hostel
 - (k) New Boys Hostel

In case the Institute fails to provide water for any reason, the Contractor will have to arrange for the same, whenever the need arises as per the rate charged by the Authorised Water Supplier of

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the Hostel. The Institute will reimburse the cost of water supply subject to a ceiling quantity per day, which will be worked out before award of the final contract to the selected bidder. In such case, the Contractor shall submit a separate monthly bill to the Warden(s) for reimbursement of the cost of water supply.

09. **The Institute will not provide water supply** to the kitchen and mess of the following location:

(a) Mess Hall, Bijni Complex Laitumkhrah

At this location, the Contractor has to make his/her own arrangement for supply of water as per the rate charged by the Authorised Water Supplier of the Hostel/ Bijni Complex. The Institute will reimburse expenses incurred up to a ceiling quantity of 3000 litres per day for daily requirements and an additional 15,000 litres per month for maintaining cleanliness and hygiene of the areas.

10. Electricity shall be provided free of cost in all hostels and locations.
11. The Contractor and his/her staff shall use water and electricity optimally. The Contractor shall ensure that no water is wasted during washing and cleaning. Taps should not be left running. The mess workers should ensure that all lights and electrical appliances are turned off before closing the kitchen and mess hall.
12. **Terms of payment:** The Contractor shall submit monthly mess and water supply (if applicable) reimbursement bills to respective Wardens before the 5th day of every month. 100% payment will be made within 7(seven) days from date of submission of the verified bill by the Wardens. Bills shall be also displayed for students to check. Corrections, if any, will be adjusted with subsequent bills.
- GST-TDS, Income Tax, etc. as applicable on date, will be deducted from the bills, unless supporting documents are submitted for non-deduction of the taxes.**
13. During lunch and dinner, unlimited serving of chapatti, rice, dal and one common sabji shall be given to each student. However, limited/fixed serving amount shall be given in case of special dishes, after finalizing the daily menu with the Hostel Management Board, Chief Warden, Wardens and Hostel Committees.
14. Breakfast will be of limited/fixed quantity, which will be worked out by Contractor along with the Hostel Management Board, Chief Warden, Wardens and Hostel Committees, after finalizing the daily menu.
15. The Contractor shall collect the guest charges directly from the students / guests who are not registered for meals in the respective hostel. The Institute will not be responsible for any losses to the Contractor incurred from non-payment of these charges.
16. The mess timings will be fixed by the Hostel Management Board, Chief Warden and Wardens in consultation with the Hostel Committees and the Contractor.
17. The maintenance of safety, health and hygienic conditions in and around the dining and kitchen and all utensils will be the responsibility of the Contractor. Suggestions and instructions of the Hostel Management Board, Chief Warden, Wardens and Hostel Committees regarding cleanliness have to be strictly followed and the expenditure towards this is to be borne by the Contractor.
18. The Contractor shall make arrangements for collection, storage and disposal of kitchen waste, waste food, etc. at his/her own cost. Arrangement can be made with piggery farms for collection of waste food, vegetable peels, etc. Any haphazard throwing, dumping and storage of waste reported by the Hostel Management Board, Chief Warden, Wardens and Hostel Committees shall be considered a violation of the contract and shall invite penalty of INR 5,000/- (Rupees Five

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thousand) only for the first violation and INR 10,000/- (Rupees Ten thousand) only for the second and third violations. Further violations will attract a review of the contract by the Institute Authorities and may even lead to termination of the contract.

19. The Contractor is required to employ a Mess Manager to liaise between the students and the Hostel and Institute Authorities and an adequate number of mess workers/attendants for effective functioning and arrangement of the mess.
20. The Contractor shall have to provide full contact details of the Mess Manager and at least two other representatives so that the Hostel Management Board, Chief Warden, Wardens and Institute Authorities can contact any of them at any time of the day, in case the need arises.
21. **The Contractor must employ only female kitchen and mess workers in the Girls' Hostels.**
22. All kitchen and mess workers shall not be below the age of 18 (eighteen) years.
23. The Contractor and his/her workers must behave politely with the students and Authorities.
24. Mess workers and cook should be healthy and medically fit. Liability/responsibility in case of any accident causing injury/death to mess workers or any of the Contractor's staff shall be solely of the Contractor.
25. Mess workers and Mess Manager should be neatly dressed. The Contractor may even consider providing uniforms to the workers.
26. The Contractor shall not employ any mess worker whose track record is not good. He / She should not have been involved in any crime / offence / police case.
27. The Contractor is required to maintain the details / records of all his employees / mess workers. This information along with their photographs shall be submitted to the Institute's Authorities.
28. Storage / consumption of any alcoholic drink, liquor, drugs, narcotics, etc. are strictly prohibited. The Contractor shall not serve any of such substance / drink in the mess / hostel. Smoking, consuming gutkha, tobacco, paan, etc. is also prohibited in hostel premises.
29. Food or any other item shall not be served inside the rooms of hostellers unless in exceptional cases or ill health only on directions given by the Warden.
30. The Contractor shall provide light food/ sick diet to students during their sickness period and no extra charge will be paid for the same.
31. The Contractor shall have to make arrangements for providing additional items which are not included in the mess menu in consultation with the Hostel Management Board, Chief Warden, Wardens and Hostel Committees, if such need arises, on additional payment basis.
32. It shall be the duty of the Contractor and his/her workers to see that mess utensils, plates, tumblers, spoons, bowls, etc. are not taken outside the mess hall or to the students' rooms. The Institute will not entertain any complaint of loss of such items.
33. Food, raw materials, ingredients, etc. shall be of good quality. Clean, fresh, nutritious, hygienic and edible food has to be served. Any type of cooked food shall not be stored / preserved and re-served in later meals.
34. Any complaint of low quality and unhygienic food served by the Contractor reported by the Hostel Management Board, Chief Warden, Wardens and Hostel Committees shall be considered a violation of the contract and shall invite penalty of INR 5,000/- (Rupees Five thousand) only for the first violation and INR 10,000/- (Rupees Ten thousand) only for the second and third violations. Further violations will attract a review of the contract by the Institute Authorities and may even lead to termination of the contract.

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35. Any complaint of insects, stones or other foreign objects, etc. found in food reported by the Hostel Management Board, Chief Warden, Wardens and Hostel Committees shall be considered a violation of the contract and shall invite penalty of INR 5,000/- (Rupees Five thousand) only for the first violation and INR 10,000/- (Rupees Ten thousand) only for the second and third violations. Further violations will attract a review of the contract by the Institute Authorities and may even lead to termination of the contract.
36. The 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 hostellers. In addition, penalty may be imposed on the Contractor as decided by the Institute Authority for such incidence(s).
37. Contractor must
 - a. Maintain cleanliness/hygiene in the mess area.
 - b. Provide pure drinking water.
 - c. Appoint experienced and trained Cook.
 - d. Appoint experienced and trained mess staffs.
38. No mess-off will be given to individual students under normal circumstances. Mess-off would be given only if a student is not keeping well and admitted in hospital or is going for sports/academic or other activities with approval of the Institute.
39. In case a hosteller takes leave for personal reasons, the Warden will decide and inform the Contractor accordingly. In such cases, mess-off shall be given only if the hosteller is away for a minimum of 5(five) days.
40. The Contractor has to follow all labour laws / Government laws in regard of employing the mess workers. The Contractor shall be solely responsible for any dispute/violation of labour laws/ Government laws.
41. The Contractor shall be solely responsible for any accident that may occur in the kitchen and mess areas due to negligence on the part of his/her workers.
42. The Institute Authority reserves the right to ask the Contractor to change the cook/mess-worker(s) in case the performance of the cook/mess-worker(s) found not suitable.
43. The Institute Authority reserves the right to inspect the kitchen and mess at any time. If it is found that the Contractor has not maintained cleanliness and hygiene of the areas, it shall be considered a violation of the contract and shall invite penalty of INR 5,000/- (Rupees Five thousand) only for the first violation and INR 10,000/- (Rupees Ten thousand) only for the second and third violations. Further violations will attract a review of the contract by the Institute Authorities and may even lead to termination of the contract.
44. The Contractor's personnel shall not, under any circumstances, claim any benefit/ compensation/ absorption/ regularization of services in NIT Meghalaya.
45. **Force Majeure:**

If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned, that party shall be under no obligation to perform the agreement under order after giving notice of 15 days from the date of such an event in writing to the other party, and the events referred to are as follows:

- a. Any law, statute or ordinance, order action or regulations of the Government of India,
- b. Any kind of natural disaster, and
- c. Strikes, acts of the Public enemy, war, insurrections, riots, lockouts, sabotage.

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46. **Termination of contract:** One month's notice is required on either side for the termination of the contract, if such a condition arises during the contract period. However, the Institute may call upon the Contractor to continue till the end of the Academic Session in which the notice is received. If the mess management is not up to the mark or the quality of food is below standard or unhealthy or unhygienic, then the Institute Authority is empowered to terminate the contract with short notice of one week. The opinion of the Hostel Management Board, Chief Warden and respective Warden will be final so far as the food quality/mess management is concerned.
47. **Termination for default:** Default is said to have occurred
- (a) If the Contractor fails to deliver any or all of the services specified in the Work Order/ Tender document.
 - (b) If the Contractor fails to perform any other obligation(s) under the contract.

Under the above circumstances NIT Meghalaya may terminate the contract in whole or in part and forfeit the Security Deposit. In addition to the above, NIT Meghalaya may at its discretion also enter into contract with another party and the defaulting Contractor shall be liable to compensate NIT Meghalaya for any extra expenditure involved towards goods obtained and services rendered.

48. **Applicable Law:**

- a. The contract shall be governed by the laws and procedures established by Govt. of India and subject to exclusive jurisdiction of Competent Court and Forum in Shillong / India only.
- b. Any dispute arising out of this purchase shall be referred to the Director, NIT Meghalaya, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the Director of the Institute. The decision of such Arbitrator shall be final and binding on both the parties.

BID EVALUATION CRITERIA:

- a) **Technical Bid:** Technical bid will be opened as per the given schedule in the office of NIT Meghalaya, Laitumkhrah, Shillong in the presence of tender opening committee (Bid openers). The bidders or their authorized representatives may also be present during the opening of the Technical Bid, if they so desire, at their own expenses. The documents submitted in the Technical bid will be evaluated by the Committee. The bidders fulfilling all the basic requirements mentioned earlier will be considered for financial bid. The bidders who do not meet the eligibility criteria will not be considered for further evaluation.
- b) **Financial bid:** The bidders fulfilling all tender requirements and enclosed all documents to the satisfaction of the tender opening committee will be considered for opening of financial bids. The date of opening of financial offers will be decided by the Institute and will be communicated to eligible bidders only. The bidder who shall be offering the lowest rate will be declared as lowest bidder.

Sd/-
Registrar

Signature of Bidder with Seal

ANNEXURE-I**Documents to be attached with the Technical Bid (first envelope)**

1. Proof of ownership/partnership etc.
2. Proof of address, email, telephone and fax numbers.
3. Copy of valid food safety license issued by the Competent Food Safety and Standards Authority.
4. Copy of valid labour license.
5. Copy of GST registration.
6. Copy of Income Tax account (PAN).
7. Copy of Provident Fund (EPF) Registration.
8. Copy of ESIC Registration.
9. Copy of Trading License (if applicable).
10. **Experience Certificates** to be supported by copies of work orders / agreements / contracts from Government and Non-Government organizations, Autonomous Institutes, Educational Institutions, Public Sector Undertakings and Private Sector where you have provided similar mess facility.
11. **“Bid Security Declaration” accepting that if they withdraw or modify their bids during period of validity etc., they will be suspended for the time specified in the tender documents as per OM No. F9/4/2020-PPD issued by the Department of Expenditure, Ministry of Finance, Government of India dated 12.11.2020.**
12. Affidavit stating that the agency/service provider has not been blacklisted in the past by any Government and Non-Government organizations, Autonomous Institutes, Public Sector and Private Sector Undertakings. The affidavit shall also state that there is no case pending against any contract and also state that there is no vigilance/ CBI case pending against the Contractor. The affidavit is to be duly executed before the Notary Public or Magistrate First Class on a non-judicial stamp paper of INR 10/- (Rupees Ten) only.
13. Undertaking for acceptance and compliance of all terms & conditions mentioned in the tender.
14. A separate sheet as mentioned under N.B. in Annexure-IV.
15. **Labour detail submission:** A sheet describing mess staffs along with number of staffs to be appointed for each work.
16. **Menu:** Tentative weekly menu.
17. Compliance Certificate as per Annexure-V

Signature of Bidder with Seal

ANNEXURE-II
TENTATIVE NUMBER OF STUDENTS

Sl. No.	Name of the Hostel	No. of Students (Approx.)
1	Mess Hall, Bijni Complex	600-700
2	Umpling Boys Hostel.	25-30
3	Kench Trace Boys Hostel	85-95
4	Polo Boys Hostel	80-95
5	Nongthymmai Girls Hostel	50-60
6	Lapalang I Boys Hostel	50-60
7	Lapalang II Boys Hostel	85-95
8	Lapalang III Boys Hostel	55-65
9	Lapalang IV Boys Hostel	25-30
10	Lapalang V Boys Hostel	60-70
11	Lapalang Girls Hostel	80-100
12	New Boys Hostel	80-100

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ANNEXURE-III
TENTATIVE MENU

Breakfast

- Chhole Bhature (4pcs) / Toasted Bread with butter (6pcs) / Aloo paratha (3pcs) / Lachha Paratha (3pcs) / Puri Sabji (6 pcs) / Maggi (2) / Chowmin / PavBhaji / Dosa / Idli / Sandwich (3 pairs) / Plain roti with sabji (4 pcs)
- Milk/Tea/Milk Tea every day.
- Double eggs (bananas for vegetarian) twice per week

Lunch/Dinner

Monday-Saturdays:

- Rice and Roti/plain paratha, Dal (different types), papad/fry, one veg item, pickle/chatni/raita.
- One day egg (2) curry / special veg item for vegetarian
- One day Fish (2 pcs-150 gm) / special veg item for vegetarian
- One day Chicken (4pcs-150 gm) / special veg item for vegetarian
- Two days sweet/ice cream
- Pulao or biriyani in one day instead of plain rice.

Sunday/Special Day:

- Lunch - Rice/Roti, Dal, Fry, Raita/salad, Mutton curry (150 gm)/ special veg item for vegetarian
- Dinner - Roti, Dalfry/Tadka, mix veg., khir

Brands of Ingredients to be followed:

1. Bread: Homa/ S.J sliced bread (Bread should be toasted)
2. Paneer and Butter: Amul/Govind
3. Oil: Fortune refined oil/ Mahakosh/Dhara/Sundrop
4. Rice: KRT/ BPT
5. Ata: Aashirwad/Magik cook/Patanjali
6. Sauce: Kissan/Maggi/Heinz.

Signature of Bidder with Seal

ANNEXURE-IV**Format of Financial Bid****(to be submitted in the Agency's letterhead)**

NAME OF THE HOSTEL:

Sl. No.	Item	Unit	Quoted rates (INR)		GST%	Total
			Figures	Words		
01	Breakfast	Per student per day				
02	Lunch	Per student per day				
03	Dinner	Per student per day				
04	Others (if any) please give details	Per student per month				

*** Rates with GST percentage should clearly be mentioned.**

N.B.: Bidders can quote for any one or all of the Hostels mentioned in Annexure-II. Financial Bids are to be submitted in separate sheets for each Hostel. The bidder should mention the Hostel name they are quoting for at the top of each sheet.

Signature with Seal:.....

Name of Contractor/Firm:

Address.....

Phone/ Mobile No.

Email

Date

Signature of Bidder with Seal

ANNEXURE-V

Format of Compliance Certificate

Sl. No.	Particulars	Yes/ No	Documentary Proof enclosed with the tender papers at Page No.
1	Is the Contractor registered with the Labour Department, Government of Meghalaya OR with the Office of the Chief Labour Commissioner (Central), Guwahati?		
2	Has the Contractor enclosed proof of ownership/partnership etc.?		
3	Does the Contractor have valid food safety license issued by the Competent Food Safety and Standards Authority?		
4	Does the Contractor have GST registration?		
5	Does the Contractor have Income Tax account (PAN)?		
6	Does the Contractor have valid Trading License issued by the KHADC, Shillong (if applicable)?		
7	Does the Contractor have valid Provident Fund registration		
8	Does the Contractor have valid ESIC registration		
9	Does the Contractor have minimum experience as mentioned under BASIC REQUIREMENTS on page 1.		
10	Does the Contractor have Satisfactory Completion Certificates or valid work orders/contracts as mentioned under BASIC REQUIREMENTS of the Tender.		
11	Does the Contractor have a Registered Office or one Branch Office in Shillong? (PLEASE ENCLOSE PROOF OF ADDRESS)		
12	Has the Contractor been blacklisted in the past by any Government and Non-Government organizations, Autonomous Institutes, Public Sector and Private Sector Undertakings?		
13	Does the Contractor have vigilance/CBI case pending against it?		
14	Has the Contractor enclosed proof of address, telephone and fax numbers, email, etc.?		
15	Has the Contractor enclosed an undertaking for acceptance and compliance of all terms & conditions mentioned in this tender?		
16	Has the Contractor submitted a “Bid Security Declaration” accepting that if they withdraw or modify their bids during period of validity etc., they will be suspended for the time specified in the tender documents.		

Signature of Bidder with Seal

ANNEXURE-VI

PERFORMANCE BANK GUARANTEE

To:

The Director,
National Institute of Technology Meghalaya
Bijni Complex, Laitumkhrah, Shillong-793003
Meghalaya

WHEREAS (Name of Agency / Service Provider)
herein after called "the Service Provider " has undertaken, in pursuance of Contract No.....
dated,..... 20... to provide (Description of Services)
hereinafter called "the order".

AND WHEREAS it has been stipulated by you in the said order that the Service Provider shall
furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for
compliance with the Service Provider’s performance obligations in accordance with the order.

AND WHEREAS we have agreed to give the Service Provider a Guarantee:
THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the
Service Provider, up to a total of (Amount of the
Guarantee in Words and Figures) and we undertake to pay you, upon your first written demand
declaring the Service Provider to be in default under the order and without cavil or argument, any sum
or sums within the limit of (Amount of Guarantee) as aforesaid, without your
needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until theday of.....20.....

Signature and Seal of Guarantors

.....

Date.....20.....
Address:.....
.....
.....

All correspondence with reference to this guarantee shall be made at the following address:

The Director,
National Institute of Technology Meghalaya
Bijni Complex, Laitumkhrah, Shillong-793003
Meghalaya

Signature of Bidder with Seal