

**NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR**  
**Assam, India-788010**

**No: NITS/PS-159/DSW/Hostel Catering/ET/2025**

**Date: 24/05/2025**

**Price: Rs. 10000**

***E-TENDER FOR CATERING SERVICES AT VARIOUS HOSTELS OF NIT SILCHAR***



1	<b>Tender No. &amp; Date</b>	No: NITS/159/DSW/Hostel Catering/ET/2025
2	<b>Name of the work</b>	CATERING SERVICES AT VARIOUS HOSTELS OF NIT SILCHAR
3	<b>Last Date and Time of E-submission of tender</b>	14/06/2025 at 5.00 P.M.
4	<b>Date and Time of E-opening of Technical Bid</b>	16/06/2025 at 11.00 A.M.
5	<b>Date and Time of E-opening of Financial Bid</b>	To be intimated later
6	<b>Tender Fee</b>	Rs.10,000.00(Ten Thousand Only)
7	<b>EMD</b>	Rs. 8,40,000.00 (Eight lakh Forty Thousand only)
7	<b>Mode of Payment</b>	NEFT/RTGS/ON LINE



## NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR - 788 010

Tel. No. Director: (03842) 224879

Fax: (03842) 224797

### NOTICE INVITING TENDER

#### **No: NITS/159/DSW/Hostel Catering/ET/2025**

E-Bids are invited from reputed Firms/Agencies for providing Catering Services to various Hostels at NIT, Silchar with firms profile, experience, terms, and conditions etc., as per the terms conditions of the E-tender Document.

The bid forms and other details can be obtained from the website of the Central Public Procurement Portal (CPPP) as mentioned below:

**<https://eprocure.gov.in/eprocure/app>**

The Tender Fees and EMD are to be deposited to the following bank account in separate transactions before the tender closing date and time:

**Account Number** : 38478849539  
**Account Name** : National Institute of Technology Silchar  
**IFSC** : SBIN0007061  
**Bank Name** : State Bank of India  
**Bank Branch** : NIT SILCHAR  
**Account Type** : Savings

The tender documents, along with the proof of deposit of applicable Tender Fees and EMD, must be uploaded to the portal. Kindly ensure that the transaction details are submitted. The exemptions on Tender Fees and Earnest Money Deposit (EMD) will be applicable in accordance with the guidelines of the General Financial Rules (GFR).

For any technical-related queries please call at 24 x 7 Help Desk Number provided on website of the Central Public Procurement Portal (CPPP).

The last date and time for Tender e-submission /upload will be 14/06/2025 up-to 5.00 P.M. and tender (technical bid) will be e-opened on 16/06/2025 at 11.00 A.M. in the Purchase Section. Price bid of technically qualified bidders only shall be opened in a later date with prior intimation.

Director, NIT Silchar reserves the right to extend the date or cancel the tender, accept or reject any/all tenders or not to purchase all or any of the items.

**Registrar, NIT Silchar**





**NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR**  
**Assam, India**

**Notice Inviting Tenders**

E-Tenders are invited in *two bid systems* covering firms profile, experience, terms, and conditions etc., (in one envelope) and bid price (in a separate envelope) are invited from reputed Firms/Agencies for providing Catering Services to various Hostels at NIT, Silchar as per the terms conditions described in Section-B of this Tender Document. The last date of receipt of the complete e-tender document is ...14/06/25... Up to 5.00 p.m.

Tenders will be opened ...16/06/25... At 11.00 am.

**Registrar, NIT Silchar**



# NATIONAL INSTITUTE OF TECHNOLOGY, SILCHAR

## Assam, India

### Section-A

#### A.1: Overview:

The Hostels at the National Institute of Technology, Silchar provide full residential accommodations to all its students. There are 10 (Ten) Boys' Hostels and 06 (Six) Girls' Hostels at present. The mess of each hostel is managed by a Mess Management Committee (MMC) comprising of boarders of the respective hostel under the supervision of the Warden of the hostel. The mess runs around the year except during summer vacation (normally 60 days during May – July) and winter vacation (normally 25 days during December-January) as notified in the Academic Calendar. To have a general idea about the strength of the hostels, the details are as mentioned below.

The Tenders are to be submitted Cluster-wise. Evaluations will be based on the rates submitted for each cluster and a work order will be issued accordingly. **However, all the Cooking and other dining arrangements including storage will have to be prepared and maintained separately in each hostel.**

**Table-I: Cluster wise Hostel Distribution**

Sl.	Cluster	Hostels	Approx. Strength	Requirements
1	Cluster-1	BH-6 & BH-7	740	Two (02) separate Cooking Arrangements at two (02) different hostels.
2	Cluster-2	BH-3, PGH	700	Two (02) separate Cooking Arrangements at two (02) different hostels
3	Cluster-3	BH-8 & GH-4 (BH-5)	715	Two (02) separate Cooking Arrangements at two (02) different hostels
4	Cluster-4	BH-9A & BH-9C BH-9B & BH-9D	1000	Two (02) separate Cooking Arrangements at two (02) different hostels
5	Cluster-5	GH-1, GH-2, GH-3, NGH-4	800	Four (04) separate cooking arrangements at Four(04) different hostels.
6	Cluster-6	BH-1, BH-2, BH-4,MSH-GH	640	Four (04) separate cooking arrangements at Four(04) different hostels.

## A.2: Scope of the Work:

- a) Cooking and serving meals (Breakfast, Lunch, Evening tea/Snacks/Tiffin and Dinner) and grand feast (on the last Sunday of each month).
- b) Ensuring quality of raw materials, and grocery items used for the preparation of food (as per the tender document) with utmost importance on hygiene.
- c) Managing and control of stocks and inventories for running the mess.
- d) Cleaning and **maintenance of hygiene** of utensils, kitchen place, and serving items.
- e) Cleaning of cooking, dining, and auxiliary areas.
- f) Waste disposal is the responsibility of the Caterer. **The caterer under no circumstances shall dispose of plastic and food waste into the drains.** Separate Dustbins for wet and dry waste materials must be arranged and maintained properly. Malpractice related to this will attract fine, as decided by the office of the Dean (SW).
- g) Security of the equipment, utensils, and other items in the kitchen and dining areas. Prevents dog/cat and any other such animals in the dining and kitchen place.
- h) Maintenance of the equipment in the kitchen and dining areas.
- i) Maintenance of books, ledgers, other records, and documents related to the running of the mess.
- j) Maintaining records of food bills of the individual boarder and displaying them at the end of the month.
- k) Deployment of required manpower and supervisor for the above-mentioned services.
- l) Any other services as and when directed by the institute.
- m) Maintaining cordial relationships with boarders and other staff members of the institute.
- n) Maintenance of the Chullah/ Gas Oven.
- o) Maintenance of Complaint Register.



# NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR

## Assam, India

### Section-B

The mess consists of a **kitchen and a dining hall**. The important Terms and Conditions are listed below:

#### **B.1.1: General Terms and Conditions (GTC):**

1. The rates stipulated in the contract will hold well till the end of the contract.
2. The food cooked in the dining facility shall not be served in other places inside/outside the campus. Also, the food cooked outside the given facility shall not be served in the hostel mess. Raw material stored in the Mess should be used exclusively for the student dining facilities on the NIT Silchar campus.
3. When circumstances warrant, the Caterer shall cater for an additional number of students/staff members, as requested by the MMC at short notice.
4. The Caterer shall not assign, sublet, or part with the possession of the premises and properties of NIT Silchar therein or any part thereof under any circumstances. Any deviation from this clause may invite immediate termination of the contract.
5. The catering services in hostels shall be operated by the awardee firm(s) from the date **as decided by the Office of the Dean SW (tentatively 20<sup>th</sup> July, 2025)**, failing which the EMD money will be forfeited and the work shall be awarded to next eligible bidder.
6. The caterer shall engage and provide a requisite number of well-trained cooks and service personnel to run the mess and serve the meal to the students 04 (four) times a day, viz. Breakfast, Lunch, Evening Snacks, and Dinner. In the case of Girls' hostel catering, preferably lady cooks and lady service personnel (**mandatory**) shall be engaged.
7. **Meals should be ready to be served in time (as per Table-II)** for all the boarders of that hostel without any failure.
8. The caterer should be financially sound to run the mess.
9. The caterer should be familiar with modern kitchen equipment.
10. The caterer having a degree/ diploma in hotel management or nutrition is preferable.
11. The Caterer shall keep the mess open from **6.30 A.M. to 10.30 P.M.** every day and serve meals during (and only during) **designated meal hours** as per **Table-II** or as decided by the institute from time to time

**Table-II: Time Table for serving**

Description	Weekdays	Weekends
Breakfast	7:00-9:00 AM	8:00-10:00 AM
Lunch	12:00-2:00 pm	12:00-2:00 pm
Evening Snacks	5:00-6:00 pm	5:00-6:00 pm
Dinner	8:00-10:00 pm	8:00-10:00 pm

12. The mess shall not be closed without prior permission from the concerned authority of the Institute.

13. The Caterer shall serve only specified foods as per the contract document [and/or sometimes as approved by the hostel authorities for special cases with the approval from Dean (SW)]. The rate for special cases will be decided with the consent of both parties i.e., NIT Silchar & Caterer.
14. The Caterer **must display the menu/ list of food items to be served in the mess** in consultation with the respective **Warden** and **Mess Management Committee (MMC)**.
15. The Caterer **must provide uniforms** to the employees during service hours. The caterer has to ensure that the staff is dressed in clean and proper uniforms while on duty. The caterer should also issue Photo Identity Cards to its staff. **In any circumstances, staff should not be a MINOR.**
16. The caterer's employee must wear head gear and hand gloves and this instruction should be adhered strictly and also responsible for keeping the dining area, kitchen, dining table etc., clean all the time.
17. Caterer must ensure that labor deployed at the premises of the institution is physically and mentally fit and do not have any sort of criminal records. Caterer must maintain appropriate records of his worker deployed to carry out the jobs.
18. In case of employment of women for work by the caterer, caterer will have to discharge his obligations under relevant laws, Acts.
19. The Caterer's employees **should be free from any contagious disease** or sickness or any other kind of disease that is considered unacceptable for handling food items. In such cases, the Caterer should give them leave and arrange treatment as deemed fit and should make an alternative arrangement at his own cost. Whatever the circumstance may be, the caterer must ensure that the service is not hampered, and the serving standard is maintained.
20. The Caterer 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 all 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 caterer, including cancellation of the contract.
21. Only purified water (purified by standard purifiers) has to be served in the mess. Institute will provide the required drinking water in the dining place.
22. The premises of the mess shall not be used for any other purpose. The Institute reserves the right to use the Dining Hall and other places during the tenure of the contract.
23. The Caterer shall maintain neatness & cleanliness of the mess premises at all times. No trash is to be thrown inside or outside the mess premises except in properly covered bins supplied by the Institute. **No plastic material (such as plastic mugs, glasses, etc.) utensils are permitted for serving food/ preparing food.**
24. Burning of fuels except cooking gas is forbidden. The use of electricity is strongly prohibited. However, solid fuels like firewood and coal may be used under exceptional circumstances with permission from the concerned authority.
25. **It is mandatory to purchase/refill Commercial LPG cylinders from the registered agency using the Consumer Card provided to each Hostel.**
26. The assets and articles provided by the Institute shall be the property of the Institute and the caterer shall be merely the custodian of such assets and articles. On termination of the contract, all such property shall be handed over to the Institute in good condition. Any damages caused to institute properties will invite appropriate compensation which will be recovered from the Performance Security of the firm.
27. The assets and articles provided by the institute, kitchen area should be kept cleaned after every use and if found dirty or not cleaned properly a penalty will be imposed.
28. **Complaints handling:** caterer are expected to ensure that no complaints regarding the quality of food, hygiene, or service are raised by the students during the contract period. Any complaints received must be resolved promptly.
29. **Well-being of Students:** The well-being of students must be a priority in the provision of catering services. You must ensure that your activities do not lead to unrest, protests, or agitation among the students.
30. **Attendance Record:** caterer are responsible for maintaining regular attendance records for all students consuming meals at the mess. This responsibility lies entirely with your firm and not with the institute.

31. The Caterer shall maintain the building space in good condition. All floors and countertops are to be scrubbed regularly with non-corrosive detergent or soap, and all vertical surfaces are to be dusted regularly. The period of cleaning should be such that there is no visible dirt or marks at any time.
32. In the event of loss/theft/damage of property/utensils/ fittings caused due to negligence of any of its employees of the Caterer, the Institute shall be entitled to get compensation from the Catering Agency.
33. Agency is responsible for correctly identifying the students including his/ her room numbers and correctly recording the servings per student. The agency must engage a person for the same at the entrance of the dining hall.
34. The food bill for each student should be notified through the designated officer (or Warden) on 2<sup>nd</sup> day of the successive month. Any dispute that arises with the food bill of an individual student may be addressed and corrected within the 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) for payments. Payments may be made on or before the 10<sup>th</sup> day of the same month subject to submission Tax Invoice along with other necessary documents as per B.4.
35. A rebate may be given for the food bill for not taking food with prior permission from the concerned authority and the same may be recorded by the mess manager (of the agency) as per the information supplied by the concerned Warden. It is to be mentioned that a student is allowed to take a rebate for a minimum absence of 5 (five) days (at a stretch) from the mess and up to a maximum of 15 days in a semester. No rebate above 15 days is permitted for any student. Permission for any other exceptional cases obtained from Dean (SW) should be considered.
36. **The decision of NIT Silchar will be final in awarding the contracts.**

### **B.1.2: Special Terms and Conditions (STC):**

1. The firm should **have similar ongoing/previous work orders for at least one 200 capacity** students hostel (single order for a minimum period of one year) in Central Govt./ State Govt./ reputed private organization during the last 05 years. Experience in running Hostel Messes in Educational institutes/Training institutes are preferred.
2. **Average Annual Turnover for the last 3 financial years should not be less than 60% of the estimated value (as per Table – IV of Page No.11).** Audited statement of accounts certified by CA to be enclosed for the last three Financial Years.
2. FSSAI, EPF, ESI, GST, and Central Labor License with the last three months' payment challan to be enclosed.
3. The vendor should ensure Minimum wage to all employees as per the minimum wages act, 1948.
4. Bid submitted by any firm which was Blacklisted or terminated from any IIT/NIT/Central Univ./Government Organization/reputed private organization etc. will be summarily rejected.
5. Minimum no. of manpower required per 200 nos. border **per shift** (lunch/dinner) is as per the following table:

Details of Working Staff in the mess:	
Category	Total
Skilled	:02
Semi-skilled	:02
Un-skilled	:04
Total Strength of the Working Staff	:08

\*Worker leave schedule shall be decided by the caterer in consultation with the MMC.

\* Total Strength of the working staff 8 per shift (16 per day)

\* Sufficient cleaning staff per 200 no.s border must be engaged for maintaining the cleanliness at dining, serving and wash area and rest of the time for maintaining kitchen, store etc.



## B.2: PENALTIES FOR VIOLATION OR RULES, TERMS, AND CONDITIONS

NIT Silchar strictly follows the quality of the food served to the students. Negligence in maintaining the quality and quantity along with hygiene in the mess catering area is not acceptable and invites appropriate fines including termination.

The detailed list of fines for various violations that shall be imposed on the caterer is mentioned below in Table-III:

**Table-III**

Sl. No.	Basis	Penalty
1.	Presence of unwanted items in food: <ul style="list-style-type: none"><li>• Harmful items (e.g. blade, glass, metal wires, nails, etc.)</li><li>• Other items (e.g. cockroaches, cigarettes, other foreign materials etc.)</li></ul>	Up to Rs.25/- times the number of boarders
2.	Use of stale/spoilt/harmful ingredients, e.g. rotten vegetables, infected grains, coloring agents etc.	
3.	Deterioration in the quality of the food due to: <ul style="list-style-type: none"><li>• Partially cooked (boiled/fried) items (e.g. rice, dal, vegetables, pakoda, roti, puri, etc)</li><li>• Spoiling the food by insufficient/excessive usage of ingredients like oil, salt, water, tamarind, flour etc., in dishes like curry, dal, sambar, roti/puri, etc.,)</li></ul>	
4.	Use of the brands not mentioned in the Table-VI (Annexure-III)	Rs. 5,000 to Rs. 20,000/-
5.	Improper Waste/Garbage Disposal in Kitchen area and its surroundings.	Rs. 20,000/-
6.	Adulteration of food by coloring agents, mono-sodium glutamate (Ajinomoto) or by any other means.	25% of monthly food bill
7.	Proven cases of food poisoning (established by the Institute Health Centre)	Termination and a fine of Rs. 1,00,000/-
8.	Using non-utensil washing detergent	Rs. 10,000/-
9.	Specified Items are not served in a Particular meal in a Particular day	(1.5 times the Rate of the Items) multiplied by number of boarders not received the item

### **B.3.1: Infrastructure to be provided by the Institute:**

Institute will provide the following infrastructures.

1. Required mess equipment, utensils, crockery, cutlery, etc.
2. Necessary furniture in the Dining Hall.
3. LPG connection for running the mess (no other fuel).
4. Industrial Heavy-duty Water Purifier cum cooler.
5. Necessary bins for kitchen waste management.
6. Necessary water (for cooking and other purposes) and electricity connection (not for cooking).
7. Standard Fire safety equipment.
8. Only in case of any emergency, the catering agency personnel may be provided medical facilities available at the Institute Dispensary. Normal medical facilities to be arranged by the catering agency on their own.
9. The Institute may provide a limited amount of living accommodation to the staff engaged by the caterer if available.
10. During the term of the contract any of the equipment provided by the institution, if becomes non functional, repair of the same to be done by the caterer at their own cost.
11. All caterers must use Commercial grade LPG Cylinders.
12. LPG regulator / flexible pipe / copper pipe will be provided one time only, during the term of contract. Any further requirement of these items, if arises the same will be borne by the caterer only.
13. LPG cylinder of one cluster should not be given to the other cluster by the caterer without the permission of the concerned Warden of the respective Hostel. If found or notified of any such activities, a penalty will be imposed to the caterer.
14. Any pre-mature damage of utensil / mess equipment happens due to rough handling / careless use/ any other reason by the mess working staff, the same should be replaced by the caterer itself. Otherwise a heavy fine will be imposed.
15. Caterer shall be responsible for the upkeep and safe custody of the mess equipment, utensils, crockery, cutlery and/or other items provided to him. Similarly any damage or loss or theft caused to the items entrusted to the institute caterer shall bear the loss incurred to the institution out of the above mentioned acts OR any other acts of due negligence of his engaged worker.

### **B.3.2: Equipment to be Brought & Maintained by the Firm:**

1. Necessary Food Warmer and weighing machine 5 kg with least count of 1 gram(made available at the mess premises) should be Brought & maintained by the caterer only.
2. Idly Making Machine & Dosa Preparation Griddle(tawa) should be brought & maintained by the caterer only.
3. Mixer Grinder (Commercial), Gravy Machine and Potato peeler will be provided by the institute at the beginning of the contract, and the same should be maintained by the caterer only.

### **B.4: Statutory Obligations:**

1. The Caterer/Firm/Contractor agrees to execute, fulfill and discharge the work and obligations herein after provided in the manner herein after agreed to the entire satisfaction of the management of the institution.
2. Caterer/firm/contractor represents and warrants that it has examined and thoroughly familiarized with all the existing conditions affecting the agreed work/ services including the loss that apply to, relate to or affect the agreed services.

3. The staff engaged by the catering agency shall draw their remuneration from their Caterer and shall not claim any employment benefit from the Institute at any time. The agency shall also be responsible for the statutory obligations of such personnel and shall indemnify the Institute in this matter. The caterer must explain these terms to his employees.
4. **The Caterer shall be directly responsible for payment of wages as per Govt. rules amended from time to time (including other benefits like E.P.F. & E.S.I.) to his employees engaged for the services. The caterer shall follow the minimum wages act and workmen's compensation act which are in force from time to time. Institute will verify all the related obligatory documents of the firm related to payment of minimum wages to the employees engaged, EPF, ESI, etc., and may take appropriate measures against the firm in case of failure. Before processing the bills for each month (second month onwards) payment proof of EPF, salary, and other admissible financial benefits as per norms, of the employed staff, need to be submitted along with the Tax Invoice.**
5. **All standard deductions such as GST, TDS etc. as applicable shall be deducted as per the rules of Govt. of India.**
6. The institute shall have no responsibility towards payment of wages, social security, medical care, safety, or any benefit to the personnel engaged by the caterer. Any incident occurring during the contract period is the sole responsibility of the caterer and the institute is in no way liable for any such incident.
7. **The Caterer shall not employ any minor worker for the above contract work as prohibited under Labour Act and shall comply with all the clauses of the Act.**
8. All sorts of safety and precautionary measures must be taken care of by the caterer, to avoid any accident, fire, and other safety hazards. Any type of loss/damage of assets due to any such incident is the sole responsibility of the Caterer. The Institute shall in no way be liable for any such incident occurring during the contract period or in connection with the services. Any non-compliance of safety requirements amounts to breach of contract conditions.
9. The successful caterer shall claim the actual monthly mess bill to the designated officer of the hostel, for payment within ten days of the successive month.
10. The Institute may provide a limited amount of living accommodation to the staff engaged by the caterer. Such accommodation shall be handed over to the Institute in a vacant state on termination of the contract in any manner whatsoever and at any time earlier at the instruction of the Institute. In case premises are not handed over in the manner as referred herein above, the Institute shall be entitled to remove the possession of unauthorized occupants by use of such force as may be required with penalty as decided by the Institute.
11. If there is damage to the building or other institute property because of a wilful or negligent act or poor maintenance, the institute will repair it at its own cost and shall recover the amount from the caterer.
12. The staff employed by the agency will not join or form any union associated with the Institute or otherwise any political party.
13. **Maximum 2 Clusters will be awarded to a qualifying and selected firm.** The selection of the two Clusters awarded to a firm will be decided by the institute. However, under the unusual situation, the maximum number of Clusters to be awarded to the bidder(s) will be decided by the authority of NIT Silchar.
14. If at any stage, it becomes necessary to rescind/ terminate the contract due to the fault of the catering service provider (caterer), then the contract for other hostels to the same caterer will be rescinded/ terminated and the work will be awarded to the other caterer on the risk and cost of the said defaulting caterer. However, in an unusual situation decision will be taken by the NITS authority.
15. The quality of meals served at the hostel shall be checked regularly by a team constituted by NITS.
16. The rate should be quoted inclusive of all taxes (including GST). If there is any variation of taxes and duties after the award of work, it will automatically be applied and reimbursement or deduction will be made accordingly.

17. **Performance Security:** The successful bidder to whom the award of work shall be made should furnish a **PERFORMANCE SECURITY** as per the following table (Table IV) in favor of **The Director, NIT Silchar**, payable at Silchar in the form of Demand Draft or Bank Guarantee.

18. The estimated cost given in Table IV against each cluster for one year considering 280 days ie., excluding normal summer & winter vacations.

**Table-IV : Cluster wise Performance Security**

Sl .	Cluster	Hostels	Approx. Strength	Performance Security(INR)	Estimate Value (including GST)
1	Cluster-1	BH-6 & BH-7	740	(740 x 280 x L1 Price per day ) x 5 %	3,10,80,000
2	Cluster-2	BH-3, PGH	700	(700 x 280 x L1 Price per day ) x 5 %	2,94,00,000
3	Cluster-3	BH-8,GH-4( BH-5)	715	(715 x 280 x L1 Price per day ) x 5 %	3,00,30,000
4	Cluster-4	BH-9A & BH -9C, BH-9B & BH-9D	1000	(1000 x 280 x L1 Price per day ) x 5 %	4,20,00,000
5	Cluster-5	GH-1, GH-2 , GH-3,NGH-4	800	(800 x 280 x L1 Price per day ) x 5 %	3,36,00,000
6	Cluster-6	BH-1, BH-2, BH-4 & MSH-GH	640	(640 x 280 x L1 Price per day ) x 5 %	2,68,80,000

The Performance Security should be **valid till 21 days beyond the contract period**.

19. The successful bidder should submit the performance security within 7 days from receiving the work order/ before starting the work whichever is earlier. The performance security should be valid till **21 days beyond the completion of the contract period of the work order**. After the successful completion of the term, the performance security without interest shall be returned to the successful bidder as per institute norms. In case of failure of submitting the performance security within the said period, the work order stands canceled automatically, and the authority will take an appropriate decision in this regard.

20. **Penalty Clause:** In case of violation of any of the clauses as specified in this tender notice or in case of damage caused to the Institute property by any act of the successful bidder to whom the award of work has been made, necessary recovery as deem fit by NITS shall be made from the performance security/mess bills. In severe cases, the work order of the successful bidder may be canceled and the firm may be blacklisted.

21. That in case caterer fails to complete the work assigned to him from time to time he shall be liable for all liquidated and calculated damages suffered or likely to be suffered by the management / institution and Institution shall be entitled to deduct the amount due, from the caterer if any.

22. The scope of work detailed above, including key deliverables, is only broad and the institute would appreciate innovative proposals concerning the services sought. The prospective firms are required to submit their proposals preferably upon performing a detailed site survey.

23. **Decisions taken by NITS authority in all cases shall be final and binding upon the bidder.**



## B.5: Cost of Tender:

- A non-refundable amount of **Rs.10,000/- (Rupees Ten Thousand only)** as Cost of Tender in the form of DD and Earnest Money Deposit (EMD) of **Rs. 8,40,000.00 (Eight lakh Forty Thousand only)** in the form of DD drawn in favor of “**Director, National Institute of Technology, Silchar**” payable at Silchar should be submitted along with the bid. The bidders should enclose all the documents, duly self-certified (signed), in support of their bonafide. Incomplete Bids / Bids received without Cost of Tender, EMD shall be summarily rejected. However the firm register under MSME for catering services shall be exempted for the payment of EMD, if valid document submitted by the firm.
- The successful bidder should provide two non-judicial stamp papers of Rs. 100.00 (Rupees one hundred only) each within 7 (seven) days of receiving the work order for signing the contract agreement.

## B.6: Testimonials to be furnished:

The bidders should enclose the following documents, duly self-certified, in support of their bonafide. In case of failure to furnish any of the documents or comply with the provisions, the bid submitted by the firm is liable to be rejected.

SN	Documents to be furnished
1	Cost of Tender for Rs. 10,000.00 (submit online)
2	EMD for Rs. 8,40,000.00 (submit online)
3	Copy of Certificate of Registration/Trade License for Catering Services/FSSAI
4	Copy of PAN/GST in the name of firm/proprietor
5	Copy of Labour License from Competent Authority
6	Copy of Valid EPF Registration
7	Copy of Valid ESI Registration
8	Details of the bidder on the letterhead of the firm (As per Annexure-I)
9	The firm should have experience in providing catering service to at least 200 capacity hostel/mess in any Education Institution (As per Annexure – II). Documentary evidence is to be furnished.
10	Menu for Boys/Girls Hostels with signature in support of their bonafide.(As per Annexure III)
11	Financial Bid duly sealed and signed. (As per Annexure-V)
12	Declaration duly sealed and signed. (As per Annexure-VI)

**Eligibility criteria are broad guidelines and the Director, NIT Silchar has the exclusive right to relax/ alter/ modify/ add any or all the criteria mentioned above.**

## B.7: Validity of Contract:

1. The validity of the contract, if awarded, would be **for a minimum of one year** from the date of issuance of the work order.
2. The firm which completed their tenure with satisfactory performance will be recommended for further extension of one more term with a 5% increase in the cost of the rate per day, which is at the full discretion of the Director, NIT Silchar.
3. This contract can be terminated under any one of the following circumstances.
  - a. By giving one month's notice by the Institute, without assigning any reason, if in the opinion of the authorities such termination is in the interest of the students and institute. This termination will not be challenged by the vendor.

- b. The Vendor/Agency not performing duties properly as per the agreed terms and conditions of the contract. The institute shall decide whether the performance of the vendor meets specifications or is deficient and to what degree. In such a case the notice period shall be one week.
- c. For committing a breach of the terms & conditions of the contract or assigning the contract or any part thereof by the Agency to any third party or subletting whole or part of the contract or the premises to any third party. The notice period shall be one week.
- d. The Firm/Agency is declared insolvent by a court of law. The notice period shall be one week.
- During the period of termination of the contract in any of the situations contemplate above, the Agency shall keep discharging his duties as before till the expiry of the notice period. It shall be the duty of the contractor to remove all the persons and/or resources deployed by him on termination of the contract on any ground whatsoever and to ensure that no person creates any disruption/ hindrance/ problem of any nature to NIT, Silchar.
4. In case the vendor wants to withdraw the contract before the expiry of the contract period, the vendor should submit one month prior notice to the NITS authority. Violation of the same shall forfeit the performance security and impose fine as decided by the NITS authority.
5. If the performance of the particular firm is found un-satisfactory as per the agreed terms and conditions of the contract, after issuance of Two warning letters then the service's for the firm will be terminated with a notice period of 7 days and the same may be re-allotted to an another firm who's performance is found to be continuously satisfactory.

### **B.8: Jurisdiction and Right to Amend Rules:**

1. The Institute reserves the right to amend the rules of operation whenever and wherever considered necessary and appropriate. The same shall be intimated to the vendor in due course.
2. The Institute rules shall be binding for the execution of the contract. Further, in case of any dispute arising out of or in connection with the aforesaid contract either during the subsistence of the contract or thereafter, the Director, NIT, Silchar is the sole arbitrator to decide the same and his decision is final and binding on both the contractor and the institute as per the provisions of the Arbitration and Conciliation Act 1996. If differences persist even after arbitration and there are compelling reasons to go to the court, it will be decided in the court of Silchar only.

### **B.9: Submission of Tender:**

Tender documents to be submitted as per the standard e-tendering norms followed by the institute.  
**Incomplete Bids / Bids received after the due date shall be rejected.**

### **B.10: Validity of Bids:**

The Bid submitted must be valid for 180 days from the last date of submission of the tender.

### **B.11: Award of Contract:**

1. The Lowest Bidder will be awarded the contract of a maximum of Two Clusters based on clause B.4.10 as decided by the institute.
2. The rate quoted for a cluster will be valid for  $\pm 10\%$  of the cluster size (as per Table-I). However, if the actual student strength is reduced below 20% of the cluster size (as per Table-I) because of any unavoidable circumstances, the rate will be revised through a committee constituted by the Competent Authority in consent with both the parties.
3. The decision of NIT Silchar will be final in awarding the contracts.

### **B.12. Bill Payment Terms & Conditions**

1. Security deposit of 5% will be deducted from monthly mess bill/invoice and it will be released at the end of the semester subject to satisfactory services of the firm.

### **B.13 indemnification**

1. Caterer agrees to indemnify the institution against any damage by the engaged labor to the product, building, machinery, utensils or any other legal obligations arising out.
2. Caterer agree to indemnify the management / institution from all losses or liability incurred by reason of alleged breach by caterer of any obligation owed by the caterer to third party.

**ON THE LETTER HEAD OF THE FIRM**  
**DETAILS OF THE FIRM**

Sl. No.	Name of the Firm	
1.	Complete Address	
	Mobile No	
	E-mail ID	
2.	PAN/GST Registration No.	
3.	EPF Registration Number	
4.	ESI Registration Number	
5.	Valid Labour License Number	
6.	FSSAI Certificate (Valid at least for a period of One year from the submission of the bid)	
7.	Name and Address of the Banker	
8.	Name of the Contact Person/Representative of the Firm and designation	
	Mobile Number	
9.	EMD for Rs.8,40,000/- (submit online)	
10.	MSME Registration details :	
11.	Cost of Tender: For Rs.10,000 (submit online)	

Date:  
Place:

\_\_\_\_\_  
Signature of the Authorized Person

## ON THE LETTER HEAD OF THE FIRM

### Basic Technical Details

Sl. No.	Name of the Firm			
1.	<b>Proof for payment of income tax and service tax (last three years)</b> (copy of income tax and service tax payments to be enclosed)			
2.	<b>No. of Food Courts/Dining Facilities run in Higher Educational Institutions.</b> (Enclose list of work handled up to 2024 and ongoing work separately with all the relevant documents) (List to be included with name of the institution, duration, number of students catered, type of service provided)			
3.	<b>No. of Food Courts/Dining Facilities run in Non-Academic Establishments</b> (Enclose list of works handled up to 2024 and ongoing work separately with all the relevant documents)			
4.	<b>Quality Certification obtained for the Food Courts/ Dining Facilities/Catering Services provided</b> (Copy should be enclosed)			
5.	<b>Caterer Solvency (Capital Employed) (Rs.in lakhs)</b> (Solvency certificate for an amount not less than Rs.10.00 Lakhs should be enclosed)			
6.	<b>Turnover per annum Rs. (in Lakhs)</b> Authenticated copy of audited Statement of Accounts for the last three years should be enclosed. (In case the work was executed for private firm / persons, TDS certificate should be submitted)			
7.	<b>No. of Employees</b>	<b>Regular</b>		<b>Temporary</b>
8.	<b>Litigations, if any, connected with Catering Work</b>	<b>Yes/ No (if yes, details to be furnished separately).</b>		
9.	<b>Any other information</b> , caterer wishes to provide in support of their credentials (Details, if any, to be furnished separately)			

Date:  
Place:

\_\_\_\_\_  
Signature of the Authorized Person



**ON THE LETTER HEAD OF THE FIRM**  
**Experience of the firm in providing Catering Services to**  
**Education Institutes**

a) **Details of all completed/ongoing contracts**

Sl. No.	Name of the organization with address, phone nos, email ids etc.	Period of Contract		Nature of work undertaken	Strength of boarders	Remarks (Completed / Ongoing)
		From	To			
1						
2						
3						
...	...	...	...	...	...	

Date:  
Place:

\_\_\_\_\_  
Signature of the Authorized Person

**N.B. (Please enclose the following documents along with the form)**

1. Attach ongoing and previous work order details as a proof.

Table V(a) List of Breakfast Items

S. N.	ITEM	Description	Quantity per head	Rate in Rupees(Rs)
1	Sprout	1. Soaked in drinking water overnight 2. Washed thoroughly in drinking water and drained before serving 3. Mixer of 50% chana (whole bengal gram) and 50% whole moong (green moong)	100 gm	
2	Bread	1. Fresh wheat bread 2. Toasted both side properly before serving	6 slices (max)	
3	Butter	10 gm small container pack	10 gm or more	
4	Fruit Jam	Sachet/ container pack	10 gm or more	
5	Banana	Locally available fresh and ripe condition	2 no's	
6	Boiled Egg	1. Boiled not more than 2 hours before serving 2. Must be served in warm condition.	1 no	
7	Milk	Tetra pack of 200 ml submerged in boiling water for 30 min before serving	1 no	
8	Tea/Coffee	Prepared with Milk and water in 2(milk) : 1(water) proportion	150 ml	
9	Aloo Paratha with pickle	Freshly prepared and served warm	2 no's	
10	Sattu Paratha with pickle	Freshly prepared and served warm	2 no's	
11	Puri with aloo matar	Freshly prepared and served warm	5 no's	
12	Chola Bhatura	Freshly prepared and served warm	3 no's	
13	Idli with Sambar and chutney	Freshly prepared and served warm	4 no's	
14	Masala Dosa with Sambar and chutney	Freshly prepared and served warm	2 no's	
15	Uttapam with Sambar and chutney	Freshly prepared with slices of Onion, Carrot, Tomato and Curry leaves and served warm	2 no's	

**Table V(b) List of Lunch Items**

S. N.	Item	Description	Quantity Per Head	Rate in Rupees (Rs)
1	Rice	1. Rice must be thoroughly washed and free of any impurities before cooking. 2. There must not be any insects, dirt and any other unwanted objects present in the cooked rice. 3. Rice must be freshly prepared, fully cooked and served warm.	Unlimited	
2	Roti	1. Roti must be prepared with fresh wheat flour (Atta) of listed brand only. 2. There must not be any insects, dirt and any other unwanted objects present in the roti. 3. Roti must be freshly prepared, fully cooked and served warm.	Unlimited	
3	Dal	1. Dal must be prepared with fresh dal of different types such as Masoor/Moong/Chana/ Urad/Arhar/Tud/mixed dal with skin/mixed dal without skin on different days. 2. There must not be any insects, dirt and any other unwanted objects present in the dal. 3. Dal must be freshly prepared, fully cooked and served warm. 4. Dal must be freshly prepared in the volume ratio of not more than 3(w):1(D) proportion with water.	Unlimited	
4	Sambar	1. Sambar must be prepared with fresh Arhar/Tud dal without skin along with vegetables such as drum stick, carrot, bhindi, onion, brinjal, squash, lauki (any four). 2. There must not be any insects, dirt and any other unwanted objects present in the Sambar. 3. Sambar must be freshly prepared, fully cooked and served warm. 4. Sambar must be freshly prepared in not more than 3(w):1(D) proportion with water.	Unlimited	
5	Seasonal Sabji Fry	1. Three different seasonal vegetables ( <b>without potato</b> ) fried with onion, tomato and spices. 2. All the vegetables must be washed properly with fresh water. 3. All the under earth vegetables and hard skin vegetables must be thoroughly deskined before washing and cooking.	Unlimited	
6	Mixed veg	1. Three different seasonal vegetables ( <b>without potato</b> ) cooked with onion, tomato and spices in thick gravy. 2. All the vegetables must be washed properly with fresh water. 3. All the under earth vegetables and hard skin vegetables must be thoroughly deskined before washing and cooking.	Unlimited	
7	Khichdi	1. Rice, dal and vegetables must be thoroughly washed with fresh water and free of any impurities before cooking. 2. Different seasonal vegetables like cauliflower, carrot, beetroot, french beans, long beans, pumpkin, capsicum, turnip, tomato, radish (any four in equal proportion) must be added in the khichdi. 3. Khichdi must be prepared with 45% rice, 45% mixed dal and 10% seasonal vegetables in weight proportion. 4. There must not be any insects, dirt and any other unwanted objects present in the Khichdi. 5. All the under earth vegetables and hard skin vegetables must	Unlimited	

		be thoroughly deskined before washing and cooking. 6. Khichdi must be freshly prepared, fully cooked and served warm.		
8	Papad	1. Papad must be freshly fried/ roasted just before serving	Maximum 2 full 6" dia or equivalent	
9	Dahi (Card)	1.Card must be prepared from liquid milk of listed brand only 2.The starting time of card preparation must not exceed 24 hours before the end time of serving .	100 gm	
10	Omlet / Boiled Egg	1. Omlet of differnt types like half-boiled, Onion masala or Plane 1.Boiled not more than 2 hours before serving 2. Must be served in warm condition.	01 No	
11	Potato Chips fry	1. <b>potato</b> Chips fried with oil and add spices. 2. All the potato must be washed properly with fresh water. 3. All the under potato must be thoroughly de-skined before washing and fry.	50 gm	
12	Gobi fry	1. There much not be any insects, dirt and any other unwanted objects present in the Gobi. 2.Gobi cooked with onion, tomato and spices in thick gravy. 3. All the vegetables must be washed properly with fresh water. 4. All the under earth vegetables and hard skin vegetables must be thoroughly deskined before washing and cooking.	100 gm	
13	Gobi Manchurian	1.Dip cauliflower florets in water with vinegar for 10-15 minutes. 2.Make a batter with flour, cornflour, and water and Coat cauliflower florets with the batter and deep-fry until golden brown. 3.Prepare the Manchurian sauce by cooking garlic, onion, and ginger paste in oil and add soy sauce, vinegar, tomato ketchup, and salt to the sauce. 4.Combine the fried cauliflower with the Manchurian sauce and Garnish with spring onions and green chilies. 5.Serve hot with steamed rice or noodles.	100 gm	
14	Bhindi Fry	Always wash the okra very well before cutting to minimize the slime. Pat them dry with a clean cloth this also prevents the okra from getting slimy while cooking. You can leave them whole if your bhindi are small in size. add onion, tomato , turmeric powder(haldi) , kashmiri red chilli powder or cayenne pepper or teaspoon paprika and salt as per taste	150 gm	
15	Babycorn Fry	Mix baby corn with flour, cornstarch, ginger-garlic paste, chili powder, turmeric, and salt. Add a little water to make a coating. Heat oil and carefully drop in the coated baby corn.	100 gm	
16	Pakoda	In a bowl, mix gram flour (besan), rice flour (for crispiness - optional), salt, red chili powder, turmeric powder, and any other spices you like (coriander powder, cumin powder, ajwain). Add a little water at a time to form a thick but smooth batter – it should coat the vegetables well. Add the prepared vegetables to the batter and mix until they are evenly coated.	100 gm	
17	Fryums	When dry fryums are dropped into hot oil or medium-high heat), the little moisture still present inside quickly turns into steam.	50 gm	



18	Kadhi Pakora	In a separate bowl, whisk together sour yogurt (dahi), gram flour (besan), turmeric powder, red chili powder (optional), and salt to taste until smooth. Add water and mix well, ensuring no lumps. Pour the yogurt mixture into the oil pan. Stir continuously on medium heat until it comes to a boil to prevent curdling	100 gm	
19	Channa Sabji (Gravy)	1. There must not be any insects, dirt and any other unwanted objects present in the Channa and Soak the chana in water for 7 hours or overnight. 2. Channa cooked with onion, tomato and spices in thick gravy. 3. All the vegetables must be washed properly with fresh water.	150 gm	
20	Rajma (Gravy)	pressure-cooking soaked kidney beans with salt and water until tender. Rajma cooked with onion, tomato and spices in thick gravy. All the vegetables must be washed properly with fresh water.	150 gm	

**Table V(c) List of Snack Items**

S. N.	ITEM	DESCRIPTION	QUANTITY per head	Rate in Rupees(Rs)
1	Tea/Coffee	Prepared with Milk and water in 2(milk) : 1(water) proportion	150 ml	
2	Aloo Chop	1. All the vegetables must be freshly cut (not more than 3 hours before preparation) washed properly with fresh water. 2. Potato must be thoroughly deskined before washing and cooking. 3. Only branded besan as listed are allowed to be used. 4. Food item must be freshly prepared and served warm	2 no	
3	Bread Pakoda		2 no	
4	Onion Pakoda		4 no	
5	Veg Sandwich		2 no	
	Pasta		200 gm cooked)	
7	Instant Noodles		200 gm (cooked)	
8	veg Chow		200 gm (cooked)	
9	Samosa / Kachori		2 no	
10	Chat		150 gm	
11	Veg Roll		1 no	

**Table V(d) List of Dinner items**

S. NO.	ITEM	DESCRIPTION	QUANTITY per head	Rate in Rupees(Rs)
1	Rice	1. Rice must be thoroughly washed and free of any impurities before cooking. 2. There must not be any insects, dirt and any other unwanted objects present in the cooked rice. 3. Rice must be freshly prepared, fully cooked and served warm.	Unlimited	

2	Roti	<p>1. Roti must be prepared with fresh wheat flour (Atta) of listed brand only.</p> <p>2. There must not be any insects, dirt and any other unwanted objects present in the roti.</p> <p>3. Roti must be freshly prepared, fully cooked and served warm.</p>	Unlimited	
3	Methi Puri	<p>1. Puri must be prepared with mixture of whole wheat flour (Atta) and refined wheat flour (Maida) of listed brand only.</p> <p>2. There must not be any insects, dirt and any other unwanted objects present in the Puri.</p> <p>3. Puri must be freshly prepared, fully cooked and served warm.</p>	4 nos (Max)	
4	Dal	<p>1. Dal must be prepared with fresh dal of different types such as Masoor/Moong/Chana/ Urad/Arhar/Tud/mixed dal with skin/mixed dal without skin on different days.</p> <p>2. There must not be any insects, dirt and any other unwanted objects present in the dal.</p> <p>3. Dal must be freshly prepared, fully cooked and served warm.</p> <p>4. Dal must be freshly prepared in not more than 3(w):1(D) proportion with water.</p>	Unlimited	
5	Sambar	<p>1. Sambar must be prepared with fresh Arhar/Tud dal without skin along with vegetables such as drum stick, carrot, bhindi, onion, brinjal, squash, lauki (any four).</p> <p>2. There must not be any insects, dirt and any other unwanted objects present in the Sambar.</p> <p>3. Sambar must be freshly prepared, fully cooked and served warm.</p> <p>4. Sambar must be freshly prepared in not more than 3(w):1(D) proportion with water.</p>	Unlimited	
6	Seasonal Sabji Fry	<p>1. Three different seasonal vegetables (without potato) fried with onion, tomato and spices.</p> <p>2. All the vegetables must be washed properly with fresh water.</p> <p>3. All the under earth vegetables and hard skin vegetables must be thoroughly deskined before washing and cooking.</p>	Unlimited	
7	Shahi Paneer	<p>1. Paneer must be prepared fresh.</p> <p>2. Shahi paneer must be prepared with thick less spicy gravy of light color and served warm.</p>	100 gm (cooked paneer without garvy)	
8	Paneer fry	<p>1. Paneer (60%) along with three different seasonal vegetables (40%) fried with onion, tomato and spices (without potato).</p> <p>2. All the vegetables must be washed properly with fresh water.</p> <p>3. All the under earth vegetables and hard skin vegetables must be thoroughly deskined before washing and cooking.</p>	75 gm (cooked paneer without garvy)	

9	Butter Panner	1. Paneer must be prepared fresh. 2. Butter paneer must be prepared with thick less spicy gravy of light color and served warm.	100 gm (cooked paneer without garvy)	
10	Kadai Panner	1. Paneer must be prepared fresh. 2. Butter paneer must be prepared with thick less spicy gravy of light color and served warm.	100 gm (cooked paneer without garvy)	
11	Matar panner	1. Matar Paneer must be prepared with paneer (70%) and green peas (30%) by weight 2. Matar paneer must be prepared with thick gravy and served warm.	75 gm (cooked paneer without gravy)	
12	Mixed veg	1. Three different seasonal vegetables (without potato) cooked with onion, tomato and spices in thick gravy. 2. All the vegetables must be washed properly with fresh water. 3. All the under earth vegetables and hard skin vegetables must be thoroughly de-skinned before washing and cooking.	Unlimited	
13	Babycorn Curry	Cut baby corn into pieces. Chop onion and tomatoes. Grate ginger and mince garlic. Slit green chili (optional). Heat oil and add ginger, garlic, and chili; sauté until fragrant. Add tomatoes and cook until softened. Stir in turmeric, red chili, coriander, and cumin powders; sauté briefly. Add baby corn and salt; mix well. Add water and simmer until baby corn is tender. Stir in garam masala and garnish with coriander.	75 gm (cooked mushroom without gravy)	
14	Mushroom Butter Masala	1. Mushroom masala must be prepared with fresh or preserved mushroom of listed brands. 2. Mushroom masala must be prepared with thick gravy and served warm.	60 gm (cooked mushroom without gravy)	
15	Chola masala	1. Chola masala must be prepared with freshly soaked chickpeas. 2. Chola masala must be prepared with thick gravy and served warm.	100 gm (cooked chola without gravy)	
16	Egg Curry	1. Egg Curry must be prepared with freshly boiled eggs (boiled eggs must be prepared not more than 2 hours before curry preparation). 2. Boiled eggs must be fried lightly in oil before making curry. 3. Egg Curry must be prepared with thick gravy and served warm	2 eggs	
17	Kadai Chicken	1. Chicken items must be prepared with fresh chicken bought and butchered on the day of preparation.	150 gm (Cooked	

18	Chicken fry	2. The same item must be parallely prepared with Halal chicken as per the requirement.	chicken without gravy)	
19	Butter Chicken	3. The chicken item must be prepared with thick gravy and served warm.		
20	Garlic Chicken			
21	Fish Curry	1. Fish curry must be prepared with fresh local Rahu/ Katla fish bought on the day of preparation. 2. The fish curry must be prepared with midium thick gravy and served warm.	80 gm (Cooked fish without gravy)	
22	Panner Biryani	1. Biriyani must be prepared with Basmati rice of listed brands. 2. Deshi ghee must be used of listed brand only. 3. Paneer/Chicken must be properly marnated and cooked with all spices and ginger garlic paste. 4. Biriyani must be garnished with	Paneer: 100 gm Rice: unlimited	
23	Chicken Biryani	1. Biriyani must be prepared with Basmati rice of listed brands. 2. Deshi ghee must be used of listed brand only. 3. Paneer/Chicken must be properly marnated and cooked with all spices and ginger garlic paste. 4. Biriyani must be garnished with	Chicken: 150 gm Rice: unlimited	
24	Raita	1. Raita must be prepared with freshly cut vegetables like onion, cucumber, tomato and freshly prepared curd	150 gm	
25	Papad	1. Papad must be freshly fried/ roasted just before serving	Maximum 2 full 6" dia or equivalent	
26	Lassi	Tetra pack of 200/250 ml	1 (one)	
27	Fruit Juice	Tetra pack of 200/250 ml	2 (one)	
28	Vermicelli Kheer	1. Kheer must be prepared with vermicelli (1) : Milk (4) proportion by weight. 2. Kheer must be prepared fresh and served cooled	150 gm	
29	Banana Shake	1. Banana Shake must be prepared with Banana (1) : Milk (4) proportion by weight. 2. Banana Shake must be prepared fresh and served cooled	150 gm	
30	Fruit Salad	1. Fruit Salad must be prepared with fruits (50%) : Milk (50%) proportion by weight. 2. Fruit Salad must be prepared fresh and served cooled	150 gm	
31	Rice Kheer	1. Kheer must be prepared with Rice (1) : Milk (4) proportion by weight. 2. Kheer must be prepared fresh and served cooled	150 gm	

32	Rasmalai	<p>Make Chenna: Curdle milk, rinse, drain, and knead with cornflour (and optional baking soda).</p> <p>Shape Chenna: Form the chenna into small, flattened discs.</p> <p>Make Sugar Syrup: Boil sugar and water, then cook the chenna discs in it until doubled in size.</p> <p>Make Rabri: Simmer milk until reduced, then add sugar, cardamom, saffron, and nuts.</p> <p>Assemble: Gently squeeze the syrup from the chenna and soak them in the rabri for a few hours.</p> <p>Serve: Chill and garnish with nuts.</p>	150 - 200 ml	
33	Ice cream	Standard Brand Cup Ice Cream	200 - 250 ml	

**Table V(e) Veg /Non - Vegetarian Mess Menu, and Rates for All Hostels**

Day	BREAKFAST		Lunch	Snacks	Dinner		Rate per Day
	Option 1	Option 2			Veg Option	Non Veg Option	
Monday	1. Bread , Butter, Fruit Jam	1.Idli Sambar with Chetney	Rice, Dal, Roti, Seasonal Sabji Fry, Rajma Curry (gravy), Papad, Lemon	Tea	Butter Paneer Curry	Butter Chicken Curry	
	2. Tea 3. Milk or boiled Egg 4. Banana 5.Sprouts			Onion Pakoda	Rice, Dal, Roti, Mixed Veg curry, Sewai		
Tuesday	1. Bread , Butter, Fruit Jam	1.Aloo Paratha with Pickle	Rice, Roti,Sambar, Masala Channa Fry, Kadhi Pakoda, Fryums, Lemon	Tea	Veg Option	Non Veg Option	
	2. Coffee 3. Milk or omelet 4. Banana 5.Sprouts			Mushroom Masala/ Baby Corn Masala	Egg Curry		
				Veg Sandwich	Rice, Dal, Roti, Mixed Veg Curry, Banana Shake		
Wednesd ay	1. Bread , Butter, Fruit Jam	1.Masala Dosa with Sambar , Chetney	Rice, Dal, Roti, Seasonal Sabji Fry, Gobi Manchurian, Papad, Salad.	Tea	Veg Option	Non Veg Option	
	2. Tea 3. Milk or boiled Egg 4. Banana 5.Sprouts			Chilli Panner Curry	Garlic Chicken Curry,		
				Samosa	Rice, Dal, Roti, Mixed Veg curry, Fruit Salad		
Thursday	1. Bread , Butter, Fruit Jam	1.Chola Bhatura	Rice, Dal, Roti, Mixed Dal, Potato French Fry, Mixed Veg curry, Dahi, Papad.	Tea	Veg Option	Non Veg Option	
	2. Coffee 3. Milk 4. Banana 5.Sprouts			Shahi Paneer	-		
Friday	1. Bread , Butter, Fruit Jam	1.Puri with Aloo matar	Rice, Dal Frt, Roti, Gobi Fry/Brinjal Fry, Veg kopta curry, Papad, Lemon	Tea	Veg Option	Non Veg Option	
	2. Tea 3. Milk or boiled Egg 4. Banana 5.Sprouts			Aloo Chop	Dal, Roti, Raita, Separate Gravy, Sweet (Gulabjamun/ Rasgulla)		
Saturday	1. Bread , Butter, Fruit Jam	1.Uttapam with Sambar , Chetney	Dal, Roti, Khichdi, Seasonal Sabji Fry, Sweet Chutney, Dahi, Papad, Lemon	Tea	Veg Option	Non Veg Option	
	2. Tea 3. Milk or omelet 4. Banana 5.Sprouts			Mutter Paneer,	Fish Masala,		
				Chat	Rice, Dal, Roti, Mixed Veg Curry, Fruit Juice		
Sunday	1. Bread , Butter, Fruit Jam	1.Sattu Paratha	Rice, Roti, Sambar, Pumpkin Fry, Mixed veg curry, Fryums, Salad	Tea	Veg Option	Non Veg Option	
	2. Tea 3. Milk or boiled Egg 4. Banana 5.Sprouts			Kadai Paneer, Paneer fry,	kadai Chicken Curry, Chicken fry,		
				Veg Roll	Pulao, Methi Puri, Dhal Makhni, Lassi		

**GRAND FEAST (LAST SUNDAY OF EACH MONTH):** Polao or Biryani, Methi Puri, Tadka Dal,  
Non-Veg: Chicken (2 types- handi & Chilli : 100 gm each),  
**Extra items in Grand dinner:** Amul cool, Rasagulla/Gulab Jamun, Ice cream , Salad. ect.

**Table V(f) : Equivalency Vegetarian & Non Vegetarian Items with Quantities**

Equivalency of Items	NON-VEG	150 gm Chicken	80 gm Fish	2 Eggs
	VEG	100 gm Paneer	75 gm Paneer	60 gm Mushroom / Baby Corn

- The caterer must ensure that the Quantity of vegetarian item must be equivalent to the quantity of Non-vegetarian item to maintain the Average Daily rate per boarder vegetarian and non-vegetarian menu same.

**Table V(g) : Calculation of Final Average Daily rate per boarder in Rupees**

Average daily Rate Analysis per boarder	Rate in Rupees Per day
A= Average Daily rate per boarder in Rupees(A) from Table V(e) =	
<b>Extra items in Grand dinner:</b> Amul cool, Rasagulla/Gulab Jamun, Ice cream ,Salad etc., items rate = X <b>B=(Average Daily rate increase per boarder due to Grand Dinner)= (X /30 days) =</b>	
<b>C=Final Average Daily rate per boarder in Rupees(C = A+B)</b>	

**Important Note:**

- Lemon, chili and salt to be provided daily both at lunch and dinner.
- Seasonal vegetables must be provided in food. However, same type of vegetables should not be provided on consecutive meals.
- The caterer has to provide **Gala Dinner during festival time** (Menu for the gala dinners will be proposed by the MMCs in consultation with Wardens) **with the extra items on payment basis** as per the rate Quoted in this tender.
- The caterer must ensure to serve **one extra vegetarian item** and **one non- vegetarian item** during lunch & dinner if the demand comes from **more than 20 students** per item on **payment basis** as per the rate Quoted in this tender.

**Table-VI: Permissible Brands:**

Sl. No.	Mess Items	Permissible Brands
1.	Salt	Tata, Annapurna, Nature fresh, Aashirvaad
2.	Spices	M.D.H., Everest, Catch, Sunrise, Everyday
3.	Ketchup	Nestle, Kissan, Heinz, Del Monte
4.	Refined Oil	Saffola, Fortune, Mahakosh, King's, Patanjali
5.	Mustard Oil	Engine, Fortune, Dhara, Patanjali
6.	Pickle	Mother's Receipe, Bedekar, Nilon's, Priya
7.	Wheat Flour	Aashirvaad, Ganesh, Fortune, Parle G
8.	Instant Noodles	Nestle, Top Ramen, GSK
9.	Butter	Amul, Mother dairy, Britannia
10.	Bread	Biva, Borris, Modern, Taraknath
11.	Jam	Kissan, Nestle, lion, Mortion
12.	Ghee	Amul, Annapurna, Manorama, Britannia, Gits
13.	Milk	Amul, Nestle, GO Milk, Nestle, Dairy
14.	Paneer	Gopal, Sajal, Ajanta, Amul
15.	Tea	Rosekandy, Lipton, Tata Gold, Taaza, Brookebond Red Label.
16.	Cheese	Amul, Britannia
17.	Rice	Sartaj, BPT, Sona, Laxmi Bhog
18.	Washing material	Vim, Pril
19.	Coffee	Nestle, Tata, Bru,
20.	Rice flour	Swastik/ LG/ Gitz
21.	Sattu	Ganesh/ Anoop/ Rajdhani
22.	Papad	Lijjat/Bhikharam Chandmal/mother's
23.	Dahi (Card)	Amul/ Mother Dairy/ Nestle/ GO Milk
24.	Pasta	Nestle/ ITC/ Nissin/ Knorr



25.	<b>Maida</b>	<b>UFM/ Riya Flour Mill/ Joy Commercial</b>
26.	<b>Mushroom</b>	<b>Morton/ Fresh Lite</b>
27.	<b>Fish</b>	<b>Fresh fish Rahu/ Katla</b>
28.	<b>Chicken</b>	<b>Fresh Local Chicken</b>
29.	<b>Fruit Juice</b>	<b>Real/ Paper Boat/ Amul/ Tropicana/ Alo Fruit</b>
30.	<b>Vermicelli</b>	<b>MTR/ Ruchi/ Rajdhani</b>
31.	<b>Rice Kheer</b>	<b>Gobindo bhog/ Joha/ Kalijeera</b>
32.	<b>Ice Cream</b>	<b>Amul/Kwality/Motherdairy/vadilal</b>
33.	<b>Besan</b>	<b>Ganesh/ Rajdhani/ Shakti bhog/ Fortune</b>
34.	<b>Basmati Rice</b>	<b>Daawat Lovely Gold/ India Gate/Fortuen</b>
35.	<b>Lassi</b>	<b>Amul/ mother dairy</b>

The use of Hydrogenated (Vanaspati) oil is prohibited.

In the case of specific brands for any other items not mentioned in the contract (or) unavailability of the brands in the market mentioned in the above Table-VI, the caterer can use any other **FSSAI approved brands (except 35)** only if permitted by the MMC and Warden, in writing

# Financial Bid (Page 1)

Please Note: Financial Bid shall be opened only for those technically qualified firms.

Sl.	Hostel	Approximate Strength	Final Average daily rate per boarder in Rupees from Table V(g) (in Figures)	Average daily rate per boarder in Rupees (in Words)
1	Cluster-1	740	Rs..... (figure)	Rupees (in words) _____ _____ _____

Date:

Place:

Signature of the Authorized Person

Note:

- Please write the figures and words carefully.
- Table V(a) through Table V(g) rates must be submitted separately for **Cluster-1**.
- The Final Average daily rate per boarder in Rupees can be obtained from the Table V (g).
- The firm will be **disqualified** if found,
  - a) Mismatch of quoted rates between Table V(a) through V(d) and Table V(e)
  - b) Mismatch of quoted rates between Table V(e) and in the Financial Bid of this Page, ie., above Table.

## Financial Bid (Page 2)

Please Note: Financial Bid shall be opened only for those technically qualified firms.

Sl.	Hostel	Approximate Strength	Average daily rate per boarder in Rupees from Table V(g) (in Figures)	Average daily rate per boarder in Rupees (in Words)
1	Cluster-2	700	Rs..... (figure)	Rupees (in words) _____ _____ _____

Date:

Place:

**Signature of the Authorized Person**

Note:

- Please write the figures and words carefully.
- Table V(a) through Table V(g) rates must be submitted separately for **Cluster-2**.
- The Final Average daily rate per boarder in Rupees can be obtained from the Table V (g).
- The firm will be disqualified if found,
  - a) Mismatch of quoted rates between Table V(a) through V(d) and Table V(e)
  - b) Mismatch of quoted rates between Table V(e) and in the Financial Bid of this Page, ie., above Table.

## Financial Bid (Page 3)

Please Note: Financial Bid shall be opened only for those technically qualified firms.

Sl.	Hostel	Approximate Strength	Average daily rate per boarder in Rupees from Table V(g) (in Figures)	Average daily rate per boarder in Rupees (in Words)
1	Cluster-3	715	Rs..... (figure)	Rupees (in words) _____ _____ _____

Date:

Place:

**Signature of the Authorized Person**

Note:

- Please write the figures and words carefully.
- Table V(a) through Table V(g) rates must be submitted separately for **Cluster-3**.
- The Final Average daily rate per boarder in Rupees can be obtained from the Table V (g).
- The firm will be **disqualified** if found,
  - a) Mismatch of quoted rates between Table V(a) through V(d) and Table V(e)
  - b) Mismatch of quoted rates between Table V(e) and in the Financial Bid of this Page, ie., above Table.

## Financial Bid (Page 4)

Please Note: Financial Bid shall be opened only for those technically qualified firms.

Sl.	Hostel	Approximate Strength	Average daily rate per boarder in Rupees from Table V(g) (in Figures)	Average daily rate per boarder in Rupees (in Words)
1	Cluster-4	1000	Rs..... (figure)	Rupees (in words) _____ _____ _____

Date:

Place:

Signature of the Authorized Person

Note:

- Please write the figures and words carefully.
- Table V(a) through Table V(g) rates must be submitted separately for **Cluster-4**.
- The Final Average daily rate per boarder in Rupees can be obtained from the Table V (g).
- The firm will be **disqualified** if found,
  - a) Mismatch of quoted rates between Table V(a) through V(d) and Table V(e)
  - b) Mismatch of quoted rates between Table V(e) and in the Financial Bid of this Page, ie., above Table.

## Financial Bid (Page 5)

Please Note: Financial Bid shall be opened only for those technically qualified firms.

Sl.	Hostel	Approximate Strength	Average daily rate per boarder in Rupees from Table V(g) (in Figures)	Average daily rate per boarder in Rupees (in Words)
1	Cluster-5	800	Rs..... (figure)  Above rates includes the cost of Evening Snacks of Rs.....per day (figure)	Rupees (in words) _____ _____ _____

Date:

Place:

**Signature of the Authorized Person**

Note:

- Please write the figures and words carefully.
- Table V(a) through Table V(g) must be submitted separately for **Cluster-5**.
- The Final Average daily rate per boarder in Rupees can be obtained from the Table V (g).
- The firm will be **disqualified** if found,
  - a) Mismatch of quoted rates between Table V(a) through V(d) and Table V(e)
  - b) Mismatch of quoted rates between Table V(e) and in the Financial Bid of this Page, ie., above Table.

## Financial Bid (Page 6)

Please Note: Financial Bid shall be opened only for those technically qualified firms.

Sl.	Hostel	Approximate Strength	Average daily rate per boarder in Rupees from Table V(g) (in Figures)	Average daily rate per boarder in Rupees (in Words)
1	Cluster-6	640	Rs..... (figure)  Above rates includes the cost of Evening Snacks of Rs.....per day (figure)	Rupees (in words) _____ _____ _____

Date:

Place:

Signature of the Authorized Person

Note:

- Please write the figures and words carefully.
- Table V(a) through Table V(g) must be submitted separately for **Cluster-6**.
- The Final Average daily rate per boarder in Rupees can be obtained from the Table V (g).
- The firm will be **disqualified** if found,
  - a) Mismatch of quoted rates between Table V(a) through V(d) and Table V(e)
  - b) Mismatch of quoted rates between Table V(e) and in the Financial Bid of this Page, ie., above Table.

**ON THE LETTER HEAD OF THE FIRM**  
**DECLARATION**

It is hereby declared that I/We agree to all the terms/clauses mentioned in this tender notice vide Tender No. .... dt .....

I/We shall be liable to disqualification in case of any violation of the terms/clauses and I/We shall abide by the decision of National Institute of Technology Silchar (NITS).

Further, it is also declared that the firm has not been blacklisted/ terminated/ suspended by any organization and that no case has ever been contemplated or lying pending in any court of law.

Signature:

Date:



### **NO DEVIATION CERTIFICATE**

Notwithstanding anything mentioned in our bid, we hereby accept all the terms and conditions of this tender and we do not have any deviation to this tender enquiry. We hereby undertake and confirm that we have understood the scope of work properly and shall carry out as mentioned in this tender enquiry.

(Signature & seal of the contractor)

Place:

Date:

*(To be printed in the letter head of the bidder)*

*Annexure VIII*

## **BID DECLARATION FORM**

To  
The Registrar  
NIT SILCHAR-788010, ASSAM, INDIA

I/We Ms. \_\_\_\_\_ (Name) bid for the  
tender \_\_\_\_\_ (Tender No.  
towards Supply/Service/Rate Contract/AMC of \_\_\_\_\_  
(Name of the item/service) declare that if we withdraw or modify our Bids either  
during the period of validity of bid or fail to execute the contract on award the  
purchase order/contract, we understand and agree that our firm will be debarred  
for the period of one year for further bidding of any tender of your institute.  
Further, we agree that your institute is at liberty to intimate this debarment to all  
departments/ organizations of government and governmental organizations.

Authorized Signatory with Seal

**Transaction Details of EMD and Tender Fees**

Note: Amount to be deposited to the following bank account in two separate transactions for Tender Fees & EMD.

Account Number : 38478849539  
Account Name : National Institute of Technology Silchar  
IFSC : SBIN0007061  
Bank Name : State Bank of India  
Bank Branch : NIT SILCHAR  
Account Type : Savings

**Transaction Details of EMD Deposit:**

Amount (in Rs.)	
Date:	
UTR:	
Remarks (if any)	

**Transaction Details of Tender Fees:**

Amount (in Rs.)	
Date:	
UTR:	
Remarks (if any)	

**Signature of Vendor**

**Bank Details of Firm/ Bidder**

<b>Account Number</b>	
<b>Account Name</b>	
<b>IFSC code</b>	
<b>Bank Name</b>	
<b>Bank Branch</b>	
<b>Account Type</b>	

**Signature of Vendor**

## CHECK-LIST (TECHNICAL BID)

### SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER

Sl.No	Description of Requirement	Yes/No/NA	Page No.
01	Tender Cost Rs.10,000/- (Non-refundable) to be submitted online through Net Banking, RTGS / NEFT		
02	Earnest Money Deposit (EMD) : 8,40,000.00 (Refundable) to be submitted online through Net Banking, RTGS /NEFT		
03	Any other certificates and documents as per applicability		
04	Audited financial statement (as asked as per tender doc)		
05	Copy of the PAN card.		
06	Copy of GST registration certificate		
07	Copies of previous work order of similar work with completion certificate (as per applicability /if an/as per Tender Doc)		
08	Declaration certificate		
09	No Deviation certificate		
10	Bidder's details		
11	Technical Specification (as per Tender Doc)		
12	NSIC/SSIMSME Certificate where applicable		

(Signature & seal of the contractor)

**Place:**

**Date:**