

UTTAR PRADESH TEXTILE TECHNOLOGY INSTITUTE
11/208, PARVATI BAGLA ROAD, SOUTER GANJ KANPUR-208001

Ph. : 0512-2530199 ; Fax : 0512- 2531814
Website : www.uptti.ac.in

TENDER FORM

Price : Rs. 1000/-
EMD : Rs. 100000/-

Tender Conditions for Canteen Catering Contract

Schedule to Tender No. 03 : 2016-17
Last date of submission of Tender : 03/08/2016 05:00 P.M
Date of opening of Technical Bid : 04/08/2016 11:00 A.M
Date of opening of Financial Bid : 06/08/2016 11:00 A.M

IMPORTANT NOTE

1) Tenderer will have to fulfill the Qualifying Criteria as under :

- 1.1 The tenderer must be in a business of catering and running canteen in reputed Organizations/Educational institutes for not less than three years.
 - 1.2 The tenderer currently have at least one canteen contract catering to more than 200 persons at a time of lunch/dinner, in a reputed Organization/Corporate House/Educational institution etc.
 - 1.3 The tenderer should have all the necessary valid registrations of the Government.
 - 1.4 The tenderer should give full details in the enclosed Annexure – B & C along with the tender of at least one establishment/canteen where the tenderer has canteen contract in operation for the visit of the committee of the Institute for evaluation, if required.
 - 1.5 A separate Demand Draft/Pay Order of Rs. 1,000/- (Non-refundable) in favour of UPTTI, Kanpur payable at Price Tender Form Fee shall be attached with Technical bid in case the tender document is downloaded from the website.
2. The tenderer should invariably submit his tender in three sealed covers separately namely;
1) EMD cover 2) Technical Bid cover and 3) Commercial Bid cover.

2.1 EMD COVER

- (i) EMD cover should contain EMD in form of Demand Draft of Banker cheque, Offer without separate EMD cover, the technical bid will not be opened. THIS MAY PLEASE BE NOTED.
- (ii) Tender without EMD amount will be rejected.
- (iii) Tenderer in whose favour the work order is issued will be bound to deposit the security deposit amount within 10 days of issue the work order.
- (iv) EMD amount will be forfeited if the tenderer in whose favour the work order is issued fails to deposit the SD amount as (iii) above.
- (v) EMD amount will be refunded to the L1 tenderer after deposition of S.D amount while in other case EMD shall be returned/refunded within 15 days of opening of tender.

3. TECHNICAL BID COVER

- (i) Technical Bid cover should contain original copy of priced Tender Form (except financial bid documents) along with attested copies of VAT and CST Registration certificate, other certified documents as per check list. Point no. 4 to 8 of technical bid.
- (ii) The details of turnover of tenderer for the last three years. The turnover of any one year among three years should be minimum Rs. 25 lakhs for the Canteen Catering Service Contract.
- (iii) Audited balance sheets & profit & loss account details of last three years by a practicing Chartered Accountant to be attached in technical bid.
- (iv) The tenderer should fill up the Technical bid of Tender form with all details. Any correction should be initiated by the signatory of the tender.

4. FINANCIAL BID COVER

- (i) Financial Bid cover should contain only rates/prices of items with or without taxes along with Tax declaration certificate duly filled in and signed. The quotation not accompanying this certificate is liable to be ignored.
 - (ii) In case the tenderer fails to provide taxation details in commercial bid, offers will be considered as inclusive of all taxes.
5. EMD of Rs. 1,00,000/- (Rupees One lakh) is required to be paid interest free as per terms and conditions of this tender enquiry. Tender without pre-payment of EMD will be out rightly rejected which may please be noted.
 6. The rates should be quoted both in words as well as in figure also.
 7. Sales Tax, Central Tax, Retail Turn Over Tax etc. should be clearly stated with their percentages.
 8. Rates will be binded to the tenderer for 90 days after opening of the price bid and the tenderer will not be allowed to withdraw or modify the rates after opening of the price bid.
 9. Vague and conditional offer shall not be considered.
 10. The contract period will be initially for a period of one year and can be extended for a further two years on years on yearly basis on mutually agreed terms and conditions, provided the

services rendered are found satisfactory. No price hike will be allowed during the existence of contract and also during the extension of the contract. Which is as per tender terms?

11. Tender should be submitted in the cover duly sealed and super scribed (i.e showing legibly the tender number and due date of submission of tender on the top of the left hand corner of the envelope containing the tender). In the interest of the tenderer, it is advisable that the tender is sent in cover duly sealed by sealing wax. In case the tender is sent not sealed by sealing wax, no complaint in respect of tampering of tender shall be entertained by NIFT.
12. The tenderer must visit the campus and the canteen premise to see the infrastructure before bidding. The tenderer will be provided on monthly maintenance charge for the space and infrastructure like tables, chairs, light fittings, fans, water coolers and water supply, kitchen utensils, lights i.e bulb, tubes and serving plates etc. will be provided by the tenderer. In addition to this the tenderer may use his pown infrastructure for upkeepment of the canteen.
13. The tenderer shall have to pay Rs. 10,000/- (Rupees Ten thousand only) plus applicable service tax as applicable from time to time per month towards maintenance charges to the institute. Actual consumption of the electricity, PNG gas (Proposed) and Water Charges will be paid by the Tenderer on monthly meter reading basis.
14. A canteen committee member of the Institute may visit the canteens of the short listed tenderers and check the taste and quality of food, services, etc. it required.
15. The tenderer will have to provide foods as per details given at Annexure-A
16. The UPTTI, Kanpur authorities would constitute a Canteen Committee consisting of officer, faculty student and staff member. The Catering tenderer will have to follow instructions of the Committee related to Menu, meal frequency, food quality, cleanliness, health & hygiene service & Canteen timings to suit students community requirements.
17. The tenderer shall not be allowed to prepare food in the institutes premises for persons other than students/staff/official guests of the institute.
18. Housekeeping and routine maintenance including cleaning of canteen sewer line shall be responsibilities of the tenderer. Routine maintenance related to water & electricity shall be made by contractor.
19. The disposal of solid waste and garbage shall be sole responsibility of the tenderer as per norms laid down by the concerned government authority.
20. The catering services should capture innovative variety and balanced nutrition both for vegetarians. Requirement of Catering services include: (a) Breakfast, Lunch and afternoon snacks with tea/coffee (b) Breakfast/Lunch to those faculty/staff who require such services.
21. The tenderer shall install his electronic fly-kill/insect repellent equipment emergency lighting/gas and fuel supply and electrical permanent fittings on his own cost.

22. The quality and quantity of food will be inspected item wise by canteen committee/UPTTI authorized officials will frequently visit and the tenderer shall not deny access to such inspections.
23. UPTTI reserves the right to call upon the tenderer to remove any person employed/working in the UPTTI canteen, if found unsuitable for services on account of hygiene or health or conduct or any other administrative reasons. The tenderer will have to issue identity cards to its employees employed in UPTTI canteen. UPTTI reserves the rights to disallow the person not having the identity card.
24. In case of interpretation, modification and any alteration with respect to terms & conditions the canteen committee, canteen tenderer and Director will jointly look into such aspect and the decision of the Director will be final and binding to both the parties.
25. If wastage of any resource is found in appropriate penalty will be imposed by UPTTI Authorities.
26. The Tenderes crew shall not be allowed to use any other service area situated outside the canteen complex.
27. Washing clothes, vehicles etc, are not allowed in the UPTTI campus.
28. UPTTI shall provide a list of normal holidays and students vacations in each semester to the tenderer for assessing and providing catering services to the hostellers residing during holidays and vacations. The contractor will be bound to provide canteen catering service throughout the year without observing and holiday.
29. The tenderer will maintain daily served menu list in proper register and may be certified daily by the member of canteen committee member authorized for the purpose the contractor will mention the items provided in Breakfast, Lunch, Snacks & Dinner. This is required to verify the fact that the contractor has provided the menu as per the list annexed as Annexure a of the tender document.
30. Staff members and for official meetings etc following rates per item will be paid on actual bill basis. The rates are fixed by the institute and are not subject to bidding.

Tea	:	Rs. 6/-
Green Tea	:	Rs. 6/-
Breakfast/Snacks	:	Rs. 20/-
Lunch/Dinner	:	Rs. 40/-
Coffee	:	Rs. 10/-

A. GENERAL TERMS AND CONDITIONS :

1. UPTTI reserves the right to accept or reject any tender without assigning any reason thereof.
2. The tender must be attached with self certified Zerox copies of (a) Registration of the Agency under the Shops & Establishment Act, (b) License under the Contract Labour Act, (c) Allotment of PF code by the Regional PF Commissioner, and (d) ESI Registration Code No. (e) List of clients of organizations of repute, with contact persons name and phone numbers on the letter head of the tenderer (f) Statutory licenses for Food/Quality, without which, the tender shall be summarily rejected. The tenderer shall have to produce the original papers of the above documents at the time of opening of the tender for verification and also whenever it is demanded by the representative of the institute.
 - (i) A sole proprietor of the concern or constituted attorney of such sole proprietor.
 - (ii) A partner of the firm if it is a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firms.
 - (iii) Director or Principal Officer duly authorized by the Board of Directors of the company.
3. The tenderer shall provide police verification report of all their employees working with UPTTI campus within 30 days of the commencement of contract.
4. The canteen shall remain open from 8:00 A.M. to 10:00 P.M. on all week days including Public Holidays and the vacation period, however, in case of special circumstances, canteen will be required to be opened beyond these specified hours also.
5. The tenderer shall ensure that their employees do not around in the campus. In case of any loss to UPTTI caused by the employees of the vendor, the vendor will be penalized at the discretion of UPTTI.
6. The tenderer shall ensure that the cooked and uncooked food is stored properly and no stale food is served. In case of any food poisoning, the tenderer shall be held solely responsible and will be penalized besides legal action by the competent authority.

7. The raw material used for cooking can be checked by UPTTI officials directly/through the officials of Health Department of State Government at any time and if substandard/unauthorized materials is found, the tenderer shall be penalized at the discretion of UPTTI and tenderer shall have to be abided by it.
8. The tenderer shall be required to display the price list of all the food articles, soft drinks, tea, coffee and juice sold in the canteen. The prices of the items sold in UPTTI canteen shall not be more than the MRP and shall be got approved and reviewed by committee of UPTTI officials on regular basis if items as such where no MRP is Printed. The approved rate list shall be displayed at proper location within the canteen areas by the tenderer.
9. UPTTI reserves the right to accept or reject any or all the offers either dully or partly without assigning any reason thereof.
10. The workmen employed by the tenderer shall be directly supervised and controlled by the tenderer and shall have no relation whatsoever with Uttar Pradesh Textile Technology Institute, UPTTI shall have no power to control or supervise such workmen or to take any action agains them except as permissible under law. Such workmen shall also not have any claim against UPTTI for service or regularization of services by virtue of being employed at UPTTI campus against any temporary or permanent posts at UPTTI.
11. It shall be compulsory for the Catering Tenderer to take the following hygiene and cleaning measures : (a) Cleaning the kitchen area twice a day, including the storeroom, (b) soaking the vessels in hot water at the end of the day, (c) Crockery to be washed with hot water using detergents, (d) thorough cleaning of refrigerators, bottle-coolers and water coolers, once a week, (e) Periodic spraying of insecticides, (f) food quality (g) maintain latest standards of health & hygiene (h) Cleaning the dining tables with detergent and water at the end of the day, (i) Thorough cleaning of wash basins with detergent at the end of the day. In case of failure the contractor will liable for legal actions as per the provisions of Gujarat Food safety Rules and other various Act, applicable in this respect.
12. The catering staff engaged by the Tenderer shall : (a) Show professional courteous behavior at all times, (b) Staff must wear neat and clean work clothes, aprons, gloves etc, (c) Catering staff will not smoke bidis, cigarettes or take alcoholic drinks on the campus and nor they are allowed to chew pan, gutka, tobacco items itc. The character & antecedents of all the staff deployed to work at canteen premises should be verified by the police authorities & copies may be submitted within one month from the date of award of contract.
13. Tenderer shall not sell any cigarette, bidi, pan, alcohol etc, in the canteen and in the UPTTI premises. The tenderer shall not prepare anyu eatables in the canteen which may fall under the prohibition of Drugs Prevention Act or may lead to any activity indulged in alcoholic/narcotic addiction. If anyone is found indulged in these business, the person shall be asked to leave the campus immediately and the tenderer shall be liable to loose the contract for breach of the condition.

14. As regards quality of materials and preparation, the tenderer shall ensure that : (a) Food ingredients, additives and materials must be of best quality available in the market, (b) Vegetables, bread, fruits, chicken and other such perishable items should be purchased fresh from the market on daily basis, (c) the Tenderer shall take meticulous care to provide clean and quality food in all preparations, (d) the menu decided by the Canteen Committee should be invariably followed. The committee members shall have free access to inspect the kitchen, service counters and kining hall at any time on any working day and (e) waste and garbage disposal must be done twice a day on regular basis.
15. The tenderer shall ensure that the staff engaged by him observes safety precautions and security regulations at the campus.
16. The Tenderer shall not utilize the premises and facilities of the institute to cater any other client, other than UPTTI students, faculty, staff and visiting faculties/guests.
17. The Tenderer shall ensure that either he himself remains present during breakfast/lunch/dinner services to the students or one of his responsible supervisors remains present.
18. The tenderer shall not keep the canteen closed without prior permission from the UPTTI authority. Any such incident shall be treated as breach of contract and suitable action including penalty shall be taken for the same by UPTTI, as it may deem fit.
19. The tenderer shall bring their own tools, cookers, hot boxes, steam boxes, trolleys, equipment, utensils, plates, jugs, etc., in sufficient quantity as needed to maintain the canteen services, in addition to what is provided by UPTTI.
20. Any attempt at negotiation direct or indirect on the part of a tenderer with the authority to whom he has submitted the tender or the authority who is competent finally to accept it after he has submitted his tender or any endeavor to secure any interest for an actual or prospective tenderer or to influence by any means the acceptance of a particular tender will render the tender liable to exclusion from consideration.
21. The contractor shall ensure that all the persons deployed by him are free from all communicable contagious infectious and other diseases and the contractor shall have them medically examined in case of any illness at his own cost. UPTTI also reserves the right to direct the contractor to get his persons medically examined by a physician approved by UPTTI at the sole expense of contractor. If in the opinion of the UPTTI any person deployed by the contractor is found to be suffering from any such communicable diseases or if any of the person of the contractor is found to commit any misconduct or misbehaves, UPTTI may restrain such person from entering the premises from immediate effect.

B) LEGAL TERMS AND CONDITIONS

1. The tenderer and his staff shall abide by various rules and regulations of UPTTI as prevalent from time to time.
2. The Tenderer shall maintain to UPTTI a list of all workers engaged to carry out the catering work, indicating name age, home address, qualifications, etc, and would also intimate as and when any change takes place. The Tenderer shall not at any time engage any minor to carry out the work under the contract.
3. The Tenderer shall undertake that any act of omission or commission including theft, by his staff shall be his sole responsibility and further that he would compensate the Institute immediately, any loss or damage or theft occurring on account of his staff individually or collectively.
4. The Tenderer and his staff shall comply with all instructions and directions of the UPTTI authorities given from time to time. In the event of any emergent situation, the staff of the Tenderer shall comply with instructions given by the UPTTI authorities, without waiting for confirmation by the Tenderer.
5. Non compliance of any terms and conditions enumerated in the contract shall be treated as breach of contract.

C) FINANCIAL TERMS & CONDITIONS

1. The payment towards hospitality bills of UPTTI office shall be released on a monthly basis after scrutiny of authorization of supply and the prices claimed by tenderer. Any supply of food items without proper authorization by the designated authority of UPTTI shall not be paid for.
2. The tenderer shall charge for beverage/bakery items etc., from student at prescribed rates in cash which is beyond the scope of contract for listed bonafide students availing catering services.
3. Similarly, as and when faculty/staff/visiting faculty avail canteen/mess services, such charges should be collected by the tenderer directly, and the Institute shall not be responsible for the same.

4. UPTTI shall not be responsible for the release of benefits, such as Provident Fund, ESI, Pensionary benefits or allowances. Any changes in the Minimum Wages Act, or in any other labour legislations/provisions or other statutory obligations during the validity period of the contract shall be the responsibility of the Tenderer.
5. Income tax, Service Tax etc., as per prevalent laws shall be deducted at source while making payment of Tenderers bills.
6. The tenderer shall be required to deposit an amount of Rs. 2.5 lakhs as security deposit within 10 days of issue of Work Order in the form of demand draft of nationalized bank/schedule bank only in favour of UPTTI, Kanpur. payable at ----- No interest shall be paid on such security deposit, which shall remain with Institute during the continuance of the contract and it shall be released only three months after the expiry or termination of the contract, subject to clearance of all dues by the tenderer. The SD amount will be deposited by the tenderer in whose favor the work order is issued. No adjustment against EMD amount or any other dues if any from UPTTI for any other transaction will be allowed. UPTTI will be entitled to deduct any expense which has been incurred due to failure in providing canteen catering service as per contract.
7. The Tenderer shall be required to enter in to an agreement for the due performance of the contract with UPTTI. It should be stamped with adhesive stamps as required and should be signed before a First Class Magistrate or a Justice of Peace or a Notary Public without fall.

Penalties for violation or rules, terms and conditions

The caterer will be fined in case of violation of the following rules:

1. Non-availability of complaint register on the counter/discouraging students from registering complaints would lead to a fine of Rs. 2,000/- on the caterer.
2. Three or more complaints within a two week period of insects and/or foreign object cooked along with food or found in any food item would invite a fine of Rs. 5,000/- on the caterer.
3. Each instance of complaint of a foreign object that is deemed dangerous by the canteen committee would invite a fine of Rs. 10,000/- on the caterer.
4. Three or more complaints of unclean utensils in within a two week period would lead to a fine of Rs. 2,000/- would be imposed on the caterer.
5. If canteen committee agrees that certain meal was not cooked properly then a fine of Rs. 2,000/- would be imposed on the caterer.
6. If food for any meal gets over within timings of mess and waiting time is more than 15 minutes for lunch or dinner, and 10 minutes for breakfast or tea & snacks, then a fine of Rs. 2000/- would be imposed on the caterer. The timing for that meal will be extended equivalent to delay time.
7. Each instance of unprofessional behavior (lack of personal hygiene of staff, misbehavior by workers etc. as determined by the canteen committee etc.) will lead to fine of Rs. 2,000/- on caterer.

8. Mess staff members are not allowed to use the mess premises for any other purpose. Mess staff members are not allowed to sleep in the mess premises at any time. Each instance of violation will lead to a fine of Rs. 2,000/- on the caterer.
9. For any rules stated in the agreement.
 - (a) First violation of the rule implies fine as per the rule.
 - (b) Second and subsequent violations of the same rule within 30 days of previous fine will 50% added in the initial amount of fine on the caterer.
 - (c) If any of the above rules are violated 10 times (taken as a total) the contractor will be automatically disqualified, and the contract may be terminated. However, this is not the only criteria for termination. The institute reserves the right to terminate the contract at any time, considering the frequency and seriousness of the violations.
10. Absence of proprietor or his representative empowered to take decision from canteen committee meetings on due invitation (which will be held approximately once every month) will attract a fine of Rs. 5,000/- on caterer.
11. As and when canteen committee proposes a fine, they will inform the representative of the caterer or mess manager and the fine will be imposed by the institute in consultation with the canteen committee.
12. Using of brands not mentioned in the contract without prior permission and/or adulteration shall invoke a hefty fine beyond the limit of any fine mentioned above and decided by the canteen committee.

ARBITRATION:

In the event of any dispute or difference the decision of the Director will be binding on the Tenderer.

Date :

Place :

**Director
UPTTI, Kanpur**

I/We
(Name of Tenderer)

Proprietor/Partner/Director hereby undertakes to comply with all the terms and conditions as stated here above and abide all terms and conditions stated in the tender enquiry. I/We hereby undertake that the information forwarded above and elsewhere in the tender is true and the tender is liable to rejection, if the same is found to be false or the information is found to be suppressed by me.

Signature :

Name

Designation & Stamp of the partner

ANNEXURE - A

(A) Morning Breakfast- 8:00 to 8:45 a.m.

- (a) Tea
- (b) Coffee
- (c) Mild, Chocolate powder
- (d) Bread butter, All type of Sandwiches
- (e) Butter toast
- (f) Cornflake or Dahlia
- (g) Omlette, Bhurji, Egg items by order
- (h) Boiled Gram or Mug
- (i) Hot snacks (listed below)

Out of the following Hot snacks, the contractor is required to provide only one snack in the breakfast

Samosa	Upma
Kachori	Bataka Pauva
Cutlets	Bread Pakoda
Vada-Sambhar	Ragda Pettish
Dal Vada	Bataka Vada
Bhajiya (seasonal vegetables)	Berger
Idli sambhar	Dahi vada
Pizza	Chinese Bhel

(B) Tea break during 10:30 to 11:00 a.m.

Tea-Coffee and biscuits

(C) Lunch : 12:00 p.m. to 1:00 p.m.

- (1) Green vegetables (as per season)
 - (2) Gram vegetables (Kathod)
 - (3) Plane Rice/Jira Rice/Fried rice/ Pulav
 - (4) Punjabi or Gujarati Kadhi/Punjabi or Gujarati Dal/
Dalmakhani/Panchratna Dal(Mixture of five types Dals)
- Non-vegetable (Halali chicken items such as chicken masala, chicken bhurji, butter chicken, tandoori chicken, etc.) to be served once in a week in lunch. (on Friday)
 - Sweet dish to be served once in a week during lunch. (on Friday)
 - Seasonal fruits to be served once in a week in day time as a change

(D) Tea break during 3:00 to 4:00 p.m.

Tea-Coffee and biscuits

(E) Evening snack during 4:30 to 6:00 p.m.

Popcorn, Vegetable puff and Hot snack (out of above list which is not served in the morning) excluding Milk, Chocolate powder, Cornflake or Daliya.

(F) Dinner

- (1) Green vegetables (as per season)
- (2) Gram vegetables (Kathod)
- (3) Plane Rice/Jira Rice/Fried rice/ Pulav
- (4) Punjabi or Gujarati Kadhi/Punjabi or Gujarati Dal/
Dalmakhani/Panchratna Dal(Mixture of five types Dals)
- (5) Dahi/Butter milk/Bundi raita/Vegetables raita
- (6) Chapati/Butter Roti/Nan/Tanduri Roti/Paratha/Stuffed Paratha
- (7) Salad
- (8) Pickles

All above food items (from morning breakfast to dinner) are to be served unlimited.

Special Menu- (Lunch & Dinner)	
<u>Menu 1 : (VIP)</u>	<u>Menu 2 : (VVIP)</u>
* Paneer Sabzi	* Paneer Sabzi
* Green Veg.	* Green Veg.
* Rice (Jeera/Fried)	* Other Sabzi
* Dal	* Soup – 2 types
* Roti	* Starter -1
* Puri	* Sweet
* Sweet	* Tandori Non
* Papad	* Roti
* Salad	* Puri
* Achar	* Dal
* Mineral Water	* Rice (Jeera/Fried)
	* Papad
	* Salad
	* Achar
	* Mineral Water
	* Ice Cream

PART – 1 : TECHNICAL BID

Enclose following documents/mentioned in the Technical Bid

1. P.T.F : Purchase and duly signed
2. Details of EMD : DD/Bankers Cheque No.....Date.....
3. Name of the Bank to which it is drawn on
Amount Rs.....

3. Description of Constitution of Tenderer

- | | |
|----------------------|----------|
| (A) Proprietor | (Yes/No) |
| (B) Partnership Firm | (Yes/No) |
| (C) Register Company | (Yes/No) |

If Details of documents attached in support of above declaration

- (a) Name of the Proprietor :
- (b) Address of the Proprietor :
- (c) Contact Details of Proprietor: (Reg.Phone No.)(Mob.....)

Fax No..... Email ID

Details of Partner if the tender is a partnership firm

- (a) Partners Name Mr./Ms.
- (b) Address of Partner
- (C) Contact Details of Partner : (Reg.Phone No.)(Mob.....)

Fax No..... Email ID

Details of Partner if the tender is a partnership firm

5. Copy of Partnership Deed. (It should be produce in original as & when demanded by the institute)

6. Registration Details:

S.No.	Registration Under	Registration No.	Valid up to	Remarks
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01	Firm/Company Registration (Delete whichever is not applicable			
02	Shops & Establishment Act			
03	PF			
04	ESI			
05	WCA			
06	Service Tax			
07	VAT			
08	Food/Quality Registration			
09	Other			

8. Details of Turnover for the past three year's years (Please submit duly certified audited copies)

Year	2013-14	2014-15	2015-16

Self-attested copies must be attached as proof to qualify. Original document should be produced for verification at the time of opening of the tender & also at any other time as & when instructed to produce.

Signature of

The tenderer with

Rubber stamp

Name :

Designation :

**Note: (1) Please read P.T.F (Price Tender Form) carefully and fill up the above Information and furnish copy of the above positively.
(2) Sealed Cover bearing TE/No. and Due date**

LIST OF PRESENT CLIENTS

(Tenders not accompanied by this information & documents in support of the same may be summarily rejected)

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Sl.	Clients Name Contact No. & Address	Client Phone & address of present canteen	Period of contract From to month	No. of persons availing	Contract Value per Catering facility	month
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**Note: Please tick mark at any above address for the evaluation process.
Please enclosed certified copies of work orders.**

Date:

(Signature & Seal of the Tenderer)

LIST OF PAST CLIENTS DURING LAST 5yrs.

(Tenders not accompanied by this information shall be summarily rejected)

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Sl.	Clients Name Address & Contact No.	Name of contact Person Phone No.	No. of persons availed Catering Services at A time	Period of contract From to	Contract Value pm	Reason for termination if any
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Note: Please enclose certified copies of work orders, performance certificate from Contractee.

Evaluation Procedure:

Evaluation will be based on a composite score. The composite score will be calculated as described below.

- i. 40 % of weight age shall be given to the technical bid and 60 % to financial bid. The technical bid will carry maximum marks of 60. The technical bid will carry maximum marks of 60. The maximum and minimum marks for each activity of technical bid is as under.

	Parameters	Minimum Marks	Maximum Marks
	On the basis of submitted documents		
(A)	The background of the organization i.e standing, team etc.	03	10
(B)	Details of such major previous work* during the last 5 years and past experience in carrying out similar work for serving.	05	10
(C)	Contractee certificate (5 marks for each Contractee certificate with very good or excellent rating work order of 1 crore or more)	10	30
(D)	Turn over for last five years (for turnover of 50 lakhs. Minimum 1 mark per year in addition to minimum 50 lakhs, 1marks will be given for each 1cr.)	05	10
	TOTAL (technical score, TS)	23	60

- ii. After evaluation as per A, B, C & D in the above table, the financial bids of only those bidders will be opened who clear the minimum satisfactory marks in each of the items mentioned. The cost evaluation will be done under Combined Quality cum Cost Based Systems and the bidder who scores highest marks will be selected.
- iii. The financial offers of only the short listed bidders (technically qualified bidders) will then be opened. The lowest bid shall be given a financial score (FS) of 60 points. The financial score (FS) of other bidders will be determined using the formula: $FS = 40 \times \frac{FP}{F}$, in which FP is the lowest financial bid, and F is the financial bid of the particular vendor. Scores obtained on financial offer will be added to scores obtained on technical offer to get a consolidated score (CS) according to the formula: $CS=TS+FS$. Bidder with the highest consolidated score (CS) will be selected. If there is a tie in the overall score, the vendor with the higher score on the financial offer will be selected.
- iv. Further discussions related to the awarded scores by the committee will not be entertained.

**Sd/-
Director**

UTTAR PRADESH TEXTILE TECHNOLOGY INSTITUTE
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Ph. : 0512-2530199 ; Fax : 0512- 2531814
Website : www.uptti.ac.in

Part II – FINANCIAL BID

Sealed Cover

1. Name of the Tenderer:

2. T/E No.

3. Due on :

4. Rate (Price) per Month :

(For providing food as per the details-items given in Annexure-A and terms and conditions Mentioned in the tender document)

- 1) Full Time Residential/Hosteller students Rs.**
- 2) Day Scholars who are not taking dinner Rs.....**
- 3) Rate for Special Menu**

Menu 1 (VIP) rate per plate Rs.

Menu 2 (VVIP) rate per plate Rs.....

5. Taxes :

6. Remarks, if any

N.B.

1. Rate for Day Scholars who are not taking dinner should not exceed 75% of the rate quoted for Full Time Residential/Hosteller students. If the rate quoted for day scholars who are not taking dinner is more than 75% of rate for full time residential/ hosteller students will be rejected.
2. The canteen tenderer will provide food as per above details for academic calendar year (All days in a week including Public Holidays). For rest of the days, student will be charged separately at the rates prescribed for the staff of the institute.
3. Clearly mention the rates and taxes.
4. Sealed cover bearing T/E No. and Due Date
5. Commercial Bid sealed cover and EMD sealed cover should be separately and the same should be clearly mentioned on the cover.
6. Technical Bid sealed cover should be separate and should not be enclosed in Commercial Bid cover.
7. Tender will not be allowed to withdraw/modify above rates after it is opened. It will be valid upto 90 days after opening of the same.

Place :

Date :

Signature of the Tenderer
With Office Rebbber Stamp,
Name and Designation
of Signatory.