



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुपति
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH TIRUPATI
(An Autonomous Institution of Ministry of Human Resource Development, Govt. of India)
Transit Campus: C/o. Sree Rama Engineering College, Karakambadi Road,
Mangalam (P.O.), Tirupati, Andhra Pradesh – 517 507.

**INDIAN INSTITUTE OF SCIENCE EDUCATION
AND RESEARCH TIRUPATI**



“EXPRESSION OF INTEREST” (EOI)

FOR

CATERING AND ALLIED SERVICES

AT

IISER TIRUPATI



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**“Expression of Interest” (Eol) For Providing Dining Services –
Students Mess, Catering & Allied Services at IISER Tirupati”**

Tender No. IISERT/Admin-Dining /07/19

Date: 09-07-2019

Subject: Invitation of “Expression of Interest” proposal for providing mess catering services, Special Services & Canteen Refreshment/Snacks Services at IISER Tirupati.

Director, IISER Tirupati invites proposal of “Expression of Interest” (Eol) from reputed Agencies/firms, for providing **Catering & Allied Services** on the terms and conditions as per Eol document at IISER Tirupati.

For overview of the existing system, scope, Eligibility criteria, bidding terms and conditions and suggested response formats, please visit our website <http://iisertirupati.ac.in/tenders.html>

Interested Agency/firm, who meet the Eligibility criteria, may furnish their Expression of Interest with all the necessary documents in a sealed cover along with the covering letter duly signed by an authorized signatory and prescribed fee on or before 19-07-2019 by 15:00 hours at the following address:

Assistant Registrar (Admin & Purchase)
IISER Tirupati
Opp. Sree Rama Engineering College,
Rami Reddy Nagar, Karakambadi Road,
Mangalam P.O, Tirupati,
Andhra Pradesh – 517507.
Ph: 0877 – 2500 208

All received proposals of “Expression of Interest” will be opened on **19.07.2019 at 15:30** hours in the presence of authorized representatives of tenderers/bidders, who choose to attend and shall sign a register evidencing their attendance.



**“Expression of Interest” (Eoi) For Providing Dining Services –
Students Mess, Catering & Allied Services at IISER Tirupati”**

SUMMARY	
Eoi Notification No.	IISERT/Admin-Dining/07/19 dated 09.07.2019
Nature of work	Mess Catering Services for 350 ± 10% diners at IISER Tirupati. However, there is no guarantee of minimum footfall at any point in time
Cost of Eoi document (Rs.)	Rs.1,000/- (Rupees one thousand only) in the form of DD/Fixed deposit receipt.
EMD Amount (Rs.)	Rs. 1,00,000/- (Rupees One Lakh only) in the form of DD/Fixed deposit receipt/Bank Guarantee. EMD amount deposited will be refunded (without any interest) to the unsuccessful bidders after the award of the contract to successful firm.
Contract Period	Initially for a period for one year. The same can be extended for further period on the basis of satisfactory performance of the Bidder/Tenderer during the entire contract period with mutual consent.
Address for the submission of EOI Response	Assistant Registrar (Admin & Purchase) IISER Tirupati Opp Sree Rama Engineering College, Rami Reddy Nagar, Karakambadi Road, Mangalam P.O, Tirupati – 517507, Andhra Pradesh Ph : +91 – 0877 – 2500 208
Release of Expression of Interest (EOI) document	09-July-2019 (Tuesday)
Last date for Submission of EOI Response	19-July-2019, 15:00 Hrs.; (Friday)
Date and time of opening of EOI Responses	19 July-2019, 15:30 Hrs.; (Friday)
Date of presentation and Trade Test	Date of trade test and presentation will be announced later.
Venue	IISER Tirupati Opp. Sree Rama Engineering College, Rami Reddy Nagar, Karakambadi Road, Mangalam P.O, Tirupati – 517507, Andhra Pradesh Ph : +91 – 0877 – 2500 208

CHAPTER – I

GENERAL CONDITIONS OF CONTRACT

1) Goals of this Expression of Interest (EOI)

- i) The objective of this tender is to solicit proposals from the interested bidders for participation in a bid process for providing dining services for **350 + 10%** diners at IISER Tirupati. **The Institute does not guarantee minimum number of diners and volumes of business at any point of time. The number of diners goes down drastically during the term break, summer break, holidays, outside project assignments of the students. The undergraduate students have their academic break in the months of May, June, July and December**
- ii) The successful bidder will be responsible for providing Mess Catering Services at IISER Tirupati for an initial period of one year.
- iii) The same can be extended for a further period on the basis of satisfactory performance of the Bidder/Tenderer during the entire contract period with mutual consent.
- iv) The EOI intends to bring out the details with respect to scope of works/services that are deemed necessary to share with the interested bidders.

2) Eligibility Criteria:

The invitation for bids is open to all entities registered in India who fulfil eligibility criteria as specified below:

- i) The Bidder **MUST** satisfy all of the criteria below on its own.
- ii) The bidder must have provided dining services for a minimum of **350 diners** in any organization among IISERs / NITs / IITs / IIMs / IIITs / Central Universities / CSIR laboratories / PSUs / Central Government Departments and Offices / Autonomous Bodies / State Government Departments for minimum period of two years.
- iii) The bidder shall necessarily be a valid legal entity, having following registrations:
 - (a) Income Tax Registration
 - (b) GST Registration
 - (c) FSSAI Registration at the location of dining services being provided currently. Bidder should comply with all legal documents related to Food Safety & Standards Authority of India at Tirupati on award of contract.

Tenderer should submit documents in support of eligibility criteria along with the tender/bid. No document in support of minimum eligibility criteria will be accepted / entertained after opening of tender. Technical Bid which is not accompanied by these documents would be summarily rejected.

3) Scope of Work:

- (i) The service provider is expected to provide the following services:
 - (a) Cooking and serving meals (Breakfast, Lunch and Dinner).
 - (b) Cleaning of utensils and serving items to be done by vendor.



- (c) Cleaning of cooking, dining and auxiliary areas. Housekeeping will be provided by the Institute for the same. Service provider to ensure that the same is followed meticulously.
 - (d) Deployment and supervision of required manpower for the above mentioned tasks.
 - (e) Providing services during Meetings/Seminars/Workshops or any other events of the Institute as and when required.
 - (f) Vendor to cater to all the dining requirements as and when required of the Institute.
 - (g) Accommodation for the vendor's staff shall be provided by the Institute.
 - (h) Periodic pest control services shall be provided by the Institute for the kitchen and dining areas.
- (ii) (a) The mess premises comprising, cooking and dining facilities, furniture, food/raw material containers, appliances, utensils, electricity and water shall be provided by the Institute free of cost. However, cleaning /washing materials/tools and manpower shall be arranged by the Bidder/Tenderer at his/their own cost. **Every effort must be exercised by the Service Provider to minimize electricity and water usage and desist from unnecessary usage, electrical equipment such as Combi Oven which requires high consumption of electricity Voltage above 415 Volt is require be use only with prior approval of the Competent Authority .**
- (b) The inventory of articles shall be handed over to the Bidder/Tenderer in good and working condition at the commencement of the contract. The Bidder/Tenderer shall be the custodian of this Institute property and dining inventory during the period of contract and shall make good, any loss to the inventory by way of misuse at his own cost.
 - (c) Similarly, the inventory in good condition shall be handed over by the Bidder/Tenderer to the Office Superintendent (Administration) on the expiry of the contract period. The security deposit shall be refunded only after a "no dues certificate" is granted by the Administration.
 - (d) The required utensils, major kitchen equipment furniture and appliances shall be provided by the Institute. Electricity and water shall be provided by Institute free of cost. Similarly inventory in good condition shall be handed over by the contractor to the designated personnel of the Institute on expiry of the contract period.
 - (e) The food shall be cooked, stored and served under hygienic conditions. The Bidder/Tenderer shall ensure that only freshly cooked food is served, and that stale food is not recycled. Stale food shall be removed from the mess premises as soon as possible.
 - (f) The preparation of food shall be as per the brands/ingredients mentioned in Annexure - I
 - (g) The food shall be neither too spicy nor too oily. The food preparation shall be wholesome and shall generally cater to the taste of the residents.
 - (h) The food shall be cooked and served in clean utensils and no laxity shall be permitted in this regard. The utensils shall have to be maintained sparkling clean at

all time. **The utensils, cutlery & crockery shall be cleaned by using Branded liquid soap specified in Annexure -I**

- (i) The Bidder/Tenderer shall pay special attention to maintain the mess in a neat and tidy condition at all times. For this purpose, the mess shall be cleaned thoroughly after each meal by the Housekeeping staff provided by the Institute.
- (j) The waste material and unused/leftover food from mess will be removed from mess premises every day. The Institute shall ensure that all the waste material and unused/leftover food will be disposed off.
- (k) The Bidder/Tenderer shall not be allowed to use the hostel or mess premises to offer any dining services beyond the scope of the contract.
- (l) The Institute Committee shall be authorized to impose an appropriate fine on the Bidder/Tenderer in case of sub-standard quality of food items, malpractice, lack of hygiene or violation of any of the conditions of the contract.
- (m) Issues, not specifically clarified in the contract, shall be settled with mutual consent between the bidder and the Institute committee, without vetting the basic premises of the contract.

4) Availability of the EOI Documents:

EOI document can be downloaded from IISER Tirupati website <http://iisertirupati.ac.in/tenders.html>. The bidders are expected to examine all instructions, forms, terms, requirements and other details in the EOI documents. Failure to furnish complete information as mentioned in the EOI documents or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the bidder's risk and may result in rejection of the proposal.

5) Dining Services Presentation:

IISER Tirupati will host a Dining Services Presentation at IISER Tirupati. The Authorized representatives of the interested organizations must give their Dining Services Presentation at their own cost. This Presentation will provide each tenderer/bidder with an opportunity to give their presentations to the Institute Committee. Dining Services Presentation is mandatory for each bidder participating in the EOI. Failure to attend and present shall result in rejection of the bid summarily. Institute Committee may conduct site inspection at the bidders / tenderers client reference location. The Institute Committee reserves the right for selection of the dining services provider. The decision of the Institute committee in this regard shall be final and binding on all the parties concerned.



6) Evaluation of the Tender:

For Providing Mess Catering Services, the evaluation shall be done as under:

Stage 1- Bids will be scrutinised for technical Evaluations as per Eligibility Criteria clause no. 2 at “Chapter-1”. Documents regarding experience is to be clear. Copies of all statutory documents to be submitted. Incomplete Bids if any regard will be rejected.

Stage 2- Only Tenderers/bidders those who qualify **stage 1** will be called for giving the Power Point Presentation & trade test.

Financial Bids of only those agencies will be opened who qualify in Presentation, Trade Test & Technical bid. The decision of the committee shall be final and binding and no correspondence shall be entertained in this regard.

IISER Tirupati will host presentation and trade test as per the schedule fixed in advance, the **AUTHORIZED** representatives of the interested organizations must attend presentation and trade test at their own cost along with the relevant staff for the Trade test.

The Bidders will have to give a presentation showing their Credibility, Fulfilment of all aspects of the eligibility criteria of the EoI and Services Offered, and give a brief of their Company Portfolio in the form of Power Point Presentation to the Dining Committee and can also seek clarification regarding any aspect of the EOI. **The Presentation must not contain any financial details relating to the Commercial Bid and no rates are to be mentioned in the presentation.** The bidders shall give the Trade Test at their own cost and the same shall be tested by the Dining Committee.

- i) If required, IISER Tirupati can call for any additional information NOT specified in this EoI.
- ii) If any information sought in this document is missing or not clearly specified by the applicant, it will be assumed that the organization / firm is not in a position to supply the information.
- iii) All claims made by the bidder in their EoI proposal, must be supported by authentic documents.
- iv) The proposal and all correspondence and documents shall be written in English.

7) Bid Security (BS)/Earnest Money Deposit (EMD)/Bank Guarantee(BG):

- (i) The Bidder / Tenderer shall furnish, as part of its bid, a Bid Security (BS) / Earnest Money Deposit (EMD) / Bank Guarantee (BG) for an amount as specified in the Chapter III.
- (ii) The Bid Security (BS) / Earnest Money Deposit (EMD) is required to protect the Purchaser against the risk of Bidder / Tenderer's conduct, which would warrant the security's forfeiture.

- (iii) A Bank Guarantee issued by a Nationalized / Scheduled bank / Foreign Bank in the form provided valid for 90 days beyond the validity of the bid; or a Bankers cheque or demand draft in favour of IISER Tirupati.
- (iv) BS/EMD must be issued in favour of Director, IISER Tirupati. The Bid Security (BS)/Earnest Money Deposit (EMD) shall be payable promptly upon written demand by the IISER Tirupati.
- (v) The Bid Security (BS)/Earnest Money Deposit (EMD) should be submitted in its original form. Copies shall not be accepted.
- (vi) Any bid not secured in accordance with above will be rejected by the Purchaser as non-responsive.
- (ix) The Bid Security (BS) / Earnest Money Deposit (EMD) of unsuccessful Bidder / Tenderer will be discharged / returned as promptly as possible but not later than 15 days after the expiration of the period of bid validity or placement of order whichever is later.
- (x) The successful Bidder / Tenderer's Bid Security (BS) / Earnest Money Deposit (EMD) will be discharged upon the Bidder / Tenderer furnishing the performance security.
- (xi) The Successful bidder/tenderer will have to enter into an Agreement with IISER Tirupati and also furnish a Bank Guarantee of amount INR 1,00,000 (Rupees One Lakh only) valid for a period of 14 months from the date of commencement of contract which is to be renewed from time to time as per further renewals/amendment of the contract.
- (xii) The Bid Security (BS)/Earnest Money Deposit (EMD) may be forfeited:
 - (a) If a Bidder/Tenderer withdraws or amends or impairs or derogates its bid during the period of bid validity specified by the Bidder/Tenderer on the Bid Form; or
 - (b) In case of a successful Bidder/Tenderer, if the Bidder/Tenderer fails to furnish order acceptance within 15 days of the order and/or fails to furnish Performance Security within 21 days from the date of contract/ order.

8) Termination:

The Institute shall at any time be entitled to determine and terminate the contract for any reason including unsatisfactory performance. A notice in writing from the institute to the Bidder/Tenderer shall be issued giving 30 (Thirty) days' time for such termination and vacation of the premises, without assigning any reasons thereof. Under exceptional circumstances this 30 (Thirty) days period may be appropriately reduced (or) waived off.

9) Interpretation of Contract Documents:

- (i) Several documents forming the contract are to be taken as mutually explanatory. Should there be any discrepancy, inconsistency, error or omission in the contract, the matter may be referred to the Assistant Registrar (Administration), IISER Tirupati who shall give his decision and issue to the Bidder/Tenderer instructions directing in what manner the work is to be carried out. The decision of the Assistant Registrar (Administration) shall be final and conclusive and the Bidder/Tenderer shall carry out work in accordance with this decision.



- (ii) All material and services shall satisfy the high standards befitting the reputation of the Institute.

10) Period of Contract:

Initially for a period of One Year. The same can be extended for further two years on yearly basis on the basis of satisfactorily performance of the Bidder/Tenderer during the entire contract period with mutual consent.

11) Time of Mobilization:

The work covered by this contract shall have to commence within thirty (30) days after the receipt of communication in the form of a letter/email/fax message and signing of the Agreement.

12) Bidder/Tenderer's Subordinate Staff and their Conduct:

- (i) The Bidder/Tenderer on or after the award of the work shall name and depute an experienced manager with sufficient experience in carrying out work of similar nature, to whom the establishment shall be handed over and the instructions for work shall be given. The Bidder/Tenderer shall also provide to the satisfaction of the Institute sufficient staff to supervise the execution of the work, including those with previous experience to supervise the type of work comprised in the contract in such manner as shall ensure work of a high standard commensurate with the reputation of the Institute. The Bidder/Tenderer shall appoint skilled cooks so as to ensure that the food preparations are of good taste and to the satisfaction of the diners. The bidders/Tenderer for the operation of the facility shall fulfill the following responsibilities regarding cleanliness and sanitation:
- a) Hygiene and sanitation standards **should be strictly compliant with FSSAI regulations and/or prevalent norms**. Compliance to the hygiene standards will be checked periodically. Noncompliance to hygiene standards will be sufficient reason to terminate the contract. **The bidder shall ensure that all canteen employees, during their working hours, wear neat & tidy uniform ,head covering caps, face mask, use of gloves wherever applicable, personal hygiene of employee, Food handlers shall be free from Contagious diseases or any kind of skin disorders. The Bidder/Tenderer shall have to submit a medical fitness certificate periodically (every six month) certified by the Medical officer of the Institute as proof of workers being healthy and fit to work in the mess.**
- b) Cleaning and washing of plates, cutleries and utensils.
- c) Smoking, consumption/distribution of alcohol, use of pan and gutka, and drug/substance abuse by the employees is strictly prohibited.
- (ii) The Bidder/Tenderer shall submit to the Administration a list of workers, with complete details including local / permanent addresses, contact details, and their photographs etc. for approval who may be allowed to work in the mess.
- (iii) If and whenever any of the Bidder/Tenderer's employees shall, in the opinion of the Institute, be guilty of any misconduct or be incompetent or negligent in the performance of their duties or that in the opinion of the Institute, it is undesirable for administrative or any other reason for such person or persons to be employed in the work, the Bidder/Tenderer if, so directed by the Assistant Registrar (Administration), shall remove



such person/persons from employment within a reasonable time. Any person or persons so removed from work shall not again be employed in connection with the work without the written permission of the Assistant Registrar (Administration).

- (v) Any person so removed from work shall be replaced at the expense of the Bidder/Tenderer by a competent substitute in reasonable time.
- (vi) The Bidder/Tenderer shall be responsible for the proper behaviour of all the staff, employed directly or indirectly, and shall exercise a proper degree of control over them and in particular and without prejudice to the said generality, the Bidder/Tenderer shall be bound to prohibit and prevent any employees from trespassing/acting in anyway detrimental or prejudicial to the interest of the community or of the properties. The Bidder/Tenderer shall be responsible thereof and indemnify the institute of all consequent claims or actions for damages or injury or on any other grounds whatsoever. The decision of the Assistant Registrar (Administration) on any matter arising under this clause shall be final.

13) Sub-Letting of Works:

No part of the contract nor any share or interest therein shall in any manner or degree be transferred, assigned or sublet by the Bidder/Tenderer directly or indirectly to any person, firm or whosoever.

14) Force Majeure:

In the event of either party being rendered unable by force majeure to perform any obligation required to be performed by them under this agreement, the relative obligation of the affected party by such force majeure shall be suspended for the period during which such cause lasts. The term "force majeure" as employed herein shall mean, acts of God, war, revolt, riot, fire, flood and acts and regulations of the Government of India or any of its authorized agencies.

Upon the occurrence of such cause and upon its termination the party alleging that it has been rendered unable as aforesaid thereby shall notify the other party in writing within 7 (Seven) days of the alleged beginning and ending thereof giving full particulars and satisfactory proof.

The time for performance or relative obligations suspended by the force majeure shall be extended by the period for which the cause lasts or condoned by the Institute without any penalty.

If the work is suspended by force majeure conditions lasting for more than ONE (01) month, the Institute shall have the option of cancelling the contract in whole or in part thereof its own discretion. Any situation of force majeure shall not be payable by the Institute under any circumstances. For the period of force majeure, no amount shall be payable to the Bidder/Tenderer.

15) Release of Information:

The Bidder/Tenderer shall not communicate or use in advertising, publicity, sales releases or in any other medium, photographs, or other reproduction of the work under this contract.



16) Completion of Contract:

Unless otherwise terminated under the provisions of any other relevant clause, this contract shall be deemed to have been completed at the expiration of the duration of the contract. The same can be extended further on the basis of satisfactory performance of the Bidder/Tenderer with mutual consent on same terms and conditions.

17) Schedule of Rates and Payments:

The price to be paid by the diners to the Bidder/Tenderer for the whole of the work to be done and the performance of all the obligations undertaken by the Bidder/Tenderer as per the terms of the contract shall be ascertained by the application of the schedule of rates and payment shall be made accordingly to the work actually executed and approved by Assistant Registrar (Administration) / Office Superintendent (Administration)

18) Accident or Injury to Workman:

The Institute shall not be liable for any damage or compensation payable in respect of or in consequence of any accident or injury to any workman or other person in the employment of the Bidder/Tenderer through claim from insurance company. The Bidder/Tenderer shall indemnify and keep the Institute indemnified against all such damage and compensation whatsoever in respect or in relation thereto.

19) Damage to Property:

The Bidder/Tenderer shall be responsible for making good to the satisfaction of the Institute any loss or damage to any structures and properties within the Institute premises. If such loss or damage is due to fault and/ or the negligence or wilful acts or omission of the Bidder/Tenderer, his employees, agents, representatives or sub-Bidder/Tenderers, he shall make good the loss as assessed by the Institute.

20) Arbitration:

- (a) Except as otherwise provided elsewhere in the contract, if any dispute, difference, question of disagreement or matter whatsoever, shall, before/after completion or abandonment of work or during extended period, hereafter arises between the parties, as to the meaning, operation or effect of the contract or out of or relating to the contract or breach thereof, shall be referred to a sole arbitrator to be appointed by the Director of the Institute at the time of the dispute. The award given by the arbitrator so appointed shall be binding on the parties. It will not be open to the parties to challenge the jurisdiction of the arbitrator after the award has been made.
- (b) If the arbitrator to whom the matter is originally referred dies or refuses to act or resigns/ withdraws for any reason from the position of arbitration, it shall be lawful for the Director of the Institute to appoint another to act as arbitrator in the manner aforesaid. Such person shall be entitled to proceed with reference from the stage at which it was left by his predecessor if both the parties consent to this effect failing which the arbitrator shall be entitled to precede de-novo.
- (c) It is a term of the contract that the party invoking arbitration shall specify all disputes to be referred to arbitration at the time of the invocation of arbitration under the clause.
- (d) It is a term of the contract that the cost of arbitration shall be borne by the parties themselves.
- (e) The venue of arbitration shall be at IISER Tirupati.



- (f) Subject as aforesaid the provisions of the Arbitration and Conciliation Act 1996 and any statutory modifications or re-enactment thereof rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.

21) Jurisdiction:

The contract shall be governed by and constructed according to the laws in force in India. The Bidder/Tenderer shall hereby submit to the jurisdiction of the courts situated at Tirupati for the purpose of actions and proceedings arising out of the contract and the courts at Tirupati shall have the sole jurisdiction to hear and decide such actions and proceedings.

22) General Rules:

- a. Smoking and Consumption of Tobacco/Alcohol within the entire area of the Mess/Hostel in particular and the Institute campus in general are strictly prohibited. Violators of this rule shall be prosecuted as per law and discharged immediately.
- b. All the workers engaged for the work shall wear uniform to be approved by the Institute while on duty.
- c. The premises of the mess will be used for the purpose for which the allotment will be made and not for any other purpose without the written permission of the Competent Authority.
- d. The Licensee will not be permitted to franchise the Institute dining services for any other commercial activity outside the scope of the contract.
- e. No person with any offensive police record shall be employed to work in the Hostel/Institute Mess.
- f. Safety measures are to be provided by the Service provider himself/ themselves.
- g. The Service provider will ensure and comply with the provisions of various municipal and other local Rules/ Regulations/ Laws of the Government
- h. The Institute shall not be the party in case any dispute takes place between the Service provider and his employees.

23) Venue & Deadline for Submission of Proposals:

Proposals, in its complete form in all respects as specified in the EOI, must be submitted, as per the schedule, to the following address:

Assistant Registrar (Administration & Purchase)
IISER Tirupati
Opp Sree Rama Engineering College
Rami Reddy Nagar, Karakambadi Road
Mangalam P.O, Tirupati – 517507
Last Date of Submission: 19th - July - 2019



24) Tender Procedures:

- i) The Tender must be prepared in accordance with the requirements specified in this Eol and in the format prescribed in this document for each of the above mentioned qualifying criteria as proof of having the minimum requirements.
- ii) Proposals must be direct, concise, and complete. All information not directly relevant to this Eol should be omitted.
- iii) The Hard Copy should be signed in ink in original by hand by the authorized signatory on all the pages before being put in the envelope and sealed.
- iv) The Tender should contain the copies of references and other documents as specified in the Eol.
- v) In case of person other than Authorised Signatory signing the Tender, an authorization letter, authorizing the Bidder to sign/ execute the tender as a binding document and also to execute all relevant agreements forming part of Eol shall be included in this envelope.
- vi) Any interlineations, erasures or overwriting shall be valid, only if they are initialled by the persons or persons signing the bid.
- vii) IISER Tirupati will not accept the Eol proposal in any manner other than that specified in this Eol. Proposal submitted in any other manner shall be treated as defective, invalid and shall be rejected.

25) Accounting and Payment:

- i) The bills will be given to the diners on a per meal basis and the amount should be collected by the vendor directly from the diners, IISER Tirupati will not be responsible for the payment. The rates for all the items for which the bills are raised, must be approved prior by the competent authority.
- ii) The rates so fixed are inclusive of all taxes duties, and levies etc. imposed by the State/Central government and local bodies as on the dates of award of the work. However, if any new tax, duty or levy is imposed or enhanced by the government/local bodies subsequent to the award of work, the same shall be discussed with the competent authority for revising the rates.
- iii) The caterer shall be accountable for on-the-spot sales of add-ons and its accounting.

26) Tentative Timings:

The following timings will be followed:

Breakfast:	7.30 am to 9.30 am on weekdays (Mon to Fri) 8.00 am to 10.00 am on Sat, Sun and Institute Holidays
Lunch:	12.30 pm to 2.30 pm on all days
Dinner:	7.30 pm to 09.30 pm on all days

Note: The above schedule is subject to change by the order of Institute Committee.



27) Important Notes:

- (i) The Institute reserves the right to:
 - (a) Amend the scope and value of the contract.
 - (b) Amend the rate of the contract.
- (ii) For any of the above actions, the Institute shall neither be liable for any damages, nor be under any obligation to inform the applicants, the grounds for the same.
- (iii) Effort on the part of the agencies or it's agent to exercise influence or to pressurize the Institute for this contract shall result in rejection of the application. Canvassing of any kind is prohibited.

Chapter – II

Menu Detail:

Breakfast (Mandatory Items): Limited Menu

S. No.	Catering Items
1	<p>Breakfast (Limited) Comprising of Option A, B,C,D. Seperate prices to be quoted for Option A,B,C&D .</p> <p>Option A) 1) Tea-(150 ml each) 2) Coffee-(150 ml each) 3) Milk (150 ml each) – anyone. OR</p> <p>Option- B) Any one of the following item on daily basis as per menu: Poha/Upma/Semiya Upma/Pongal- 150 g with Sambar & Chutney /or other suitable items as appropriate (80-100 g) OR Aloo Paratha /Stuffed Paratha /Gobi Paratha- 2 nos /pudina or green chutney and curd 100g. OR Onion Uttapam (120g each)-2 nos + coconut/groundnut Chutney + sambar OR Dosa (120g) -2 nos + Dosa curry (50 g) + Chutney + Sambar OR Idli (2 nos-50g each) and Medu wada (2 nos- 40g each) OR Puri – 3 nos of 35 g each & Bhaji 150g OR</p> <p>Option C) Seasonal Fresh fruit any one of the following: Banana-(green, yellow) -100g (not more than thrice a week) Seasonal fruits- 150 g Orange -100 g Watermelon -250 g Papaya-150 g OR Boiled egg -1no. OR</p> <p>D) Bread Slices – 4 slices of Bread with butter & Jam 20 gms each</p>

Lunch & Dinner (Mandatory Items): Limited Menu

Sr.No.	Item / Particulars	Quantity
1	Rice Preparation	350 g
2	Dry Vegetable Preparation	150 g
3	Curry Vegetable / Paneer (50g) – twice a week	150 g
4	Dal / Kadhi / Sambar / rasam	150 g
5	Green Salad (Cucumber, Tomato, Carrot)	80 g
6	Curd or Raita	100 g
7	Chapati or Phulka	03 of 50 g each
8	Sweet	01 of 100 g (to be served thrice a week)
9	Papad /Appalam	1 nos
10	Pickle	20 g each

- Non veg special – Chicken/Fish/Mutton/Egg -150 g
(To be made available as an option on a daily basis)
- Veg Special – Paneer/Mushroom/Sweetcorn/Baby Corn - 150 g
(To be made as a special option apart from the regular meal on a daily basis)
- Special services menu shall be given by Office Superintendent (Administration) duly approved by the Assistant Registrar (Admin).

Quality of ingredients and other items to be use in Food Preparation:

S. No.	Items	Brand
1	Wheat Flour Packed	Ashirvad / Pillsbury
2	Baisan	Ashirvad
3	Dalia	Saktibhog/Ashirvad
4	Maida	
5	Suji	
6	Arhar Dal	(Patka, Sadi)
7	Chana Dal	
8	Desi Chana	
9	Green peas	Safal,Reliance
10	Kabuli Chana (Large)	
11	Lobia (Big)	
12	Masoor Lal	
13	Masoor Kali	
14	Moong Chhilka	
15	Moong Dhuli	
16	Moong Sabut	
17	Rajma Gradel	
18	Rice Basmati (MiniDubar Quality)	India gate/Kohinoor/Dawat
19	Rice	Lalitha Brand /Bullet Rice/Kolam Rice
20	Safed Matar	
21	Soyabeen Bari	MDH/Nutrela
22	Urad Chilka	Green/Black
23	Urad Sabut	Bkak Sadi
24	Deshi Ghee	Amul/Britania/gowardhan
25	Musterd Oil (Ag)	Fortune15kg/15Lt
26	Refined Oil	Sunflower or rice bran oil Fortune/Dhara.use of Hydrogenated (Vanaspati) oil is prohibited)
27	Chili Sauce/soya sauce/vinegar	Ching
28	Jam	Kisan / Mala
29	Mishrambu	(Kesariya Badam)
30	Soya Sauce	Ching
31	Tomato Sauce	Maggi / Kisan
32	Vinegar Ka Paani	
33	Coffee	Nescafe / Brue Green lable / Filter coffee powder
34	Tea	Tata Premium/Amar tea(Society)/Brook bond Bop Dust tea
35	Kaju	Two piece
36	Achar(Mixed)	Priya
37	Achar(Mango)	
38	Custard Powder	Weikfield/BP

39	Cheora	Shaktibhog
40	Corn Flakes	Kellogs /
41	Namkeen	Haldiram
42	Papad /appalam	Lizzat /
43	Siwai	Goldiee /Bombino/MTR
44	Sabudana	
45	Amchoor Powder	Goldiee/NavRang/everest
46	Ajwain	Tripati /Goldiee
47	Arrarot	Goldiee/Ashok
48	Ajeenomoto	Not to be used
49	Baking Powder	Weikfield
50	Beej(Tarbuz)	Loose
51	Beej(Kharbuz)	Loose
52	Badi Ilaichi	
53	Dalchini	
54	Haldi Powder	Agmark / FSSAI approved
55	Dhania Powder	Agmark / FSSAI approved
56	Dhania Khada	Agmark / FSSAI approved
57	Gur	
58	Heeng Dibiya 50gm	Goldiee /Ashok/Lakshmi
59	Javitri	
60	Jaiphal	
61	Jeera(Safed)	Goldiee/Tripati
62	Jeera(Siyah)	
63	Kabawchini	
64	Kashmiri Mirch	MDH
65	Kasoori Methi	MDH
66	Kali Mirch(Sabit)	Goldiee/Tripati
67	Mirch Safed (Pisi)	MDH/Catch
68	Kala Namak (Powder)	
69	Laung	
70	Makroni	
71	Mirch (Powder)	Agmark / FSSAI approved
72	Mirch(Khada)	MDH
73	Mangrail	Goldiee/Tripati
74	Misri (Crystal)	
75	Methi dry	Everest
76	Namak Sada	Tata
77	Rai	
78	Soda Sweet	
79	Safed Elaichi	Local
80	Sugar (White)	
81	Tejpatta	
82	Sendha Namak	
83	Chole Masala	MDH/Catch/Kitchen king/Everest/MTR
84	Chat Masala	MDH/Catch/Kitchen king/Everest/MTR
85	Damalu Masala	MDH/Catch/Kitchen king/Everest/MTR

86	Garam Masala	MDH/Catch/Kitchen king/Everest/MTR
87	Kachauri Masala	MDH/Catch
88	Kichen King Masala	MDH/Catch
89	Meat Masala	Goldie/Ashok
90	Matar paneer Masala	MDH/Catch/Kitchen king/Everest/MTR
91	Pav Bhaji Masala	MDH/Catch/Kitchen king/Everest/MTR
92	Rajma Masala	MDH/Catch/Kitchen king/Everest/MTR
93	Raita Masala	MDH/Catch/Kitchen king/Everest/MTR
94	Samosha Masala	MDH/Catch/Kitchen king/Everest/MTR
95	Sambhar Masala	MDH/Catch/Kitchen king/Everest/MTR
96	Shahi paneer Masala	MDH/Catch/Kitchen king/Everest/MTR
97	Sabji Masala	MDH/Catch/Kitchen king/Everest/MTR
98	Dishwashing Liquid	FSSAI approved with MSDS / Diversy / Organic dish wash liquid- Nixy
99	Rin Soap	FSSAI approved with MSDS / Diversy / Organic dish wash liquid-
100	Paneer	Shreeja, Milky Mist, Mother Dairy
101	Butter	Amul /mother dairy/Nutela
102	Milk	Shreeja /Mother dairy/Heritage
103	Noodles	Maggi ,Atta/Oats noodles, No 1 Brand

Note - In case of non-availability of Brand as per above table, prior approval of Office superintendent to be taken to get equivalent quality material approved by FSSAI Act.

Chapter – III

Bid Information:

Bidders are requested to submit their responses for the Tender/Eoi response in TWO (02) parts, clearly labelled according to the following categories:

(A) PART-ONE (TECHNICAL BID)

- i) A list of all submitted documents should be provided.
- ii) A tender document fee of Rs. 1,000/- (Rupees One thousand only) in the form of a Demand draft / Pay order drawn in favour of Director, IISER TIRUPATI payable at Tirupati. (Non-refundable)
- iii) An EMD amount (REFUNDABLE) of Rs.1,00,000/- (Rupees One lakh only) in the form of a Demand draft / Pay order drawn in favour of Director, IISER TIRUPATI, payable at Tirupati has to be submitted along with the Tender/EOI Response.
- iv) Bidder’s Statement from the Bidder as per the format provided in Annexure – II.

(B) PART-TWO (FINANCIAL BID)

Menu for IISER Tirupati:

S. No.	Description	Amount (Rs.)	
		In figures	In words
1.	Rate per Student per day Inclusive of all taxes), inclusive of following:		
2.	Breakfast (Limited) Comprising of Option A, B,C,D.Prices to be quoted for Option A,B,C&D Separately . Option A) 1) Tea-(150 ml each) 2) Coffee-(150 ml each) 3) Milk (150 ml each) – anyone. OR Option- B) Any one of the following item on daily basis as per menu: Poha/Upma/Semiya Upma/Pongal- 150 g with Sambar & Chutney /or other suitable items as appropriate (80-100 g) OR Aloo Paratha /Stuffed Paratha /Gobi Paratha- 2 nos /pudina or green chutney and curd 100g.	Option A- Option B-	

	<p style="text-align: center;">OR</p> <p>Onion Uttapam (120g each)-2 nos + coconut/groundnut Chutney + sambar</p> <p style="text-align: center;">OR</p> <p>Dosa (120g) -2 nos + Dosa curry (50 g) + Chutney + Sambar</p> <p style="text-align: center;">OR</p> <p>Idli (2 nos-50g each) and Medu wada (2 nos-40g each)</p> <p style="text-align: center;">OR</p> <p>Puri – 3 nos of 35 g each & Bhaji 150g</p> <p style="text-align: center;">OR</p> <p>Option C) Seasonal Fresh fruit any one of the following: Banana-(green, yellow) -100g (not more than thrice a week) Seasonal fruits- 150 g Orange -100 g Watermelon -250 g Papaya-150 g</p> <p style="text-align: center;">OR</p> <p>Boiled egg -1no.</p> <p style="text-align: center;">OR</p> <p>D) Bread Slices – 4 slices of Bread with butter & Jam 20 gms each</p>	<p style="text-align: center;">Option C)-</p> <p style="text-align: center;">Option D)-</p>	
3.	Lunch/Dinner Limited Menu		

ANNEXURE-II

BIDDER'S STATEMENT
(ON THE COMPANY LETTER HEAD OF THE BIDDER)

NOTE: Bidders MUST submit ALL required documents in support of minimum eligibility criteria along with the EOI proposal. No document in support of minimum eligibility criteria will be accepted / entertained after last date for submission of EOI Response. A list of all submitted documents should be provided.

S No.	Description	Detailed Response
1	Name & Address of the Bidder organization/firm	
2	Date of Commencement of Business	
3	Address of the Headquarters	
4	Name of the Chief Executive of the firm	
5	Legal Status (Attach copies of original document defining the legal status):	
	a) An individual	
	b) A proprietary firm/ HUF Firm	
	c) A Firm in partnership	
	d) A limited company	
	e) Corporation or Co-operative society	
6	Details of Registrations:	
	a) Income Tax Registration (Attach attested copy)	
	b) GST registration	
	c) FSSAI Registration License at the location of dining services being provided currently	
7	i) The bidder must have provided dining services for a minimum of 350 diners in any organization among IISERs / NITs / IITs / IIMs / IIITs / Central Universities / CSIR laboratories / PSUs / Central Government Departments, Offices/Autonomous Bodies/State Government Departments and Offices for minimum period of two years.	



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुपति
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH TIRUPATI
(An Autonomous Institution of Ministry of Human Resource Development, Govt. of India)
Transit Campus: C/o. Sree Rama Engineering College, Karakambadi Road,
Mangalam (P.O.), Tirupati, Andhra Pradesh – 517 507.

S No.	Work order Placed by (full address of Purchaser)	Work order No. and date	Description	Value of order (In Rs.)	Purchaser/ Consignee Contact person along with Telephone No., FAX No. and e-mail address
1)					
8	Details of Firm.				
1)	Address				
2)	Phone No.				
3)	Year of Establishment				
4)	Name of contact person and contact details				

Place: _____
Date: _____

Signature of Tenderer
Name, Address with
rubber stamp