

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

MATERIALS MANAGEMENT DIVISION



TENDER DOCUMENT FOR PROVIDING KITCHEN SERVICES AT IIT BOMBAY HOSPITAL

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SECTION 1 – INVITATION FOR BIDS

Tender No.	MMD/KITCHEN SERVICES/RC/2020-21
Tender Date	27 th August 2020
Advt. No.	MMD-02/20-21
Item Description	TENDER FOR PROVIDING KITCHEN SERVICES AT IIT BOMBAY HOSPITAL
Last date & time of submission of Tender :	17 th September 2020 upto 1.00 p.m
Place of Submission of Bids	Materials Management Division, IIT Bombay, Powai, Mumbai 400076.
Submission of Bids	Two Bid System: The two bid system will be followed for this tender. In this system bidder must submit their offer in separate sealed envelopes as – Technical Bid and Price Bid. Both the Technical Bid and Price Bid envelopes should be clearly marked as “Envelope No. 1 - Technical Bid” and “Envelope No. 2 - Price Bid” and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with our Tender No. & Due Date and to be submitted to the concern department/section mentioned in Tender document.
Opening Date & Time of tender	17 th September 2020 at 3.00 p.m
Place of Opening Tender	Materials Management Division, IIT Bombay, Powai, Mumbai 400076.
Earnest Money Deposit	Earnest Money Deposit (EMD) of Rs. 80,000/- (Rs. Eighty Thousand Only) in the form of Demand Draft in the favour of 'The Registrar, IIT Bombay' payable at Mumbai to be submitted in Technical Bid “Envelop 1”.

Pre Bid meeting	Due to current Covid 19 pandemic, we are not scheduling any pre-bid meeting. Any queries regarding this tender are to be sent to drmm@iitb.ac.in before 7 th September 2020.
Any Clarification	Name: Joint Registrar (MM) Dept : Materials Management Division , IIT Bombay Email: drmm@iitb.ac.in Contact No.: 022-2576 8800
Signing Authority	Joint Registrar (MM)

SECTION 2- ELIGIBILITY CRITERIA

Following Eligibility Criteria Responses to be provided in the Technical Bid:

1. The Bidding firm should have existence for minimum period of 5 years (Certificate of Incorporation/Registration Certificate of the firm to be submitted).
2. Copy of PAN CARD of the firm to be submitted.
3. Copy of GST Registration Certificate of the firm to be submitted.
4. Valid Catering (from FDA) license & labor license of the firm to be submitted.
5. Valid Municipal license by Public Health Officer to be submitted.
6. Copy of Employees Provident Fund Registration code no. to be submitted.
7. Copy of ESIC Registration Code No. to be submitted.
8. Bidders Information - Annexure 1 to be submitted.
9. The bidder must not be blacklisted/suspended/debarred or any service related dispute with any Govt. organisation/Semi Govt. Organisation/ Institutions in India or outside India or any litigation pending. Annexure 2 to be submitted.
10. Balance Sheet for last 2 years with supporting document or C.A Certificate. F.Y. 2017 – 18 and 2018 – 19. Details as per Annexure 3 and Copy of Audited Annual Accounts for the last two years to be submitted
11. The bidder should have filed Income Tax Returns for last two years i.e. A. Y. 2018-19 (F.Y. 2017-18) & A. Y.2019-20 (F.Y. 2018-19). Details as per Annexure 3 and Copy of filed copy of Acknowledgments ITR to be submitted.
12. The bidder should have experience in execution of similar orders in the other IITs/ Govt. organizations/ Semi Govt. Organizations/ PSUs. Copies of at least 2 purchase orders/ work orders during last 5 years must be enclosed and details as per Annexure 4 to be submitted.
13. Two References from establishments on their letterheads, where caterer has provided services in the past or present to be submitted.
14. The bidder should submit stamped Undertaking that “He complies with all the requirements of Labour Law, Minimum Wages Act etc. and no case related to Labour Law/EPF/ESIC existed against him in the past/and/or/is pending.”

SECTION 3 – INSTRUCTIONS TO BIDDERS

A) SUBMISSION OF OFFER:

1. Tender must be put in the Tender Box kept in the office of Joint Registrar (MM) at Materials Management Division, Ground floor, Main Building, IIT Bombay, Mumbai-76.
2. No tender is to be handed over to our staff personally.
3. The Quotation **MUST BE ENCLOSED IN A SEALED COVER** superscripting Tender number/due date & should reach the undersigned on or before the due date mentioned in the tender notice. If the quotation cover is not sealed, it will be rejected.
4. **PRICE BID MUST BE SUBMITTED IN ENCLOSED PRICE BID FORMAT ONLY.**
5. Any bidder currently engaged in litigation with other Organizations, must inform their status in writing to IIT Bombay.

B) COST OF BIDDING:

1. The Bidder shall bear all costs associated with the preparation and submission of its Bid and the Purchaser shall not be responsible or liable for those costs.

C) VALIDITY OF THE BID:

1. 180 Days from the date of submission of bid.

D) AMENDMENT OF BIDDING DOCUMENTS:

1. At any time prior to the deadline for submission of bids, IIT Bombay may, for any reason, whether on its own initiative or in response to the clarification requested by a prospective BIDDER may modify the bid document.
2. All prospective BIDDERS who have downloaded the bidding document may visit IIT Bombay website for amendments / modifications which will be binding on them.

E) DEADLINE FOR SUBMISSION OF BIDS:

1. Bids must be received by IIT Bombay before the due date and time at the address specified in the tender document. In the event of the specified date for the submission of bids being declared as a holiday for IIT Bombay the bid-closing deadline will stand extended to the next working day up to the same time.

F) BID OPENING PROCESS:

1. In case of two bid systems, the technical bid will be opened in the first instance in the presence of department, Technical Evaluation Committee (TEC), MMD, representatives of the bidders at IIT Bombay.
2. Commercial bids of only those bidders, whose bids are found technically qualified, by the Technical Evaluation Committee, will be opened in the presence of department, Technical Evaluation Committee (TEC), MMD, representatives of the bidders subsequently at a later date for further evaluation. Date and Time of commercial bid opening shall be intimated to technically qualified bidders only.
3. One authorized representative of each of the bidder would be permitted to be present at the

time of opening of the bids.

4. The authorized representative of bidders, present at the time of opening of the bids shall be required to sign an attendance register as a proof of having attended the Technical/Commercial bid opening session.

G) LATE BIDS:

1. IIT Bombay will not be responsible:
 - i. For delayed / late quotations submitted / sent by post / courier etc.
 - ii. For submission / delivery of quotations at wrong places other than mentioned in the tender.
 - iii. Any bid inadvertently received by IIT Bombay after the deadline i.e. due date & time for submission of bids, will not be accepted and returned.

H) SUPPLEMENTARY OFFER/MODIFICATION OF ORIGINAL BID:

1. Tender submitted against above mentioned tender shall not be returned in case the tender opening date is extended/ postponed. BIDDER desirous of modifying their offer/terms may submit their revised / supplementary offer (s) within the extended Tender Opening Date (TOD) by clearly stating the extent of updating done to the original bid. The purchaser reserves the right to open the original offer along with the revised bid.

I) CONFIDENTIALITY:

1. Information relating to the evaluation of Bids, and recommendation of Contract award, shall not be disclosed to Bidders or any other person not officially concerned with such process until information on Contract award is communicated to all Bidders.
2. Any attempt by a Bidder to influence the Purchaser in the evaluation of the Bids or Contract award decisions may result in the rejection of its Bid.
3. Notwithstanding, from the time of Bid opening to the time of Contract award, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process, it shall do so in writing.

J) DEVIATION, RESERVATIONS AND OMISSIONS:

1. **During the evaluation of Bids, the following definitions apply:**
 - i. "Deviation" is a departure from the requirements specified in the Bidding Documents;
 - ii. "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding Documents;And
 - iii. "Omission" is the failure to submit part or all of the information or documentation required in the Bidding Documents.

K) CORRECTION OF ARITHMETICAL ERRORS:

1. Provided that the Bid is substantially responsive, the Purchaser shall correct arithmetical errors on the following basis:
 - i. If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total

- shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
- ii. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
 - iii. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.
2. Bidders shall be requested to accept correction of arithmetical errors. Failure to accept the correction in accordance with the same shall result in the rejection of the Bid.

L) EVALUATION OF BID:

1. IIT Bombay evaluates technical and Price acceptable offers on landed net Price basis.
2. Offer which deviates from the vital conditions (as illustrated below) of the tender shall be rejected:
 - i) Non- submission of complete offers.
 - ii) Receipt of offers after due date and time and or by email / fax (unless specified otherwise).
 - iii) Receipt of offers in open conditions.
3. In case any BIDDER is silent on any clause mentioned in this tender document, IIT Bombay shall construe that the BIDDER has accepted the clauses as per the invitation to tender. No further claim will be entertained.
4. No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of tenders.

M) PRICE BID (Commercial Bid):

Price bid will be opened only from technically qualified bidders and the following terms and conditions will be applicable:

1. Quoting of Price (s): Price quoted should be in Indian Rupees.
2. PRICE BID must be submitted in enclosed Price Bid Form only.
3. If the price is not quoted in Price Bid Form only provided in tender document then, IIT Bombay will reject bid.
4. If supplier wishes to give pricing details it may be attached in separate sheet.
5. In case of multiple options of same product, bidders are requested to quote only one best option and not multiple options.
6. Quantity: The quantity mentioned in the tender can be increased or decreased to any extent depending upon the actual requirement.

N) CORRUPT & FRAUDULENT PRACTICES:

1. IIT Bombay requires that bidders, suppliers, contractors and consultants, if any, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy,
 - (i) The terms set forth below are defined as follows:
 - a) "Corrupt practice "means the offering, giving, receiving, or soliciting, directly or

indirectly, anything of value to influence the action of a public official in the procurement process or in contract execution;

- b) "Fraudulent practice "means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
- c) "Collusive practice "means a scheme of arrangement between two or more bidders, designed to establish bid prices at artificial, non- competitive levels; and
- d) "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract;

(ii) IIT Bombay will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

O) TRANSFER AND SUBLETTING:

- 1. The seller shall not sublet, transfer, assign or otherwise part with the acceptance of the tender or any part thereof, either directly or indirectly, without the prior written permission of the Purchaser.

P) CANCELLATION OF TENDER:

- 1. Notwithstanding anything specified in this tender document, Purchaser / IIT Bombay in his sole discretion, unconditionally and without assigning any reasons, reserves the rights:
 - i) To accept OR reject lowest tender or any other tender or all the tenders.
 - ii) To accept any tender in full or in part.
 - iii) To reject the tender offer not conforming to the tenders terms.
- 2. To give purchase preference to Public Sector undertakings when applicable as per Govt. Policy/ Guidelines.
- 3. Offer which deviates from the vital conditions (as illustrated below) of the tender shall be rejected:
 - i) Non-submission of complete offers.
 - ii) Receipt of offers after due date and time and or by email / fax (unless specified otherwise).
 - iii) Receipt of offers in open conditions.
- 4. Conditional Tenders and Unsigned Tenders will be rejected.
- 5. If the quality of product and service provided is not found satisfactory, IIT Bombay reserves the right to cancel or amend the contract.

SECTION 4 – SCOPE OF WORK & SPECIAL TERMS AND CONDITIONS

IIT Bombay Hospital was established in the year 1958. Initially it was in the form of Dispensary and later in 1961-62, the present structure was built. The IIT (B) Hospital has 55 beds with OPD and in-patient facilities that includes pathology lab, dental care, radiology dept., sonography, physiotherapy, dispensary and an operation theatre.

The average number of in patients in the hospital is 12/day. Different types of patients are admitted in ward such as medical, surgical gyanec, ophthalmic, pediatrics, and geriatric.

A) Scope of Work:

The hospital kitchen works in 2 shifts. The patients in the ward are served 6 times in a day:

1. Morning tea - 7.00am
2. Breakfast - 8.30am
3. Lunch - 12.00 noon + one fruit
4. Evening tea - 3.00pm
5. Dinner - 7.00pm
6. Milk - 8.30pm

The food menu comprises of food preparation as per the dietician's direction. This includes normal food, diabetic diet, high protein diet, bland diet as per the physician's instruction (List of items with brand name and Diet chart enclosed with tender document).

Working hours:

Morning shift - 6.30am to 2.00pm

Afternoon shift - 2.00pm to 9.00pm

Food Schedule (as per the above timing) for inpatients and extra provision of food for minimum 2 patients at any given time for new admissions. Milk + bread or biscuits are to be provided for detained patients (average no. 10/day). In addition to this, tea preparation for hospital staff and specialists as per the requirement (approx. 100 cup/day). Food is prepared as per the chart enclosed (Type & quantity of food per patient). Provide material for making 10 cups tea at night every day.

EXPECTATIONS AND REQUIREMENT OF IIT HOSPITAL:

1. The total admission in male/female/pediatric and isolation ward may range between 10 – 25 patients in a given day.

1. The food provided in IIT Hospital:

- i. Breakfast - Bread /butter + milk (For hypertension and diabetic patients – plain bread + milk)
- ii. Lunch- Normal diet - 3 chapattis/ one dry bhaji/pluses/dal/rice/curd/and salad
- iii. Diabetic diet - Same as above except rice (one extra chapatti is given instead of rice)
- iv. Dinner - Same as above
- v. Evening tea - 1 cup of tea with 3 biscuits. For diabetic patient tea without sugar.
- vi. Bland diet - All food as in lunch / dinner but boiled.
- vii. Liquid diet – Dal and Rice water
- viii. Soft diet – Khichadi which can be bland or normal
- ix. High protein diet – ½ litre milk and one extra egg

2. The delivery and collection of metal trays and water for all patients.
3. Preparation and delivery of enteral (tube) feeding under guidance of the dietitian.
4. Infection control standard are followed at all times in all areas of the department.
5. Fresh food and supplies must be of food quality good hygiene and grooming condition and manner at all times.
6. Employees are dressed appropriately and practice good hygiene and grooming standards in all work related activities.
7. The Kitchen dept. should be kept clean at all times.
8. Proper waste segregation including removal and disposal of kitchen wastes is the responsibility of food service contractor.
9. Ginger tea for staff – 100 cups on working days and 30 cups on Saturday, Sunday and holiday. Provide material for making 10 cups tea at night every day.

THE COUNTING FOR MEAL CHARGES WILL BE AS FOLLOWS:

ESTIMATE FOR EXAMPLE:

Breakfast 215 in a Month

Lunch 250 in a Month

Dinner 216 in a Month

Estimate Maximum is 250 meals.

B) Special Terms & Conditions:

1. Food will be tasted before technical scrutiny.
2. Water shall be provided by IIT Bombay. Wastage of water must be avoided.
3. Electricity shall be provided by IIT Bombay and the Bill has to be paid by the Caterer.
4. The Caterer shall not employ child labours. Upon violation of this condition, legal action will be taken.

5. Workers should be provided the necessary training so as to maintain the highest possible standard of hygiene, as is expected.
6. It is mandatory to have 1 cook and 1 cook helper for 2 shifts.
7. Engagement of required staff, providing uniforms etc. shall be done by the caterer. The workers should always use hand gloves and caps while working (hair found in food will not be acceptable). Caterer should provide a minimum two pairs of uniform to the workers and ensure that workers report for duty in clean uniforms.
8. The caterer shall, at their cost, maintain adequate stock of food grain, grocery and adhere to the standards of the institute. The caterer shall be responsible for proper hygienic storage of all raw materials.
9. Caterer is supposed to take care of all the utensils and equipment handed over to him by the IIT Hospital.
10. Refilling of cooking gas cylinders provided and procurement of good quality provisions and other consumables is the responsibility of the caterer.
11. Any damage to the cooking equipment, gas pipeline etc by the caterer team will be charged 5 times repair of replacements of the part damaged.
12. No food cooked in the hospital may be taken out of the premises.
13. Cleaning and Housekeeping of Kitchen and dining area will be the sole responsibility of the caterer.
14. Cleaning of utensils, cutlery, crockery, kitchen equipment furniture, mess water cooler is also responsibility of the caterer. The Highest possible standards are expected in this regard.
15. IIT Hospital will reserve the right to check on cleanliness and upkeep of premises and quality of provisions and quality of the food.

List of Items:

Sr No.	Item	Brand Name
1	Atta	Good quality grinded Whole Wheat
2	Rice	Kolam
3	Butter	Amul
4	Bread	Kwality/ Anytime Brown Bread
5	Veg. Oil	Saffola, Sunflower
6	Salt	Tata Salt
7	Tea/Coffee	Tata tea/Bru
8	Curd	Made in Hospital from Mahananda or Amul Cow's Milk
9	Masala/Spices	Everest
10	Biscuits	Marie
11	Milk	Mahananda/Amul Cow's Milk
12	Fruit	Banana
13	Vegetables	As per attached sheet
14	Eggs	

Vegetable list:

For 4 weeks	Morning	Evening
1	SIMLA CHILLI	CAULIFLOWER
2	PALAK	PUMKIN
3	LADYS FINGER	PAPADI
4	LOUKIE	SURAN
5	BAIGAN	GAWAR
6	THONLI	BEANS
7	CAULIFLOWER	CHAWLI
8	GILKA	BRINJAL
9	THODKA	PADWAL
10	SIMLA CHILLI	MAETHI
11	CABBAGE	GAWAR
12	MATTAR	MOOLI
13	CHAWLI	KATA PADWAL
14	PALAK	PUMKIN
15	LADYS FINGER	MAETHI
16	LOUKIE	SURAN
17	BEANS	CABBAGE
18	THONLI	CARROT
19	BAIGAN	PALAK
20	GILKA	BRINJAL
21	THODKA	PADWAL
22	HAWLI	MOOLI
23	SIMLA CHILLI	GAWAR
24	MATTAR	CAULIFLOWER
25	CABBAGE	THONLI
26	DODKI	PAPADI
27	SURAN	LOUKIE
28	RED PUMKIN	LADYS FINGER

IIT Hospital OD Diet Chart

No. of patients	Rice	Wheat	Dal	Oil	Sugar	Tea	OD	CD	FD
1	120	200	60	30	30	7	700	880	1105
2	240	400	120	60	60	14	1400	1760	2210
3	360	600	180	90	90	21	2100	2640	3315
4	480	800	240	120	120	28	2800	3520	4420
5	600	1000	300	150	150	35	3500	4400	5525
6	720	1200	360	180	180	42	4200	5280	6630
7	840	1400	420	210	210	49	4900	6160	7735
8	960	1600	480	240	240	56	5600	7040	8840
9	1080	1800	540	270	270	63	6300	7920	9945
10	1200	2000	600	300	300	70	7000	8800	11050
11	1320	2200	660	330	330	77	7700	9860	12155
12	1440	2400	720	360	360	84	8400	10560	13260
13	1560	2600	780	390	390	91	9100	11440	14365
14	1680	2800	840	420	420	98	9800	12320	15470
15	1800	3000	900	450	450	105	10500	13200	16575
16	1920	3200	960	480	480	112	11200	14080	17680
17	2040	3400	1020	510	510	119	11900	14960	18785
18	2160	3600	1080	540	540	126	12600	15840	19890
19	2280	3800	1140	570	570	133	13300	16720	20995
20	2400	4000	1200	600	600	140	14000	17600	22100
21	2520	4200	1260	630	630	147	14700	18480	23205
22	2640	4400	1320	660	660	154	15400	19360	24310
23	2760	4600	1380	690	690	161	16100	20240	25415
24	2880	4800	1440	720	720	168	16800	21120	26520
25	3000	5000	1500	750	750	175	17500	22000	27625
26	3120	5200	1560	780	780	182	18200	22880	28730
27	3240	5400	1620	810	810	189	18900	23760	29835
28	3360	5600	1680	840	840	196	19600	24640	30940
29	3480	5800	1740	870	870	203	20300	25520	32045
30	3600	6000	1800	900	900	210	21000	26400	33150

SECTION 5: TERMS & CONDITIONS OF CONTRACT

A) AWARD OF CONTRACT:

1. IIT Bombay shall award the contract to the technically qualified eligible BIDDER whose bid has been determined as the lowest evaluated commercial bid.
2. If more than one BIDDER happens to quote the same lowest price, IIT Bombay reserves the right to award the contract to more than one BIDDER or any BIDDER.
3. Initially the contract will be awarded for one year thereafter; the contract may be extended for two years, if their performance is found satisfactory.

B) EARNEST MONEY DEPOSIT:

1. Earnest Money Deposit (EMD) of Rs. 80,000/- (Rs. Eighty Thousand Only) in the form of Demand Draft in the favor of 'The Registrar, IIT Bombay' payable at Mumbai to be submitted in Technical Bid. Failing of which, submitted bid will be rejected.
2. EMD of unsuccessful bidders will be returned within 30 days after the award of the contract.
3. EMD of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful tenderer fails to furnish the required performance security within the specified period, its EMD will be forfeited.

C) SECURITY DEPOSIT:

1. For successful bidder, EMD will be converted into security Deposit and will be retained with IIT Bombay till the expiry / termination of rate contract without interest.
2. In case there are losses or damages to the material or unsatisfactory services provided to IIT Bombay by the bidder then such losses will be adjusted from the Security deposit.
3. Security deposit will be refunded after satisfactory performance of the work and on completion of all obligations by empanelled bidder.

D) PAYMENT TERMS:

1. Payment will be made on monthly basis.
2. If patients are less than 5 then minimum payment for that day will be as per 5 patient (5* charges of food for per person per day).
3. For price comparison only charges of food will be consider and tea for staff will be consider as line item.

E) DELIVERY:

The successful Bidder should deliver the material as per Tender document/purchase order. The successful Bidder should emboss stickers of purchase order number on the material.

F) PENALTY:

Penalties for violation of rules will be 0.5% of Contract Value for the following complaints:

1. Any complaints of insects and/or foreign object (hair, rope, cloth, plastic etc) cooked along with food found in any food item.
2. Any complaint of stones/pebbles.
3. Food poisoning, shall invoke a hefty fine beyond the limit, along with cancellation of contract and possible blacklisting of the caterer.
4. 3 or more complaints of unclean utensils in a day.
5. If committee agrees that certain meal was not cooked properly.
6. If the quality of milk is not found up to be appropriate, or it is diluted.
7. Fine on any discrepancy (personal hygiene of workers, misbehavior by workers etc.) for every instance.
8. Inappropriate personal hygiene of workers including their dress and/or misbehavior by workers etc.
9. Using of brands not mentioned in the contract without prior permission and adulteration.

G) FORCE MAJEURE:

1. Force Majeure will be accepted on adequate proof thereof.

H) LEGAL MATTER:

1. In the event of any dispute over this contract, IIT Bombay's decision shall be final and binding. Jurisdiction of Mumbai Courts only.

SECTION 6: PRICE BID

Reference No: - MMD/KITCHEN SERVICES/RC/2020-21

Due Date: 17.09.2020

Sr. No.	Description of Items & Specifications	Qty in Units	Unit Price (₹)	Taxes (if any please specify details)	Other Charges (if any)	Total Price (₹)
1.	MORNING TEA + BREAKFAST AND MILK + LUNCH WITH BANANA + EVENING TEA WITH BISCUITS +DINNER + MILK	1 Per Day per Patient				
2.	GINGER TEA FOR STAFF (APPROX 100 CUP TEAS PER DAY ON ALL WORKING DAYS AND 30 ON SATURDAY, SUNDAY AND INSTITUTE HOLIDAYS. ALSO PROVIDE MATERIAL FOR MAKING 10 TEA IN THE NIGHT EVERYDAY)	1 Per Tea				

Total bid Price in the above column should be inclusive of all taxes and levies transport, loading, unloading etc.

Delivery Mode: Delivery at IIT Bombay, at site only.

Delivery Period:days

PAN No:.....

GST Registration No:.....

Signature:.....

Place:

Date:

Name:.....

Business Address:.....

Affix Rubber Stamp:.....

SECTION 7 - ANNEXURES
ANNEXURE 1: BIDDER'S INFORMATION
(On Company / Firm's Letterhead)

Details of the Bidder:		
1	Name of the bidder	
2	Registered Office/Shop Address of the bidder	
3	Details of the Incorporation/Shop Establishment License of the Company	Date:
		Registration No.:
5	Valid GST Registration No.	
6	Permanent Account No. (PAN)	
7	Name & Designation of the Contact person to whom all references shall be made regarding this tender	
8	Address for Communication	
9	Telephone No. (with STD Code)	
10	Email Address of the contact person	
11	Fax No. (with STD Code)	

(Signature of the bidder)
Printed Name Designation
Seal
Date:

ANNEXURE 2: DECLARATION REGARDING CLEAN TRACK

(On Company / firm's Letterhead)

To,
The Joint Registrar (MM)
Materials Management Division
IIT Bombay,
Powai, Mumbai – 400 076.

Date:

Sir,

Re: Tender No. MMD/KITCHEN SERVICES/RC/2020-21 dated 27th August 2020, for “Tender for providing Kitchen Services at IIT Bombay Hospital”.

I/we carefully gone through the Terms & Conditions contained in the above referred tender. I/we hereby declare that my company / firm is not currently debarred / black listed/convicted by any Government / Semi Government Organizations / Institutions in India or abroad. I/we further certify that I'm competent officer in my company /firm to make this declaration.

Or

I/we declare the following

Sr. No.	Country in which the company is debarred/blacklisted/ case is pending	Black listed / debarred by Government / Semi Government Organizations/Institutions	Reason	Since when and for how long

(NOTE: In case the company / firm was blacklisted previously, please provide the details regarding Period for which the company / firm was blacklisted and the reason/s for the same)

Yours faithfully,

(Signature of the bidder)

Printed Name Designation

ANNEXURE 3: DECLARATION OF ANNUAL TURNOVER AND INCOME TAX RETURN

(On Company / firm Letterhead)

To,

Date:

The Joint Registrar (MM)

Materials Management Division

IIT Bombay,

Powai, Mumbai – 400 076.

Sir,

Re: Tender No. MMD/KITCHEN SERVICES/RC/2020-21 dated 27th August, 2020 for “Tender for providing Kitchen Services at IIT Bombay Hospital”.

- 1) I/we hereby declare that, our firm's Annual Turnover and I/we have also supported an Audited Accounts for your references :

F. Y. 2017-18	F. Y. 2018-19

And,

- 2) I/we hereby declare that, our firm had filed Income Tax Returns for last two years i.e. A. Y. 2018-19 & 2019–20. Supported by copy of ITR of two years.

Yours faithfully,

(Signature of the bidder) Printed Name Designation

Seal

Date:

Business Address:

Encl: As above

ANNEXURE 4 – EXPERIENCE IN SIMILAR WORK

(On Company / Firm Letterhead)

To,
The Joint Registrar (MM)
Materials Management Division
IIT Bombay,
Powai, Mumbai – 400 076.

Date:

Sir,

Re: Tender No. MMD/KITCHEN SERVICES/RC/2020-21 dated 27th August 2020, for “Tender for providing Kitchen Services at IIT Bombay Hospital”.

Brief particulars of the similar work done in during last five years in **IITs/ Govt. organizations/ Semi Govt. Organizations/ PSUs** (Please attach copy of at least two work orders & their reference letters):

Sr. No.	Name of Organisation	Work Order/Purchase Order (No. & Date)	Amount of Work Order/Purchase Order	Details of contact person (Name, Add & contact no.)

Yours faithfully,

(Signature of the bidder) Printed Name Designation

Seal

Date:

Business Address:

Encl: As above

ANNEXURE 5: DECLARATION FOR ACCEPTANCE OF TENDER TERMS AND CONDITIONS
(On Company / firm's Letterhead)

To,
The Joint Registrar (MM)
Materials Management Division
IIT Bombay,
Powai, Mumbai – 400 076.

Date:

Sir,

Re: Tender No. MMD/KITCHEN SERVICES/RC/2020-21 dated 27th August 2020, for “Tender for providing Kitchen Services at IIT Bombay Hospital”.

I/we carefully gone through the Terms & Conditions as mentioned in the above referred tender document. I/we declare that all the provisions of this tender are acceptable to my company. I /we further certify that I'm an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the bidder)
Printed Name Designation
Seal

Date:

Business Address:

SECTION 8 - CHECKLIST

The following items must be checked before the Bid is submitted:

A. Envelope “1”

1. Demand Draft for Rs. 80,000/- (Rs. Eighty Thousand only) towards Earnest Money Deposit.
2. Eligibility Criteria Responses (each pages duly sealed and signed by the authorized signatory)
3. Annexure 1: Bidder's Information
4. Annexure 2: Declaration Regarding Clean Track by Bidder
5. Annexure 3: Declaration of Annual Turnover and Income Tax Return
6. Annexure 4: Experience in Similar Work
7. Annexure 5: Declaration for Acceptance of Tender Terms and Conditions
8. Undertaking on letterhead as mentioned in Section 2 (14).
9. Reference letters

B. Envelope “2”

1. Price Bid

Note: Your quotation must be submitted in two envelopes **Technical Bid (Envelope 1) and Price Bid (Envelope 2)** superscribing on both the envelopes the Tender No. and the due date and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with our **Tender No. & Due date**.