INDIAN INSTITUTE OF MANAGEMENT BODH GAYA
Uruvela, Prabandh Vihar
Bodh Gaya – 824234, India

Tender No: IIMBG/NIT/2020-21/Catering /04 Date: 25 APR 2020

(e-Procurement Mode only)

Tender document and other details can be obtained from https://mhrd.euniwizarde.com, http://www.iimbg.ac.in & CPP Portal website: www.eprocure.gov.in/epublish/app/epublish/app

Registration with M/s ITI Ltd: - Intending bidders are requested to register themselves with M/s ITI Ltd (if not registered earlier) through https://mhrd.euniwizarde.com for obtaining user-id, by paying a registration fee (As given in the e-portal), and online tender processing fee (As given in the e-portal), etc. Bidders are also required to obtain Class-III (Signing + Encryption) Digital Signature for participating in the e-tender.

E-Tender Processing Fee – Rs (As given in the e-portal) pay to "ITI LTD. Through e-payment gateway.

For participating in the e-Tendering process of IIM Bodh Gaya (Bihar), the contractor shall have to get them registered on the site https://mhrd.euniwizarde.com by making required payment through only online payment mode so that they will get user ID and Password. This will enable them to access the website, https://mhrd.euniwizarde.com with the help of Class-III (Signing + Encryption) Digital Signature by which they can participate in e-Tender of IIM Bodh Gaya.

For this intending bidder may contact following e-Wizard Helpdesk numbers.

1. E-Wizard Helpdesk Patna
   1st floor, M-23, Road No. - 25,
   Near SBI Sri Krishna Nagar, Patna-800001.
   Phone No.: 0612-2520545 or 8448288982, 8448288984, 8448288985, 8448288986
   MAIL ID – ewizardhelpdesk@gmail.com

2. E-Wizard Helpdesk
   New Delhi -110001, Phone No. 011-49606060

INDIAN INSTITUTE OF MANAGEMENT BODH GAYA
Uruvela, Prabandh Vihar
Bodh Gaya – 824234, India

Tender No: IIMBG/NIT/2020-21/Mess Catering /04 Date: 25 APR 2020

Notice Inviting Tender for Students Mess Catering Services at IIM Bodhgaya, Bihar

Indian Institute of Management Bodhgaya (IIM Bodhgaya) invites bids in two bid systems from reputed, experienced and financially sound parties/caterers for the following work:-

Brief Details of Tender:

Item Description	*Estimated Volume of contract (Rs.)*	*EMD (Rs.)*
Catering Services for Student Messes (Presently 3 adjacent Hostels) and few staff and employees (meal based)	**1,50,00,000/- per annum**	**3,00,000/-**

The tender document along with all forms are available on the Institute website: **http://www.iimbg.ac.in** and https://mhrd.euniwizarde.com at the e-publishing window of the Central Public Procurement portal (CPPP) http://eprocure.gov.in/epublish/app and bid is to be submitted through online mode only.

Parties/caterers be advised to consider infrastructure requirements and investment thereon, as stated in the tender documents.

Important Information on Tender:

S/N	Particulars	Date	Time
1.	Date and Time of Online Publication / Download of Tender	25-04-2020	0900 Hrs.
2.	Pre-Bid Meeting Date and Time	09-05-2020	1200 Hrs.
3.	Bid Submission Start Date and Time	12-05-2020	1730 Hrs.
4.	Bid Submission Close Date and Time	25-05-2020	1800 Hrs.
5.	Opening of Technical Bids	27-05-2020	1500 Hrs.
6.	Opening of Financial Bids	Will be informed later	
7.	For Site Visit	Any working day up to 1600 Hrs. However all present for pre-bid meeting at given date & time will be taken to site visit compulsorily.	
8.	Period of Contract	Period of contract will be initially for 01 Year which may be extended further two years on one-year extension + one year extension basis i.e (1 yr. + 1 yr ext.+1 yr ext) on same rate and terms & conditions.	

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1. ABOUT IIM BODHGAYA

Indian Institute of Management Bodh Gaya is an Institution of National Importance under the Indian Institutes of Management Act, 2017. **It is presently located in Magadh University Campus, Bodh Gaya, Gaya, Bihar.**

2. SCOPE OF WORK

The services involve following tasks:

Catering Services in Student Messes (Presently 2/3 messes adjacent to each other), and Out Door Catering within the campus (on demand and with prior intimation). The kitchen should be preferably established in kitchen areas of minimum 2 (two) hostels. Also, the provision to supply and cater meals to third hostel.

2.1. CATERING SERVICE

The Institute offers residential programs in management to around 300 students on the campus. Some of the staff and employees, may also avail catering services meal based. Thus, the institute require catering facilities for approx. strength of 340-350, which may vary with time.

The table appended below gives some useful information for the prospective tenderers. While the information given will be reasonably sufficient to access the quantum and types of catering and related services required by the Institute, it is advisable for the intending tenderers to visit the campus to acquaint themselves with the actual locations of different Kitchens, Dining units, facilities and equipment available etc, before submitting the Tenders under two bid system.

Table 1: Information on Diner, Meal Category and Location (Approx. No. of diners)

Sl. No.	*Grouping of Diners*	*Strength/ Per Day*	*Meal Pattern*	*Menu Plan*	*Location*	*Subscription*
1.	Students	300	Breakfast, Lunch, Evening Snacks, Dinner	Standard	Student Messes at 3 Adjacent hostels	180(1st Year) - Full Subscription 115(2nd Year) –Full Subscription 05 (Ph.D) Full Subscription
2.	Staff and other employees	40-50	Variable	Standard	At allocated messes only	On demand subscription
3.	Out Door Catering (ODC) (OUTSIDE DINING AREA) : **On Demand And With Prior Intimation Within Campus Only**					

Table No. 2 - No. of Mess / Dining Hall Capacity and Mess Timings

Sl. No.	*Location*	*Seating Capacity*	*Break Fast*	*Lunch*	*Evening Snacks*	*Dinner*
1.	Student Messes 1, 2 & 3	Approx 50 each	8:00 a.m. to 10:00 a.m.	12:30 p.m. to 2:30 p.m.	5:30 p.m. to 6:30 p.m.	8:00 p.m. to 10:00 p.m.

Notes:

a) The Contractor has to arrange all kitchen equipment/utensils/crockeries/serving plates/ spoons etc. at their own expenses.

b) The caterer will require to operate these dining hall(s) and mess at the rates, terms and conditions applicable for the student mess/dining halls.

c) The seating capacity shown above is as per the existing set-up now. The Institute reserves the right to enhance/reduce the seating capacity of any mess/dining hall as per the administrative requirement.

d) The rates offered for the standard menu will be applicable anywhere within the Campus when so required with no additional charge.

2.2. Important Note Regarding Minimum Guaranteed Number of Diners

The existing batch-size of the PGP program (Two-Year Program) is 300 students. The Institute has directed the students of PGP to compulsorily dine in the Student Mess in first Qtr. Additionally, Ph,D students staying in the hostels will also dine in the respective messes and some institute staff and employees may also avail messing facilities (meal Based). Therefore, the approximate number of diners in the student mess during the respective academic term would be as follows: –

Programme	Number
MBA First Year	180
MBA Second Year	115
Ph.D.	05
Approximate Staff and employees	35-45
Total	340-350

There might be a variation of 10% (+/-) in the above referred estimated number of diners excluding the staff & employee (35-45).

The Institute will guarantee minimum 270 diners from the above-referred estimate for the first quarter. The variation in number of diners subsequently will be taken care by the service provider. This number will vary during the term break, summer break, holidays, outstation projects and assignments of the students. The summer break period is generally Mid-March to Mid-June of every year wherein the messes would remain closed.

Apart from above minimum guaranteed numbers, the Institute does not guarantee/underwrite any specific volume of business.

2.3. The agency must provide the service throughout the year without closing the mess on any day unless ordered by the administration of IIM Bodhgaya/mess committee. However, the number of students who use the mess facility may vary during vacation periods/outbound work declared by the Institute except during summer break period.

2.4. Agency will ensure that at all times one manager and two supervisors executives will always be present during breakfast, lunch, evening tea and dinner. It is desirable that the supervisor's continue at least for one semester. In case of any change, the administration should be informed well in advance.

2.5. For extra items, it will be mandatory for the agency to serve the item in unlimited quantity/fixed weight/size on demand by the IIM Bodhgaya administration /mess committee.

2.6. The quality of food will be inspected item wise by IIM Bodhgaya administration/mess committee frequently, and the mess vendor shall not deny access for such inspections. The IIM Bodhgaya administration/Mess Committee has the right to take samples of all material used in cooking and check the same for quality at recognized laboratories/institution. Further, the store, the kitchen can also be inspected by the institute to ensure that only the brands allowed for various articles are being used. In case a violation is found, the Institute reserves the right to impose a financial penalty/cancellation of the contract on the repeated violation.

2.7. The agency will be responsible for repairing & maintenance of all the property of IIM Bodhgaya given to the agency for use in the student mess such as equipment's machines, utensils, furniture & fixture, etc. (detail of items list is enclosed). The agency shall replace inventory items, equipment, furniture and fixtures provided by the institute in case of loss, theft or damage to the satisfaction of the IIM Bodhgaya administration at his own cost and expense. On termination of the agreement, the agency will hand over all the equipment/articles as supplied by the IIM Bodhgaya in good working condition back to IIM Bodhgaya. In case of any damage beyond normal wear and tear then IIM Bodhgaya admin can recover the cost from the bank guarantee of the agency.

2.8. A medical examination shall be conducted at least once in six months of all the employees who handle raw/cooked food, to ensure that the employees are free from any communicable disease. It is to be done at Gaya. Record of the same shall be maintained by the agency and shown on demand. In this regard, the Institute's doctor will check the record as and when required. The Police verification record of all the workers will have to be maintained by the agency.

2.9. Pest-Control: The agency at all times will keep the cookhouse/dining hall/ washing area/raw material stores free from flies/cockroaches/ mosquitoes/ rats/ objectionable material and other pests. Frequent pest control and scientific pest control measures are required to be adopted by the agency at all times.

2.10. Firefighting arrangement provided by the Institute at the start of the contract to be kept serviceable at all times and handed over back to the IIM Bodhgaya after finishing of the contract.

2.11. 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 IIM Bodhgaya community.

2.12. The oil that remains from deep frying at the end of the day shall have to be destroyed and shall not be allowed to be recycled for the purpose of cooking again.

2.13. The agency will be required to provide khichri or any other suitable item for sick residents in lieu of the regular meals on demand.

2.14. Out Door Catering (ODC)

You will be required to arrange for outdoor catering within the campus premises. The rates offered for the standard menu will remain same for the outdoor catering anywhere within the campus. The Institute will not bear any extra charges for setting up of the buffet, transport and other arrangements. The rates by the committee, if ordered different menu would be applicable.

3. EARNEST MONEY DEPOSIT (EMD) DETAILS

3.1. EMD of Rs. 3,00,000/- (Rupees Three Lakh only) in the form of demand draft/ banker's cheque from nationalised/scheduled bank in favor of Indian Institute of Management Bodh Gaya, payable at Bodh Gaya, should be submitted. The EMD should be valid for at least 180 days.

3.2. The firms registered with Directorate General of Supply and Disposal (DGS&D)/ National Small Industries Corporation (NSIC)/ Ministry of Micro, Small and Medium Enterprises (MSMEs) Startups for these services are exempted from EMD. However, they have to enclose valid self-attested registration certificate(s) with their tender to this effect.

3.3. EMD of all unsuccessful bidders will be returned after finalization of the tender. EMD of the successful bidder will be returned only after receipt of Security Deposit towards Performance Guarantee.

3.4. In the case of successful tenderer, the EMD may be adjusted towards the Performance Guarantee on request.

3.5. The amount of EMD is liable to be forfeited if the tenderer withdraws from the offer after submission of the tender or after the acceptance of the offer and fails to remit the Performance Bank Guarantee.

3.6. No interest will be paid on the EMD / Performance Guarantee.

3.7. The details pertaining to EMD are to be filled as per **Annexure-I.**

4. OTHER IMPORTANT DOCUMENTS (OID), ELIGIBILITY CRITERIA AND TECHNICAL CRITERIA

4.1. Other Important Documents

Firm Registration Certificate, PAN details, TIN/CST/Service Tax, etc, details are to be provided.

4.2. Eligibility Criteria

a) The Bidder should give self-declaration certificate for acceptance of all terms and conditions of tender documents. A duly completed certificate to this effect is to be submitted as per the **Annexure-II**. The Bidder/Contractor/Service Provider having hotel service with inbuilt restaurant of quality & repute in local area in general or even outside are also eligible to participate for this tender.

b) The firm/hotelier should be neither blacklisted by any government department nor there any criminal case registered/pending against the firm or its owner/partners anywhere in India. A duly completed certificate to this effect is to be submitted as per **Annexure-III**.

c) The firm should attach list of Work Orders / documentary evidence where the similar type of work has been executed **during previous five years from the date of publication of tender as detailed below:**

(I) Three similar works of 40% of the estimated cost OR
(II) Two similar works of 50% of the estimated cost OR
(III) One similar work of 80% of the estimated cost

The details of the same along with supporting document are to be submitted as per the **Annexure-IV**. This clause will be waived off for the hoteliers.

d) The Annual Turnover should be at least 40% of the estimated cost during each of the previous three financial years (2016-17, 2017-18 and 2018-19). Copies of duly signed audited profit and loss accounts / CA Certificate are to be submitted as per the **Annexure-V. The Hoteliers need to submit their annual turnover of last three years of the restaurant business, being run as part of the hotel duly certified by the CA. The minimum annual turnover of the restaurant business should be INR 50,00,000.00. Annexure V as above to be used for furnishing details.**

e) The firm should be Profitable in each of the previous three financial years (2016-17, 2017-18 and 2018-19). Duly completed **Annexure-VI along with supporting documents is to be submitted.**

f) The firm should have minimum five years of experience in institutional catering in a large reputed educational institution/ Institution of National Importance such as IIMs, IITs, IISER, Central Universities, or other reputed Industrial houses. The firm/party/caterers/hoteliers having min experience of 5 years of running and managing inbuilt restaurant services in good quality hotels with repute are also eligible for the tender. The firm/hotel must have been registered prior to or during the financial year 2014-15 in the similar line of business.

g) The firm should have Performance certificate or recommendation from at least three reputed organization/educational **Institutions of National Importance**, where they have been providing similar services at least since last two years. This clause will be waived off for the hoteliers. However, hoteliers having appreciations/commendation from visiting dignitaries will carry due weightage.

h) The firm should have labour license, Municipal Food License (FDA), PF and ESIC for their existing businesses.

i) The firm should have valid ISO-22000:2005 or ISO 9001: 2015 Certification or any other nationally or internationally acclaimed certification related to food safety and quality. Copy of certificates to be attached.

j) The firms should have valid food license issued by Food Safety and Standards Authority of India (FSSAI) for their existing business, if applicable.

Note: Institute may consider relaxation for the Startups registered with Ministry of Micro, Small and Medium Enterprises (MSMEs) on submission of valid documents, are as follows:

(I) Turnover – Concession of 50% on turnover condition imposed as qualifying criteria.
(II) Experience – Concession of 50% on the qualifying criteria.

4.3. Statutory Documents

Bidder should submit the statutory documents as mentioned in the **Annexure VII**

4.4. Mandate form for electronic fund transfer/RTGS/other cashless transfer as per **Annexure VIII**

5. SUMMARY ON ESSENTIAL INFRASTRUCTURE AND PROVISIONS BY PARTIES /CATERERS

The parties/caterers have to provision for catering services to students residing in three adjacent hostels. Each hostel has in-built kitchen area and dining hall with limited infrastructure therein. The details of furniture available in hostels' dining area is also given in this tender document.

It is thus necessary and advisable to parties/caterers that they should visit the hostels to check for infrastructure available and also to visualize the investment, they have to make, prior to commence the catering services. The obligatory requirement (Essentials) as visualized by the authorities in terms of infrastructure are given below along with other guidelines for strict compliance of the parties/caterers. Any deviations from these listed essentials by parties/caterers will not be acceptable. The Institute reserve rights to take actions against parties/caterers, as deemed fit. It may include termination of the contract if parties/caterers resort to violation/dilution of essential infrastructures to maintain proper hygiene and sanitation and not adhering to proper process for preparation and serving of meals.

5.1. Creation of separate LPG storage and housing covered space behind kitchen area, for simultaneous cooking in two hostels kitchens.

5.2. Complete fly – proofing of kitchen area

5.3. Creation of proper platform for chopping and cleaning of vegetables and other items for cooking

5.4. Platform for storage of cooked food

5.5. Creation of proper washing and sterilization of all utensils, including crockery and cutlery to be used in dining area

5.6. Provision for proper storage areas with platforms for storage of dry rations and fresh items separately

5.7. Provision for deep freezers and refrigerators of adequate capacity for storage of all perishable items, specially dairy products

5.8. All dining areas to have adequate food warmers with arrangements to keep the food items warm as per mess meal timings. Also adequate Nos of ovens for storing chapaties hot.

5.9. Should arrange for all crockery and cutlery of good quality for all the three dining areas in adequate Nos.

5.10. Parties/caterers should arrange to automate the kitchen and cooking process to the maximum by providing the following essential kitchen gadgets: -

1. Flour kneading machine
2. Vegetable peeler machine
3. Condiment grinder machine
4. Chapatti/Roti making machine (preferable)
5. Dosa mixer and grinder machine

5.11. Cooking area be so organized to cater for separate cooking and serving of Non-vegetable dishes.

5.12. Parties/caterers have to make temporary accommodation for their bare essential staff to stay in night with proper wash rooms etc.

5.13. The cooking of the food preferable should be done at two kitchen areas of the two hostels. Thus, the parties/caterers should arrange for proper covered lorry with lid-containers for carriage of cooked food to third hostel dining area and serve therein hygienically.

5.14. The parties/caterers have to provision for all dry ration items as per brands of items listed below in this tender document. Deviations, if any will be permitted post approval from the IIM Bodhgaya Admin/mess committee only.

Quality of ingredients and other items:

The ingredients used must be of reputed brands. In case of non-availability of the reputed brand, any other brand will be approved by the Administration, IIM Bodhgaya / Mess Committee before use.

Sl. No	Item	Brand
1.	Salt	Tata, Annapurna, Nature fresh or equivalent brand
2.	Spices	MDH, Badshah, Everest, Tata or equivalent brand
3.	Ketchup	Kissan, Maggi or equivalent brand
4.	Oil	Sunflower, Sundrop, Godrej, Saffola, Fortune, Dhara (Use of Hydrogenated (vanaspati) oil is prohibited) or equivalent brand
5.	Pickle	Mother's or Priya or Nilon or equivalent brand
6.	Atta/Besan/Maida /Suji	Ashirvad, Shaktibhog, Patanjali or equivalent brand
7.	Rice	Dawat, India Gate, Kohinoor, Patanjali or equivalent brand

8.	Dals	Patanjali, Tata or equivalent brand
9.	Papad	Lijjat / Bhikaji or equivalent brand
10.	Butter	Amul, Brittania or equivalent brand
11.	Bread	Brittania / Harvest or equivalent brand
12.	Cornflakes	Kellogs, Mohans or equivalent brand
13.	Jam	Kissan or equivalent brand
14.	Ghee	Amul, Britannia, Patanjali or equivalent brand
15.	Milk	Sudha, Amul, Osam (Without Water) or equivalent brand
16.	Paneer	Amul, Sudha or equivalent brand
17.	Tea	Brook bond, Lipton, Tata, Taaza or equivalent brand
18.	Coffee	Nescafe or equivalent brand
19.	Ice Cream	Amul, Kwality, Havmor or equivalent brand

Note: Standard or other brands of similar quality may be considered with prior permission of IIM Bodhgaya Admin/Mess Committee.

5.15. Certain other guidelines to the parties/caterers are:-

1. Procurement and supply of dry ration items should be done preferably on bi-monthly basis. The supplied items be brought to mess and will be kept in the storage only after mess committee/ nominated person/persons have checked the quality and quantity and verified. Violations, if any will not be tolerated
2. The fresh and perishable items should preferably be procure daily/bi-weekly basis. To be checked by mess committee or member nominated to do so.
3. Rejected items both fresh or dry will be removed from the messes in 6 to 12 hours same day
4. The parties/caterers will be provided with water and electricity by the Institute at chargeable basis. The monthly tariff for the same will be decided by the institute which would vary with season and consumption pattern.
5. The areas around kitchen have high water-table with very nominal water soakage capacity. Therefore, parties/caterers need to arrange for disposal of kitchen water and waste far away from the kitchen areas.

5.16. <u>HOUSEKEEPING</u>

Institute insists on a high degree of cleanliness and hygiene in the messes, with special emphasis on those areas where the food commodities are stored, cooked and served. Thus, the need for proper house-keeping of all areas need no emphasis.

1. After every meal (breakfast, lunch, evening tea and dinner) all the plates, cups, bowls, water glass, spoons, forks, knives, etc., are to be cleaned in soap solution and dried and kept ready for next meal. All the vessels used for cooking also should be washed in soap solution and should be available for use for cooking the next meal. The cleaning material used should be from the approved brands.

List of approved brands for material:

Sr. No	Consumables & Tools	Brands
1.	Mops	Taski, Unger, Roots, Cam, Gala, Scotch Brite
2.	Garbage Cover	Plasto, Local

3.	Paper Items	Pudumjee, Origami, Mystair, JK
4.	Cleaning Pads	3M, Scotch Brite
5.	Cleaning Cloth	Taski, Unger, Gala, 3M, Scotch Brite
6.	Tools	Taski, Unger, Roots, Gala, Cam, Scotch Brite
7.	Wringer Trolley	Taski, Unger, Roots, Gala, Scotch Brite

Note: Standard or other brands of similar quality may be considered

2. Housekeeping/ cleaning of messes, kitchen, dining area, washing area, and corridors, resting area/lounge round the clock on all days including holidays, so that all areas are clean all the time.
3. Working hours of your employees should be adjusted in such a manner that cleaning work should be completed well before the meal.
4. Cleaning, scrubbing and disinfecting kitchen and dining areas.
5. The parties/caterers will provide, maintain and refill hand wash / sanitizer, tissue paper in all wash basins in the dining halls and also for his staff.
6. Cleaning, dusting switch board, light fixtures, fans, air conditioner, vents, water coolers cum purifiers, name plates, door mats, firefighting equipment's, doors, windows, furniture, window glasses, grills, curtains, etc,
7. Cleaning of dust bins, waste paper baskets, cobwebs, etc, and disposing off all collected refuse on daily at regular intervals as per the requirement/direction for safe disposal of both the waste wet and dry make coordination with Bodh Nagar Panchayat at your own expense.
8. Dust bins shall be washed and garbage bags need to be placed in all garbage bins to void stains and clean them when it is full.
9. Undertake deep cleaning of entire area on weekly basis and maintain record of cleaning schedule for inspection.
10. The parties/caterers will be solely responsible for the cleanliness of the premises under their scope (inside and surroundings). This includes cleaning and removing blockages of drainages/sewages line. The Contractor must engage sufficient number of their employees to attend to housekeeping work on 24 x 7 basis and to provide the necessary cleaning agents, detergent liquid/ powder etc, for both wet and dry cleaning on daily basis.

6. FINANCIAL BID DETAILS

Financial bid (i.e. BOQ) given with tender is to be sent after filling all relevant information. The priced BOQ should be sent strictly as Annexure-IX available with the tender failing which the offer is liable for rejection. Kindly quote your offer on FOR IIM Bodhgaya (inclusive of all taxes and charges).

The vendor should quote prices in BOQ only, offers indicating rates anywhere else shall be liable for rejection.

7. AVAILABILITY OF TENDER

The tender document along with all forms are available on the following websites:

http://www.iimbg.ac.in and https://mhrd.euniwizarde.com and at the e-publishing window of the Central Public Procurement (CPPP) portal http://eprocure.gov.in/epublish/app

8. PRE-BID MEETING

Pre-bid meeting will be held on 09-05-2020 at 1200 Hrs. in IIM Bodh Gaya to address the queries of the bidders regarding the tender, if any.

9. BID VALIDITY PERIOD

The bid will remain valid for **6 months (180 DAYS) from the date of opening of financial bid as prescribed by** IIM Bodhgaya. A bid valid for a shorter period shall be rejected, being non-responsive.

10. BID SUBMISSION

10.1. SPECIAL INSTRUCTION TO BIDDERS FOR E-TENDERING

1. The Special Instructions (for e-Tendering) supplement "Instructions to Bidders", as given In the Tender Document. Submission of online Bids is mandatory for this Tender. For conducting electronic tendering; IIM Bodh Gaya Bihar is using the portal **https://mhrd.euniwizarde.com** of M/s ITI Ltd, a Government of India Undertaking.
2. The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Digital Signature of Class-III (Signing + Encryption) Certificates. The instructions given below are meant to Assist the bidders in registering on the e-tender Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal. More information useful for submitting online bids on the e-tender Portal may be obtained at: **https://mhrd.euniwizarde.com**

10.2. REGISTRATION

1. Bidders are required to enroll on the e-Procurement Portal (URL: https://mhrd.euniwizarde.com) with clicking on the link "Bidder Enrolment "on the e-tender Portal by paying the Registration fee of Rs. 2000 +GST /- year charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC"s to others which may lead to misuse.
6. Bidder has to log into the website through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
7. The scanned copies of all original documents should be uploaded on portal.

10.3. TENDER DOCUMENTS

1. There are various search options built in the e-tender Portal, to facilitate bidders to

search active tenders by several parameters. These parameters could include Tender No, Department Name, Place, Date, Estimate Cost, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Department's Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the e-tender Portal.

2. Once the bidders have selected the tenders they are interested in, you can pay the Form Fee by DD only and processing fee (NOT REFUNDABLE) by net-banking / Debit / Credit card thereafter you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee tenders will be moved to the respective „requested" Tab. This would enable the e-tender Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

10.4. PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / Schedule and generally, they can be in PDF / XLSX / RAR formats. Original Bid documents may be scanned with 100 dpi with collared option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Documents" available to them to upload such documents.
5. These documents may be directly submitted from the "My Documents" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

10.5. SUBMISSION OF BIDS

1. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as "DD" to pay the tender fee and EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders" dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bid click "Complete "(i.e. after Clicking "Submit" in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
10. The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.

10.6. ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to e-tender Portal in general may be directed to the 24x7 Helpdesk Support. For this intending bidder may contact following e-Wizard Helpdesk numbers.

1. E-Wizard Helpdesk
   1st floor, M-23, Road No. - 25,
   Near SBI Sri Krishna Nagar, Patna-800001.
   Phone No. - 0612-2520545, 8448288986, 8448288985, 8448288984,8448288982.
   Mail id: - ewizardhelpdeskpatna@gmail.com
2. E-Wizard Helpdesk
   New Delhi -110001, Phone No. 011-49606060
   Mail id: ewizardhelpdesk@gmail.com

10.7. Online Bid Submission Procedure

The Online bids (complete in all respect) must be uploaded online in two covers as explained below:

COVER – 1 (TECHNICAL BID) (Following documents to be provided as single PDF file)			
Sr. No.	**Documents**	**Content**	**File Types**
1.	Technical Bid	Technical Bid Summary As per Part - 1	.PDF
2.		Tender EMD details **Annexure - I**	.PDF
3.		Self declaration certificate for acceptance of all terms and condition of the tender document as per **Annexure II**	.PDF
4.		Self declaration certificate for Non Blacklisting by any department/organization as per **Annexure III**	.PDF
5.		List of Work Orders as per **Annexure – IV**	.PDF
6.		Bidder's Annual Turnover for last three Financial years. i.e. 2016-17, 2017-18 and 2018-19 as per **Annexure – V**	.PDF
7.		Bidder's Annual Profit for last three Financial years. i.e. 2016-17, 2017-18 and 2018-19 as per **Annexure – VI**	.PDF
8.		Statutory Documents as per **Annexure VII**	.PDF
9.		Mandate form for electronic fund transfer/RTGS/other cashless transfer as per **Annexure VIII**	
10.		The agency should have ISO-22000:2005 or ISO 9001: 2015 Certification. copy of certificates to be attached.	.PDF
11.		Copy of Appropriate documents/certificates issued from appropriate authorities of FSSAI.	.PDF
12.		Copy of Permanent Account Number (PAN) in the name of the firm, if not proprietorship firm.	.PDF
13.		Copy of GST Registration Certificate.	.PDF
14.		Copy of Income Tax Return of Last Three Financial Years i.e. 2016-17, 2017-18 and 2018-19	.PDF
15.		Minimum five years of experience Certificates in institutional catering or hotel restaurant services business	.PDF
16.		Performance certificate or recommendation from at least three reputed organization/educational Institutions of National Importance. For hoteliers - appreciations/commendation from visiting dignitaries	.PDF
17.		Labour license, Municipal Food License (FDA), PF and ESIC for their existing businesses or licenses as applicable	.PDF
18.		Duly signed and stamped of the entire tender document along with its addendum/ corrigendum, if any.	.PDF
19.		All other documents, as required in terms of the tender, to claim eligibility.	.PDF
Note: Institute may ask the vendor to submit any other certificate/document as it may deem fit.			
COVER – 2 FINANCIAL BID (PRICE-BID)			
Sr. No.	**Types**	**Content**	**File Types**
1.	Financial Bid	Price Bid in given format BOQ only.	.xlsx

10.8. Offline Submission of EMD

It is also required to submit EMD along with duly completed Annexure-I in original in a sealed envelope superscripted **"Notice Inviting Tender for Catering Services at IIM Bodh Gaya"** at the following address on or before 25-05-2020 at 1500 hrs.

Chief Administrative Officer,
Administrative Block
Indian Institute of Management Bodh Gaya
Uruvela, Prabandh Vihar
Bodh Gaya, Gaya-824234 (Bihar), India
Phone: 0631-2200238/ 8839292756
Email: cao@iimbg.ac.in

11. BID OPENING

a. Technical Bids will be opened on 27-05-2020 at 1500 Hrs.
b. Financial Bids of the eligible bidders will be opened on a later date. The date and time for the opening of Financial Bids will be announced later.
c. Bids should be summarily rejected, if the tenders submitted other than through online or original EMD is not submitted within stipulated date/time.

12. BID EVALUATION

The bidder would be selected on the basis of ranking and evaluation of Technical **and Financial Bids by a Committee (including the members of Student Body), and Committee's decision would be final. The Committee will decide on the parameters to be used for determining the suitability and adequacy of the bids. The procedure for selection of the party/agency shall be based on Quality and Cost Based Selection system for evaluation by the Committee.**

The process of selection of the successful bidder would be determined as under:-

12.1. Stage – 1- Technical Evaluation:

The bidders have to submit the documents mentioned in the PART-I (TECHNICAL BID SUMMARY) and as mentioned in the clause 10.2 Online Bid Submission Procedure – Cover 1 (Technical Bid) & clause 4, i.e. OID, eligibility criteria, EMD and Technical criteria. Only those bidders who fulfil these requirements will be considered eligible for Stage – 2.

12.2. Stage-2: A) Presentation by Technically Qualified Bidders:

The technically qualified bidders are required to make the presentation of not more than 10 minutes on the parameters mentioned in the format below. These parameters will be used to evaluate the tenderer's credentials to serve the Institute as per the requirement.

Following parameters carry 50 marks will be used to evaluate the tenderer's credentials based the presentation by the caterer.

Format for Evaluation of Presentation

Sr. No.	*Description*	*Maximum Allocated Marks*	*Actual Marks*
1.	Past experience and proven track record of providing Institutional catering to large campuses and corporate houses of repute/Institutions of National Importance/Managing hotel of quality & repute	30	
2.	Manpower Quality, Deployment and Take-Over Plan	20	
	Total Marks in Presentation	**50**	

12.3. Stage-2: B) Visit to Technically Qualified Bidder's sites:

After the presentation of technically qualified bidders, team of Officers from IIM Bodhgaya will be visiting the sites of the tenderers who scored minimum 50% in presentation, to verify their claims and credentials to serve the Institute.

Following parameters carry 50 marks will be used to evaluate the tenderer's credentials based the site visit to the caterer.

Format for Evaluation of Caterer's Site

Sr. No.	*Description*	*Maximum Allocated Marks*	*Actual Marks*
1.	Food Preparation and service	10	
2	Taste and variety in Menu	10	
3	Cleanliness and Hygiene	10	
4	Manpower Quality	5	
5	Quality Control Practices	5	
6	General House and Front Office Management Services	5	
7	General Feedback by the diner and Office bearers of the client	5	
	Total Marks in Site Visit	**50**	

Sr. No.	*Description*	*Maximum Allocated Marks*	*Actual Marks*
1	Total Marks in Presentation	*50*	
2	Total Marks in Site Visit	*50*	
	Ts- Technical Score (1 + 2)	*100*	

The score of Presentation and Site Visit evaluation report, as above will be used for shortlisting of bidder for next stage of evaluation.

12.4. Stage-3: Financial Bid Evaluation:

The Institute will open the financial bids of bidders who have scored minimum of 50% marks in each stage.

The date and time of opening the financial bid will be intimated to the Tenderers in advance and bid will be evaluated as under:

The rates quoted for Standard Category (As per weekly menu attached at ANNEXURE IX) will only be considered for scoring by various caterers.

Scoring of Financial Bids for Catering

The scores for financial bids are based on the following method:

$$\text{Normalized Financial Bid Score} = \frac{\text{Highest Tender Quote for Standard menu – Party's/caterer's quote}}{\text{Highest Tender Quote for Standard menu – Lowest Quote for standard menu}} \times 100$$

For example, the quotes for Standard menu are as follows-

Party/caterer	Standard Menu Rate (Rs.)
A	250
B	200
C	275

The normalized score for Standard Menu would be as follows –

Party/caterer	Score
A	33.33
B	100
C	0

Note that the lower the price, the higher the score.

12.5. Stage-4: Combined evaluation

The score of technical proposal would be given 40% Weightage, and the financial proposal would be given 60% Weightage. The weighted combined score of the Technical bid (Ts), and Financial bid (Fs) shall be used to rank the bidders on the basis of formula as given below:

Combined Score = 40% * Ts + 60% * Fs

12.6. Successful Bidder

1. The successful bidder will be the one who has the maximum combined score in Stage-4

2. The purpose of the four-stage selection process spelt out above is to get the services which combine optimally the quality and price.

13. PERFORMANCE SECURITY DETAILS

a. The successful tenderer /caterer will have to deposit the performance security in the form of DD at the rate of 5% of the contract value; valid for contract period plus three months at the earliest. No interest will be paid by IIM Bodhgaya on the deposit.

b. Performance Security will be refunded to the contractor, after it duly performs and completes the contract period in all respect.

c. Performance Security will be forfeited if the firm fails to perform/abide by any of the terms or conditions of the contract.

d. In case, the firm fails to provide the required services within specified period, the same services will be obtained from open market and the difference of cost, if any, will be recovered from Performance Security or from pending bill(s) of the defaulting firm or from both in case the recoverable amount exceeds the amount of Performance Security.

e. In case of non-receipt of Security Deposit within the stipulated time, EMD will be converted into Security Deposit and the balance amount will be recovered from the bill submitted for the payment.

14. CONTRACT PERIOD

a. The contract will be initially for a period of ONE year from the date of issue of the order, with a built-in scheme for review of the performance at the end of first year for extension to the next year. Based on satisfactory performance, the contract may be extended maximum up to another two years (one year at a time) on the same terms & conditions on mutual agreement.

b. IIM Bodhgaya can terminate the contract with one-month notice in case the services are not found satisfactory.

c. The successful Bidder shall be required to execute a contract agreement with IIM Bodhgaya.

d. IIM Bodhgaya reserves the right to amend the terms and conditions of contract by mutual discussions and shall be in writing. The amended terms and condition will form part of the agreement. No representation on any amendments issued post order as part of implementation, will be entertained. The party/caterer has to fulfill all genuine working/functional requirements without any additional cost.

e. The contract shall be in force for the period stipulated in the contract, and on the expiry thereof, it will be deemed to have been terminated automatically unless otherwise intimated in writing. Further, the contractor will not have any right either contractual or equitable to demand any fresh contract for another term or to continue the same in preference to anyone else.

f. Notwithstanding anything contained in other clauses of the Tender document, the contract will automatically terminate if and to the extent that the continuation of the contract or any part thereof become illegal or legally void/untenable for any cause.

g. Upon the termination of the contract (except termination due to illegality) the Institute shall be entitled, at the risk and cost of the contractor, to arrange for the meals and/or carry on the room services for the balance period of the contract as contemplated in the scope of the work through an independent agency or agencies and to adjust any differential amount thus incurred from the contractor (in addition to any other amounts, compensation and damage that the Institute is entitled to in terms of the contract or otherwise) from the Performance Bank Guarantee or any other amounts due or becoming due to the contractor.

15. DELIVERY SCHEDULE

The successful bidder should commence operation w.e.f. 20 June 2020 or the date notified in writing by the management. **However, the party/caterer would be given minimum 15 days' notice to commence the operation, if not as per work order.**

16. ACCOUNTING, PREPARATION AND SUBMISSION OF MONTHLY MESS BILLS

The party/caterer will solely be responsible for recording and students attendance at various meals. They can do so by digital means or manually by deploying managers/supervisors. They should also maintain a meals –off register in dining hall or at the appropriate place for students to note down their absence from the meal, at least 24 hours in advance. Anyone not having meals without intimation in writing would be billed. The parties/caterers should prepare monthly mess bill of all diners by 05th of the succeeding month and submit duly signed by respective students to finance section of the Institute through Mess committee/ hostel supervisors. The whole procedure of attendance and payment will be monitored by the Institute through committee members or Hostel supervisors or any nominated staff.

16.1. PAYMENT TERMS:

a. On submission of monthly mess bills to finance section, IIM Bodh Gaya, as above, The finance section will make the payment to the party/caterer directly through cashless transaction mode within 15 days from the receipt of the bill.

b. The bill is to be made in the name of IIM Bodh Gaya.

c. No advance payment will be made under any circumstances.

d. The TDS/IT etc are to be deducted at source from the bills of the service provider as per rule.

e. The party/caterer may provision for meal based coupons for staff and other employees who are not the diners compulsorily, as students and collect the charges as applicable directly.

f. Out Door Catering (ODC), as and when ordered, would be accounted and paid for separately. It will not be mixed up with monthly mess bills of compulsorily dining in students.

g. The parties /caterers are thus cautioned herewith to consider the above essentials and unavoidable, while quoting in financial bids.

17. TERMS AND CONDITIONS

17.1. Introduction

The essence of this contract is to prepare and serve food to the students, faculty and staff. The Institute has adopted HIGHEST quality standards for all its activities and the bidder is required to render services meeting stringent standards.

Before filling the Tender document, Bidders are advised to visit the campus to acquaint themselves with the Student Messes on the campus and infrastructure available therein.

17.2. Definitions

Unless repugnant to the subject or context of usage, the following expressions used herein shall carry the meaning hereunder respectively assigned to them, namely;

a. The expression "Owner" and/or "Institute" occurring in the Tender document shall mean Indian Institute of Management Bodhgaya and shall include its successors and assigns.

b. The expression "Bidder" shall mean the Tenderer who submits the Tender for the work and shall include the successors and permitted assigns of the Tenderer.

c. The expression "Contractor" or "Caterer" shall mean the Tenderer selected by the Institute for the performance of the subject work and shall include the successors and permitted assigns of the contractor.

d. "Officer-in-Charge" shall mean any officer of the Institute or representative authorised to act as the Officer-in-charge for the work or any specified part thereof.

e. "Work" and "Scope of Work" shall mean the totality of the work/services and supplies of food and materials by expression or implication envisaged in the contract and equipment shall include all material, equipment and labour required for commencement, performance, provision or completion thereof.

f. "IIMBG" or ÏIM Bodhgaya" or "Institute" shall mean Indian Institute of Management Bodhgaya.

g. "Contract" shall mean the contract for the work and shall include the Notice Inviting Tender, Tender document, the terms and conditions of tender, the Letter of Acceptance, accepted rates and all the documents mentioned in the tender document.

h. "Meals" shall include breakfast, lunch, dinner, high tea, tea/coffee, biscuits/cookies, snacks and other eatables served to the IIM Bodhgaya community.

i. The term Regular diners mean those who are compulsorily dining in mess and/or who are purchasing monthly advance coupon for at least 30 Days. The rest of the diners are non-regular diners.

j. "Startup" means an entity, which is registered in India not over five years and the annual turnover not exceeding Rs.25 crore in any financial year. It is an entity which

works towards innovation, development, deployment or commercialization of new products and services driven by technology or intellectual property. Entity not formed by splitting up/ reconstruction of a business already in existence. Entity will not be considered a Startup if its turnover in the previous financial years has exceeded Rs. 25 crore or has completed 5 years from the date of formation.

k. "Hotelier" means an entity, which is registered to run and manage hotel of repute & quality with inbuilt restaurant services. The entity should not be a leased/contracted service provider.

17.3. Essential Technical Requirement

a. The bidder must have the required and valid statutory registration for rendering the catering services.

b. No legal proceedings(s) and/or Industrial dispute(s) claiming wages or any other payment from or employments with the principal Employers have been initiated by any present employee or previous employee of the bidder (if a company or proprietorship however previously designated) or of any partner of an affidavit which if found to be false could not only lead to criminal prosecution but could be attended by the termination of the contract and award of the work to another caterer at the caterer's risk and cost of the bidder (if the bidder is a partnership firm). This will have to be supported by an appropriate declaration in the form.

c. **Notwithstanding anything stated in the Tender document, IIM Bodhgaya reserves the right to assess the bidder's capability and capacity to perform the contract (should the circumstances warrant such as assessment in the overall interest of IIM Bodhgaya) and the decision of IIM Bodhgaya in this regard shall be final and binding**.

17.4. Electricity, Water and Other Facilities

a. IIM Bodhgaya shall provide the contractor electricity, water and other facilities on a chargeable basis to be recovered from the monthly bill. The contractor/caterer will get the electric meter installed at respective kitchens for monthly power consumption and billing.

b. The caterer should be solely responsible for the arrangements of gas refills, and their safety and supply of milk from their own resources. Fuel for cooking should be commercial LPG only, which is the sole responsibility of the caterer.

c. **The contractor will arrange for any additional facilities, utilities, equipment, plates, serving items, and inputs required for the production and service of various items of food**.

d. The Contractor shall be responsible for ensuring the proper utilisation of the facilities, equipment, furniture and utilities provided by IIM Bodhgaya without any manner of abuse or excess use. And also, keep the kitchen and surrounding area absolutely tidy and free from any damage. For any loss or damages to the premises, fittings, fixtures and equipment, recovery at market rates would be effected from the contractor's bill and the material/item repaired or replaced at his cost.

e. Notwithstanding anything elsewhere provided herein, the firm may be penalised if the contractor does not rectify any defect in the maintenance, upkeep, hygiene and cleanliness of the kitchen and/or equipment to a state satisfactory to the Officer-in-charge within 30 days of notice in writing.

f. The contractor will be responsible for any major or minor repairs and will arrange for regular maintenance of the equipment provided by the Institute at his cost.

17.5. Conditions of Work

a. Efficiency, promptness, quality of food, quality service, good behavior and politeness of the caterer and his staff are the essence of the contract. The caterer is required to supervise the operations at all working hours and his manager or supervisor shall personally supervise operations in the kitchen and dining area.

b. Work shall be carried out by the caterer as per the conditions of the contract.

c. The caterer shall engage fully trained and adequately experienced staff and arrange to provide refresher training course for them as and when required and as per the direction of Institute.

d. The contractor will require submitting of medical report and police verification of the newly joined employees within 10 days of their joining.

e. General Hygiene and Sanitation for the Kitchen & supplier/ waiter of the caterer Staff is as follows: -

i) All the catering staff should be medically fit. They should be free from any infectious diseases. The caterer shall get his employees medically examined once in six months and obtain fitness certificates.
ii) Staff will report for duty in uniform as per the duty roster.
iii) Staff of the caterer will strictly follow the instructions given to them while using the kitchen equipment and machines.
iv) Hot and cold running water should be available. Deep freezer should maintain proper temperature.
v) All equipment and tables to remain clean always.
vi) All kitchen accessories should be washed every day with human grade detergent only.
vii) Dustbins should be periodically emptied and kept covered.
viii) Garbage room to be kept closed.
ix) All walls, ceilings, light fixtures, counter taps and other surface must be free from dust and be in good repair.
x) No Left-over food should be kept for serving.
xi) All kitchen drains should be clean and kept covered.
xii) All cooked and semi-cooked food should be stored properly.

f. Grooming Standards for Kitchen & Supplier/Waiter of the Caterer Staff is as follows:

i) Hair: Close out, Combed.
ii) Uniform: Clean & ironed, Complete in all respect shoe & socks, Shoe polished.
iii) Nails: Manicured.
iv) Shave: Close Shave, Moustache & Beard properly trimmed.

v) Hygiene: No body odour and bad breath.
vi) Physical appearance should not be sloppy.

g. Entry into IIM Bodhgaya by caterer's personnel will be subject to the issue of gate passes to such personnel for the purpose. Gate passes shall be for a fixed period and shall be issued at the joint request of the caterer and the personnel of the caterer with respect to whom gate passes are sought, in the format prescribed by IIM Bodhgaya in this behalf to be jointly signed by the caterer and the concerned personnel.

h. Issue of gate passes shall be subject to the approval of the Officer-in-charge and such approval shall be subject to the caterer furnishing to the officer-in-charge, copy of letter of appointment issued by the caterer to each person with respect to whom the gate passes is sought, signed in acceptance by the persons to whom the letter of appointment is given.

i. The gate pass may be withdrawn without assigning any reason.

j. The gate passes issued to the caterer's personnel shall not ordinarily exceed the number which will be communicated to him by the Institute from time to time except to meet emergent, casual or temporary requirements.

k. The caterer's personnel shall not indulge in entertaining their guests/outsiders in the IIM Bodhgaya premise, and shall not loiter in the IIM Bodhgaya premises and shall not normally move out of their specified area of operation.

l. The caterer shall get the menu approved by the Officer concerned or the representative of the students, if there is any change from the Standard menu already given and forming part of this contract documents. The officer-in-charge may make any subsequent change in the menu in consultation with the Students Committee, and the contractor but with prior approval of the Institute.

m. The caterer shall make necessary arrangements for regular and prompt collection and disposal of waste generated in the kitchen on a day-to-day basis.

n. Polythene bags/plastic cups shall not be used in the IIM Bodhgaya premises. Plastic containers/polyethene pouches in which any milk products or eatables are generally sold should be disposed of as quickly as possible.

o. The Caterer will use only AGMARK / FPO / India Organic certification marked products or products which are at par with the quality standards of this certification. Fresh non - vegetarian stuff to be used. Fresh vegetables to be used for cooking. The caterer should use only such products/articles which conform to the standards laid down in the Food Safety and Standards Act, 2006. The Caterer should use brands of products as mentioned in this tender document. In case of non-availability of the reputed brand, any other brands of similar quality may be considered with prior permission of IIM Bodhgaya Admin/Mess Committee. Use of cooking soda in rice, maida in chapatti and MSG, food colour and Vanaspati (Dalda) in other food items is strictly prohibited. IIM Bodhaga Official/ nominee will check all materials brought to the mess as well as cooking practices, followed in the event of quality of the food served being poor, adulterated, contaminated, use of expired raw materials or not adhering to contractual conditions, the Mess Council will be free to impose monetary fine as deemed fit on the caterer.

p. When circumstances warrant, caterer should cater for more number of student/staff members even at short notice. Similarly, fluctuations in strength during vacation periods

should be accommodated, for which the caterer should keep in close liaison with Officer in charge and prepare food accordingly.

q. Eating plates, serving/ cooking utensils have to be washed every time after use and the eating plates and spoons have to be sterilized every day. Cooking vessels, serving accessories etc., has to be sterilized every week. The mess hall and kitchen has to be disinfected every month by the caterer. It is reiterated that no dented cooking utensils and no chipped crockery will ever be used in the mess.

r. Periodically feedback of the mess users will be taken to assess the quality of food and services. Based on the feedback of the mess users, menu will be revised.

17.6. Intimation to Caterer

IIM Bodhgaya shall inform the caterer of its requirements regarding catering of guests at least one day in advance for planned courses and in urgent and exceptional cases 6 hours in advance. All intimation [written/verbal] will be given to the caterer or his representative at IIM Bodhgaya. Depending upon the room occupancy for a particular program, the caterer may modify his activities accordingly.

17.7. Taxes, Labour Laws and Other Regulations

a. The contractor shall be liable to comply with all the rules and regulations in respect of all statutory obligations applicable to the workmen including safety regulations.

b. The contractor will be exclusively responsible to meet and comply with all legal requirements with respect to the food items prepared and sold by him to IIM Bodhgaya, including with respect to raw material and ingredients incorporated therein, and shall be exclusively responsible for any infraction of the provisions of any applicable law with regard to the preparation, storage and sale of food, including the provisions of the Prevention of Food Adulteration Act, The Essential Commodities Act, and weights and Measures Act and all rules, regulations and orders framed there under.

c. The contractor is liable for the payment of any and all existing taxes of the Central or State Government or of any other authority with respect to the contract or any item sold or supplied pursuant thereto or anything was done or services rendered pursuant thereto.

d. The contractor shall fully comply with all applicable laws, and regulations relating to Employees Provident Funds and Miscellaneous Act (EPF), Employees State Insurance Act (ESI) , Bonus Act, Minimum Wages Act, Workmen's Compensation Act, Contract Labour (Regulation and Abolition) Act (CLRA), Migrant Labour Act, Essential Commodities Act and/or such other Acts or Laws, regulations passed by the Food Safety and Standards Authority of India (FSSAI), central, states, Municipal and local governmental agency or authority.

e. The Contractor shall be responsible for proper maintenance of all registers, records and accounts so far as it relates to compliance of any statutory provisions/ obligations. The contractor shall be responsible for making the records pertaining to Payment of Wages Act and also for depositing EPF and ESI contributions, with the authorities concerned.

f. The contractor shall be responsible and liable for all the claims of his employees.

g. The contractor shall obtain the license under the CLRA Act from the Office of the Labour Commissioner and produce the same preferably along with the first monthly bill. The first bill is cleared only on the submission of the said license. The contractor would be required to maintain all books and registers like Employment Register, Wages Register, Bonus Register, Overtime register, First Aid Box, Display of Notice, etc, as required under CLRA Act, for inspection by visiting Labour Enforcement Officers.

h. The contractor shall obtain an adequate insurance policy in respect of his workmen engaged by it towards meeting the liability of compensation arising out of injury/disablement at work and submit a copy to Officer-in-charge within 30 days.

17.8. Misconduct

The contractor shall keep the Institute indemnified from and against all personal and third party misconduct claims whatsoever arising out of any commission or omission by the contractor or his employees, or representative as the case may be.

17.9. Inspection and Testing by the Institute

a. The Institute shall be entitled to inspect and/or test by itself or through any of its representative or an independent agency, premises of the contractor and materials stored therein for use pursuant to the contract and/or any ingredient to be used in the preparation of food intended for provision or sale pursuant to the contract.

b. If any material, item or component intended to be used for the work is found to be unsatisfactory (in which matter the decision of the Institute or his authorized representative shall be final) the contractor shall not use such material, and shall keep the Institute indemnified from and against any claim of infection, poisoning or illness arising from any bad, stale or defective food or material provided by the contractor.

17.10. Interpretation

All the terms and conditions of contract shall be read in conjunction with all other documents forming part of this contract. Notwithstanding the sub-divisions of the documents into these separate sections, every part of which shall be deemed to be supplementary to and complimentary of every part and shall be read with and into the contract.

17.11. Vacation of Premises

The contractor shall give vacant possession of the facilities/premises made available to the contractor by IIM Bodhgaya and return all furniture, fixture, equipment and other items made available by IIM Bodhgaya in good condition after the contractual period is over or if the contract is earlier terminated. Handing over of the vacant possession of the premises and equipment etc, shall be effected within 5 days of the completion of the period of contract or termination of the contract. If the contractor fails to do so, the Institute shall be free to take possession of the premises by opening the lock(s), if necessary, and make out an inventory of all furniture material and equipment and shall be free to deduct from the contractor's bill(s) or Performance Bank Guarantee, any item found to be missing at the replacement cost of the material/equipment, furniture etc, given to the contractor by the institute.

17.12. Assignment and Sub- Contracting

The contractor shall not assign, sub-contract or sub-let the whole or any part of the contract if any manner. In the case of an unavoidable circumstance, the contractor shall be able to do it with the approval of the Institute. However, the job shall be sublet only to the party approved by the Institute.

17.13. Rejection of Tender

The Institute reserves the right to reject any or all the Tenders relating to the work under this Tender Document without assigning any reason whatsoever.

17.14. Quantum of Work

The scope of work given is approximate only and may vary in the actual course of execution. The contractor is, therefore, advised to quote very carefully. No claim for the compensation from the contractor shall be entertained due to any variation in quantities (irrespective to the quantum of variation) of the various items of food or deletion of any item(s) of food.

17.15. Services for Special Occasion

a. If at any time during the existence of the contract the Institute desires to utilise the services of the contractor for any special occasion or otherwise, the contractor will arrange the same at the rates to be mutually agreed upon (provided the items are outside the rates of the items already included in the Tender).

b. Similarly, in case the Institute desires to include any new items in the contract for food the same will be negotiated with the contractor.

17.16. Exit Clause

The contract can be terminated by giving one-month notice period by the institute and three-month notice by the vendor.

17.17. Force Majeure

The contractor shall not be entitled to claim any compensation from IIM Bodhgaya for the loss suffered by him on account of delay by IIM Bodhgaya in the supply of useable water, electricity etc, where such delay is covered by difficulties relating to the supply of wagons, force majeure including non-allotment of such materials by controlling authorities, acts of god, acts of enemies of the state/country or any reasonable cause beyond the control of the Institute.

17.18. Penalty Clause

1. Catering

a. Any member of the designated student committee or officer-in-charge or any authorised person can inspect the mess, kitchen or any process without any prior notice to the caterer.

b. In the case of any discrepancy (in terms of palatability of food or hygiene) or any case of negligence, the appropriate punitive action shall be taken.

c. Penalties would be levied for: -

i) Partially cooked food.
ii) Foreign particles found in food.
iii) Using sub-standard raw materials.
iv) Unhygienic cooking and food and waste handling conditions
v) Not providing food.
vi) Not providing/ unsatisfactory house keeping services.
vii) Any complaints of insects and/or foreign object (hair, rope, cloth, plastic, etc.) cooked along with food found in any food item
viii) Not deployment of sufficient manpower.

d. Penalties would include: -

i) Additional sweet dish to be served free of charge.
ii) Additional Non-Veg dish to be served free of charge (if problem is with Non-Veg food).
iii) Monetary penalty as deemed fit by the Institute and/or possible termination of the contract.
iv) For Complaint, non-adherence of terms & condition specified in tender document, indiscipline and unsatisfactory operation of any of the services, a penalty of (1 to 4 % of per day sale) will be levied for the first time, in case the same point is repeated then a penalty of (5 to 10 % of per day sale) may be levied.

17.19. Other Conditions

a. In case the bidders/successful bidder(s) are found in breach of any condition(s) at any stage of the tender, Earnest Money/Performance Security shall be forfeited.
b. IIM Bodhgaya reserves the right to accept or reject any or all the tenders in part or in full, without assigning any reason thereof.
c. IIM Bodhgaya reserves the right to relax/amend/withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof. Any inquiry after submission of the quotation will not be entertained.
d. Conditional tenders shall not be considered.
e. IIM Bodhgaya reserves the right to modify/change/delete/add any further terms and conditions prior to the issue of the purchase order.
f. IIM Bodhgaya may issue a corrigendum to tender documents before the due date of Submission of the bid. The tenderer is required to read the tender documents in conjunction with the corrigendum, if any, issued by IIM Bodhgaya. The tenderer is not supposed to incorporate the amendment in the body of the tender document.

18. IMPORTANT INFORMATION FOR THE BIDDERS

18.1. Expenses to be borne by bidder

All expenses in preparation and submission of bids and visits to the office or any place in connection with the preparation of the Bid shall be borne by the Bidder. IIM Bodhgaya in no case shall be responsible or liable for these costs regardless of the outcome of the bidding process.

18.2. Prices, Taxes, Duties

The bidder should quote firm prices/ rates taking into account of all taxes. Duties, Levies, personal tax, corporate tax and all other expenditure required to be incurred by him/ her for providing required services etc, during the contract period as indicated under this contract and afterwards no variation on any account unless otherwise specifically mentioned will be allowed. The quoted prices for all the items should be only excluding service tax which shall be charged extra to the students at actual on the production of documentary evidence.

18.3. Work at Risk and Cost

The institute reserves the right to get the whole or part of the work executed by some other agency at the risk and cost of the contractor if it is found that the quality and/or the progress in respect of whole or part of the work is not satisfactory**.**

18.4. Insurance

The successful bidder (contractor) shall take third party insurance to cover any accident or accidents of nature, for an amount AS REQUIRED FOR this type of work against damage /loss/ injury to property or person or loss of life during the complete period of the contract. A copy of insurance policy will be handed over by the contractor to the concerned authority of the Institute before starting date of the work as specified in the work order/letter of intent. In case the contractor fails to take the insurance policy, the Institute would arrange for the same at the cost of the contractor, alternatively, the institute may stop payments of bills to the contractor till insurance is arranged by the contractor or terminates the contract at the risk and cost of the contractor.

18.5. Indemnity

The contractor shall indemnify and keep indemnified the institute against all losses and claims for injuries and or damages to any person or property. The contractor shall abide by and observe all statutory laws and regulations in matters of Labour Law, Factory Act, Explosive Act, Workmen compensation Act, Sales Tax, Royalty, Excise duty, Octroi, GST, Works contract etc, and shall keep the institute indemnified against all penalties and liabilities of kind of breach of any such statute ordinance or law/regulations or Bylaws. The contractor shall not employ child labour. Payment to workers must be according to Minimum Wages Act.

18.6. Compliance with the Institute rules and Regulations

The contractor shall comply with all norms stipulated by the Institute such as Gate Passes, Checking, Maintenance of Cleanliness, Discipline and Decency at and around the work site, Safety Precautions and Safety Regulations.

18.7. Interpretation

All the terms and conditions of contract shall be read in conjunction with all other documents forming part of this contract. Notwithstanding the subdivisions of the documents into these separate sections, every part of which shall be deemed to be supplementary to and complimentary of every part and shall be read with and into the contract.

18.8. Arbitration

In the event of any question, dispute or difference arising under this agreement or in connection therewith except as to matter the decision of which is specifically provided under this agreement, the same shall be referred to an arbitrator be appointed by the Director, Indian Institute of Management Bodhgaya, Uruvela Prabandh Vihar, Bodhgaya and the decision of the Arbitration will be binding on both parties of this agreement.

18.9. Jurisdiction

It is agreed and declared by and between the parties hereto that so far it concerns the jurisdiction of any court in enforcing any of the rights or remedies of the parties hereto against each other or one another, a court in the city of Gaya alone shall have jurisdiction to the exclusion of all other courts in any place in the Union of India so that none of the parties hereto shall be entitled to any proceedings whatsoever in respect of any matters touching or relating to or in connection with or arising under agreement and the terms and conditions thereof in any court except the court or courts having jurisdiction in the city of Gaya.

18.10. Authorization

The Contractor shall submit to the institute the names, designation and specimen signatures of the persons authorised by him to draw materials, sign joint measurements, bills, receive payments, receive instructions/notices etc, behalf of the contractor.

18.11. Access to site

The contractor shall allow unhindered access to the institute and/ or any other party or person, engaged by the Institute to work at the same site and /or to check/regulate /watch /guard/ measure/ inspect, solely or jointly with the contractor.

18.12. Safety and Security

Contractor shall abide by the safety code provisions as per safety code framed from time to time by the government.

DRAFT LETTER OF INTENT

IIMBG/2020-21/ Date :

To

M/s _____

_____

Sub : Letter of Intent for providing Catering in Messes

Ref: Tender Reference No. IIMBG/NIT/2020-21/Catering /04

Dear Sir,

This is with reference to your tender submitted on..... for the above referred services.

We are pleased to inform you that your tender for providing Catering in Mess, has been accepted in principle.

This letter of intent is issued to you to initiate your take-over plan in such manner that you commence your operations as defined in the above referred tender document from July 01, 2020 or the date notified by the Institute.

The rates will be as per the price list enclosed as Annexure-1.

You are required to enter into an agreement with us as per the tender conditions. In case of any

dispute, if arises, the decision of Institute will be final and binding.

Please sign and return to us the duplicate copy of this letter as token of your acceptance. Thanking

you,

Chief Administrative Officer

Encl: Annexe - 1

DRAFT AGREEMENT

AGREEMENT

The agreement made on this date of (month) 2020 between Indian Institute of Management Bodhgaya, Uruvela, Prabandh Vihar, Bodhgaya – 824234 (herein after referred to as 'Institute') and M/s. ……., (herein after referred to as 'Contractor')

Index of letters and documents forming an agreement with ……..

…… (Contractor).

NAME OF WORK

SUBJECT: Catering Services for Student Messes, at IIM Bodhgaya

1. Tender document No. IIMBG/NIT/2020-21/Catering /04 dated 25 April 2020 duly filled, signed & submitted by the contractor.
2. Negotiated rates
3. Letter of Intent no. …… issued by Institute dated …….

In case of dispute in respect of the services, the dispute at the instance of any party will be referred to a sole Arbitrator by the Director of the Institute in accordance with the provisions of the Conciliation & Arbitration Act.

All the documents/communication exchanged from the Institute from time to time in connection to this agreement also will form part of this agreement.

Signature of Contractor	**Chief Administrative Officer**
(With rubber stamp)	**Indian Institute of Management Bodhgaya**

A. Witnesses

1. Signature :	2. Signature :
Name :	Name :
Address :	Address:

PART-I (TECHNICAL BID SUMMARY)
(To be submitted on the letterhead of the bidder)

Tender for : CATERING SERVICES FOR STUDENT MESSES (PRESENTLY 3 ADJECENT HOSTELS) AND FEW STAFF & EMPLOYEES (MEAL BASED) AT IIM BODHGAYA	
Tender NO: IIMBG/NIT/2020-21/Catering /04 dated: 25.04.2020	
Name of the Bidder: Correspondence Address: Tel/Mob No.: Email Id: Contact Person Name: Mobile No (Contact Person):	

Copies of all supporting documents duly signed and stamped by the bidder in support of below particulars must be attached along with this checklist

Sr. No.	**Particulars**		**Details/ Compliance (Y/N)**	**If Submitted, Mention Page No.**		**Remarks**
				From	**To**	
1.	Details of EMD:					
		EMD				
	Amount:	Rs. 3,00,000/-				
	DD/Bankers Cheque No.					
	Dated:					
	Bank :					
	As per **Annexure 1**					
2.	Self declaration certificate for acceptance of all terms and condition of the tender document as per **Annexure II**					
3.	Self declaration certificate for Non Blacklisting by any department/organization as per **Annexure III**					
4.	List of Work Orders as per **Annexure – IV**					
5.	Details of Bidder's Annual Turnover Specifically in Similar Services for last three Financial years. i.e. 2016-17, 2017-18 and 2018-19 for a similar line of business FY 2018-19 Rs_____ FY 2017-18: Rs_____ FY 2016-17: Rs_____ (Audited /Unaudited) as per **Annexure – V**					

6.	Details of Bidder's Annual Profit in Similar Services for last three Financial years. i.e. 2016-17, 2017-18 and 2018-19 for a similar line of business FY 2018-19 Rs_____ FY 2017-18: Rs_____ FY 2016-17: Rs_____ (Audited /Unaudited) (Copies of profit loss statement/ balance sheet/ income tax return certified by a Chartered accountant to be attached) as per **Annexure VI**				
7.	Statutory Documents as per **Annexure VII**				
8.	Mandate form for electronic fund transfer/RTGS/other cashless transfer as per **Annexure VIII**				
9.	The agency should have ISO-22000:2005 or ISO 9001: 2015 Certification. copy of certificates to be attached.				
10.	The agency should be a registered and licensed vendor i.e **FSSAI** licensed in the similar line of business covered under this tender. Valid Document/certificate issued from appropriate authorities of FSSAI should be enclosed to support this.				
11.	Copy of Permanent Account Number (PAN)				
12.	Copy of GST Registration Certificate				
13.	Duly signed and stamped of the entire tender document along with its addendum/corrigendum, if any				
14.	All other documents, as required in terms of the tender, to claim eligibility.				

Declaration

I/we……(Name of the Authorized Representative ..... of Bidder) of (Name of the bidder) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in tender document.

Place & Date: (Name & signature with stamp of the bidder)

ANNEXURE – I

To

The Chief Administrative Officer
Indian Institute of Management Bodhgaya
Uruvela, Prabandh Vihar,
Bodhgaya 824234, Bihar

Sub: - Tender EMD Details.

Ref: - Tender No. IIMBG/NIT/2020-21/Catering /04 dated 25 Apr 2020.
(Notice Inviting Tender for Catering Services at IIM Bodhgaya).

Dear Sir,

The following demand draft/banker's cheque/ bank guarantee in favour of IIM Bodhgaya are enclosed herewith towards EMD

Detail of DD/BC/BG	**Amount**	**No. and Date**	**Bank Name**
Earnest Deposit Money	Rs. 3,00,000/-		

Thanking you

Yours faithfully,

(Authorised Signatory with Seal)

ANNEXURE – II

To

Chief Administrative Officer, Administrative Block
Indian Institute of Management Bodh Gaya
Uruvela, Prabandh Vihar
Bodh Gaya, Gaya-824234 (Bihar), India
Phone: 0631-2200238
Email: cao@iimbg.ac.in

Sub: - Self Declaration Certificate

Ref: - Tender No. IIMBG/NIT/2020-21/Catering /04 dated 25-04-2020
(Notice Inviting Tender for Catering Services at IIM Bodhgaya).

Dear Sir,

With reference to the above, I am/ We are offering our competitive bids for Notice Inviting Tender for Catering Services at IIM Bodhgaya, I / We hereby reconfirm and declare that I / We have carefully read, understood and complying the above referred tender document including instructions, terms and conditions, specifications, schedule of quantities and all the contents stated therein.

I / We also confirm that the rates quoted by me/us are inclusive of all taxes, duties etc, applicable as on date and are FOR IIM Bodhgaya, and free delivery, unloading at IIM Bodhgaya.

Date: Authorized Signatory

Place: Name

Designation:

Contact No.:

Email ID:

ANNEXURE – III

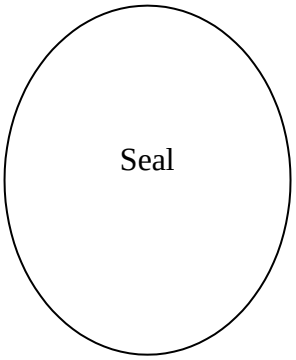
CERTIFICATE
(to be provided on letterhead of the firm)

I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered/pending against the firm or its owner/partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case, at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Place:



Authorized Signatory

Name

Designation:

Contact No.:

ANNEXURE – IV

Work Order Details:

S. No.	*Evaluation Criteria*	*Name of the Client*	*Order No. and Date*	*Amount*	*Remark*
	List of Work Order where the similar type of Work executed by you during the 5 years from the date of publication of tender				
1	Three similar works of 40% of the estimated value OR	1.			Valid supporting documents are to be attached along with the Annexure-IV
		2.			
		3.			
2	Two similar works of 50% of the estimated value OR	1.			
		2.			
3	One similar work of 80% of the estimated value	1.			

Date:

Place:

Seal

Authorized Signatory

Name

Designation:

Contact No.:

Note: The hotelier should include the turnover of the restaurant and also include the appreciation/commendation from dignitaries.

ANNEXURE – V

Annual Turnover Details:

Evaluation Criteria			**For Hoteliers Only**	**Remarks**
Bidder's Annual Turnover for last three financial years	**Financial Year**	**Turnover in Rs.**	**Annual Turnover from Restaurant Business**	
	2018-19			**Supporting Documents are to be attached along with the Annexure-V**
	2017-18			
	2016-17			

Date:

Place:

Seal

Authorized Signatory

Name

Designation:

Contact No.:

ANNEXURE – VI

Annual Profit Details:

Evaluation Criteria			**For Hoteliers Only**	**Remarks**
Bidder's Annual Profit for last three financial years	**Financial Year**	**Profit as per Books of Accounts.**	**Annual Profit from Restaurant Business**	
	2018-19			**Supporting Documents are to be attached along with the Annexure-VI**
	2017-18			
	2016-17			

Date:

Place:

Seal

Authorized Signatory

Name

Designation:

Contact No.:

ANNEXURE – VII

Statutory Documents:

Name of the Party		
Date of Incorporation / Establishment		
PAN Number		
Sales / Service Tax Registration Number		
Registered Office Address		
Authorised Signatory Details	Name	
	Designation	
	Email	
	Phone	
Details of Contact other than Authorized Signatory	Name	
	Designation	
	Email	
	Phone	

Date:

Place:

Seal

Authorized Signatory

Name

Designation:

Contact No.:

ANNEXURE – VIII

MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

Date: / /
The Chief Administrative Officer
Indian Institute of Management Bodhgaya

Sub: Authorization for release of payment / dues from Indian Institute of Management Bodhgaya through Electronic Fund Transfer/RTGS/ other cashless facilities.

1. Name of the Party/Firm/Company/Institute:
2. **Address of the Party:**

City_____
Pin Code_____
E-Mail ID_____
Mob No:_____
Permanent Account Number_____

3. Particulars of Bank

Bank Name		Branch Name	
Branch Place		Branch City	
PIN Code		Branch Code	
MICR No			
(9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name , branch name and code number)			
IFS Code:(11 digit alphanumeric code)			
Account Type	Saving	Current	Cash Credit
Account Number:			

DECLARATION

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Chief Administrative Officer, Indian Institute of Management Bodhgaya responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS/other cashless facilities.

Place: _____

Date: _____

Signature & Seal of the Authorized Signatory of the Party

Certified that particulars furnished above are correct as per our records

Bankers Stamp: Date: _____

Signature of the Authorized Official from the Bank

N.B : Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable.

ANNEXURE – IX

PART 2- FINANCIAL BID

MEAL PLAN -STANDARD CATEGORY FOR REGULAR DINERS- WEEKLY MESS MENU (Unlimited Food)

	Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
Breakfast	Aloo paratha, Green chatni, Dahi, Tea, Coffee, Bread, Butter, Jam, Cornflakes-milk	Chole Bhature, Tea, Coffee, Bread, Butter, Jam, Seasonal Fruits	Idly, vada, Sambhar, Tea, Coffee, Bread, Butter, Jam, Cornflakes-milk	Puri Sabji, Tea, Coffee, Bread, Butter, Jam, Chocos-milk	Dhokla, Omlette, Tea, Coffee, Bread, Butter, Jam, Seasonal Fruits	Upma /Poha, Jalebi, Tea, Coffee, Bread, Butter, Jam, Cornflakes-milk	Masala Dosa, Sambhar, chatni, Tea, Coffee, Bread, Butter, Jam, Boiled Egg
Lunch	Seasonal vegetable, Rajma, Roti, Rice, Arhar Dal, Curd, Green Salad, Papad	Seasonal vegetable, Soyabean sbji, Roti, Rice, Chana Dal, Curd, Green Salad, Fryums	Seasonal vegetable, Mix veg, Roti, Rice, Mix Dal, Curd, Green Salad, Papad	Seasonal vegetable, Alu bhujia, Kadi Pakoda, Roti, Rice, Arhar Dal, Green Salad, Fryums	Seasonal vegetable, Chola sbji, Roti, Rice, Chana Dal, Curd, Green Salad, Aloo Pakoda	Seasonal vegetable, Alu Chokha/Bharta, Roti, Masala Khichdi, Curd, Green Salad, Papad	Matar Paneer, Veg Biryani, Chicken Biryani, Salan Gravy, Roti, Mix Dal, Curd, Green Salad, Fryums
Evening Snacks	Veg Sandwich, Tea, Coffee	Spring Roll, Tea, Coffee	Onion Pakoda, Green Chatni,Tea, Coffee	Samosa, Sweet chatni, Tea, Coffee	Veg Momo, Tea, Coffee	Fruit Chat, Tea, Coffee	Vada Pav/Bhel puri, Tea, Coffee
Dinner	Seasonal vegetable, Malai Kofta, Egg curry Roti, Rice, Mix Dal, Green Salad, Ice-cream	Seasonal veg,Paneer chilli, Paratha, Jeera Rice, Dal makhani, Curd, Green Salad, Sewai	Alu Palak, Mushroom Masala, Chicken Curry, Roti, Rice, Arhar Dal, Curd, Green Salad, Gulab jamun	Seasonal vegetable, Paneer bhurji, Roti, Pulao, Chana Dal Tadka, Curd, Green Salad, Kheer	Paneer Butter Masala, Aloo jira, Butter Chicken,Butter Nan, Rice, Mix Dal, Curd, Green Salad, Rasgulla	Seasonal Vegetable, Veg manchurian, Egg bhurji,Roti, Rice, Arhar Dal, Curd, Green Salad, Halwa	Chola Sbji, Soyabean chilli, Poori, Rice, Chana Dal, Curd, Green Salad, Gulab Jamun

The Rate In Rs. Per Person (Unlimited Food) Per Day Inclusive of All Taxes: Amount (In Figure) Rs. ……

Amount(In Words) Rupees …….

*** Seasonal Vegetable Includes - Gobi, Patta gobi, Parval, Brinjal, Lauki, Bhindi, Kathal, karela, Beans.**

The term Regular diners mean those who are compulsorily dining in mess and/or who are purchasing monthly advance coupon for at least 30 Days. The rest of the diners are non-regular diners.

Date: **Authorized Signatory** **Name** **Designation:**

Place: Seal **Contact No.**

LIST OF ASSETS/EQUIPMENTS IN THE MESSES

Hostel No. 2		Hostel No. 6	
Chairs	60	Chairs	59
Table	10	Table	8
Fan	14	Fan	8
Insect Killer	2	Insect Killer	3
Water Cooler	1	Water Cooler	1

The furniture items for the third Hostel as available in either of the Above two Hostels will be made available in due course of time or prior to commencement of the catering services