



भारतीय सूचना प्रौद्योगिकी संस्थान गुवाहाटी
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY GUWAHATI
Bongora, NH 37, Guwahati-781015, India

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NOTICE INVITING BID FOR RUNNING IIIT GUWAHATI OFFICE CANTEEN

REF. NO.NIT/IIITG/ADMIN/3.3/2019/ 432

DTD.27.08.2019

IIIT Guwahati intends to outsource the operation of office canteen to experienced parties for a period of 2 years. The Caterer will be provided space for cooking and serving, water at free of cost. And electricity shall be provided by the Institute at reasonable rates. Interested parties are requested to send their bid to Director, IIIT Guwahati, Bongora, NH 37, Guwahati 781015 on or before 09.09.2019 till 3.30p.m.

Prospective bidders are requested to read Qualifying criteria and detail terms and conditions in website www.iiitg.ac.in and submit their proposals in the proforma at Annexure I & II.

Last Date of submission of Bid: Bids will be received till 3.30 p.m. on 09.09.2019.

Opening & Evaluation: The Bids will be opened at 4p.m. on 09.09.2019. In the event of the opening date is being declared as a holiday for IIIT Guwahati, the bids will be opened in the next day at the same time as mentioned above.

Sd/-
Director



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Indian Institute of Information Technology Guwahati (IIITG) is an institution of National Importance under an Act of Parliament. The campus of the Institute is at Bongora near LGBI Airport. The Institute offers B.Tech. , M.Tech. and PhD programmes. At present the Institute has about 700 students and 60 staff. Other than office staff, nearly 70 staff works within the campus under various outsourced services. To cater the needs of the staff and the students working till late evening, the Institute proposes to engage a caterer to run the canteen for providing both vegetarian and non-vegetarian dishes.

1. Qualifying Criteria:

The intending firms should submit the following documents along with their Bid:

- a. Copies of various license certificates like Trade License, GST Registration Certificate, PAN, Bank Details etc.
- b. Experience in running Canteen/cafeteria/ for at least 1-2 years (proof of establishment must be enclosed)
- c. The bidders should have a bank account in his name or in the name of his establishment.
- d. The firm shall provide technical capabilities (skilled manpower, necessary equipments/infrastructures etc.)
- e. The firm must enclose a non-refundable fee of Rs.1000.00 in DD from a Nationalized Bank in favour of IIIT Guwahati.

2. Space for Canteen:

The Institute will provide the followings:

- a. A cooking room at free of cost.
- b. A Kitchen and a Dining hall with service desks and chairs on a chargeable basis (license fee @Rs.1000.00 per month)
- c. Free Water.
- d. The selected firm shall pay a nominal electricity charges per month as per prevailing APDCL rates/tariff.

3. Last Date of submission of Bid: The bids will be received till 3.30 p.m. on 09.09.2019.

4. Opening & Evaluation: The bids will be opened on 09.09.2019 at 4p.m. In the event of the opening date is being declared as a holiday for IIIT Guwahati, the bids will be opened in the next date at the same time as mentioned above. Bids will be evaluated technically only and the most technically qualified bidder will be awarded the contract.



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5. Scope of Work:-

- a. The selected firm shall be running the Canteen of IIIT Guwahati located in the ground Floor of Academic cum Admin Building for the Staff, Visitors and the Students.
- b. Canteen shall be opened at 8.30 a.m. to 12.00 P.m. (midnight) throughout the week.
- c. The selected firm will provide items approved by the institute and as revised by the authority from time to time.
- d. The firm will display the approved rates of items at the appropriate place.
- e. A computerized receipt or printed voucher must be provided to customers for sale as and when required.
- f. All Raw Materials and Fuel (LPG Cylinders) required for Cooking food will be procured by the Contractor.
- g. The Contractor is required to deploy manpower in sufficient strength for cooking, cleaning, and serving foods without compromising quality and time.
- h. Foods such as Breakfast, Tea, Lunch and Fast Foods will be prepared in the Kitchen near the Academic Cum Admin Building and be distributed inside the Canteen Hall or any other distribution point as required by the Institute.
- i. If required Special Lunch, VIP Lunch, High tea etc. -in addition to routine works- for meeting, conference, seminar etc. are also to be prepared and served as required by the Institute. Payment towards such event shall be made by the concerned Department.
- j. Cleaning of Utensils, Distribution trolley, daily cleaning and washing of the Canteen Area i.e Kitchen, Counter, Change room, washing area etc is the responsibility of the Contractor.
- k. Maintenance of sufficient raw materials, LPG Cylinder, packaged food and other items related to preparation of fast food is the responsibility of the Contractor.
- l. Collecting Payment towards sale of food to customers other than Official program/event is the responsibility of the Contractor. Payment towards office orders shall be made against submission of bills.
- m. Waste generated from the Canteen will be kept in Dustbin in designated location from where the vendor engaged by the institute for Housekeeping services will collect daily for disposal.



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General Terms & Conditions

1. Statutory Compliances:
 - a. The selected firm shall abide by the labour laws enforced by the State Government from time to time in compliance to minimum wages, PF/ESI, accidental benefits etc. as applicable.
 - b. No. child labour shall be employed by the Contractor.
 - c. The staff shall be given weekly off one day as per Labour Laws.
 - d. The staff engaged by the Firm shall be well mannered, should have no criminal record, not be drunk or intoxicated. The selected firm will provide Bio-Data of the staff to be engaged in the Institute premises along with their Photographs. The Institute authority will provide Gate Pass to these staff. The staff will subject to security check up at the time of entry and exit.
2. Timings for running (opening/closing) of canteen will be defined by the institute authority from time to time.
3. No unauthorized person shall be engaged in the canteen. The staff shall not be permitted to stay within the Institute premises after Canteen hours.
4. The firm shall have no right to possess any portion of the institute other than space provided for running the canteen. Also, the firm will have no right to alter/renovate the space provided without permission of the Estate office.
5. Use and sale of alcohol, liquor, gutka, cigarettes and drugs are strictly not allowed inside the Institute premises.
6. The Firm shall maintain a register for suggestions/inputs to be provided by the canteen Committee of the Institute.
7. The firm selected will enter into an agreement with the Institute for a period of 2 years. The agreement may be extended/renewed for another 3 years on year-on-year basis on satisfactory performance.
8. **Termination of Contract:** The contract may be terminated if the selected firm fail to fulfill the obligations during the period of contract. The Canteen Committee will periodically monitor the quality of food, cleanliness and offer suggestions/inputs for improvement of the performance. Failure to comply with necessary norms or in the event of unsatisfactory performance, the contract may be terminated by the Institute Authority.
9. **In case of dispute arising between the Firm and the Institute, the decision of the Director shall be final and be binding on the Licensee.** All legal disputes shall be subject to the Jurisdiction of the High Court in Guwahati.
10. **Either party shall have right to terminate the contract on account of Force Majeure reasons.** In such cases notice in writing shall be given at least two month prior to the date of termination of the contract.

Sd-
Director



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Annexure-I

Application Form /Proforma
(shall be in firms letterhead)

To
Director,
IIIT Guwahati, Bongora
Guwahati 781015

Sir,

In pursuance of your notifications inviting bids vide ref. no.NIT/IIITG/ADMIN/3.3/2019 DTD.27.08.2019, I (Mr/Mrs), would like to offer my proposal for running the Canteen in your Institute Premises. I have read the scope of work and terms and conditions of the proposed contract and I agree to abide by these if I am offered the opportunity to serve your Institute.

Signature of the Applicant

Full Name:

Name of the Firm:

Postal Address:

Contact No./Email:

Enclosures:

1. Registration of the Firm/Trade License
2. GST Registration
3. PAN
4. Bank Account details
5. Experience certificates if any
6. Tender fee details
7. Any other Testimonials
8. Annexure-II
9. Detailed bid document sealed and signed.



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Annexure-II

Proforma: An indicative list of items to be provided by the Caterer

Particulars	Name of items	Qty	Approximate Cost
Drinks/Beverages (not alcohol)	Milk Tea	100ml	
	Liquor/Black Tea etc.	100ml	
	Coffee	200ml	
	Milk Shakes	200ml	
	Lassi	200ml	
	Cold Drink (Coca Cola, Pepsi, Amul etc.)	200ml	
Lunch/Dinner	Veg Thali	Per plate	
	Non-Veg Thali (Chicken)	Per plate	
	Non-Veg Thali (Fish)	Per plate	
	Roti Sabji	Per Plate	
Desserts , Snacks, Continental items etc.	Plain Paratha	Per plate	
	Alu Paratha	Per plate	
	Idli (4pcs)	Per plate	
	Dosa-Plain	Per plate	
	Dosa Masala	Per plate	
	Plain Paratha	Per plate	
	Roll-Veg	Per piece	
	Roll-Chicken	Per piece	
	Roll-Egg	Per piece	
	Uttapam	Per plate	
	French Fries	Per plate	
	Burger-veg	Per piece	
	Burger-Chicken	Per piece	
	Maggi	Per plate	
	Chowmein-Veg	Per plate	
	Chowmein-Chicken	Per plate	
	Momo-Veg (5pcs)	Per plate	
	Momo-Chicken (5pcs)	Per plate	
	Sandwich	Per piece	
	Samosa	Per piece	
Biryani-Veg	Per plate		
Biryani-Chicken	Per plate		
Omlette-Single	Per piece		



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	Omlette-Double	Per piece	
	Chicken butter Masala	Per plate	
	Fried Rice-Veg	Per plate	
	Fried Rice-Non-veg	Per plate	
	Egg Bread Toast	Per piece	
	Butter nun, Plain nun etc.	Per piece	
	Puri Sabji	Per plate	
Sweet Dish	Rosgolla	Per piece	
	Gulab Jamun	Per piece	
	Kalakon, Barfi etc.	Per piece	

Note: The above list is indicative only. The bidder may provide his/her own list of proposed items to be provided with tentative cost.