

**TENDER FOR CATERING SERVICES TO
VISAKHAPATNAM CAMPUS OF
INDIAN MARITIME UNIVERSITY**

**Tender No. IMUV/2013-2014/Catering/004
Dated 16-01-2014**

**INDIAN MARITIME UNIVERSITY
(A Central University, Govt of India)
VISHAKHAPATNAM CAMPUS
GANDHIGRAM-VISAKHAPATNAM-530005**

Telephone: 0891-2578360
Fax :0891-2577754

NOTICE INVITING TENDER

1. Indian Maritime University, Visakhapatnam Campus, Gandhigram, Visakhapatnam, proposes to outsource catering services of the mess attached to its Boys and Girls hostel starting from initially for a period of **TWO YEARS** from the date of order. Details of number of diners, type of kitchen and dining hall are provided in the tender document.
2. Sealed tenders are invited from financially sound professional caterers with experience in running multi-cuisine food services in reputed institutions. Previous experience in catering to student community / educational institutions of repute is preferable.
3. The cost of the tender document is Rs.500-00 (Rupees Five Hundred Only) payable by way of Demand Draft on any Nationalised/Schedule Bank in favour of Indian Maritime University, Visakhapatnam Campus, payable at Visakhapatnam. The tender enquiry document can be downloaded from the website www.nsdrc.com in such case; the cost of the tender document shall be submitted along with the Technical Bid.
4. Sealed Tender Enquiries prepared in accordance with the Terms and Conditions enumerated in this tender, shall required to be submitted to the Director, Indian Maritime University, Visakhapatnam Campus, Gandhigram, Visakhapatnam not later than the date and time mentioned.
5. All Tender Enquiries must be accompanied by Earnest Money Deposit (EMD) of Rs.1,93,500-00 (Rupees One Lakh Ninety Three Thousand Five Hundred only)
6. The Tender Enquiry Document is not transferable.
7. Schedule for Invitation to Tender Enquiry
 - a) **Place of issue of Tender Enquiry Document and address at which the Tender Enquiry Documents are to be submitted**

Director
Indian Maritime University
Visakhapatnam Campus
Gandhigram
Visakhapatnam - 530005

Phone: 0891- 2578360
Fax : 0891- 2577754
 - b) **Date from which the Tender Enquiry Document issued**

From 16-01-2014 onwards on all working days till the due date of submission of the Sealed Tender

c) **Last Date for submission of the Tender Enquiry Document** –

On or before 1400 Hrs on 05-02-2014

d) **Date of opening of Tender Enquiry Document (Technical)**

At 1430 Hrs on 05-02-2014

e) **Validity of the Tender Enquiry**

90 days from the date of opening of the Tender Enquiry Document (Technical)

f) Date of opening of Tender Enquiry Document (Financial) will be intimated to the technically qualified Tenderers after the technical bids are evaluated.

8. The Tenderer shall be an Indian citizen and shall possess adequate previous experience in undertaking catering service of high quality, in providing catering services.
9. Tender Enquiry Document (Technical) will be opened on the day and time as indicated in this document. The technically qualified caterer's financial bids will be opened for short-listing and awarding of the contract. IMUV reserves the right to shortlist / reject any or all tenders without assigning any reason.
10. Eligible Tenderers should send letter of authorization with attested specimen signatures of their representatives deputed to attend at the time of opening of tender enquiry, both for Technical and Financial. Representatives without such authorization are not permitted to be present to witness of the opening.
11. In case, any holiday on the day of opening, the tenders will be opened on the next working day at the same time but the tender box will be sealed on same day and time, as scheduled above. The tenders received after the above said scheduled date and time will not be considered. No tender by FAX will be entertained.
12. **Definitions used in this Document:**

Tenderer: Refers to the Person or the Firm or the Company to whom this Tender Enquiry is issued

IMUV Refers to Indian Maritime University, Visakhapatnam Campus at Gandhigram, Visakhapatnam

Contract: Refers to the Agreement entered into between IMU and the successful tenderer including all attachments and annexes thereto and all documents incorporated by reference therein

Contractor: Refers to the successful tenderers who have entered into a contract with IMUV for rendering the services.

Service: Refers to various services indicated in this Tender Enquiry

TERMS AND CONDITIONS

1. The tender enquiry should be complete in all respects and if the tender is incomplete, the offer would be rejected. The tenderer shall sign and affix seal on all the pages of the tender enquiry document.
2. Tender enquiry should be submitted in a sealed cover containing **Covers (I) and (II)** separately and super scribed "Tender for Catering Services to Visakhapatnam Campus of Indian Maritime University". The tenderer shall clearly write on **Cover-I** as "Technical Bid-Catering Services to Visakhapatnam Campus of Indian Maritime University" and on **Cover-II** as "Financial Bid-Catering Services to Visakhapatnam Campus of Indian Maritime University" and each addressed to "The Director, Indian Maritime University, Visakhapatnam Campus Gandhigram, Visakhapatnam-530005. The tenderer should also indicate Name and address on all the covers.
3. The amount of Earnest Money Deposit of Rs.1,93,500-00 (Rupees One Lakh Ninety Three Thousand Five Hundred only) shall be paid in the form of Demand Draft drawn on any Nationalised/Schedule Bank in favour of Indian Maritime University, Visakhapatnam Campus payable at Visakhapatnam.
4. The Demand Draft should be enclosed to the Tender Enquiry (Technical) submitted and should not be sent separately. The Earnest Money Deposit (EMD) of the unsuccessful tenderers will be refunded without any interest on signing of the contract with the successful tenderer. The EMD of the successful tenderer will be refunded on submission of Bank Guarantee towards performance of the Contract.
5. EMD of the Tenderers will be forfeited if -
 - The tenderer is not willing to abide by the terms and conditions after submission of tender
 - The tenderer does not honour the services required by IMUV
 - Withdraws the tender enquiry before receipt of final acceptance
 - Fails to execute an agreement and submission of Bank Guarantee towards security deposit as indicated in this tender within the stipulated time.
6. **Eligibility Criteria:**
 - 6.1 The tenderer should be a well-established Catering agency.
 - 6.2 The tenderer must have minimum Five (5) Years of experience in the field of Catering.
 - 6.3 The tenderer must have rendered catering to Reputed Educational Institutes and Universities.
 - 6.4 The tenderer should have a turnover of Rs.25.00 Lakhs (Rupees Twenty Five Lakhs) per annum in catering activities during the last Three (3) financial years.

- 6.5 The tenderers should enclose copies of the following documents or otherwise the offer shall be summarily rejected.
- i) Certificate of Registration/Incorporation
 - ii) Registration Certificate with Provident Fund Authorities
 - iii) Registration Certificate with ESI Authorities
 - iv) Permanent Account Number
 - v) Sales Tax/VAT Registration Certificate
 - vi) Audited Balance Sheet and Profit and Loss Account for the years 2010-2011, 2011-2012 and 2012-2013
 - vii) Performance certificate in respect of the works carried out during the years 2010-2011, 2011-2012 and 2012-2013
 - viii) Agreements/Work orders in respect of similar services carried out during years 2010-2011, 2011-2012 and 2012-2013 showing the value of work.
- 7 Authenticated certificates, testimonials and proof of experience should be produced along with the tender.
- 8 The caterer shall not assign, sublet or part with the possession of the premises and properties of the University therein or any part thereof under any circumstances.
- 9 The caterer shall vacate the leased premises and hand over the all fixtures, furniture etc., which are University property in good condition at the termination of the contract.
- 10 The caterer shall not make or permit any construction or structural alternation or additional fittings inside the premises or the work place without prior written approval of the authorities.
- 11 The rates stipulated in the contract will hold good for the agreement period, which shall be **Two** years. Either party may terminate the contract by giving two months' notice.
- 12 The University will not provide any advance payment and bill for catering service will be settled within 10 working days from the date of receipt of the bill.
- 13 The Caterer shall deposit Rs.1,00,000-00 (Rupees One Lakh) as interest free caution deposit within 10 days of award of contract which shall be refunded after the expiry of the agreement after adjusting application deductions, if any
- 14 The Caterer should ensure that all the employees are free from communicable diseases. Medical certificate to this effect should be made available for inspection by the authorities.
- 15 All expenses related to the functioning of the employees like EPF / ESI engaged by the Caterer shall be in the scope of the Caterer. Proof for remittance of salary shall be provided to IMUV.

- 16 The Caterer is solely responsible for the payment of minimum wages for their employees as per the Government of Andhra Pradesh norms and deductions towards E.P.F. and E.S.I. The record of duty hours and pay structure should be maintained as per rules for inspection by authorized Government personnel of IMUV for meeting other statutory and non-statutory benefits / obligations.
- 17 Turnover during the last Three (3) years along with balance sheets and Profit & Loss Accounts need to be submitted.
- 18 The Tender Enquiry Document (Financial) opened only in respect of tenderers who were qualified in the Technical Bid. After evaluation of the Price bids of the tenderers qualified technically, IMU would intimate the award of Contract to the successful tenderer. The successful tenderer shall enter into an agreement / a Contract covering the entire scope of services with IMU within one week from the date of award of the work.
- 19 Presently the strength of the students is around 190. The menu has to be served to the students in the Dining hall near the hostel.
- 20 Transporting cooked food, if necessary, to the dining halls is the responsibility of the Contractor. Prospective Contractor can inspect available facilities with prior appointment.
- 21 Breakfast, Lunch, Evening snacks, Tea/Coffee and Dinner need to be served as per the basic menu agreed upon with the Hostel Management. A copy of the menu is enclosed.
- 22 **Tentative Mess Timings :**
- | | | |
|-----------------------------|---|-------------------|
| Breakfast with Tea / Coffee | : | 07.00 - 08.30 Hrs |
| Lunch | : | 12.30 - 14.00 Hrs |
| Evening Tea/Coffee & Snacks | : | 16.30 - 17.30 Hrs |
| Dinner | : | 19.30 - 20.30 Hrs |
- 23 Basic menu is unlimited; any special items are considered as “EXTRAS” and will not form part of the basic menu.
- 24 Providing of first quality provisions, vegetables, milk, cooking gas etc., for preparation of the items will be the responsibility of the caterer.
- 25 The caterer should be solely responsible for the arrangements of gas refills, and their safety and supply of milk from its own resources.
- 26 The Caterer shall provide catering services as given in the menu annexed. The cost includes fuel cost, procurement of rice & provisions and vegetables of good quality and other items. Further, the cost of these raw materials shall be inclusive of loading and unloading, transportation, storage at dining hall premises, statutory taxes including service tax, duties and all other levies (existing and which may be imposed

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- from time to time) for which no additional cost is payable or reimbursable by the University.
- 27 Cleaning plates / washing and keeping the mess premises neat clean and hygienic are the responsibilities of the caterer. Strict adherence of the hygiene of messes and its surrounding is essential. Any violation on the part of the caterer is liable for appropriate penal provisions of truncation of bills as decided by the competent authority.
- 28 The kitchens are to be well maintained – Hygiene, Cleanliness and presentation of not only the venue but also the staff should be given the top most priority.
- 29 The caterer shall not serve food cooked in the Mess facility in any other place inside or outside the campus. He shall also not serve food cooked outside the dining facility, unless otherwise authorized by the University Campus.
- 30 When circumstances warrant, caterer should cater for more number of students / staff members at very short notice. Similarly, fluctuations in strength during vacation periods shall have to be accommodated, for which he should keep in close liaison with Hostel incharge / Care Taker & Warden and prepare food accordingly.
- 31 The Caterer will submit two or three brand (**Agmark/ISI**) for each item and the Mess Committee will select the appropriate brands for cooking.
- 32 The Caterer shall pay a nominal licence fee of Rs.3000-00 (Rupees Three Thousand) per month per mess for the Premises and Rs.1000-00 (Rupees One Thousand) per month towards Water Charges. Electricity charges for kitchen, store room, rest room and the wash area shall be paid by the licensee as per meter readings.
- 33 The selected Caterer shall start the dining facility upon issuing the order. The present contract shall be valid only for 2 years; further extensions shall be considered based on the review.
- 34 Staff strength in each category of cooks, helpers should be optimum and finalized in consultation with Mess Committee. Minimum number of service personnel as required should alone be in the dining hall.
- 35 Employment of child labourers (below the age of 18) is totally prohibited. It is the responsibility of the Caterer to comply with all formalities of labour office including obtaining necessary labour licence.
- 36 Necessary **Permission** in writing should be obtained by the caterer for overnight stay of its employees in the campus for other than the permissible strength.
- 37 The employees of the caterer should wear proper uniform.
- 38 The Caterer shall be responsible for the proper conduct and behaviour of the employees engaged. The employees cannot reside in the place of work except to the extent necessary for their duty in respect of the functioning of the dining facility.

- 39 Smoking and consumption / distribution of Alcohol are strictly prohibited.
- 40 The decision of the University is final in awarding the contract.
- 41 The University reserves the right to review and modify the terms and conditions periodically.
- 42 The items of food served will be checked by the quality committee constituted by the Mess Committee. Such quality audit may be a test audit or random audit. In case of dispute on quality between caterer and the quality committee, Director, IMUV, will be the sole arbitrator and his / her decision shall be final and binding on both the parties.
- 43 Any other relevant matter for better functioning of mess will be included at the later date.
- 44 Scope of Catering Services:
- (A) Catering Services for Student Mess
(B) Catering Services for Office including Guest House
- 45 The Tenderer has to prepare the food items in the given place at IMUV campus before serving.
- 46 The Tenderer has to serve the food items with hygiene (hot hot) in the dining hall, as per the timings given by IMUV.
- 47 Provision is made for running steam to preserve the food items that are cooked in hot-hot manner. The required power for running the steam has to be borne by the Tenderer.
- 48 Quantity of items served should be unlimited except otherwise mentioned in the schedule as specified.
- 49 The quantities of the food items are to be served unlimited.
- 50 Though a daily menu is indicated, and as per the requirement and demand the menu shall be modified by the Indian Maritime University.
- 51 Each student is to be provided the following meals /tea on daily basis during the session of the IMUV:
- i) Breakfast with Tea / Coffee
ii) Lunch
iii) Evening Tea / Coffee with snacks
iv) Dinner
- 52 The quality of food / snacks / eatables supplied shall be of good quality, hygienic in nature and the service should be to the fullest satisfaction of the University and the participants.

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- 53 The food items prepared should be Hygienic and of high quality and should fulfill the following conditions:
- 53.1 The same vegetable should not be used for preparation of vegetable curry more than three occasions in a week.
- 53.2 Vegetable Pulav/ vegetable Biryani should be prepared of Basmati rice.
- 53.3 For preparing Vegetable Pulav/Vegetable Biryani good vegetables are to be used. At least four English vegetables like green peas, carrot, cauliflower, beans, should be used along with other vegetables.
- 53.4 White rice should be of fine quality of SUPER SONNA MASURI/BPT SANNALU of the best quality.
- 53.5 Chapatti, Poori should be made of wheat flour only. Maida flour should never be used under any circumstances.
- 53.6 Banana should be of good quality without black mark. The size of the banana should not be too small.
- 53.7 Curd should be fresh.
- 53.8 Sambar, Rasam should not be carried to the next session of service.
- 54 The Contractor shall also be required to provide breakfast, lunch and dinner to occupants of guest house and snacks and coffee / tea in the evening on specific requests.
- 55 The Standard meals / tea are to be provided as per the items indicated. Based on the items a standard monthly menu will be prepared on mutually agreed basis considering availability of vegetables and fruits as per the Quality and standard of basic ingredients placed at **Enclosure-I**. Any change is to be with prior approval of the IMUV.
- 56 Warden is to be provided all meals without any additional charge.
- 57 When chicken / mutton /fish form a part of any meal, not less than 150 grams of chicken / mutton /fish is to be served to each student.
- 58 The Tenderer has to ensure continuous and prompt time in cooking and serving the food as specified by IMUV and under any circumstance delay in cooking and serving will not be accepted by IMUV and will be viewed seriously and the IMUV shall levy penalty.
- 59 The Contractor or the tenderer shall provide vegetarian lunch for the employees at their request. The same items that are prepared for the students mess may be served i.e., (Two curries, Dal, Sambar or Rasam, Rice, Curd, Papad and one Pickle) in the office cafeteria. The Contractor or the tenderer himself will be responsible for

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ascertaining the requirement to organize the lunch for the employee on their request and to collect the cost of the lunch at a reasonable rate.

- 60 The Contract is liable to be terminated at any time during the validity of the contract period by the Management, if the supply of the food and eatables quality / quantity and quality of service are not to the satisfaction or for any other compelling administrative reason. The security deposit paid by the contractor shall be forfeited in full, when the contract is terminated under the circumstances specified above.
- 61 In case of deficiency in service, IMU is empowered to levy suitable penalty. In the event of failure to cater / render services at the fixed hours or to supply food and other eatables to the satisfaction of the Director or his nominee(s), or the participants, action will be taken by the Director for the catering to be done by other agencies and the difference in cost, if any, incurred over and above the agreed rates shall be recovered from the Contractor. Besides incurring the liability, the contract is also liable to be terminated for the remaining period. The Director's decision with regard to the termination of the contract shall be final and binding.
- 62 The Contractor should ensure one kitchen supervisor to be retained continuously round-the-clock and to be held responsible for the activities of the kitchen including cooking, serving, cleaning to be carried out timely and efficiently adhering to hygienic conditions.
- 63 The Contractor or his nominee other than the kitchen supervisor should visit the kitchen at least once in a week to monitor the functioning of the canteen and discuss with the authorized officials regarding complaints / requirements, etc.
- 64 The Contractor shall claim bills with regard to the actual number of lunch / snacks / coffee / tea / dinner supplied on any particular day. The vegetarian / non-vegetarian Lunch / Dinner should be claimed separately.
- 65 The Contractor should not use kitchen or other rooms for preparing food or snacks for any other client or customer. He shall not use facilities in Indian Maritime University for any other client.
- 66 Kitchen and Dining Hall:
- 66.1 The Tenderer shall be fully responsible for sweeping and moping of the entire place of the dining hall and kitchen on every day including dust proof brushing/ cleaning of coir mats / sweeping the floor area, removal of cobwebs etc.
- 66.2 Sweeping and cleaning of the areas of the cleaning place of the utensils and wash basins with detergent, phenyl and acid twice a day.
- 66.3 Wiping and cleaning of dining tables and chairs, before serving and after completion of Breakfast, lunch and dinner.
- 66.4 Wiping and cleaning of the windows, window panes and partitions, doors with suitable cleaning agents once in a week or as frequently as required.

- 66.5 Moping of floor with soap water daily wherever necessary
- 66.6 Arrangements of chairs / tables, etc., in the dining hall and the surroundings shall be maintained in clean hygienic and pleasant manner. These are to continue throughout the said contract period. The kitchen and the dining hall shall be kept clean and tidy at all times.
- 66.7 Time to time collection of waste and garbage from the kitchen, dining place and cleaning areas and disposal of such garbage will be the sole responsibility of the Tenderer.
- 66.8 The tenderer will not be permitted to stock any kind of garbage, waste in any of the dumping baskets or in the premises. If the IMUV notices such activity on inspection or on a complaint by any user, the IMUV shall impose penalty at its discretion.
- 66.9 The successful bidder has to ensure that suitable polythene cloth to be placed in the dust-bin to collect the garbage every day and the same to be disposed off on the same day and a new cover to be replaced for. This cost should also be included in the tender.
- 66.10 For the clauses 66.1 to 66.9, the Contractor should ensure strict compliance through the kitchen supervisor.
- 67 Personnel, Uniform and Wages
- 67.1 The successful tenderer shall deploy sufficient personnel as detailed below.
- I) Experienced Cooks to conveniently prepare the food items, tastily and timely.
 - II) Sufficient Servers to serve the food items.
 - III) Cleaners for cleaning the tables and utensils and kitchen ware.
 - IV) Personnel for cleaning the kitchen and dining areas and for disposal of garbage.
- The bearers engaged by the Contractor should be in neat Uniforms during service and wear neat gloves while serving food.
- 67.2 The successful tenderer shall ensure all the personnel to be in proper and prescribed clean and tidy uniform at all times at no extra cost. All cooks and helpers are to be provided with Uniform including shoes, apron and cap by the successful tenderer.
- 67.3 The Tenderer shall ensure that a minimum of two cooks and three helpers are to be present at all times.
- 67.4 During vacation, one cook and two assistants are to be available for the preparation of tea, snacks, lunch and dinner for its employees and guests. During this period the minimum wage as applicable shall be reimbursed to the cook and two assistants for carrying out the required preparations on submission of the bills by the contractor.

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- 67.5 The personnel engaged by the successful tenderer (Contractor) shall have no claim or interest or right whatsoever with regard to employment with IMU.
- 67.6 The successful tenderer shall ensure strict discipline and decorum amongst his personnel during work period at IMU.
- 67.7 The personnel employed by the successful tenderer are to be only of Indian National and are to be selected after due verification of antecedents required for the police authorities of the concerned locality and has to submit the Police Verification of candidature /conduct of the personnel prior to deployment into work in IMU.
- 67.8 The personnel deployed by the successful tenderer are to observe all necessary security rules/discipline in the premises. Identity cards for all personnel are to be issued by the Tenderer. Any of the personnel without the identity are to obtain entry passes from the security of IMUV.
- 67.9 The Successful Tenderer shall be solely responsible for any kind of un-towards incidents, such as food poisoning, accidents in the kitchen on account of fire or death due to any other kind of accidents and all expenses on account of such un-towards incidents.
- 67.10 The personnel engaged are to be medically fit for carrying out their duties and are to be free of any diseases. IMUV may carry out a medical inspection at any time and if any personnel are declared medically unfit will have to be replaced immediately.
- 67.11 IMU shall not be responsible for claim / damage incidental to / arising out of any work towards the execution of contract other than the agreed rates and the contractor is fully responsible for all the activities including dealing with any statutory authority.
- 67.12 Services like water, electricity and rent for premises used for the purpose of catering will have to be paid by the successful tenderer as per the standard rates as decided by the Management from time to time.
- 67.13 The Successful Tenderer shall be provided with the “**Kitchen Equipment**”, and shall be responsible for the safety and maintenance of the Kitchen Equipment. The Tenderer has to ensure functioning of the equipment and any repairs regarding the Kitchen equipment are to be borne by the Tenderer. He shall also ensure that the equipment is to be returned to IMUV in good condition. For damage and repairs of equipment the Tenderer shall be held responsible and the same will be deducted from the Security Deposit on expiry of the contract. Upon finalisation of the tender the successful tenderer will be given the list of the “**Kitchen Equipment**” to be duly signed and returned to the office of IMUV after inspecting the equipment.
- 67.14 The Successful Tenderer shall be provided with the “**Kitchen Utensils**”, for the usage of the students at the mess and the Tenderer shall be responsible for the cleaning and safe custody of the utensils. The tenderer has to return the same in good condition after the expiry of the contract. These items will be handed over when the Contractor takes over the Catering Services.

- 67.15 The commercial LPG Gas connection will be provided for cooking the food items in the canteen and the charges for the gas cylinder are to be borne by the contractor and should ensure that the cooking process goes smoothly without any obstacles in the usage of LPG.
- 67.16 The contractor should ensure that the steam is generated in the canteen to preserve the food items and to be served hot.
- 67.17 All Provisions should be of good quality with ISI approval. They should be purchased from reputed Wholesale Dealer(s) or Co-operative Super Market / Departmental store.
- 67.18 The contractor on signing of the contract shall furnish Security Deposit amounting to Rs.4,00,000-00 (Rupees Four Lakhs Only) in the form of Bank Guarantee obtained from any Nationalised/Schedule Bank for due performance of the contract as per the pro-forma at **Enclosure-2** within one week from the signing of the contract. The same shall be valid throughout the contract period and sixty days beyond the date of completion of all contractual obligations.
- 67.19 The contractor shall be held responsible IMU for any theft, loss, damage, and deterioration loss of product, material or property arising from any act of negligence on the part of the Personnel so deployed.
- 67.20 All the taxes on account of the contract shall be to the account of the Contractor and no claim will be entertained by IMU in this regard.
- 67.21 With regard to the special lunch to be organized during any functions / events, the Contractor / tenderer has to ensure that all the required crockery, decorative items, requisite utensils has to be in place for giving the function / event a grand show.
68. Penalties
- 68.1 If the contractor fails to fulfil any of the contractual obligations or unable to supply the food as per the menu with quality and quantity penalty shall be levied. Such penalties levied if any, the same shall be adjusted against payment due to the caterer.
- 68.2 Vegetables used should be fresh and of good quality. If vegetables kept for use is found to be rotten or of poor quality, then a penalty of Rs.500-00 (Rupees Five Hundred only) for each occasion will be imposed.
- 68.3 If poor quality of rice is used for preparation of meals, idly and Dosa, a penalty of Rs.500-00 (Rupees Five Hundred only) for each occasion will be imposed.
- 68.4 Oil once used should not be reused. If reuse of oil is found, penalty of Rs.500-00 (Rupees Five Hundred only) for each occasion would be levied.
- 68.5 Kitchen should be kept clean. If it is not kept clean, a penalty of Rs.500-00 (Rupees Five Hundred only) for each occasion will be imposed.

- 68.6 If there is any deviation in the approved Menu, a penalty of Rs.500-00 (Rupees Five Hundred only) for each occasion will be imposed.
- 68.7 Item like Aji-no-moto, Baking soda, coloring items etc., are banned and they should not be used. If they are found in the kitchen premises penalty of Rs.2000-00 (Rupees Two Thousand only) for each occasion will be imposed.
- 68.8 The successful tenderer or the contractor shall ensure wearing of the Uniform including shoes, apron and cap by the all cooks and helpers, failure to do so IMUV shall impose penalty of Rs.500-00 (Rupees Five Hundred only) for each occasion.
- 68.9 For damages caused by the caterer to the kitchen equipments, vessels and other items supplied by the University, the cost of the equipment will be recovered.
- 68.10 The official nominated by the Director shall be the Competent Authority with regard to imposition of Penalty. The caterer may appeal to the Director for reduction / waiver of penalty. The decision of the Director shall be final.
- 69 Upon the complete fulfilment of the contract by the Contractor to the satisfaction of IMUV, the Bank Guarantee Bond discharged and returned to the Bank.

BASIC INGREDIENTS - QUALITY AND STANDARDS

1.	RICE	:	SUPER SONNA MASURI/BPT SANNALU
2.	NOODLES	:	BRANDED BEST QUALITY
3.	MAIDA	:	ANNAPURNA / ASHIRWADH
4.	ATTA	:	ANNAPURNA / ASHIRWADH
5.	RAVVA	:	NO.I GRADE
6.	CHANA	:	NO. 1 GRADE
7.	DALS	:	NO. 1 GRADE
8.	COOKING OIL	:	SUNFLOWER REFINED OIL, BRANDED
9.	MILK	:	VISAKHA/HERITAGE
10.	TEA	:	TAJMAHAL / BROOK BOND GREEN LABEL
11.	COFFEE	:	NILGIRIES /COFFEE DAY
12.	BREAD	:	NILGIRIES /MODERN
13.	BUTTER	:	AMUL
14.	JAM	:	KISSAN
15.	BISCUITS	:	BRITTANNIA / MARIE / BAKEMENS
16.	PAPAD	:	GOOD LOCAL QUALITY
17.	PICKLE	:	GOOD LOCAL BRANDS
18.	SUGAR	:	NO.1 QUALITY
19.	CONDIMENTS	:	STANDARD QUALITY
20	PULAO RICE	:	BASMATHI FOR VEG. BIRYANI & FRIED RICE

All the brands should be of standard of ISI / Agmark

Enclosure - 2

FORM OF BANK GUARANTEE

Bank Guarantee No: _____

Date: _____
Valid up to _____

To

Indian Maritime University
Visakhapatnam Campus
Gandhigram
Visakhapatnam - 530 005

Sir,

In consideration of Indian Maritime University having its Campus at Gandhigram, Visakhapatnam-530005, Andhra Pradesh (hereinafter referred to as "IMUV") which expression shall mean and include its successors and assignees and having an Order No. _____ dated _____ for _____ (hereinafter called "The Contract") which expression shall include all the amendments thereto with Indian Maritime University having its Registered Office at East Coast Road, Uthandi, Chennai – 600119 (hereinafter referred to as "The Contractor"), which expression shall unless repugnant to the context or meaning thereof, shall include all its successors, administrators, executors and assignees and IMUV having agreed that The Contractor shall furnish the IMUV a Bank Guarantee for Rs. _____ (Rupees _____ only) as per the terms of Tender Enquiry Document No _____ dated _____ and Order No _____ dated _____.

We, _____ registered under the laws of India having its registered / head office at _____, (hereinafter referred to as the Bank) which expression shall unless repugnant to the context of meaning thereof, include all its successors, administrators, executors and permitted assignees do hereby guarantee and undertake to pay immediately on first demand in writing and any/all monies to the extent of Rs. _____ (Rupees _____ only) without any demur, reservation, contest or protest and/or without any reference to the Contractor. Any such demand made by the IMUV, on the Bank by serving return notice shall be conclusive and binding, without any proof, on the bank as regards the amount due and payable, notwithstanding any dispute pending before any Court, Tribunal, Arbitrators or any other Authority and/or any other matter or things whatsoever, as liability under these presents being absolute and unequivocal. We agree that Guarantee herein contained shall be irrevocable and shall continue to be enforceable until it is discharged by IMUV, in writing. This guarantee shall not be determined, discharged or affected by liquidation, winding up, dissolution or insolvency of the Contractor and shall remain valid, binding and operating against the Bank.

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The Bank also agrees that IMUV of its option shall be entitled to enforce this Guarantee against the bank as a principal debtor, in the first instance, without proceeding against the Contractor and notwithstanding any security or other guarantee that IMUV may have in relation to the Contractor's liabilities.

The Bank, further agrees that IMUV shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Contract or to extent time of performance by the said Contractor from time to time or to postpone for any time or from time to time exercise of any of the powers vested in IMUV against the said the Contractor and forebear or enforce any of the terms and conditions relating to the said contract and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said Contractor or for any forbearance, act or omission on the part of IMUV or any indulgence by IMUV to the said Contractor or any such matter or thing whatsoever which under the laws relating to the sureties would, but for this provision have effect of so relieving us.

The Bank further agrees that the guarantee herein contained shall remain in full force until _____ and all dues of IMUV under or by virtue of this contract have been fully paid and its claim satisfied or discharged or till IMUV discharges the guarantee in writing, whichever is earlier.

This guarantee shall not be discharged by any change in our constitution, in the constitution of IMUV or that of the Contractor.

The Bank confirms that this Guarantee has been issued with observance of the appropriate laws of the country of issue.

The Bank also agrees that this Guarantee shall be governed and construed in accordance with Indian Laws and subject to the exclusive jurisdiction of Indian Court of the place from where tenders have been invited.

We further agree that as between us and IMUV for the purpose of this Guarantee any notice given to us by IMUV that the money is payable by the Contractor and any amount claimed in such notice by IMUV shall be conclusive and binding on us notwithstanding any difference between IMUV and the Contractor or any dispute pending before any Court, Tribunal Arbitrator or any other authority. We further agree that this Guarantee shall not be affected by any change in our constitution or that of Contractor. We also undertake not to revoke this Guarantee during its currency.

Notwithstanding anything contained herein above, our liability under this Guarantee is limited to Rs. _____ (Rupees _____ only) and Guarantee shall remain in force until _____.

We must receive any claim under this Guarantee before the expiry of this Bank Guarantee. If we have received no such claim by the said date, the rights of IMUV under this Guarantee will cease. However, if such a claim has been received by us within the said date, all the IMUV's right under this Guarantee shall be valid and shall not cease until we have satisfied that claim.

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In witness whereof, the Bank through its authorized officer has set its hand and stamp on this _____ Day of _____ 2013 at _____

Date:

Authorized Signatory of the bank
(With Bank Seal)

Place:

Witness No.1

Witness No.2

TECHNICAL BID

1. Name of Tenderer : _____
2. Status : _____
(Proprietary / Partnership
Society / Company)
(Enclose documentary Proof)
3. Address of Registered Office : _____

Phone No : _____
Fax No : _____
4. Address of Local Office : _____

Phone No : _____
Fax No : _____
5. PF Code No. : _____
(Enclose documentary Proof)
6. ESI Code No. : _____
(Enclose documentary Proof)
7. Permanent Account Number : _____
Issued by the Income Tax
Authorities
(Enclose documentary Proof)
8. Sales Tax /VAT Registration No. : _____
(Enclose documentary Proof)

9. Financial Status of last Three Years :
(Attach audited Balance Sheet and Profit and Loss Account for the years 2010-2011, 2011-2012 And 2012-2013)
10. Details of Catering Services Carried out during last Three Years including value Of each job with a Consolidated statement as Per Annexure :
(Enclose documentary Proof)
11. Details of Performance Certificates :
During the years 2010-2011, 2011-2012 and 2012-2013
(Enclose documentary Proof)

Place:

SIGNATURE OF THE TENDERER WITH SEAL

Date:

Annexure to the SI.No.10 of the Technical Bid

SL NO.	ORGANISATION	PERIOD		DETAILS OF CATERING JOBS CARRIED OUT	VALUE OF THE ORDER
		FROM	TO		

Place:

SIGNATURE OF THE TENDERER WITH SEAL

Date:

(A) - Price Bid for Catering Services for Student Mess

Sl. No	Items	Per person Per day	Per person Per day in Rupees Both in figures and in words
(1)	(2)	(3)	(4)
A	Breakfast	<ol style="list-style-type: none"> 1. Only Idly Standard size - 4 Nos. 2. Idly and Vada Standard size - 2 Nos. each 3. Plain Dosa Standard size - 2 Nos. 4. Masala Dosa Standard size - 2 Nos. 5. Rava Dosa standard size - 2 Nos. 6. Onion Dosa standard size - 2 Nos. 7. Onion / Plain Utapam standard size - 2 Nos. 8. Poori with Kurma standard size – 4 Nos. 9. Vegetable Oats Upma + Banana 10. Common to all the above items chutney and Sambar + Noodles 11. 4 Bread slice + 2 egg omelette or 4 Bread slice + 2 cutlet 12. Tea <p>(Note : Out of the 11 items mentioned above one item has to be served basing on the weekly menu that will be fixed by the Management as breakfast along with item no.12)</p>	
B	Lunch	<ol style="list-style-type: none"> 1. Either Poori or Pulka or Roti 2. White Rice 3. Dal or Mixed Dal/Dal Tadka /Dal Makhani 4. Vegetable Curry or Kurma or Rajma Curry 5. Fry curry 6. Veg. Biryani / Veg. Fried Rice (Twice in a Week) 7. Sambar or Rasam 8. Papad 9. Pickle 10. Curd <p>Biryani twice in a week</p> <p>Any other special item being decided from time to time</p>	
C	Evening Snacks	<p>Pakoda or Vegetable Cutlet or Samosa or Vegetable Puff or Noodles with Marie Gold / Good Day small biscuits and Tea / Coffee</p>	

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D	Dinner	<ol style="list-style-type: none"> 1. Poori or Pulka or Roti 2. White Rice 3. Vegetable Pullav or Fried Rice or Jeera Rice (Twice in a week) 4. Vegetable Curry 5. Fry Curry 6. Egg Curry (Once in a week) 7. Chicken Curry (Twice in a week) 8. Papad 9. Pickle 10. Curd 11. Milk 12. Sweet / Ice Cream / Banana or any other alternative fruits 13. For Non-Veg eaters, Panneer will be substituted 	
Total for A to D			

- Note:**
1. Individual item rate to be quoted for items A to E above.
 2. The average students would be around 190 during the Academic Year 2013-2014 and there is likely to be an increase for the next Academic Year.

Place: SIGNATURE OF THE TENDERER WITH SEAL

Date:

Note

1. Milk (150ml) in every dinner time.
2. Papad should be given in every lunch and dinner.
3. Butter is to be of Amul brand.
4. Jam is to be of Kissan brand (mixed fruit).
5. Rice / flour / Dal / vegetables / noodles must be of standard quality.
6. Cooking oil and Masala must be of standard quality.
7. Outside edible items like puff, etc., should be of standard quality.
8. Salad must consist of chopped tomato, onion, cucumber, lemon, carrot (1 bowl).

**(B)- Price Bid for Catering Services for
Office including Guest House**

Sl. No	Items	Per person Per day	Per person Per day (in Rupees both in figures and in words)
(1)	(2)	(3)	(4)
A	Breakfast	Any two items as specified at (A) for the Catering Services of the Students Mess above	
B	Lunch (For Guests)	1. Either Poori or Pulka 2. White Rice 3. Dal or mixed Dal 4. Vegetable Curry or Kurma or Fry Curry 5. Sambar or Rasam 6. Papad 7. Pickle 8. Curd 9. Sweet <u>Any other special item being decided from time to time</u>	
C	Special Lunch	1. Soup of any kind as specified 2. Either Poori or Pulka or Butter Nan 3. White Rice, 4. Vegetable Pullav / Fried Rice /Jeera Rice or any other. 5. Dal or Mixed Dal 6. Vegetable Curry or Kurma Any Fry Curry 7. Sambar or Rasam 8. Papad 9. Pickle 10. Curd 11. Sweet 12. Ice Cream <u>Any other special item being decided from time to time</u>	
D	Special Lunch (Non Vegetarian)	Same as at (B) above Plus one Non vegetarian Dish as specified.	
E	Coffee		
F	Tea		

- Note:**
- Individual item rate to be quoted for items A to F above
 - Coffee/Tea for about 60 to 70 personnel to be served twice in a day at (11.00 hrs and 16.00 hrs)
 - Orders will be placed on the day to day requirement with regard to the Items at A to D above

Place:

Date:

SIGNATURE OF THE TENDERER WITH SEAL