



# INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

(An Institute of National Importance, Ministry of Education (Shiksha Mantralaya), Government of India)

Trichy - Pudukkottai Main Road, Tiruchirappalli-620 024 (TN)

Phone: 0431-2505121/5122 | email: [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in)

## **NOTICE INVITING TENDER FOR OPERATING THE STUDENT MESS OF IIM TIRUCHIRAPPALLI**

**Tender No. 25SP008T dated: 18.04.2025**

Details	Date	Time	Venue
Name of Work/ Service	“Tender for Operating the Student Mess of IIM Tiruchirappalli”		
Brief Scope of Work	Provide Breakfast, Lunch, Evening Snacks and Dinner for around 960 Hostel Students of IIM Tiruchirappalli on a fixed, “Daily Rate Per Student” Basis.		
Date of Issue of Tender Document	18.04.2025	17.00 Hrs. onwards	-
Pre-bid Meeting	24.04.2025	11.00 Hrs.	Deans Office Meeting Room, Administrative Block, IIM Tiruchirappalli. The Bidders are requested to visit the site of Work, at their own cost, and examine it and its surroundings by themselves, collect all information that they consider necessary for proper assessment of the prospective assignment before coming for the Pre-bid meeting.
Last date of Submission of Tenders	09.05.2025	17.00 Hrs.	-
Opening of Technical Bid	12.05.2025	11.00 Hrs.	-
Opening of Price Bid	To be informed later		-
Tender Document	The tender document can be downloaded from the IIM Tiruchirappalli website <a href="https://www.iimtrichy.ac.in/tender-published">https://www.iimtrichy.ac.in/tender-published</a> .		
EMD Amount (Refundable to unsuccessful bidders)	EMD Amount <b>Rs. 10,00,000/-</b> to be remitted in the below IIM Tiruchirappalli Bank Account through online mode. <b>Bank Account Details</b> <b>Name of the Beneficiary:</b> IIM Tiruchirappalli <b>Bank Name:</b> State Bank of India <b>SB A/c. No:</b> 32170808935 <b>IFSC Code:</b> SBIN0071187		
Copies of payment transaction receipts for EMD have to be attached to the application form, without which the bid won’t be considered. The payment of EMD is exempted for MSME Bidders. Bidders claiming exemption should attach the necessary document proof should be attached with the tender document.			
SD Amount	<b>Rs. 25,00,000/- (Rupees Twenty-Five Lakhs)</b> to be remitted by the successful Bidder to IIM Tiruchirappalli as SD. The SD amount will have to be remitted to IIM Tiruchirappalli within seven days along with the letter of acceptance from the receipt of the Work Order, failing which the Work Order will stand cancelled.		
Address for submission of Tender	The Chief Administrative Officer (i/c) Indian Institute of Management Tiruchirappalli Trichy - Pudukkottai Main Road Trichy - 620 024.		
Mode of Submission of Tender	Speed Post/Registered Post/Courier or Hand delivery – during office hours (9.30 to 17.00 hrs.) only (To be submitted at Dispatch Section of IIM Tiruchirappalli @ Administrative Wing – 2 <sup>nd</sup> Floor and obtain acknowledgement).		



# INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

(An Institute of National Importance, Ministry of Education (Shiksha Mantralaya), Government of India)

Trichy - Pudukkottai Main Road, Tiruchirappalli-620 024 (TN)

Phone: 0431-2505121/5122 | email: [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in)

## CONTENTS

Overview .....	4
Period of Contract.....	4
Scope of work .....	4
Tentative Mess Timings.....	5
Amount payable to IIM Tiruchirappalli.....	5
Eligibility Conditions for Bidders.....	6
Deployment of Personnel: .....	10
Instructions to Bidders .....	13
1. Downloading of Tender Document.....	13
2. Earnest Money Deposit.....	13
3. Relationship Certificate.....	14
4. Conditional Bids.....	14
5. Technical Bids Criteria.....	14
6. Price Bid Criteria/Details .....	15
7. Validity of Bids and Rates .....	15
8. Escalation of Rates:.....	15
Procedure for Submission of Bids .....	15
Bid Submission:.....	16
a. Technical Bid – (Cover 1).....	16
b. Price Bid - (Cover 2).....	16
Pre-Bid Meeting .....	17
Opening of Technical Bid.....	17
Tender Evaluation Process.....	17
Opening of Price Bid.....	20
Selection of Vendor:.....	20
Resolution of Tie Cases: .....	20
General Terms & Conditions.....	20
1. Price: .....	20
2. Payment Terms:.....	20
3. Penalty Clause:.....	21
4. Warranty of Quality:.....	23
5. Forfeiture of Earnest Money: .....	24
6. Performance Security Details .....	24
7. Integrity Pact.....	24
31. Termination of Contract: .....	26
ANNEXURE – I: PROFILE OF THE BIDDER.....	29



# INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

(An Institute of National Importance, Ministry of Education (Shiksha Mantralaya), Government of India)

Trichy - Pudukkottai Main Road, Tiruchirappalli-620 024 (TN)

Phone: 0431-2505121/5122 | email: [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in)

<b>ANNEXURE-II: PRICE BID – BOQ.....</b>	<b>32</b>
<b>ANNEXURE-III: BASIC MENU .....</b>	<b>35</b>
<b>ANNEXURE-IV: Selected Branded Items to be used in the Mess .....</b>	<b>41</b>
<b>ANNEXURE – V: SUBMISSION OF TENDER DOCUMENT .....</b>	<b>42</b>
<b>ANNEXURE – VI: LETTER OF AUTHORISATION .....</b>	<b>44</b>
<b>ANNEXURE-VII: List of Kitchen Equipment provided by IIMT.....</b>	<b>45</b>
<b>ANNEXURE VIII: INTEGRITY PACT .....</b>	<b>52</b>
<b>CHECKLIST FOR DOCUMENTS TO BE ATTACHED WITH THE TENDER .....</b>	<b>56</b>

## Notice Inviting Tender

### Overview

1. Indian Institute of Management Tiruchirappalli (IIM Tiruchirappalli), an Institute of National Importance and More details about IIM Tiruchirappalli are available in our website [www.iimtrichy.ac.in](http://www.iimtrichy.ac.in).
2. IIM Tiruchirappalli invites Bids from experienced catering contractors for ***operating the Student Mess of IIM Tiruchirappalli on a contract basis.***

Service Description	No. of Students (Approx.)	Available facilities
<b><i>Tender for Operating the Student Mess of IIM Tiruchirappalli</i></b>	<b><i>960</i></b>	Well-furnished kitchen and two A/c Dining halls (Ground Floor and First Floor) with a seating capacity of around 1,000 persons at a time.

### Period of Contract

The selected Service Provider shall provide Catering Services for one year. However, the contract shall be extended for a further period of up to ***three more years*** every year if the services rendered by the Vendor are found to be satisfactory, on the same terms and conditions and at the sole discretion of the Institute. The commencement date of the contract will be reflected in the Work Order, which will be issued to the selected Bidder.

### Scope of work

The essence of the contract is to prepare and serve food (Breakfast, Lunch, Evening snacks, and Dinner) for around 960 students at IIMT Hostel Mess on a contract basis at an agreed fixed “Daily rate per student” basis for one year. The detailed Menu List is given in [Annexure – III](#). The scope of work includes the following:

- a. Procurement of LPG commercial cylinders, fresh groceries, vegetables, raw materials, other ingredients, etc., for running the Hostel Mess as per the basic menu mentioned above, shall be out of the catering contractor’s expenses and arrangements.
- b. Cooking and Serving Breakfast, Lunch, Evening Snacks, and Dinner.
- c. Deployment and Supervision of a required number of service personnel such as cooks, servers, cleaners, storekeepers, and supervisors, etc., for running the mess. If the deputed personnel are found insufficient at any point in time, the vendor should arrange additional staff as mandated by the institute.
- d. Management and control of stocks and inventories.
- e. Branded Hand Wash Liquids like Dettol/Savlon/Palmolive/Lifebuoy/Godrej only to be used at the Student Mess, and diluted hand wash will not be accepted and will attract a penalty.
- f. Cleaning and mopping of the kitchen, dining halls, and auxiliary areas three times a day.
- g. Necessary pest control measures are to be taken. Photo proof and bills for pest control must be submitted every 15 days
- h. Cleaning of plates with the dishwasher three times a day and cleaning of utensils. For cleaning of vessels, a multi-step process, including soaking in hot water, etc. to be done to ensure proper cleaning of vessels before the next use. The vendor is welcome to use either fully automated equipment or a partially

automated process or a fully manual multi-step process to achieve the desired cleanliness.

- i. Camphor-based cleaning/hi-tech cleaning method to be used at the end of each dining time.
- j. Cleaning of the kitchen drains on a continuous basis.
- k. Cleaning of wash basins.
- l. Cleaning of dining hall tables and chairs after each meal.
- m. Maintenance of the equipment in the kitchen and dining hall. Proper use of equipment is the responsibility/liability of the successful bidder.
- n. Proper collecting and storing of food and vegetable waste and safe disposal of the same outside the campus.
- o. Safety and Security of workers deployed by the Vendor, equipment, utensils and other items in the kitchen and dining hall.
- p. Maintenance of records and documents related to running of the mess and statutory compliances as per prevailing labour laws and other statutory compliances.
- q. The contractor should be in a position to cater to the tastes of South Indian, North Indian and Jain Food. Thus, the successful bidder (i.e., Vendor) has to provide Breakfast, Lunch, Evening snacks and Dinner on a fixed “daily rate per student” basis.
- r. Special items of a minimum 1 Vegetarian and 1 Non-vegetarian extras are to be made available during Lunch and Dinner at the rates quoted in the Price Bid and can be changed based on demand and student’s interest. Boiled eggs are to be kept as extras during breakfast and snacks
- s. Providing any other catering services for the Institute’s events, which shall be considered necessary by IIMT at subsidized rates, from time to time. Such catering services shall either be arranged within the mess facility or independently outside the mess area but within the Campus of IIMT.

#### **Tentative Mess Timings**

<b>Breakfast:</b>	07.30 – 10.00	Hours
<b>Lunch:</b>	13:00 - 15:00	Hours
<b>Evening snacks with tea:</b>	17.15 – 18.30	Hours
<b>Dinner:</b>	19.30 – 22.00	Hours

#### **Amount payable to IIM Tiruchirappalli**

1. The Vendor shall pay a sum of Rs. 75,000/- plus GST per month towards monthly rent. IIM Tiruchirappalli will provide the kitchen equipment mentioned in [Annexure-VII](#) to the Successful Bidder. The vendor shall not be charged with the rental charges during the summer vacation period (April and May), however, the vendor is required to do maintenance work such as hood cleaning, deep cleaning of the mess, etc., during this vacation period.
2. ***Mess Building is fully air-conditioned. The Vendor should switch on the Air Conditioner at least 30 Minutes before the Mess Timings. The vendor should adhere to the strict Mess Timing as per the Schedule confirmed by the Institute.*** IIMT shall provide electricity to the Mess building. An electricity charge will be levied as per the prevalent tariff of TNEB, applicable to IIMT, as per actual consumption. A separate meter will be installed. The electricity charges for the complete mess building, including but not limited to the kitchen, washing area, dining hall, etc., have to be paid by the vendor only. However, the electricity consumption for the garbage composter will be borne by the Institute.
3. Water required for cooking, washing, and all other purposes will be supplied at cost to the Vendor by the Institute. Water consumption charges in the complete mess building, including but not limited to the kitchen, washing area, dining hall, etc. The water meter will be fixed by the Institute. Water charges will

be levied on actual consumption every month based on the meter readings and as per the following slabs:

- a. Rs. 50 per kilo liter up to the consumption of 600 kilo liters per month.
  - b. Rs 75 per kilo liter up to the consumption of above 600 kilo liters and up to 1000 kilo liters per month.
  - c. Rs 100 per kilo liters up to the consumption of above 1000 kilo liters per month.
4. The electricity and water charges are subjected change as per the revised rates of TNEB and TWAD boards.

**Eligibility Conditions for Bidders**  
**(Documentary Evidence to be provided)**

1. The tendering Agency must fulfill the conditions mentioned in the succeeding paragraphs to be eligible for technical evaluation of the Bid.
2. The Bidder (s) should be registered with FSSAI and Goods and Services Tax Council for Goods & Services Tax (GST). A copy of the FSSAI, GST Registration Certificate, has to be submitted with the tender document. A copy of the GST Registration Certificate, PAN, and Bank account details should be submitted along with the Technical Bid. The names appearing on all these documents and the tender document should be the same or linked.
3. The bidder should be registered with the appropriate registration authority, and the Agency should have operation for at least 5 years as on March 31, 2025. The Certificate of Incorporation should be attached along with the Technical Bid.
4. The bidders should have executed a similar job *in the last three years as on March 31, 2025. Similar Work shall mean:*
  - a) Running of Hostel Messes successfully in renowned Educational Institutions such as IIMs, IITs, NITs, AIIMS / Central Universities / State Universities / Deemed Universities / Renowned Private Educational Institutions ranked below 100 in NIRF Rankings / Universities or any Institute of National Importance.
  - b) Running of Executive canteen/Mess (with a minimum of 900-1,000 diners) in large organizations / Institutional Canteens successfully in the State/Central/PSUs/ PSBs/Private Sector. Details of current and previous works to be provided in the given format attached in [Annexure-I](#) of the Technical Bid.
5. The bidders should be able to provide supporting evidence such as Copy(ies) of work order(s) and testimonials/completion certificates from Clients and details of current works on hand, and other contractual commitments as on **March 31, 2025**, as detailed below:

*Three similar works (Preferably two of them in a Hostel Mess of a renowned Educational Institution), each having at least 500 persons on its dining strength (each dining), with a total turnover of at least INR 450 lakhs in the last three years [Order copy to be enclosed]*

**OR**

*Two similar works (Preferably one of them in a Hostel Mess of a renowned Educational Institution), each having at least 700 persons on its dining strength (each dining), with a total turnover of at least INR 480 lakhs in the last three years.*

**OR**

*One similar work (Preferably in a Hostel Mess of a renowned Educational Institution) having at least*



***900 persons on its dining strength (each dining), with a total turnover of at least INR 500 lakhs in the last three years.***

6. The Bidders should submit **Performance Certificates** from past clients/ongoing contracts for the attached Work Order of equivalent order size (issued in the last three years as on **March 31, 2025**) need to be attached with the Tender document. The performance certificate should be certified by the responsible official from the concerned organization with verifiable contact details & e-mail ID. The certificate(s) should be enclosed with the Technical bid. The Institute officials may also contact past and present clients to verify the credentials of the certificates and also seek on-the-spot information regarding the quality of services provided, etc. ***The Work Order without a Performance Certificate will not be considered for evaluation.***
7. The Average Annual Turnover of the Bidder for the last three years (2021-22 to 2023-24) should be at least **Rs. 5 Crores**. Copies of duly audited Balance Sheets with Profit & Loss accounts are to be submitted for the last three years as above as per [Annexure-I](#) (Technical Bid). The year in which no turnover is shown would also be considered for working out the average.
8. Bidders should be regular in filing Income-Tax returns. A copy of the Income-tax returns filed and audited account statements for the last three financial years (2021-22 to 2023-24) should be submitted along with the Technical Bid.
9. The bidders should not have been blacklisted by any department of the Government of India or any State Government and Private organization in the past. There should not be any criminal case registered against the bidding firm or its owners/partners anywhere in India, and the Bidder should give a self-declaration certificate for acceptance of all terms & conditions of the tender documents. An undertaking to this effect in the Company letterhead, duly signed by the owner/partner or both to be enclosed, as per [Annexure-V](#).
10. Existing and past vendors of the institute must submit a Performance Certificate and a No Dues Certificate, as applicable.

**Note: The bidders should submit the documentary evidence for all the documents mentioned above. The documents should be serially numbered and indexed, and the details of value, numbers, and keywords are to be highlighted. The documents submitted in any language other than English should either be translated or a brief note of the contents should be submitted in English, which shall be verified by the institute.**

**Special conditions relating to the Tender:**

1. The current mess facility has six counters, and the vendor has to man all six counters and provide services. The bidders may visit and assess the Mess Area for a better understanding. The current seating capacity of the mess is around 1,000.
2. The Vendor shall provide catering services as per the menu and at the timings to be advised by the Institute from time to time, which is at the sole discretion of the Institute.
3. The Vendor shall ensure quality/hygiene food and provide satisfactory/acceptable services without giving any room for complaints from diners.
4. The Vendor shall prepare the food items in a hygienic atmosphere. Qualified and trained staff shall be available to supervise cooking, serving, dishwashing, and general housekeeping. IIMT reserves the right of inspection relating to quality and service at any given point of time, and shall also be the sole judge of

the dining services. IIMT also reserves the right to appoint a committee comprising Students, Officers, Staff, and Faculty to inspect the quality of materials used for cooking and also the quality of food prepared and served, and the cleanliness of the mess and its surroundings. IIMT reserves the right to send the food samples to the Govt. approved food testing laboratories for conducting microbiological tests.

5. The types of kitchen equipment and dining hall facilities provided by the Institute are detailed in [Annexure-VII](#). Dining tables and chairs will be provided by the Institute. The equipment should be used with utmost care. All the equipment should be maintained properly at the own cost of the Vendor. Apart from the equipment provided by the institute, the contractor has to bring equipment, if necessary, at his own cost. A chapati-making machine and a Bread toaster (minimum 3) should be available in the mess facility at the responsibility of the vendor. The vendor has to ensure that the capacity of these machines is high, and they should be able to provide an uninterrupted supply of chapatis and toasted pieces of bread.
6. The Vendor should make their own arrangements for providing all utensils like stainless steel plates, spoons, cups, jugs, tumblers, salt and pepper boxes, etc.
7. IIMT shall provide basic facilities such as furniture, cooking equipment, water cooler in the dining room. A stock register of items will be maintained. These facilities will be under the control of the Vendor, and he/she will be responsible for any loss/damage.
8. The Vendor shall use cooking gas (LPG) at his cost for cooking in the Kitchen. The Vendor needs to have the necessary facilities, such as a gas connection to the oven and other gadgets for carrying out the preparation of food for students and serving in the dining room of the Hostel Mess. The Vendor should be solely responsible for the arrangements of gas refills out of their own resources and their safe custody and usage. The Vendor shall ensure that his staff is trained by fire drills regularly in operating fire extinguishers, which shall be supplied by the Institute, and that proper and adequate fire precautions, safeguards, and preventive measures against fire are taken by the Vendor.
9. Being a food supply contract, all the edible materials like rice, dal, oil, sugar, jaggery, suji, etc., used by the contractor should be of good quality, free from insects and other adulteration/decay materials. Dalda/Vanaspathi, Food Colour, and Ajinomoto should not be used in the food.
10. Utmost attention has to be given to provide wholesome quality dishes and render an excellent service, besides maintaining punctuality in services without any complaint from diners.
11. The food, raw materials, ingredients, etc., are to be of good quality, clean, fresh, nutritious, hygienic, and edible. No cooked food shall be stored/preserved after meals. All perishable items like milk, bread, vegetables, chicken, etc., have to be procured daily. Not following IIMT's suggestions/instructions in such matters shall be considered a violation of the terms and conditions of the agreement and shall invite a penalty for the same.
12. The Vendor shall use only branded raw materials and best quality items for preparing the food. The list of brands or products given by the Institute in [Annexure-IV](#) has to be strictly followed. If the vendor has to change any brand for any operational reasons, the request has to be submitted to the institute for approval by the competent authority.
13. Purchase bills of all grocery and dairy items for a minimum of 15 days must be available at the mess manager's office for cross verification by the Food and Beverages Committee.
14. Vegetables used should be fresh and of good quality. Rice of good quality, well cleaned, and de-stoned



should be used. Standard brand Toor/ Urad Daal / Pulses/ Grams/ Spices are only to be used for cooking. The Vendor should procure the required provisions from standard shops. Milk should be of Aavin brand. Rice should be cooked properly. Chapati should be baked properly, and it should be soft. For the preparation of curry (i.e., Sabji) each day, the vegetables must be changed. Potatoes mixed with vegetables should not exceed 20%. Fruits served should be fresh and of good quality.

15. Procurement of first-quality branded groceries, vegetables, etc., will be the responsibility of the Vendor. Brands of other items will be decided by the IIMT. The members of the Hostel Food and Beverages Committee will check all materials brought to the mess as well as cooking practices. A register shall be maintained in this regard. In the event of the quality of the food served being poor or not adhering to contractual conditions, IIMT will be free to impose a penalty as deemed fit on the Vendor and as per the penalty clause.
16. Vendor shall provide light food such as milk, bread, soup, kanji, kichadi, upma, porridge etc., in lieu of meals to the sick student(s) during his/her sickness period and no extra charge will be paid for the same. The vendor must arrange for the food to be delivered to the Sick Student's Hostel Gate at the start of the meal time and must do so with no additional packing or delivery charges.
17. The vendor or his Mess Manager is required to remain present in the mess when the food is served. The daily menu should be displayed on the notice board.
18. The Vendor shall maintain a suggestion book for recording suggestions for improvement. The suggestions that have the approval of the IIMT should be acted upon forthwith. The suggestion/complaint book should be kept open for inspection by the Food and Beverages Committee.
19. Keeping the kitchen, dining halls, and mess premises neat, clean, and hygienic is the responsibility of the Vendor. Strict adherence to hygiene and sanitation of the mess and its surroundings is essential. Disposal of waste getting flogged in drainage lines has to be cleared by the vendor. The suggestions/actions given by the Students' Food and Beverages Committee regarding cleanliness have to be followed, and all the expenditures will be borne by the vendor. Any violation on the part of the vendor is liable for appropriate penal provisions. The vendor is also responsible for the proper disposal of all waste without bringing any environmental hazards. Daily cleaning reports should be submitted to IIMT.
20. The mess utensils are to be cleaned using detergent powder/soap of approved quality with warm water after every meal and again soaked in the hot water tub/tank. Otherwise a penalty clause will apply.
21. The Vendor should dispose of the kitchen waste in a proper manner, and no waste should be poured into the sewage line, as the garbage will damage the pumps installed at the Sewerage Treatment Plant. If any blockage in the sewer line is noticed due to the dumping of kitchen waste, the Vendor will be responsible for clearing the sewage system and will also be penalized with a heavy penalty by the Institute. The rate of the penalty will be decided by the Institute.
22. The vendor has to take utmost care to avoid food poisoning issues. If such issues arise and the vendor is found responsible, suitable action will be taken. In addition, a penalty as decided by authorized officials of IIM Tiruchirappalli will be imposed on the Vendor for such incidents. Since the services include food and eatable, the provisions of Prevention of Food Adulteration Act, 1954 are binding on him.
23. There will be strict check on the quality of food. The items of food served will be checked by the Food and Beverages Committee constituted by the IIMT. Such a quality audit may be a test audit or surprise audit. The Food and Beverages Committee meeting will be held once in fortnight. The Vendor should

attend the meeting to sort out the issue. If the quality of the food is below the standards, a fine will be levied as detailed in the penalty clause.

24. Transportation of all material, vessels, cutlery, and other implements, as well as their people, is entirely within the scope of the successful bidder.
25. Any material/ equipment handed over by the institute to the vendor should be returned to the Institute in good working condition. While using if any damage/repair is noted, that should be brought to the knowledge of the Institute administration immediately, failing which the institute will recover the same from the vendor.
26. The waste food should be cleared off from the campus every day and the same should be kept away from the reach of dogs etc. If noticed that the system is not followed penalty will be levied on the vendor on daily basis.
27. All the flycatchers provided by the institute should be in working condition. If any nonfunctioning is noted, it should be immediately informed to the institute officials.
28. Deep cleaning of hood and mess may be done in the vacation period. But routine and regular maintenance should be done on daily basis. The vendor should ensure that there is no oil drops from the hoods etc. If noticed penalty will be levied.
29. The vendor should ensure the operation of all the hoods, exhaust, etc., on a daily basis. If any nonfunctioning of the equipment is noticed, it should be immediately brought to the knowledge of the institute officials.
30. During working hours when a sudden roll call is done all the deployed staff of the vendor should be present with their respective uniform, failing which action will be imposed on the contractor.
31. The Vendor should not feed the dogs with food.

## Deployment of Personnel:

- a) The Vendor should deploy following minimum manpower for running the Mess effectively:

S. No.	Designation	Total Manpower per day (After expansion)
1	Mess Manager	1
<b>Team - A</b>		
2	Mess Supervisor	1
3	Kitchen Supervisor	1
4	Chefs with expertise in preparing South Indian, North Indian, and Jain food items.	2
5	Kitchen Assistant (to Assist Chef)	1
6	Extras Cook (to prepare snack items)	1
7	Indian Bread Master	1
8	Indian Bread Team	5
9	Vegetable and Fruits Cutting Staff	2
10	Tea Master	1

11	Grinding Staff	1
12	Store Keeper	1
13	Service Staff	12
14	Vessel Cleaners	Shift A- 10 Nos. Shift B - 10 Nos.
<b>Team - B</b>		
15	House-keeping Supervisor	1
16	House-keeping Staff (for cleaning floors, restrooms, kitchen hoods, glasses, cobwebs in walls, lights & fans, tables & chairs, hand wash areas, etc.)	9

**Note:**

- The above numbers are only indicative, and this may increase as per the Institute's requirement. However, the vendor is welcome to deploy more manpower than the above requirement.
  - Staff working under Team-A and Team-B should not be interchanged; that is, housekeeping staff should be used only for upkeep and maintenance of the entire area.
  - A team of 7 housekeeping staff should be formed separately with the supervisor with a unique dress code. Their roles and responsibilities must be clearly defined and there should not be any exchange of roles between teams/ workers.
- The Vendor shall engage sufficient number of competent employees (i.e., cooks, servers, cleaners, helpers, supervisors, etc.) for running the Dining Hall services. Manager and Mess supervisor must be available during the mess running time. Expenses on account of payment of Salary/ Wages/ Food/ Uniform/Personal Protective Equipment and other benefits including statutory payments like EPF, ESI/Group Insurance coverage, Holiday wages, Gratuity, Bonus, etc., to the deployed personnel shall be borne by the Vendor. The Vendor shall have full control over his employees including the right to appoint, determine service conditions, discharge, dismiss, or otherwise terminate their services at any time.
  - The employees like chefs and cooking helpers should wear a separate colour uniform and the housekeeping supervisor and staff should wear separate colour uniforms.
  - The cooking staff shall not be used as cleaning or housekeeping staff. All the workers and cooks should be healthy and medically fit. The Vendor should ensure that all his workers are free from communicable diseases. If any mess worker is found medically unfit, he/she may not be given permission to continue his/her duties and the Vendor has to replace him/her immediately without fail.
  - IIM Tiruchirappalli will not be liable for any medical attention, injury / loss of life of the mess or any other worker engaged by the contractor in the preparation, transportation of the food items to the Dining Halls and further service as per the contract. A suitable insurance coverage for the Personnel shall be arranged by the Vendor at his own cost towards compensation of any loss to their workmen as per legal provisions.
  - In the case of delay / default in payment of contribution under ESI Scheme and EPF Scheme besides the recovery of the amounts due by the successful bidder outwards their contribution, penal interest and / or damages as may be levied by the ESI or PF Authorities, a penalty of 20% of the above amount

would also be levied and recovered from their running bills. In the event of cessation of the contract due to any reason whatsoever, the Security Deposit will be refunded only after due satisfaction as regards the payment of ESI and EPF dues by the vendor.

- g) The Vendor is required to maintain the details of all his employees/Mess workers. This information, along with their photographs, shall be submitted to the Office of the CAO in the format that may be prescribed.
- h) The Vendor shall be responsible for the proper conduct and behavior of the mess workers engaged by him. The Vendor, along with his workers, has to behave politely with hostel residents. If it is found that any worker has misbehaved with any of the hostel inmates, the vendor has to act as suggested by the IIMT.
- i) The Vendor shall provide the break-up of qualified manpower proposed to be employed at IIMT Hostel Mess indicating qualification, experience, etc.
- j) Staff strength in each category of Mess workers viz., Cooks, Servers, and Helpers deployed by the Vendor should be optimum and finalized in consultation with IIMT. An experienced Manager with fluency in English/Hindi should be appointed. The cooks employed should have expertise in preparing South Indian, North Indian, and Jain food items. The Vendor shall maintain the register containing the details of staff deployed with Name, designation, qualification, experience, etc., and the register shall be open to the scrutiny of the authorized officials of IIMT.
- k) Employment of child labour is prohibited.
- l) The employees of the Vendor should wear a uniform along with, cap, gloves and apron, etc.
- m) 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. The Institute will permit the Vendor to use the 1st floor of the mess building to provide accommodation for the workers. The Vendor should maintain their accommodation area neat and clean.
- n) All expenses relating to the employment of the mess workers engaged by the Vendor shall be within the scope of the Vendor.
- o) The Vendor should produce the record of duty hours and pay structure as per rules, for inspection by authorized government personnel and IIM Tiruchirappalli and for meeting other statutory and non - statutory benefits/obligations.
- p) The Vendor shall comply with all the provisions of the Rules framed under any Laws and Rules as may be applicable from time to time in respect of the workers engaged by him. The vendor, when required by the institute, shall produce the registers and records for verification and comply with other directives issued by the IIMT for compliance with the statutory provisions. Thus, the Vendor has to follow all the Labour laws/government laws and all statutory obligations in regard to employing the mess workers. The Vendor shall be solely responsible for any dispute/violation of labour laws.
- q) The Vendor shall be solely responsible for any claim arising out of employment or termination of employment of his employees and for statutory payments. It is agreed that there is no employer-employee relationship between the IIMT and the Vendors' employees in anyway whatsoever and the Vendor has to carry out their business as an independent Vendor.

- r) It is the Vendors' sole responsibility to comply with various statutory and non- statutory obligations such as Labour License (under Contract Labour Regulation and Abolition Act, 1970 and Prohibition of Child Labour Act 1996) and shall produce the same for verification and record within a fortnight from the date of signing this contract failing which the contract is liable to be terminated. The other statutory obligations arising from Prevention of Food Adulteration Act, Public Health Act, Payment of Minimum Wages Act, Workman Compensation Act, Factories Act, Employees Provident Fund Act, Employees State Insurance Corporation Act, GST Act, Payment of Bonus Act, Tamil Nadu Industrial Establishment, (National Festival Holidays) Act 1958 and the Rules framed thereunder or any other Laws and Rules as may be applicable from time to time etc., have to be fully complied with and furnish proof for such compliance to the Licensor every month or at such intervals as may be called upon by the Licensor. The compliance with the stated statutory obligations falls within the scope of the Vendor.
- s) The Vendor shall issue uniforms for all the staff employed by him and shall provide an identification badge embossing name of such staff. The cost of providing uniforms dress and laundry charges for the same shall be within the responsibility and scope of work of the Vendor.
- t) The Vendor shall not employ any mess worker whose track record is not good. He should not have involved in any crime / offence / police case / previous history of misbehaving with the diners.
- u) The Vendor's employees shall maintain good discipline and relationship within the Institute, the Food and Beverages Committee, and the students. In the event of any complaint or commission of an act of misconduct by the employees of the Vendor, the Vendor shall take prompt action, including removing the said employee from the dining facility. The Vendor shall deal with all disputes relating to their employees without involving the IIMT authorities. Any act by the Vendor or its employees bringing disrepute to the Institute shall warrant for automatic cancellation of the contract. The decision of IIMT in this regard is final and binding on the Vendor.
- v) **The persons to be deputed by the service provider**, being their own employees or otherwise, shall be their sole employees and IIM Tiruchirappalli shall not have any relation whatsoever with the employees of the service provider. He / She will be fully responsible for their acts, conduct and any other liability. No right whatsoever, much less a legal right shall vest in the Service Provider's employee to claim/have employment or otherwise seek absorption in the Institute nor the Service Provider's employee shall have any right what so ever to claim the benefits and for emoluments that may be permissible or paid to the employees of the Institute. The employee of Service Provider will remain the employee of the Service Provider and this shall be solely the responsibility of the Service Provider to make it clear to their employees before deputing them on Work at the Institute.
- w) **Safety of Working Personnel:** The Vendor should ensure adequate safeguards for personnel when employed on work where human risk of health/injury is involved.

## Instructions to Bidders

### 1. Downloading of Tender Document

Tender Documents are to be downloaded from the Institute's website <https://www.iimtrichy.ac.in/tender-published> and <https://mhrd.euniwizarde.com/>. No Tender fee is payable.

### 2. Earnest Money Deposit

- a. The Bidder (s) should remit an Earnest Money Deposit (EMD) of **Rs. 10,00,000/- (Ten Lakh Rupees only)** to the institute bank account. A copy of the payment transaction receipt has to be attached to



the Tender application form, without which the tender won't be considered for the bidding process.

- b. Receipt of EMD from an individual account will not be accepted. The EMD must be paid from the company's bank account only.
- c. The EMD of the successful Bidder will be adjusted against the Interest-Free Security Deposit.
- d. The EMD of the unsuccessful bidders will be released after finalization of the tender. No interest is payable on the Earnest Money Deposit (EMD).
- e. Any request for a refund of EMD to an individual account will not be entertained.
- f. Micro and Small Enterprises (MSEs) firms as defined in the MSE Procurement Policy issued by the Department of Micro, Small and Medium Enterprises (MSME) or the firms registered with the Central Purchase Organization or the concerned Ministry or Department or Startups as recognized by Department of Industrial Policy and Promotion (DIPP) for all these items only, are exempted from EMD. However, they have to enclose valid self-attested registration certificate(s) along with the tender to this effect, failing which the Tender will not be considered for evaluation.
- g. The bidders who seek exemption from EMD as per clause above, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the bid document, they will be suspended for a period of three years or as decided by the competent authority from being eligible to submit bids for contracts with the entity that invited the bids.

### 3. Relationship Certificate

- a) The Bidder should give a certificate that none of his/her near relative is working in the units as defined below where he is going to apply for the Tender. In case of proprietorship firm certificate will be given by the proprietor. For a partnership firm, the certificate will be given by all the partners, and in case of a limited Company, by all the Directors of the Company. Due to any breach of these conditions by the Company or firm or any other person, the Tender will be cancelled, and Bid Security will be forfeited at any stage whenever it is noticed, and IIM Tiruchirappalli will not pay any damage to the Company or firm or the concerned person.
- b) The Company or firm or the person will also be debarred from further participation in the concerned unit.
- c) The near relatives for this purpose are defined as follows: -
  - Members of a Hindu undivided family,
  - Spouse,
  - The one is related to the other in the manner as father, mother, son(s) & Son's wife (daughter in law), Daughter(s) and daughter's husband (son in law), brother(s) and brother's wife, sister(s) and sister's husband (brother in law).
- d) The Relationship Certificate ([Annexure-V](#)) needs to be placed in the Technical bid cover.

### 4. Conditional Bids

Conditional bids or Bids based on the process / basic schemes other than those mentioned and/or not conforming to the technical specifications/requirements of the Bidding documents will not be considered.

### 5. Technical Bids Criteria

- i. The technical Bid shall contain all the relevant information that forms part of the technical Bid. The information provided in the technical Bid will be used for understanding and assessing/evaluating the quality of the solution being proposed by the Bidder.



- ii. All the information should be organized in logically structured form as a technical Bid with an index. Bidders should comply with the scope of Work, eligibility criteria, and technical requirements. The detailed formats are attached at [Annexure-I](#). The Bidder is to complete the same in all respects and submit it accordingly. No deviations are acceptable in [Annexure-I](#).

## 6. Price Bid Criteria/Details

- a. Price Bid, i.e., BoQ, should be submitted strictly as per the format attached in [Annexure-II](#), failing which the offer will be rejected.
- b. *Tender must be submitted with the rates for all the items mentioned in Part-A & Part-B of the Price Bid, and any incomplete tender will not be considered.***
- c. The Price (i.e., Mess Rate Per Day Per Student) to be quoted by the bidder against this tender shall be inclusive of cost of rice, groceries, vegetables, raw materials and all other ingredients of good quality, fuel cost, labour cost, loading, unloading, transportations and storage of raw materials, salaries, allowances, etc., payable to the workers employed by the vendor and statutory taxes, duties and levies, wherever applicable, and **including the applicable GST**.
- d. The vendor should quote rates in the Price Bid ([Annexure-II](#)) format only; bids indicating rates anywhere else will be rejected.
- e. Arithmetical errors, if any, shall be rectified on the following basis. If there is a discrepancy between the unit price and total price, then the unit price shall prevail, and the Institute shall correct the total price. If the Bidder does not accept the correction of the errors, the Bid shall be rejected.
- f. In case of any additional requirements on a need basis, the Bidder should provide the same, and the payment will be made as per the mutually agreed rate, considering the prevailing market rate.

## 7. Validity of Bids and Rates

The quote shall remain valid and open for acceptance for 90 days from the date of opening of the price bid.

## 8. Escalation of Rates:

- i. At the end of the contract period, the vendor may request an escalation/price increase, up to 10% for the tendered food items that are considered for evaluation, with reasonable justifications. However, it is the prerogative of the institute to agree to the request or not. The decision of the institute shall be final and binding.
- ii. There shall be a review of the performance at the end of each year, along with a provision for annual price escalation of up to 10% per annum to absorb the increase in the input costs. All other terms and conditions of the Contract shall remain the same. The decision of the competent authority is final."

### Procedure for Submission of Bids

- a) The tender document should be downloaded from the IIM Tiruchirappalli website <https://www.iimtrichy.ac.in/tender-published>.
- b) The Bidder needs to fill, sign, and seal the required bid documents as indicated in the tender document.
- c) All the pages of the tender document being submitted must be duly signed as per the procedures and requirements stipulated herein.
- d) The Bidder (s) shall not make any changes or amendments in the tender document as

published on the IIM Tiruchirappalli website.

- e) All correspondence and documents relating to the Tender shall be written in English.
- f) No addition or alteration should be made in the tender document.
- g) The tender document should be filled in legible handwriting/printing/typing without ambiguity.
- h) If any correction is necessary in the information provided by the Bidder, the same should be made after scoring out the old entry. In any case, there should not be any overwriting. All the corrections should be attested with the full signature of the Bidder with the date.
- i) It is construed that the Bidder has read all the terms and conditions before submitting their offer. An undertaking as given in [Annexure-V](#) to the effect of stating that all the terms and conditions of the Tender have been read and abided by the tenderer shall be furnished.
- j) Bidder should take into account the corrigendum/Addendum published from time to time before submitting the bids.
- k) The bidders are cautioned that furnishing of incomplete/ambiguous information, suppression of facts, and any alteration of the prescribed tender format will entail outright rejection of the bid application.
- l) Bidders should note that they should submit their price bids in the prescribed format given by IIM Tiruchirappalli, and no other format is acceptable.

## **Bid Submission:**

Since this tender is based on a two-bid system, the bids (complete in all respects) must be submitted in **Three Separate Sealed Envelopes** as explained below:

### **a. Technical Bid – (Cover 1)**

The following documents are to be furnished by the Bidders along with the Technical Bid ([Annexure-I](#)), as per the tender document:

- i. Application form, Near Relative and Declaration form as per [Annexure - V](#).
- ii. Copy of FSSAI, PAN, and GST Registration.
- iii. EMD Transaction Receipt/MSME Certificate for EMD exemption.
- iv. Copy of the constitution or legal status of the service provider. Certificate of Incorporation duly certified in the case of the Company.
- v. Copy of work orders, testimonials/completion/performance certificates from the present and past clients of equivalent order size (**received in the last three years as on March 31, 2025**), with verifiable contacts need to be attached with the Tender document.
- vi. A copy of Income tax returns filed and audited account statements for the last three financial years (2021-22 to 2023-24).
- vii. Signed Tender document and all annexes of the same.
- viii. All other documents mentioned in the tender document except the Price Bid document.

The Technical Bid Cover with the aforementioned enclosures should be in a sealed condition and SUPERSCRIBED with the following text: **“Technical Bid for Operating the Student Mess of IIM Tiruchirappalli.”**

### **b. Price Bid - (Cover 2)**

- i. Price bid (As per [Annexure-II](#) duly filled and signed) - Price must be quoted as per the format specified for all the items, failing which tender shall be rejected.
- ii. Only duly filled Price Bids as per [Annexure-II](#) should be put in a separate cover, and the cover should be in a sealed condition. This envelope should be SUPERSCRIBED with the following text: **“Price Bid for Operating the Student Mess of IIM Tiruchirappalli.”**

Both sealed envelopes (Cover 1 and Cover 2) should carry the name and address of the bidder and be placed/kept inside a LARGER Size Master Envelope with the following text SUPERSCRIBED on the master envelope:

***“Tender for Operating the Student Mess of IIM Tiruchirappalli” - 25SP008T dated: 18.04.2025***

- i. The master envelope containing the two envelopes (Technical Bid Envelope and Price Bid Envelope) should be delivered at the address mentioned in Page 1 of the tender document.
- ii. If the envelopes are not marked as instructed, IIM Tiruchirappalli will assume no responsibility for the misplacement of the envelopes. Any bid received in an unsealed condition will be rejected.
- iii. IIM Tiruchirappalli will not accept any responsibility or grant any relaxation of time for any Postal delay in the submission of tender.

**Pre-Bid Meeting**

A Pre-Bid Meeting with the intending bidders will tentatively be conducted in person at the Deans' Office Meeting Room, Administrative Block, IIM Tiruchirappalli on **24.04.2025 at 11.00 Hrs.** to clarify doubts that shall arise before submitting the bids. The bidders are advised to inspect the Mess & Dining Area by fixing prior appointments with the Chief Administrative Officer (i/c), IIM Tiruchirappalli, before the pre-bid meeting.

The Bidders are requested to visit the site of work, at their own cost, and examine it and its surroundings by themselves, collect all information that they consider necessary for proper assessment of the prospective assignment before coming for the Pre-bid meeting.

***The bidders need to send the scanned copy of the letter of authorization from their firm (or firms they are representing) to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) before 11.00 Hrs., on 23.04.2025 for attending the Pre-bid meeting as per format enclosed vide [Annexure-VI](#).***

The Bidders are requested to mail their doubts/queries to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) before the pre-bid meeting, i.e. by **11.00 Hrs. of 23.04.2025** to enable us to clarify the doubts in the pre-bid meeting itself.

**Opening of Technical Bid**

The Technical bids will be opened by the Tender Opening Committee on **12.05.2025 at 11.00 Hrs. (tentatively)** in the presence of the bidders or their authorized representatives through physical/video conferencing mode. A maximum of two representatives per bidder shall be authorized and permitted to attend the bid opening. Bidders / Representatives have to send the scanned copy of letter of authorization from their firm (or firms they are representing) to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) before attending the Opening of Master envelope & Technical bid meeting on the given date (to be informed later) in the opening of Technical Bid as per the format enclosed vide [Annexure -VI](#).

**Tender Evaluation Process**

The Bidder would be selected based on ranking and evaluation of Technical and Price Bids by the Evaluation Committee formed by the Institute, and the Committee's decision would be final and binding.

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

## **Stage 1:**

**Document Verification** – To verify the document submitted by the bidders. The qualified bidders in **Stage I** shall be invited to make a presentation in person to the Evaluation Committee of IIM Tiruchirappalli. The Bidders meeting all the basic eligibility conditions mentioned in this tender document will only be considered to make the presentation to the Evaluation Committee.

## **Stage 2:**

**Technical Evaluation** – Those qualified in **Stage-I** shall be invited to make a presentation to show the excellent quality photographs/videos of the properly dressed Mess Staff and Mess from the earlier contracts entered into, by the vendor. The presentation will be held by the Evaluation Committee in IIM Tiruchirappalli Campus. Bidders/Representatives have to send the scanned copy of the letter of authorization from their firm (or firms they are representing) to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) to participate in the presentation as per the format enclosed vide [Annexure-VI](#). The Committee will assess the firm as per the criteria mentioned in the technical bid.

The information provided in the technical bid will be used for understanding and assessing/evaluating the quality of the solution being proposed by the Bidder. Technical evaluation of the Bidder will depend on the information provided herein and the demo-cum-presentation to the committee members. **The technical bid score, out of 100**, will be arrived at based on the following Parameters:

Sl. No	Items	Maximum Marks
1	<p><b><i>Financial Soundness/Turnover:</i></b> The average turnover of the last three years (2021-22 to 2023-24), as reported in the audited financial statements will be considered.</p> <ul style="list-style-type: none"> <li>a. Rs.5 to 10 Crores = 2.5 marks;</li> <li>b. Rs.10.01 to 20 Crores = 5 marks;</li> <li>c. Rs.20.01 to 30 Crores = 7.5 marks;</li> <li>d. Rs.30 Crores and above =10 marks.</li> </ul>	10
2	<p>Catering Experience (Mess) in the last three years as of 31st March 2025: Single Work order for 3001 diners &amp; above per meal – 12 marks each Single Work order for 2001 – 3000 diners per meal -10 marks each Two Work Orders for 1001 - 2000 diners per meal – 8 marks each Three Work Orders for 500-1000 diners per meal – 5 Marks each The performance certificate should match the details mentioned here. <b><i>Note: The maximum marks shall be restricted to 25 under this category.</i></b></p>	25

3	<p>Performance Certificates provided by previous clients/current clients during the last three years as of 31<sup>st</sup> March 2025 will be considered. (A copy of the Performance Certificate <b><i>indicating Quality of Food, Quality of Service, Hygiene, Cleanliness, etc.</i></b>, should be submitted in an official format.). The work order value of at least <b>Rs. 100 lakhs</b> each with the verifiable contact details should be enclosed along with a copy of the Work order):</p> <ul style="list-style-type: none"> <li>▪ Central Govt. organizations (CPSE, CAB, AIIMS/IIMs/IITs/NITs/IISER, etc.) – 5 marks for each completed work.</li> <li>▪ Others - 2.5 marks for each completed work.</li> </ul> <p><b>(Any Performance Certificate without a work order copy, contact details, and not in official format would not be considered).</b></p> <p>Note: The maximum marks shall be restricted to 25 under this category.</p>	25
4	<p><b>Personnel and Establishment</b></p> <p>A detailed proposal from the vendor for manpower deployment as per the clause mentioned in the <a href="#">Deployment of Personnel</a>. <b>(10 marks)</b></p>	10
5	<p><b>Evaluation of the Capabilities:</b></p> <p>The following documents are to be submitted by the bidder for the evaluation of IIM Tiruchirappalli Committee members. The evaluation shall be based on the following parameters:</p> <ol style="list-style-type: none"> <li>Bidder's understanding of IIMT's requirements;</li> <li>Technical capabilities of the bidder to provide catering services at IIMT Hostel Mess for approximately 1,000 students;</li> <li>Financial capabilities of the bidder to meet the catering services budgeting to at least three months;</li> <li>Quality of raw materials used in the existing contracts.</li> <li>Quality of food served to the students, cleanliness of kitchen &amp; dining area and layout of the stores maintained at present clients (photos to be shown).</li> <li>Maintenance of Feedback Register.</li> <li>Feedback from Students/Clients regarding courteousness and responsiveness.</li> <li>Photos of arrangements made by the bidder(s) on the above points, wherever applicable and related to previous and present clients, are required to be shown as part of the presentation.</li> </ol>	30
<b>Total Marks (Technical Score)</b>		<b>100</b>

**Note:**

In addition to the technical evaluation mentioned in the tender document, a Committee from IIMT may visit the premises of the establishments where the Firm has ongoing contracts (one or two or more) to check the quality and standards maintained by the Firm based on the parameters mentioned below:

- Food Quality and variety
- Diverse Menu Options
- Catering for Executive Functions and Special Events
- Customer Feedback Mechanism
- Dedicated Staff that display professional qualities and presentable appearance
- Ability to ensure the maintenance of the stock of raw materials
- Cleanliness and Hygiene

A minimum of **70 marks** out of 100 marks in technical bid evaluation is required to be eligible for participating in the price bid.

The decision taken by the Evaluation Committee on the Technical Evaluation will be final and binding. At the end of this stage, each firm will have a Technical score (out of 100) associated with it. Bidders getting less than a **70 score** in the Technical bid will not be considered for opening the price bid.

## Opening of Price Bid

The price bids of all the technically eligible bidders will be opened in the presence of technically eligible bidders or their authorized representatives through Physical/video conferencing mode. The date and time for opening of the Price Bid will be informed later.

Bidders/Representatives have to send the scanned copy of the letter of authorization from their firm (or firms they are representing) to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) before attending the price bid meeting on the given date (to be informed later) to participate in the opening of Price Bid as per the format enclosed vide [Annexure-VI](#).

### Selection of Vendor:

1. **Part A** of Price Bid, i.e., *the daily rate per student* will alone be considered for the selection of the L1 Bidder.
2. The rates for extra items mentioned in **Part B of the Price Bid** will be negotiated with the selected Bidder and finalized. *The rates for the extra item will not be considered for selection.*
3. IIMT will reserve its right not to consider L1 (lowest rate quoted) if, in its assessment, the lowest rate is unreasonably low compared to the prices of food items for the stipulated menu in the market.
4. The Institute reserves the right to accept or reject all offers, including the lowest, without assigning any reason.

### Resolution of Tie Cases:

In cases of a Tie, the bidder who scored the highest marks in the Technical Evaluation will be declared as the L1 Vendor.

## General Terms & Conditions

### 1. Price:

The Price quoted by the bidder against this tender shall be inclusive of the cost of rice, groceries, vegetables, raw materials and all other ingredients of good quality, fuel cost, labour cost, loading, unloading, transportation and storage of raw materials, salaries, allowances, etc., payable to the workers employed by the Vendor and statutory taxes, duties and levies, wherever applicable, and **including 5% of the GST**.

### 2. Payment Terms:

- a) **No advance payment will be made in any case.**
- b) The Vendor shall also furnish a certificate in every Mess Bill to the effect that the amount claimed is inclusive of GST and disputes that any arise on that issue will be settled amicably between the Vendor and the GST authorities concerned without involving IIM Tiruchirappalli as a party to the dispute.
- c) The monthly bill amount will be disbursed based on the performance review by the Students' Food and Beverages Committee every month, based on the following criteria:



S. No	Particulars	Score (Each criterion shall have a maximum of five marks)
1	Quality of raw materials, vegetables, etc.	
2	Quality & Quantity of the food served	
3	Cleanliness and Hygiene	
4	Overall Catering Service	
5	Punctuality in providing service	
<b>Total</b>		
<b>Average score for Sl. Nos. 1 to 5</b>		

**Scale:** Very Good: 5, Good:4, Average:3, Bad:2, Very Bad: 1

**The penalty on the Monthly bill for scoring less than 20 marks should be as under:**

- i. Less than 20 and up to 17 marks - 10%
  - ii. Less than 17 and up to 15 marks - 20%
  - iii. Less than 15 and up to 12 marks - 50%
  - iv. Less than 12 marks - No payment will be made for the respective month.
- d) The Vendor shall submit the mess bill in the form of a Tax Invoice containing the details of GST Registration number of the Vendor and IIM Tiruchirappalli (**33AAAAI5004R1ZO**) along with HSN/SAC code every month on or before the 7<sup>th</sup> of the subsequent month. After deducting the amount towards rent, electricity, water charges, TDS, etc., and penalty, if any, payment will be made within **ten working days** from the date of receipt of the monthly mess bill. This is subject to the production of bills
- e) While calculating the Monthly Mess Bill amount, in respect of student diners who stay away for more than continuous two days on official assignment of the Institute or under medical grounds during the regular mess service, the (N-2) formula shall be applied for mess reduction/ rebate, only when the student fills the google form floated by the Food and Beverages Committee where N is the number of days continuous (02 days) absent by the student diner. This doesn't apply to term breaks and summer vacations, wherein the student will be given full waiver on those days.
- **For example**, if a student is not dining in the mess facility for three continuous days (on official assignment of the Institute or under medical grounds), then the student will get a waiver for only one day (3-2) from mess charges.
- The Food and Beverages Committee shall collect data from the students through a google form with meal count on day to day basis and this information will be given access to the vendor for food preparation and for avoiding shortages/wastages.
- f) The Vendor should produce the proof for remittance of PF, ESI, and Salary payment to workers in each worker's name every month, along with the mess bill. The certificate for having paid minimum wages to the mess workers must be submitted by the Vendor along with the monthly bill.
- g) TDS and any other Government levies applicable on bills as per Government instructions/ notifications issued from time to time shall be applicable and deducted from the vendor's bills.

### 3. Penalty Clause:

- a) Failure to supply food in terms of quality, quantity, and as per the basic menu will attract a penalty . IIM Tiruchirappalli will have the full power to impose a penalty to the Vendor for not fulfilling the requirements. Penalty imposed shall be adjusted against the payment due to the Vendor.
- b) Deficiency/delay in Service/work will be construed as lapses on the part of the Vendor. Such lapses due to the Vendor will be viewed seriously, and penalties will be imposed on the Vendor as given below:
  - i. 1st instance penalty Rs. 5000/- and then N\*Rs. 5000/- for subsequent instances for menu

deviation without prior approval of the FnB Committee, servers and kitchen staff not wearing gloves and a head cap, misbehaviour of staff, if any exhausted food on the counter is not replaced within 10 minutes.

- ii. The presence of unwanted items in food including but not limited to blades, glass pieces, metal wires, nails, cockroaches, cigarettes, clothing materials, rope, soft plastic, expired food, insects in food or utensils will be treated as a serious violation of food safety norms. Also, if mess food items are exhausted 5 minutes before the end of breakfast or 10 minutes before the end of lunch, snacks, and dinner, shall be considered a service failure. Such incidents, if found to be due to vendor negligence, will attract penalties based on severity: 1st instance penalty Rs.10000/- and then N\*10000 rupees for subsequent instances. If the meal gets exhausted before the aforementioned timings, the mess timings will be extended equivalent to the delay time.
- iii. Bain Marie and spoon sterilizer must be switched on during the entire duration of Breakfast, lunch, and dinner, failing which a penalty of Rs. 5000 for the 1st instance and N\*5000 rupees for subsequent instances will be levied.
- iv. Food and grocery items must be stored in appropriate containers and handled with utmost care to prevent any form of contamination or conditions making it unsafe for consumption. Any such instance of negligence of the vendor will be penalized based on the severity. A penalty of Rs. 5000 for the 1st instance and N\*5000 rupees for subsequent instances will be levied.
- v. Opened packets of paneer, butter, cheese, and ice cream must be stored in separate closed containers hygienically in the chiller unit or coolers.
- vi. If vegetables kept for use are found to be of poor quality or rotten/stale/spoilt/infected, then a penalty of Rs. 5,000/- for each occasion will be imposed.
- vii. If poor quality rice is used for the preparation of meals, idly and dosa, a penalty of Rs. 5,000/-for each occasion will be imposed.
- viii. Oil once used should not be reused. If the reuse of oil is found, a penalty of Rs. 5,000/-for each occasion would be levied.
- ix. Items like taste enhancers 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, a penalty of Rs. 5,000/- for each occasion will be imposed.
- x. The kitchen, dining hall, stores, and washing area should be kept clean. If not, then a penalty of Rs. 5000/- for each occasion will be imposed.
- xi. If there is any deviation in the approved menu without prior permission from the Food and Beverages Committee, a penalty of Rs. 5,000/- for each occasion will be imposed.
- xii. If the mess Vendor or his representative manager is not present when the food is served, a penalty of Rs. 5,000/- for each occasion will be imposed.
- xiii. Unavailability of the suggestion book/ complaint register on the counter and/or discouraging the complaint would impose a fine of Rs. 5,000/-.
- xiv. Unclean utensils would attract a fine of Rs. 5,000/- per instance.
- xv. If a Food and Beverages Committee agrees that certain food was not properly cooked, then a fine of Rs. 5,000 will be imposed.
- xvi. Discrepancy in personal hygiene of workers, dining hall, etc., will cause a fine of Rs. 5,000/-.
- xvii. If the Vendor is found to have used unbranded/bad/duplicate quality of any mess commodities, a fine of Rs. 5,000/- will be imposed for every occasion of such happening.

- xviii. Non-compliance with the safety norms will invite a fine of Rs. 5,000/ per offense.
  - xix. Misbehavior of the worker deployed by the Vendor would result in a fine of Rs. 5,000/- per instance.
  - xx. If the leftover food and other vegetable waste are not fed to the garbage composite and disposed of within the same day, then a penalty of Rs. 5,000/- will be imposed.
  - xxi. Chewing of gutka/smoking of cigarettes or bidis or similar stuff by the staff of the vendor will attract a fine of Rs. 10,000/-.
  - xxii. Non-cleaning of the entire mess area will attract a penalty of Rs. 5,000/- during surprise inspection.
  - xxiii. Non-cleaning of kitchen hoods will attract an additional penalty of Rs. 5,000/-.
  - xxiv. For any penalty provisions stated above (i) First violation of the rule implies fine as per the above rules and (ii) Second and subsequent violations of the same rule within 30 days of the previous fine will attract triple the initial amount of fine on the Vendor.
  - xxv. Continuous overall bad performance (for any two months in a trimester) will result in Termination of the contract.
  - xxvi. The Vendor may appeal to the competent authority of the institute for reduction/waiver of penalty. The decision of the competent authority shall be final and binding.
- c) The above penalties are not exhaustive and any additional lapses found will unarguably invite a **penalty of up to 10%** (additional). The decision of the competent authority of the institute shall be final with respect to the extent of penalties being levied. IIM Tiruchirappalli reserves the right to impose the penalty and the quantum of the penalty will be decided in individual cases and the decision of the competent authority at IIM Tiruchirappalli, shall be final and binding.
- d) The date of communication of deviation should be considered as first instance and beyond that fine should be compounded.
- e) The vendor should mention the comment for the issues raised.
- f) In case of failure to carry out the services to the satisfaction of IIM Tiruchirappalli as per the terms and conditions, the Institute will be free to get services done by any other agency at the cost and risk of the service provider.

***Note: A Report with photo proof of deviations will be shared with the vendor before levying of penalty. It is mandatory for the vendor to acknowledge inspection/deviation findings and provide a written explanation in case of any discrepancies. The explanation provided must clearly outline the corrective and preventive measures taken or planned to avoid such occurrences in the future.***

#### **4. Warranty of Quality:**

- a) In case, the firm fails to do the services satisfactorily, the same services will be obtained from the open market and the difference of cost, if any, will be recovered from Performance Security or from the pending bill(s) of the defaulting firm or from both in case the recoverable amount exceeds the amount of Performance Security.
- b) If it is observed at any stage that the quality of the Work is not satisfactory, the contract/Work Order as a whole may be terminated and the Security deposit forfeited. Applicable penalties would be levied from all the monies payable to the Service Provider on such termination and the balance amount, if any, would be paid. The decision of the competent authority in the matter of penalties, would be final and binding.

### 5. Forfeiture of Earnest Money:

The earnest money will be forfeited in the following cases:

- Earnest Money is liable to be forfeited and the bid is liable to be rejected, if a bidder withdraws or amends or impairs or derogates from the tender in any respect within the period of validity and/or after opening the tender. Such bidders will also be blacklisted.
- When information/certificate/document furnished is found to be false at any stage.
- When the bid documents have been manipulated or altered after they are downloaded from the website.

### 6. Performance Security Details

- The successful Bidder will be required to remit an interest-free Performance Security Deposit of **Rs. 25,00,000/- (Twenty-five lakhs)** through online transfer to the IIM Tiruchirappalli Bank Account within three working days from receipt of the work order. The security deposit will be refunded to the vendor, along with payment of the final bill.
- Performance Security will be forfeited if the Service Provider fails to perform/abide by any of the terms or conditions of the Contract.

### 7. Integrity Pact

The Pact essentially envisages an agreement between the prospective vendors/ bidders and the institute, committing the persons/officials of both sides not to resort to any corrupt practices in any aspect/stage of the contract. Only those vendors/bidders who commit themselves to such a Pact with the institute would be considered competent to participate in the bidding process. In other words, entering into this Pact would be a preliminary qualification. The essential ingredients of the Pact include:

- Promise on the part of the principal not to seek or accept any benefit that is not legally available.
- Principal to treat all bidders with equity and reason.
- Promise on the part of bidders not to offer any benefit to the employees of the principal not available legally.
- Bidders are not to enter into any undisclosed agreement or understanding with other bidders with respect to prices, specifications, certifications, subsidiary contracts, etc.
- Bidders not to pass any information provided by Principal as part of the business relationship to others and not to commit any offence under PC/IPC Act;
- Foreign bidders to disclose the name and address of agents and representatives in India, and Indian Bidders to disclose their foreign principals or associates.
- Bidders to disclose the payments to be made by them to agents/brokers or any other intermediary.
- Bidders are to disclose any transgressions with any other company that may impinge on the anti-corruption principle.

Any violation of the Integrity Pact would entail disqualification of the bidders and exclusion from future business dealings, as per the existing provisions of GFR, 2017, PC Act, 1988, and other Financial Rules/Guidelines, etc., as may be applicable to the organization concerned.

The Bidder has to submit the Integrity Pact as per [Annexure-VIII](#).

- 8. Damage, loss and injury to Students/ Property:** The Vendor shall at his own expense reinstate and make good to the satisfaction of the Institute for any injury, loss or damage occurred to any property of the Institution, Students, Staff/Employees/Workers of the Institution, the injury loss or damage arising out of or in any way in connection with the execution or purported execution under the contract.

9. In case the Institute be held liable for any loss, damage or compensation to third parties arising by the Vendor, such loss, damage or compensation shall be paid by the Vendor to the Institute together with the costs incurred by the Institute on any legal proceedings pertaining thereto otherwise, IIMT will be entitled to recover such damage/loss out of the outstanding bills or from the Performance Security Deposit of the Vendor.
10. The service provider shall not be allowed to change its name after the award of the contract.
11. **Last Payment:** The last payment of the service provider will be cleared only after obtaining clearance of any liabilities pending in the Institute.
12. **The signing of the Contract:** The successful bidder shall be required to execute the Contract Agreement, accepting all terms and conditions stipulated herein on a non-judicial stamp paper of Rest. 300/- (Rupees Three Hundred only) within ten working days from the issue of the Work Order, along with an interest-free performance security deposit. In the event of failure on the part of the successful bidder to sign the contract within the period stipulated above, the EMD shall be forfeited, and the acceptance of the bid shall be considered as cancelled.
13. During vacation, the mess will remain closed. However, if students are staying back, the vendor shall provide service to the students staying in the hostel. During vacation time, if the students' strength falls below a certain number, the rate at which the catering services are to be provided to the students will be decided jointly. The Licensor will give prior information on the actual strength during vacation. A vacation mess shall be provided by the Vendor.
14. There could be surprise checks where institute officials would visit and check the quality of food. Occasionally, the faculty, staff, and other guests of the institute shall use the mess facilities on an individual payment basis at the same rates provided to the students. A separate table could be reserved for them, and the institute shall not make any payment for such services.
15. The institute may issue special orders for large-volume catering for events like Convocation, Foundation Day, Conferences, etc., to the contractor along with the Infrastructure arrangements, if required. For such events, the vendor should serve the items on lightweight white ceramic plates without any additional cost.
16. The vendor may be asked to provide catering services for the Institute events for which the vendor has to bring required manpower, utensils, cutleries (White ceramic cutleries like full plates, quarter plates, soup bowls, serving bowls, cups and saucers, dessert boxes, etc., only), high quality steel spoons and forks, sufficient ripple cups/sugarcane cups.
17. The vendor has to provide tea, coffee, snacks, and food items for any institute events/meetings to any place inside the campus without any extra charges. The manpower and transportation are under the scope of the vendor. The vendor should clean the venue before/after the event.
18. The items should be served fresh and hot for all the events/meetings.
19. IIM Tiruchirappalli reserves the right to carry out the post-payment Audit and technical examination of the work and final bill, including all supporting vouchers, abstracts, etc., and enforce recovery of any sum becoming due as a result thereof. However, no such recovery shall be enforced after three years of passing the final bill.
20. Storage/consumption of any alcoholic drink/liquor is strictly prohibited. The Vendor shall not serve any such substance/drink in the mess/hostel. Smoking, consuming tobacco, etc., are also prohibited in hostel/mess premises.
21. It will be the sole responsibility of the bidder to execute the entire contract on their own. The Vendor should not assign or sublet the contract to any other person(s).
22. After the award of the contract, the Vendor shall work closely with the Food and Beverages Committee in fine-tuning the menu, timings, and service requirements.



23. In case the Vendor fails to operate the contract or comply with any of the contractual obligations, IIMT reserves the right to get the same done at the Vendor's risk and cost by another agency apart from the recovery of a penalty.
24. The Vendor shall be responsible for providing at his own expense for all precautions to prevent any loss or damage to the mess facilities.
25. All necessary personal safety equipment (including a first aid kit) as considered adequate shall be made available by the Vendor for use by personnel employed on the site and maintained in a condition suitable for immediate use. The Vendor shall take adequate steps to ensure proper use of equipment by those concerned. Special emphasis will be laid on fire safety norms and the proper operation of electrical gadgets/ instruments and firefighting equipment, etc., placed at the disposal of the hostel mess. The Vendor shall take appropriate safety measures against the outbreak of fire and will be held responsible in case of such an incident occurring. Liability/responsibility in case of any fire accident or any other accident causing injury/ death to mess worker(s) / inmate(s) or any of their staff shall be with the Vendor. IIMT shall not be responsible in any way in such cases. The Vendor is responsible for organizing periodic training for the staff on fire and safety measures.
26. It is the responsibility of the Vendor to maintain all kitchen equipment supplied by the Institute in proper working conditions at all times. If there are damages, the Vendor has to make good the losses incurred by the Institute or replace the damaged equipment with the same brand and specification. The Institute will not supply any equipment additionally or by way of replacement.
27. When circumstances warrant, the contractor should cater to the large number of students, faculty & staff members and Institute guests at very short notice. Similarly, fluctuations in strength during vacation/lean periods shall have to be accommodated.
28. Disposal of waste material shall be done by the Vendor by the prevailing rules and regulations, and use the garbage composter regularly and store the output from the garbage composter. Food and Vegetable waste should not be dumped in the open area.
29. The Vendor will not be permitted to franchise the hostel mess for any other commercial activity outside the scope of student hostels. The Mess premises should not be used for any purpose other than the catering services for Hostel students.
30. **Works Site Cleanliness:** During the Work, the contractor shall always keep the working area and store free from waste or rubbish. On completion of Work, he shall remove all debris, additional materials, and leave the premises clean to the full satisfaction of the Institute.
31. **Termination of Contract:**
  - a. IIM Tiruchirappalli shall, without prejudice to any other remedy for breach of contract, terminate the contract in whole or in parts in the event of the following:
    - i. If the Service Provider fails to provide the Catering Services within the period (s) specified in the contract or any extension thereof granted by the Institute.
    - ii. If the Service Provider fails to perform any other obligation(s) under the contract.
    - iii. If the Service Provider is declared insolvent by the competent Court of Law without any notice.
  - b. IIM Tiruchirappalli can terminate the contract with a three-month notice in case the services are not satisfactory. In such a case, IIM Tiruchirappalli will pay based on the actual duration for which the services were used during the period in question.
  - c. The service provider will be required to give three months' notice in writing of their intention to leave or discontinue their service. This contract can be terminated with a notice period of three months by either side.



32. On expiry of the agreement, all the equipment/articles/facilities provided to the Vendor shall be returned in good condition, subject to the allowable wear and tear, and no excuses of any nature whatsoever will be entertained for any loss or any damage to the equipment /articles/facilities. In case of any loss or damage, the Vendor will have to replace the lost items / carry out necessary repairs, subject to the approval and Instructions of the IIM Tiruchirappalli.
33. Canvassing in connection with the tenders is strictly prohibited, and tenders submitted by the tenderers who resort to canvassing will be liable to rejection. Any bribe, commission, or advantage offered or promised by or on behalf of the tenderer to any officer or staff of IIM Tiruchirappalli shall block his/ her Tender from being considered. Canvassing on the part of or on behalf of the tenderer will also make his Tender liable to rejection.
34. IIM Tiruchirappalli shall have the right to inspect and/or to test the goods/items used to complete the Work to confirm their conformity to the Tender's Specifications at no extra cost to the Purchaser.
35. **Authority of the person signing document:** A person signing the tender application or any documents forming part of the Contract on behalf of another shall be deemed to warranty that he/she has authority to bind such other and if, on enquiry, it appears that the person so signing had no authority to do so, the IIM Tiruchirappalli may without prejudice to other Civil and criminal remedies cancel Contract and held the signatory liable for all cost and damages.
36. In respect of services rendered to IIM Tiruchirappalli, the Service Provider shall be liable for depositing all taxes, levies, cess, etc., to the concerned tax collection authorities from time to time as per existing rules and regulations on the matter.
37. While making payment to the Service Provider, TDS and other statutory deductions will be effected by the Institute.
38. The Income Tax (TDS) shall be deducted at the prevailing rate from the bills, as amended from time to time in accordance with the provisions of the Income Tax Department, and the relevant certificate to this effect shall be issued by IIM Tiruchirappalli to the Agency.
39. In case, the Service Provider(s) fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof IIM Tiruchirappalli is put to any loss/obligation, monetary or otherwise, IIM Tiruchirappalli shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Agency, to the extent of the loss or obligation in monetary terms. This shall be in addition to the right of IIM Tiruchirappalli to initiate penal measures against the Service Provider including the termination of the Contract.
40. The Bidder should have requisite licenses from appropriate governmental regulatory bodies for operating the services in India, if applicable. (License documents obtained from Government authorities should be attached).
41. The Work covered by this Tender is a whole and complete job and will not be split for award of Work.
42. **Subletting of Work:** The firm/agency should not assign or sublet the work/job or any part of it to any other person or party. The Tender is not transferable. Only one Tender shall be submitted by one tenderer.
43. **Jurisdiction:** Any legal disputes that may arise out of the contract shall be subject to the courts at Tiruchirappalli, Tamil Nadu.

**44. Force Majeure:**

- a) Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.
- b) Force Majeure shall mean fire, flood, natural disaster, or other acts such as war, turmoil, sabotage, explosions, pandemics, epidemics, quarantine restriction, strikes, and lockouts, etc., which are beyond the control of either party.



# INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

(An Institute of National Importance, Ministry of Education (Shiksha Mantralaya), Government of India)

Trichy - Pudukkottai Main Road, Tiruchirappalli-620 024 (TN)

Phone: 0431-2505121/5122 | email: [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in)

## ANNEXURE – I: PROFILE OF THE BIDDER

<b>EMD Transaction/Exemption Eligibility Details</b>		Transaction Ref No: _____ dated: _____ If exempted, Please Provide Valid Certificate Number: _____	
S. No.	Required information		Description
1	Name of the agency/firm/company		
2	Address of the agency/firm/company		
3	Legal status (Individual, proprietary, partnership firm, limited company, etc.)		
4	Authorized Signatory Details	Name	
		Designation	
		Email	
		Phone	
	Details of Contact Other Than Authorized Signatory	Name	
		Designation	
		Email	
		Phone	
5	Month and Year of commencement of business.		
6	Statutory details (Photocopies to be attached):	Registration number of the firm. (as per Shops and establishment act.).	
		PAN No. of the Agency	
		GST No. of the Agency	
7	Has your firm/company ever changed its name any time? If yes, provide the previous name and the reasons there for?		



# INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

(An Institute of National Importance, Ministry of Education (Shiksha Mantralaya), Government of India)

Trichy - Pudukkottai Main Road, Tiruchirappalli-620 024 (TN)

Phone: 0431-2505121/5122 | email: [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in)

8	Have you or your constituent ever left the Contract awarded to you incomplete? If so, give name of the Contract and reasons for not completing the Contract.	
9	Brief details of Litigations, if any, connected with related Work, current or during the last three years, the opposite party, and the disputed amount.	
10	Give details of the Termination of the previous Contract. if any	
11	<b>Details of bank mandate;</b>	
	Name of the Beneficiary	
	Name of the Bank	
	Name of the Branch	
	Account No.	
	Type of Account IFSC	
	IFSC Code No.	
12	Total experience (years/ months) Related work in Central Educational Institution/Organization:	

Turnover in the relevant field on a Contract basis during the last three years (from 2021-22 to 2023-24). Please submit documentary evidence, i.e. extract of Profit and Loss account, Balance Sheet & Income Tax return filed.

Financial Years	2021-2022	2022-2023	2023-2024
Details of Gross Annual Turnover - (Rs. in Lac)			
Average Turnover in the last three years	Rs. _____ in Lakhs		



# INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

(An Institute of National Importance, Ministry of Education (Shiksha Mantralaya), Government of India)

Trichy - Pudukkottai Main Road, Tiruchirappalli-620 024 (TN)

Phone: 0431-2505121/5122 | email: [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in)

List of present and past clients in the following format. The information provided will facilitate the evaluation of the Technical Bid (***Please use a separate sheet if required without changing the format***). Please attach client certificate and work orders etc., clearly giving a period of contact.

S. No.	Name of the organization with complete postal address	Nature or type of Work undertaken	Period for which the Contract is/was awarded	Work order Value INR	Name and designation of the contact person with Tel. / Mobile No (s), Email ID
1					
2					
3					
4					
5					
6					
7					
8					
9					

## ANNEXURE-II: PRICE BID – BOQ

PART - A (Basic Menu)			
S. No	Description of Items	Unit	Rate per unit (Rs.) (including GST)
1	Basic Menu  Breakfast, Lunch, Snacks, and Dinner as per the menu given in this Tender.	Rate per Student per day	
The Total Amount for PART A, including all Charges, Taxes, and GST, has to be mentioned above.			

*Note: The bidders are requested to go through the detailed menu and quote a sustainable rate. No further change in rate is possible during the contract period.*

## PART - B (Extras)

PART - B (Extras) will not be considered for deciding the award of contract			
S. No	Item	Quantity	Rate Per Unit (Rs.) (including GST)
1	Kadai Chicken	200 grams	
2	Chicken 65	200 grams	
3	Chicken Masala	200 grams	
4	Chicken Kolhapuri	200 grams	
5	Pepper Chicken	200 grams	
6	Egg Roast	200 grams	
7	Egg Pepper Roast	200 grams	
8	Egg Podimas	200 grams	
9	Pallipalayam Chicken	200 grams	
10	Butter Chicken	200 grams	
11	Mutton Sukka	200 grams	
12	Fish Fry	200 grams	
13	Fish Curry	200 grams	



14	Chicken Chettinad	200 grams	
15	Chicken Mughalai	200 grams	
16	Chilli Chicken	200 grams	
17	Andhra Chicken	200 grams	
18	Paneer Tikka Masala	200 grams	
19	French Fries	200 grams	
20	Paneer Makhani	200 grams	
21	Chilli Paneer	200 grams	
22	Paneer 65	200 grams	
23	Gobi 65	200 grams	
24	Paneer Butter Masala	200 grams	
25	Kadai Paneer	200 grams	
26	Paneer Pakoda	200 grams	
27	Gobi Baje	200 grams	
28	Gobi Manchurian	200 grams	
29	Chilli Babycorn	200 grams	
30	Paneer Khurchan	200 grams	
31	Paneer Pasanda	200 grams	
32	Shahi Paneer	200 grams	
33	Palak Paneer	200 grams	
34	Boiled Egg	1 No.	

**Note:**

- The rate shall be inclusive of cost of rice, groceries, vegetables, raw materials and all other ingredients of good quality, fuel cost, labour cost, conversion cost, loading, unloading, transportations and storage of raw materials, salaries, allowances etc., payable to the workers employed by the Vendor and statutory

taxes, duties and levies, wherever applicable, and ***inclusive of 5% GST. The daily rate*** per student quoted will only be considered for the selection of the Vendor.

2. The vendor must quote individual meal rates for breakfast, lunch, snacks, and dinner. Only the meals availed by the student will be considered for the monthly final billing. The payment to the vendor will be done against the actuals from the student's mess account every month.
3. The vendor should make his own arrangements for collecting the direct payment through cash, UPI/QR Code/Card Payment etc. and receipt should be issued to the students with details of items and charges for extra items apart from the base menu.

## ANNEXURE-III: BASIC MENU

### BASIC MENU FOR BREAKFAST, LUNCH, EVENING, SNACKS, AND DINNER

- The basic menu is unlimited, and special items like sweets, ice cream, fruits, etc., are limited. Special vegetarian / Non-vegetarian items (Part B) are considered as extras and will not form part of the basic menu. The institute reserves its right to modify the menu at its discretion in consultation with the vendor to suit the availability of seasonal vegetables and their market supply.

BREAKFAST MENU ITEMS	
<b>Main Dish (One of these items to be served per day)</b>	Masala Idly, Dosa (Ghee, Podi, Masala), Uttapam (Vegetable/Onion), Pongal/Idly & Medu Vada, Pesarattu, Bhature, Stuffed Paratha/Methi Paratha, Puri/Bedmi Puri, Poha, Upma (Vermicelli/Rava), Ragi Dosa, Roti (Akki Roti/Jowar Roti)
<b>Side-Dish</b>	Peanut Chutney/Coconut Chutney/Tomato Chutney/Mint Chutney & Sambar for Dosa, Masala Idli, Medu Vada & Idly, Uthappam, Pesarattu, Ragi Dosa, Akki Roti, Jowar Roti, and Pongal, Chole Masala for Bhature, Curd & Aloo Sabzi for Paratha, Vada Curry for Idli, Sev for Poha, Potato Masala for Poori.
<b>Cornflakes</b>	Chocos (1 day a week), Plain Cornflakes (1 day a week), Honey Almond Cornflakes (2 days a week), Oats (2 days a week), Muesli (1 day a week)
<b>Fruits (No fruit shall be repeated more than twice in a week)</b>	Apple, Orange, Banana (Yelaki/ Rasthali/ Karpuram/Poovan Pazham), Guava, Sapota, Pomegranate, grapes/other seasonal fruits
<b>Common Items (All the items to be served on each day)</b>	Bread (White and Wheat), Butter, Jam (Mixed Fruit and Pineapple/Mango), Ketchup, Cut Onion and Lemon, Tea, Coffee, Milk (Hot and Cold)
<b>Eggs (2 eggs per student)</b>	Full Boiled
<b>Sprouts</b>	Raw & Boiled Sprouts (Bean Sprouts/Moong) / Boiled Peanuts
LUNCH MENU ITEMS	
<b>Rice (One of these items to be served per day).</b>	Plain Rice/Ghee/Tomato/Tamarind/Lemon/Mint/Jeera Rice, Pulao (Matar, Paneer, Soya, Kashmiri) with Cucumber Raita, Veg Fried Rice with Ketchup, Bisibelabath, Paneer, Mushroom & Veg Biryani with Onion Raita.
<b>Veg Dry (One of these items to be served per day).</b>	Masala Vankaya, Sukhi Bhindi, Methi Aloo, Paneer Jalfrezi, Dry Channa Masala, Chilli Gobi/Paneer, Aloo Fry, Bhindi Do Pyaza, Paneer Bhurji Carrot n Peas, Gobi 65, Bombay Aloo, Palak Bhaji, Vazhakkai poriyal, Sepankazhanguporiyal, Karna Kezhangu Poriyal, Beetroot Thoran, Beans Usili, Vaazha Thandu Poriyal.
<b>Veg Gravy (One of these items to be served per day).</b>	Kadhi Pakoda, Matar Mushroom, Rajma Masala, Methi Matar Malai, Aloo Gobi, Palak Paneer, Dum Aloo, Mixed Veg Kurma, Veg Kolhapuri, Kofta Masala, Gatte Ki Sabzi, Matar Paneer, Soya Chunks Curry, Punjabi Chole Masala, Aloo Drumstick Sabzi.

<b>Egg (2 servings of one of these to be served per day)</b>	Egg Bhurji, Egg Masala, Egg Curry, Full Boiled, Fried egg masala, Omelette.
<b>One of these Dessert (Tuesday, Thursday, Saturday)</b>	Gulab Jamun, Rasagulla, Paruppu Payasam, Semiya Payasam, Jalebi, Gajar Halwa, Puddings White Pumpkin Halwa, Honey Cake, Ice Cream (Vanilla Ice Cream, Chocolate Ice Cream, Strawberry Ice Cream/other flavours at similar prices)
<b>Common Items (All the items to be served on each day)</b>	Roti, Plain Rice, Pickle (2 Types), Salad-Cut Onions and Lemon, Papad/Fryums, Masala Buttermilk/Lemon Juice (Alternate days), Curd, Dal (One of these items to be served per day- Dal Makhni, Dal Tadka, Dal Fry, Moong Dal, Masoor Dal, Urad Dal, Palak Dal, Gongura Pappu, Sabut Masoor Dal), Sambar & Rasam
<b>EVENING SNACKS ITEMS</b>	
<b>Snack Items (One of these items to be served per day)</b>	Aloo Samosa, Dahi Papdi Chaat, Spiced Sweet Corn/Maravali Kalingu/sweet potato, Bombay/Corn Sandwich, Onion Pakoda, Vada Pav, Pav Bhaji, Indore Bhel Puri/Jhalmuri, Pani Puri, Dahi Vada, Veg Cutlet, Punugulu, Kachori, Veg Rolls, Chowmein, Bhaji (Vaazhaka, Milaga)
<b>Sides</b>	Ketchup, Coconut/Mint/Peanut chutney
<b>Milkshakes</b>	Rose Milk, Chocolate Milk, Badam Milk, Ragi Malt, Pearl Millet Porridge, Banana/Muskmelon/pineapple Milkshake.
<b>Common Items (All the items to be served on each day)</b>	Tea, Coffee, Hot Milk and Cold Milk, Bread (White & Wheat), Butter, Jam (Mixed Fruit & Mango), Ketchup, Cut Onions and Lemon.
<b>Eggs (2 eggs per student)</b>	Full Boiled
<b>DINNER MENU ITEMS</b>	
<b>Tiffin Items (One of these items to be served per day)</b>	Idly/Masala Idly, Dosa (Ghee, Podi, Masala), Uttappam (Vegetable/Onion), Pesarattu, Rava Dosa, Stuffed Paratha/Methi Paratha/Gobi Par Roti, Rava/Semiya Upma, Thepla, Idiyappam, Paneer/Veg Hakka Noodles with ketchup.
<b>Soup (One of these items to be served per day).</b>	Lemon Coriander, Clear Veg, Mushroom, Tomato Sweet Corn, Thoothuvalai, Manchow, Horsegram, Hot n Sour.
<b>Sides (One of these items to be served per day)</b>	Pudhina /Ulundhu/Pottu Kadala/Peanut Chutney, Ginger Chutney, Tomato Chutney, Onion Chutney, Coconut Chutney, Poori Masala, Tomato Ketchup, Coconut Milk.
<b>Veg Gravy / Dal (One of these items to be served per day)</b>	Dal Makhni, Masoor dal, Urad dal, Toor dal tadka, Soyabean Masala, Kofta Masala, Veg Kolhapuri, Gatte ki Sabji.
<b>One of these Dessert (Monday, Wednesday, Friday)</b>	Gulab Jamun, Rasagulla, Paruppu Payasam, Semiya Payasam, Jalebi, Gajar Halwa, Puddings, White pumpkin Halwa, Honey Cake, Ice Cream (Vanilla Ice Cream, Chocolate Ice Cream, Strawberry Ice Cream/other flavours at similar prices)

<b>Fruits (No fruit shall be repeated more than twice in a week)</b>	Apple, Orange, Banana (Yelaki/ Rasthali/ Karpuram,/Poovan Pazham), Guava, Sapota, Pomegranate, grapes/other seasonal fruits.
<b>Common Items (All the items to be served on each day)</b>	Roti Plain Rice, Rasam, Curd, Fryums, Salad, Pickle, Cucumbers, Onions and Lemon, Hot Milk.
<b>SUNDAY LUNCH MENU ITEMS</b>	
<b>Main Course (Non-Veg)</b>	Chicken biryani with 200 grams of chicken and unlimited rice with Seeraga Samba Rice (1 week), basmati rice (3 weeks) per month.
<b>Main Course (Veg)</b>	Veg Biryani with Seeraga Samba Rice (1 week), Basmati Rice (3 weeks) per month, and Gobi 65/Paneer 65 (200 grams).
<b>Sides for all</b>	Potato Chips (limited) and Onion Raita.
<b>Veg Gravy for all</b>	<b>Biryani</b> Brinjal Curry/Dalcha, Paneer Butter Masala.
<b>Egg (2 eggs per student)</b>	Boiled Egg.
<b>Dessert</b>	Butterscotch Ice Cream.
<b>Common Items (All the items to be served on each day)</b>	Roti, Plain Rice, Rasam, Sambar, Curd, Papad/Fryums, Mosambi/Lemon Juice, Salad, Cut Onions and Lemon, Pickle.
<b>WEDNESDAY DINNER MENU ITEMS</b>	
<b>Main Course</b>	N/A
<b>Soup (One of these items to be served per day).</b>	Lemon Coriander, Clear Veg, Mushroom, Tomato, Sweet Corn, Thoothuvalai, Pirandi, Manchow, Horsegram, Hot n Sour.
<b>Veg Gravy (Any one of the items in a cyclical manner)</b>	Paneer Butter Masala/Kadai Paneer/Paneer Tikka Masala (200 grams of Paneer).
<b>Non-Veg Gravy (One of these items to be served per day).</b>	Chettinad Chicken/Pepper Chicken Masala/ Chicken Manchurian Gravy/ Butter Chicken (200 grams Chicken).
<b>Dessert</b>	One of the desserts mentioned above
<b>Fruits (2 Nos per student)</b>	Red Banana
<b>Common Items (All the items to be served each day)</b>	Roti, Plain Rice, Rasam, Dal, Papad or Fryums, Curd, Pickle (2 Types), Cucumbers, Onions and cut Lemon, Hot Milk.
<b>Sick Food</b>	Kichdi/upma/porridge/kanji/bread/milk upon the student's request.

**Note:**

- Extras should be served as suggested by the FnB committee
- Katori for curd, sweet, egg dishes, etc., must be of a minimum 150 ml capacity, and the cereal bowl must be of minimum 400 ml capacity.
- Quantity of ice-creams to be served is 2 scoops per student.
- Green Chilli must be a part of salads.

- e) A meeting shall be held at every term with the FnB Committee. A few volunteer students, in the presence of SA Office officials to discuss the unsatisfactory issues with the students addressing the challenges and resolving them.
- f) The day-wise menu will be prepared by the FnB Committee consisting of dishes within the menu list 3 days before the start of every week cycle, and the vendor should work closely with the FnB Committee well in advance for the same. If one item is served one time, it will not be repeated unless the cycle is completed. The Menu will be reviewed with the Hostel Office. The FnB Committee will communicate with the vendor regarding the daily menu. The successful bidder shall be required to provide a Feast Dinner on any one occasion in a month to the students at the agreed rate of the regular menu. The FnB Committee will curate the Feast Dinner menu based on the list given, and the Hostel Office will communicate to the vendor 1 week before the Feast date along with recipes.
- g) The student body FnB Committee will curate the menu for 7 days at a time and submit it to the vendor 3 days before the start of every new menu period. The vendor must ensure compliance with the menu without any deviations. The vendor may also consult with the FnB Committee to make any changes in the proposed menu cycle within 24 hours of receiving the proposal.
- h) The FnB Committee shall make its own arrangements for collecting the meal preference information from the students per term, and will be shared with the mess vendor for planning the operations.
- i) Before the implementation of a day-wise menu, a trial menu will be implemented for 14 days, and based on the satisfaction of the FnB Committee, the same will be continued for the remaining period of the term.
- j) Adulteration of milk is not allowed, and surprise checks will be carried out with a lactometer. If adulteration of milk is found, a penalty will be levied as per the penalty clause.
- k) The Jain menu will be the same as the regular basic menu but without Onion, Garlic, Potatoes, Mushrooms, carrots, or any other root vegetable. The day-wise Jain menu will be done similarly to that mentioned mess menu.
- l) Non-Veg is part of the regular menu to be provided in Lunch on Sundays, and in the Dinner on Wednesdays per week. In all other meals, Non-Veg items can be provided as an extra.
- m) The type of chicken biryani to be served on Sundays will be given by the FnB Committee. For example, Hyderabad Chicken Biryani, Chicken 65 Biryani, and Malabar Biryani.

## 2. Feast (three-course meal) once a month.

The feasts are to be provided once a month. The Feast should have a standard menu as tabulated below:

Variety	Type	Dishes	Remarks
Starters	Veg (175 gms)	Chilli Garlic Paneer, Paneer Manchurian, Malai Paneer Dry, Crispy Corn, Paneer Tikka, Cheese balls (Paneer /mushroom/), Honey Chilli Potato, Dragon Paneer, Soya chaap (Tandoori/Malai), Mushroom 65/Chilli Mushroom.	All Items are Cyclical
	Non - Veg (175 gms)	Chicken Lollipop, Crispy Chicken, Bhuna Chicken Wings, Chicken Manchurian, Chicken Tikka/Lababdar, Cheese balls (Chicken), Chilli Chicken/chicken 65. Fish Fingers, Spicy Garlic Chicken, Prawn Masala Dry.	All Items are Cyclical
	Soup	Veg Manchow, Cream of Spinach, Cream of Almond, Sweet n Sour, Cream of Mushroom, Lemon Coriander, Cream of Carrot, Mixed Veg Clear Soup, Spinach and Peas Soup, Lauki Tomato Soup, Cream of Corn Soup.	All Items are Cyclical



	Welcome drink	Nannari Sherbet, Mango /other fruits Lassi, Jigarthanda/ Naaval Sabja, Mango Cooler, Pineapple Chia Seed Refresher, Strawberry Cooler, Virgin Mojito, Pineapple Punch soda, Shikanji/Milk Sherbeth, Falooda with Cut Fruits, Sea Weeds, Badam Pisin.	All Items are Cyclical
<b>Main Course</b>	Bread	"Porotta (Veechu or Nool or Bun or Kerala or Chennai varieties)", Butter Naan, Tawa Naan, Garlic Naan, Rumali Roti, Butter Kulcha, Masala Kulcha (The sequence might change with each feast. Final decision to be made with the coordination of the FnB committee).	All Items are Cyclical
	Veg (175 grams of paneer + gravy)	Kadai Paneer, Paneer Do Pyaza, Mughlai Shahi Paneer, Methi Malai Paneer, Paneer Butter Masala, Mushroom Masala, Dhaba Style Paneer, Amritsari Paneer, Paneer Tikka Masala, Paneer Pasanda.	All Items are Cyclical
	Non-veg (175 grams of meat + gravy)	Butter Chicken, Chicken Tikka Masala, Kadai Chicken, Chettinad Chicken, Hyderabad Chicken, Pepper Chicken, Punjabi Chicken, Shahi Chicken, Malvani Chicken, Dhaba Style Chicken.	All Items are Cyclical
	Rice	Kashmiri Pulao, Tawa Pulao, Veg Hyderabad Sofiyani Biryani, Masala Bhath, Malabar Pulao, Veg Pulao, Veg Bombay Biryani, Paneer Fried Rice, Schezwan Fried Rice, Soya Chunks Biryani.	All Items are Cyclical
	Salad	Salad to include at least 3 vegetable varieties (Beetroot, Carrot, Cucumber, Tomato, Onion, Corn).	All Items are Cyclical
<b>Desserts</b>	Ice cream	Brownie Ice cream, American Nuts/Afghan dry fruits, Choco Chips ice cream, Cassata, Kulfi Bar/ Choco Bar/ Tricone, Cornetto Ice Cream, Mango/Coffee/Black Currant, Spanish Delight, Chocolate Crackles, Creamy Almond.	All Items are Cyclical
	Sweet	Rasmalai/Basundi/Milk Phení in Hot Milk, Cham Cham, Puran Poli, Shrikhand, Malpua, Kalakand, Phirni, Kaju Katli/Mysore Pak, Brownie with Choco Sauce, Banana Cake	All Items are Cyclical

**Note:**

- The vendor is mandated to have a token/card/face scanner system by issuing digital cards, mess cards, tokens, etc., that can track every meal availed by the student and improve the crowd-monitoring system in consultation with the institute. The data must be accessible to the FnB Committee for verification and grievance redressal.
- A cyclical menu refers to a system where, for example, if there are 10 food items on the menu, the 1st item is served on Day 1, followed by the remaining items in sequence. Once the 10<sup>th</sup> item is served on Day 10, the cycle restarts with the 1st item being served again on Day 11.
- There will be a total of 10 feasts conducted per year. One feast per month from June to March. Date and menu shall be at the discretion of the committee, with the prior intimation of 1 week along with recipes.
- Soup - 150 ml and Welcome Drink - 200 ml.

- e) Main course rice and bread - unlimited
- f) Main course Veg and Non-veg gravy- unlimited
- g) Sweet and Ice cream - limited (2 portions of sweets and 2 scoops/1 piece of ice cream)
- h) Cream, Kaju or any other special ingredients if required, must be added to the above dishes.

### 3. Preparation of delicacies for festivals

The Vendor should serve a few special items along with regular meals to students on the occasion of festivals.

The delicacies required during each festival of the year are given below:

S No	Occasion	Proposed Menu	Remarks
1	New Year	Dry fruit cake/ Cupcake/ any other equivalent	1 serving per student
2	Pongal	Sakkarai Pongal / Any other equivalent	2 servings per student
3	Foundation Day	Chicken Biryani & Veg Biryani with onion raita, ButterScotch ice cream, brinjal curry	1 serving per student
4	Thai Poosam	Panagam	2 servings per student
5	Holi	Phirni/ Rabdi/ any other equivalent	2 servings per student
6	Onam	Paaladai Pradhaman	2 servings per student
7	Eid	Sheer Khurma/ Shahi Tukda / Double Ka Meetha any other equivalent	2 servings per student
8	Bakrid	Mawa Kheer/ Rabri/ any other equivalent	2 servings per student
9	Ganesh Chaturthi	Modakam / Kara Kozhukattai/ Any other equivalent	2 servings per student
10	Dussehra	Khoya Barfi / Any other equivalent	2 servings per student
11	Navratri (any one day)	Karanji/Chandrakala/Gujiya/any other equivalent	2 servings per student
12	Diwali	Rasmalai/ Chum Chum/any other equivalent	2 servings per student
13	Karthikai Deepam	Nei Appam/ Paruppu Poli/ any other equivalent	2 servings per student
14	Christmas	Plum Cake/any other equivalent	1 serving per student
15	Republic Day	Motichoor ladoo/any other equivalent	1 servings per student
16	Independence Day	Motichoor ladoo/any other equivalent	1 servings per student

## ANNEXURE-IV: Selected Branded Items to be used in the Mess

S. No.	Items	Brands
1	Rice	Tamil Nadu Ponni
2	Atta/ Wheat	Aashirvad/ Pillsbury/ Annapurna
3	Maida and Besan	Rockfort/ Naga/ Fortune
4	Salt	Tata / Annapurna/ Nature Fresh
5	Ghee, Butter and Cheese	Aavin / Amul
6	Jam	Kissan / Fruitoman Jam/Meal Time
7	Oil	Sundrop / Saffola / Gold Winner/ Idhayam/ Fortune/ Svs/ Klf Coconad
8	Curd	Aavin/ Heritage/ Milky Mist
9	Ice Cream	Amul / Arun/ Mercely - (In Different Flavours)
10	Milk	Aavinmilk alone should be used for all purposes (Aavin Delite - 3.5G or Aavin Green Magic - 4.5G)
11	Tea	Brookbond/ Lipton/ Tata/ Avt/ Tetley/ Wagh Bakri
12	Coffee	Nescafe/ Bru/ Continental/ Narasu's/ Tata
13	Ketchup	Maggi/Kissan/Meal Time
14	Vermicelli/ Rava/ Samba Rava	Anil/ Naga/ Bambino/ MTR/ Double Horse
15	Pickle	Priya/ Mothers /Ruchi/Sakthi/ Aachi
16	Bread	Britannia/ Modern
17	Chips	Potato
18	Dal	Good Quality, Clean, Fresh and Stone/ Dust Free Any Standard Brand
19	Papad	Large Size
20	Chicken	Suguna / Any Good Quality of Chicken
21	Basmathi Rice (For Biryani)	India Gate (1st Quality)
22	Sugar	Parrys
23	Corn Flakes/Chocos/Oats/Muesli	Kellogg's/ Bagrry's
24	Ragi/Jowar/Kambu Flour	Anil/ Krishna/ Double Horse
25	Idly Dosa Rice	Krishna Brand
26	Maggie And Hakka Noodles	Maggie / Yippee/ Chings, Hakka Noodles- Disano
27	Paneer	Aavin / Milky Mist/ Hatsun
28	Rose Milk And Chocolate Milk Essence	Mala/ Mapro/ Fruitoman
29	Badam Milk Powder	Aavin
30	Custard Powder	Pillsbury / Weikfield
31	Spice Powders	LG/ Shakthi/ Aachi/ Eastern/ MTR
32	Seeraga Samba Rice (For Biryani)	Double Deer
33	Handwash	Dettol/Savlon/Palmolive/Lifebuoy/Godrej

**Note:** Any other brands would be added by the institute as and when required during the contract period.

**ANNEXURE – V: SUBMISSION OF TENDER DOCUMENT**

Date:

The Chief Administrative Officer (i/c),  
Indian Institute of Management Tiruchirappalli,  
Trichy-Pudukkottai Main Road,  
Tiruchirappalli 620 024.

***Subject: Tender for Operating the Student Mess of IIM Tiruchirappalli.***

***Reference:*** Tender Notice published in IIM Tiruchirappalli website. - **Tender No: 25SP008T dated: 18.04.2025**

Dear Sir,

With reference to the tender notice published in above mentioned website, I / We hereby submit my/ our Tender in a required format. I / We have carefully gone through the terms and conditions and prescribed given and I / We accept the same without any alterations/modifications.

It is certified that I, \_\_\_\_\_ (name of the person) S/o  
Shri \_\_\_\_\_ r/o  
\_\_\_\_\_

- a) am authorized to sign this document on behalf of M/s. \_\_\_\_\_ (the name of the firm / company which is bidding in this tender) and that our firm / company have never been blacklisted by any of the Government Organization / Agencies in the past and there is no criminal case registered against our firm / company or its owner / partners anywhere in India.
- b) hereby certify that none of my relative (s) as defined in the tender document is / are employed in IIM Tiruchirappalli as per details given in tender document. In case at any stage, it is found that the information given by me is false / incorrect, IIM Tiruchirappalli shall have the absolute right to take any action as deemed fit / without any prior intimation to me.
- c) further declare that:
- All the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that our Agency does not satisfy the eligibility criteria, our candidature/empanelment is liable to be cancelled/ terminated.
  - I understand that the decision taken by the IIM Tiruchirappalli is final and binding in all matters.
  - I hereby agree to work as per the terms and conditions stipulated by IIM Tiruchirappalli.
  - I understand that the IIM Tiruchirappalli reserves the right to accept or reject and to cancel the Tender and reject all bids at any time prior to the award of the contract, without detailing any specified reasons whatsoever



# INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

(An Institute of National Importance, Ministry of Education (Shiksha Mantralaya), Government of India)

Trichy - Pudukkottai Main Road, Tiruchirappalli-620 024 (TN)

Phone: 0431-2505121/5122 | email: [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in)

Place: \_\_\_\_\_

Signature\_\_\_\_\_

Name \_\_\_\_\_

Date: \_\_\_\_\_

Designation: \_\_\_\_\_

**Seal of agency / Firm / Company**



# INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

(An Institute of National Importance, Ministry of Education (Shiksha Mantralaya), Government of India)

Trichy - Pudukkottai Main Road, Tiruchirappalli-620 024 (TN)

Phone: 0431-2505121/5122 | email: [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in)

## ANNEXURE – VI: LETTER OF AUTHORISATION

### LETTER OF AUTHORISATION FOR ATTENDING PRE-BID/ TECHNICAL BID/ PRICE BID MEETING

**To**

The CAO (i/c)

IIM Tiruchirappalli

Pudukkottai Main Road

Tiruchirappalli - 620 024.

**Subject:** Authorization for attending Site Visit/ Pre-Bid Meeting/ Technical Bid/Evaluation/ Price Bid opening on \_\_\_\_\_ in the *Tender for Operating the Student Mess of IIM Tiruchirappalli*.

Following persons are hereby authorized to attend the Site Visit/ Pre-Bid / Technical Bid / Price Bid meeting for the Tender mentioned above on behalf of. ....(Bidder) in order of preference given below.

Order of preference	Name	Designation	Contact No	Specimen Signatures
I				
II				

Alternate Representative

Signatures of Bidder

or

Officer authorized to sign the bid Documents on behalf of the Bidder.

**Note:**

1. Maximum of **two representatives** will be permitted to attend Pre-Bid Meeting / bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not recovered.



## ANNEXURE-VII: List of Kitchen Equipment provided by IIMT

MODULAR KITCHEN EQUIPMENT		
Sl. No.	Quantity	Description of Equipment
<b>MEAT WASH (GROUND GLOOR)</b>		
1	1	PRE-RINSE SPRAY UNIT
<b>VEG WASH</b>		
2	1	PRE-RINSE SPRAY UNIT
<b>VEG PREP.</b>		
3	1	POTATO PEELER
4	1	VEG CUTTER BOWL TYPE
5	1	KNIFE STERLIZER CABINET
6	1	KNIFE SHARPENER
<b>MEAT PREP.</b>		
7	1	KNIFE STERLIZER CABINET
8	1	MEAT MINCER
9	1	SLICER
10	1	KNIFE SHARPENER
<b>MAIN KITCHEN</b>		
11	1	MILK BOILER
12	1	DROP-IN DEEP FAT FRYER
13	1	COMBI OVEN W/STAND (10 PAN)
14	1	TILTING STEAM JACKETED KETTLE
15	1	TILTING BRAISING PAN
<b>COLD FOOD AREA</b>		
16	1	BLENDER
<b>DISH WASH AREA</b>		
17	1	PRE-RINSE SPRAY UNIT
18	1	DISH WASHING MACHINE CONVEYOR W/ON LOADER & DRYER (CONVEYOR TYPE)
<b>SOILED DISH DROP-OFF AREA</b>		
19	1	PRE-RINSE SPRAY UNIT

Sl. No.	Quantity	Description of Equipment
<b>RECEIVING DOCK (GROUND FLOOR)</b>		
1	1	HAND WASH SINK UNIT
2	1	WEIGHING TABLE W/DRAWER
3	1	WALL MOUNTED STORAGE CABINET
4	2	MOBILE BUSSING CART
5	2	MOBILE PLATFORM TROLLEY
<b>MEAT WASH</b>		
6	1	DOUBLE SINK UNIT
7	1	DRAIN TROUGH GRATING
<b>VEG WASH</b>		
8	1	DOUBLE SINK UNIT
9	1	DRAIN TROUGH GRATING
10	1	DRAIN TROUGH GRATING
11	1	FLUSHING HOSE UNIT
<b>STORE</b>		
12	1	WEIGHING TABLE W/DRAWER
13	1	WALL MOUNTED STORAGE CABINET
14	15	STORE ROOM SHELVING
15	5	DUNNAGE RACK
16	2	FOUR DOOR REFER (UPRIGHT)
17	1	FOUR DOOR FREEZER (UPRIGHT)
18	5	STORE ROOM SHELVING (STEWADING)
<b>VEG PREP.</b>		
19	1	HAND WASH SINK UNIT
20	1	WORK TABLE W/UNDER STORAGE
21	2	WALL SHELVES
22	1	MOBILE SINK TROLLEY
23	1	WORK TABLE W/UNDER STORAGE
24	2	WALL SHELVES
25	1	WORK TABLE W/ SINK
26	2	WALL SHELVES
27	1	WORK TABLE W/UNDER STORAGE
28	2	WALL SHELVES
29	1	FOUR DOOR REFER (UPRIGHT)

30	1	POTATO / ONION STORAGE BIN
<b>MEAT PREP.</b>		
31	1	FISH PREP TABLE W/SINK
32	1	BUTCHER'S CHOPPING BLOCK
33	1	WORK TABLE W/UNDER STORAGE
34	2	WALL SHELVES
35	1	WORK TABLE W/UNDER STORAGE
36	2	WALL SHELVES
37	1	HAND WASH SINK UNIT
38	1	DOUBLE SINK UNIT
39	1	DRAIN TROUGH GRATING
40	1	WORK TABLE
41	2	WALL SHELVES
42	1	WORK TABLE W/UNDER STORAGE
43	2	WALL SHELVES
44	1	MOBILE CHOPPING BOARD SANITIZER TROLLEY
45	1	WORK TABLE
46	2	WALL SHELVES
47	1	FOUR DOOR REFER (UPRIGHT)
48	1	FOUR DOOR FREEZER (UPRIGHT)
<b>MAIN KITCHEN</b>		
49	1	HAND WASH SINK UNIT
50	1	SET-UP TABLE
51	1	BEVERAGE COUNTER W/SINK TROUGH
52	1	WATER BOILER
53	1	HOT FOOD PICK-UP COUNTER W/OHS
54	1	UNDER COUNTER REFER (3 DOOR) W/ OHS
55	2	SPREADER TABLE
56	1	S.S CLADDED MOBILE TANDOOR
57	1	FOUR BURNER RANGE W/ELECT OVEN
58	1	GRIDDLE PLATE
59	1	SPREADER TABLE (FOR DEEP FAT FRYER)
60	1	EXHAUST HOOD (WALL SIDE SINGLE PLENUM)
61	1	WORK TABLE W/ SINK & OHS
62	1	UNDER COUNTER REFER (3 DOOR) W/ OHS
63	1	CHINESE RANGE

64	1	DRAIN TROUGH GRATING
65	1	EXHAUST HOOD (ISLAND TYPE SINGLE PLENUM)
66	1	WORK TABLE W/UNDER STORAGE
67	1	IDLI STEAMER (TABLE TOP)
68	1	DRAIN TROUGH GRATING
69	2	SINGLE BURNER STOCK POT RANGE
70	1	EXHAUST HOOD (WALL SIDE SINGLE PLENUM)
71	1	WORK TABLE W/ SINK & OHS
72	2	MOBILE WORK TABLE
73	2	SPREADER TABLE
74	1	CHPATTI PLATE W/ PUFFER
75	2	DRAIN TROUGH GRATING
76	1	EXHAUST HOOD (WALL SIDE SINGLE PLENUM)
77	2	MASALA GRINDER (TILTING)
78	2	DRAIN TROUGH GRATING
79	3	MOBILE POT RACK
80	1	THREE SINK UNIT
81	1	S.S WALL MOUNTED PIPE SHELF
82	1	DRAIN TROUGH GRATING
83	1	DRAIN TROUGH GRATING
84	1	FLUSHING HOSE UNIT
<b>COLD FOOD AREA</b>		
85	1	HAND WASH SINK UNIT
86	1	UNDER COUNTER REFER (3 DOOR)
87	1	WALL MOUNTED STORAGE CABINET
88	1	WORK TABLE W/ SINK
89	1	WALL MOUNTED STORAGE CABINET
90	1	WORK TABLE W/UNDER STORAGE
91	2	WALL SHELVES
92	1	WORK TABLE W/UNDER STORAGE
93	2	WALL SHELVES
94	1	ICE-CREAM CABINET
<b>LIVE COUNTER</b>		
95	2	FOOD PICK UP COUNTER W/HOT BAIN-MARIE, TRAY REST RAIL & SNEEZE GUARD
96	2	FOOD PICK UP COUNTER W/COLD BAIN-MARIE, TRAY REST RAIL & SNEEZE GUARD

97	2	FOOD PICK UP COUNTER W/HOT BAIN-MARIE, TRAY REST RAIL & SNEEZE GUARD
98	2	FOOD PICK UP COUNTER W/COLD BAIN-MARIE, TRAY REST RAIL & SNEEZE GUARD
<b>DISH WASH AREA</b>		
99	1	HAND WASH SINK UNIT
100	1	FLUSHING HOSE UNIT
101	1	DRAIN TROUGH GRATING
102	4	MOBILE CLEAN DISH RACK
103	1	L-SHAPED SOILED DISH DROP OFF TABLE W/ ROLLERS, TWO SINK, THREE-TIER RACK SHELF, TROUGH & CHUTE
104	1	DRAIN TROUGH GRATING
105	2	VAPOUR HOOD
106	1	CLEAN DISH LANDING TABLE
107	1	WALL MOUNTED RACK SHELF
<b>SOILED DISH DROP-OFF AREA</b>		
108	1	HAND WASH SINK UNIT
109	1	FLUSHING HOSE UNIT
110	1	DRAIN TROUGH GRATING
111	1	SOILED DISH DROP-OFF TABLE W/TWO SINK & RACK SHELF
112	1	DRAIN TROUGH GRATING
113	6	MOBILE CLEAN DISH RACK
<b>GARBAGE AREA</b>		
114	1	DRAIN TROUGH GRATING
115	1	FLUSHING HOSE UNIT
116	2	MOBILE CAN STORAGE RACK
117	1	DRAIN TROUGH GRATING
118	3	STORE ROOM SHELVING (DRY TRASH)
119	1	GARBAGE SORTING TABLE
120	1	HAND WASH SINK UNIT

COLD ROOM					
Sl. No	Quantity	DESCRIPTION OF EQUIPMENT	ROOM SIZE	DOOR SIZE	DOOR
			WXDXH MM	MM	HINGE
1	1	GARBAGE REFER	2400 X 2400 (VERIFY) X 2600 MM	750 X 1950 MM	RIGHT SIDE

COMPOSTER			
Sl. No	Quantity	Description of Equipment	ROOM SIZE
			WXDXH MM
1	1	GARBAGE COMPOSTER	4500 X 1950 X 3100 MM

BOUGHT OUT EQUIPMENT		
Sl. No	Quantity	Description of Equipment
RECEIVING DOCK (GROUND FLOOR)		
1	4	AIR CURTAIN
2	4	INSECT-O-CUTOR
3	1	BENCH WEIGHING SCALE
4	1	PLATFORM WEIGHING SCALE
5	1	AIR CURTAIN
MEAT WASH		
6	1	GARBAGE CAN
VEG WASH		
7	1	GARBAGE CAN
STORE		
8	1	PLATFORM WEIGHING SCALE
9	1	BENCH WEIGHING SCALE
VEG PREP.		
10	1	GARBAGE CAN
MEAT PREP.		
11	1	BENCH WEIGHING SCALE
12	1	GARBAGE CAN
MAIN KITCHEN		
13	1	GARBAGE CAN
14	1	GARBAGE CAN
15	1	GARBAGE CAN



MASALA GRINDING / POT WASH AREA		
16	1	GARBAGE CAN
COLD FOOD AREA		
17	1	GARBAGE CAN
DISH WASH AREA		
18	1	GARBAGE CAN
SOILED DISH DROP-OFF AREA		
19	1	GARBAGE CAN
GARBAGE AREA		
20	2	AIR CURTAIN
21	3	INSECT-O-CUTOR
22	10	GARBAGE CAN (ROUND SHAPE)
23	1	GARBAGE CAN

## **Dining Area:**

Tables & Chair will be provided by the Institute.



# INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

(An Institute of National Importance, Ministry of Education (Shiksha Mantralaya), Government of India)

Trichy - Pudukkottai Main Road, Tiruchirappalli-620 024 (TN)

Phone: 0431-2505121/5122 | email: [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in)

## ANNEXURE VIII: INTEGRITY PACT

This Integrity Agreement is made at ..... on this ..... day of ..... 2025 BETWEEN

The Director, IIM Tiruchirappalli represented through Chief Administrative Officer, IIM Tiruchirappalli, (Hereinafter referred as the IIM Tiruchirappalli, Trichy - Pudukkottai High Road, Trichy – 620 024, “Principal/Owner”, which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

AND

..... (Name  
and Address of the Individual/ firm/ Company) Through  
..... (Hereinafter referred to as the (Details of  
duly authorized signatory) “Bidder/Contractor” and which expression shall, unless repugnant to the  
meaning or context hereof include its successors and permitted assigns)

### Preamble

WHEREAS the Principal / Owner has floated the *Tender No 25SP008T dated 18.04.2025* (hereinafter referred to as “Tender/Bid”) and intends to award, under laid down organizational procedure, a contract for “*Tender for Operating the Student Mess of IIM Tiruchirappalli*”. hereinafter referred to as the “Contract”.

AND WHEREAS the Principal/Owner values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and fairness/transparency in its relation with its Bidder(s) and Contractor(s).

AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Agreement (hereinafter referred to as “Integrity Pact” or “Pact”), the terms and conditions of which shall also be read as integral part and parcel of the Tender/Bid documents and Contract between the parties.

NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this Pact witnesses as under:

### **Article 1: Commitment of the Principal/Owner**

- 1) The Principal/Owner commits itself to take all measures necessary to prevent corruption and to observe the following principles:
  - a) No employee of the Principal/Owner, personally or through any of his/her family members, will in connection with the Tender, or the execution of the Contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
  - b) The Principal/Owner will, during the Tender process, treat all Bidder(s) with equity and reason. The Principal/Owner will, in particular, before and during the Tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the Tender process or the Contract execution.
  - c) The Principal/Owner shall endeavour to exclude from the Tender process any person, whose conduct in the past has been of biased nature.

- 2) If the Principal/Owner obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal code (IPC)/Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Principal/Owner will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

**Article 2: Commitment of the Bidder(s)/Contractor(s)**

- 1) It is required that each Bidder/Contractor (including their respective officers, employees and agents) adhere to the highest ethical standards, and report to the IIM Tiruchirappalli / Department all suspected acts of fraud or corruption or Coercion or Collusion of which it has knowledge or becomes aware, during the tendering process and throughout the negotiation or award of a contract.
- 2) The Bidder(s)/Contractor(s) commit themselves to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender process and during the Contract execution:
  - a) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal/Owner's employees involved in the Tender process or execution of the Contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Tender process or during the execution of the Contract.
  - b) The Bidder(s)/Contractor(s) will not enter with other Bidder(s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.
  - c) The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act. Further the Bidder(s)/Contractor(s) will not use improperly, (for the purpose of competition or personal gain), or pass on to others, any information or documents provided by the Principal/Owner as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
  - d) The Bidder(s)/Contractor(s) of foreign origin shall disclose the names and addresses of agents/representatives in India, if any. Similarly, Bidder(s)/Contractor(s) of Indian Nationality shall disclose names and addresses of foreign agents/representatives, if any. Either the Indian agent on behalf of the foreign principal or the foreign principal directly could bid in a tender but not both. Further, in cases where an agent participates in a tender on behalf of one manufacturer, he shall not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a subsequent/parallel tender for the same item.
  - e) The Bidder(s)/Contractor(s) will, when presenting their bid, disclose any payments he has made, is committed to or intend to make to agents, brokers or any other intermediaries in connection with the award of the Contract.
- 3) The Bidder(s)/Contractor(s) will not instigate third persons to commit offenses outlined above or be an accessory to such offenses.
- 4) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm indulge in fraudulent practice means a willful misrepresentation or omission of facts or submission of fake/forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the IIM Tiruchirappalli interests.
- 5) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm use Coercive Practices (means the act of obtaining something, compelling an action or influencing a decision through

intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/her reputation or property to influence their participation in the tendering process).

### **Article 3: Consequences of Breach**

Without prejudice to any rights that may be available to the Principal/Owner under law or the Contract or its established policies and laid down procedures, the Principal/Owner shall have the following rights in case of breach of this Integrity Pact by the Bidder(s)/Contractor(s) and the Bidder/ Contractor accepts and undertakes to respect and uphold the Principal/Owner's absolute right:

- 1) If the Bidder(s)/Contractor(s), either before award or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliability or credibility in question, the Institute reserves the right to cancel the Tender. The imposition and duration of the exclusion will be determined by the severity of the transgression and determined by the Principal/Owner. Such exclusion may be forever or for a limited period as decided by the Principal/Owner.
- 2) **Forfeiture of EMD/Performance Guarantee/Security Deposit:** If the Principal/Owner has disqualified the Bidder(s) from the Tender process prior to the award of the Contract or terminated/determined the Contract or has accrued the right to terminate/determine the Contract according to Article 3(1), the Principal/Owner apart from exercising any legal rights that may have accrued to the Principal/Owner, may in its considered opinion forfeit the entire amount of Earnest Money Deposit, Performance Guarantee and Security Deposit of the Bidder/Contractor.
- 3) **Criminal Liability:** If the Principal/Owner obtains knowledge of conduct of a Bidder or Contractor, or of an employee or a representative or an associate of a Bidder or Contractor which constitutes corruption within the meaning of IPC Act, or if the Principal/Owner has substantive suspicion in this regard, the Principal/Owner will inform the same to law enforcing agencies for further investigation.

### **Article 4: Previous Transgression**

- 1) The Bidder declares that no previous transgressions occurred in the last 5 years with any other Company in any country, confirming to the anticorruption approach or with the Central Government or State Government or any other Central/State Public Sector Enterprises in India that could justify his exclusion from the Tender process.
- 2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the Tender process or action can be taken for banning of business dealings/ holiday listing of the Bidder/Contractor as deemed fit by the Principal/ Owner.
- 3) If the Bidder/Contractor can prove that he has resorted/recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal/Owner may, at its own discretion, revoke the exclusion prematurely.

### **Article 5: Equal Treatment of all Bidders/Contractors/Subcontractors**

- 1) The Bidder(s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder/Contractor shall be responsible for any violation(s) of the principles laid down in this agreement/Pact by any of its Subcontractors/sub-vendors.
- 2) The Principal/Owner will enter into Pacts on identical terms as this one with all Bidders and Contractors.
- 3) The Principal/Owner will disqualify Bidders who do not submit the duly signed Pact between the Principal/ Owner and the bidder, along with the Tender, or violate its provisions at any stage of the Tender process, from the Tender process.

### **Article 6- Duration of the Pact**

This Pact begins when both parties have legally signed it. It expires for the Contractor/Vendor 12 months after the completion of work under the contract or till the continuation of the defect liability period, whichever is more, and for all other bidders, till the Contract has been awarded. If any claim is



# INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

(An Institute of National Importance, Ministry of Education (Shiksha Mantralaya), Government of India)

Trichy - Pudukkottai Main Road, Tiruchirappalli-620 024 (TN)

Phone: 0431-2505121/5122 | email: [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in)

made/lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Pacts as specified above, unless it is discharged/determined by the Competent Authority, IIM Tiruchirappalli.

## Article 7- Other Provisions

- 1) This Pact is subject to Indian Law, place of performance and jurisdiction is the Headquarters of the Division of the Principal/Owner, who has floated the Tender.
- 2) Changes and supplements need to be made in writing. Side agreements have not been made.
- 3) If the Contractor is a partnership or a consortium, this Pact must be signed by all the partners or by one or more partners holding power of attorney signed by all partners and consortium members. In the case of a Company, the Pact must be signed by a representative duly authorized by board resolution.
- 4) Should one or several provisions of this Pact turn out to be invalid, the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- 5) It is agreed that any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement / Pact, any action taken by the Owner/Principal in accordance with this Integrity Agreement/ Pact or interpretation thereof shall not be subject to arbitration.

## Article 8- LEGAL AND PRIOR RIGHTS

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Integrity Pact will have precedence over the Tender/Contact documents with regard to any of the provisions covered under this Integrity Pact.

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses:

.....  
(For and on behalf of Principal/Owner)

.....  
(For and on behalf of Bidder/Contractor)

WITNESSES:

1.....  
(Signature, name and address)

2.....  
(Signature, name and address)

Place:

Dated:

**CHECKLIST FOR DOCUMENTS TO BE ATTACHED WITH THE TENDER**

Sl. No	Covers	Details	Remarks	Tick (√)
1	(Cover 1)	All the documents and Annexures, <i>except Price Bid document.</i>		
2	(Cover 2)	Only Price Bid documents as per the <i>Annexure-II.</i>		
3		Whether GST Registration Certificate is enclosed.		
4		Whether PAN is enclosed.		
5		Whether documents in support of meeting the basic eligibility conditions stipulated in the Tender document (i.e., proof for experience in similar nature of work, annual turnover, performance certification with verifiable contacts and financial solvency have been enclosed with Technical Bid).		
6		Whether duly filled in Technical Bid documents (i.e., <a href="#">Annexure-I</a> to the tender document) along with all the related enclosures have been enclosed with the Tender:		
		i. Registration/ Incorporation details of the bidding firm/Agency/ Company		
		ii. Documents in support of the Legal Status of the Bidder. Copy of Registered Partnership Deed or Articles / Memorandum of Association in the case of partnership firm or Private Limited Company.		
		iii. Authorization / Power of attorney for signing the tender document		
		iv. 5 Photographs of the Mess (3-4 Sites) run by the bidder.		
		v. Audited Annual Accounts, Income Tax Return and assessment orders for the last three consecutive financial years i.e., from 2021-22 to 2023-24.		
		vi. Details of completed contracts in the prescribed format during the last three years along with proof with verifiable contacts.		
		vii. Details of ongoing contracts in the prescribed format along with proof with verifiable contacts.		
		viii. All other information/ details/ supporting documents/proof desired in the Tender document		
7		Whether Technical Bid documents as per <a href="#">Annexure-I</a> of the tender document is submitted.		
8		Whether Undertaking, Declaration and Near Relative Certificate attached as per <a href="#">Annexure-V.</a>		
9		Whether Letter of Authorization to attend pre-bid and tender opening meetings as per <a href="#">Annexure-VI</a> is submitted.		
10		Whether Technical Bid documents and all the required enclosures to the Technical Bid are serially numbered and overwriting/ erasures, if any, in the technical Bid duly been signed and endorsed with the seal?		
11		Whether an <b>Index or Table of Content</b> of all enclosures to the Technical Bid has been prepared and attached with the Technical Bid to facilitate quick reference?		
12		Whether Tender documents and its Corrigendum have been signed with seal in all the pages by the Bidder.		