

**TENDER FOR PROVIDING CATERING SERVICES
AT INDIAN MARITIME UNIVERSITY- NAVI MUMBAI CAMPUS**



**TENDER No: IMU/2018/0015
Issue Date: 22nd October, 2018**

Issued To,

Tender Document	The tender document can be downloaded from the website www.imunavimumbai.com . There is no tender fee.
EMD Amount	Rs. 1,20,000/- should be drawn in the form of Demand Draft / Pay Order in favour of "IMU. Navi Mumbai Campus" payable at Mumbai.
Issue of Tender Document	1000 Hrs 22nd October, 2018 till 1100 Hrs 16th November, 2018
Last Date and Time of submission of the Tender	1330 Hrs on 16th November, 2018
Date and Time of Pre-Bid Meeting	1600 Hrs on 12th November, 2018
Date and Time of opening of the Technical Bids	1430 Hrs on 19th November, 2018 , IMU Navi Mumbai Campus
Tentative Date and Time of opening of the Financial Bids	1100 Hrs on 29th November, 2018 , IMU Navi Mumbai Campus

All bidders are requested to visit IMU Navi Mumbai Campus website: www.imunavimumbai.com for regular updates.

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INSTRUCTIONS TO THE BIDDERS

1. General Information:

- i. Tenders are invited by the Director, Indian Maritime University, Navi Mumbai Campus ,Karave, Nerul, Navi Mumbai- 400706 for and on behalf of Indian Maritime University for PROVIDING CATERING SERVICES AT INDIAN MARITIME UNIVERSITY as per the scope of work mentioned in the technical bid of tender documents.
- ii. Tender documents consisting of Technical & Financial Bids shall be submitted by the bidders in two separate sealed envelopes, Cover –I named 'TECHNICAL BID IMU/2019/0015.' and Cover –II named 'FINANCIAL BID IMU/2019/0015' , latest by 1330 hrs **on 16th November, 2018** and both the above said Sealed Covers i.e. Cover –I & Cover –II be then put in another separate big cover (Cover–III) and properly wax sealed.
- iii. Bids should be forwarded by Bidders under their original memo / letter pad inter alia furnishing details like GST number, Bank address with EFT Account if applicable, etc and complete postal & e-mail address of their office.
- iv. Sealed bids should be dropped in the Tender Box at First Floor, Administrative Building, Indian Maritime University, Navi Mumbai Campus, Nerul, Navi Mumbai or sent by registered post in the address mentioned for communication below and to reach this office by due date and time. Late tenders will not be accepted in any circumstances and no responsibility will be taken for any postal delay or non-receipt/non-delivery of the bid documents.
- v. A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by this office prior to deadline prescribed for submission of bids. No bid shall be modified after the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.
- vi. The technical bids of the tender shall be opened by a committee nominated by the Director(In-charge) Indian Maritime University, Navi Mumbai Campus in the presence of the authorised representatives of the bidders, if present, at 1430 hrs **on 19th November, 2018** in the office of the Deputy Registrar (Admin), Indian Maritime University, Navi Mumbai Campus.
- vii. The technical bids, which do not contain full information and documents called for, shall be rejected. The financial bids of only those bidders shall be opened,whose technical bids pass scrutiny.

- viii. The financial bids of the technically qualified tenders shall be opened by a committee nominated by the, Indian Maritime University, in the presence of the authorized representatives of the bidders, if present, tentatively on **29th November, 2018** at 1100 Hrs.
- ix. The bidders shall submit all details, documents etc. as required in the tender document duly signed on each page. In case bidder fails to do so, Indian Maritime University, Navi Mumbai Campus reserves the right to reject the tender without seeking any further clarification. All the pages should be serially numbered. The total number of pages should be mentioned in the forwarding letter.
- x. The bidder shall submit the copy of the tender document and addenda thereto, if any, with each page signed and stamped to confirm the acceptance of the entire terms and Conditions of the tender.
- xi. All communications with regard to this tender to be addressed to

The Director,
Indian Maritime University
Navi Mumbai Campus,
Karave, Nerul,
Navi Mumbai - 400706
Tel:022-27706809 Fax:022-27716805
Email: dradmin.navimumbai@imu.ac.in

- xii. Indian Maritime University, Navi Mumbai Campus at its sole discretion reserves the right to extend last date of submission of tender and the same shall be updated in Indian Maritime University, Navi Mumbai Campus website and all bidders are requested to visit the website for latest updates.
- xiii. Indian Maritime University, Navi Mumbai Campus reserves the right to annul the bidding process at any time without any liability for such annulment, without assigning any reason there to.
- xiv. Indian Maritime University, Navi Mumbai Campus has the right to invite revised tenders with or without amendment at any stage without any liability for such invitation and without assigning any reason thereof.
- xv. Indian Maritime University, Navi Mumbai Campus shall notify the successful bidder through Registered letter/ speed post / fax / e-mail or in person confirming that their offer has been accepted. Indian Maritime University, Navi Mumbai Campus will issue the Award letter to the successful bidder. This PO shall indicate the details of services be supplied by the bidder.
- xvi. The cover letter placed at **Annexure 'A'** is to be submitted alongwith

tender document.

- xvii. Upon receipt of the Purchase Order by the Contractor, he shall prepare two sets of the Agreement as per **Annexure – 'F'** of the tender documents at the earliest without any delay and complete all the formalities and submit the same to Indian Maritime University, Navi Mumbai Campus duly executed on stamp paper for value of Rs.200/- (Rupees Two Hundred only) within 07 days from the date of receipt of Purchase Order. The agreement should be submitted by the contractor along with the required security deposit. One set of the agreement will be returned to the Contractor after the signature of authorized signatory of Indian Maritime University, Navi Mumbai Campus.
- xviii. Quoted rates must be valid for 1 year from the date of closing of tender.
- xix. The contract will be initially for a period of one year, extendable by another one year subject to the satisfactory performance of the Catering Agency and at the sole discretion of Indian Maritime University, Navi Mumbai Campus.
The Contract is liable to be terminated at any time during the validity of the contract period by the University, if the supply of the food and eatables quality/quantity and quality of service are not to the satisfaction or for any other compelling administrative reason. The security deposit paid by the contractor shall be forfeited in full, when the contract is terminated under the circumstances specified above.
- xx. Successful bidder will nominate a Officer/Manager as single point of contact to Indian Maritime University, Navi Mumbai Campus to promptly address the issues raised by the Campus.
- xxi. The bidder is advised to visit the site and surroundings where the catering services are to be provided and acquaint himself with the operational system and understand the information that may be required for the preparation of the tender and for entering into contract for providing catering service. The costs of visiting the site shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the site and is aware of operational conditions prior to the submission of the tender documents. Permission, if required, to visit the site will be given during the tender period on application to:

The Director
Indian Maritime University
Navi Mumbai Campus
Karave, Nerul, Navi Mumbai - 400706
Tel : 022-27706809

- xxii. At any time prior to the last date for submission of tenders, Indian Maritime University, Navi Mumbai Campus may, for any reason, suo motu or in response to a clarification by a prospective bidder, modify the tender documents by issuing amendments (addenda/ corrigenda etc.)
- xxiii. Any amendment thus issued will be hosted on the website upto Two days prior to the last date i.e **16th November 2018** as specified for submission of the bids. All the bidders who have downloaded the Bid Document shall verify if any such amendments(s) have been issued by Indian Maritime University, Navi Mumbai Campus, before submitting their bid and shall take cognizance of and include such amendment(s) in their submission. In any case, the amendment(s), if any, shall be binding on the bidder. No separate notice/ intimation of amendments will be sent to those who have downloaded the document from the web of Indian Maritime University, Navi Mumbai Campus prior to the date of amendments.
- xxiv. Tenders shall remain valid for 120 days from the last date for submission of tender i.e **16th November 2018**.
- xxv. The bidders to fill the checklist for prequalification eligibility criteria evaluation provided at **Annexure - B**.

PRE-BID MEETING SCHEDULE

Indian Maritime University, Navi Mumbai Campus has also scheduled a Pre-bid meeting on 12th November, 2018 at 1600 hrs in Conference room to facilitate the bidders. The firms interested to bid must attend the pre-bid meeting as per the above schedule in order to acquaint themselves of the requirement of the work and about the campus, before offering their quote. Absence in the pre-bid meeting should not be resorted at later stages as an excuse towards under quoting or quoting wrongly without understanding the requirements.

2. Tender opening, Bidder Participation, Stages of Evaluation (Technical and Financial):

- a) Tenders will be opened at Indian Maritime University, Navi Mumbai Campus, Karave, Nerul, Navi Mumbai, at 1430 Hrs on **19th November, 2018**. Any bidder who are willing to observe the tender opening, may, in person or through his authorized representative, be present at the venue and witness the tender opening. **In case of**

authorized representative, bidder should send a letter of authorization of their representative who is deputed to be present at the time of opening of tenders. **Representatives without the letter of authorization** will not be permitted to witness the opening of the tender. The maximum number of representatives that a bidder can depute to witness the opening of the tender will be limited to one.

- b) The bidder or his authorized representative who are present shall sign a register evidencing their attendance. In the event of the specified date of tender opening being declared as a holiday for the Indian Maritime University – Navi Mumbai Campus, the tender shall be opened at the specified time on the next working day.
- c) The information furnished by the bidder in Cover - I in the prescribed format supplied by the Indian Maritime University, Navi Mumbai Campus will form the basis for the evaluation. In exceptional cases Indian Maritime University, Navi Mumbai Campus or their representative reserves the right to obtain the clarifications from any of the bidder without vitiating the tendering process. If, in the opinion of the Indian Maritime University, Navi Mumbai Campus, information and documents supplied in support of the tender do not indicate meeting the requirements of the tender specifications, the tender may be determined as non-responsive and may be rejected by the Indian Maritime University, Navi Mumbai Campus.
- d) After satisfying that all / or some of the bidder have attained the minimum qualifying criteria as detailed above, financial bids of only technically qualified bidders will be kept and sealed in a separate cover. A suitable date and time for opening of the Cover II – Price Bids will be fixed and those bidder(s) who are qualified will be intimated about the opening of Cover - II – Price Bids. The Cover- II -Price Bids will be opened in the presence of the qualified bidders or their authorized representatives, if they choose to attend and present. The procedures and number of participants etc., for opening Cover - II will be the same as the procedures outlined in Clause (a) & (b).
- e) The contract period shall be deemed to have been commenced from the date on which the contractor takes over the site based on Instruction from Indian Maritime University – Navi Mumbai Campus to commence or the 10th day of instruction by Indian Maritime University – Navi Mumbai Campus to start the work whichever is earlier.
- f) **Evaluation Criteria:** The bids will be evaluated on the basis of price quoted by the bidders in the financial bids. The financial bid consists of **five** different categories namely A, B, C, D and E. The total rate of each category should be clearly mentioned.

The weightage of Category A individually is 90% and for Category B, C, D and E cumulatively is 10%. Accordingly, the bidders have to fill the details in the last page of financial bid, where the final quote is calculated as per the weightage. The bids will be evaluated as explained above.

- g) The bidder quoting the lowest workable rates as ascertained by the committee will be awarded to work.
- h) The agency quoting L1 rates will be awarded the work. Quoting unworkable rates will not be considered and such bids are liable to be rejected. The decision of the Committee in this regard will be final and no further correspondence will be entertained.

3. Deposits , Guarantee and damages :

The estimated value of Contract is approximately Rs.2.20 crore.

i. Earnest Money Deposit (E.M.D)

Earnest Money Deposit (E.M.D): Rs. 5,00,000/- (Rupees Five Lakh Only) by way of D.D./P.O in favour of **IMU, Mumbai Campus payable at Mumbai or Navi Mumbai** to be submitted to Dy. Registrar (Administration), Indian Maritime University – Navi Mumbai Campus along with Technical Bid.

The bids of the bidder, who fail to submit E.M.D, shall be summarily rejected.

The EMD of the bidders, who are not qualified under the technical bid, shall be returned after finalisation of tender.

The EMD will be forfeited in the following cases :-

- a) In case the bidder withdraws his tender once submitted.
- b) If the successful bidder fails to enter into a contract/agreement within 07 (seven) days from the date of receipt of Purchase Order.

No interest will be allowed on the Earnest Money from the date of its receipt until it is refunded.

ii. Security Deposit:

The successful bidder shall, within 07 days from the date of receipt of award letter, deposit with Indian Maritime University, Navi Mumbai Campus a sum equal to 5 % of the value of the accepted tender, in the form of Demand Draft / Bank Guarantee from any Nationalized bank/Scheduled bank, failing which Indian Maritime University – Navi Mumbai Campus may at its discretion cancel the award letter and forfeit the earnest money deposit furnished along with the tender.

The security deposit amount of 5 % of the contract value so deposited, will be refunded within 30 (thirty) days from the date of complete of contract as per tender document.

In case security deposit amount fall short on subsequent order, the bidder must deposit the differential amount of Security deposit within 10 days of subsequent order. Security Money will not carry any interest.

iii Cancellation of order/forfeiture of Security Deposit, Risk purchase clause:

In the event of failure to start catering services within the stipulated date/period in accordance with the specification, Indian Maritime University – Navi Mumbai Campus reserves its right:-

- To cancel the order
- To forfeit the security deposit
- To deploy Catering Services from "Next Risk and Cost Tenders", as in the event of failure/termination of the Catering Service, only fresh Tenders have to be floated at the Risk and Cost of the present Contractors.

iv Time Period

Within 10 calendar days from the date of receipt of Purchase Order, the Contractor shall start catering services as specified in the tender documents.

v Settlement of Disputes:

The Bidder shall make request in writing to the Director(In-charge), Indian Maritime University – Navi Mumbai Campus for settlement of any dispute within 30 (thirty) days of arising of the cause of dispute, failing which no disputes/claims shall be entertained by the Indian Maritime University – Navi Mumbai Campus. The decision of the Director(In-charge), Indian Maritime University, Navi Mumbai Campus will be final and binding on the parties.

Jurisdiction: The Court of Mumbai in the State of Maharashtra only will have the jurisdiction to deal with and decide any legal matters or disputes what-so-ever arising out of this contract.

vi Penalty:

- a) In case of deficiency in service, Indian Maritime University – Navi Mumbai Campus is empowered to levy suitable penalty. In the event of failure to cater/ render services at the fixed hours or to supply food and other eatables to the satisfaction of the Director or his nominee(s), or the participants, action will be taken by the Director for

the catering to be done by other agencies and the difference in cost, if any, incurred over and above the agreed rates shall be recovered from the Contractor. Besides incurring the liability, the contract is also liable to be terminated for the remaining period. The Director's decision with regard to the termination of the contract shall be final and binding.

- b) Food poisoning under any circumstances cannot be tolerated by Indian Maritime University – Navi Mumbai Campus and the Contract is liable to be terminated. The security deposit paid by the contractor shall be forfeited in full, when the contract is terminated under the circumstances specified above
- c) Failure to supply food in terms of quality, quantity and as per the Menu indicated in Schedule will attract penalty. For not adhering to contractual conditions, the Indian Maritime University – Navi Mumbai Campus shall be free to impose monetary penalty as deemed fit on the caterer. Penalty imposed shall be adjusted against payment due to the caterer.
- d) As nominated by the Director, the Deputy Registrar (Admin) shall be the Competent Authority with regard to imposition of Penalty. The caterer may appeal to the Director for reduction / waiver of penalty. The decision of the Director shall be final.
- e) Minimum 06 cooks **(inclusive of one Chief Cook)** and 18 cook helpers to be deployed daily. Penalty for any shortfall will be Rs.5,00/- per person per day. **The chief** cook should be certified from a Govt./Allied Catering Institutes/Shipping Industry.

vi. Payment Terms:

100% payment on submission of bills/ invoice and acquaintance role duly signed and verified by Indian Maritime University – Navi Mumbai Campus. The biometric attendance report is mandatory to be submitted.

GST Rates has to be stated in the column provided and relevant notification or any other proof of rate to be enclosed. In case of any changes in GST rate or any other statutory obligation resulting in generation of extra profit by the service provider, the same has to be passed on to IMU-NMC.

vii Advance Payments: Not Applicable

4. PRE-QUALIFICATION CRITERIA

1. The bidder should not have been blacklisted by the department / Ministries of the Government of India / PSUs / Corporate Sectors / Educational Institutions / any other reputed organizations. **(Notarized Affidavit in the format as given in the Annexure – C, has to be submitted by**

the bidder).

2. The bidder should submit copy of valid GST Number with the Technical bid of Tender documents.
3. The bidder should submit the Income Tax return for last three previous years ending 31st March 2018 with the Technical bid of Tender documents.
4. The bidder should submit one of the following:-
 - i. Proof of Registration of the bidder under relevant law such as Companies Act, and /or Shop & Establishment Act.
 - ii. For Partnerships firms, full name and address of each partner along with the certified copy of the registered partnership deed, copy of Trade License.
 - iii. For proprietorship firms, full name and address of proprietor along with the copy of trade license.
5. The bidder should have satisfactorily completed similar catering service works of values as listed below during the last 3 Years for 'each' year.
 - a) Three catering service works each costing not less than 40% of the present estimated cost to the strength not less than 200 persons in Universities / Institutes / Colleges / PSU/ Corporate Sector
(or)
 - b) Two catering service works each costing not less than 50% of the present estimated cost to the strength not less than 250 persons in Universities / Institutes / Colleges / PSU/ Corporate Sector;
(or)
 - c) One catering service work each costing not less than 80% of the present estimated cost to the strength not less than 400 persons in Universities / Institutes / Colleges / PSU/ Corporate Sector

[Mode of Proof: Copy of Purchase Order / Contract agreement proving 'Award of Work'/ Copy of Completion Certificate/ Final Invoice/ Letter indicating return of Security Deposit for proving satisfactory 'Completion of Work']. The bidders to fill the details regarding similar orders as per **(Annexure – D).**

6. Annual turnover should not be less than Rs.250 Lakhs during the preceding three financial years (2015-16,2016-2017,2017-2018)

[Mode of Proof: Copy of Profit & Loss Account of the company for each of the 3 years authenticated by a Chartered Accountant (or) Copy of Income Tax return for each of the 3 years authenticated by a Chartered

Accountant]. The bidders to fill the details regarding similar orders as per **(Annexure – E)**.

7. The bidder shall submit duly filled Mandate Form with Sign and stamp.
(Annexure - G).

Scope of Work

To provide catering services to the resident cadets, short term courses students, Officers, faculty, staff and outsiders of Indian Maritime University – Navi Mumbai Campus.

- a) Since the number of cadets/students attending courses fluctuates from time to time hence, approximate **number of persons** to be served daily, shall be in the following range:-

i. Morning Coffee / Tea	-	500 per day
ii. Breakfast	-	500 per day
iii. Midmorning Coffee and Snacks	-	600 per day
iv. Lunch	-	600 per day
v. Afternoon Tea and Snacks	-	600 per day
vi. Dinner	-	500 per day

- b) The menu for cadet's mess is attached at along with Vol.2 Price Bid.
- c) The Contractor shall also be required to supply whenever called upon on special occasions to prepare lunch/ snacks/ coffee/ tea as special items for functions, meetings etc. at the approved rate. The Contractor shall also be required to provide bed coffee, breakfast, lunch and dinner to guest if any and snacks and coffee/ tea in the evening to course participants on specific requests at the approved rate.
- d) The Contractor should provide paper napkins for the course participants during breakfast, lunch, dinner and two coffee sessions.
- e) Senior Personnel of the Contractor should visit the kitchen at least once in a week to monitor the functioning of the canteen and discuss with the authorized officials regarding complaints/ requirements, etc.
- f) In addition to the menu annexed with the is tender document,
- I. There will be special dinner/lunch on the following six days during the year:
- | | | |
|--------------------------------------|---|---------------------------|
| 1. Republic Day | - | 26 th January |
| 2. Independence Day | - | 15 th August |
| 3. University Day | - | 14 th November |
| 4. Welcome Dinner/Lunch for freshers | - | As convenient |
| 5. One more Special Dinner/Lunch | - | As convenient |

II. The general pattern of tea break shall be as follows:

- Morning Tea/Coffee to be served around 06.00am
 - Evening Tea and snacks to be served around 4.30pm.
- g) The catering service provider needs to deploy a minimum no. of 06 cooks **(inclusive of one Chief Cook)** and 18 no. of cook helpers per day.
- h) The catering service provider may be asked to provide catering services in any area inside the campus as requested by Indian Maritime University – Navi Mumbai Campus.
- i) The catering service provider is required to put at least **two** buffet counters in the mess hall.
- j) The items (biscuits, cold drinks, water bottle, ice creams e.g.) with MRP should be given at a minimum of 5% discount to Cadets/Staff.
- k) The Contractor to arrange for providing canteen items as mentioned in Page 'E' of Financial Bid from 9 am to 6 pm separately at location identified by IMU-NMC with dedicated staff and serving personnel's.
- l) Acceptance of payment through Digital mode by the contractor is to be provided.

6. Terms and Conditions:

1. The quality of food / snacks/ eatables supplied shall be of good quality, hygienic in nature and the service should be to the fullest satisfaction of the University and the participants.
2. The quantity of food items / soft drinks, coffee, tea should confirm to weighments / limits wherever indicated.
3. As the students / officials from all over India and abroad will be studying / working in the University, it should be possible for the tenderer to prepare the food so as to suit the different tastes of participants / students etc.
4. Arrangements of chairs / tables, etc. in the dining hall and the surroundings shall be maintained in clean hygienic and pleasant manner. These are to continue throughout the said contract period. The kitchen and the dining hall shall be kept clean and proper hygiene to be maintained at all times. Kitchen safety is of utmost importance.
 - a) Complete pest control especially of Cockroaches, Flies, Lizards & rodents to be done, twice a week .
 - b) Every night after dinner, the kitchen area to be cleaned thoroughly.
5. The bearers engaged by the Contractor should be in neat Uniforms during service and wear neat gloves while serving food.
6. Indian Maritime University, Navi Mumbai Campus will not provide any utensils LPG Gas installation for connecting cylinder, cooking range, electrical milk boiler, electrical water heater, bain-marie, hot case, dosa plate and other cooking utensils, deep freezer, serving dishes cutleries, fridge, store room, dining tables and chairs and serving buffet tables and items connected with catering.

(i) The cadet mess will remain closed during the vacation period tentatively from 1st July to 31st July and 10th January to 31st January i.e. for a period of approximately 40-50 days. However, during this period the Catering Services should be functional as per the requirement of the following categories mentioned in the Financial Bid document B. Special Occasion (Breakfast), C. Special Occasion(High-Tea), D. Special Occasion (Lunch/Dinner) and E. Catering Services for Staff/Officers/Faculty).

(ii) The bidder/contractor is required to bring his own utensils, LPG Gas installation for connecting cylinder, cooking range, electrical milk boiler, electrical water heater, bain-marie, hot case, dosa plate and other cooking utensils, Deep freezer, serving dishes cutleries, fridge, dining tables, chairs and serving buffet tables. The above list is for sample and not exhaustive. All equipments and utensils for providing Catering services to be arranged by the bidder/contractor. The tables and chairs should be of hard tubular type, good quality and aesthetic. No plastic chairs and tables to be used.

7. (i) Though a daily menu is indicated, subject to demand it may be modified by the Indian Maritime University.
- (ii) The same vegetable should not be used for preparation of vegetable curry on more than three occasions in a week.
- (iii) Vegetable pulav/vegetable biryani should be prepared of Grade 1 Basmati rice.
- (iv) White rice should be of surti kolam variety.
- (v) Bread: Modern bread/ Spencer bread/Hot bread to be used. The bread toast should be warm.
- (vi) For preparing Vegetable Pulav/ Vegetable Biryani, fresh good vegetables are to be used. At least four English vegetables like green peas, carrot, cauliflower, beans, should be used along with other vegetables.
- (vii) Sweets should be of quality of Chandu sweets/Jhama sweet/ Bikaner.
- (viii) Ice cream (100 ml cup- Medium) should be of leading brands like Kwality Walls, Amul or Mother Dairy only.
- (ix) Chapatti, Poori should be made of wheat flour of good quality only. Maida flour should never be used under any circumstances.

- (x) Only, fresh vegetables are to be used and the same vegetables should not be repeated more than 3 times in a week. Violation of this will warrant imposing of penalty.
- (xi) The items should be served warm except ice cream, sweet etc.
- (xii) Seasonal fruits supplied should be of good quality without black stains. The size of the fruits should not be small.
- (xiii) Curd/Yogurt should be fresh and tinned curd/yogurt should not be used.
- (xiv) Butter should be of Britannia /Amul variety.
- (xv) The item quantity mentioned in para 'A' of price bid 'Cadets menu' is minimum and for information with reference to approximate demand. The primary food served (Rice, Chapatti, Vegetable, Chicken, Dal) to the cadets should be unlimited.
- (xvi) Only Refined oil (Sunflower/ Gingley/ Ground nut/ coconut) of ISI certification/FPO/Agmark is to be used.
- (xvii) Fresh batter to be used for preparation of Chapatti, Parotta, Idly, Dosa, Uttapam etc.
- (xviii) Left over food should not be carried to the next session of service.
- (xix) Separate vessels should be used for vegetarian and non-vegetarian cooking.
- (xx) The Contractor shall claim bills with regard to the actual number of lunch/ snacks/ coffee/ tea/ dinner supplied on any particular day. The vegetarian/ non-vegetarian Lunch/ Dinner should be claimed separately. The bills of the contractor after verification shall be settled within a maximum of 15 working days from the date of claim subject to production of all statutory documents with the bill viz. name and details of the manpower engaged, proof of salary payment to the manpower, police verification of the manpower engaged in canteen, medical fitness certificates, ESI and EPF challans, FSSAI certification etc. However, the payment of the first month bill may be considered for payment if the firm to whom the contract has been awarded is in the process of obtaining all the above documents. But the same shall be at the sole discretion of Director, IMU Navi Mumbai Campus and will also depend on the level of satisfactory services provided by the firm.

8. The Contractor shall make his own arrangements for providing Solid Fuel / Heating System in the dining hall to keep the food hot/ warm. Except ice cream and items which cannot be served hot all other item(s) should be warm and served hot.
9. Every table in the mess hall should be placed with 1 or 2 jugs of water. And tables should be of six chair capacity.
10. The Contractor should not use kitchen or other rooms for preparing food or snacks for any other client or customer. He shall not use facilities in Indian Maritime University for any other client.
11. Sufficient number of persons should be employed to provide service and at least three persons should be available in each place of service. The details of all areas where service is to be provided shall be intimated in advance to the successful bidder. Since the timings are strictly observed in case of students on daily basis, therefore, any shortfall of manpower or food shall not be permitted. In case any such complaint is received in respect of shortage of food or manpower, the same will be dealt strictly and a fine of Rs.5, 000/- on each such occasion shall be imposed instantly on the firm.
12. The employees of the Canteen contractor should undergo full medical checkup in the hospital identified by MO of Indian Maritime University – Navi Mumbai Campus at least once during the contract period at the Contractor's cost. The employees of the contractor must be deployed only after the medical checkup in the hospital identified by MO of Indian Maritime University – Navi Mumbai Campus within one month of deployment at Indian Maritime University – Navi Mumbai Campus.
13. Good cooks should be available with the caterer. One canteen manager, two assistant managers and six cooks (inclusive of one Chief Cook) with experience of preparing North Indian & South Indian food along with vegetarian/non-vegetarian items shall be present at all the times when supply timings are in operation.
14. Electricity charges will be collected at actual for the kitchen and store room areas. Water shall be provided free of cost.
15. Gas charges have to be borne by the Contractor.
16. All Dry/Fresh provisions should be of good quality with ISI/FPO/Agmark labeling. They should be purchased from reputed Wholesale Dealer(s) or Co-operative Super Market /Departmental store.
17. The contractor shall submit a list of all staff engaged by him for service at Indian Maritime University – Navi Mumbai Campus along with addition/deletion every month. He should ensure payment of wages and other applicable benefits to his employees as per the statutory rules in force. The proof of payment of salary, payment of PF, ESI etc. has to be provided to Indian Maritime University – Navi Mumbai Campus for verification every month. The bills shall not be processed, if the payment of salary, contribution to PF, ESI etc. is not made and produced along with the bills every month.

The Contractor shall produce certificate in respect of all statutory complaints along with monthly bill.

18. The contractor should produce certificate of all their employees issued by their respective Native place police station informing that the employees employed by the canteen contractor are free from criminal/crime/vigilance cases against their employees. The employees of the contractor who are deployed after production of the above certificate should be produced within one month of deployment at Indian Maritime University – Navi Mumbai Campus. The Contractor should undertake to indemnify IMU-NMC against all Statutory liabilities.
19. The contractor shall produce certificate in respect of all statutory complaints along with monthly bills.
20. In extreme case, the Indian Maritime University – Navi Mumbai Campus reserves the right to deduct the agreed wage component payable by the contractor for default of payment and ensure payment to workers.
21. The contractor shall meet all the requirements / benefits under law towards his employees.
22. Indian Maritime University – Navi Mumbai Campus shall not be responsible for claim / damage incidental to/arising out of any work towards the execution of contract other than the agreed rates and the contractor is fully responsible for all the activities including dealing with any statutory authority.
23. Maintenance of hygiene is to be ensured in working and serving area.
24. Knives, forks, spoons and other such utensils to be replaced every 6 months.
25. The availability & usage of Fire fighting equipments by the tenderers. Any liability/damage claim due to injury/personal disability incidental to performing the job inside the campus or outside shall not be admissible by IMU Navi Mumbai Campus.
26. The Contractor has to bring his own digital weighing scale & provide dustbins wet waste & dry waste.
27. Any wrongful, incorrect, dishonest, criminal, fraudulent or negligent work, default, failure, bad faith, disregard of its duties and obligations here under, service, act of omission of or by the Service provider and /or any of his Staff, and/or.
28. Any theft, robbery, fraud, or other wrongful act or omission by his staff. The service provider shall take day to day instructions from the Deputy Registrar of IMU-NMC.
29. The contractor has to keep a two wheeler with adequate extensions/carriers for transporting items within the campus (considering the campus is of 40 acres in area).
30. Avoidance of use of Plastic materials in various forms in whole of the premises.

ANNEXURE –A: COVER LETTER FORMAT (*On letter head*)

TENDERERS PARTICULARS FOR TENDER NO:

The Director(In-charge),
Indian Maritime University,
Navi Mumbai Campus,
Karave, Nerul,
Navi Mumbai 400 706

Sir,

Being duly authorized to represent and act on behalf of _____ **hereinafter called “The**

Tenderer” and having visited the site and examined the Scope of work, Conditions of Contract, Specifications, Schedules and **Bill of Quantities for the work of “TENDER FOR PROVIDING CATERING SERVICES AT INDIAN MARITIME UNIVERSITY – NAVI MUMBAI CAMPUS, KARAVE, NERUL, NAVI MUMBAI – 400706”**

1. I/ we here by submit my/our offer as follows:
 - a) Technical Bid– (in separate sealed cover along with EMD of Rs.7,50,000/- and other documents) (Cover I)
 - b) Financial Bid–(in separate sealed cover) (Cover II)
2. The two sealed covers containing technical bids and financial bids referred to above have been put in main cover (Cover III) as required.
3. I hereby undertake to abide by various terms and conditions contained in your **TENDER No: IMU/2018/0005** (Copy, duly signed, enclosed).
4. We understand that IMU Mumbai Campus reserves the right to:
 - a) Amend the scope of tender
 - b) Reject or accept any tender including the lowest, cancel the tender process and reject all tender.
 - c) We agree that the IMU Navi Mumbai Campus will not be liable for any such action and will be under no obligation to inform the Tenderer of the grounds for such action.
 - d) I also certify that the details furnished in the bids, various enclosures and other documents are true and correct.
5. I also express my willingness to sign the contract incorporating the Standard terms and special conditions of the contract as contained in the Tender.

Yours Sincerely

(Signature of the Owner/ Bidder/ Authorized signatory and please indicate capacity which signed Viz. on own behalf or as Power of Attorney or Authorized signatory of the owner. Please also include the contact No. and address in the Place)

Note:–Please put this offer letter in Cover I (containing Technical Bid) along with other required documents.

ANNEXURE – B : CHECK-LIST FOR PRE-QUALIFICATION BID FOR CATERING SERVICES

Note: Please arrange the documents according to their Serial No.

Sl. No.	Documents asked for	Details with proof
1.	Earnest money of Rs.5,00,000/- (Rupees Seven Lakh and Fifty Thousand Only)	
2.	The bidder should not have been blacklisted by the department / Ministries of the Government of India / PSUs / Corporate Sectors / Educational Institutions / any other reputed organizations. (Notarized Affidavit in the format as given in the Annexure – C, has to be submitted by the bidder).	
3.	The bidder should submit copy of valid GST Number with the Technical bid of Tender documents.	
4.	The bidder should submit the Income Tax return for last three previous years ending 31 st March 2018 with the Technical bid of Tender documents.	
5.	The bidder should submit one of the following:- a) Proof of Registration of the bidder under relevant law such as Companies Act, and /or Shop & Establishment Act. b) For Partnerships firms, full name and address of each partner along with the certified copy of the registered partnership deed, copy of Trade License. c) For proprietorship firms, full name and address of proprietor along with the copy of trade license.	
6.	The bidder should have satisfactorily completed similar catering service works of values as listed below during the last 3 Years	

<p>(2015-16,2016-17 & 2017-18).</p> <p>a) Three catering service works each costing not less than 40% of the present estimated cost to the strength not less than 200 persons in Universities / Institutes / Colleges / PSU/ Corporate Sector (or)</p> <p>b) Two catering service works each costing not less than 50% of the present estimated cost to the strength not less than 250 persons in Universities / Institutes / Colleges / PSU/ Corporate Sector; (or)</p> <p>c) One catering service work each costing not less than 80% of the present estimated cost to the strength not less than 400 persons in Universities / Institutes / Colleges / PSU/ Corporate Sector</p> <p>[Mode of Proof: Copy of Purchase Order / Contract agreement proving 'Award of Work'/ Copy of Completion Certificate/ Final Invoice/ Letter indicating return of Security Deposit for proving satisfactory 'Completion of Work']. The bidders to fill the details regarding similar orders as per "Annexure D".</p>	
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7.	Annual turnover should not be less than Rs.250 Lakhs during the preceding three financial years (2015-16,2016-17 & 2017-2018) [<u>Mode of Proof</u> : Copy of Profit & Loss Account of the company for each of the 3 years authenticated by a Chartered Accountant (or) Copy of Income Tax return for each of the 3 years authenticated by a Chartered Accountant]. The bidders to fill the details regarding similar orders as per " Annexure E ".	
8.	The bidder shall submit certificate for Mandate form. (Annexure G).	

The bids are liable to be rejected in case of failure to comply with any of the above requirements.

Name

Signature

Seal

ANNEXURE– C : Declaration regarding Blacklisting/Debarring
(Notarized)

Ref. No.

Date:

To
The Director(In-charge),
Indian Maritime University,
Navi Mumbai Campus

Sub.: Declaration regarding Blacklisting/Debarring for taking part in tender.

Dear Sir,

I / We _____ Firm/Contractor/Manufacturer /
Partner(s)/Authorized _____ Distributor/Agent _____ of
M/s. _____ hereby declare that the
firm/company namely M/s. _____ has not been
blacklisted or debarred in the past by Union / State Government or organization
from taking part in Government tenders in India.

Or

I / We _____ Firm/Contractor/Manufacture / Partner(s)/
Authorized _____ Distributor _____ / _____ Agent _____ of _____ M/s.
_____ hereby declare that the
Firm/company namely M/s. _____ was blacklisted
or debarred by Union / State Government or any Organization from taking part in
Government tenders for a period of _____ years w.e.f.
_____ to _____. The period is over
on _____ and now the firm/company is entitled to take part in
Government tenders.

In case the above information found false I/we are fully aware that the tender/
contract will be rejected/cancelled by the Indian Maritime University, Navi Mumbai
Campus, and EMD/ Performance Security shall be forfeited.

In addition to the above, Indian Maritime University, Navi Mumbai Campus shall not
be responsible to pay the bills for any completed / partially completed work.

[Name & Signature] for and on behalf of M/s. _____

Note: This letter of shall be signed by a person competent and having the power of
attorney to bind the company/firm and notarized.

ANNEXURE – D: DETAILS REGARDING SIMILAR ORDERS

Sr. No.	Name of the Client	Nature of the Job (enclosed purchase order)	Value of purchase order	Date of commencement	Date of completion	Document Page Number

Note:

{**Mode of proof:** Copy of Purchase Order/Contract showing that the Bidder had conducted similar works. Work complete certificate.}

Place:

Date : **Signature of the Tenderer with seal**

ANNEXURE – E: DETAILS REGARDING ANNUAL TURNOVER

ANNUAL TURNOVER

Sl. No.	Financial Year	Annual Turnover In Rupees Lakhs
1	2015-2016	
2	2016-2017	
3	2017-2018	

Copies of the Audited Balance Sheet and Profit and Loss Account for the last three Financial Years 2015-16, 2016-17 and 2017-18 should be attached.

Place:

Date : Signature of the Tenderer with seal

ANNEXURE – F : FORMAT OF AGREEMENT

(To be submitted on stamp paper of Rs.200/-)

IT IS THIS _____ day of _____ 2018 MUTUALLY AGREED between the IMU, Navi Mumbai Campus, **hereinafter referred to as "the Employer"** (which expression shall mean and include their assigns and successors) on the one part and M/s _____ accompany/**incorporated under the Companies Act, 1956.....** having its Registered office at _____ **herein after referred to as "the Contractor"** (which expression shall mean and include their permitted assigns and successors) on the other part: WHEREAS the Employer is desirous that certain Goods and Services should be provided and certain Works be executed as per tender **documents hereinafter called The Works"** and has accepted a **Tender by the Contractor for the execution, completion and guarantee of** such works.

NOW THIS AGREEMENT WITNESSES as follows: -

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz.,
 - a) Technical and Financial bids
 - b) Instructions to the Bidders
 - c) Terms and Conditions of contract
 - d) The work specified in the tender documents
 - e) The Annexures
 - f) The Purchase Order
 - g) Bank Guarantee
2. In consideration of the payment to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute, complete and guarantee the Works in conformity in all respects with the provisions of the contract.
3. The Employer hereby covenants to pay the Contractor in consideration of the execution, completion and guarantee of the works the contract price at the times and in the manner prescribed by the Contract.
4. The contract shall be governed by all the conditions as described in the terms and conditions of contract, work mentioned in the tender documents and any other conditions given in the tender documents.
5. This agreement shall be governed by the Laws of India and shall be subject to the Jurisdiction of the Courts in Mumbai.

IN WITNESS WHEREOF the parties hereto have caused their respective common seals to be here unto affixed (or have here unto set their respective hands and seals) the day and year first above written.

SIGNED AND DELIVERED

On behalf of the Contractor

On behalf of Employer

Signature

Signature

Name

Name

Address

Address

Official Seal

Official Seal

Place

Place

Date

Date

On behalf of the Contractor

On behalf of the
Employer

Witness:

Witness:

i) Signature

i) Signature

Name:

Name:

Address:

Address:

Place

Place

Date

Date

ii) Signature

ii) Signature

Name:

Name:

Address

Address

Place

Place

Date

Date

ANNEXURE-G: Mandate Form

MANDATE FORM

(Account/s Information form)

REAL TIME GROSS SETTLEMENT (RTGS)/ NATIONAL ELECTRONIC TRANSFER (NEFT) / INTRA BANK ACCOUNT TRANSFER FACILITY FOR RECEIVING PAYMENTS FROM IMU.

A. DETAILS OF ACCOUNT HOLDER:

NAME OF ACCOUNT HOLDERER / FIRM

COMPLETE CONTACT ADDRESS

MOBILE NUMBER / PH NO

E.MAIL:

PAN :

B, BANK ACCOUNT DETAILS:

ACCOUNT NAME (Name appearing in your Cheque Book)

BRANCH NAME WITH COMPLETE ADDRESS,

TELEPHONE NO

BRANCH CODE

Note: Please attach a Cancelled Cheque along with the account information form.

COMPLETE BANK ACCOUNT NUMBER (Please note that the Bank Account must be in the name of the Firm as appeared in the bill. In case of other Beneficiaries (Non-vendor) the Account name must be in the name of Applicant)

IFSC CODE

TYPE OF ACCOUNT (SB/CURRENT/CASH CREDIT)

MICR CODE OF BANK

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the IMU responsible.

(.....)

Signature of Beneficiary

Date:

Mandatory for Vendors/suppliers/Contractors etc., Payment:

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp with Date & Place)

(.....)

Signature of Bank Manager