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योजना तथा वास्तुकला विद्यालय, विजयवाड़ा
School of Planning and Architecture, Vijayawada
An Institute of National Importance, Ministry of Education Gov. of India

NIT No. 12/SPAV/H & M/2021-22

Dated: 16.08.2021

**NOTICE INVITING E-TENDER FOR PROVIDING MESS
SERVICES FOR HOSTELS (GIRLS AND BOYS)
AT SPA VIJAYAWADA, ANDHRA PRADESH**

TABLE OF CONTENTS

Sl. No.	Contents	Page No.
1.	Notice Inviting E-Tender	2-3
2.	Affidavit	4-5
3.	Statement Related To Bids	6-7
4.	General and Special Instructions	8-18
5.	Scope of Work – Terms & Conditions	19-24
6.	Technical and Financial Bids	25-31
7.	Forms and Checklists	32-38
8.	List of Kitchen equipment, furniture etc. available in Hostel Mess	39-41

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NIT No. 12/SPAV/H & M/2021-22

School of Planning and Architecture , Vijayawada
Institute of National Importance, Ministry of Education, Govt. of India
Sy. No. 4/4, ITI Road, Vijayawada- 520008, Andhra Pradesh

Section - 1

Notice Inviting E-Tender

Page 2 of 41

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Notice Inviting E-Tender

NOTICE INVITING E-TENDER FOR PROVIDING MESS SERVICES FOR HOSTELS (GIRLS AND BOYS) AT SPA VIJAYAWADA, ANDHRA PRADESH

SPA Vijayawada invites online bids for providing Mess Services for Hostels (Girls and Boys) at SPAV Campus, Andhra Pradesh.

NIT No.: 12/SPAV/H & M/2021-22	Dated: 16.08.2021
Date of publishing	16.08.2021 at 1430 Hours
Bid document download start date	16.08.2021 at 1430 Hours
Bid submission start date(online)	16.08.2021 at 1430 Hours
Pre bid meeting	06.09.2021 at 1100 Hours
Bid submission end date (online)	20.09.2021 at 1100 Hours
Date of Technical Bid opening	22.09.2021 at 1500 Hours

- The bid shall be submitted online only at Central Public Procurement Portal Website: <https://eprocure.gov.in/cppp/>. **Manual bids shall not be accepted.**
- The Institute reserves the right to reject any or all the bids without assigning any reason and the decision of the competent authority of the Institute shall be final and binding.

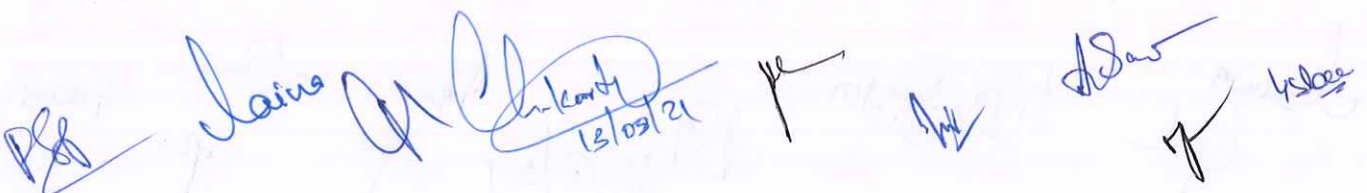
Sd/-
Registrar
SPA Vijayawada
Tel: 0866-2469445
Email: registrar@spav.ac.in

Lang
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13/8/21
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4/10/21

School of Planning and Architecture , Vijayawada
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Sy. No. 4/4, ITI Road, Vijayawada- 520008, Andhra Pradesh

Section - 2

Affidavit

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(ON NON-JUDICIAL STAMP PAPER OF RS.10/)

AFFIDAVIT

I/we.....Partner(s)/ Legal Attorney/
Proprietor(s)/ Accredited Representative(s) of M/s.....
solemnly declare that:

1. I/we am/are submitting tender for providing Mess Services for girls and boys hostels at SPA Vijayawada, Andhra Pradesh against Tender Notice Number NIT No. 12/SPAV/H & M/2021-22, dated 16.08.2021.
2. I/we or our partners do not have any relative working in SPA Vijayawada.
3. All information furnished by me/us in respect of fulfillment of eligibility criteria and information given in this tender is complete, correct and true. All documents/credentials submitted along with this tender are genuine, authentic, true and valid.
4. My/our bid shall be valid for a period of 120 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and shall remain binding upon us and maybe accepted at any time before the expiry of the period.
5. If my/our bid is accepted, we commit to submit a Performance Security Deposit in accordance with the Bidding Documents.
6. The Price-Bid submitted by me/us is "WITHOUT ANY CONDITION".
7. If any information or document submitted is found to be false/incorrect, Institute may cancel my/our Tender and can take any action as deemed fit including termination of the contract, forfeiture of all dues and blacklisting of my/our firm and all partners of the firm etc.
8. I/we also declare that the Government of India or any other Government body has not issued any show-cause notice or declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
9. The workers provided by me/us would not have any employer-employee relation with the SPA Vijayawada and thereby not claim any regularization of their services or enhancement in their wages from institute.
10. We will deploy only well-trained and police verified workers on the site.
11. We have sufficient well-trained manpower for the subject work.
12. We will use high quality material only with quality up to the satisfaction of the institute.
13. I/we also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that SPA Vijayawada is not bound to accept highest ranked bid / lowest bid or any other bid that SPA Vijayawada may receive.

(Signature of bidder with Seal)

Seal of Notary

Date:

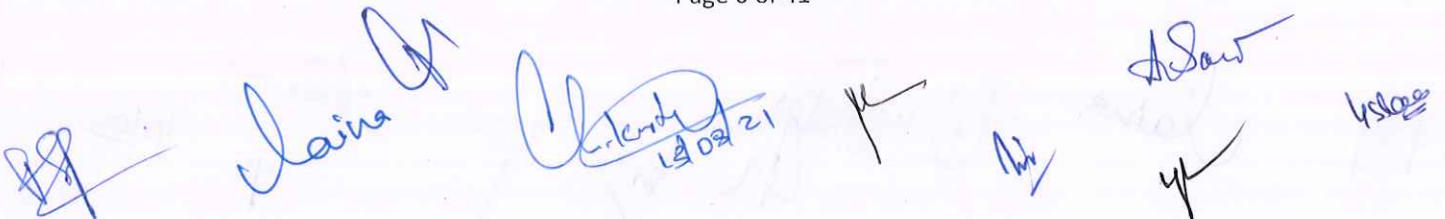
The bottom of the page contains several handwritten signatures and stamps in blue ink. On the left, there is a signature that appears to be 'Jaina' next to a square stamp. In the center, there is a signature with a date stamp '13/02/21' and another signature below it. To the right, there are several more signatures and a stamp that looks like '45/000'.

NIT No. 12/SPAV/H & M/2021-22

School of Planning and Architecture , Vijayawada
Institute of National Importance, Ministry of Education, Govt. of India
Sy. No. 4/4, ITI Road, Vijayawada- 520008, Andhra Pradesh

Section - 3

Statement Related To Bids

A series of handwritten signatures and initials in blue ink are located at the bottom of the page. From left to right, they include: a signature that appears to be 'R.P.', the name 'Jain' followed by a signature, a signature with the date '14/02/21' written below it, a simple horizontal line, a signature that looks like 'M.', a signature that looks like 'A.Saw', and a signature that looks like 'K. Singh'.

STATEMENT RELATED TO BIDS

Submission of Online Bids	Online bids only through CPP Portal. Manual bids will not be accepted under any circumstances.
Tender fee (non-refundable)	Rs. 1000/- (online transactions) - (clause 3.1)
Bid Security Declaration (BSD)	Bid Security Declaration Undertaking in the prescribed format (FORM-VI) along with the Technical Bid online in CPP Portal is compulsory for all the Bidders. (clause 3.2)
Performance Security Deposit	Performance Security Deposit at 3% of the estimated contract value i.e. Rs.7,02,000/- in the form of Bank Guarantee/Demand Draft/Fixed Deposit Receipt. (clause 3.3)
Period of Furnishing Performance Guarantee	Within 7 days from date of receipt of Letter of Award (LoA)
Performance Guarantee Validity Period	14 months from the date of commencement of services
Annual Estimated Value	Rs. 2,34,00,000/-
Strength of the Students	Around 650
Bid Validity Period	120 days from the date of opening of Financial bid
Contract Agreement	One year from the date of acceptance of Work Order
Payment Terms (after Commencement of work)	Monthly payment after receiving the previous month allotted work schedule details and attendance particulars certified by the concerned authority



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Section - 4

General and Special Instructions

A series of handwritten signatures and initials in blue ink are located at the bottom of the page. From left to right, there is a signature that appears to be 'Raj', followed by 'Jaina', a signature that looks like 'Chaitanya', and the date '13/03/21'. To the right of the date are several initials, including 'JK', 'DW', 'Daw', and 'JK', followed by a signature that looks like 'Vidya'.

GENERAL AND SPECIAL INSTRUCTIONS

1.1 MINIMUM ELIGIBILITY CRITERIA AT TECHNICAL BID STAGE

- (a) **Legally Valid Entity:** The bidder shall necessarily be a legally valid entity in the form of Limited Company/Private Limited Company/Partnership/Proprietorship etc. The bidder must be in existence for a minimum period of 3 years starting from 01.04.2016 to 31.07.2021.
- (b) **License/Registration:** The bidder must be registered with the Income Tax, GST, Employees Provident Fund Organization, Employees State Insurance Corporation, etc., and possess Food license, etc. for Catering/Mess services, issued by appropriate authority, i.e. License under FSS Act, 2006.
- (c) **Experience:**
The bidder's should be in catering/mess business for a minimum period of 3 years starting from 01.04.2016 to 31.07.2021 as per following:
- Similar completed works (at least one in each financial year with duration of not less than six months) having not less than 500 persons on its dining strength per day in the last three years starting from 01.04.2016 to 31.07.2021.
 - Similar nature of work means the running of the Canteen/Mess of Government Organization/Higher Educational Institutions/ Centrally Funded Institutions (CFI) /Public sector companies for students and staff.
 - The bidders are required to submit the quality assessment certificate as per **Form – III** for each work completed during the last three years starting from 01.04.2016 to 31.07.2021.
- (d) **Average Financial Turnover:** The bidders' Average Annual Financial Turnover in catering/mess services for a continuous period of three years during the period from 01.04.2017 to 31.07.2021, should not be less than **Rs. 2,34,00,000/- (Two Crore Thirty Four Lakhs)**. In other words, Average Annual Financial Turnover can be from 01.04.2016 to 31.03.2019 or from 01.04.2017 to 31.03.2020 or from 01.04.2018 to 31.03.2021.

1.2 DOCUMENTS SUPPORTING THE MINIMUM ELIGIBILITY CRITERIA:

- (a) In proof of having fully adhered to the minimum eligibility criteria at 1.1 (a), self-attested copies of all the certificates of incorporation of firm/company shall be accepted. Self-attested copies of these documents have to be uploaded with the Technical Bid.
- (b) In proof of having fully adhered to minimum eligibility criteria at 1.1 (b), self-attested copies of following shall be accepted:
- PAN
 - EPFO
 - ESIC
 - GST
 - License under FSS Act, 2006

Self-attested copies of these documents to be uploaded with Technical Bid. All the licenses must be in the name of bidder.

- (c) In proof of having fully adhered to minimum eligibility criteria at 1.1(c), quality assessment certificate (as per **Form-III**) issued by client Central/State Government Higher Educational Institutions/Organizations of the Government of India/State Government and PSU's, shall be accepted. Self-attested copies of these documents to be uploaded with Technical Bid.



- (d) In proof of having fully adhered to minimum eligibility criteria at 1.1(d), copy of the Income Tax Returns and audited balance sheets for the completed three financial years (P&L Account & Balance Sheet must be attached for 03 years) shall be accepted. Self-attested copies of these documents have to be uploaded with Technical Bid. The company should not have incurred loss during the last three financial years and should have a positive net worth.
- (e) The following documents may also be attached with Technical Bid:
- Power of Attorney/Authorization: Firm's authorizing a representative to bid on their behalf and sign all bid documents.
 - Company's Profile
 - Signed bid document(on all pages)
 - Copy of Certificate of registration with MSME

2. SUBMISSION OF ONLINE BIDS:

- 2.1 The bid shall be submitted online only at Central Public Procurement Portal Website: <https://eprocure.gov.in/cppp/>. **Manual bids will not be accepted under any circumstances.**
- 2.2 All documents as per tender requirement shall be uploaded online through CPP Portal Website: <https://eprocure.gov.in/cppp/>.
- 2.3 Bid of bidders not submitting any of the required documents online will be summarily rejected.
- 2.4 Both technical and financial bid are to be submitted concurrently duly digitally signed on the Central Public Procurement Portal.
- 2.5 Prospective bidders are accordingly advised to go through instructions provided at Central Public Procurement Portal.
- 2.6 The online bids (complete in all respects) must be uploaded online in Two Files (**File-1: Technical Bid in .pdf format and File-2: Financial bid in same as of original BOQ file**) as per Annexure-I and Annexure-II respectively.

3. TENDER FEE & PERFORMANCE SECURITY DEPOSIT:

- 3.1 **TENDER FEE:** Bidders should pay a non-refundable tender fee of **Rs 1000/- (Rupees One Thousand only)** by transferring the amount online to the SPAV account. The account details are:

Bank Name : State Bank of India
Bank Account No. : 37829985765
Account Name : School of Planning and Architecture Vijayawada
IFSC Code : SBIN0016766
Branch : Christurajapuram, Vijayawada.

A copy of the receipt of the fee transfer should be uploaded with the technical bid. Any tender without the tender fee will be considered as NON-RESPONSIVE and will AUTOMATICALLY STAND REJECTED. Any other form of payment will not be accepted.

- 3.2 **BID SECURITY DECLARATION (BSD):** The Vendor will submit Bid Security Declaration Undertaking in the prescribed format (**Form - VI**) along with the Technical Bid online in CPP Portal. No Earnest Money Deposit (EMD) is required. The submission of Bid Security Declaration is compulsory for all the Bidders.

Note: Tender fee (clause 3.1) and EMD (clause 3.2) is exempted for those who are registered with the Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization.

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3.3 PERFORMANCE SECURITY DEPOSIT (PSD):

- 3.3.1 The successful bidder has to deposit Performance Security Deposit at "3% of the estimated contract value of Rs. 2,34,00,000/-" which will be a sum equivalent to Rs.7,02,000/- (Rupees Seven Lakhs Two Thousand only) in favor of "School of Planning and Architecture Vijayawada", payable at Vijayawada in the form of Bank Guarantee/Demand Draft/Fixed Deposit Receipt (in original), at the time of the acceptance of the Letter of Award (LoA). Performance Security should remain valid for a period of Sixty (60) days beyond the date of completion of all contractual obligations of the service provider. In case, the contract is further extended beyond the initial period, the PSD will have to be accordingly renewed by the successful bidder. No interest shall be paid on PSD.
- 3.3.2 The Performance Security will be forfeited by order of the Competent Authority of the SPAV in the event of any breach or negligence or non-observance of any terms & conditions of the contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, portion of the said PSD as may be considered by the institute sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of Companies bill has been received and examined.
- 3.3.3 If the Contractor fails to provide the Performance Security Deposit (PSD) at the time of the acceptance of LoA, such failure shall constitute a breach of the contract and the Institute shall be entitled to make other arrangements at the risk, cost and expense of the Contractor.
- 3.3.4 On due performance and completion of the contract in all respects, the PSD will be returned to the contractor without any interest on presentation of an absolute "No Demand Certificate" from the contractor and upon return in good condition of any specifications, samples or other property belonging to the institute, which may have been issued to the Contractor, for carrying out work stipulated in the contract.
- 3.3.5 If the contract is terminated by the contractor without giving stipulated period of notice or fails to observe the terms & conditions of the Tender, Letter of Award of Contract and the Agreement, the Security deposit will be forfeited.

4. FINANCIAL BID:

Bidders are required to note that they should necessarily submit their financial bids in the format provided (.xls) and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the unprotected cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

5. EXTENSION OF LAST DATE AT THE DISCRETION OF THE SPA VIJAYAWADA:

The extension of last date for online submission of bid is in discretion of the competent authority of SPA Vijayawada and any such extension will be binding on all the Bidders. Addendum/Corrigendum/Re-tendering, if any in this regard, will be published on the CPP Portal i.e. <https://eprocure.gov.in/cppp/> and SPAV website www.spav.ac.in.

6. OPENING OF TECHNICAL AND FINANCIAL BID:

- 6.1 Online bids (complete in all respects) received will be opened as per stipulated time and date indicated in Notice Inviting E-Tender of the tender document in presence of bidder/authorized representative of bidder, if available at SPA Vijayawada.
- 6.1.1 It shall be noted that required documents submitted online along with the technical bid will be perused/examined. Bid received without "Bid Security Declaration Form" will not be evaluated further and in case of any other deficiency, the technical bid will be rejected and financial bid will not be opened.

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- 6.1.2 After scrutiny of technical bids, the institute shall shortlist the eligible bidders who qualify in the technical evaluation stage and inform them of the date and time of opening of the Financial Bids preferably by E-mail and also on CPP Portal.
- 6.1.3 Financial bid of only technically qualified bidder will be opened and evaluated.
- 6.1.4 The representatives of the bidders willing to attend tender opening process will have to submit a letter of authorization from the bidder to this effect. Bidders/representatives not attending the tender opening process will lose their right to challenge the process at a subsequent stage.
- 6.1.5 The financial bid price of each bidder shall be read out on the spot, however, it shall be clearly stated that the final financial bid prices would be arrived at after detailed scrutiny/correction of arithmetical error in the financial bid.
- 6.1.6 Merely becoming the lowest bidder, prior to Financial Bid scrutiny, will not give any right to the lowest bidder to claim that he is successful in the bidding process. The basis of selection of successful bidder would be L-1 after due scrutiny of all the bids.
- 6.1.7 Bids shall be summarily rejected, if it is received other than online through Central Public Procurement Portal <https://eprocure.gov.in/cppp/>.

6.2 A duly constituted committee will evaluate the bids as per following:

6.2.1 Stage 1: Technical Bids Evaluation

The Technical bid should consist of all the details of the document part (With Technical Bid uploaded). There should be no cost indication in the Technical bid.

At first, bidders are expected to meet the pre-requisite minimum eligibility criteria (clause 1-3). Bidders failing to meet these criteria or not uploaded requisite supporting documents / documentary evidence for supporting the eligibility criteria, are liable to be rejected summarily.

All documents should be uploaded in CPP Portal i.e. <https://eprocure.gov.in/cppp/>. Thereafter, technical bids of the selected bidders will be evaluated further by awarding points in the following procedure.

Sl. No.	Description	Points Allocation	Remarks
1.	No. of years of Firm Registration, Firm / Company: Partner deed (or) Incorporation companies Act. Individual: VAT/GST/Labour license documents for incorporation of His or Her business	a) 3 points, if Age of firm is 3 years. b) 5 points, if Age of firms 4 years. c) 7 points, if Age of firm is 5 years. d) 10 points, if Age of firm is above 6 years.	Max. 10 points will be awarded
2.	Government Organization/Higher Educational Institutions/ Centrally Funded Institutions (CFI) /Public sector companies (N), the bidder provided the similar nature of services during the last FIVE years for more than 500 boarders per day. (Submit relevant Work orders and respective agreement)	N × 2	Max. 10 points will be awarded

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3	Average annual turnover of the bidder during the latest FIVE years ending on 31-03-2021 (In crores) (Turnover certificate duly certified by Auditor with UDIN number)	N (No. of crores) $\times 1$	Max. 8 points will be awarded
4	Value of the single largest Executed catering contract in any Higher Education Institution or Organizations closed on / before 31.03.2021. During last five years.	N (Total work order value in crores) $\times 1$	Max. 8 points will be awarded
5	Total no. of employees (N) currently working under the company as on 31.03.2021. (Submit Valid Labour license certificate)	$N \times 0.02$	Max. 6 points will be awarded
6	No. of workers (N) deployed in the single largest contract in any Govt. Higher Educational Institutions during the last FIVE years as on 31.03.2021. Submit relevant work order. A certificate issued by the respective Client with Competent Authority (Not less than the rank of Group A).	$N \times 0.05$	Max. 6 points will be awarded
7	No. of Highly Skilled workers (N) (with hotel management/ catering technology Certificate/ Diploma/ Degree) available on the rolls of the bidder's organization for the last two years. EPF statement with TRRN	$N \times 0.03$	Max. 6 points will be awarded
8	FSSAI Registration (State/ Central) under FSS Act, 2006 or relevant act applicable as on 31.03.2021.	$N \times 1$	Max. 10 points will be awarded
9	The Bidders should be registered with Income Tax, PAN, GST, EPFO Registration, ESIC Registration, MSME Registration during the last THREE years ending 31.03.2021.	N (No. of registrations made) $\times 1$	Max. 6 points will be awarded
10	Quality Assessment certificate issued by Head of Organization from Higher Educational Institutions/Organizations where the bidder provided the catering services during the last FIVE years for more than 500 boarders per day (As per Form-3).	Sum of Quality assessment score obtained in each certificate $\times 0.1$	Max. 30 points will be awarded
TOTAL			100 POINTS

Note:

- Assessment marks for the point nos. (1 – 9) of the above table should be at least 25% on each individual score. Otherwise, bid shall be technically disqualified.
- Quality assessment marks in the point no. 10 of the above table should be at least 15 points. Otherwise, bid shall be technically disqualified.
- Overall assessment marks in the above table shall be more than or equal to 50 points. Otherwise, bid shall be technically disqualified.
- Bidders obtaining more than or equal to 50 points and also satisfying (a) & (b) conditions will be considered for Financial bid opening.

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6.2.2 Stage 2: Opening of Financial Bids and Evaluation

Financial Bids of only the technically qualified bidders in technical evaluation will be opened. The financial bids shall be evaluated for completeness and accuracy.

The lowest bid shall be given a financial score (FS) of 100 points. The financial score (FS) of other bidders will be determined using the formula: $FS = 100 \times FP / F$, in which FP is the lowest financial bid, and F is the financial bid of the particular vendor.

Total Consolidated Score (CS) will be the sum of the 40% of the technical score (TS) and 60% of the financial score (FS) i.e. $CS = 0.4 \times TS + 0.6 \times FS$.

Bidder with the highest consolidated score (CS) will be selected.

TIE BREAKING PROCEDURE

In case of a tie in the least quoted price, tie-breaking points shall be given for the following.

Sl. No.	Description	Points	Total (50 Points)
1	No. of years of work experience in Government Higher Educational Institutions. (From 26AS must be submitted for the period of Experience claimed)	1 point per each running year	Max. 10 points
2	No. of years of work experience in Pvt. Institutions/Organizations. (From 26AS must be submitted for the period of Experience claimed)	0.5 points per each running year	Max. 10 points
3	Financial turnover of the Firm certified by Auditor with UDIN.	0.5 Point for each crore	Max. 10 points
4	Total no. of employees to which PF paid during the Last FIVE years. (PF challans / TRRN has to be submitted for proof)	1 Point for every 100 employees	Max. 20 points

Note:

- 1) The contract will be awarded to bidder, who score highest points in the above table.
- 2) The Bidders must submit the hardcopies of documentary proofs for the above items attested by gazetted officer.

RESULTS OF TECHNICAL BIDS

- ✓ The result of Technical bids will be uploaded on the CPP Portal <https://eprocure.gov.in/cppp/>, after following the above mentioned procedure.

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13/02/21

AWARD OF TENDER TO SUCCESSFUL BIDDER

Total marks scored (out of 100) will be the total of marks for technical bid and price bid as per the above formula. After calculation of total scores, the bidder with the highest total scores will be awarded the contract for providing mess services at SPA Vijayawada.

Note:

Institute reserves the right to: (a) reject any or all the tenders without assigning any reason whatsoever; (b) not bind himself to accept the lowest or any tender; (c) reject the bid if it is found that Bidder has under-quoted (price), and (d) accept the whole or any part of the tender, and the tenderer shall be bound to perform the same at the rates quoted. (e) Canvassing in connection with tender/quotation is strictly prohibited.

7. VALIDITY OF BIDS

- 7.1 Bids shall remain valid and open for acceptance for a period of 120 days from the last date of submission of Bids.
- 7.2 The institute may request for extension for another period of 60 days, without any modifications and without giving any reasons thereof.

8. NON – TRANSFER-ABILITY

This tender is non-transferable. Incomplete and conditional tenders will be summarily rejected.

9. NON – WITHDRAWAL OF BIDS

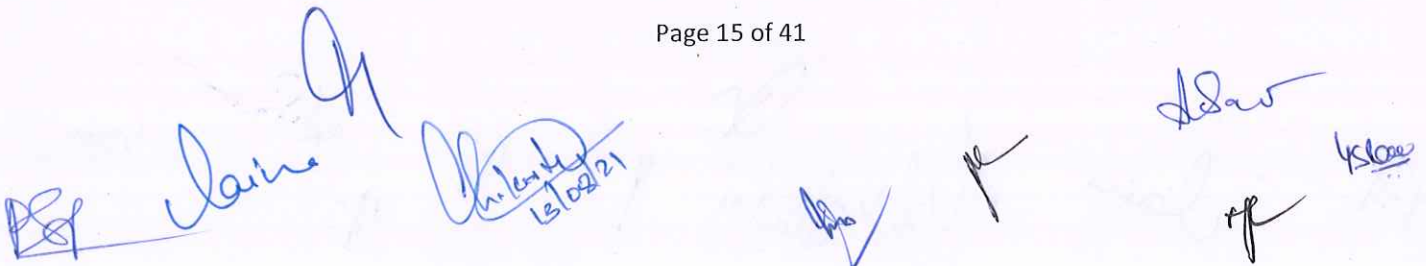
No bidders will be allowed to withdraw after e-submission of bids/opening of the tender; otherwise necessary action will be taken against the Bidders as per Bid Security Declaration by the firm.

10. CHANGE IN TENDER CONDITIONS

The Institute reserves the right to change any condition of the tender before opening of the Technical Bids.

11. RIGHT OF ACCEPTANCE

- 11.1 The Competent Authority of SPA Vijayawada reserves all rights to reject any bid, including bids of those bidders who fail to comply with the instructions, without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific bids. The decision of the Competent Authority of SPA Vijayawada in this regard shall be final and binding.
- 11.2 Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvass for the work shall render the bidder's bids liable for rejection.
- 11.3 The Competent Authority of SPA Vijayawada reserves the right to award any or part or full contract to any successful agency/agencies at its discretion and this will be binding on the bidders.
- 11.4 In case of failure to comply with the provisions of the terms and conditions mentioned by the agency that has been awarded the contract, the Competent Authority of SPA Vijayawada reserves the right to award the contract to the next higher bidder or any other outside agency and the difference of price shall be recovered from the defaulting agency, which has been awarded the initial contract and this will be binding on the bidders.
- 11.5 The Institute may terminate the contract if it is found that the Contractor is blacklisted on previous occasions by any of the Government Departments / Institutions /Local Bodies / Municipalities / Public Sector Undertakings, etc.

The bottom of the page contains several handwritten signatures and initials in blue ink. On the left, there is a signature that appears to be 'Jain'. In the center, there is a signature with the date '13/02/21' written below it. To the right, there are several other initials and signatures, including one that looks like 'K. S. Rao' and another that looks like 'K. S. Rao'.

12. NOTIFICATION OF AWARD BY ISSUANCE OF "LETTER OF AWARD":

- 12.1 After determining/evaluating the successful bidder, the SPA Vijayawada will issue a Letter of Award (LoA), in duplicate, which will return one copy to Institute duly acknowledged, accepted and signed by the authorized signatory, within seven (07) days of receipt of the same by the successful bidders.
- 12.2 The issuance of the Letter of Award to the bidder will constitute an integral part of the Agreement and it will be binding on the Contractor.

13. CONTRACT AGREEMENT:

The successful bidder will have to enter into a contract agreement before taking charge of Mess in SPAV hostels.

14. QUOTED RATES VALIDITY:

Rates/prices shall remain fixed during the entire period of the contract.

15. VALIDITY OF CONTRACT:

- 15.1 The contract, if awarded, shall be initially valid for period of **ONE YEAR (01 Year)** from the date of award. The contract can be extended for further period of ONE more year on same terms and conditions and same rates, subject to satisfactory services provided by the vendor. In case of breach of contract or in the event of not fulfilling the minimum requirements/statutory requirements, the institute shall have the right at any time to terminate the contract forthwith in addition to forfeiting the Performance Security amount deposited by the Contractor and initiating administrative actions for blacklisting, etc. solely at the discretion of the competent authority of the institute.
- 15.2 The contract will have probationary period of three months. The contract for the remaining nine months (09 Months) will be confirmed only if the services and quality of items served by the contractor are found satisfactory during the probationary period.

16. MODE OF PAYMENT:

- 16.1 The Contractor shall be paid on a **monthly basis** for the services rendered in the preceding month. The billing cycle will be the 1st of every month to the last day of the month. The Contractor shall submit correct invoice within 10 days of the succeeding month.
- 16.2 If due to any query, objection, delay or dispute with regard to any bill or a part thereof, the contractor will not be entitled to claim any interest for late payment.
- 16.3 No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.
- 16.4 The prices in the Price Schedule shall be inclusive of GST and other cess.
- 16.5 Monthly payment to the contractor will be initiated by Mess In-charge, will ensure payment to the caterer of 90% of each month's bill within two week after the submission of actual mess bill including copies of all statements, taxes paid for the said period. The balance 10% of each month's bill shall be settled on finalization of penalties, if any along with the next month bill.

17. TERMINATION OF THE CONTRACT:

- 17.1 The Contract can be terminated by either party, i.e., Institute or the Contractor, after giving three months' notice to the other party extendable by mutual agreement till alternate arrangements are made. However, Institute reserves the right to terminate the contract without giving any notice in case the Contractor commits breach of any of the terms of the contract.

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Institute's decision in such a situation shall be final and shall be accepted by the Contractor without any objection or resistance.

- 17.2 On termination of the contract, the Contractor will hand over all the equipment/furniture/articles etc., supplied by Institute, back to Institute in good working condition.
- 17.3 If the successful bidder withdraws or the services provided by the successful bidder are not found satisfactory during the probation period of three months from the date of taking over charge of the services, Institute reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.

18. DELIVERY & PENALTY FOR DELAYED SERVICES:

- 18.1 The staff deployed by the company shall perform their duties at the premises with due diligence and take all precautions to avoid any loss or damage to the Institute/Government property. If any negligent action or inaction on the part of workers of the company causing damage to contracted item(s) is reported, then full amount equivalent to that of damaged article will be recovered from the company in addition to any other action as deemed appropriate by the Competent Authority.
- 18.2 The caterer will be fined in case of violation of the rules of service. Here is a list of violations and the corresponding minimum fine per complaint. In case of a repeat of offense in a short duration, a stricter penalty will be imposed. The mess committee reserves the right to impose appropriate penalties in case of violations not covered in this list (Annexure-IV)

19. CORRUPT OR FRAUDULENT PRACTICES:

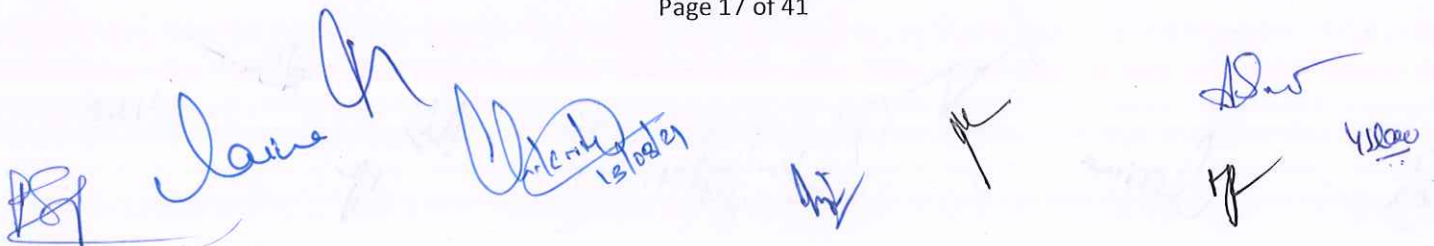
- 19.1 It is expected that the bidders who wish to bid for this tender have highest standards of ethics.
- 19.2 Institute shall reject a bid if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices while competing for this contract.
- 19.3 Institute may declare a bidder ineligible, either indefinitely or for a stated duration, if it, at any time, determines that the bidder has engaged in corrupt and fraudulent practices during the execution of contract.

20. FORCE MAJEURE:

- 20.1 Institute may consider relaxing the penalty and delivery requirements, as specified in this Tender Document, if and to the extent the delay in performance or failure to perform its obligations under the contract is the result of a Force Majeure.
- 20.2 Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as natural disasters, act of states, direct and indirect consequences of wars (declared or Undeclared), hostilities, national emergencies, civil commotion and strikes at successful bidders premise, etc.

21. SETTLEMENT OF DISPUTE AND ARBITRATION:

- 21.1 If any dispute or difference arises between the parties hereto as to the interpretation, effect and implication of any provision of this agreement, including the rights or liabilities or any claim or demand of any party against other or in regard to any other matter under these presents but excluding any matters, decisions or determination of which is expressly provided for in this tender, shall within 15 days (or such longer period as may be mutually agreed upon) from the date one party informs the other in writing that such dispute or disputes or disagreement exists, be referred to negotiations for a period of 30 days after which parties can submit the dispute to arbitration in accordance with the Arbitration and Conciliation Act 1996 and the rules framed there under for the time being in force. The award made in pursuance thereof shall of binding on the parties.



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- 21.2 The sole arbitrator shall be appointed by the mutual consent of both Parties.
- 21.3 The venue and seat of the Arbitration shall be at Vijayawada.
- 21.4 The language of arbitration proceedings will be English only.
- 21.5 Each party shall bear and pay its own cost of the arbitration proceedings unless the Arbitrator otherwise decides in the Award.
- 21.6 The provisions of this Clause shall not be frustrated, abrogated or become inoperative, notwithstanding this tender/agreement expires or ceases to exist or is terminated or revoked or declared unlawful.
- 21.7 The Courts at Vijayawada shall have exclusive jurisdiction in all matters, concerning this Agreement/tender including any matter related to or arising out of the arbitration proceedings.
- 21.8 The bidders will be bound by the details furnished to Institute, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.

SPECIAL CONDITIONS

INDEMNIFICATION:

The successful bidder is solely liable to fully indemnify and keep the Institute indemnified against all losses/penalties/awards/decrees arising out of litigation/claims/application initiated against the Institute on account of acts of omission/commission attributable to the contractor and which are punishable under the provisions of various Central Labour and Employment Acts including the following Acts as amended from time to time. The Institute shall be vested with sole discretion to determine damages / loss suffered on account of above from the dues payable from Performance Security Deposit as Performance Guarantee or from the personal property of bidder or property owned by his firm/company by way of initiating suitable legal litigation against the contractor at any point of time.

The contractor shall be liable for any legal dispute/case/claims that arises or may arise during currency of the contract due to non-compliance of labour or other related laws.

OFFICIAL RECORDS

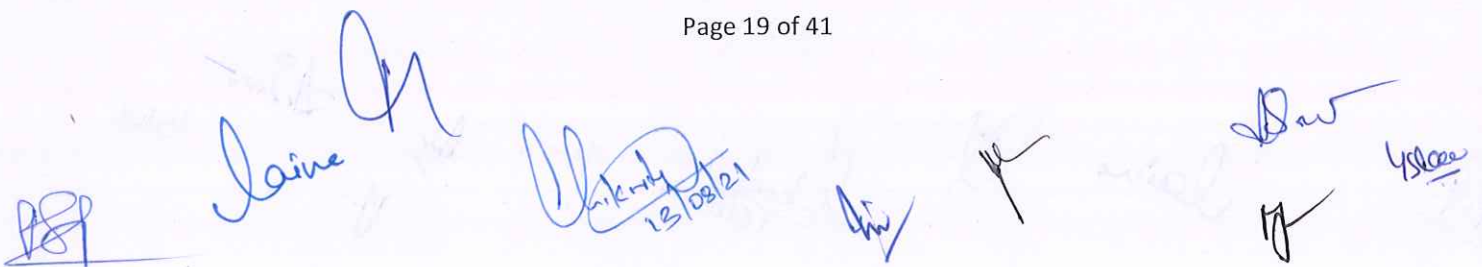
The contractor shall maintain a personnel file in respect of all the staff, who is deployed in Institute Hostel Mess. The personnel file shall invariably consist of personal details such as name, address, date of birth, sex, residential address (Temporary / Permanent) and all grievances recorded by the staff vis-a-vis action taken etc.

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School of Planning and Architecture , Vijayawada
Institute of National Importance, Ministry of Education, Govt. of India
Sy. No. 4/4, ITI Road, Vijayawada- 520008, Andhra Pradesh

Section - 5

SCOPE OF WORK – TERMS & CONDITIONS
(INSTRUCTIONS, STATUTORY OBLIGATIONS AND RESPONSIBILITIES OF THE CONTRACTOR)

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SCOPE OF WORK – TERMS & CONDITIONS
(INSTRUCTIONS, STATUTORY OBLIGATIONS AND RESPONSIBILITIES OF THE CONTRACTOR)

1. SPAV hostel mess (hereinafter referred to as 'mess'), consists of two kitchens and two dining halls. The prospective caterer has to arrange for preparation, processing and cooking food in the kitchen(s), and serve it in dining halls.
2. The contractor is required to meet the day to day requirements of the SPAV hostel mess students (hereinafter referred to as 'subscribers'), like breakfast, lunch, snacks, dinner, etc.
3. Preparation, processing, cooking and serving of prepared and cooked food items, after taking into account the availability of seasonal vegetables and fruits, to the subscribers.
4. The food has to be prepared in clean, hygienic and safe conditions as per the menu.
5. The workers in the mess, should have worked in large canteens, hotels, mess and should have the sufficient knowledge and aptitude of preparing vegetarian and non-vegetarian food and serving them separately.
6. Procurement of high-quality vegetables, fruits, provisions, dairy products, protein, chicken/meat, etc. is the responsibility of the caterer with the approval of the Hostel & Mess Management.
7. The Contractor shall be solely responsible for the arrangements of cooking gas, refills, and their safety.
8. Few equipment/items like freezer, water dispensers, water cooler, exhaust fans, roti maker, grinders, water purifiers, etc. need AMC, the Contractor takes responsibility to make them operational if necessary at his/her own cost.
9. The contractor shall handover all the equipment to SPAV in working condition at the time of completion of the work/ or at the time as decided by the SPAV. The Institute reserves the right to penalize the contractor if equipment handover is/are in damaged condition.
10. Waste disposal three times a day is the responsibility of the Contractor. Necessary logistics should be arranged by the Contractor to remove the waste (both food and non-food) generated by the mess to designated waste disposing areas outside SPAV campus on a daily basis. The contractor is liable to be penalized for clogging of drains in the mess kitchen/washing area due to draining out of waste food etc.
11. Mess surrounding area including kitchens, dining halls area, dish wash areas, etc. to be kept clean always and will be washed with water and soap solution and mopped regularly and will be disinfected once in a month or as and when required.
12. The Contractor will arrange for disposal of the garbage collected from the kitchen, dining halls, dish wash area etc. every morning in closed bins by separation of bio-degradable waste from non- biodegradable waste. The surroundings shall be kept clean and hygienic.
13. High quality of hygiene, sanitation and safety will be maintained at kitchen and dining halls. All the surrounding area of the mess premises should be cleaned and washed daily.
14. After every meal (breakfast, lunch, snacks & dinner), all the plates, cups, katoris, water glass, spoons, forks, knives etc., are to be cleaned in soap solution and hot water and dried and kept ready for next meal. All the vessels used for cooking should also be washed in soap solution and hot water and should be available for use for cooking the next meal. The cleaning material supplied should be of appropriate quality.
15. A complaint box will be kept in the canteen for recording any complaint or suggestions from any subscriber/user of SPA Vijayawada and will be produced for inspection. Decision taken by the Competent Authority of the Institute shall be final in all these complaints/suggestions.
16. No food cooked in the mess may be taken out of the premises without prior permission of the Mess Committee of the concerned hostel. Raw material stored in the mess should be used exclusively for the subscribers dining facilities in SPAV.

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17. Major civil and electrical works will be attended to by SPA Vijayawada. Minor maintenance jobs such as replacement of light bulbs, tube lights, etc. are the responsibility of the contractor.
18. Security of licensed premises, equipment, fittings, and fixtures (Including lights, fans, pesto flash and other kitchen equipment, furniture, etc.) is the responsibility of the Contractor.
19. The Contractor shall attend a monthly meeting of the mess committee, failing which a penalty will be imposed. This meeting shall be attended by the Contractor himself/herself or a senior representative, who is authorized to take policy decisions.
20. The Contractor should not be an employee of SPAV/ any other central/state Government. The Contractor shall not be close relative of an employee of SPAV. He/she should submit a declaration to this effect.
21. The Mess Committee in consultation with the Contractor may review and modify the terms and conditions, periodically.
22. The first three months of the contract period will be the probation period. If the performance is found to be unsatisfactory during the probation period, the contract can be terminated with a week's notice. After the probation period, if the performance is found to be unsatisfactory, the contract can be terminated with one month's notice.
23. Contractor performance will be monitored on a regular basis through the Mess Committee (MC). All recommendations made by the Mess Committee shall be notified to the Contractor which should be strictly complied with. No-compliance with the menu and serving unhygienic food can result in monetary fine/termination of the contract.
24. The workers deployed by the contractor for running the mess shall have knowledge of fire safety and security, etc.
25. The mess staff should be informed to not fraternize with students or SPAV staff. The workers should not roam around the campus and should remain inside the dining halls.
26. Sick/disabled students will be provided food in their hostel rooms by the Contractor in appropriate lunch boxes.
27. The activity of deep cleaning of the kitchen area will be carried out four times in a year by an agency selected by SPAV and the cost will be recovered from the bills payable to the Contractor.
28. Based on the indent, the Contractor is instructed to arrange and supply food during official meetings, conferences and seminars of Institute in as and when required on cost-basis (including Saturday/Sunday).

SPECIAL INSTRUCTION TO CONTRACTOR

29. Compliance of all relevant laws & regulations, as revised from time to time by the government, shall be the responsibility of the contractor. The contractor will be fully responsible for any compensation etc. in case of any injury/casualty or mishap to any employees of the mess during mess working hours.
30. Food license for Catering/Mess services, issued by appropriate authority of Andhra Pradesh/other State, i.e. **License under FSS Act, 2006.**
31. If the Contractor fails to carry out the jobs as per the terms and conditions agreed upon, it will be liable for **forfeiture of Performance Security Deposit.**
32. Basic furniture/fixtures and equipment (as per list attached) will be provided to contractor for functioning of mess and all other necessary equipment of the kitchen will be arranged by the contractor on his own for smooth running of mess.
33. The contractor will be responsible for any loss/theft of the furniture, instruments and other equipment.
34. The workers employed by the Contractor must wear **uniform and name badge** which is provided by the Contractor.

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35. The Contractor will be responsible for the **discipline of his workers**.
36. The workers shall have to **follow the security regulations as directed by security** and administration of the Institute.
37. The Contractor should ensure that workers of the mess **will not form union or carry out trade union activities** in the campus.
38. The Contractor shall **ensure the police verification** of all the persons before deploying them at the allotted premises.
39. **No accommodation** will be provided in the campus for the workers. The Contractor will make its own arrangement.
40. Water and Electricity will be provided as welfare measure to the subscribers utilizing the mess services. The Contractor will pay ₹ 7000/- **towards water and electricity charges** every month to hostel and mess account. Every effort must be made by the Contractor to minimize electricity and water usage. However, the contractor will be responsible for any loss/theft.
41. The Contractor shall not make any alterations or additions to the area provided inside the premises for cooking and catering purposes.
42. Sub-letting/sub-contracting the work is not permissible under any circumstances. If it is found that the contractor has violated these conditions, the contract shall be terminated forthwith without any notice and Performance Security Deposit will be forfeited.
43. The contractor should be prepared to come to SPA Vijayawada, to take part in discussion, if required at a short notice

STATUTORY OBLIGATIONS OF THE CONTRACTOR

44. The Contractor shall be responsible for engaging adequate number of properly trained manpower required for providing good mess services in hostel campus premises.
45. The employees of the Contractor should possess good health and free from any diseases, especially contagious and frequently recurring diseases.
46. The Contractor will, prior to the commencement of the operation of contract, make available to Institute the particulars of all the employees who will be deployed at the hostel premises for running the Mess. Such particulars, inter alia, should include age/date of birth, permanent address, police verification report and profile of the health status of the employees.
47. The Contractor shall be responsible for timely payment of wages to his/her workers as per Minimum Wages Act as per the government of norms
48. The contractor shall fulfill all other statutory obligations, such as, Provident Fund, ESI, GST etc. in force from time to time, as applicable.
49. The Contractor shall ensure proper discipline among his/her workers and further ensure that they do not indulge in any unlawful activity.
50. Employment of child labour is strictly prohibited under the law. Therefore, the Contractor will not deploy any persons below the age of 18 years.
51. In the event of violation of any contractual or statutory obligations by the Contractor, he/she will be responsible and liable for the same. Further, in the event of any action, claim, damages, suit initiated against the Institute by any individual, agency or government authority due to acts of the Contractor, the Contractor will be liable to make good/compensate such claims or damages to the Institute. As a result of the acts of the Contractor, if the Institute is required to pay any damages to any individual, agency or government authority, the Contractor would be required to reimburse such amount to the Institute or the Institute reserves the right to recover such amount from the payment(s) due to the Contractor while settling his/her bills or from the amount of Security Deposit of the Contractor lying with the Institute.













52. The Contractor shall ensure compliance of all laws relating to cleanliness, sanitary, hygienic and health conditions and other laws in force from time to time with regard to the environment around cooking place, dining hall and surrounding etc.
53. The Contractor shall at all times keep indemnified the SPA Vijayawada and its students and designated concerned staff for and against all third party claims whatsoever (including property loss and damage, personal accident, injury or death of any person) and/or the owner and the Contractor shall at his/her own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act / Fatal Accident Act, Personal Injuries, Employees State Insurance Act, PF Act, etc. in force from time to time.
54. All employees engaged by the agency shall be comprehensively insured for accidents and injuries by the agency at his cost.
55. The verification of the antecedents of the staff will be responsibility of the Contractor.
56. The Contractor will be personally responsible for the conduct and behavior of his staff and any loss or damage to institute's movable or immovable property due to the conduct of the Contractor's staff shall be made good by the contractor. If it is found that the conduct or efficiency of any person employed by the Contractor is unsatisfactory, the Contractor shall have to remove the concerned person and engage a new person within 48 hours of intimation by Institute. The decision of the Institute's designated officer in this regard shall be final and binding on the Contractor.
57. The Contractor shall not appoint any sub-contractor to carry out his obligations under the contract. Subcontracting will lead to immediate termination of contract.
58. The Contractor shall keep the Canteen and its surrounding areas clean and up to date sanitation every day after the services are over. The cleaning includes cleaning of utensils, kitchen, canteen and mess hall, floor, counter, benches, tables, chairs, etc. Hostel and Mess Management will have 24-hour access to inspect the canteen premises at any time for ensuring the cleanliness and hygienic conditions of the canteen's kitchen and dining hall premises.
59. The Institute reserves the right to appoint officers/officials to inspect the quality of raw material, food and other items prepared and sold in the canteen. Any defect(s) pointed out by such officers/officials during their visits shall be properly attended to by the Contractor.
60. The Mess staff shall be issued identity Cards bearing photographs by Contractor on regular basis as per the rules in force. However, verification of the antecedents of the staff will be responsibility of the Contractor.

OTHER OBLIGATIONS OF THE CONTRACTOR

61. Care must be taken to ensure that, while carrying out the work, no fittings, fixtures, furnishings, equipment provided by the Institute are damaged. Any damages done to the same or any other property will have to be repaired / replaced by the Contractor, failing which the same will be got done by Institute at the contractor's risk and cost. In this regard, the decision of the designated officer of Institute shall be final and binding on the Contractor.
62. The Contractor will deploy adequate manpower for work during late hours and on Saturdays/Sundays, including other holidays, according to the requirement of Institute and the guests.
63. Storing/supply/sale and consumption of drugs, alcoholic drinks, cigarettes or any other items of intoxication are strictly prohibited in the Institute's premises, including Mess. Any breach of such restrictions by the Contractor will attract deterrent action against the Contractor as per statutory norms.
64. The workers employed by the Contractor shall be directly under the supervision, control and employment of the Contractor and they shall have no connection what-so-ever with SPA Vijayawada. The Institute shall have no obligation to control/supervise such workers or to take any action against them except as permissible under the law. In case of any

NIT No. 12/SPAV/H & M/2021-22

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Section - 6

Technical and Financial Bids

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ANNEXURE-I

TECHNICAL BID

TENDER NOTICE NO.: 12/SPAV/H & M/2021-22 Dated: 10.08.2021

Cover-I (Technical Bid) (following documents to be uploaded online in .pdf format)		
Sl. No.	Document	File Type
1	Contact Details Form (Form-I; Page No. 33)	.pdf
2	Bid Security Declaration in prescribed format as mentioned in tender document (Form-VI, Page No. 38)	.pdf
3	Scanned copy of Affidavit in Section – 2 of the tender document (Page No. 5)	.pdf
4	Certified copies of Registration particulars of firm / Company	.pdf
5	Certified copies of (i) PAN (ii) GST (iii) EPFO Registration (iv) ESIC Registration (v) License under FSSAct, 2006. (vi) MSME Registration, wherever required.	.pdf
6	Income Tax Returns for the last three years (continuous period of 03 years during the period from 01.04.2016 to 31.07.2021)	.pdf
7	Proof of minimum experience (continuous period of 03 years during the period from 01.04.2016 to 31.07.2021)	.pdf
8	Certified copies of annual audited Balance sheet, Profit and Loss Statement and Income Tax Return filed for the completed three financial years (and not Assessment Years). The bidders average Annual Financial Turnover in catering services during the last three financial years should not be less than Rs. 2,34,00,000/- (Two Crore Thirty Four Lakhs)	.pdf
9	Financial Capacity Form (Form-II; Page No. 34) duly certified by company auditor	.pdf
10	Format of Quality Assessment Certification (Form –III; Page No. 35), duly certified.	.pdf
11	Details of Previous Contract (Form – IV; Page No. 36)	.pdf
12	Check List Form (Form-V; Page No. 37)	.pdf
13	Brief Profile of the Company along with any other information	.pdf
14	Power of Attorney/Authorization	.pdf
15	Tender document duly signed & stamped on all pages as a token of having accepted the terms and conditions.	.pdf

Signature of the authorized/
Signatory of the bidder with Seal of the firm/ company

Name :
Date :
Mob No :

[Handwritten signatures and dates in blue ink]

Jaino
12/08/21

Financial Bids**Note:**

The table given below is for reference purpose only. The BOQ template must not be modified / replaced by the bidder and the file should be uploaded insame format as of original BOQ file (.xls) after filling the relevant columns, else the bid is liable to berejected for this tender.

Bidders are allowed to enter the Bidder's Name and Values (Rate inclusive of GST) only. Proposed Mess Menu of SPA Vijayawada is attached in Annexure –II.

Name of the Bidder/Bidding Firm/Company: _____










Description	Base Rate Fixed inclusive of GST in Rs. (per student per day)	Rate quoted inclusive of GST in Rs. (per student per day)
Breakfast, Lunch, Snacks and Dinner as per the Menu given in Annexure-III	Rs. 120/-	

Date:

Signature of the Bidder with seal

Place:

Name:

PROPOSED MESS MENU - SPAV HOSTELS

	Breakfast (7:00 am – 8:45 am)	Lunch (12:30 pm – 2:00 pm)	Evening Snacks (5:30 pm – 6:00 pm)	Dinner (7:30 pm – 9:15 pm)
Monday	Tea; Coffee-sachet; Milk; Egg; Banana; Sprouts; Idli; Vada; Sambar and Chutney	Rice; Roti/Phulka; Dal Makhani and Rasam; Kundru Curry; Salad; Curd; Fryums or Papad; Pickle; Butter Milk	Tea; Coffee-sachet; Peas Chaat; Tomato Sauce	Rice; Phulka; Jeera Aloo; Dal; Curd; Kheer Sweet; Salad/Fruit. Fryums/Papad;
Tuesday	Tea; Coffee-sachet; Milk; Egg; Banana; Sprouts; Chapati/Puri; Alu Curry	Rice; Roti/Phulka; Bringal Curry; Sambar; Chutney; Salad; Curd; Fryums/Papad ; Pickle; Butter Milk	Tetra Packs-Juice/ Frooti; Maggi	Rice; Phulka; Capsicum Curry; Dal tadaka; Curd; Salad/Fruit; Fryums/Papad;
Wednesday	Tea; Coffee-sachet; Milk; Egg; Banana; Sprouts; Bread; Butter; Jam; Cornflakes	Roti; Chicken Biryani and Chicken Curry; Salad ;Veg Biryani; Paneer Curry; Raita; Lemon slices; Salad; Butter Milk	Tea; Coffee-sachet; Fruits	Rice; Phulka; Brinjal Masala; Sambhar; Kadi Pakodi; Salad/Fruit; Curd; Fryums/Papad;
Thursday	Tea; Coffee-sachet; Milk; Egg; Banana; Sprouts; Utthapam & Chutney	Rice; Roti/Phulka; Mill Maker Curry and Sambar; Chutney; Salad; Curd; Fryums/Papad; Pickle; Butter Milk	Tetra Pack-Juice/ Frooti; Rusk/Biscuits	Rice; Roti/Phulka; Egg Curry; Alu Besan Curry; Carrot Halwa-Sweet; Curd; Salad/Fruit;
Friday	Tea; Coffee-sachet; Milk; Egg; Banana; Sprouts; Upma; Poha & Chutney	Rice; Roti/Phulka; Dal and Rasam; Methi Chaman; Raita; Salad; Curd; Fryums/Papad; Pickle; Butter Milk	Tea; Coffee-sachet; Maggi/Noodles	Rice; Roti/Phulka;Daal; Bhindi fry; Curd Palak Paneer; Salad/Fruit.
Saturday	Tea; Coffee-sachet; Milk; Egg; Banana; Sprouts; Onion Dosa; Chutney & Sambhar	Jeera Rice; Roti/Phulka; Gobhi Khurma; Veg Soup; Salad; Curd; Fryums/Papad ; Pickle; Butter Milk	Tetra Pack Juice/ Frooti; Mirchi Bhajji; Tomato Sauce	Rice ; Ghee Chapati; Veg Manchurian; Sambar; Chutney; Curd
Sunday	Tea; Coffee-sachet; Milk; Egg; Banana; Sprouts; Aloo/Methi/ Gobhi-Paratha & Chutney	Rice; Roti/Phulka; Mushroom / Baby Corn; Rasam; Salad; Curd; Fryums/Papad; Pickle; Butter Milk	Tea; Coffee-sachet; Corn Chaat; Tomato Sauce; Chilli Sauce	Khichdi/Fried Rice; Veg. Fry; Brinjal Bharta; Boondi Raita; Curd; Fryums/Papad

Note:

- Chutney; Daal and Sambar should not be watery.
- Appropriate Proportion of coconut and / or pulses must be used.

Breakfast and Snacks items with Quantity	<ul style="list-style-type: none"> • Tea (125 ml); Coffee-sachet (1 piece); Milk (200 ml); • Egg (01 piece); Banana (01 piece); Sprouts (50 grams) • Idli (50gm each - 4 Nos.) + Vada (40 grams each - 2 Nos.) + Sambar + Coconut /Groundnut Chutney • Chapti; (3 pieces); Puri (4 pieces) + Alu Curry (30 grams) • Bread (4 slices); Butter (20 grams) + Jam (20 grams) + Cornflakes (200 grams) • Utthapam (2 pieces) +Chutney • Aloo/Methi/Gobhi-Paratha (3 pieces) + Chutney • Onion Dosa (120 grams - 2 pieces.) +Chutney • Upma (200 grams) + Poha (200 grams) + Chutney
Roti Items – (unlimited)	Roti; Phulka.
Rice Items (unlimited)	Rice; Veg. Biryani; Jeera Pulao; Peas Pulao; Veg Pulao; Veg Fried Rice; Sambar Rice; Kichidi; Coconut Rice; Tamarind Rice/Lemon Rice; Navaratan Pulao and Tomato Rice
Dals (unlimited)	Dal Makhani; Arhar Dal; Dal Tadka; Dal; Khichdi; Sambar; Rajma; Chole Masala; Palak Dal; Tomato Dal; Dalcha; Panchmahal; Cucumber Dal; Massor Dal; Ridged Gourd Dal; Moong Dal; Methi Dal; Amaranth Dal; Sorrel Leaves Dal.
Gravy Curries (75 grams) <i>Note: No item should repeat more than once in 5 Days.</i>	Dum Aloo; Banarasi; Malai Kofta / Hairyal Kofta; Meal Maker Curry; Chicken Curry; Mushroom / Gobi Khurma; Mushroom / Babycorn Curry; Egg Curry / Alu Besan Curry; Palak Paneer; Methi Chaman; Mix Veg Curry; Aloo Gobhi Masala; Stuffed Brinjal Curry; Mix Vegetables in Hot Garlic Sauce/ Soya Sauce; Kadipakodi; Corn Palak Masala; Veg Jaipuri; Tomato Drumstick Curry; Capsicum Masala; Patodi Masala; Veg Manchurian; Veg Khurma.
Dry Curries (75 grams) <i>Note: No Item should repeat more than once in 4 Days.</i>	Brinjal / Alu Bharta; Jeer Alu; Brinjal Masala; Bhendi Peanut Fry; Mix Vegetable Dry; Brinjal Bharta; Beans Coconut Fry; Tindora Fry; Gobhi 65; Gobhi Masaladhar; Cabbage Fry; Cabbage Carrot Fry; Aloo Deep Fry; Cluster Beans Fry; Bitter Gourd; Raw Banana Fry; Beetroot Coconut Fry; Carrot Fry; Soya Bean Fry; Veg Jalfrezi.
Chicken Briyani (250 grams)	Chicken Briyani (250 grams)
Salad (50grams)	Cucumber/ Onion/ Radish/Tomato/Beetroot/Carrot/Mix Veg
Curd – 100 grams	Non-diluted curd.
Paratha – (3 pieces)	Aaloo Paratha; Onion Paratha; Mixed Veg Paratha; Gobhi Paratha; Methi Paratha and Daal Paratha; Ghee Chapati; Methi/Pudina Chapati;
Snacks (150 grams)	Peas Chaat /Corn Chaat + Tomato Sauce; Punugu; Rusk; Maggi + Tomato Sauce; Mirchi Bhajji (02); Noodles + Tomato Sauce + Chilli Sauce
Sweets (75 grams)	Carrot Halwa; Gulab Jamun; Kalakand; Jalebi; Shahitukda; Milk Barfi; Coconut Barfi; Kaja; Laddu; Sheera; Cold Rice Kheer; Boondirabdi; Rasmalai
Fruits (150 grams)	Banana (green; yellow); Seasonal Fruits; Water melon; Orange; Papaya.
Juices (200 ml)	Rasna; Tang; Roohafza; Khussharbat; Lemon Juice; Jaljeera; Buttermilk; Aampanna; Frooti (100 ml) Tetra Pack-Juice (100 ml).

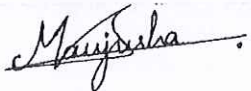
Brands for Quality to be used

ITEM	BRANDS
Bread	Britannia; Modern; Daily Fresh; Spencers
Milk; butter; curd	Amul; Heritage; Britannia; Vijaya; Jersey; Hatsun
Jam	Kissan; Tops
Tea	Taj Mahal; Gemini; Brooke Bond Red Label; Wagh Bakri; Lipton;
Coffee	Bru; Green Label; Nescafe
Wheat flour	Aashirvaad; Annapurna; Pillsbury; Patanjali
Paneer	Amul; Heritage; Hatsun; Britannia
Oil	Gold Drop; Gold Winner; Saffola; Fortune; Freedom
Rice	SonaMasoori; Nellore Rice; Long grain rice
Basmati rice	India Gate; Kohinoor; Daawat; Best. Dubar
Chicken	Vencob; Suguna; Sneha
Pickle	Priya; Mothers
Salt	Tata; Annapurna; Nature fresh; Aashirvaad
Spices	MDH masala; Catch; Everest; Mothers
Ketchup	Maggi; Kissan; Heinz; Del monte
Ghee	Durga; Amul; Vijaya; Patanjali
Ice cream	Amul; Arun; Heritage; Vijaya; Kwaliti
Cornflakes/ Choco Flakes/ Wheat Flakes/Oats/Muesli	Kellogg's; Bagrry's; Quaker; Saffola

All non-brands as desired by the mess committee

Contractor may use other FSSAI approved brands only if permitted by the Mess Committee.

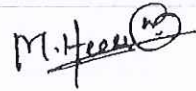
Mess Committee Members (Students)



Manjusha Manchala



Vedika Arora



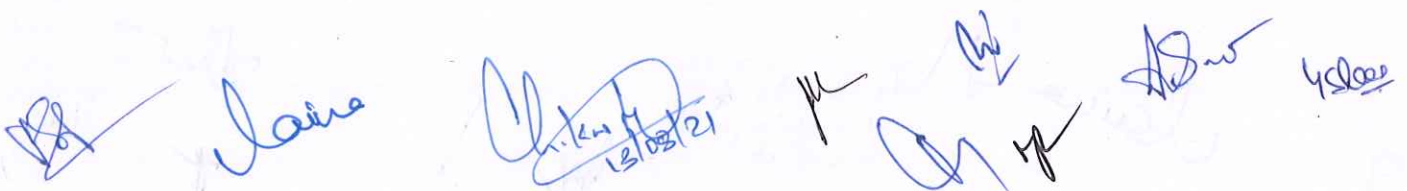
Heerendra Kannan



Jessica



P. Sitha Mahalakshmi



Penalties for Violations of Rules, Terms and Conditions

The caterer will be fined in case of violation of the rules of service. Here is a list of violations and the corresponding minimum fine per complaint. In case of a repeat of offense in a short duration, a stricter penalty will be imposed. The mess committee reserves the right to impose appropriate penalties in case of violations not covered in this list:

1. Insects/worms found in food Rs. 5,000/-
2. Soft objects like hair, rope, plastic, cloth, etc. in food Rs. 5,000/-
3. Any complaint of stones/pebbles of diameter more than 2 mm Rs. 1,000/-
4. Hard and/or sharp objects like glass pieces, nails, hard plastic, etc. Rs. 5,000/-
5. Three or more complaints of unclean utensils in a day Rs. 1,000/-
6. If mess committee in consultation with students in present mess agrees that certain item of a meal was not cooked properly / overcooked / extra spicy/extra oily Rs. 5,000/-
7. Timings mentioned in the tender or decided with the respective council should be followed strictly Rs 5,000/-
8. If food for any meal gets over within timings of mess and waiting time is more than 15minutes for lunch and dinner, and 10 minutes for breakfast and evening tea Rs.5,000/-
9. Changes in the menu of any meal without permission of mess committee Rs. 5,000/-
10. If the quality of milk is not found up to be appropriate or it is diluted Rs 5,000/-
11. Inappropriate personal hygiene of workers including their dress and misbehaviour by workers etc. Rs. 10,000/-
12. Workers not carrying the ID card provided by the caterer Rs. 5000/-
13. Kitchen, dining hall, washrooms, hand-wash areas are found untidy or inadequately replenished Rs. 5,000/-
14. Failure to maintain a proper health check-up of the workers Rs. 5,000 /-
15. Using brands not mentioned in the contract without prior permission and adulteration Rs 5,000/-
16. Disposing solid waste go into drainage or other waste disposal violations Rs. 10,000 /-
17. Insufficiently cooked chicken/meat products Rs. 10,000 /-
18. Shortage of or long waiting time for utensils Rs. 5000/-
19. Food poisoning At least Rs. 2 lakhs or more

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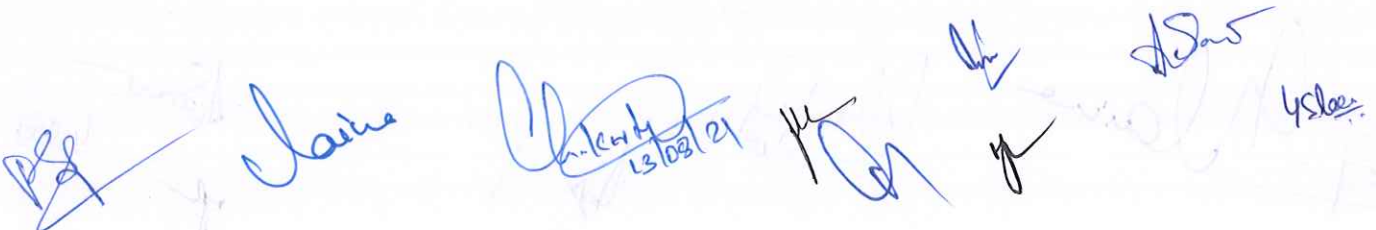
13/08/21

4/8/21

School of Planning and Architecture , Vijayawada
Institute of National Importance, Ministry of Education, Govt. of India
Sy. No. 4/4, ITI Road, Vijayawada- 520008, Andhra Pradesh

Section - 7

Forms and Checklists

A series of handwritten signatures and initials in blue ink are located at the bottom of the page. From left to right, there is a signature that appears to be 'PS', a signature that looks like 'Jain', a signature with the date '13/08/21' written below it, a signature that looks like 'M', a signature that looks like 'A', a signature that looks like 'S', and a signature that looks like 'S'. There are also some faint, illegible markings and lines around these signatures.

FORM-I

CONTACT DETAILS FORM

GENERAL DETAILS OF BIDDER

1	NAME OF THE COMPANY	
2	NAME AND DESIGNATION OF AUTHORIZED REPRESENTATIVE	
3	COMMUNICATION ADDRESS	
4	TELEPHONE AND MOBILE NO.	
5	FAX NO.	
6	E-MAIL ID	

PARTICULAR DETAILS OF THE BIDDER'S REPRESENTATIVE

1	NAME OF THE CONTACT PERSON	
2	DESIGNATION	
3	COMMUNICATION ADDRESS	
4	TELEPHONE NO.	
5	MOBILE NO.	
6	E-MAIL ID	
7	BANK NAME	
8	BRANCH ADDRESS	
9	ACCOUNT NUMBER	
10	IFSC CODE	

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12/08/21

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[Handwritten initials]

FORM-II

FINANCIAL CAPACITY FORM

Name of the Firm:

Address of the Firm:

FINANCIAL YEARS	2016-2017	2017-18	2018-19	2019-20	2020-21
Annual Turnover (in INR)					

Signature of the authorized Signatory of the bidder with Seal of the firm/company

Name: _____

Mob No. _____

Date: _____

Note:

To be certified by Company Auditor with seal and signature.

FORM-III

FORMAT FOR QUALITY ASSESSMENT CERTIFICATE FOR CATERING/MESS SERVICES
(TO BE TYPED ON THE LETTER HEAD OF INSTITUTE/ORGANIZATION)

(Please provide your honest assessment of the quality of the catering services provided by the aforementioned agency based on the following criteria)

Name of the firm: _____

Period of service availed from the contractor: _____ to _____

Average number of diners during the period of the contract: _____

Value of the contract Rs. (in lakhs) _____

Please give numeric value 0 to 5 (5- Excellent, 4-Very good, 3-Good, 2-Average, 1-Poor, 0-Very Poor) for each of the items given below:

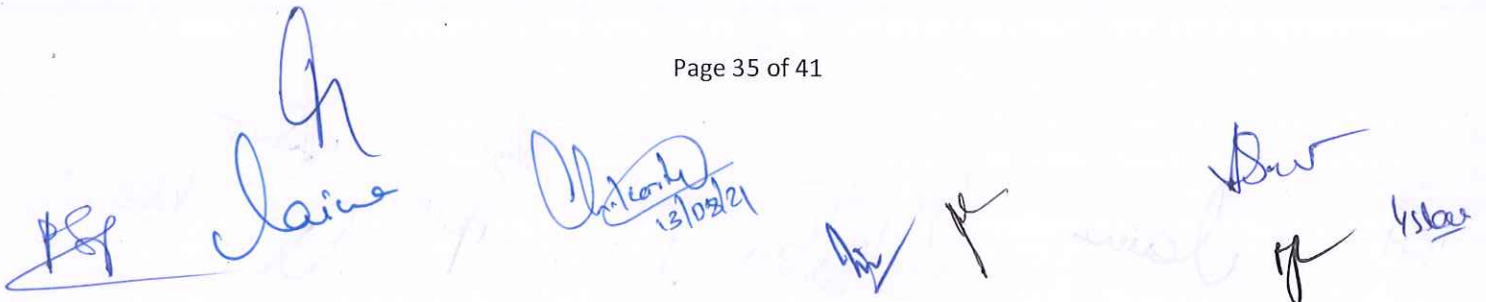
1. The contractor's response has been prompt and as required by the administration ()
2. All the managers were professionally trained having valid degree/diploma / certificate in hotel management / catering technology from approved Institute ()
3. All the managers have been punctual and performed their duties with complete responsibility ()
4. There have been no removals or replacement of managers on the ground of indiscipline, substance abuse, negligence, criminal record, driving mishap, etc. ()
5. Quality of food ()
6. Quantity of food ()
7. Any record of accidents ()
8. Health and hygiene and proper cleanliness and any service disruption ()
9. Any collective feedback from client/students about noncompliance of service ()
10. Whether the staff is proficient in their respective work ()

Overall Score: _____ Out of 50.

Note:

Quality Assessment Certificates shall only be considered with relevant work orders and Satisfactory Certificates and shall also be attested with gazetted officer.

Signature and Seal of the Assessor



FORM-IV

DETAILS OF PREVIOUS CONTRACTS

Period of Contract From To	Name and Address of the Organization with reference letters	Name of the contact person & Phone No.	Value of contract and other Details	Remarks

Give details of current contracts, if any, of similar services being rendered by you and which will be available for inspection by our officials:

Period of Contract From To	Name and Address of the Organization with reference letters	Name of the contact person & Phone No.	Value of contract and other Details	Remarks

Place:

Date: SEAL AND SIGNATURE OF THE BIDDER

PSJ

Jaina

Chandani
13/09/21

K

M

AS

K. S. Rao

FORM-V
CHECK LIST

Sl. No.	Particulars	YES/NO	Self-Attested (YES/No)
1.	Have you filled and submitted all forms: i) Form I to V (ii) Technical bid (iii) Financial bid (iv) Affidavit		
2.	Have you read and understood various conditions of the Contract and shall abide by them?		
	TECHNICAL BID		
3.	Have you enclosed scanned copy of the Bid Security Declaration in the prescribed format as mentioned at Form VI in tender document?		
4.	Have you uploaded the proof of having met the following minimum eligibility criteria?		
4.1	Legal Valid Entity: Have you uploaded the attested Certificate for registration of company/firm?		
4.2.	Financial Capacity: Have you uploaded Income Tax Returns, Audited Balance Sheets and Profit & Loss Statement as required?		
4.3.	Registration License: Have you uploaded a copy of each of the Registration certificate?		
4.4.	Experience: Have you uploaded the attested experience: Certificates issued by the Organizations / Government Departments		
5.	Have your Technical Bid been prepared and uploaded as per the requirements of the Tender?		
	FINANCIAL BID		
6.	Have your Financial Bid proposal duly filled and upload as per instructions?		
7.	Have you quoted for all components in the Financial bid?		
8.	Have you attended pre-bid meeting?		

Note: - The above must be filled, signed and submitted along with the bid.

Signature of the authorized Signatory with Seal of the firm/company

Name:.....

Mob No.....

Date:.....

[Handwritten signatures and dates]
 13/08/21
 45200

FORM-VI

Bid Security Declaration Form

Date: _____

Tender No. _____

To
(insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder),

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

[Handwritten signatures and initials in blue ink]

NIT No. 12/SPAV/H & M/2021-22

School of Planning and Architecture , Vijayawada
Institute of National Importance, Ministry of Education, Govt. of India
Sy. No. 4/4, ITI Road, Vijayawada- 520008, Andhra Pradesh

Section - 8

LIST OF KITCHEN EQUIPMENT, FURNITURE ITEMS ETC.
AVAILABLE IN THE HOSTEL MESS OF SPA VIJAYAWADA, ANDHRA PRADESH

 *Jaino*


13/02/21














List of Kitchen Equipment, Furniture Items etc.
Available in the Hostel Mess of SPA Vijayawada, Andhra Pradesh

Sl. No.	Name of the Appliance /Equipment	Qty.
1	Preethi Mixer Grinder	2
2	Mixer Jars	6
3	Wet Grinder (big)	1
4	Wet Grinder (medium)	1
5	Weighing machine (big)	2
6	Vertical 2 door refrigerator (big)	2
7	Dough kneader (big)	1
8	S.S. Steamer Cooking Set (big) - Rice, Sambar, Idly Sets	1
9	Water Coolers (big)	3
10	Dish Washing rack	1
11	Table with 1 under shelf	1
12	Masala Trolley 12*1 containers	
13	Two Sink Wash unit	1
14	Work Table with single sink	3
15	Sink Counters (old)	2
16	S.S Work table with 2 under shelf (medium)	4
17	S.S Work table with 2 under shelf (small)	2
18	Five Shelves storage unit	1
19	Seven Shelves storage unit	1
20	Four Shelves storage racks	2
21	Three Shelves storage racks	3
22	Storage racks for Untensils	1
23	Storage racks for Plates	1
24	Two Shelves trolley (big)	2
25	Two Shelves trolley (small)	2
26	Storage Bins (big)	15
27	Storage Bins (medium)	2
28	S.S Pallets	4
29	Gas Pipeline and fittings	
30	Dinning Tables 4 Seater	88
31	Pesto Flash	10
32	S.S Counter Table (big)	1
33	S.S Counter Table (small)	2
34	Domestic Gas Stove	1
35	S.S.Oil Stand	2

P.S.G. 12/8/2021
 Jain
 (Signature) 13/09/21
 (Signature)
 (Signature)
 (Signature) 4/10/21

36	Onion Storage Stand (Iron)	2
37	S.S.Bain Marie	2
38	S.S Two Burner Cooking Platform	1
39	S.S Single Square Burner Cooking Platform	8
40	S.S Single Round Burner Cooking Platform	3
41	S.S.Stand (Stove)	1
42	S.S Kitchen Hood	3
43	S.S.Mess Table	1
44	Ceilling Fans (02 under repair)	42
45	Semi Automatic Roti Maker machine	1
46	Peda Cutting Machine	1
47	Tandoori Set with Lid (big) - electrical	1
48	Potato Peeler machine (big)	1
49	Tomato Peeler machine	1
50	Vegetable Cutting machine	1
51	Hot Water Boiler (big) - electrical	1
52	Dosa Burner (big)	1
53	Chapati Burner	1
54	Dish Washing machine (big)	1
55	Steel Canteen Tables with Stool (4 seater) - Ground Floor	50
56	Steel Canteen Tables with Stool (4 seater) – 1 st Floor	34
Note:		
<ul style="list-style-type: none"> • 1-44 items are working good condition; • 45-54 items are not working condition at present and need maintenance annually. • 55-56 items are working good condition 		

 13/8/2021

 13/08/21
