


Government eProcurement System		eProcurement System Government of India	
		Tender Details	
		Date : 15-Sep-2023 04:20 PM	
		 Print	
Basic Details			
Organisation Chain	Indian Institute of Management Sirmaur		
Tender Reference Number	IIMS/PUR/Canteen Service/10/2023-24		
Tender ID	2023_IIMS_771881_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	Works
Tender Category	Services	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No
Payment Instruments		Cover Details, No. Of Covers - 2	
Offline	S.No	Instrument Type	Cover No
	1	Bank Guarantee	
	2	Demand Draft	
	3	FDR	
	4	NEFT	
			Cover
			Document Type
			Description
			1
			Fee/PreQual/Technical
			.pdf
			Signed and Stamped Tender Document, EMD, Exemption certificate from EMD Submission, PAN Certificate
			.pdf
			Furnish complete details as per Annexure III, Experience Certificates as per tender document
			.pdf
			Average Annual turnover statements, GST Registration Certificate, FSSAI Registration certificate
			.pdf
			Copy of registration such as company/firm/hotel/business/Restaurant/catering, mess, canteen etc
			.pdf
			Registration of Provident Fund Number, Registration of ESIC or Workmen Compensation Policy
			.pdf
			Self-Declaration of non-blacklisting by any department and organization and Other documents if any
			.pdf
			List of reputed clients and list of catering services/hotel/mess/restaurant etc., run by bidder
			2
			Finance
			.xls
			Financial Bid BOQ
Tender Fee Details, [Total Fee in ₹ * - 0.00]		EMD Fee Details	
Tender Fee in ₹	0.00	EMD Amount in ₹	10,000
Fee Payable To	Nil	EMD through BG/ST or EMD Exemption Allowed	Yes
Tender Fee Exemption Allowed	No	EMD Fee Type	fixed
		EMD Payable To	The Director, IIM Sirmaur
		EMD Payable At	Paonta Sahib, District Sirmaur, H.P. 173025

[Click to view modification history](#)

Work /Item(s)					
Title	Notice Inviting Tender for Providing Canteen Services at IIM Sirmaur				
Work Description	Notice Inviting Tender for Providing Canteen Services at IIM Sirmaur				
Pre Qualification Details	As per Tender Document				
Independent External Monitor/Remarks	Central Purchase Committee				
Show Tender Value in Public Domain	No				
Tender Value in ₹	0.00	Product Category	Hotel/ Catering	Sub category	Canteen Service
Contract Type	Tender	Bid Validity(Days)	90	Period Of Work(Days)	365
Location	IIM Sirmaur, Paonta Sahib	Pincode	173025	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	IIM Sirmaur, Paonta Sahib
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates			
Publish Date	15-Sep-2023 05:00 PM	Bid Opening Date	03-Oct-2023 03:00 PM
Document Download / Sale Start Date	15-Sep-2023 05:00 PM	Document Download / Sale End Date	30-Sep-2023 05:00 PM
Clarification Start Date	15-Sep-2023 05:00 PM	Clarification End Date	22-Sep-2023 04:00 PM
Bid Submission Start Date	15-Sep-2023 05:00 PM	Bid Submission End Date	30-Sep-2023 05:00 PM

Tender Documents					
NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	Notice Inviting Tender for Providing Canteen Services at IIM Sirmaur	5916.59	
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	NIT.pdf	Notice Inviting Tender for Providing Canteen Services at IIM Sirmaur	5900.55
	2	BOQ	BOQ_811415.xls	Financial Bid BOQ	278.50

Bid Openers List			
S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	akdas@iimsirmaur.ac.in	Amiya Das	AMIYA KUMAR DAS
2.	gurmeet.kaur@iimsirmaur.ac.in	Gurmeet Kaur	Gurmeet Kaur
3.	ao_personnel@iimsirmaur.ac.in	HUKAM CHAND	Hukam Chand

GeMARPTS Details	
GeMARPTS ID	9IV26CDDBBSQ
Description	Canteen Services
Report Initiated On	14-Sep-2023

Valid Until	14-Oct-2023			
<u>Tender Properties</u>				
Auto Tendering Process allowed	No	Show Technical bid status	Yes	
Show Finance bid status	Yes	Show Bids Details	No	
BoQ Comparative Chart model	Normal	BoQ Comparative chart decimal places	2	
BoQ Comparative Chart Rank Type	L	Form Based BoQ	No	
Show Bid Details in Public Domain stage	Technical Bid Opening			
<u>GEM/TIA Undertaking</u>				
S.No	Undertaking	Mandatory	Status	Remarks
1	PPP-MII Order 2017	No	Agreed	
2	MSEs Order 2012	Yes	Agreed	
<u>Tender Inviting Authority</u>				
Name	Senior Consultant (Administration)			
Address	IIM Sirmaur, Rampur Ghat, Paonta Sahib, H.P. 173025			
<u>Tender Creator Details</u>				
Created By	Gurmeet Kaur			
Designation	Office Assistant			
Created Date	15-Sep-2023 04:03 PM			



IIM SIRMAUR
KNOWLEDGE . LEADERSHIP

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

(An Autonomous body under the aegis of Ministry of Education, Govt. of India)

NIT No. IIMS/PUR/Canteen Service/10/2023-24 Dated 15.09.2023

Notice Inviting Tender for Providing Canteen Services at IIM Sirmaur

Online tendering through CPPP (<https://eprocure.gov.in/eprocure/app>)

Purchase Office
INDIAN INSTITUTE OF MANAGEMENT SIRMAUR,
Rampurghat Road, Paonta Sahib, Distt. Sirmaur,
Himachal Pradesh-173025

Email: purchaseoffice@iimsirmaur.ac.in Website: www.iimsirmaur.ac.in



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INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

Rampur Ghat Road, Paonta Sahib, Distt. Sirmaur,
Himachal Pradesh-173025

NIT No. IIMS/PUR/Canteen Service/10/2023-24 Dated 15.09.2023

Indian Institute of Management Sirmaur (IIMS), invites tender in Two Bid Systems (Technical & Financial) through Central Public Procurement Portal (CPPP) for Providing Canteen Services at IIM Sirmaur temporary Campus, Rampur Ghat Road, Paonta Sahib, H.P. - 173025.

The schedule and other details of Tender are as under:

Description of Tender	Providing Canteen Services for IIM Sirmaur	
Period of Contract	Initially for a period of one year which may be further extendable up to two more years on the same rates, terms & conditions.	
EMD Value (Rs.)	Rs.10,000/- (Rupees Ten thousand only)	
Tender Publish Date & Time	15.09.2023	05:00 PM
Tender Download Date & Time	15.09.2023	05:00 PM
Bid Submission Start Date & Time	15.09.2023	05:00 PM
Bid Submission Close Date & Time	30.09.2023	05:00 PM
Opening of e-Technical bid	03.10.2023	03:00 PM
Opening of e-Financial bid	Will be intimated later	
Performance Security	Rs.25,000/- (Rupees Twenty Five thousand only)	
Contact Person	Senior Consultant (Administration), Indian Institute of Management Sirmaur, Rampur Ghat, Paonta Sahib, Sirmaur, H.P. 173025. Email Id:- sc@iimsirmaur.ac.in , purchaseoffice@iimsirmaur.ac.in Contact No. 01704-277321/312	

Note: This tender document contains 19 pages and bidders are requested to sign & stamp on each page. The duly filled in signed & stamped bid submitted by the bidders in an appropriate mode as prescribed in this tender document.

The tender document may be downloaded from the Institute's website www.iimsirmaur.ac.in. & <https://eprocure.gov.in/eprocure/app>. The bidders shall have to submit this tender document in Technical Bid cover duly signed & stamped as per the above schedule on CPP Portal. All the bidders should submit a Demand Draft of **Rs. 10,000/- (Ten Thousand Only)** in favour of "Indian Institute of Management Sirmaur" payable at Paonta Sahib, Distt. Sirmaur, as the Earnest Money Deposit (EMD). The EMD of unsuccessful bidders shall be refunded within 90 days after finalization of the contract. **The bidders/firms registered under MSMEs and NSICs are exempted from submission of EMD.**



GENERAL INSTRUCTIONS TO THE BIDDERS

The Indian Institute of Management Sirmaur (HP) is an Institute of National importance under the aegis of Ministry of Education, Government of India to provide management education of high quality and to promote allied areas of knowledge and inter-disciplinary studies. The Institute invites tender from Registered and reputed agencies / firms including partnership firms for Providing Canteen Services at IIM Sirmaur for a period of three years, initially for one year further extendable for another term subject to the satisfactory performance and mutual consent.

1. GENERAL TERMS AND CONDITIONS:

- 1.1 Please read all terms and conditions carefully before submitting the bids. Incomplete bids and documents will be rejected.
- 1.2 Before submitting the tender bids, ensure that all self-attested documents are attached/uploaded in the technical bid.
- 1.3 **All pages of the tender document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the terms and conditions of this tender.**
- 1.4 Tender shall be submitted in official tender form i.e. through Central Public Procurement Portal only. Tender Bids submitted in any other form Postal/Courier/Emails, shall summarily be rejected.
- 1.5 The bidders are requested to enclose the all requisite documents along with the Technical Bid as per Checklist at Annexure-V.
- 1.6 The name and address of the bidder shall clearly be written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the bidder. The tender should be filled in and submitted in strict compliance with the instructions laid down therein; otherwise the tender is liable to be rejected.
- 1.7 Person signing the bid or other documents connected with the tender must clearly write his/her name and also specify the capacity in which signing.
- 1.8 The Institute reserves the right to reject any or all the bids without assigning any reason.
- 1.9 Before submitting the filled-in tender bids on the Procurement Portal, the bidders may seek clarifications, if any, from Purchase office on Email Id: purchaseoffice@iimsirmaur.ac.in or in person by visiting the Institute during working hours by taking prior appointment of the authorities.
- 1.10 The Institute reserves the right to change any condition of the tender before opening of the bids.



2. ELIGIBILITY CRITERIA FOR TECHNICAL QUALIFICATION:

- 2.1 The bidders shall have minimum five years of experience in providing cafeteria/catering/mess/restaurant/canteen services in Central/State Govt./Autonomous Bodies/PSUs/Private of repute (Proofs should be enclosed).
- 2.2 The Bidders should enclose their list of clients/ list of catering services/hotel/mess/restaurant etc., run by them, if any (with details of period) failing which the tender bid will not be considered further.
- 2.3 The bids shall be submitted as per prescribed form in the tender document and can be downloaded from the Institute's website & CPP Portal.
- 2.4 Average Annual turnover for Providing of cafeteria/catering/canteen services with at least Rs. 2,00,000/- (Rupees Two Lakhs only) of the last three financial years i.e. from 2020-2021, 2021-2022 and 2022-23 and should be duly certified by the Chartered Account on their letterhead.
- 2.5 GST & PAN registration of the firm/individual Providing Canteen Services.
- 2.6 FSSAI Registration Certificate indicating the period of validity.

3. THE BIDDERS SHOULD INVARIABLY SUBMIT HIS/HER TENDER IN TWO BID SYSTEMS COVERS VIZ ON CENTRAL PUBLIC PROCUREMENT PORTAL (CPPP):

- (i) Technical bid cover.
- (ii) Financial bid cover.

3.1. TECHNICAL BID COVER:

Technical bid should contain the requisite documents and are to be uploaded as a Technical bid cover as following: -

- i. EMD of Rs. 10,000/- (Rupees Ten Thousand Only) in the form of demand draft from any Nationalized Bank drawn in favour of "Indian Institute Management Sirmaur" payable at Paonta Sahib, Distt. Sirmaur, H.P. 173025. The tender without EMD will out rightly be rejected. EMD will be liable to be forfeited, if the contractor selected for the work fails to sign the formal agreement or to start the work on the date stipulated in the work order. **The firms registered under MSMEs/NSICs are exempted from submission of EMD.** However, such bidders have to submit the MSME/NSIC certificate with the name of their firm.
- ii. Tender document must be signed and stamped on each page and to be uploaded on CPP Portal.
- iii. The bidders shall have minimum five years of experience in providing cafeteria/catering/mess/restaurant/canteen services in Central/State Govt./Autonomous Bodies/PSUs/Private of repute (Proofs should be enclosed).
- iv. The Bidders should enclose their list of clients/ list of catering services/hotel/mess/restaurant etc., run by them, if any (with details of period) failing which the tender bid will not be considered further.
- v. The bidders should furnish details regarding nature of their firm, name and address of partners/proprietors/directors, if any.
- vi. Self-attested copies of all details of registration such as company/firm/hotel business/Restaurant/ catering, mess, canteen etc.





- vii. Average Annual turnover for Providing of cafeteria/catering/canteen services with at least Rs. 2,00,000/- (Rupees Two Lakhs only) of the last three financial years i.e. from 2020-2021, 2021-2022 and 2022-23 and should be duly certified by the Chartered Account on their letterhead.
- viii. GST & PAN registration certificate.
- ix. FSSAI Registration Certificate indicating the period of validity.

3.2. FINANCIAL BID COVER:

- i. The Financial Bid should be uploaded after filled in rates separately in financial bid cover on CPP Portal as per given BOQ in xlsx file.
- ii. The rates shall be quoted in respect of the list of items proposed to be sold as mentioned in Table -1.
- iii. **The selection of the vendor will be made on the basis of L-1 in Grand Total of the Financial Bid BOQ.**

4. EXECUTION OF AGREEMENT AND PAYMENT OF SECURITY DEPOSIT:

- 4.1. The successful bidders should execute an agreement for the fulfillment of the contract with IIM, Sirmaur and hand over the same to IIM within 7 working days from the receipt of the letter of acceptance of the tender. If the same is not executed within 7 working days the order will be cancelled by the IIM, Sirmaur.
- 4.2. In case the successful bidders fail to deposit the Performance Security amount and execute necessary agreement within 10 working days from the date of receipt of acceptance of tender, the earnest money deposit of **Rs. 10,000/- (Rupees Ten Thousand only)** shall be forfeited and the tender will be held as non-responsive.
- 4.3. The successful bidders shall be required to deposit an amount of **Rs. 25,000/- (Rupees Twenty-Five Thousand only)** as Performance Security Deposit immediately after the issuance of work order and before the execution of the agreement, in the form of demand draft/FDR/Bank Transfer of any Nationalized / scheduled Bank only in favour of "**Indian Institute of Management Sirmaur**" payable at Paonta Sahib, District Sirmaur, H.P. 173025. No interest shall be paid on such security deposit, which shall remain with the Institute during the continuance of the contract and it shall be released only after two months on the expiry of termination of the contract subject to clearance of all dues by the contractor, if any.

5. SPECIAL TERMS AND CONDITIONS:

- 5.1 IIM Sirmaur will offer space measuring approx. 2000 sq. ft. for setting up a canteen inside the temporary campus situated at Paonta Sahib, Distt. Sirmaur. The space is inclusive of cooking area, service counter, display racks with storage facilities, distribution point and seating area within the allotted area.
- 5.2 The timing of Canteen should be adhered according to the direction of IIM Sirmaur.
- 5.3 IIM Sirmaur will not bear the expenditure for the setting up of stall/infrastructure.
- 5.4 The Canteen should be in well planned and more aesthetic view with proper aeration and lighting arrangement. The decoration will be made by the contractor at their own



cost and not from IIM Sirmaur.

- 5.5 The table, chairs, sofa and tea point shall be provided by the contractor. It should be sufficient for the 30-40 persons at a time. However, if available, Institute will also provide some furniture.
- 5.6 All food items shall be branded, well processed, hygienic and packed.
- 5.7 For Canteen microwave oven, vending machines shall be permitted for warming food item and for distribution and the provision of the above shall be arranged by the contractor at their own cost.
- 5.8 The successful bidder to whom the contract will be awarded has to ensure the cleanliness of the allocated area/space 24 X 7 at their own cost.
- 5.9 The canteen should be installed with exhaust fan in kitchen area at the cost of contractor.
- 5.10 The contractor shall pay a sum of Rs. 2000/- (Rupees Two thousand only) per month as a rent for Canteen Space to be remitted to IIM Sirmaur before 10th of every month. Necessary taxes if applicable will be borne by the contractor.
- 5.11 The contractor is required to pay the electricity charges on actual basis, along with pro-rata fixed charges. This shall be paid on or before 10th of every month on monthly meter reading basis separately by the contractor.
- 5.12 Licenses needed to run the Canteens are 1. FSSAI license, 2. GST & PAN Registration under respective clause as per Govt. norms.
- 5.13 **The contractor shall be responsible for maintaining hygiene at the allotted space and for the disposal of wastages and silage generated from the Canteen operations.**
- 5.14 Only branded/reputed quality oil, ghee, flour, basmati rice, pulses, maida, gram flour etc. has to be used by the successful bidder, failing which no payment will be made to him/her by the customers.
- 5.15 No non-recyclable plastic or plastic containers are permitted in the campus.
- 5.16 The contractor should handover the premises in the same condition as it was allocated to them at the time of occupying and if any damages found, the charges should be recovered from the contractor.
- 5.17 The contractor shall not keep the Canteen closed on working days without prior permission from the IIMS Authority. Any such incident shall be treated as breach of contract and suitable action including penalty shall be taken for the same by IIMS, as deemed fit.
- 5.18 On award of the contract, the successful bidder will have to file full details of the staff/crew/labour employed by him/her with IIMS administration alongwith copies of documents to prove their identity.
- 5.19 The Contractor will be responsible for obtaining verification certificate from the Police Department in respect of all employees deployed by him/her.
- 5.20 The contractor shall submit to IIM Sirmaur a list of all workers engaged by him/her, indicating name, age, home address, qualifications, aadhar card etc., and would also intimate as and when any change takes place. The bidders shall not at any time engage any minor to carry out the work under the contract.
- 5.21 The contractor shall comply with all existing Labour legislations and Acts, Provisions as applicable, such as Contract Labour Regulation Act, Workmen's Compensation Act, Minimum Wages Act, Payment of Wages Act, Provident Fund Act, ESI Act, etc. For any lapse or breach on the part of the contractor in respect



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of non-compliance of any Labour legislation in force during the validity of the contract, the contractor would be fully responsible and would indemnify the Institute, in case the Institute is held liable for the lapse if any, in this regard.

- 5.22 The contractor shall have to make own arrangements for the accommodation of his/her staff outside the premises of IIM Sirmaur. The staff will not be allowed to stay inside the campus. However, they may be permitted under special approval of the Competent Authority of IIM Sirmaur, if needed.
- 5.23 The contractor shall ensure that his/her staff shall take care of proper personal hygiene while in service.
- 5.24 The staff engaged by the contractor shall: (a) Show professional courteous behavior at all times. (b) Wear neat and clean work clothes, etc. (c) will not smoke beedies, cigarettes or take alcoholic drinks in the campus and they are not allowed to chew pan, gutka, tobacco items etc. If found so, Rs. 500/- per occasion will be charged as a penalty on the contractor.
- 5.25 The contractor shall ensure that the staff engaged by him/her observes safety precautions and security regulations at the campus.
- 5.26 IIM Sirmaur reserves the right to call upon the contractor to remove any person employed/working in the Canteen, if found unsuitable for services on account of hygiene or health or conduct or any other administrative reasons. The contractor will have to issue identity cards to their employees employed in the Canteen. IIM Sirmaur reserves the right to disallow the person not having the identity card.
- 5.27 The contractor's crew shall not be allowed to use any service area situated outside the allotted area.
- 5.28 All the workers engaged by the contractor for carrying out tasks under this contract shall be deemed to be the employee of the contractor only. The contractor shall be solely responsible for purpose of their wages, fringe benefits, conduct, duty roster, leave-records, relievers, etc. The contractor shall also provide its workers uniform, photo-identity cards which shall be checked by the IIM Sirmaur, as and when necessary.
- 5.29 IIM Sirmaur shall not be responsible for the release of benefits, such as Provident Fund, ESI, Pensionary benefits or allowances. Any changes in the Minimum Wages Act, or in any other Labour legislation/provisions or other statutory obligations during the validity period of the contract shall be the responsibility of the contractor.
- 5.30 Contractor shall not sell any toxic items like cigarette, beedi, pan, alcohol etc. in the Canteen and in the IIM Sirmaur premises, if anyone is found indulged in these businesses the person shall be asked to leave the campus immediately and the contractor shall be liable to lose the contract for breach of this condition.
- 5.31 The contractor and his/her staff shall abide by various rules and regulations of IIM Sirmaur as prevalent from time to time.
- 5.32 The contractor and his/her staff shall comply with all instructions and directions of the IIM Sirmaur authorities given from time to time. In the event of any emergent situation, the staff of the contractor shall comply with instructions given by the IIM Sirmaur Authorities, without waiting for confirmation by the contractor.
- 5.33 Non-compliance of any terms and conditions enumerated in the contract shall be treated as breach of contract.
- 5.34 The contractor shall undertake that any Act of omission or commission including theft, by his/her staff shall be his/her sole responsibility and further that he/she

would compensate the Institute immediately for any loss or damage or theft occurring on account of his/her staff individually or collectively.

5.35 IIM Sirmaur would have the right to terminate the contract by giving one-month advance notice before the expiry of the term, in case the work performance is not up to the standard, or in case there is any violation of IIMS rules & regulations, or if there is any lapse in compliance of any Labour legislation, or if there is any incident of indiscipline on the part of the contractor or his/her staff. The decision of IIM Sirmaur management in this regard would be final and binding on the contractor. In such an event, IIMS shall have the right to engage any other contractor to carry out the task at the risk and cost of the existing contractor besides appropriating the security deposit and or any amounts due to the contractor. For violation of any terms and conditions of the tender, security deposit will be forfeited. If the contractor fails to provide the service as per the tender condition, IIM Sirmaur will make alternate arrangement from any other source. If IIM Sirmaur requires to make the payment at the higher rate the difference amount will be recovered from the contractor either from the pending bills or from the security deposit.

5.36 IIM Sirmaur reserves the right to terminate the contract by giving one-month advance notice in case the contractor commits breach of any of the terms of the contract. IIM Sirmaur decision in such situation shall be final and shall be accepted by the contractor without any objection or resistance. The contract will be extendable by mutual agreement till alternate arrangements are made.

5.37 If the contract is terminated by the contractor without giving prior/advance three months' notice or fails to observe the terms and conditions of the tender, letter of award for the contract and the agreement signed by the contractor with the Institute, the security deposit will be forfeited without prejudice to the IIM Sirmaur Management's right to proceed against the contractor for any additional damage that the Institute suffers as a result of the breach of the aforesaid terms and conditions.

5.38 IIM Sirmaur reserve the right to include any item in addition to the items mentioned in the Table-I that shall be binding on the contractor.

5.39 The period of contract is for **one year** from the date of award of contract for Providing Canteen Services at IIM Sirmaur. However, the contract could be renewed further for two more years' term solely at the discretion of IIM Sirmaur Authorities on mutually agreed terms and conditions, same rates and satisfactory performance of the vendor OR may be terminated by giving one-month advance notice in written to the service provider without assigning any reason thereof.

5.40 The contractor should not transfer the contract of the canteen services or sublet the same to anybody which may be treated as a breach of contract and the contract shall be liable to terminate without any prior notice with consequent penalty including forfeiture of security deposit. All expenses whatsoever for re-tendering the services will be recovered from the contractor.

5.41 **Contractor should arrange for the transportation, food, medical and any other requirements in respect of persons deployed at IIM Sirmaur canteen and the Institute will have no liabilities in this regard.**

5.42 The Right to fix and revise menu, Rental charges, Security Deposit, is reserved with the IIM Sirmaur.

5.43 In the event of expiry or earlier termination of contract for any reason whatsoever, the



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- contractor shall be entitled to remove his/her goods kept in the Canteen premises and the fitting, fixture and furniture installed by the contractor at the aforesaid premises.
- 5.44 The Housekeeping, washing of utensils, disposal of used materials, waste management should be maintained at their own cost, IIM Sirmaur need not bear any amount.
- 5.45 All equipments for preparing, storing, transporting, distributing and serving of all the food items shall be arranged at contractor's cost.
- 5.46 The contractor shall ensure the supply of purified drinking water at free of cost.
- 5.47 Any damages occurred by the contract in the IIM Sirmaur campus will be rectified by their own cost.
- 5.48 Under any circumstances, if any of the party does not want to continue the contract, it can be withdrawn by giving one month by the IIM Sirmaur and three months by the service provider in advance notice.
- 5.49 The Competent Authority, IIM Sirmaur reserves the right to withdraw / relax any of the terms and condition mentioned above, so as to overcome the problem encounter at a later stage.
- 5.50 The bidder is required to furnish an undertaking /affidavit duly attested by the competent authority swearing therein that he has not been blacklisted / disqualified at any time by any Government authority from participating in the bidding process.
- 5.51 The contractor has to ensure that the canteen facilities are operational & open 24x7 basic.
- 5.52 Presently the canteen services/facilities are to be given at temporary campus of this Institute situated at Paonta Sahib, Distt. Sirmaur, H.P. However, once the institute shifts to the permanent campus at Dhaula Kuan, Distt Sirmaur, H.P., then the contractor also has to shift to the permanent campus along with this institute on their own cost.

6. ITEMS TO BE SOLD:

- 6.1 The food items containing ingredient of good quality and all items sold should be of excellent quality and hygiene.
- 6.2 The contractor should not keep any packed items for sale, which has already surpassed the date of expiry.
- 6.3 The packed items should be sold only as quoted in Financial Bid or MRP whichever is less.
- 6.4 The item details and rate of selling should be displayed in bold and visible manner on window of Canteen Entrance.
- 6.5 The displayed rate should be inclusive of all.
- 6.6 The selected vendor has to supply/sell all the items mentioned in the Financial bid.

7. PENALTY:

- 7.1 The Institute reserves the right to impose penalty (to be decided by the IIMS authorities) on the contractor for any serious lapse in maintaining the quality and the services willfully or otherwise by the contractor or his/her staff or for any adulteration.

7.2 If the Institute is not satisfied with the quality of eatables served, services provided or behavior of the contractor or his/her employees, the contractor will be served with 24-hour notice to improve or rectify the defect(s), failing which the IIM Sirmaur



A handwritten signature in blue ink.

will be at liberty to take appropriate necessary steps as deemed fit.

8. **BID EVALUATION CRITERIA:**

The contractor should quote competitive rates for selling of List of Items proposed to be sold at IIM Sirmaur Canteen.

9. **DISCLAIMER CLAUSE:**

IIM Sirmaur has the discretion and right at any stage to cancel/add or amend the information, terms, procedure and protocol set out in the bid and the bidder has no claims against such rights. The Institute has unfettered right hereunder to terminate the arrangements at any time without assigning any reason whatsoever. **The jurisdiction for dispute (s), if any, shall be court of Paonta Sahib, Sirmaur only.**

10. **FORCE MAJEURE:** Any failure or delay by the agency its obligations due to any failure or delay caused by fire, flood, earthquake or similar elements of nature, or Acts of God, War, Terrorism, Riots, Civil Disorders, Rebellions or Revolutions or other events beyond the reasonable control of the non-performing party, is not a default or a ground for termination of contract. The affected party shall notify the other party of the occurrence of a Force Majeure event forthwith.

11. **ARBITRATION:** In event of any dispute arising between the supplier'(s) and the IIM SIRMAUR during the currency of the contract or after conclusion thereof the same shall be settled by arbitration in accordance with the provisions of the arbitration and conciliation Act, 1996 or any statutory amendments thereof or any statute enacted for replacement thereof and shall be referred to the sole arbitrator to be appointed by the Director, IIM SIRMAUR whose decision shall be final and legally binding on the parties. In the event of death, refusal, neglect, inability or incapability of the person so appointed to act as an arbitrator the Director, IIM SIRMAUR may appoint a new arbitrator. The venue of arbitration shall be the respective office of the arbitrator or a place suitable to IIM SIRMAUR unless otherwise specified in the arbitral award the cost of such arbitration shall be borne by the supplier and there will be no objection to this effect by any of the parties.

12. **INSTRUCTION FOR PREPARATION & SUBMISSION OF ONLINE BIDS:**

12.1 This tender document will be published & available on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

12.2 Technical bid should be submitted in PDF format & Financial bid should be submitted in format mentioned in the Financial part.

12.3 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and in general the documents are to be uploaded in the PDF formats. Bid documents may be scanned with 100 dpi with Colour/black and white option.



- 12.4 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 12.5 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 12.6 Kindly upload scanned PDFs of all relevant documents in a single PDF file as per Technical Bid Cover requirement.
- 12.7 Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid No. and the date & time of submission of the bid with all other relevant details.
- 12.8 Bidder should log into the portal well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for non-submission of bids in time or any delay due to other issues.
- 12.9 The technical and financial bids should be submitted online through CPP portal <http://eprocure.gov.in/eprocure/app> in original. The financial bid should include all the cost and other taxes (As per Central govt. norms) mentioned in the Financial Bid. If there is any separate cost, then that will be not acceptable.

13. REGISTRATION:

- 13.1 Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll" on CPP Portal is free of charge.
- 13.2 As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 13.3 Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 13.4 Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sift' / TCS/ nCode/ eMudhra etc.), with their profile.
- 13.5 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 13.6 Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

14. SEARCHING FOR TENDER DOCUMENT:

- 14.1 There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID Organization name, location, date, value, etc. There is also an option of advanced



search for tenders wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.

14.2 Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

14.3 The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.

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TECHNICAL BID
INDIAN INSTITUTE OF MANAGEMENT SIRMAUR
GENERAL INFORMATION

(To be filled in by the bidder and uploaded in Technical Bid cover on CPPP)

1. Name of the Firm /Company: _____

2. Complete Office Address:
 (with contact number & email ID) _____

3. Company website, If any: _____

4. Type of Organization: Individual/Partnership/Pvt. Ltd.

5. Year of establishment: _____

6. Details of payment:

Sr. No.	Particulars	Bank Details	Amount (in Rs.)	Transaction No. & Date
1.	Details of EMD Deposit			

7. Name and address of the authorized signatory / Contact person for this tender:

- i. _____
 ii. _____

8. Total staff strength of the company on its payroll: -

Sr. No.	Category of Staff	Nos.	Remarks
1			
2			
3			

9. List of reputed clients/customers:

Sr. No.	Customer's Name, Address & Contact No.	Client Phone & address of present canteen	Period of contract		No. of persons availing catering facility	Contract Value per Month in Rs. Lakhs
			From	To		



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10. Details of supporting documents to be enclosed with self-attestation:

Sr. No.	Registration Under	Registration No.	Valid up to	Proof enclosed in Page No:
1	Firm / Company Registration (delete whichever is not applicable) Shops & Establishment Act			
2	PAN			
3	Provident Fund			
4	ESI			
5	GST Registration No:			
6	FSSAI Registration No:			
7	Others			
8	Annual Turn over	Amount in lakhs (INR)		Average Annual Turnover (In Lakh)
	2020-21			
	2021-22			
	2022-23			

(Self-attested copies as proof of the above documents must be enclosed/uploaded to qualify, compulsorily, Original certificates should be provided for verification purpose, if requested by this Institute).

Date:

Signature of the Bidders

Name:

Designation:

Place:

Office Seal:

Note: 1) Please read Tender carefully and fill up the above information.

2) Incomplete bids shall summarily be rejected.



REFERENCE FOR QUOTING IN FINANCIAL BID BOQ**NIT No.: IIMS/PUR/Canteen Service/10/2023-24 Dated 15.09.2023****INDIAN INSTITUTE OF MANAGEMENT SIRMAUR****TENDER FOR PROVIDING CANTEEN SERVICES AT IIM, SIRMAUR**

1. Name of the Agency:

2. Address of the Agency:

Table-I: List of Items proposed to be sold at IIM Sirmaur Canteen: -

Sr. No.	Description of items	Particulars	Price Inclusive of GST & all other charges (In Rs.) (Both in figure and words) to be quoted by bidder
1.	Hot Coffee	Branded/Esspresso/cappac, 110 ml	
2.	Black Tea	Black Tea, 110 ml	
3.	Flavored Tea	Cardamom/Ginger/Masala/Lemon /Green/Honey, 110 ml	
4.	Cold Coffee	Cold Coffee, 110 ml	
5.	Samosa	Samosa, tomato ketchup 60 gms	
6.	Sandwiches	Veg/Non Veg Sandwich 25 gms/Grilled	
7.	Burger	Burger (100 gms bun, 100 gms filling)	
8.	Puffs	Veg 150 gms	
9.	Cutlet	Cutlet, tomato ketchup, 100 gms	
10.	Paratha, Aloo Payaj	Paratha(1 Nos.)	
11.	Paratha, Paneer	Paratha(1 Nos.), Khurma/Channa	
12.	Poori aloo	Poori(2 Nos.), Potato Masala	
13.	Standard Tea	Standard Tea (150 ml)	
14.	Standard Coffee	Standard Coffee(150 ml)	
15.	Meals	Rice of fine quality, dal, seasonal vegetable, curd, pickle, chapati	
16.	Omlette	Omlette with 1 no. of egg	
17.	Bread Pakora	Aloo	
18.	Onion Pakoda	Onion Pakoda (100 gms)	
19.	Maggi	150 gms	
20.	Veg. Noodles	Veg. Noodles (150 gms) with tomato ketchup	
21.	Egg Fried Rice (in Basmati Rice)	Egg Fried Rice(200 gms), Onion Pachadi (40 gms)/tomato ketchup	
22.	Strawberry milkshake	Strawberry milkshakes (200 ml)	
23.	Chocolate milkshakes	Chocolate milkshakes (200 ml)	

24.	Fresh lime juice	Fresh lime juice (200 ml)	
25.	Lassi	Lassi (200 ml)	
26.	Masala Dosa	Masala Dosa (200 Grams)	
27.	Ordinary Dosa	Ordinary Dosa (150 Grams)	
28.	Fresh Juice	Mango/Banana/Pine Apple/Orange (200 ml)	
29.	Pakora (Pakoda)	Pakoda (100 Grams)	
30.	Cake (Eggless)	Cake (Eggless) (1 Pound)	
31.	Jalebi	Jalebi (50 Grams)	
32.	Chicken Fried Rice	Chicken Fried Rice (200 Grams) per plate	
33.	Chicken Manchurian	Chicken Manchurian (200 Grams) per plate	
34.	Chicken Chilly	Chicken Chilly (200 Grams) per plate	
35.	Veg - Momos	Veg-Momos (8 pcs) per plate	
36.	Non-Veg Momos	Non-Veg Momos (8 pcs) per plate	
		Grand Total Amount (Incl. GST & all other charges)	

Notes: -

1. The bidders are requested to quote the rates in the Financial Bid BOQ (xlsx file) separately given in the CPP Portal, failing to submit the quote in the BOQ, shall not be considered and straightway rejected.
2. Rate includes Items such as paper cup, paper plate, tissue paper, hand wash, tomato ketchup, etc.
3. The rates have to be as per MRP or at discounted rates.
4. Rates quoted must be inclusive of GST as applicable & all other charges.
5. **The selection of the bidder will be made on the basis of L-1 in Grand Total of the Financial Bid BOQ.**
6. Only branded/reputed quality oil, ghee, flour, basmati rice, pulses, maida, gram flour etc. Will be used by the successful bidder, failing which no payment will be made to him/her by the customers.
7. The Bidder should also sell Biscuits packets on MRP or at discounted rates.



INDIAN INSTITUTE OF MANAGEMENT SIRMAUR
CHECKLIST TOWARDS TECHNICAL ELIGIBILITY CRITERIA

Name of the Bidder:

Address:

Contact No:

Email Id:

(Self-attested copies of all supporting document must be uploaded with the tender document to be filled by the Bidder)

Sl. No.	Particular	Enclosed/Uploaded (Yes/No)	Mention page no. (Mandatory)	Remark
1.	Each Page of Tender Document & all requisite documents are to be signed & stamped.			
2.	EMD of Rs. 10,000/- (Rupees Ten Thousand only) OR Certificate of MSME/NSIC for exemption from submission of EMD.			
3.	Furnish complete details as per Annexure-III.			
4.	Minimum five years' experience in providing similar services such as cafeteria/catering/mess/restaurant/canteen in Central/State Govt./Autonomous Bodies/PSUs and private of repute.			
5.	List of reputed clients/ list of catering services/hotel/mess/restaurant etc., run by bidder (with details of period).			
6.	Average Annual turnover for Providing of cafeteria/catering/canteen services at least Rs. 2,00,000/- (Rupees Two Lakhs only) of last three years <i>i.e.</i> from 2020-2021, 2021-2022 and 2022-23.			
7.	Valid GST Registration Certificate			
8.	Valid PAN Certificate			
9.	FSSAI Registration certificate (indicating validity period)			
10.	Copy of registration such as company/firm/hotel/business/Restaurant/ catering, mess, canteen etc.			
11.	Registration of Provident Fund Number			
12.	Registration of ESIC or Workmen Compensation Policy			
13.	Self-Declaration of non-blacklisting by any department of the Govt. of India or any State and Private Organization.			

Note: It is mandatory to fill up the all points of the checklist.



I/We undertake that documents are genuine/authentic and nothing has been cancelled and that I/We are not debarred by any govt. organization and competent are to contract. I/We understand that the contract is liable to be canceled, if found to be having obtained through fraudulent means/concealment of information.

(Authorized Signatory with Seal)

