

**NOTICE INVITING TENDER (NIT) FOR RUNNING A CANTEEN AT KEDARAM AT
THE SAHYADRI CAMPUS, IIT PALAKKAD**

Tender No. IITPKD/SS/Canteen/2026-27/001

Date of Publication: 20-05-2026

Pre-bid Meeting (Online): 02-06-2026, 1100 hours

Date/ Time of Closing: 09-06-2026, 1430 hours

Technical Bid opening: 09-06-2026, 1445 hours



IIT PALAKKAD

**Indian Institute of Technology Palakkad,
Kanjikode West, Kerala - 678 623.**

TABLE OF CONTENTS

S. No.	Particulars	Page No.
1	INTRODUCTION	2
2	GENERAL TERMS AND CONDITIONS	3
3	AMENDMENTS IN THE TENDER DOCUMENT	9
4	COMPOSITION OF THE TENDER DOCUMENT	9
5	LANGUAGE/ FORMAT/ SIGNING OF THE BID	10
6	DOCUMENTS COMPRISING THE BID	10
7	ELIGIBILITY CRITERIA	11
8	CURRENCY OF BID AND PAYMENT	12
9	DURATION OF CONTRACT AND COST ESCALATION	12
10	PERIOD OF VALIDITY OF THE BIDS	12
11	LATE AND DELAYED BIDS	12
12	BID OPENING AND EVALUATION	12
13	CLARIFICATION IN THE BIDS	13
14	MODIFICATION AND WITHDRAWAL OF BIDS	13
15	IIT PALAKKAD's RIGHT TO ACCEPT/REJECT ANY OR ALL BIDS	13
16	AWARD OF CONTRACT	13
17	PENALTIES	14
18	FORCE MAJEURE	14
19	DISPUTE RESOLUTION	15
ANNEXURES		
i	ANNEXURE-I: TECHNO-COMMERCIAL BID (available in the e-wizard portal) (Download, Fill and Upload ANNEXURE_I.xlsx)	-
ii	ANNEXURE-II: EVALUATION PATTERN OF PRE-QUALIFICATION DOCUMENTS	16
iii	ANNEXURE-III: PRICE BID FOR BASE ITEMS AND ANNEXURE -IIIA: PRICE BID FOR EXTRA ITEMS (available in the e-wizard portal) (Download, Fill and Upload ANNEXURE_III.xlsx)	-
iv	ANNEXURE-IV: CHECKLIST OF DOCUMENTS TO BE SUBMITTED	18
v	ANNEXURE-V: UNDERTAKING	20
vi	ANNEXURE-VI: DECLARATION	21
vii	ANNEXURE-VII: FORMAT OF BG FOR PERFORMANCE SECURITY	22
viii	ANNEXURE-VIII: BID SECURITY DECLARATION FORM	24
ix	ANNEXURE-IX: PROCEDURE FOR SUBMISSION OF E-TENDER	25

1. INTRODUCTION

1.1. **Indian Institute of Technology Palakkad (hereinafter referred as IITPKD) invites Bids under Two-Bid System from reputed agencies, at the Sahyadri Campus, who are experienced in providing Canteen Services. A chaat stall is also envisaged in the facility. The time of Operation of the Canteen is from 07.00 am to 12.00 midnight (preferably upto 1 am) on all the days. The institute reserves the right to revise operating hours based on academic calendar / exam periods. The maximum strength of the students, faculty and staff is about 1500. Interested agencies/ service providers may submit their bids ONLINE at <https://mhrd.euniwizarde.com/>.**

1.2. **To maintain diversity, the vendors who are presently providing services/ awarded contract for providing services in the Amenity Centre at the Nila campus, presently providing services in the Canteen in the Sahyadri campus and providing services/ awarded contract in the Mess at Sahyadri and Nila Campuses are not eligible to apply for this tender. Such bids received from any of the mentioned vendors will be summarily rejected.**

1.3. **The bidders who have applied for the Expression of Interest EoI No. IITPKD/SS/AC/2026-27/001 dated 22-04-2026 and subsequently withdrawn (at any stage of the process) are not eligible to apply for this tender.**

1.4. The ideal profile of the agency that the Institute wants to engage for the Canteen services shall have following attributes:

1.4.1. Should have rich, varied and vast experience of having handled similar services for large academic campuses of repute or corporate houses.

1.4.2. Should have a highly motivated, disciplined, trained and experienced workforce in Canteen service.

1.4.3. Should have experienced, educated and trained supervisors of good disposition, who can continuously interact and serve the occupants/guests to their satisfaction.

1.5. **The bids should be submitted ONLY through online mode at <https://mhrd.euniwizarde.com/>The bids will be opened by the duly constituted Committee, through online mode.** The pre-qualification bids will be opened and examined by a duly constituted Committee, which will decide the suitability of the bid as per the specifications and requirements of IITPKD. Only those who qualify in the evaluation of pre-qualification bids, will be graduated to the opening of financial bids. In case of any holiday or unforeseen closure of the institute on the scheduled day of opening of the bids, the bids will be opened on the next working day at the same time, but the deadline for submission of bids remains the same as indicated above.

1.6. **The responsibility of submission of the bids through ONLINE mode on or before the last date shall rest with the bidder.** The institute will hold no responsibility for the non-receipt of the bids or for the bids received after the date/time specified. Any bid received by IITPKD after the bid submission deadline prescribed by IITPKD, shall be rejected outrightly.

1.7. The timeline for the NIT is as mentioned below:

S. No.	Events	Date and Time
1.	Publication of Tender Document	20-05-2026
2.	Pre-bid Meeting (Online) (https://meet.google.com/hki-sjnh-acr)	02-06-2026, 1100 hours
3.	Date/ Time for Submission of ONLINE bids	09-06-2026, 1430 hours
4.	Opening of Pre-qualification Bids	09-06-2026, 1445 hours

1.8. Canvassing or offering of an advantage or any other inducement by any person with a view to influencing acceptance of a bid is an offence under Laws of India. Such action will result in the rejection

of the bid, in addition to other punitive measures.

1.9. Each bidder shall submit only one bid, either by himself or as a partner in a joint venture or as a member of a consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids (of both the individual and the partnership/consortium/joint venture) are liable to be rejected.

1.10. The bidder shall bear all costs associated with the preparation and submission of their bid and the IITPKD shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

1.11. The bidder shall make a copy of the bid before submitting the same through online mode. No requests will be entertained for making a copy after the submission of the document.

1.12. **IITPKD will not respond to any request for clarification or modification of the bid that is received after the Pre-bid meeting. The Online Link for the Pre-bid Meeting is <https://meet.google.com/hki-sjnh-acr>. The bidders are advised to visit the e-wizard Portal for regular updates.**

1.13. Except for any such clarification by the Institute, which is expressly stated to be an addendum to the tender document issued by the institute, no written or oral communication, presentation or explanation by any other employee of any of the Sections/Departments of the Institute, shall be taken to bind or fetter the Institute.

1.14. Definitions

Unless repugnant to the subject or context of usage, the following expressions used herein shall carry the meaning hereunder respectively assigned to them, namely;

1.14.1. The expression “Owner” and/or “Institute” occurring in the Tender document shall mean Indian Institute of Technology Palakkad and shall include its successors and assigns.

1.14.2. The expression “Bidder” shall mean the Tenderer who submits the Tender for the work and shall include the successors and permitted assignees of the Tenderer.

1.14.3. The expression “Contractor” shall mean the Tenderer selected by the Institute for the performance of the subject work and shall include the successors and permitted assigns of the Contractor.

1.14.4. “Nodal Officer” shall mean any Officer of the Institute authorized to act as the Nodal Officer for the work or any specified part thereof.

1.14.5. “Work” and “Scope of Work” shall mean the totality of the work/services and supplies of food and materials by expression or implication envisaged in the contract and equipment shall include all material, equipment and labour required for commencement, performance, provision or completion thereof.

1.14.6. “IIT Palakkad” or “Institute” or “IITPKD” shall mean Indian Institute of Technology Palakkad

1.14.7. “Contract” shall mean the contract for the work and shall include the Notice Inviting Tender, Tender document, the terms and conditions of tender, the Letter of Acceptance, accepted rates and all the documents mentioned in the tender document.

2. GENERAL TERMS AND CONDITIONS

2.1. In deciding upon the selection of Contractors for the work, great emphasis will be put on the ability and competence of Contractors to provide high quality services according to the time schedule and in close coordination with the Canteen committee.

2.2. **The blood/ close relatives/ dependents of the IITPKD employees staying in the Institute quarters/ outside, are not eligible for allotment of any commercial establishments at IITPKD. A**

declaration in this regard needs to be submitted by the bidder at the time of submission of bids.

2.3. The Contractor shall arrange for any additional facilities, utilities, equipment and inputs required for the production and service of various items of food. The Contractor shall be responsible for ensuring proper utilization of all the facilities that includes furniture, utilities provided by IITPKD without any manner of abuse or excess use.

2.4. If any material, item or component intended to be used for the work is found to be unsatisfactory (in which matter the decision of the Institute or its authorized representative shall be final) the Contractor shall not use such material and shall keep the Institute indemnified from and against any claim of infection, poisoning or illness arising from any bad, stale or defective food or material provided by the Contractor.

2.5. The Contractors are encouraged to visit the site and conduct their own independent survey, assessment, analysis and check the reliability, accuracy, feasibility and completeness before submission of their bids.

2.6. IITPKD reserves the right to get the whole or part of the work executed by some other agency at the risk and cost of the Contractor, if it is found that the quality and/or the progress in respect of the whole or part of the work is not satisfactory.

2.7. Insurance for the personnel deployed

2.7.1. The agency shall be responsible for the **insurance** of its personnel deployed in the Canteen. The Contractor shall take third party insurance to cover accidents of any nature, for an amount as required for this type of work against damage/ loss/ injury to property or person or loss of life during the complete period of the Contract. The institute may stop payments of bills to the Contractor till insurance is arranged or terminate the Contract at the risk and cost of the Contractor. The agency shall specifically ensure compliance of the Laws/ Acts in vogue pertaining to their business and their re-enactments/ amendments/ modifications from time to time. **This will have to be supported by an appropriate declaration in the form of an affidavit** at the time of submission of bids.

2.8. Police Clearance

2.8.1. There should be no case pending with the police against the proprietor/ partners/ agency with respect to Canteen Services. No legal proceedings(s) and/or industrial dispute(s) claiming wages or any other payment from or employment with the principal Employers have been initiated by any present employee or previous employee of the bidder or of any partner of the bidder. **This will have to be supported by an appropriate declaration in the form of an affidavit** at the time of submission of bids., which, if found to be false could not only lead to criminal prosecution but could be attended by termination of the Contract and award of the work to another Contractor at the Contractor's risk and cost.

2.9. Maintenance of Canteen

2.9.1. The Contractor shall use only the space earmarked for the Canteen Services without any major alterations (i.e., painting/electrical wiring/casing/partition etc.) unless prior permission has been taken from the Institute or competent authority.

2.9.2. The Contractor shall be responsible for any major or minor repairs and shall arrange for regular maintenance of all the equipment in the Canteen. **The Inspection of the Canteen services shall be conducted by the Amenity Centre Committee/ a team of experts/ officials appointed by the Dean (Student Affairs)/ Competent Authority of IITPKD on a routine basis.** All damages/ breakages etc. noticed by this team shall be set right by the Contractor within **three days** of inspection, failing which IITPKD will carry out repairs/ renovation works and debit the cost to the Contractor and in case of non-payment, the same shall be adjusted from the security deposit.

2.10. Hygiene of the Canteen

2.10.1. The Contractor shall not use expired/ substandard material.

2.10.2. The Contractor is responsible for maintaining cleanliness in the allotted area at all times. The hand-washing area, and dining hall must be cleaned thoroughly and all wastes generated should be collected in separate bins (to be kept by the Contractor). Waste disposal shall be managed by the Contractor. Housekeeping of the Canteen shall be done by the Contractor at his own cost. Food wastes, unwashed food plates and other garbages shall be cleaned/ cleared as and when appropriate. The Contractor shall keep the kitchen/ dining floor, walls, electrical appliances and any other supplements associated with the Canteen, clean. Waste management, drainage and sewage associated with the Kitchen shall be taken care of by the Contractor.

2.10.3. The Contractor shall always keep the kitchen/ dining area/ hand-washing area free from flies/ cockroaches/ mosquitoes/ rats and other pests. Pest control and scientific pest control measures shall be adopted by the Contractor **ONCE IN EVERY MONTH. Disinfestation should be done weekly or monthly as decided by the Amenity Centre Committee. The dates of the disinfestation shall be displayed prominently in the Canteen.**

2.10.4. The Contractor shall ensure the clearance of all the drains in and around the kitchen and dining area on a daily basis and shall ensure the disposal of waste food articles and other garbage from the campus premises daily and regularly at his own cost. The Institute will not pay any extra amount for the same.

2.10.5. **The Grease Chamber blockages should be removed by the Contractor once in every FIFTEEN DAYS.**

2.10.6. Cleaning of utensils and kitchen utilities by keeping them in boiling water once in **SEVEN DAYS** should be compulsorily carried out. **Washing of utensils should be done within the space designated for the purpose and not anywhere else.**

2.10.7. Food Hygiene Inspections will be done on a random basis by a duly constituted Committee of IITPKD or any designated authority of the institute, who may check/ inspect the quality/ quantity, standards of food, preparation, service, health, hygiene etc. from time to time. They may take appropriate action as deemed fit which shall be binding on the Contractor and reject such preparations, which are not considered wholesome or hygienic without any compensation.

2.10.8. The Contractor should clean vegetables with either salt water or liquid meant for cleaning vegetables, to avoid risk of pesticide contamination.

2.10.9. **The Contractor shall not use areas other than that is stipulated by the institute for carrying out their activities related to the kitchen.**

2.11. Adherence to Safety and Legal Entities

2.11.1. The Contractor should adhere to all the safety guidelines and norms in running the Canteen.

2.11.2. The Contractor shall carry out only the specified/ approved activities and shall not carry any unspecified/ illegal activities in contravention with the lease conditions/ prescribed laws. **If the Contractor indulges in carrying out any unapproved activities, IITPKD reserves the right to terminate the agreement without any written notice.**

2.11.3. Selling of alcohol, tobacco products is strictly banned and prohibited.

2.11.4. Notwithstanding anything stated in the Tender document, IITPKD reserves the right to assess the bidder's capability and capacity to execute the Contract (should the circumstances warrant such as assessment in the overall interest of IITPKD) and decision of IITPKD in this regard shall be final and binding.

2.11.5. Notwithstanding anything elsewhere provided herein, the Contractor may be penalized if he does not rectify any defect in the maintenance, upkeep, hygiene and cleanliness of the kitchen and/or equipment to a state satisfactory to the Institute within **THREE DAYS'** notice in writing.

2.11.6. Feedback-cum-Complaint Register should be made available at all times in the Canteen area.

2.11.7. The Contractor shall be solely responsible to meet and comply with all legal requirements with respect to the food items prepared and sold by him to IITPKD, with respect to raw material and ingredients incorporated therein and shall be exclusively responsible for any infraction of the provisions of any applicable law regarding the preparation, storage and sale of food. The agency shall ensure compliance of various Laws/ Acts passed by Central, States, Municipal and local governmental agencies or authorities including but not limited to the following and their re-enactments/ amendments/ modifications:

- I) The Payment of Wages Act 1936
- II) The Employees Provident Fund Act, 1952
- III) The Factory Act, 1948
- IV) The Contract Labour (R&A) Act, 1970
- V) Workmen's Compensation Act
- VI) The Payment of Bonus Act, 1965
- VII) The Payment of Gratuity Act, 1972
- VIII) The Employees State Insurance Act, 1948
- IX) The Employment of Children Act, 1938
- X) Minimum Wages Act, 1948
- XI) Prevention of Food Adulteration Act
- XII) The Essential Commodities Act
- XIII) Migrant Labour Act
- XIV) Weights and Measures Act
- XV) Food Safety and Standards Authority of India (FSSAI) Act

2.12. Statutory Compliances

2.12.1. The Contractor is liable for the payment of any and all existing taxes of the Central or State Government or of any other authority with respect to the Contract or any item sold or supplied pursuant thereto or anything done, or services rendered pursuant thereto.

2.12.2. The Contractor shall be responsible for proper maintenance of all registers, records and accounts so far as it relates to compliance of any statutory provisions/ obligations, applicable to the staff deployed by them including safety regulations.

2.12.3. The Contractor shall be responsible and liable for all the claims of his employees.

2.12.4. Any equipment purchased by the Contractor would remain theirs and can be taken away at the termination/ expiration of the Contract. Equipment like freezer, fridge, cooler etc. shall be arranged by the Contractor. The Contractor is responsible for the maintenance of his belongings.

2.12.5. The Contractor shall obtain the license under the Contract Labour (R&A) Act from the Office of the Labour Commissioner (Central), Cochin and produce the same along with the Contract Agreement. The Contractor would be required to maintain all books and registers like Employment Register, Wages Register and Bonus Register, Overtime register, First Aid Box, Display of Notice, etc. as required under Contract Labour Act (R&A), 1970 for inspection by visiting Labour Enforcement Officers. The Contractor shall be responsible for making the records pertaining to the Payment of Wages Act and for depositing the PF and ESI contributions, with the authorities concerned.

2.12.6. The Contractor shall obtain an adequate insurance policy in respect of the employees engaged by it towards meeting the liability of compensation arising out of injury/ disablement at work and submit a copy to the Nodal Officer within 30 days.

2.12.7. The Contractor shall keep the Institute indemnified from and against all personal and third-party

misconduct claims whatsoever arising out of any commission or omission by Contractor or his employees or representative, as the case may be.

2.12.8. The Contractor shall indemnify and keep indemnified the institute against all losses and claims for injuries and or damages to any person or property. The Contractor shall abide by and observe all statutory laws and regulations in matters of Labour Law, Factory Act, Explosive Act, Workmen Compensation Act, Sales Tax, Royalty, Excise duty, Octroi, Works Contract etc and shall keep the institute indemnified against all penalties and liabilities of kind of breach of any such statute ordinance or law/regulations or Bylaws. The Contractor shall not employ child labour. Payment to workers must be according to the Minimum Wages Act.

2.12.9. Efficiency, promptness, quality of food, quality service, good behaviour and politeness of the Contractor and staff deployed are the essence of the Contract. The Contractor is required to supervise the operations at all working hours and his manager or supervisor shall personally supervise operations in the kitchen and dining area.

2.12.10. Work shall be carried out by the Contractor as per the conditions of the Contract.

2.13. Compliances for the Employees Deployed in the Canteen

2.13.1. The Contractor shall engage fully trained and adequately experienced staff and arrange to provide refresher/ training courses for them as and when required and as per the directions of the Institute.

2.13.2. All the Canteen staff should be medically fit. They should be free from any contagious diseases. The Contractor shall get his employees medically examined **ONCE EVERY SIX MONTHS** and submit a fitness certificate to the Nodal Officer. The list of employees deployed at the site along with their fitness certificates shall be submitted to the Nodal Officer **WITHIN FIFTEEN DAYS** from the date of award of the Contract. **This will have to be supported by an appropriate declaration in the form of an affidavit** at the time of submission of bids.

2.13.3. The Contractor shall submit the certificate of verification of the character and antecedents of the employees deployed in the Canteen within **FIFTEEN DAYS** of award of the Contract.

2.13.4. The Contractor shall provide appropriate uniform and head scarf to all their staff engaged by them and deployed on IITPKD duty in sufficient quantity. The uniform and head scarf should be worn during working hours and should be neat and tidy.

2.13.5. The Contractor should conduct one training program every four months for its staff on maintaining a safe and healthy cooking environment, maintaining the personal and professional hygiene, upkeep of canteen premises, core ethical principles of customer services etc. The details of such a training program shall be shared with the Nodal Officer with photos.

2.13.6. The employees of the Contractor shall be provided with gate passes, which will entitle them to enter the premises of the Institute. However, they will be subjected to checking at any or every time of their entry or exit by the Institute's Security Personnel and such checking may also include physical search.

2.13.7. Issue of gate passes shall be subject to the approval of the Assistant Security Officer and such approval shall be subject to the Contractor furnishing to the Assistant Security Officer, copy of the letter of appointment issued by the Contractor to each person with respect to whom the gate passes is sought, signed in acceptance by the persons to whom the letter of appointment is given. The gate pass may be withdrawn without assigning any reason. The process of obtaining the gate passes shall be done through the Nodal Officer.

2.13.8. The gate passes issued to the Contractor's personnel shall not ordinarily exceed the number which will be communicated to them by the Institute from time to time except to meet emergent, casual or temporary requirements.

2.13.9. The Contractor's personnel shall not indulge in entertaining their guests/ outsiders in the IITPKD premises, shall not loiter in the IITPKD premises and shall not normally move out of their specified areas of operation.

2.13.10. Polythene bags/ plastic cups shall not be used in the IITPKD premises. Plastic containers/ polythene pouches in which any milk products or eatables are generally sold should be disposed of as quickly as possible. None of the water bottles for sale should be less than a litre quantity.

2.13.11. All the packed food items sold by the contractor should have FSSAI approval and selling products at a price greater than the Maximum Retail Price (MRP) is not permissible.

2.14. Miscellaneous

2.14.1. IITPKD may organize conferences, schools, workshops etc. from time to time. On such occasions the Contractor may be entrusted with the basic services to the visitors. The Contractor will be given advance intimation in this regard by IITPKD. The Contractor may address these requests accordingly, without affecting the regular operations of the Canteen. The Contractor shall arrange the items of request at the rates that may be mutually agreed upon (provided the items are outside the rates of the items already included in the Tender).

2.15. Electricity, Water and Other Facilities

2.15.1. IITPKD shall provide the water, electricity and kitchen area. The monthly Electricity and Water charges shall be charged based on actual meter reading and their charges will be as per the actual as levied to IITPKD for that month from KSEB/ KWB.

2.15.2. The Vendor shall pay the monthly charges, if any, through NEFT/ RTGS in favour of Registrar, IITPKD in the Institute's Account and submit the receipt of payment to the EWD wing under intimation to the Nodal Officer latest by the 5th of every Month.

2.15.3. The Contractor shall bring their own cooking and serving utensils and arrange for washing of the same at their own cost. Any equipment required for the cooking (including the cooking gas, stove) and serving shall be procured by the Contractor. The cooking method should be smoke free.

2.15.4. The Contractor shall pay the fixed monthly rent of Rs.8,000/- (Rupees Eight Thousand only) for the allotted space to IITPKD, along with GST as applicable, which will be revised after one year.

2.15.5. The Contractor shall keep the kitchen and surrounding area tidy and free from any damage. For any loss or damages to the premises, fittings, fixtures and equipment, recovery at market rates would be effected from the Contractor's bill or Security Deposit and the material/item shall be repaired or replaced at their own cost.

2.15.6. The Contractor shall hand over the allotted space along with infrastructure, if any, in original condition to IITPKD, on termination or expiry of the Contract.

2.15.7. The Contractor shall try his best to save energy by using the latest technology in Canteen Service areas.

2.15.8. The Contractor shall not assign, subcontract or sublet the whole or any part of the Contract in any manners. In case of any unavoidable circumstance, the Contractor shall be able to do it with the approval of the Institute. However, the job shall be sublet only to the party approved by the Institute.

2.15.9. The scope of work given is approximate only and may vary in actual course of execution. The Contractor is therefore advised to quote very carefully. No claim for the compensation from the Contractor shall be entertained due to any variation in quantities (irrespective of the quantum of variation) of the various items of food or deletion of any item(s) of food. The rates shall be firm during the period of Contract. The contractor needs to take into consideration the dynamics of grocery, fuel and

other consumable costs while quoting the food price. In case the Institute desires to include any new items in the Contract for food the same will be negotiated with the Contractor.

2.15.10. Authorized Representatives of the bidders who are successful in the pre-qualification stage shall give a presentation on a scheduled date, in the presence of the duly constituted Committee. This presentation will carry weightage in the final selection of the bidder.

2.15.11. All the terms and conditions of the contract shall be read in conjunction with all other documents forming part of this Contract. Notwithstanding the subdivisions of this document into these separate sections, every part of which shall be deemed to be supplementary to and complimentary of every part and shall be read with and into the Contract.

3. AMENDMENTS IN THE TENDER DOCUMENT

3.1. At any time prior to the deadline for submission of bids, IITPKD may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by way of amendment(s).

3.2. **Amendments will be intimated ONLINE ONLY through the e-wizard portal** and the bidders shall ensure that the amendments are carried out in the bid before submission. The amendments will not be published in any other mode. **Bidders should regularly visit the e-wizard portal to keep themselves updated.**

3.3. Without prejudice to the terms and conditions of the Tender Document, IITPKD reserves the right to include/ modify any provision, as deemed fit, at a later stage in the Contract, in the Public Interest.

3.4. No extension in the bid due date/ time shall be considered due to delay in uploading of any document. Further, it will be assumed that the Bidder has taken into account such amendments, while submitting the bid.

4. COMPOSITION OF THE TENDER DOCUMENT

4.1. The Tender Document comprises of:

- 4.1.1. Instructions to the bidders including terms and conditions
- 4.1.2. Techno-commercial Bid (Annexure-I) (available in the e-wizard portal)
- 4.1.3. Evaluation Pattern of Pre-qualification Documents (Annexure-II)
- 4.1.4. Price Bid for Base Items (Annexure-III) and Extra items (Annexure-IIIA) (available in the e-wizard portal)
- 4.1.5. Checklist of Documents to be submitted (Annexure-IV)
- 4.1.6. Undertaking (Annexure-V)
- 4.1.7. Declaration (Annexure-VI)
- 4.1.8. Format of Bank Guarantee for Performance Security (Annexure-VII)
- 4.1.9. Bid Security Declaration form (Annexure-VIII)
- 4.1.10. Procedure for Submission of E-Tender (Annexure-IX)

4.2. The bidder is expected to examine all instructions, forms, terms and conditions in the Tender Document. In the event of discovery of any missing pages, the bidder shall inform the same to the Section/ Department concerned. Failure to furnish the information required by the Tender Document or submission of a bid not substantially responsive to the Tender Document in every respect will be at the bidder's risk and may result in rejection of the bid.

4.3. The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the

5. LANGUAGE/ FORMAT/ SIGNING OF THE BID

5.1. The bid prepared by the Bidder and all correspondence and documents related to the tender exchanged by the Bidder and IITPKD shall be in English and the Contract shall be construed and interpreted in accordance with that language. If any of the brochures, leaflets or communication is prepared in any language other than English, a translation of such document, correspondence or communication shall also be provided at the cost and risk of the bidder. The translation so provided shall prevail in matters of interpretation. The bidder, with respect to such documents, correspondence and communications, shall bear the costs and risks of such translation.

5.2. The documents comprising the bid shall be typed or written in indelible ink and all the pages shall be signed by the bidder or a person or persons authorized by the bidder. All the pages of the bid shall be numbered and except for unamendable printed, shall be signed by the person or persons authorized.

5.3. The bid shall not contain any internalizations, erasures, overwriting, except to correct errors made by the bidder, in which case the person or persons signing the bid shall initial such corrections with date.

6. DOCUMENTS COMPRISING THE BID

6.1. The Pre-qualification, Techno-commercial and Price Bids shall be submitted only through ONLINE mode through the e-wizard portal in appropriate formats provided. Bids submitted in any mode other than ONLINE will be rejected outright.

6.2. The bidder shall sign a Bid Security Declaration form as part of the technical bid as per the Annexure-VIII.

(a) The bidder shall deposit Bid Security (Earnest Money Deposit) for an amount of Rs.25,000/- (Rupees Twenty-Five Thousand only) through Online payment gateway in the e-wizard.

(b) Bids not accompanied by EMD shall be DISQUALIFIED.

(c) The firms who are registered with National Small Industries Corporation (NSIC) / or Small Scale Industrial (SSI)/ Micro and Small Enterprises (MSEs) for the corresponding trade/ business are exempted from submitting the EMD. NSIC / MSE registered bidders must submit a copy of a valid NSIC / MSE Registration Certificate for exemption of EMD. It will be applicable for those bidders who shall produce their own goods or provide their own services, and not applicable for trading purposes.

(d) The EMD shall be returned within FIFTEEN days from the date of award of Contract. The successful bidder shall submit Performance Security in order to get the EMD back.

6.2.1. The bid submitted without the Bid Security Declaration form in the prescribed format and valid NSIC/ MSE certificate of exemption for the service, will not be accepted and summarily rejected.

6.2.2. The bid security form of the unsuccessful bidders shall cease to be valid after declaration of a successful bidder by IITPKD or after a period of 30 days from the bid.

6.2.3. If the bidder withdraws his bid during the period of validity of the tender, the bidder shall not be allowed to bid for any other contract tendered by IITPKD for a period of one year from the date of notification.

6.2.4. If the successful bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Security within the time frame specified by the Institute, the bidder shall not be allowed to bid for any other contract tendered by IITPKD for a period of one year from the date of notification.

6.2.5. No interest will be paid by IITPKD on Performance Security.

6.3. Documents establishing conformity of the terms and conditions of the Tender Document shall be provided along with the bid.

6.4. Information related to the agency/bidder such as photocopies of the Registration/ PAN/ GST/ TIN shall be furnished.

7. ELIGIBILITY CRITERIA

Agencies/ Bidders, who are bidding for this tender shall,

7.1. Essentially have a minimum of **TWO YEARS** of experience in providing Canteen Services in higher educational institutions such as IIMs, IITs, NITs, IISERs, CFTIs, government or private offices, hospitals, deemed universities or other reputed Institutions. **Necessary and valid supporting documents shall be provided by the bidder, without which the claim made shall not be considered by the institute.**

7.2. **Have Annual Turnover of Rs.15 to 20 Lakh during each of the last TWO financial years (2023-24 and 2024-25). The bidder shall enclose the audited statements of the indicated financial years, which should have been certified by a Chartered Accountant. Please ensure that only relevant documents are attached and avoid duplication.**

7.3. Provide the Memorandum of Understanding in case the bidder comprises Partnership/ Consortium/ Joint Venture.

7.4. Submit a power of attorney authorizing the signatories of the bid to commit each member of the Partnership/ Consortium/ Joint Venture.

7.5. Nominate/ authorize one of the members of the Partnership/ Consortium/ Joint Venture to be in charge and this nomination/ authorization shall be covered in the power of attorney signed by the legally authorized signatories of all the members of the Partnership/ Consortium/ Joint Venture.

7.6. Submit the complete details of the ownership and control. If the Bidder is a Partnership/ Consortium/ Joint Venture, complete details of ownership and control of each member thereof shall be provided.

7.7. Submit copies of all the documents required, duly self-attested, along with a pre-qualification bid of the tender.

7.8. Possess statutory requirements such as Labour License, Municipal Food License (FDA), PF, ESIC, GST, Shop and Establishment Registration Certificate and PAN card (in Firm's Name) for their existing businesses. **Necessary self-attested documents shall be attached as proof, without which the bids shall be rejected outright.**

7.9. It is desirable to have a valid ISO or a similar certification.

7.10. Bid for all the items mentioned in the tender document. The tender document will not be considered valid in case of non-fulfilment of this criterion.

7.11. The firms should have valid licenses issued by Food Safety and Standards Authority of India (FSSAI) for their existing business. The Contractor shall acquire the necessary FSSAI (Food Safety and Standards Authority of India) Certificate/ License for the site operation in IITPKD within 45 days, upon the award of the Contract.

7.12. Confirm and declare that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other item or work related to the award and performance of this Contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission will be paid and that the tender price will not include any such amount. If the Institute subsequently finds to the contrary, the Institute reserves the right to declare the bidder as non-compliant and declare any Contract if already awarded to the bidder to be null and void.

7.13. **Digitally signed tender document or the tender document self-attested in all the pages shall be submitted in Online only.**

8. CURRENCY OF BID AND PAYMENTS

8.1. The Bidder shall submit the price bid/ offer in Indian Rupees (INR) and payments under this Contract shall be made in Indian Rupees only.

9. DURATION OF CONTRACT AND COST ESCALATION

9.1. **The contract shall be initially for a period of One Year (from the date of commencement), which may be extended for a further period of one year based on the satisfactory performance/ annual review, at the same terms and conditions of the contract including the rates, on mutual consent.**

9.2. Upon expiry of Contract term, the vendor shall vacate the premises immediately.

10. PERIOD OF VALIDITY OF THE BIDS

10.1. The bids shall remain valid and open for acceptance for a period of 90 days from the last date of submission.

11. LATE AND DELAYED BIDS

11.1. Bids submitted after the specified date and time stipulated in the Tender Document, will not be considered. The Institute may, at its discretion, extend the deadline for submission of bids, in which case all rights and obligations of the Institute and the Bidder will be the same.

12. BID OPENING AND EVALUATION

12.1. Prior to the detailed evaluation, IITPKD will determine whether each bid is complete and is substantially responsive to the Tender Document. For purposes of this determination, a substantially responsive bid is one that conforms to all the terms, conditions and specifications of the Tender Document without material deviations, exceptions, objections, conditionality or reservations.

12.2. If a bid is not substantially responsive, it shall be rejected by IITPKD and cannot subsequently be made responsive by the Bidder by correction of the non-conformity.

12.3. The determination of bid responsiveness will be based on the contents of the bid itself and any written clarifications submitted by the Bidder.

12.4. The pre-qualification criteria will be evaluated as per the methodology given in the **Annexure-II** of the Tender Document.

12.5. The Price bids of only those bidders, who have been successful in the pre-qualification parameters and presentation, will be considered/ evaluated for the award of Work/ Contract.

12.6. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price, which is obtained by multiplying the unit price and quantity, or between subtotals and the total price, ***the unit or subtotal price shall prevail, and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words shall prevail.*** If a Bidder does not accept the correction of errors, the bid will be rejected and may result in disqualification from bidding for any contract for a period of 1 (one) year.

12.7. IITPKD may waive off any minor nonconformity or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

13. CLARIFICATION IN THE BIDS

13.1. During the bid evaluation, the Purchaser may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be through ONLINE mode ONLY and no change in the price or substance of the bid shall be sought, offered or permitted.

14. MODIFICATION AND WITHDRAWAL OF BIDS

14.1. The Bidder may modify or withdraw the bid after submission, through e-wizard only, prior to the deadline prescribed for bid submission.

14.2. A Bidder wishing to withdraw the bid, prior to the deadline prescribed for bid submission, can do so only through e-wizard.

14.3. No bid can be modified after the deadline for submission of Bids.

14.4. No bid can be withdrawn in the interval between the bid submission deadline and the expiration of the bid validity period. Withdrawal of a bid during this interval may result in disqualification from bidding for any contract for a period of 1 (one) year.

15. IITPKD's RIGHT TO ACCEPT/ REJECT ANY OR ALL BIDS

15.1. IITPKD is not bound to accept the lowest or any bid and may at any time, by notice, terminate the entire tendering process, without assigning any reason.

15.2. IITPKD may terminate the Contract, if it is found that the agency is blacklisted on previous occasions by any of the Departments/ Institutions/ Local Bodies/ Municipalities/ Public Sector Undertakings, etc.

15.3. IITPKD may reject the bids in the event they are accepted, but the successful bidder fails to furnish the Performance Security or fails to execute the Contract Agreement.

15.4. IITPKD reserves the right to accept/reject any bid or to annul the bidding process and reject all bids at any time prior to Contract award, without thereby incurring any liability to the Bidders.

16. AWARD OF CONTRACT

16.1. The institute will award the Contract to the successful bidder whose bid has been found to be responsive and who is eligible and qualified to perform the Contract satisfactorily as per the terms and conditions incorporated in the bidding document.

16.2. The Contractor shall commence the operations of the Canteen Services at the Kedaram Canteen from the date specified in the Work Order.

16.3. The successful bidder will be required to execute a Contract Agreement within **FIFTEEN DAYS** from the date of issue of Letter of Intent/ Work Order, failing which the Letter of Intent/ Work Order issued shall be treated as cancelled. **The Contract Agreement shall be executed on the non-judicial stamp paper of Rs.100/- (Rupees One Hundred only). The cost of stamp paper shall be borne by the successful bidder.**

16.4. Copy of Work Order duly signed and dated by the successful Bidder on each page shall constitute the Contract Agreement.

16.5. The successful bidder shall be required to furnish a **Performance Security** within **FIFTEEN DAYS** of receipt of Letter of Intent/ Work Order for **Rs.35,000/- (Rupees Thirty Five Thousand only)** in the form of an Account Payee DD/ Fixed Deposit Receipt/ Bank Guarantee from a nationalised bank in an appropriate format (**Annexure-VII**) in favour of **Indian Institute of Technology Palakkad payable at Palakkad**. The Performance Security shall remain valid for a period of **SIXTY DAYS** beyond the date of completion of all Contractual obligations. In case the Contract period is extended further, the

validity of Performance Security shall also be extended by the Contractor accordingly.

16.6. The Performance Security shall automatically become null and void once all the obligations of the agency under the Contract have been fulfilled, including, but not limited to, any obligations during the period of Contract and any extensions to the period. The Performance Security shall be returned to the agency under Contract not later than **FIFTEEN DAYS** after its expiration.

16.7. Failure of the successful Bidder to comply with the above requirements shall constitute enough grounds for the annulment of the award and forfeiture of the bid, in which event IITPKD may make the award to the next lowest evaluated bid submitted by a qualified Bidder or call for new bids.

16.8. The Contract can be terminated (during the period of Contract) with a notice of **THIRTY DAYS** by either party. In case of any breach or violation of the Contract Agreement, IITPKD will cancel the Contract without any notice.

16.9. IITPKD reserves the right to amend the terms and conditions of the Contract by mutual discussions and shall be in writing. The amended terms and conditions shall form part of the agreement. All the terms and conditions of the tender document shall also be the part of the Contract Agreement.

17. PENALTIES

17.1 If the Vendor omits or fails to pay the monthly charges on time, penalty shall be charged accordingly as under:

S. No.	Terms and Conditions for Payment	Penalty
1.	If the agency pays the bill after the 10th day of its issuance or within 20 days (i.e. during the 11th day of its issuance till 20th day of its issuance).	10% of the total monthly bill.
2.	If the agency pays the bill after the 20th day of its issuance or within 30 days (i.e. during the 21st day of its issuance till 30th day of its issuance).	20% of the total monthly bill.
3.	If the agency pays the bill after the 30th day of its issuance.	30% of the total monthly bill.
4.	If the bill is not paid within 45 days after its issuance.	30% of the total monthly bill plus Rs.200/- per day beyond 45 days till the day of actual payment.

17.2 If the Vendor does not vacate the allotted space after the expiry of the contract period or after one month of notice period of termination of contract, the Vendor is liable to pay a daily **penal rent of Rs.1,000/-** in addition to the other charges as applicable.

18. FORCE MAJEURE

18.1. If the Contractor is prevented, hindered, or delayed from or in performing any of their obligations under the Contract by an event of Force Majeure (civil disturbance, riots, strikes, tempest, acts of god etc), then it shall notify IITPKD in writing of the occurrence of such event and the circumstances of the event of Force Majeure within **THREE DAYS** after the occurrence of such event. The Contractor, when affected by the event of Force Majeure, shall use reasonable efforts to mitigate the effect of the event of Force Majeure upon its performance of the Contract and to fulfil its obligations under the Contract, but without prejudice to IITPKD's right to terminate the Contract.

18.2. No delay or non-performance by the Supplier caused by the occurrence of any event of Force Majeure shall:

- (a) Constitute a default or breach of the Contract;
- (b) Give rise to any claim for damages or additional cost or expense occasioned by the delay or non-performance.

19. DISPUTE RESOLUTION

19.1. Any dispute and or difference arising out of or relating to this Contract will be resolved through joint discussion of the authorized representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Registrar/ Competent Authority, IITPKD.

19.2. The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceedings shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time. The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of Contract, neither party shall be entitled to suspend the work/service to which the dispute relates because of the arbitration and payment to the Contractor shall continue to be made in terms of the Contract. Arbitration proceedings will be held at Palakkad only.

19.3. It is agreed and declared by and between the parties hereto that so far it concerns the jurisdiction of any court in enforcing any of the rights or remedies of the parties hereto against each other or one another, Hon^oble Courts of Justice at Palakkad alone shall have jurisdiction to the exclusion of all other courts in any place in the Union of India so that none of the parties hereto shall be entitled to any proceedings whatsoever in respect of any matters touching or relating to or in connection with or arising under agreement and the terms and conditions thereof in any court except the court or courts having jurisdiction in the city of Palakkad.

Dean (Student Affairs)

EVALUATION PATTERN OF PRE-QUALIFICATION DOCUMENTS

All the pre-qualification documents submitted by the firms/ agencies, as sought in the Tender Document and meeting the eligibility criteria will be scrutinized by the duly constituted Committee. The parameters to be considered for the evaluation and the maximum marks for each parameter of the pre-qualification tender is as under:

S. No.	Parameter	Maximum Marks
Stage-1: Technical and Techno-commercial Evaluation		
1	Background of the Firm/ Agency (Type of Service (e.g. Canteen, Cafeteria, etc), Quality Certifications, Testimonials, Performance Reports, etc).	25
2	Experience of at least one year and preferably two years in Food Business Operation.	25
3	Present Financial Status of the Firm/ Agency (Based on the supporting documents for Annual Turnover indicated in 6.4. (ii))	15
Total Marks		65
Stage-2: Online Presentation		
4.	Proposed Plan of Execution, Regular Operation of the Job, cooking plan of all the items, if the contract is awarded. If required, the duly constituted Committee will carry out an Inspection/ Visit to the Premises of the Agency/ Vendor to have a ground check on the quality and hygiene standards.	35
Total Marks		35

Note:

- Vendors shall provide supporting details/ documents for all the above parameters for scrutiny and evaluation. A Checklist of the documents to be submitted is provided in **Annexure-IV**. Please ensure that the documents are uploaded to the e-wizard portal in the same order mentioned with appropriate numbering on the pages of the documents.
- Bidders shall provide supporting details/ documents for all the above parameters for scrutiny and evaluation.
- Bidders should have valid Registration Certificate/ PAN/ TIN/ GST registration from the competent authority.
- Bidders shall have a valid license issued by Food Safety and Standards Authority of India (FSSAI) for their existing business.
- A minimum of 45 marks shall be obtained in the Stage-1 to proceed to Stage-2.** The date, time, venue and mode of presentation shall be intimated to the shortlisted bidders **ONE DAY** in advance.
- If required, a duly constituted Committee will make a surprise visit to the site of the bidder with or without notice to have a ground check on the quality and hygiene standards. A due weightage will be given in the evaluation process in Stage-2.

7. **Financial Bids of the bidders who obtain a minimum of 25 marks in the Stage-2 ONLY will be opened.**
8. **The cost evaluation will be done under the combined Quality-cum-Cost Based System and the bidder who scores highest marks will be selected. Stage-1 will have a weightage of 80% and Stage-2 will have a weightage of 20%.**
9. The bidders will have to quote the price for all the rows as provided in **Annexure-III** and **Annexure-III A**. The lowest bid, which shall be the total of the prices quoted for the **base items in Annexure-III**, shall be given a Financial Score (FS) of **20 points**. The FS of other bidders will be determined using the formula: **$FS=20 \times LPB/PB$** , where LPB is the Lowest Price Bid and PB is the Price Bid of the particular bidder. Scores obtained on a Price Bid will be added to scores obtained on a Pre-qualification Bid (Technical and Techno-commercial Bid) to get a consolidated score (CS) according to the formula: **$CS=PQS+FS$** . **Bidders with the highest Consolidated Score (CS) will be selected as Successful Bidder.**
10. **In case of a tie on the total marks (calculated as per the formula indicated in S.No.9 above), the Contract will be awarded to the Bidder, who gets the higher Financial Score (FS).**
11. Further discussions/ queries related to the awarded scores by the Committee will not be entertained.

CHECKLIST OF DOCUMENTS TO BE SUBMITTED

S. No.	Essential Documents	Page No.
1. Registration and Company related documents (Please attach the relevant supporting documents)		
(a)	Registration Certificate or an equivalent document of the Firm/ Agency	
(b)	Year of Establishment of the Firm/ Agency	
(c)	No. of years of Operations of the Firm/ Agency	
(d)	Type of Firm (Proprietary/ Partnership). Authorized person of the bidder, with name, designation, address and office telephone numbers. If the bidder is a partnership firm, name designation, address and office telephone numbers of Directors/ Partners also shall be provided. The deed of partnership shall be submitted.	
(e)	Self-attested copy of GST Registration Certificate	
(f)	Self-attested copy of the PAN card (in the firm's name)	
(g)	Manpower on roll. Complete details related to manpower that will be deployed (number, ranks, experience, reporting structure, qualification etc.)	
2. Statutory Documents		
(a)	Labour License	
(b)	ESIC	
(c)	EPF	
3. Experience		
(a)	Essentially have a minimum of two years of experience in institutional catering activities in educational institutions such as IIMs, IITs, IISERs, Central Universities, or other reputed Institutions with a minimum student strength of 1000.	
4. Financial Status		
(a)	Have a minimum Annual Turnover as indicated and detailed in Clause 7.2. The bidder shall enclose the relevant document, which should have been certified by a Chartered Accountant.	
5. Declarations/ Affidavits		
(a)	In lieu of no Blood Relatives in IIT Palakkad	
(b)	In lieu of Insurance Policies for the personnel deployed at the site	
(c)	In lieu of no legal proceedings on the agency	
(d)	In lieu of Declaration / Affidavit in lieu of submission of fitness certificates	
(e)	Declaration as in Annexure-VII agreeing to the Terms and Conditions of the Tender	
(f)	Bid Security Declaration Form as in Annexure-IX	
(g)	Undertaking on a Stamp paper of Rs.100/- (Rupees One Hundred only) as per format prescribed in Annexure-VI	
6. Other Mandatory Documents		
(a)	FSSAI Registration for the existing business	
(b)	Certificate pertaining to NSIC/ SSI/ MSE	

(c)	EMD amount as indicated and detailed in Clause 6.2	
(d)	Self-attested copy of ISO or any equivalent certificate	
(e)	List of Clients	
(f)	Testimonials from major/ reputed clients in the last years of service (2023-24 and 2024-25). A minimum of THREE testimonials for each year of service is mandatory.	
(g)	Comprehensive Operational Plan along with the details of necessary infrastructure and modern equipment planned to be deployed	
(h)	Clear indication of brands of various materials that will be used for food and beverages, cleaning, toiletries, etc	
(i)	Digitally signed tender document (on all the pages)	
(j)	Any other documents relevant to the bid	

Note:

1. The documents indicated above should be strictly organized in a logically structured form as per the order of their appearance and submitted as a part of the bid with an index.
2. Bidder is free to add any information that can help in assessing the quality. The documents shall be submitted through ONLINE MODE ONLY.
3. Duplication of documents should be avoided.
4. All the documents submitted above should be for the last two financial years (2023-24 and 2024-25).
5. The documents related to the experience should be the latest of the last two completed years.
6. The documents related to the clients and testimonials should be the latest of the last two completed years.
7. The documents mentioned above in the checklist should be attached in the same order as indicated above and page number of the same should be mentioned alongside.

UNDERTAKING
(TO BE PROVIDED ON A STAMP PAPER OF Rs.100/-)

**(TO BE SUBMITTED ONLY THROUGH ONLINE MODE IN APPROPRIATE
FORMAT)**

To

(Designation and Name of the concerned Institute)

Name of the bidder _____

Name of the tender _____ Due date: _____

Sir / Madam,

1. I/ We hereby agree to abide by all terms and conditions laid down in the tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/ We abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI Bonus, Gratuity, Leave, Relieving Charges, Uniform and Allowance thereof and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.
4. I/ We shall provide trained and experienced personnel for the Canteen Services in the Kedaram canteen.
5. I/ We do hereby undertake that the neat and clean environment of the Institute shall be ensured by our Agency, as well as any other point considered by our Agency. Our service shall be covered under "Fidelity Bond" through Insurance Agency for a minimum sum of Rs.2,00,000/- (Rupees Two Lakh only). The Insurance charges for Fidelity Bond shall be paid by me/us. The due to theft, if any, shall be recoverable from me/us through fidelity bond.

Signature

(Name and Address of the Bidder)

Telephone/Mobile No.

Note: The original shall be submitted to the Institute upon award of the Contract

DECLARATION

(TO BE SUBMITTED ONLY THROUGH ONLINE MODE IN APPROPRIATE FORMAT)

I/ We hereby submit the bid for providing Canteen Services in the Kedaram Canteen at IITPKD's Sahyadri and Nila Campuses. We undertake to agree to all terms and conditions of the NIT. It is certified that our firm fulfils the eligibility criteria of the NIT. The undersigned is authorized to submit the Bid against the NIT (Tender No: _____) on behalf of the firm/ company. Supporting documents of all the above information are also attached.

Signature

Name:

Address:

Phone No.: (Both landline and mobile numbers to be provided) Email Address:

Note: All the above details shall be evidenced by a valid/ certified document.

FORMAT OF BANK GUARANTEE FOR PERFORMANCE SECURITY**(To be stamped in accordance with Stamps Act of India)****(To be submitted by the Successful Bidder after the Work Order is issued)**

1. THIS DEED of Guarantee made this day of _____ between _____ (Name of the Bank) (hereinafter called the “Bank”) of the one part and _____ (Name of the Institute) (hereinafter called the “Institute”) of the other part.
2. WHEREAS _____ (Name of the Institute) has awarded the Contract for Canteen Services in Kedaram Canteen for Rs. __ (Rupees in figures and words) (hereinafter called the “Contract”) to M/s _____ (Name of the Contractor) (hereinafter called the “Contractor”).
3. AND WHEREAS THE Contractor is bound by the said Contract to submit to the Department a Performance Security for a total amount of Rs. _____ (Amount in figures and words).
4. NOW WE the Undersigned _____ (Name of the Bank) being fully authorized to sign and to incur obligations for and on behalf of and in the name of _____ (Full name of Bank), hereby declare that the said Bank will guarantee the Department the full amount of Rs. (Amount in figures and words) as stated above.
5. After the Contractor has signed the aforementioned Contract with the Institute, the Bank is engaged to pay the Institute, any amount up to and inclusive of the aforementioned full amount upon written order from the Institute to indemnify the Institute for any liability of damage resulting from any defects or shortcomings of the Contractor or the debts he may have incurred to any parties involved in the Works under the Contract mentioned above, whether these defects or shortcomings or debts are actual or estimated or expected. The Bank will deliver the money required by the Institute immediately on demand without delay without reference to the Contractor and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings or debts of the Contractor. The Bank shall pay to the Institute any money so demanded notwithstanding any dispute/disputes raised by the Contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator(s) relating thereto and the liability under this guarantee shall be absolute and unequivocal.
6. THIS GUARANTEE is valid for a period of _____ months from the date of signing. (The initial period for which this Guarantee will be valid must be for at least six months longer than the anticipated expiry date of the Contract period).
7. At any time during the period in which this Guarantee is still valid, if the Institute agrees to grant a time of extension to the Contractor or if the Contractor fails to complete the works within the time of completion as stated in the Contract, or fails to discharge himself/herself of the liability or damages or debts as stated under para-5 above, it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by the Institute and at the cost of the Contractor.
8. The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the Contractor.
9. The neglect or forbearance of the Institute in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the Institute for the payment hereof shall in no way relieve the Bank of their liability under this deed. 1
10. The expressions “the Institute”, “the Bank” and “the Contractor” hereinbefore used shall include their respective successors and assigns.

IN WITNESS whereof I/We of the bank have signed and sealed this guarantee on the _____ day of _____ (Month) _____ (year) being herewith duly authorized.

For and on behalf of the Bank.

Signature of authorized Bank official

Name _____ Designation _____

I.D. No. _____

Stamp/Seal of the Bank.

Signed, sealed and delivered for and on behalf of the Bank by the above named _____ in
the presence of:

Witness-1

Signature _____ Name Address _____

Witness-2

Signature _____ Name Address _____

BID SECURITY DECLARATION FORM
(TO BE SUBMITTED ONLY THROUGH ONLINE MODE IN APPROPRIATE FORMAT)

Date: _____

Tender No. _____

To (insert complete name and address of the agency)

I/ We, the undersigned, declare that:

I/ We understand that, according to the terms and conditions of the Tender Document, bids must be supported by a Bid Securing Declaration.

I/ We accept that 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 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 Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse 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)

Note:
This letter should be on the letterhead of the quoting firm and should be signed by a Competent Authority. Non-submission of this will lead to DISQUALIFICATION of bids.

PROCEDURE FOR SUBMISSION OF E-TENDER

The bidders are required to submit soft copies of their bid electronically on the e- Wizard Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submit their bids online on the e-Wizard Portal. For more information bidders may visit the e-Wizard Portal <https://mhrd.euniwizarde.com/>

REGISTRATION PROCESS ON ONLINE PORTAL

- a) Bidders to enrol on the e-Procurement module of the portal <https://mhrd.euniwizarde.com/> by clicking on the link “Bidder Enrolment”.
- b) The bidders choose a unique username and assign a password for their accounts. 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 e-Wizard Portal.
- c) Bidders to register upon enrolment of their valid Digital Signature Certificate (**Class III Certificates with signing and Encryption key**) issued by any Certifying Authority recognized by CCA India with their profile.
- d) 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 DSCs to others which may lead to misuse. Foreign bidders are advised to refer to “DSC details for Foreign Bidders” for Digital Signature requirements on the portal.
- e) 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.

TENDER DOCUMENTS SEARCH

- a) Various built-in options are available in the e-Wizard Portal like organization name, value, location, date, other keywords, etc. to search for a tender published on the Online Portal.
- b) 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 „Interested tenders“ folder.
- c) 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.

BID PREPARATION

- a) Bidders should take into account any corrigendum published on the tender document before submitting their bids.
- b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- c) Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the documents that needs to be submitted. Any deviations from these may lead to rejection of the bid.
- d) Bidders, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/ XLS/ PNG, etc. formats.

BID SUBMISSION

- a) Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e., on or before the bid submission time. Bidders will be responsible for any delay due to other issues.
- b) The bidder to digitally sign and upload the required bid documents one by one as

indicated in the tender document.

c) Bidder to select the payment option as ONLINE to pay the Performance Security wherever applicable and enter details of the instrument.

d) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable.

e) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, the opening of bids, etc. The bidders should follow this time during bid submission.

f) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.

g) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

h) Upon the successful and timely submission of bids, the portal will give a successful bid submission confirmation & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

i) The off-line tender shall not be accepted and no request in this regard will be entertained whatsoever.

ASSISTANCE TO BIDDERS

a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

b) Any queries relating to the process of online bid submission or queries relating to e-Wizard Portal, in general, may be directed to the 24x7 e-Wizard Helpdesk. The contact number for the helpdesk is **011-49606060, 23710092, 23710091, Gagan 8448288987/88, Vijay 9113518121/8448288989, Retnajith 9355030607, Rajesh 8448288990, Suriya 8448288994, Farhan 8448288992, Sanjeeth 8882495599**

1. The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bid(s).
2. **The bid should be submitted in system through the portal (<https://mhrd.euniwizarde.com/>.)**
3. **The bidders should download the BoQ and Quote price for given items. After quoting the same downloaded file should be uploaded.**