TENDER DOCUMENT FOR CATERING SERVICES
TO THE HOSTELS OF NIT NAGALAND

TENDER ENQUIRY

Notice Inviting Tender No. : 0221 / NIT-N / Hostel / 2017 / 09-02
Date: 22-09-2017

Tender Document Issue Date : 22-09-2017

Pre-Bid Meeting Date and Time : 09-10-2017, 11.00 a.m.

Last Date of Submission       : 13-10-2017, 2.00 p.m.

Technical Bid Opening Date and Time : 13-10-2017, 03.00 p.m.

Financial Bid Opening Date and Time : 13-10-2017, 03.30 p.m.

EMD Amount                   : Rs. 75,000/-

Tender Document Fee          : Rs. 5,000/-

Address for Submission of Tender : The Registrar
National Institute of Technology Nagaland
Chumukedima, Dimapur - 797 103
**BID INSTRUCTION:**

01. Quotations will have to be submitted in TWO Bids. The address of the firm submitting the quotation and the Officer to whom the quotation is addressed must appear distinctly on sealed covers. Further, on sealed cover, the following are to be written:

**QUOTATION FOR CATERING SERVICES TO THE HOSTELS AT NIT NAGALAND, DIMAPUR, TENDER NO. ....................................... DATE:**

02. Bid not transferable: The bid documents are not transferable and the seal and signature of the authorized official of the firm’s must appear on all the papers and envelopes submitted.

**INSTRUCTIONS TO BIDDERS**

The bidder shall be required to deposit the earnest money (EMD) for an amount of Rs. 75,000/- (Rupees Seventy Five Thousand only), which is refundable and a tender document fee for an amount of Rs. 5,000/- (Rupees Five Thousand only) which is non-refundable in the form of Demand Draft only. The Demand Draft shall be drawn in favour of “The Director, NIT Nagaland” payable at Chumukedima, Dimapur.

1. Any bid without the Demand Drafts of Earnest Money Deposit and tender document fee is liable to be rejected. The Institute is not responsible to pay any interest on such amount. Earnest money deposit shall be forfeited, if the tenderer withdraws the bid during the period of tender validity.

2. A copy of Income Tax Registration Certificate / PAN / GST / Service Tax Registration number, VAT clearance certificate has to be furnished.

3. The bidder is termed as Caterer / Contractor / Mess Service Provider interchangeably.

4. The Caterer shall engage requisite number of well trained cooks and service personnel to run the mess and serve meal to the student viz, Breakfast, Lunch, Snacks and Dinner.
5. The successful bidder needs to submit the list of his / her employees to the Institute.

6. If provision of labourers attracts labour act, then the firm shall have to obtain license from the competent authority as and when required, and it will also be the sole responsibility of the firm to meet all the laws of labour act in force.

7. The Caterer shall be solely responsible to provide safe and hygienic food to the students at all times. Hygiene, overall cleanliness of surrounding, kitchen and the food, raw materials, ingredients etc. should be of good quality. Clean, fresh, nutritious, hygienic and edible food has to be served. Any type of cooked shall not be stored / preserved / re-served. Not following warden’s suggestions / instructions in above matters shall invite penalty for the same (up to 10% of monthly bill as described by the hostel committee). Any preparation not found to be wholesome or hygienic is liable to be rejected without any compensation. Further punitive action, as deemed fit shall be taken against the caterer, including cancellation of contract. Mess Contractor or his representatives / manager are required to remain present in the mess when the food is served in the mess.

8. Authorized representatives of the Institute will carry-out periodic inspection and surprise checks to ensure quality of food, services, hygiene, and cleanliness.

9. Only purified water (Aquaguard / RO or any other similar purifier) shall be served in the mess.

10. The contractor shall be solely responsible either for any injury, damage, accident to the workman employed by the agency or for any loss or damage to the equipment / property in the areas of work as a result of negligence /carelessness of its workers.

11. All the required quantity of materials and laborers for catering services to hostels of NIT Nagaland and related miscellaneous works will be at the cost of
the contractor. He shall furnish the staff position, equipments, tools and plants for this work as proposed to be deployed by him.

12. It is emphasized that the contract is purely a Maintenance Contract intended for carrying out all the works entrusted in the schedule and at no stage this should be interpreted as a LABOUR CONTRACT.

13. On all matters pertaining to this work order, the decision of the Director of the Institute shall be final and binding.

ESSENTIAL ELIGIBILITY CONDITIONS

1. The firm has to attach an undertaking that no Government / Institution have blacklisted the firm for any reason.

2. Tenderer should be a registered and licensed contractor/firm/caterer for the said job. Appropriate documents/Certificates issued from appropriate authorities should be enclosed to support this. Documentary evidence like Incorporation / Registration Certificate, Service Registration / Trade License should be submitted.

3. Tenderer must have latest / valid food license from Food Safety and Standards Authority of India (FSSAI) only.

4. Tenderer should be in the Catering Business for the last 10 years in India.

5. The bidder must have a minimum of five years experience in providing similar type of services in centrally funded institutions/Govt. Educational or R&D Institute in the North Eastern State of India.

6. Tenderer must have carried out two successful similar service in centrally funded institutions/Govt. Educational or R&D Institute of minimum of Rs.10.00 Lakh each (in North Eastern State of India). The bidder has to mention clearly the name of such organization(s) with contact details and need to furnish necessary proof thereof.

7. Tenderer average annual turnover during the last five years, ending 31 March, 2017 should be at least Rs. 50.00 Lakhs. The tenderer should produce Audited statement of accounts and profit & loss account for the last 5 years.
8. The tenderer should have valid TIN, PAN and GST Registration.

9. The tenderer should provide documents showing details of ESI and EPF payment in respect of existing employees for preceding one year.

10. The tenderer must give an undertaking in non-judicial paper that in case of food poison causing health/death etc. to students and any fire in the kitchen will be sole responsibilities of the vendor only.

Note: All the supporting documents should be attached with the Technical Bid, without which the tender will be completed rejected. The bidder needs to bring the above original documents at the time of technical opening for the verification.

SCOPe OF WORK

The contractor / mess service provider of the hostel(s) shall have to procure the raw materials viz. rice, pulses, flour, cooking medium, vegetables, etc. of good quality and quantity as per the requirement and shall arrange for proper storage within the space provided. The employees of the mess service provider viz. cooks and the helpers of required number should prepare the items with proper washing, cutting, and cleaning before the edible preparation. The cooked food, which will be ready to be served shall be kept with proper cover, keeping it hot using specified storing articles provided for the purpose. It should not be made ready so early that it requires reheating and should never be served cold. Once the cooked items are ready, these shall be shifted to servicing utensils that are maintained clean and covered under a hygienic condition for serving the hot food items.

The pre-fixed menu for each meal will be communicated by mess committee of hostel for the coming month and will be followed throughout the month. Accordingly, the mess service provider shall prepare and serve the meals in the allotted hostel.

It is also the duty of the mess service provider / contractor and his / her employees to keep the dining area totally clean by mopping the area with proper cleaning agent after
each meal. The dining tables and benches will also be mopped and kept clean to avoid collection of dirt, dust, and flies etc.

The wash basins, water coolers, servicing utensils and mess / kitchen equipment will also have to be kept clean and dust free. The institute will provide the kitchen room and furniture apart from necessary electrical equipments for hostel mess and kitchen, such as water coolers / water purifiers / geysers etc.

The cooking and preparation areas including trays will have to be washed after the completion of the activities every day. The mess service provider shall ensure that there is no water logging within the premises where the dining, washing, cooking preparation areas are located in order to stop breeding of insects, mosquito etc.

This contract can be terminated by the contractor by giving two months clear notice period. However, the authority reserves the right to terminate the contract under the following circumstances:

a. By giving one month notice by the Institute, without assigning any reason, if in the opinion of the authorities such termination is in the interest of the Institute.
b. If it appears to the authority at any point of time that the contractor not performing the duties properly as per the agreed terms and conditions of the contract, the notice period shall be one week for correction, failing which the contract can be terminated.
c. The Institute reserves the right to amend the rules of operation whenever and wherever considered necessary and appropriate. The same shall be intimated to the service provider in due course.

**JOB SPECIFICATION**

1. To provide breakfast, lunch, evening snacks and dinner. The number of boarders in the mess will be approximately 370, which may vary between 10% to 20%.
2. To make necessary arrangement of all cooking utensils, crockery, gas cylinder, stoves including utensils for serving food to the students- Plates, Katories, stainless steel tumbler glasses, tea spoon, table spoons and forks.

3. The food has to be prepared in clean, hygienic and safe conditions as per the menu.

4. The garbage collected from the kitchen, dining hall, dish wash area will be disposed of every morning and evening through garbage van in closed bins by separation of biodegradable waste. The surroundings shall be kept clean and hygienic.

5. The kitchen, dining hall, hand wash area, dish wash area etc. will be washed with water and soap solution and mopped, after every meal (breakfast, lunch, evening snacks and dinner) and disinfect once in a month or as and when required.

6. High quality of hygiene, sanitation and safety will be maintained at kitchen and dining halls. All the surrounding area of the mess premises should be cleaned and washed daily.

7. The mess will be opened at 5.00 am by collecting key from the security office and will be closed by 11.30 PM and key should be deposited at security office on all seven days of the week. Any changes in the timings will be as approved by the concerned authorities.

8. Food will be served through counters on self-service basis. Water should be served on the dining tables.

9. After every meal (breakfast, lunch, evening snacks and dinner) all the plates, cups, katories, water glass, spoons, forks, knives etc., are to be cleaned in soap solution and hot water and dried and kept ready for the next meal. All the vessels used for cooking also should be washed in soap solution and hot water and properly cleaned vessels should be available for use for cooking the next meal. The cleaning material used should be of approved quality.
10. After every round of meal, table including floors should be cleaned/wiped before serving next batch of students.

11. Food should also be served to the hostel rooms for sick students as and when required with prior permission of Hostel authorities.

12. Water coolers and purifiers should be cleaned after every 15 days and should be maintained as per the instructions of the authority.

13. Proper cleaning of all vessels, utensils, dining area, kitchen, water coolers etc. should be of high quality. Any shortcoming in this will be penalized strictly.

14. Tea spoons, table spoons, forks, knives, stainless steel tumbler glasses, katories, should be counted once in a month and the contractor will be responsible for the loss of any items and make up the loss if it is found shortage.

**TERMS AND CONDITIONS**

1. The Tenderer shall deposit EMD of Rs. 75,000/- (Rupees Seventy Eight Only) (refundable) along with Processing fee of Rs. 5,000/- (Rupees Five Thousand Only) which is non-refundable.

2. Only successful vendor’s EMD will be retained as a part of security deposit and is refundable after termination of the contract without any interest, after deducting dues if any, to the institute.

3. The tender document is non-transferable.

4. Tender should be submitted in two parts, namely, Part A and Part B, along with the requisite annexures.

5. If the contractor fails to carry out the jobs as per the terms and conditions agreed upon, he is liable for forfeiture of EMD/Security Deposit in additions to penalty.

6. The contractor shall be solely responsible either for any injury, damage, accident to any worker by the agency or for any loss or damage to the equipment/property in the areas of work.
7. The workers employed by the contractor shall wear uniform and name badge, which is provided by the contractor and the agency, shall be responsible for the discipline of his workers. The workers are not employees of the Institute and shall not have any claim whatsoever on the Institute and shall not act detrimental to the interest of the Institute. The workers shall have to follow the security regulations as directed by Security and Fire Fighting unit of the Institute. Workers shall not form union or carry out trade union activities in the campus.

8. The institute reserves the right to terminate the contract on 1 month notice, if the performance is not satisfactory, without assigning a reason, if in the opinion of the authorities such termination is in the interest of the institute. This termination will not be challenged by the contractor.

9. If, at any time it is found that the tender was awarded based on any false/misleading information furnished by the tenderer, the institute reserves the right to terminate the contract immediately.

10. The contractor will have no right to ask for any accommodation or space, in the campus, for mess-workers, etc.

11. Sub-letting/sub-contracting the work is not permissible under any circumstances.

12. Mess Contractor or his representative manager is required to remain present in the mess when the food is served in the mess.

13. Smoking/drinking liquor/chewing tobacco etc. is strictly prohibited in the Institute premises.

14. Employment of child labour (below the age of 18) is totally prohibited. It is the responsibility of the Contractor to comply with all formalities of labour office including obtaining necessary labour license.

15. Items like Aji-no-moto, Baking soda, coloring items etc. are banned and they should not be used. If they are found in the kitchen premises penalty will be imposed.
16. Vehicles for transportation of food from main mess to Dzukou hostel and Zanibu hostel will be provided by the Institute.

17. Electricity required for running the mess will be provided by the institute.

18. Regular water will be provided by the institute (only for cleaning not for drinking and cooking purpose).

DOCUMENTS TO BE SUBMITTED AT THE TIME OF SUBMISSION OF BIDS

1. Tender Processing fee in the form of Demand Draft of Rs. 5,000/- (Rupees Five Thousand Only) in favour of Director, NIT Nagaland payable at SBI, Chumukedima Branch. Documents should be downloaded from the website www.nitnagaland.ac.in.

2. Details of Profile of the Firm with Contact address, phone no. etc.

3. Demand Draft of Rs. 75,000/- (Rupees Seventy Five Only) towards Earnest Money Deposit in favour of Director, NIT Nagaland payable at SBI, Chumukedima Branch.

4. Details of the firm (Annexure-I)

5. Details of ongoing contracts/completed contracts during the last Five years. (Annexure-II). All relevant documents should be enclosed.

6. Copy of preceding/last Five years audited balance sheets/bank statement and profit and loss account certified by CA (Annexure-III).

7. Proposed Staff list and qualification of Senior Managing Staff (Annexure-IV).

8. Financial Bid (Annexure-V)

9. Details of rates quoted for menu (Annexure-VI)

10. Satisfactory Completion/Performance certificates from all contracts completed during the last Five years.

11. Copy of Registration/Incorporation of the Agency.

12. Copy of Income Tax Registration certificate/ PAN/ GST etc.

13. All proposal documents must be signed by the authorized person of the firm (with seal).
14. Financial bid should be kept in separate sealed cover.
15. Others as desired in the essential qualification.

**NB:** The Institute reserves the right to suspend the tender process or part of the process, to accept or reject any of the tenders or to modify the process or any part thereof at any time without assigning any reasons thereof without any obligation or liability whatsoever.

**SAFETY MEASURES**

1. The mess service provider shall ensure that all safety precautions are properly taken during the process of cooking by his employees. Special emphasis will be laid on fire safety norms and proper operation of electrical gadgets/instrument, and fire-fighting equipment etc. placed at the disposal of the hostel mess.

2. The mess service provider especially the cooks and kitchen staff should be alert always in order to avoid the presence of unwanted items such as glass pieces, nails, metal wires, hair, cockroaches etc., in the food. Also, the use of stale/spoilt ingredients such as rotten vegetables, infected grains etc., should be avoided.

3. The kitchen, dining hall, hand wash area, dish wash area etc., should be washed with water and soap solution and moped, after every meal (breakfast, lunch, snacks and dinner) and will be disinfected once in a month or as and when required.

4. The garbage collected 'from the kitchen, dining halls, dish wash area will be disposed off every morning in closed bins by separation of bio-degradable waste from non-biodegradable waste. The surroundings shall be kept clean and hygienic.

5. Only ISI equipment, Agmark Cooking ingredients, Milk of good standard, Refined Oil, Ghee, Branded bread, butter, Jam, and sauce should be used in the mess.
SPECIAL MEALS TO AILING BOARDER

Special meal (such as boiled food) should be provided to the ailing boarder in the hostel room.

ARBITRATION

All disputes or differences whatsoever between the mess service provider and the Institute related to the contract will be settled by arbitration as per the provisions of the Indian Arbitration and Conciliation Act, 1996 and shall be binding for all purpose.

LEGAL DISPUTE

Any dispute, which may necessitate legal redressal will be restricted to the jurisdiction of the civil courts at Dimapur (Nagaland) only.

REJECTION CLAUSE

The firm / agency that does not fulfill any of the above conditions or submit incomplete documents in any respect is liable to be rejected summarily.

OTHER CONDITIONS

1. Adequate number of manpower should be supplied so that the work is done in specified time. Sufficient number of workers should be available to carry out the catering services (including cooking, serving, cleaning and day to day maintenance) at the Students' Mess.

2. All records shall be maintained by the Contractor as a part of record of day-to-day work done, they shall be daily authenticated by the Mess Supervisor designated for the work. They shall become the basic documents for preparation of bills on monthly basis.

3. The works as specified in job specifications have to be carried out as per the schedule and also within the stipulated time given.
4. The contractor has to appoint (with the consent of the Executive Warden of the Institute) sufficient number of cooks, kitchen staff, bearers, washers, general cleaners, store helper and supervisor taking into the consideration of the current strength of students at the hostels, which is 350 and it may vary from 5 percent to 10 percent.

5. The appointed cooks should be specialized in both vegetarian and non-vegetarian dishes.

6. The contractor has to submit the list of workers profile to the Executive Warden for approval and should be employed only on the approval by the Executive Warden.

7. The Contractor shall fulfil all statutory requirements pertaining to minimum wages being made to the workers of the agency.

8. The contractor should specify the cleaning items to be used such as Phenyl, Disinfectant, Brooms, Swabbing cloth, Soap Oil, Washing Brush, Mob Stick etc., with their brand, quantity and cost incurred for every month to the Executive Warden.

9. The contractor should utilize such quality and quantity of material as required for maintaining high standard of cleanliness within the stipulated time.

10. The workers employed by the contractor:
    - shall not act in any way detrimental to the interest of the Institute.
    - are not employees of the Institute and shall not have any claim whatsoever on the Institute.
    - have to follow the security instructions as directed by the Executive Warden of the Institute.
    - shall not participate in any strike or protest in any form.
    - have to do their duty maintaining hygienic, cleaning and safety.

11. The contractor shall be responsible for the discipline of his workers.
12. The contractor should keep and maintain the books of accounts regarding attendance, acquaintance, wages paid etc., properly and should produce for inspection to the Institute, whenever asked for.

**TERMINATION OF CONTRACT IN THE INITIAL PHASE**

The Institute reserves the right to cancel the award of the contract in case the food items/meals are not found satisfactory for first 15 days from the date of the commencement of the contract.

**PENALTY CLAUSE**

1. The performance will be evaluated monthly by taking the feedback from the students on the quality and quantity of the food served, cleanliness, hygiene, waste disposal, catering service, punctuality and caterer response. The final decision on the feedback evaluation will be made by the Mess committee.
2. Failure to supply food in terms of quality, quantity and as per the menu indicated in Annexure-VI will attract penalty. For not adhering to contractual conditions, the Mess Committee shall be free to impose monetary fine as deemed fit on the contractor. Fines imposed shall be adjusted against payment due to the contractor.
   a. Vegetables used should be fresh and of good quality. If vegetables kept for use is found to be rotten or of poor quality, 5% - 10% amount of that day will be deducted based on the low grade quality.
   b. Items like Aji-no-moto, Baking soda, coloring items etc. are banned and they should not be used. If they are found in the kitchen premises penalty of Rs. 10,000/- for each occasion will be imposed and all such materials will be seized by the Institute.
   c. Kitchen should be kept clean. If it is not kept clean, a fine of Rs. 5,000/- for each occasion will be imposed.
   d. For damages caused by the contractor to the kitchen equipments, vessels and other items supplied by the licenser, twice the cost of the equipment will be
recovered.
e. Any complaint of insects cooked along with food found in any food item would invite a fine of 5% - 10% of that day on the contractor. The contractor should prepare an alternate item immediately when such an incident is reported, pending further enquiry.
f. Any complaint of soft objects like rope, soft plastic, cloth etc. in food will attract a fine of Rs 2,000/- per complaint.
g. Any complaint of stones / pebbles of diameter more than 2 mm will attract a penalty on the contractor which can range between 10% amount of that day will be deducted depending on the size of the stone/ pebble per complaint.
h. 5 or more complaints of unclean utensils in a day would lead to a fine of 10 % amount of that day.
i. If mess committee agrees that certain item of a meal was not cooked properly then a fine of Rs. 10,000/- would be imposed on the contractor.
j. Changes in approved menu (as per Annexure-VI) of any meal without permission of warden / mess committee would result in a fine of Rs. 10,000/- on the contractor.
k. Fine on any discrepancy (personal hygiene of workers, misbehavior by workers etc.) will lead to fine of Rs. 5,000/- on contractor for every instance.
l. It is the responsibility of the contractor to see that the drainage lines are properly cleaned to see that the premises are hygienic. If it is found that due to negligence any drain is choked or foul stinking smell is detected, a heavy penalty of Rs. 30,000/- will be levied at each instance of such occurrences.
m. Using of brands not mentioned in the contract without prior permission and adulteration shall invoke a hefty fine beyond the limit of any fine mentioned above and is decided by the Mess Committee with consent with the wardens. Severity of hygiene failure shall be assessed and decided by the Mess Committee and fined appropriately. In case of gross failure / negligence a severe penalty will be imposed, which could be a hefty fine as cash and/or summary termination of the Contract.
The Dean (Students Welfare)/authority nominated by the Director, NITN in his capacity, Warden and Executive warden shall be the Competent Authority with regard to imposition of Penalty. The contractor may appeal to the Mess Committee for reduction/waiver of penalty. The decision of the Mess Committee shall be final.
SUBMISSION OF TENDER

Proposals containing all necessary documents are to be sent in a sealed envelope to “The Registrar, NIT Nagaland, Chumukedima - 797103” superscribing “Tender for Catering Services to the hostels of NIT Nagaland”. A tender processing fee of Rs. 5,000/- (Rupees Five Thousand Only) non-refundable in the form of DD in favour of “The Director, NIT Nagaland” payable at SBI, Chumukedima Branch, should also be enclosed against cost of the proposal document. The proposal document can only be downloaded from www.nitnagaland.ac.in. The last date of receipt of complete proposal is 13.10.2017. All proposals must be accompanied with an Earnest Money Deposit (EMD) of Rs. 75,000/- (Rupees Seventy Five Thousand Only) in the form of DD in favour of “The Director, NIT Nagaland” payable at SBI, Chumukedima Branch.
ANNEXURE-I

Technical Bid

Note- Put in Part – A

ON LETTER HEAD OF THE FIRM

1. NAME OF THE FIRM / AGENCY:…………………………………………………………
2. ADDRESS:…………………………………………………………………………………………
3. MOBILE/PHONE NO. OF THE FIRM: ………………………………………………………
4. REGISTRATION NO. & DATE: ………………………………………………………………
5. PAN/VAT/GST REGD. NO: ……………………………………………………………
6. EPF/ESI REGD. NO.(If any): ……………………………………………………………
7. VALID LABOUR LICENCE (If applicable): ………………………………………………
8. NAME OF THE MANAGING PERSON: ………………………………………
   MOBILE NO.: …………………………………………………………………………………
9. EMD DETAIL: BANK DRAFT NO:……………………..DATE…………FOR Rs.75,000/-
10. TENDER FEE: BANK DRAFT NO:……………………..DATE…………FOR Rs.5,000/-

DATE:
PLACE:

AUTHORIZED SIGNATORY

NB:(Please enclose the following documents)

1. ITR/Income Tax/ Sales Tax Clearance Certificate
2. GST registration and PAN No.
3. Order Copy of other organizations.
ANNEXURE – II

Technical Bid

Note: Put in Part – A

ON THE LETTERHEAD OF THE FIRM

a. Details of Ongoing Contracts:

<table>
<thead>
<tr>
<th>SL. NO.</th>
<th>Name of the Organization with address, email and contact no.</th>
<th>Period of Contract (From-To)</th>
<th>Nature of work undertaken</th>
<th>Value of Contract (Rs.)</th>
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<tbody>
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<td>1.</td>
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b. Details of Previous Contracts:

<table>
<thead>
<tr>
<th>SL. NO.</th>
<th>Name of the Organization with address, email and contact no.</th>
<th>Period of Contract (From-To)</th>
<th>Nature of work undertaken</th>
<th>Value of Contract (Rs.)</th>
</tr>
</thead>
<tbody>
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<td>1.</td>
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Signature of the Bidder
ANNEXURE – III

Technical Bid

Note: Put in Part – A

ON THE LETTER HEAD OF THE FIRM

<table>
<thead>
<tr>
<th>SL. NO.</th>
<th>Financial Year / Accounting Year</th>
<th>Profit (Rs.)</th>
<th>Loss (Rs.)</th>
<th>Annual Turnover (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>2012-13</td>
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<td>2.</td>
<td>2013-14</td>
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<td>3.</td>
<td>2014-15</td>
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<td>4.</td>
<td>2015-16</td>
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<td>4.</td>
<td>2016-17</td>
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</tbody>
</table>

Signature of the Bidder
**ANNEXURE – IV**

**Technical Bid**

*Note: Put in Part – A*

**ON THE LETTER HEAD OF THE FIRM**

<table>
<thead>
<tr>
<th>SL. NO.</th>
<th>Name of Mess</th>
<th>Proposed Manpower for the Hostel</th>
<th>Qualification of the person to be employed</th>
<th>Proposed nature of duty</th>
</tr>
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<tbody>
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<td>1.</td>
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Signature of the Bidder
ANNEXURE – V

Financial Bid

Note: Put in Part – B

Part - B

Financial Bid for Catering services to the hostels of NIT Nagaland, Chumukedima.

Rates to be quoted per student per month per meal (breakfast/lunch/evening snacks/dinner) as per attached.

<table>
<thead>
<tr>
<th>Breakfast (Rates per student per month)</th>
<th>Lunch (Rates per student per month)</th>
<th>Evening Snacks (Rates per student per month)</th>
<th>Dinner (Rates per student per month)</th>
<th>Net Total*</th>
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**NOTE**: ‘Month’ means 30 days for any calculation purpose, irrespective of actual number of days in a particular month.

* No conditions to be attached. Prices to remain valid for 6 months beyond the date of the tender opening.

Note: Rate quoted should not be more than Rs. 110/- per day per student. The L1 shall be considered on the Net Total (*) only.

Signature of the Bidder
ANNEXURE –VI

Tentative menu & Mess timings

**Breakfast:** 7.30 a.m. to 9 a.m.
**Lunch:** 12.30 p.m. to 2 p.m.
**Evening Snacks:** 5.30 p.m. to 6.30 p.m. (Summer)
5 p.m. to 6 p.m. (Winter)
**Dinner:** 8 p.m. to 10 p.m.

<table>
<thead>
<tr>
<th>Days</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Evening Snacks</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>(Puri+Chana Aloo) + Tea</td>
<td>Rice+Dal+ Pakoda Sabji+Papad</td>
<td>Samosa+ Tea</td>
<td>Rice+Roti+Dal+ Fish curry/Matar Paneer</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Chole-Bhature+Tea</td>
<td>Rice+Dal+ French Fry + Rajma</td>
<td>Biscuit/Sandwich+ Tea</td>
<td>Rice+Roti+Dal+Egg Curry/Veg manchurian</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Banana/Egg+Bread+ Jam+Tea</td>
<td>Rice+Dal+ Nutrela + Chutney (Seasonal)</td>
<td>Biscuit/Samosa+ Tea</td>
<td>Rice+Roti+ Dal+ Chicken/Paneer tikka masala</td>
</tr>
<tr>
<td>Thursday</td>
<td>Chowmein+Tea</td>
<td>Rice+Dal+ Mixed Veg (Seasonal)+ Aloo Chokha</td>
<td>Biscuit/Samosa+ Tea</td>
<td>Rice+ Veg Pulao+Roti+Dal+ Sweets/Kheer+ Mixed Veg (Seasonal)</td>
</tr>
<tr>
<td>Friday</td>
<td>Puri+ChanaAloo+Tea</td>
<td>Rice+Dal+ French Fry + Rajma</td>
<td>Kachouri/Samosa+ Tea</td>
<td>Rice+Roti+Dal+ Fish (Fry/curry)/Veg Manchurian</td>
</tr>
<tr>
<td>Saturday</td>
<td>Pav Bhaji+ Tea</td>
<td>Rice+Dal+ Mixed Sabji (Seasonal)+ Papad</td>
<td>Namkeen+ Tea</td>
<td>Rice+Roti+Dal+ Egg curry /Matar Paneer</td>
</tr>
<tr>
<td>Sunday</td>
<td>Aloo Paratha+ Sauce/pickle+ Tea</td>
<td>Rice+Dal+ Mixed veg(Seasonal)+ Dry Pakoda</td>
<td>Biscuit/Kachouri + tea</td>
<td>Rice+Roti+Dal+ Chicken Manchurian/Paneer Butter Masala</td>
</tr>
</tbody>
</table>

Note:
1. Diet for sick students (on request): Khichdi, boiled vegetables, 200 ml milk
2. Chicken and fish should be of 100g per student.
3. Eggs should be of 2 pieces per student.
4. Pickle should be provided every day.

**Menu may be changed from time to time (not very frequent) to replace items with suitable alternatives (seasonal); which are within the similar price band of 10% on recommendation of the Competent Authority. Other items may be shuffled but will not be changed.
DECLARATION BY THE CONTRACTOR

I/We have carefully read the terms and conditions of contract as contained in Tender Notice No
........................................................................................................................................... dated: .................. and agree to
abide by these terms. If, I/We fail to fulfill any of the terms and conditions of the contract, then
Director has the right to cancel the contract without any further correspondence and NIT
Nagaland has no financial liability. I/We promise to pay the compensation or fine in case of such
fault.

Place: .........................  (Signature of Bidder)

Date: .........................  Name & Designation