INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

HOSTEL COORDINATING UNIT

TENDER DOCUMENT

HOSTEL MESS
(Hostel No.2, 4, 5, 10, 15, 16, 17, 18 and 19)

HOSTEL AFFAIRS COUNCIL
IIT BOMBAY

Tender No- HCU/Mess Tender/Hostels/2026

Indian Institute of Technology Bombay invites offline bids in two bid system from reputed, experienced, and financially sound parties.

Tender information summary

1	Date of tender publishing on website	**21.10.2026**
2	Bid submission start date and time	**21.10.2026 (05.00 PM)**
3	Pre-Bid meeting and site visit at IIT Bombay	**28.10.2026 (3.00 PM)**
4	Last date and time for submission of bid	**10.11.2026 (1.00 PM)**
5	Opening of Technical Bid	**10.11.2026 (3.00 PM)**
6	Presentation by the bidders (**top twenty-one bidders**)	Will be notified later
7	Site visits by the committee	Will be notified later
8	Estimated Tender Value	**Rs. 6 Crore (Approx.)**
9	EMD	**Rs. 25 Lakh**
10	Schedule for Opening of Commercial Bid	Will be notified later
11	**Tentative date of starting Mess services**	**01.01.2027**

The tender document may be downloaded by interested bidders from the CPPP Portal and the Institute's website. However, bids shall be submitted offline in the **Tender Box kept at Hostel Coordinating Unit, 1st Floor, New SAC Building, beside SBI Powai Branch, IIT Bombay, Powai, Mumbai 400076 during working hours, i.e. 09:15 am to 05:45 pm,** within the prescribed date and time. Bids received after the stipulated closing date and time shall not be considered

The right to suspend the tender process or part of the process, to accept or reject any or all the tenders at any stage of the process and/or to modify the process or any part thereof at any time without assigning any reason thereto, vests with IIT Bombay without any obligation or liability whatsoever.

1. This tender document is for the process of selecting a catering contractor for providing meals in Hostels 2, 4, 5, 10, 15, 16, 17, 18 and 19 on the campus at the rate finalised in the selection process. The terms and conditions on which the contract is to be awarded are given in the following pages and are divided under the following headings:

(a) Terms and conditions along with the responsibilities of the caterer.
(b) Rules pertaining to the daily functioning of the mess.
(c) Fire and Safety Requirements
(d) Penalties for violation of mess rules.
(e) Technical and Commercial Bids evaluation process.
(f) Annexures ('A' to 'H')

2. There are a total of nine hostel messes open for the tendering process in the given tender (Hostels No: 2,4,5,10,15,16,17,18 & 19). The Institute has the right to increase or decrease the number of messes for tendering at any stage of bidding. The Institute has prepared seven buckets of small and large hostel messes. Hostels with a student capacity of fewer than 250 (Hostels 2 and 5) are classified as small messes, while those with a capacity exceeding 1,000 students are classified as large messes (Hostels 4,10,15,16,17,18 & 19). The student capacity of each hostel is provided in Annexure C.

The details of the buckets are as follows: -

(i) Bucket 1: H4 & H-2
(The caterer has to cook and provide meals at Hostel 4 and Hostel 2 separately)
(ii) Bucket 2: H18 & H-5
(The caterer has to cook and provide meals at Hostel 18 and Hostel 5 separately)
(iii) Bucket 3: H10
(iv) Bucket 4: H15
(v) Bucket 5: H16
(vi) Bucket 6: H17
(vii) Bucket 7: H19

3. Interested caterers (hereafter referred to as 'bidders') are encouraged to participate in a pre-bid meeting and inspection of the Hostel mess premises on 28/10/2026 **at 3.00 pm.** Please be present at the **Conference Room, Office of the Associate Dean (Student Affairs)** for this purpose. For any communication, please send an email to hostelcoordinatingunitiitb@gmail.com and hcu.office@iitb.ac.in

The agenda of the pre-bid meeting is as follows:

(i) To get acquainted with the bidders about the ground realities of the Mess operation and salient points of the terms and conditions, and the procedure for the selection of a bidder.
(ii) All bidders are requested to go through the tender. Points/queries on which clarifications are required in the Pre-Bid meeting will be intimated/communicated by e-mail to hostelcoordinatingunitiitb@gmail.com and hcu.office@iitb.ac.in by

26/10/2026 (05:45 pm).

(iii) The bidders will be asked to visit the mess and look at the kitchen and mess facilities of the hostel advertised for mess tendering.

2. The deadline for submission of technical and commercial bids, containing documents stated in the latter part of this tender document, along with an **EMD of Rs 25 lakhs.** The demand draft should be made in favour of the Registrar**, IIT Bombay,** payable at Mumbai. All the prospective bidders are requested to register themselves on the IIT Bombay Vendor Registration Portal, i.e. https://portal.iitb.ac.in/vrp/index.jsp . The Earnest Money Deposit (EMD) shall be refunded to unsuccessful bidders within 30 days from the date of declaration of the result of the technical bid evaluation. In the case of bidders who qualify for and participate in the financial bid evaluation but are not awarded the contract, the EMD shall be refunded on or before the 30th day from the date of award of the contract.

3. Technical and commercial bids must be submitted in **separate sealed envelopes**. Technical Bid and commercial bid must be submitted in **separate sealed envelopes, i.e. Technical Bid in Envelope-1 and Financial Bid in Envelope-2. Both envelopes (Envelope-1 and Envelope-2) should be placed inside a single, larger outer envelope. The outer envelope should clearly bear the following information:**

Tender Name: Tender Document for Hostel Mess

Reference Number: **Tender No- HCU/Mess Tender/Hostels/2026**

Due date and time for submission: **10.11.2026 (1.00 PM)**

Name and address of the bidder:

Addressing Authority : Associate Dean (SA)

Failure to pack, seal, or mark the envelopes strictly in accordance with these instructions will result in the bid being declared **non-responsive** and rejected immediately. The Buyer will assume no responsibility for the misplacement or premature opening of bids that are not properly sealed and marked

The technical bids will be opened on **10.11.2026 at 3.00 pm** in the Office of the Associate Dean (Student Affairs). The bidders shortlisted for presentation or site visit/opening of the financial bid will be communicated, based on the recommendations of the committee constituted by the competent authority.

Terms and Conditions, along with the responsibilities of the Caterers

The Mess in the hostel consists of a kitchen and a dining hall. The important terms and conditions are listed below:

1. **Legal terms are as follows: -**

i) The Contract Agreement would be for a period of **twelve months** and subsequently may be renewed for an additional period of one year or part thereof, subject to satisfactory performance provided by the Mess Council and Hygiene Committee. The satisfactory performance includes positive feedback from the Mess Council and Hygiene Committee, compliance with tender conditions, payment of License Fees and Water Charges, timely payment of government dues (viz GST etc.), vendors, employees' salaries and other benefits. **The maximum period of the contract will be for 03 years**.

ii) After 45 days of operation, the services of the caterers will be evaluated based on the guidelines and rules detailed in this document and the service agreement executed with the caterer. If the caterer fails to meet the expectations and promises made, without a satisfactory reason, or the Mess Council gives negative feedback, then their service agreement will be terminated after approval of the Associate Dean (SA).

(iii) On award of the contract, the bidder shall be required to provide a Performance Bank Guarantee (PBG) of Rs. 40 Lakh for buckets 1 and 2 and Rs. 30 Lakh for the rest of the buckets for the due performance of the caterers within 15 days of the receipt of the award letter. Failing which, it will be presumed that the bidder is not interested in providing the services, and the offer shall be treated as withdrawn without any further communication. In such a case, the amount deposited (EMD) shall be forfeited, and such bidder/s shall be debarred from participating in the Mess Tender for 2 years from the date of such debarment.

iv) The PBG should be from a scheduled nationalized bank and **shall be effective for a period of 14 months from the date of start of services**. In the event of agreement renewal, the bank guarantee should be renewed for a period of 14 months from the date of renewal.

v) The catering contractor has to pay a license fee of **Rs 10,000/- per month** for big hostel and Rs 5,000/- for small hostel for the first year and at such rate as may be fixed by the Institute for the subsequent years from time to time. The student capacity of the Hostels is given in Annexure-'C'.

vi) The catering contractor will **pay Rs. 1,000/- per month for each hostel towards water charges**. Wastage of water must be avoided.

vii) Electricity shall be provided free of cost. Unnecessary electricity wastage, if

found, would attract a fine.

(vii) The caterer shall follow the food waste management guidelines of the institute.

(viii). The contractor shall possess all necessary statutory documents for running a mess and shall provide the same to the HCU / any authority on request from the HCU.

(ix). In the event of award of the contract, the contractor should register themselves with the Regional Labour Commissioner (Central), Mumbai, as a contractor under the Contract Labour Regulation Act, obtain a Labour License and complete all required formalities

(x). The Caterer is being provided space and other facilities to run a mess on the campus, in a specific hostel. Therefore, **the relationship between the Caterer and the Institute/Hostel is <u>not that of a Principal Employer and Contractor</u>.**

(xi). The per-day per-student rate shall be revised by a maximum of 5% or based on the percentage increase in the Consumer Price Index, or any amount mutually agreed by caterers and Mess Council and approved by Warden, whichever is lower, from the date of renewal of the tenure of the Contract (i.e, after completing the period of twelve months).

(xii). The Caterer should obtain, within one month of award of work, the necessary license from FSSAI (Central / State) and BMC to run a food outlet at the address, in respect of the Labour Law and regulations.

2. **Labour Laws and regulations.**

i) The caterer should adhere to all the labour laws of the land, which include the provisions of the Provident Fund Act, the Minimum Wages Act, stipulated work hours, bonus payments, issue of salary slips, experience letters, ID cards, Gate Pass, and other such acts that are applicable. Penalty may be enforced on the caterer for not following the guidelines, and a complaint may be registered against the Caterer.

ii) The caterer should ensure that the payment is made to the labourers as per the Minimum Wages Act, to the satisfaction of IITB. The payment is to be made into the bank accounts of the employees by the 7th of every month, and the statement of the accounts, along with any necessary documents, is to be submitted to the hostel managers by the 20th of every month. EPF and ESI facilities must be provided to the workers, and proof of doing so must be submitted to the hostel on a monthly basis.

(iii). The Caterer shall not employ child labour. Upon violation of this requirement, legal action will be taken.

(iv). Engagement of required staff shall be done by the caterer in consultation with the institute authorities for their suitability. It is essential for the staff to be of legal age, suitably trained, and have adequate experience. Details of minimum staff required per shift to be deployed in Messes are as follows: -

Staff Category	Number of staff to be deployed	Preferable colour of Uniform
Mess Manager	1	White
Supervisors	2 (1 for small Mess)	White
Executive Chef	2(1 for small Mess)	White
Cooks	1 for every 200 students	Brown
Assistant Cook	1 for every 200 students	Brown
Food Counter Staff	8 (4 for small Mess)	Maroon
Helpers / Chapati maker	1 for every 200 students	Blue
Cleaner/Washer	1 for every 125 students	Blue
Safaiwala	4	Blue
Serving Staff	1 for every 300 students	Blue
Cash Shift	1	Pink

Note :- Uniform to be provided by the caterer and charges not to be recovered from the employees.

3. **Mess-related terms.**

(i). The tender provides the following options to students residing in the specified hostels under the Flexi Mess System:

Option 1 – All Four Meals: Under this option, students shall be entitled to avail themselves of all four meals provided per day, namely Breakfast, Tiffin, Lunch and Dinner.

Option 2 – Complete Mess Opt-Out: Under this option, students may opt out of the hostel mess facility by paying the prescribed Mess Opt-Out charges, which shall be equivalent to 30% of the base meal charges. The maximum number of students allowed to opt out is 20% of the strength of small hostels and 30% of the strength of big hostels (Annexure-'C').

Option 3 – Partial Meal Option: Under this option, students shall be permitted to opt in to any two meals per day out of the total four meals. Students may select any one of the following combinations of two meals (Combo meal):

(a) Breakfast + Lunch
(b) Breakfast + Dinner
(c) Tiffin + Lunch
(d) Tiffin + Dinner
(e) Lunch + Dinner
(f) Breakfast + Tiffin

For the purpose of calculating the applicable charges, if we assume the daily base rate is Rs 100 %, then the other meals of the day shall be apportioned as follows:

Breakfast - 20% weightage of base rate.
Lunch - 35% weightage of base rate
Dinner - 35% weightage of base rate
Tiffin - 10% weightage of base rate

If we assume the base rate as 100%, then option (a) of Breakfast and Lunch will be 69% of the base rate. E.g., base rate = Rs 160, then option (a) Breakfast and Lunch will together be Rs 110.4 (rounded to Rs 110/-)

Opt-in Combination	Opt-in Weightage	Remaining Weightage	Partial Opt-out Charge (30%)	Final Payable Weightage	Rounded Payable Weightage	Applicable rate for options (If Base rate = Rs 160)
Breakfast + Lunch / Breakfast + Dinner	55%	45%	13.5%	68.5%	69%	110
Tiffin + Lunch / Tiffin + Dinner	45%	55%	16.5%	61.5%	62%	99
Lunch + Dinner	70%	30%	9%	79%	79%	126
Breakfast + Tiffin	30%	70%	21%	51%	51%	82

The detailed calculation of charges applicable for meals of opt-out students in the same hostel and guests/ visitors, along with illustrative examples, is provided in para 4 (viii)- of Other Rules. Students must select a meal option before the commencement of the semester and cannot change it during the semester, except students opting out of the mess, who may switch to Option 1 or Option 3 on a monthly basis.

(ii). Engagement of the required number of staff, providing uniforms, etc., shall be done by the caterer with the approval of the mess council of the concerned hostel. The workers should always use hand gloves and caps while working. The caterer should provide a minimum of two pairs of uniforms to the chef, staff, and workers, etc. and ensure that staff/workers report for duty in clean uniforms.

(iv) The present approximate strength of students is mentioned in Annexure-'C'. However, billing will be done based on the actual number of students who have opted for mess facilities.

(v) The daily basic menu is covered by the Semester Mess Advance (SMA), which is a prepaid amount collected from students. Any extra items (beyond the basic menu), as well as meals for **visitors or guests**, must be paid directly at the counter to the caterer. These additional charges cannot be adjusted against the SMA.

(vi) The right to make any changes in extra items after awarding the contract lies with the recommendations of the mess council. Extra items will be provided to students, guests, and others if requested, 15 minutes before the closing of meal times. After that, extra items will be provided only if they are available.

(vii) The caterer shall, at their cost, maintain an adequate stock of food grain grocery.

(viii) The caterer shall be responsible for the proper hygienic storage of all raw materials

(ix) No food cooked in the mess may be taken out of the premises without prior permission of the Mess Council in consultation with the Warden or Associate Dean (SA). Violation of this rule will be penalised.

(x) Vegetarian and Non-Vegetarian food must be cooked, stored, and served separately.

(xi) The owner himself or a senior representative, who is authorised to take policy & monetary decisions, shall attend a monthly meeting of the mess council, failing which a penalty will be imposed. It is mandatory to sign the minutes of such meetings. All issues related to the mess need to be discussed in the meeting, and no information should be given to students or outsiders without the approval/authorization from the warden of the hostel. Decisions agreed mutually by the caterer and the Mess Council will be binding on the caterer.

(xii) It is the duty of the caterer to clear all dues of vendors in time. In case a complaint for non-payment of dues is received during or after the contract tenure, the Warden may hold appropriate monthly mess payment and/or PBG, till the same is resolved.

(xiii) The bidder shall submit a declaration confirming that no outstanding dues or liabilities are payable by the bidder to the Institute. Any bidder having outstanding dues (except the current dues, i.e. the bill of which due date is not over on the date of submission is pending) as on the last date of submission of bids shall be ineligible to participate in the tendering process, and its bid shall be rejected. The Institute reserves the right to verify the declaration and determine the bidder's eligibility in accordance with the tender conditions.

(xiv) If any complaint is received for non-payment to the staff/vendor/ any government authorities, no PBG shall be released till such grievances/issues are

resolved. In such case, the caterer will be deemed to be debarred from participating in the Mess Tender for 2 years from the date of expiry of the tenure of the contract.

(xv) Facility of a first aid box with adequate capacity is mandatory to be provided to the mess workers.

(xvi) Engagement of required staff**:** The caterer should engage an adequate number of staff for the smooth operation of catering services. The staff needs to be of legal age, suitably trained, and have adequate experience.

(xvii) The Institute will conduct an audit of the mess at regular intervals, and all corrective actions are to be taken promptly by the caterer.

(xviii) The successful bidder should not sublet the contract given to him to some other party, and shall mandatorily install and maintain a digital payment scanner/QR code registered in the name of the same firm/company to whom the contract is awarded. All payments collected through digital modes shall be credited directly to the bank account of the said firm/company only. Use of third-party accounts, personal accounts, or accounts of any other entity for receipt of payments shall not be permitted under any circumstances. and in any case. If found, the contract will be terminated immediately and will be blacklisted/ debarred for 2 years for participating in future tenders of IIT Bombay.

4. INFRASTRUCTURAL AND EQUIPMENT-RELATED TERMS

i) All civil and electrical works will be attended by IIT Bombay. The caterer should inform the hostel manager of any maintenance/ replacement, etc.

ii) Kitchen equipment and dining hall furniture, service Counters, etc., will be provided by the Hostel. Kitchen utensils will be provided by the Hostel. Upkeep of all items provided by the Hostel will be the sole responsibility of the caterer.

iii) Gas pipeline bills should be paid on time by the caterer; any violation related to late payments may result in appropriate fines. Payment to the caterer against mess bill/s shall not be made unless Gas bills are paid.

(vi) Security of licensed premises, equipment, fittings, and fixtures, furniture, etc. is the responsibility of the catering contractor.

(vii) Maintenance of kitchen equipment will be covered within the scope of the service contract entered into by IIT Bombay with equipment suppliers, but catering contractors should inform service contractors of maintenance requirements. Additional expenses on repairs and maintenance of equipment, if any, shall be borne by the caterer.

(viii) Any damage to the cooking equipment, gas pipeline, etc., will be recovered from the caterer.

(ix) The caterer is supposed to take care of all the utensils and equipment handed over to him by the hostel. The caterer shall be responsible for missing/damaged utensils and equipment. Such missing/damaged utensils and equipment shall be made good by the caterer by replacing utensils/equipment with the same quality or by deducting the amount from the mess bill.

(x). Suitable fines will be imposed for damage to the civil and electrical infrastructure in the mess area by the catering staff. Strict actions/fines as necessary, will be taken for violations related to unauthorized entry, alcohol and banned items within the hostel premises.

(xi). The caterer will make arrangements for their workers to stay outside campus. Only the required number of workers (approved by the Warden of the Hostel) for the early morning operations will be allowed to stay in the Hostel premises as decided by the institute. At any given instance, the staff cannot be more than the number approved by the Hostel authority, and the details of the staff who are staying in the Hostel are to be provided to the Hostel authority. Any changes in the number/details of the staff would attract a fine. No accommodation, except a changing/resting room, will be provided to the mess workers of the caterer.

CONTRACT TERMS AND CONDITIONS

(i) Hostels 2, 4, 5, 10, 15, 16, 17, 18 and 19 messes are open for the tendering process in the given tender. **The Institute has the right to increase or decrease the number of messes for tendering at any stage of bidding**.

(ii) If the Hostel Authorities want to terminate the contract before the tenure mentioned in the agreement, the Caterer will be given one month's notice on the recommendations of the Hostel Authorities through the Hostel Affairs Council. In case the Caterer wants to quit before the conclusion of the agreement, the Caterer must give 3 months' written notice to the Hostel Affairs Council or shall continue till the time the next Caterer takes over the mess. Necessary orders of termination of contract will be issued on the recommendations of the Hostel Authorities through the Hostel Affairs Council, approved by the Associate Dean (SA).

(iii) Issues related to Hygiene in the Mess and the Kitchen:

(a). The cleanliness of the entire mess area (i.e. cooking area, serving area, area in front of the serving counter, seating area) is to be maintained by the caterer at all times and shall be the responsibility of the caterer.

(b). Cleaning utensils, cutlery, crockery, kitchen equipment, furniture, and the mess water cooler is also the responsibility of the caterer. The highest possible standards are expected in this regard.

(c). All possible measures must be taken to ensure hygiene in the kitchen and mess. These include the provision of ample Liquid soap for hand washing at the basin, clean towels to clean hands, hand gloves for mess workers who handle items like salad, Pani puri, etc., head caps for mess workers, and other measures as advised by the council. Maintaining soap for hand washing at the students' washbasin is also the responsibility of the caterer. It is the responsibility of the caterer to keep the kitchen and mess area clean at all times.

(d). Highest levels of hygiene must be maintained in the mess workers' toilet, with provisions for soap, towels, etc.

(e). Mess workers should be provided with the necessary training as per FSSAI guidelines to maintain the highest possible standard of hygiene, as is expected.

(f). IIT Bombay / Hostel Authorities or any authorised person/committee would reserve the right to check on the cleanliness and upkeep of premises and quality of provisions, and quality of the food.

(g). The Caterer, at his own expense, should conduct medical examinations of all the workers at least once a year and keep the original certificates of fitness, indicating that they are free from any communicable disease, available in the mess for inspection. The caterer **must submit** a valid **Medical Fitness Certificate** in the prescribed FSSAI Medical Fitness Certificate Format for every individual staff member at the time of onboarding.

(h). The Caterer shall ensure that all personnel/staff deployed for providing Mess Services have undergone proper Police Verification from the concerned Police Authorities prior to their deployment at IIT Bombay. A copy of the Police Verification Report/Certificate along with valid identity proof of each deployed staff member shall be submitted to the Institute before commencement of duties.

(i) No staff member without a valid police verification shall be permitted to work in the Hostel Mess premises. The Caterer shall also be responsible for maintaining updated records of all deployed personnel and shall immediately replace any staff found involved in misconduct, criminal activity, or security-related issues.

(j). The Institute reserves the right to deny entry or direct removal of any staff member deployed by the Caterer in the interest of safety, security, and discipline of the campus.

(k). No price hike will be provided to the Caterer for any reason during the entire duration of the Tender Contract, except as mentioned in clause 1(xi) above or revision of the rate of taxes by the appropriate Government from time to time.

(iii). Services to be provided in the mess. - Rules pertaining to the daily functioning of the Mess.

1. Timings of the Mess - Actual timing will depend upon the decision of the mess council, and the caterer would be obliged to adhere to the council's instructions regarding it. The following is a tentative timing.

MEAL	WEEKDAYS	WEEKENDS
Breakfast	7:30 AM to 9.45 AM	7:45 AM to 10:00 AM
Lunch	12:00 noon to 2:15 PM	12:00 noon to 2:15 PM
Tiffin	4:30 PM to 6:15 PM	4:30 PM to 6:30 PM
Dinner	7:30 PM to 9:45 PM	7:30 PM to 9:45 PM

2. **General structure of the menu -** The following is the general structure of the menu. The detailed sample menu is provided in Annexure-'D'.

BREAKFAST:

- Indian dish
- Adequate Toasted Brown Bread and normal bread with butter, jam, and ketchup
- Sprouts/Boiled Pulses/Corn
- Milk (one Glass of 200 ml) with Bournvita/Complan/Horlicks OR fresh Juice (200 ml)
- Cornflakes/Oats/Chocos/Muesli
- The egg/banana/paneer bhurji system that is to be followed is the number of eggs + the number of bananas = 3. For eg: Boiled egg (1 egg = 1 item worth), Omelette (1 egg omelet = 1 item worth), egg bhurji (1 cup = 1 item worth), banana (1 banana = 1 item worth), fruit other than banana (approx 1 bowl serving of fruit = 2 items worth), paneer bhurji (1 cup = 2 items worth) (100 gm). The caterer is supposed to serve 3 items worth of either egg/fruit/paneer bhurji.
- Adequate Tea and Coffee

LUNCH:

- Unlimited plain Rice on all 7 days along with any other special rice items as mentioned in menu (eg. Dum biryani, tomato rice, jeera rice, curd rice, etc.
- Unlimited Chapati (with and without Ghee)
- Adequate Dal, Sambar and Rasam
- One unlimited vegetable curry and one unlimited dry vegetable
- Adequate Salad and pickle
- Fried Papad (adequate) – 5 days a week, roasted papad- 2 days a week
- Fryums, *Chutney* as mentioned in the menu.
- Curd/*Raita*/Lassi/Chaas/Rasna/Nimbu Pani/Jaljeera/Kokum/Aam Panna as mentioned in menu

TIFFIN:

- One snack item adequately toasted brown/ white bread with butter, jam, and ketchup. Peanut butter should be served twice a week, if the mess council so desires.
- Adequate Tea and Coffee to be served on all 7 days of the week

- **DINNER:**

- Adequate plain Rice on all 7 days along with any other special rice items as mentioned in the menu (eg. Dum biryani, tomato rice, jeera rice etc.)
- Adequate Chapati (with and without Ghee)
- Adequate Dal, Sambar and Rasam
- One Adequate vegetable curry and one adequate dry vegetable
- Adequate Salad
- Pickle
- Fried Papad (adequate) – 5 days a week, roasted papad- 2 days a week
- Sweet Dish (2 pieces of premium sweet or equivalent quantity as decided by the mess council), (either in lunch or in dinner)
- Curd/Raita as mentioned in the menu
- One Fruit (Cut fruit could be served for a maximum of 10 times in a month, but can be varied at the council's discretion)

- **Note**:
  This is just a sample format menu; changes are possible based on the decisions of the ***mess council****. There is a possibility of serving limited non-veg with no extra cost as well, if some items from the menu are replaced by the council maximum twice a month.*
- *The Caterer is not expected to serve the leftover food, etc., from earlier meals to the subsequent one to ensure the freshness and quality of the food.*

3. Rules pertaining to Food:

(i). Adequate Salad will be provided during lunch and dinner. It will consist of lemon, green chillies (both raw and fried). Either tomato or onion must be in the salad. It will also contain any two of the following in every meal: cucumbers, beetroots, carrots, and radish, except when Groundnut, Corn, Sprouts, minced, or Cabbage Salad is being served. The choice of salads is complete with the Mess Council.

(ii). Mouth freshener (Fennel seeds and sugar) and a Pickle to be provided with every meal.

(iii). The composition of a vegetable item should be exactly as specified by the council. E.g., if the council requires that an onion or potato should not be mixed into an item, then it should be strictly followed.

(iv). Seasonal drinks must be served in the mess as per the requirement given by the mess committee.

(v). Special chutney and Sambar should be served with all South Indian dishes (like idli, dosa, etc.)

(vi). *Raita* is served when dishes like Biryani are served. Plain rice has to be served in addition when there is biryani or pulav.

(vii). Ketchup, Butter, Jam (of mentioned brands), Curd and *Chutney* have to be provided along with all dishes that need them and as decided in the menu.

(viii). Caterers should provide special Dinner or Lunch on occasions like festivals for thrice a semester**, tea party (once a semester), and a gala dinner once a semester**, as decided by the mess council, **at no extra cost**. Food costs and other ancillary costs for providing food will be borne by the caterer. This means that the caterer is responsible for covering all expenses related to food and any additional costs associated with its preparation and delivery. Decoration costs will not be borne by the Caterer. As a result, the Institute will not incur any financial burden related to these specific expenses. A sample menu and total minimum cost of special lunch/dinner, tea party and Gala is placed at Annexure-'H'.

(ix). Food should be served and maintained warm at all times.

(x). Tandoor items may be served twice a week, including Tandoori roti and Naan, using electrical appliances and gas.

(xi). Paper napkins should be provided when fried food is served. Butter paper should be used to keep the fried items.

(xii). Use of Dalda/Vanaspati Ghee or hydrogenated fats in any form is not allowed.

(xiii). Different quality of rice should be used for Biryani and normal rice. Kolam rice should be used during normal meals, and for special dinner/lunch, biryani, etc., branded basmati rice should be used.

(xiv). Water should be served on the tables, and filled salt dispensers must be available on the table at all times.

(xv). Curd to be served with Parathas at all times.

The dishes/items with their frequency is given below:

DISH/ ITEM	**MINIMUM FREQUENCY**
Paneer	Twice a week
Adequate Rasna, Khus Sharbat, Lemon water, Roohafza, Jal Jeera, Aam Panna	5 times a week, other than the days of Chaas, Lassi
Soups	Twice a Week
Adequate Chaas, Lassi (200 ml)	Twice a week

Banana is to be served at breakfast OR other fruit	7 days a week
Fruits must be served in tiffin/dinner	7 days a week
Cornflakes/Oats/Chocos/ - (3/4 Milk glass) Muesli - (1/3 Milk glass)	7 days a week in Breakfast /Tiffin/ Dinner
Plain curd will be served, plain curd should be made from non-toned full cream milk.	Four times a week
Sweets (including ice cream)	7 days a week in Lunch/ Dinner
One glass of milk (200ml)	7 days a week in Breakfast /Tiffin/ Dinner
60 grams of Shrikhand/yogurt	Once a week
Slice of cheese	Once a week

**** The composition of the dishes/items will be decided by the mess council, and also their position in the menu will be decided by the mess council.**

4. OTHER RULES

(i). **Special dietary food** should be cooked and served separately as per requirement, which is to be decided by the mess council on separate counters.

(ii). The use of ***monosodium glutamate*** **(Ajinomoto) is strictly prohibited. Colouring agents known to cause health effects are strictly prohibited from use. Any items prohibited under the tender agreement should not be kept in the hostel mess or premises.**

(iii). A sufficient number of counters, as decided by the Mess Council, should be operational.

(iv). A list of management or supervisory positions must be given by the caterer to the mess council, which states the name of the person whom the mess council should contact for a particular issue in the mess. This list should be maintained formally and given to the mess council. Any changes in these positions should be discussed beforehand unless there is an emergency.

(v). Caterers should maintain a complaint and suggestion register, and every complaint should be responded to by taking corrective measures in consultation with the hostel council.

(vi). Catering services for the institute and any other events held within the premises of the hostel may be undertaken only after obtaining written permission from the Mess Council / Associate Warden/ Warden/ Associate Dean (SA), at least three days prior to the event.

(vii). Coupons for guest meals and extra items will be sold to the customer. The guests include students registered for meals in other hostels/residents of IITB/ guests of students, and staff.

(viii). For every guest meal through a coupon, the Hostel and Caterer will get the share of the guest's meal as given below.

Guest Charges for students of the respective hostel who have opted out for the meal:

Catering Charges per day per person inclusive of all taxes + 20%

(*part meal weightage 100% + 20% (part meal charges) = 120%)

Meal	Weightage	Catering Charges Rate per day	Base Rate	Share of Caterer	Guest Charges
(a)	(b)	(c)	(d)	(e)	(f)
Meal Per Day	100%	'Rs. P'	'Rs. P'	Base Rate + 20% of Base Rate	(e)
Breakfast	*30%	'Rs. P'	Rs.P x 30%	Base Rate + 20% of Base Rate	(e)
Lunch/Dinner	*35%	'Rs. P'	Rs.P x 35%	Base Rate + 20% of Base Rate	(e)
Tiffin	*20%	'Rs. P'	Rs.P x 20%	Base Rate + 20% of Base Rate	(e)

E.g. if the Catering Charges per day per person, inclusive of all taxes, is Rs. 160/-)

Meal	Weightage	Catering Charges Rate per day	Base Rate	Share of Caterer	Guest Charges
(a)	(b)	(c)	(d)	(f)	(g)
Meal Per Day	100%	Rs. 160	Rs. 160	Rs. 160 + Rs. 32 (20% of 160)	Rs. 192/-
Breakfast	30%	Rs. 160	Rs. 48/- (Rs.160 x 30%)	Rs. 48+ Rs. 9.6 (20% of 48)	Rs.57.6/- (Rounded off to Rs.58/-)
Lunch/Dinner	35%	Rs. 160	Rs. 56 (Rs. 160 x35%)	Rs. 56 + Rs. 11.2 (20% of 56)	Rs. 67.2/- (Rounded off to Rs.68/-)
Tiffin	20%	Rs. 160	Rs. 32/- (Rs.160 x 20%)	Rs. 32 + Rs. 6.4 (20% of 32)	Rs. 38.4/- (Rounded off to Rs.39/-)

Guest Charges for guests/visitors and students from other hostels etc.:
Catering Charges per day per person, inclusive of all taxes + 50% (To be rounded to the nearest whole rupee). (**Caterer and Hostel shall have a share of 30% and 20% respectively)

Meal	Weightage	Catering Charges Rate per day	Base Rate	Share of Hostel	Share of Caterer	Guest Charges
(a)	(b)	(c)	(d)	(e)	(f)	(g)
Meal Per Day	100%	'Rs. P'	'Rs. P'	20% of Base Rate	Base Rate + 30% of Base Rate	(e) + (f)
Breakfast	30%	'Rs. P'	Rs.P x 30%	20% of Base Rate	Base Rate + 30% of Base Rate	(e) + (f)
Lunch/Dinner	35%	'Rs. P'	Rs.P x 35%	20% of Base Rate	Base Rate + 30% of Base Rate	(e) + (f)
Tiffin	20%	'Rs. P'	Rs.P x 20%	20% of Base Rate	Base Rate + 30% of Base Rate	(e) + (f)

E.g. if the Catering Charges per day per person, inclusive of all taxes, is Rs. 160/-)

Meal	Weight - age	Catering Charges Rate per day	Base Rate	Share of Hostel*	Share of Caterer	Guest Charges
(a)	(b)	(c)	(d)	(e)	(f)	(g)
Meal Per Day	100%	Rs. 160	Rs. 160	Rs. 48 (20% of 160)	Rs. 160 + Rs. 32 (30% of 160)	Rs. 240/-
Breakfast	30%	Rs. 160	Rs. 48/- (Rs. 160 x 30%)	Rs.14.4 (20% of 48)	Rs. 48+ Rs. 9.6 (30% of 48)	Rs.72/-
Lunch/Dinner	35%	Rs. 160	Rs. 56 (Rs. 160 x 35%)	Rs.16.8 (20% of 56)	Rs. 56 + Rs. 11.2 (30% of 56)	Rs. 84/-
Tiffin	20%	Rs. 160	Rs. 32/- (Rs. 160 x 20%)	Rs.9.6 (20% of 32)	Rs. 32 + Rs. 6.4 (30% of 32)	Rs. 48/-

(*Share of hostel includes GST calculated on the base rate. Hence, the caterer will pay an amount to the Hostel after deducting GST and remit the GST to the competent authority)

(ix). Personal rebate to students shall be admissible for up to 15 days in a semester, subject to a minimum of 03 consecutive days. Academic rebate shall be granted only with the prior approval of the Competent Authority. No opt-out facility shall be permitted on personal grounds in the middle of the semester. However, opt-out from the mess on medical grounds recommended by the Medical Board of the IIT Hospital may be allowed on a case-to-case basis, subject to approval of the Competent Authority.

(x). Pest control in the Kitchen area, dining area, and Storage area should be arranged and carried out by the caterer through licensed agencies at least once a month, with the intimation to the Hostel Council and approval of the Warden of the concerned hostel. The full amount of the pest control should be borne by the caterer. Records of pest control carried out in the kitchen and dining area should be maintained in the Mess Office at all times for inspection.

(xi). In case the mess is closed on any occasion or for pest control, then a special dinner/lunch shall be provided, in lieu of the missed meals, at no extra cost, on a day decided by the Mess Council with the approval of the Associate Warden/Warden. The cost of such special lunch/dinner would be as per the weightage given in Clause b (4) (viii) for the missed meals.

(xii). In case a special Dinner/lunch, in lieu of missed lunch/dinner due to pest control, is not provided, a full refund for the missed meals has to be given to all students. The decision to either take a refund or a special dinner/Lunch (in lieu) will be communicated to the caterer in writing

in the first month of the semester, by the Mess Council with the approval of the concerned Warden. The amount of refund will be as per the weightage given in Clause b (4) (viii).

(xiii). Caterers should use fresheners regularly in the mess dining, kitchen, and washing area to avoid foul smells.

(xiv). Disposable Glasses and plates, spoons or any other disposable items, as instructed by the mess council, should be provided to students at no extra cost at the time of breakfast and tiffin. Such items being provided should be food-grade

(xv). No stale (not fresh, items used in a meal) items should be found in a mess after 36 hours of its preparation. A fine will be imposed as decided by the mess council & Warden.

(xvi). Food wastage should be weighed daily for all meals and should be displayed in the mess. The surplus mess food from each meal shall be distributed to the workers of the hostel as decided by the hostel council. Leftover food should be disposed of as per regulations to ensure safety and minimize environmental impact.

(xvii). All the coupons purchased shall be punched properly and shouldn't be reused in any circumstances; failing to do so, the council has the right to take action, including a fine against the caterer.

(xviii). All decisions related to fines/violations, etc., will be discussed in the mess monthly council meeting, and the same will be minuted appropriately and signed by all members present, which will be later shared with the residents after approval from the warden. Sharing or distribution of any material or information without the approval of the wardens is strictly not allowed. This applies both to the caterer and the hostel student council.

(xix). The caterer shall preserve the 200-250 gram sample of each prepared dish in clean, airtight containers clearly labelled with date, time and dish name under storage conditions for the food preservation protocol for the next 72 hours after cooking the food. The same may be used for inspection and laboratory testing, if required.

(c) Safety requirements:

The successful bidder shall be responsible for safe operation, cleanliness, and hygiene of the facility and shall comply with all applicable safety requirements, rules, and statutory regulations.

Fire and Safety Requirements:

(i). All staff deployed by the caterer shall attend fire safety training programmes and mock fire drills conducted by the Fire and Safety Section whenever instructed.

(ii). Emergency contact details of the caterer's authorized representative/ supervisor/ Mess Manager shall be displayed prominently at the facility. These are in addition to IITB Emergency contacts.

(iii). Fire and safety systems and equipment provided by IITB shall not be obstructed, tampered with, or misused. These include, but are not limited to, fire extinguishers,

fire alarm systems, emergency exits, and safety signage, etc.

(iv). Cooking activities, LPG usage, electrical appliances, and housekeeping shall be maintained to avoid any fire and safety hazard.

(v). Any fire incident, unsafe condition, or accident shall be immediately reported to the QRT (9833338989) and Fire and Safety Section.

Food Safety Requirements:

(i) Authorized IITB officials may inspect the kitchen, dining, and storage areas at any time without prior notice. He/ She may collect samples (food, water, oil, any edible) for testing and inspection whenever required.

(ii) The caterer shall fully cooperate during inspections and sample collection.

(iii) Any food safety or hygiene issue observed during inspection shall be rectified immediately/ on priority by the caterer.

Safety Reporting:

(i) Quarterly self-assessment, Annexure A, must be completed, and a scanned copy of the filled assessment must be submitted to the Fire and Safety Section on or before the 7th day after completion of each quarter. Submission Options are: **Email: office.fss@iitb.ac.in or In-person: Fire and Safety Section, IITB Powai-400076**

(ii) Failure to comply with these requirements may result in penalties, suspension of services, or termination of the contract.

(iii) For queries, contact the Fire and Safety Section at Ext. 7034, 3050, and 3051

Self-Assessment Checklist for Fire and Safety

Name of Building/ Area:

_____

Identification of Mess/ Food Court/ Night Canteen:

_____

Area	Checklist Item	Yes	No	N/A	REMARKS
1. Kitchen Area					
General Cleanliness	Are surfaces, walls, and floors cleaned and free from grease and food residues?				
Equipment Safety	Is kitchen equipment in good working order and properly maintained?				
Food Storage	Are proper food storage temperatures maintained; raw and cooked foods stored separately?				
Ventilation	Is adequate ventilation available; exhaust fans and hoods kept clean and functioning?				
Temperature Monitoring	Is regular monitoring for refrigerator and freezer temperatures performed?				
Food Handling	Is defrosting, cooking, and reheating foods perfumed safely, gloves and utensils used?				
Cross-Contamination	Is color-coded cutting boards and utensils for different food types. (veg and non-veg)?				
Cleaning Protocols	Are regular cleaning and sanitizing scheduled for kitchen equipment?				
2. Dining Area					
Cleanliness	Are tables, chairs, and floors kept cleaned and well-maintained, no damages?				
Sanitization Supplies	Are hand wash or sanitizers stations available and stocked?				
Seating Arrangements	Are safe seating arrangements with clear access and egress provided?				
Maintenance	Are regular checks for wear and tear on furniture performed. either immediate repairs or kept separated as needed?				
3. Waste Management					
Waste bins Stations	Is clearly marked waste segregation bins (for recycling paper, plastic, and glass) placed throughout the area.				
4. Gas Cylinders					
Storage	Are gas cylinders stored in a well-ventilated, designated area; upright and secured?				

Handling ad use	Are gas cylinders handled and used safely as per manufacturer guidelines?				
5. Storage Area					
Organization	Are Food items and supplies organized and stored properly.				
Cleanliness	Are storage areas kept clean, dry, and free from pests.				
Inventory Management	Regular inventory checks and use of a FIFO (first in-first out) system. Is stock rotation practiced.				
Pest Control	Are regular pest control and treatments conducted?				
6. Hygiene					
Hand Hygiene	Are Hand hygiene stations placed at strategic locations and stocked?				
Personal Protective Equipment	Is masks, gloves, and hairnets provided to staff as required; regular supply and disposal of PPE ensured.				
Training	Is training for staff/workers on hygiene practices and regulations conducted.				
7. Utensils Wash Area					
Cleanliness	Are utensils washed and rinsed properly; sinks and washing equipment kept cleaned.				
Regular Inspections	Is adherence to cleaning protocols monitored.				
8. Hand Wash Area					
Accessibility	Are hand wash stations safely accessible and not obstructed?				
Water Supply	Is supply of running water and maintenance of hand wash facilities performed?				
9. Fire Management					
Safety Equipment	Are fire extinguishers available, accessible, and regularly inspected.				
Emergency Kits	Is first-aid kit inspected and stocked.				
Clear Signage	Are fire exits and emergency routes, with illuminated signs displayed.				
Electrical Safety	Are all electrical points and connection safe and maintained? No signs of overload, open sockets, damaged wiring visible.				
10. Practices by Mess Workers					
Health Records	Is op-to-date health records and regular health checks for all staff ensured.				

Healthiness	No ill or unhealthy worker/staff is allowed to work				
Training and Certification	Is team trained in food safety, first aid, and fire safety?				
11. Display and Signage					
Safety Posters	Are posters on hygiene practices, food safety, and emergency procedures prominently displayed.				
Operational Guidelines	Is dining etiquette, waste segregation, and complaint procedures maintained.				
12. Feedback and Emergency					
Feedback System	Is system for students to provide feedback on safety and quality issues kept.				
Emergency Contact	Are emergency contact numbers displayed?				
Name, Signatures and Stamp of caterer					

(d) Penalties for violation of Mess rules.

(i) Terms and conditions: The caterer will be fined in case of violation of the following rules:

Sl No.	Rule Violation	Minimum Fine per complaint
1.	Violation of rule to (store/cook / serve Veg and Non-Veg food separately)	Rs 1,00,000 or 70% of the daily billing for one day. (Whichever is more)
2.	Non-availability of complaint registers on the counter / discouraging students from registering complaints	Rs. 10,000/- or 10% of daily billing for one day. (Whichever is more)
3.	Insects cooked along with food / found in the kitchen area	Rs. 50,000/- or 50% of the daily billing for one day. (Whichever is more)
4.	Soft objects like hair, rope, plastic, cloth etc. in food	Rs. 10,000/- or 25% of daily billing for one day. (Whichever is more)
5.	Hard and / or sharp objects like glass pieces, nails, hard plastic etc.	Rs. 20,000/- or 40% of daily billing for one day. (Whichever is more)
6.	Any complaint of stones/pebbles of a diameter more than 2 mm in food	Rs. 20,000/- or 40% of daily billing for one day. (Whichever is more)
7.	Three or more complaints of unclean utensils in a week	Rs. 15,000/- or 20% of daily billing for one day. (Whichever is more)
8.	If the mess council, in consultation with students in the present mess agrees that a certain item of a meal was not cooked properly / overcooked / extra spicy/extra oily	Rs. 10,000/- or 25% of daily billing for one day. (Whichever is more)
9.	Not preserving/improper storage/failure to produce a sample/tempering or disposal of food before the prescribed time limit	Rs 50,000/- for the first occurrence and double the amount on subsequent occurrences.
10	Food poisoning	Rs 3,00,000 to 200% of daily billing, depending upon severity. Legal actions under FSSAI This may lead to the termination of the contract and debarment of the caterer/s in the bidding process at the Institute for a period of 2 years
11.	Not following the slot timings mentioned in the tender or decided by the council.	Rs 10,000/- or 10% of daily billing for one day. (Whichever is more)

12.	If food for any meal gets over within the timings of mess and the waiting time is more than 15 minutes for lunch and dinner, and 10 minutes for breakfast and Tiffin	Rs. 15,000/- or 15% of daily billing for one day. (Whichever is more)
13.	Changes in the menu of any meal without the permission of the mess council	Rs. 10,000/- or 10% of daily billing for one day. (Whichever is more)

14.	If the quality of milk is not found to be appropriate, or it is diluted. (It should have 3-4% fat content or as recommended by the Council.)	Rs 20,000/- or 20% of the daily billing for one day. (Whichever is more)
15.	Inappropriate personal hygiene of workers, including their dress and/or misbehaviour by workers, etc.	Rs. 25,000/- or 35% of the daily billing for one day.(Whichever is more)
16	Failure to maintain a proper health checkup for the workers	Rs. 10,000 /- or 30% of the daily billing for one day.(Whichever is more)
17	Using brands not mentioned in the contract without prior permission and adulteration	Rs. 50,000/- or 50% of the daily billing for one day. (Whichever is more)
18	Any tampering with a gas pipeline	Rs. 30,000/- or 35% of daily billing for one day. (Whichever is more)
19	Use of newspapers to keep fried items or any cooked food	Rs. 20,000/- or 10% of the daily billing for one day. (Whichever is more)
20	Delay in payment of salaries of workers and other non-compliances with labour law issues	Rs 50,000/- for the first occurrence and double the amount on subsequent occurrences. This may lead to the termination of the contract and debarment of the caterer/s in the bidding process at the Institute for a period of 2 years
21	Cooked food without the permission of the Mess Council/Warden/Associate Warden/Associate Dean (SA) for person/s other than the residents of the concerned hostel.	Rs. 20,000/- or 10% of the billing. (Whichever is more)
22	Non-compliance with the Safety requirements	Rs. 20,000/- or 10% of the daily billing for one day. (Whichever is more). Repeated non-compliance may lead to penalty or termination of contract

Please Note:

1. Food poisoning may invoke the above fines, along with cancellation/termination of the contract and possible blacklisting of the caterer. The security money deposited with the institute will not be refunded to the caterer in case the contract is cancelled/terminated for the above reason.

2. Absence of the proprietor or his representative empowered to take the decision from the mess council meetings (which will be held once every month) on due invitation will attract a fine of Rs. 20,000/- on the caterer.

3. As and when the mess council proposes a fine, it will inform the representative of the caterer or mess manager, and a fine will be imposed after approval of the Warden/Associate Warden, with the consent of the wardens.

4. The severity of hygiene failure shall be assessed and decided by the Mess Council / Hostel Affairs Council and fined appropriately. **In case of gross failure/negligence, a severe penalty will be imposed, which could be a hefty fine in cash and/or summary termination of the Contract.**

5. The caterer has the right to appeal to the Associate Dean (SA) within 7 days of communication of the penalties against any of the penalties levied on them. The Associate Dean (SA) may pass appropriate orders in this regard, after due investigation. The decision of the Associate Dean (SA) will be final and binding on all caterers.

BRANDS OF CONSUMABLES PERMISSIBLE

Cheese	Amul, Mother Dairy, Britannia
Kolum Rice	Royal, Donur, Zeeba
Basmati Rice for special rice	Everyday, Daawat Devaaya, Zeeba Tiber
Custard Powder	Brown Polson
Handwash	Lifebuoy (non-diluted)
Oil (Sunflower)	Sundrop, Godrej, Saffola, Fortune, Dhara use of Hydrogenated (vanaspati) oil is strictly prohibited)
Pickle	Mother's, Priya, Tops, Nilon's
Atta	Ashirvad, Pillsbury, Annapurna
Instant Noodles	Maggi, Top Ramen, Yipee
Flavoured drinks	Rasna, Roohafza, Mapro
Papad	Lijjat
Butter	Amul, Mother dairy, Govardhan, Shivamrut
Bread	Modern, Kwality, Wibs, Britannia
Cornflakes	Kellogg's, Tata
Chocos	Kellogg's, Tata
Jam	Kisan, Mapro, Druk, Maggi
Ghee	Amul, Mother Dairy, Britannia, Gits, Everyday, Shivamrut
Shrikhand	Amul, Shivamrut
Frozen yogurt	Mother dairy
Cow Milk (Half Cream/non- toned)	Amul, Mother Dairy, Govardhan, Shivamrut, Gokarna
Paneer	Amul, Mother Dairy, Shivamrut, Gowardhan
Tea	Brooke bond, Lipton, Tata, Taaza
Coffee	Nescafe, Bru
Ice Cream	Amul, Mother Dairy, Kwality. Natural's, Havmor
Soya	Nutrela
Frozen Peas	Safal (offseason), Al kabeer
All non branded	As decided by the Hostel Council approved by Warden

*** Caterers may use any other FPO/FSSAI-approved brands only if permitted by the Hostel Council, approved by Warden (in writing)**

(e). Technical and Commercial Bids evaluation process.

Evaluation criteria and final selection: Evaluation shall be based on Combined Quality Cum Cost Based System (QCBS) as given below.

The Final Evaluation of Bids: The final evaluation will be made on the basis of the following:

(i) Weightage for the Technical Proposal: 0.30 (30%)
(75 marks in the technical evaluation denotes the weightage of 0.30)

(ii) Weightage for the Financial Proposal: 0.70 (70%)
(95% weightage for Catering charges per day per person and 5% weightage for Extra Items)

(a) **Evaluation of Technical Bids:** The technical marks will be arrived at after the evaluation of technical bids as per the section Parameters for Technical Marks on the **Quality and Cost Based Selection** (QCBS) method. The technical evaluation of the bids to arrive at Technical Marks will be done strictly as per the matrix shown below:

No.	Particulars	Marks
1.	Number of Years in Operation/experience in the catering business (If the caterer has provided services to two or more clients during the same period, only the period will be considered as the experience. E.g In the year 2025, the caterer 'X' has provided services to three clients. Only one year will be considered as the experience.)	Bidders shall have atleast 2 years of Mess operation experience. For every completed six months of experience, 0.5 Marks will be given: For illustration: Less than 2 Year: Zero 2 Year and 9 Month : 2.5 Mark 6 Years 2 Months : 6 Marks 12 Years 6 Month and above : 12.5 Marks **(Maximum Marks: 12.5)**
2.	Average Annual Turnover (AAT) in the last 3 Financial Years FY 2022-23 (Audited) FY 2023-24 (Audited) FY 2024-25 (Audited) (To be eligible for bidding, the AAT for the last 3 Financial Years should be Rs. 5 Crore)	For Average Annual Turnover (AAT) of Rs 5 Crore: 0.5 Marks. Thereafter, for every additional AAT of Rs. 1 crore, 0.5 mark will be given. For Illustration Turnover of Rs. 4.99 Crore: :Zero Rs.5.00 Crore: :0.5Marks Rs 10 Crore : 3 Marks (0.5 + 5 x 0.5) Rs 10.90 Crore : 3 Marks (0.5 + 5 x 0.5) Rs 34 Crore and above: 15 Marks (0.5 + 29 x 0.5) **(Maximum Marks : 15)**
3.	Experience in catering services providing at least 500 meals per day /per sitting with educational institutes, government, semi-government offices, PSU, or private organization/s. (Relevant certificates/ documentary proofs in this regard should be enclosed on Companies Letter head having contact number and official mail id)	1 to 2 Institutes/organizations : 2.5 marks 3 to 4 Institutes/organizations - : 5 Marks 5 to 6 Institutes/organizations : 7.5 Marks Above 6 Institutes/organizations: 10 Marks **(Maximum Marks: 10)**
4.	Satisfactory Catering Experience (Mess) for at least one year in educational institutes, government, semi-government offices, PSU, or private organization/s in the last six years:	Single work order size: 500-750 meals per day: 5 marks Single work order size – 751-1000 meals per day: 7.5 marks Single work order size –1001 - 1251 meals per day: 10 marks Single work order size –1251 and above meals per day: 12.5 marks (Maximum 12.5 marks)

5.	Presentation by caterers at IIT Bombay:	**Maximum Marks: 10**	
6.	Site visit and feedback by the committee constituted by the Associate Dean (SA).	Preparation of food, Food Taste	5 Marks
		Serving facilities, Cleanliness, and hygiene	5 Marks
		Quality control practices	5 Marks

Technical Proposal Marks (TPM) = 30 % of (Technical proposal under consideration / Total technical score)

Bidder	**Technical Marks (Out of 75 Marks)**	**Technical Proposal Marks**
Bidder 1	60	30 % of 60/75 = 24
Bidder 2	70	30 % of 70/75= 27.9

Financial Proposal Marks (FPM) = (Lowest Financial Bid / Financial Bid under consideration) x 100.

The proposal with the lowest cost will be given a financial score of 100, and other proposals will be given financial scores that are inversely proportional to their prices.

Illustration for Financial Proposal Marks for Catering Charges per day per student:

Bidder	**Financial Bid Amount (Rs.)**	**Financial Proposal Marks (FPM)**
Bidder 1	150	(150/150) *100*0.95=95.00
Bidder 2	175	(150/175) *100*0.95=81.43
Bidder 3	160	(150/160)*100 *0.95 =89.06

Illustration for Financial Proposal Marks for Extra Items:

Bidder	**Financial Bid Amount (Rs.)**	**Financial Proposal Marks (FPM)**
Bidder 1	790	(700/790)*100*0.05 = 4.43
Bidder 2	950	(700/950)*100*0.05 = 3.68
Bidder 3	700	(700/700)*100*0.05 =5.00

A total of **21 bidders** will be shortlisted based on the highest scores obtained in parameters from Sr. 1 to 4 of (a) Evaluation of Technical Bid, for the Presentation. If there is a tie due to the same scores, then the Competent Authority will take the final decision for inclusion, and its decision will be binding.

- The shortlisted and rejected bidders will be informed about the status of their shortlisting/rejection through an email, and shortlisted candidates will be invited to give a presentation before the Presentation Committee on the date/time and venue informed to them through an email.

II) Evaluation of presentation by the bidders

- The Presentation Committee will evaluate the presentations of all shortlisted bidders and submit its recommendations for shortlisting bidders for site visits and financial bid opening.
- A total of 14 bidders will be shortlisted in the presentation round based on the highest score obtained in parameters from Sr. No.: 1 to 5 of (a) Evaluation of Technical Bid, for site visit/opening of financial bids.

The shortlisted and rejected bidders will be informed about the status of their shortlisting/rejection through email.

III) Site Visit Evaluation

The Site Visit Committee will visit the sites of bidders shortlisted by the Presentation Committee for further evaluation. The evaluation of the sites will be done on the following parameters:

a. Preparation of Food
b. Food Taste
c. Service Facilities
d. Cleanliness & Hygiene
e. Quality Control Practices

Financial Bid Opening and Selection

- A meeting will be scheduled for opening the Financial Bids.
- The Financial Bids will be opened in the presence of all concerned.

Financial Proposal Marks (FPM) = (Lowest Financial Bid / Financial Bid under consideration) x 100.

Bidder	Financial quote by vendor	Financial Proposal Marks (FPM)
Bidder 1	150	150/150 X 70% = 70 Marks
Bidder	200	150/200 X 70 % = 52.5 Marks

- **Final Score (H1 bidder) = Technical Proposal Mark (TPM) + Financial Proposal Mark (FPM)**

Bidder	Financial quote by vendor	Financial Proposal Marks (FPM) (70%)	Technical proposal Marks (TPM)- 30%	Final Score (100)
Bidder 1	150	70	24	**94** (H1 bidder)
Bidder 2	200	52.5	27.9	80.4

- The bidder with the highest score in the final score is known as the Highest (H1) bidder. The H-1 (highest) bidder will be identified as per the selection criteria mentioned in the tender document, i.e. considering marks obtained in Technical Bid (Eligibility Criteria, Presentation and Site Visit) and Financial Bid with a weightage of 30:70, respectively.

- The rate quoted in the Financial Bid must be reasonable and should not be abnormally low/unreasonably high.

- The abnormally low rate shall be decided by the Abnormally Low Rate Committee constituted by the competent authority.

- In case of a tie in the final evaluation, the following procedure shall be adopted:

(a) The bidder with the highest technical score shall be the H-1 bidder and so on.

(b) In case of a tie in technical bid, the bidder having the highest average turnover shall be the H-1 bidder and so on.

(d). The Institute has prepared seven buckets. The details of the buckets are as follows: -

(i) Bucket 1: H4 & H-2
(ii) Bucket 2: H5 & H-18
(iii) Bucket 3: H10
(iv) Bucket 4: H15
(v) Bucket 5: H16
(vi) Bucket 6: H17
(vii) Bucket 7: H19

(e) The bidder ranked **H1** will be allowed to select any one bucket from those listed in paragraph (f). If the bidder ranked H2 agrees to match the financial bid of H1, he will be permitted to choose any one of the remaining six buckets. Subsequently, the same option will be extended to the bidders ranked H3, H4, etc., in order, provided they also agree to match H1's financial bid. If any bidder does not agree to match the financial price of H1, then they will forfeit the right to select a bucket, and the opportunity will pass to the next eligible bidder in sequence, based on the final technical and financial scores.

- The Letter of Award (LoA) will be issued to the H-1 bidder, officially concluding the tender process.
- The H1 bidder will be informed to complete all formalities within the stipulated time frame, like submission of bank guarantee, workers' list, etc.

Annexures:

Annexure- 'A'

PROFORMA FOR THE TECHNICAL BID

Sr. No	Particulars	Response
1	Name of the firm/ company/ partnership/ proprietorship/ Joint venture	
2	Name(s) of the Proprietor(s)/Partner(s) etc.	
3	Address of the firm/ company/ partnership/ proprietorship	
4	Contact number Email address Mobile No.	
5	Annual turnover FY 2023-24 (Audited) FY 2024-25 (Audited) FY 2025-26 (Audited) Average Annual Turnover	Please enclose duly filled Annexure- G
6	Shop & Establishment Registration Number from the municipality (Please enclose a copy)	
7	Whether have FSSAI Certificate (Yes/ No) If yes, please enclose a copy	
8	PAN Card (Please enclose a copy)	
9	GST. No (Please enclose a copy)	
10	Whether have Employee Provident Fund registration letter/certificate (Yes / No) If yes, please enclose a copy Number of employees.	
11	Whether have Employee State Insurance registration letter /certificate (Yes / No) If yes, please enclose a copy	
12	Number of Years in Operation/experience in the catering business (If the caterer has provided services to two or more clients during the same period, only the period will be considered as the experience. E.g In the year 2024, the caterer 'X' has provided services **to**	Annexure -F (1)

1

	three clients. Only one year will be considered as the experience.)	
13	Experience with CFTIs/SFTIs like IITs/IIMs/IISER/NITs/Central Universities/ Private Organisation etc.	Annexure -F (2)
14	Satisfactory Catering Experience (Mess) for at least one year with any Academic Institute:	Annexure -F (3)
15	Whether the bidder or any of its partners/directors etc. have been blacklisted/debarred by any of the government departments, or should not be guilty of moral turpitude or convicted of any economic offence or in violation of any Labour laws etc. by any court or any authority appointed to enforce any labour laws or regulations.	Please enclose duly filled Annexure – 'E'
16	Major establishments along with distance in Kms from IIT Bombay (at least two places): The mentioned sites will be considered for the site visit.	(a). (b). (c)

Signature of the Proprietor(s)/Partner(s) or Authorized Representative

Date:_____ Name of the signatory: _____

Place:_____ Designation:_____ Stamp:

Mandatory documents to be provided with the Technical Bid (photocopy)

a) Bank solvency certificate of 2 **crores (not older than 6 months)**
b) Income tax return certificate (2023-2024, 2024-2025, 2025-2026)
c) Catering (from FSSAI), food outlet & labour license
d) ISO 22000:2018 Food Safety Management Systems certification.
e) HACCP Certification or ISO 9001:2015 Quality Management Systems.
f) Registration Certificate
g) Details about PF/ESIC registration
h) Balance Sheet (last 3 years)
i) Incorporation certificate
j) Partnership deed / Joint venture deed (If applicable)
k) Sale tax / GST certificates
l) Experience certificate from the establishment on their letterhead.
m) Shop & Establishment Registration from the municipality
n) PAN card Copy

Please note that bids without the information and documents mentioned above will be rejected without further consideration.

Annexure- B (I)

PROFORMA OF COMMERCIAL BID

Name of the firm/company/partnership/proprietorship/ joint-venture:

Quotation for **Hostel:** Hostels 4&2 /5&18 /10 / 15/ 16/ 17/19

I)	Catering Charges per day per person, Inclusive of all taxes. (In Rs.)	

Rs _____

(In words:

_____

Inclusive of all taxes per day per student. We have read and agreed to:

1. Terms and conditions pertaining to the mess tendering contract
2. Rules pertaining to the daily functioning of the mess.
3. Penalties for violation of rules, terms and conditions.

Signature of the Proprietor(s)/Partner(s) or Authorized Representative

Date: _____ Name of the signatory: _____

Place: _____ Designation: _____

Stamp:

Annexure- 'B (II)'

Quotation for Extra items

II) EXTRA ITEMS

S.N.	Particulars	Quotation
1.	Milk (200 ml)	
2.	Milk with Bournvita (200 ml Milk + 15 gram Bournvita)	
3.	Milk with Chocos (150 ml Milk + 30-gram Chocos)	
4.	Milk with Cornflakes (150 ml Milk + 30-gram Cornflakes)	
5.	Egg Bhurji (150 grams/1 bowls)	
6.	Omelette, Full fry, Half fry (Made of 2 Eggs)	
7.	Boiled Eggs	
8.	Egg Curry Masala (2 Eggs + Adequate Gravy)	
9.	Fish Fry (225-250 gram)	
10.	Chicken Masala (225-250 gram) (Min 3 Pcs)	
11.	Chicken Tikka Masala (225-250 gram)	
12.	Chicken Lollypop(4 Pieces)	
13.	Chicken Sukka (225-250 gram)	
14.	Chicken Hyderabadi (225-250 gram)	
15.	Chicken Biryani (3 Pieces+Adequate Rice)	
16.	Other Chicken items (225-250 grams)	
17.	Paneer Chilly (225-250 gram)	
18.	Paneer 65 (225-250 gram)	
19.	Paneer Biryani (5 Pieces+Adequate Rice)	
20.	Other Paneer items (225-250) gram	
21.	Aam Ras (200 ml)	
	TOTAL	
	(IN WORDS)	

Bidders are required to quote for all extra items. **Leaving any item blank or failing to quote a rate for any item will render the bid incomplete.** Any such incomplete bid shall be treated as **non-responsive** and will be rejected from further evaluation. Bidders shall not write 'N/A' / zero or leave empty cells

Annexure- 'C'

IMPORTANT NOTE:

1. The present hostel-wise student capacity is:-

Hostel Number	Student Capacity (Approx.)	Mess Option (Full Mess Out)
H2	268	20%
H4	1200	30%
H5	240	20%
H10	1113	30%
H15	1032	30%
H16	1038	30%
H17	1109	30%
H18	1109	30%
H19	1046	30%

2. These are indicative numbers hostel-wise student capacity and do not guarantee the minimum number of meals to be provided by the caterer.

3. The percentage of Mess Opt out/in may change at the discretion of the Competent Authority. The above strength may be liable to change.

Annexure- 'D'

SAMPLE MENU FOR HOSTEL MESSES

Please note that the menu given below is indicative, and changes to the menu will be discussed with the mess committee.

DAY	BREAKFAST	LUNCH	TIFFIN	DINNER
Monday	Gobi Paratha, Schezwan, Chutney, Pickle, Boiled, Egg, Bhurji, Banana, Bbj, Tea,Coffee, Milk(Hot/Cold)	Aloo Chatpata, Rajma, Dal, Tomato Rice, Methi Puri, Chhas, Papad, Salad	Burger, Bread Butter Jam(BBJ), Tea, Coffee, Milk(Hot/Cold)	Veg Makhanwala, Gobi matar Chaman, Chapati,
Tuesday	Poha + Sev, Boiled Egg, Omelette, Banana, Bbj, Tea, Coffee, Milk(Hot/Cold)	Paneer Tikka Masala, Rasam, Dal,Chapati,Masala Rice, Papad	Masala Dosa, Cold Coffee, Sambhar, Chutney, Bbj, Tea, Coffee, Milk(Hot/ Cold)	Malai Kofta, Arbi dry, Chapati, Rice, Dal Makhani, salad
Wednesday	Mix Veg Paratha,, Curd, Pickle, Boiled Egg, Bhurji, Banana, Bbj, Tea, Coffee, Milk(Hot/Cold)	Chana Masala Dry, Kadi Pakoda, Dal Khichdi, Sada Puri, Boondi Raita, Papad	Samosa, Ice Tea, Bbj, Tea, Coffee, Milk(Hot/ Cold)	Baingan Bharta, Tomato Carry, Salad,, Dal, Rice,
Thursday	Idli,, Boiled Egg, Omelette, Banana, Bbj, Tea, Coffee, Milk(Hot/Cold)	Veg Kolhapuri, Aloo Gobi Matar Dry, Paratha, Jeera Rice, Dal, Papad	Veg Cheese Burger, Bbj, Tea, Coffee, Milk(Hot/Cold)	Paneer Butter Masala, Bhindi Fry, Dal, Rice, Chapati, salad
Friday	Onion Tomato Uttapam, Sambar, Chutney, Boiled Egg, Omelette, Banana, Bbj, Tea, Coffee, Milk(Hot/ Cold)	Corn Matar Kadhai, Sprouted Dry, Dal , Chapati, Rice , Papad	Noodles, Bbj, Tea, Coffee, Milk(Hot/Cold)	Rajma, Paneer bhurji,Dal, Jeera Rice, Chapati,
Saturday	Puri Bhaji, Boiled Egg, Bhurji, Banana, Bbj, Tea, Coffee, Milk (Hot/ Cold)	Kala Chana, Dum Aloo Gravy, Chapati, Rice, Papad, salad	Pav Bhaji, Bbj, Tea, Coffee, Milk(Hot/ Cold)	Chhole Tariwaala, Aloogobi, Chapati, Dal, Rice, Sal
Sunday	Idli, Sambhar, Chutney, Boiled Egg, Omelette, Banana, Bbj, Tea, Coffee, Milk(Hot/Cold)	Chhole Bhature, Tur Dal, Imli Chutney, Rice, Salad, papad	Bhel Puri, Nimbupani, Bbj, Tea, Coffee, Milk (Hot/Cold)	Gatte Ki Sabji, Missi Roti, Chutney, Pulav
Fruits may be provided either in Lunch/ Tiffin / Dinner once a day after consultation with the Mess Council approved by the Warden.				

Annexure- 'E'

SELF-DECLARATION – NO BLACKLISTING

(Date)

To,
Associate Dean(SA)
IIT Bombay

Dear Sir,

Ref: Tender for providing Catering Services at IIT Bombay

1. In response to the Tender Document for providing catering services at the Permanent Campus Mess at IIT Bombay, I/We_____ hereby declare that presently our Company/firm/ Joint venture is having an unblemished record and is not declared ineligible for corrupt & fraudulent during the last three (3) years preceding the last date of bid submission, i.e., 10.11.2026.

2. We further declare that presently our Company/ firm is not blacklisted or debarred and not declared ineligible for reasons of corruption & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission, including violation of relevant labour laws.

3. If this declaration is found to be incorrect, then without prejudice to any other action that may be taken, our security may be forfeited in full, and the bid, if any, to the extent accepted may be cancelled at any stage, and the contract may be terminated, and we shall be debarred from bidding in future against any other tender.

Yours faithfully,

Place: Signatures _____

Date: Name _____

Seal of the Organization

Annexure – 'F'

EXPERIENCE/WORK ORDER DETAILS

(TO BE PROVIDED ON THE LETTERHEAD OF THE AGENCY)

SR No.	Evaluation Criteria	Name of the Client	Order No. and Date	Number of Meals	Period From To
1.	Number of Years in Operation/experience in the catering business (All provide details of all experiences) E.g. Client 1 Client 2 Client 3 and so on				
2. .	Experience in catering services providing at least 500 meals per day /per sitting with educational institutes, government, semi-government offices, PSU, or private organization/s.	1. 2. 3.			
3.	Satisfactory Catering Experience (Mess) for at least one year with any Academic Institute:	Name of the Academic Institute: Single Work Order Size.....meals per day for at least one year (Certificate to be enclosed)			

Signature with Seal of the Bidder:
Name in Block Letter:
Designation:
Contact no.

Date:

Full Address:

Annexure – 'G'

ANNUAL TURNOVER DETAILS

(TO BE PROVIDED ON THE LETTERHEAD OF THE AGENCY)

<table>
<tr><th colspan="3">Evaluation Criteria</th><th>Remarks</th></tr>
<tr><td rowspan="4">Bidder's Annual Turnover for last three financial years from similar catering services.</td><td>Financial Year</td><td>Turnover in Rs.</td><td rowspan="5">To be certified & validated by a Chartered Accountant (CA) of the bidder's organisation with the name of CA, registration number, signature, and stamp.

In case of failure to submit aforesaid document, bids will not be considered.</td></tr>
<tr><td>2023-24 (Audited)</td><td></td></tr>
<tr><td>2024-25 (Audited)</td><td></td></tr>
<tr><td>2025-26 (Audited)</td><td></td></tr>
<tr><td colspan="2">ANNUAL AVERAGE TURNOVER</td><td></td></tr>
</table>

Signature with Seal of the Bidder:
Name in Block Letter:
Designation:
Contact no.

Date:

Full Address:

Annexure – 'H'

TENTATIVE MENU

Special Lunch/Dinner

Sr. No.	Items	Quantity
1	Drinks	3
2	Starters	4(2 Veg + 2 Non Veg)
3	Main Course Sabzi	3(2 Veg + 1 Non Veg)
4	Breads	2
5	Soup/Raita	Unlimited
6	Dessert	3
7	Special Rice	2(1 Veg + 1 Non Veg)
The guest charges will be as per the rate finalized by the Competent Authority.		

Gala Dinner

Sr. No.	Items	Quantity
1	Drinks	3
2	Starters	4(2 Veg + 2 Non Veg)
3	Main Course Sabzi	5(3 Veg + 2 Non Veg)
4	Breads	4
5	Soup/Raita	Unlimited
6	Dessert	3
7	Special Rice	2(1 Veg + 1 Non Veg)
8	Live Chaat/Snacks	3 type of counters
9	Paan/ Mukhwas	1 counter
10	Fruits/Special Salad	1 Counter
The guest charges will be as per the rate finalized by the Competent Authority.		

* Note: The above menu is tentative only. The actual menu may be decided by the Hostel councils.

Annexure – 'I'

DECLARATION REGARDING OUTSTANDING DUES

To,
The Associate Dean (SA)
IIT Bombay

Subject: Declaration regarding outstanding dues payable to the Institute/Organisation

I/We, M/s. _____, having our registered office at _____, hereby declare that:

1. I/We have carefully read and understood the terms and conditions of the tender and undertake to comply with the same.
2. I/We hereby declare that I/We are not currently registered or empanelled as a vendor with the IIT Bombay.

OR

I/We hereby declare that I/We are/were registered or empanelled as a vendor with the IIT Bombay and no outstanding dues, liabilities, or amounts payable to IIT Bombay are pending against me/us, our firm/company, or any of our proprietors/partners/directors, as applicable, on the date of submission of this tender.

(Please tick the appropriate clause)

3. I/We understand and agree that **if any outstanding dues or liabilities payable to the Institute/Organisation** (except the current dues, i.e. the bill of which due date is not over on the date of submission is pending) **are found to be pending against me/us, I/we shall be ineligible to participate in the tendering process**, and my/our bid shall be liable for rejection.
4. I/We further undertake that if any information furnished in this declaration is found to be false, misleading, or suppressed, the Institute/Organisation shall be entitled to take appropriate action as per the terms and conditions of the tender and applicable rules.

I/We hereby confirm that the information furnished above is true and correct to the best of my/our knowledge and belief.

Name: _____ Designation: _____

Name of the Firm/Company: _____

Signature of the Authorised Signatory: _____ Seal of the Firm/Company

Place: _____

Date: _____

INDEX

Sr.No	**Technical Bid (Envelope-1)** **" Envelope superscription:** **"*Technical Bid for Selection of Catering Contractor for Hostels 2, 4, 5, 10, 15, 16, 17, 18 & 19 : M/s Vendors Name*"**	Annexure (Page. No.)
1	EMD : Rs.25 Lakhs Only	
2	Tender document to be signed by the bidders on each page along with seal	
3	Annexure- A- Basic Information	
4	Annexure C- Hostel Wise Student Capacity (Signed and Seal by Bidder)	
5	Annexure E- Self Declaration- No Blacklisting	
6	Annexure -F (Experience/Work order details)	
7	Annexure – G- Annual Turnover Details FY (2023-24) FY (2024-25) FY (2025-26)	
8	Annexure -I (Declaration of Outstanding Dues)	
9	Bank Solvency Certificate of 2 **crores.**	
10	Income tax return certificate (2023-2024, 2024-2025, 2025-2026)	
11	Catering (from FSSAI), food outlet & labour licenses	
12	ISO 22000:2018 Food Safety Management Systems certification.	
13	HACCP Certification or ISO 9001:2015 Quality Management Systems	
14	Details about PF/ESIC registration	
15	Balance Sheet (Last 3 years)	
16	Incorporation certificate	
17	Partnership deed / Joint venture deed (If applicable)	
18	GST Registration certificate	
19	Experience certificate from the establishment on their letterhead.	
20	Shop & Establishment Registration	
21	PAN card Copy	
Commercial Bid (Envelope No.2) **" Envelope superscription:** ***"Financial Bid for Selection of Catering Contractor for Hostels 2, 4, 5, 10, 15, 16, 17, 18 & 19 : M/s Vendors Name "***		
	Annexure B-1 : Base Rate Bid	
	Annexure B-2 : Extra Items Bid	

Note

1. The Technical Bid and Commercial Bid shall be submitted in **two separate, sealed envelopes**, clearly superscribed as indicated above.
2. The bidder shall ensure that all documents are duly signed, stamped, complete and arranged in the order specified in the above tables.
3. All applicable licences, registrations and certifications shall be valid as on the date of submission of the bid.
4. The bidder shall ensure that the Commercial Bid is enclosed only in Envelope No. 2 and is not included in the Technical Bid envelope.