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TENDER DOCUMENT

[Technical bid and Price bid system – e-Procurement mode]

Tender Notification. No: 16/NITKSH/ Contract Mess/2025 Date: 22-04-2025

Name of Tender	Providing Mess Service in NITK Surathkal Hostels
Contract Period	One year from the date mentioned in the work order
Bid Document Download Start Date	23-04-2025 (02.00 PM)
Online Bid Submission Start Date	23-04-2025 (02.00 PM)
Pre-Bid Conference Date	30-04-2025 (02:00 PM)
Online Bid Submission End Date	14-05-2025 (02.00 PM)
Date of Opening the Technical Bid	15-05-2025 (02:00 PM)
Estimated Tender Value for Each Mess	₹2,50,00,000/- (Rupees Two Crore and Fifty lakh)
Bid security (EMD amount)	₹5,00,000/- (Rupees Five lakh)
Minimum Reasonable Cost of food per student per day	₹140/- per day per diner (plus GST as applicable)
Mode of Tender Submission	https://eprocure.gov.in/eprocure/app
Contact person of TIA for tender query	Professor in-charge, Hostels, Sahyadri, (Block-7) Hostel, NITK, Surathkal, PO Srinivasnagar, Mangaluru - 575 025 Phone: +91-824-2474077, +91-824-2473107 e-mail: chiefwarden@nitk.edu.in

Sd/-
Professor in-Charge, Hostels

Name of work/ service: “Providing Mess Service in NITK Surathkal Hostels”

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National Institute of Technology Karnataka, Surathkal Hostels

Tender Notification No:16/NITKSH/Contract Mess/2025 Date: 22-04-2025

NOTICE INVITING e-TENDER [e-Procurement]

Name of the Tender: Providing Mess Service in NITK Surathkal Hostels (NITKSH)

1. National Institute of Technology Karnataka, Surathkal (in short - NITK, Surathkal) located about 22 KM North of Mangaluru city is an autonomous Educational Institute of the Government of India under the Ministry of Education imparting technical education. NITK, Surathkal is one of the “Institutes of National Importance” declared by the Govt. of India under the NIT Act – 2007 (Act No. 29 of 2007).
2. The e-tenders are invited from Mess/Catering service providers having the required experience and capability as specified in the tender document, for providing mess service to the following groups.

Mess Groups					
Group	Name of the Hostel Mess	Mess Type	Night Canteen	Mess Capacity	Mess Group Capacity
1	Girls Block Ground Floor Mess	Vegetarian	Vegetarian	650	650
2	Girls Block First Floor Mess	Non-Vegetarian	Non-Vegetarian	650	650
3	Brahmagiri (Block-PG New) Mess	Vegetarian	Vegetarian	600	600
4	Pushpagiri (Block-PG) Mess	Vegetarian	Vegetarian	450	900
	Karavali (Block-1) Mess	Vegetarian	Vegetarian	450	
5	Aravali (Block-2) Mess	Non-Vegetarian	Non-Vegetarian	450	900
	Sahyadri (Block-7) Mess	Non-Vegetarian	Non-Vegetarian	450	
6	Trishul (Block-8) Mess	Vegetarian	Vegetarian	450	900
	Vindhya (Block-3) Mess	Vegetarian	Vegetarian	450	
7	Satpura (Block-4) Mess	Non-Vegetarian	Non-Vegetarian	450	800
	Nilgiri (Block-5) Mess	Non-Vegetarian	Non-Vegetarian	350	

* Each Mess shall also operate as Night Canteen after mess timings, serving snacks at extra cost.

3. The e-tenders invited are on techno-commercial basis on e-Procurement mode. The intending bidders shall submit their tenders through internet in CPP portal: <https://eprocure.gov.in/eprocure/app>
4. Detailed procedure for submission of e-tenders is available in the website: <https://eprocure.gov.in/eprocure/app>
5. **Inspection:** The caterer may inspect the hostel premises before quoting the tender and get all related information from the Hostel Office from 25-04-2025 to 28-04-2025, 2 PM.

6. **Pre-bid Conference** will be held on 30-04-2025 at 2:00 PM at Hostel office, Sahyadri (Block 7) Hostel. Bidders are encouraged to attend the same for any clarification.
7. **Bid Security/ EMD (Earnest Money Deposit)**: An EMD of ₹5,00,000 (Rupees Five Lakh only) should be in the form of RTGS/ Demand Draft from any scheduled bank drawn in favor of the **NITK, Surathkal Hostels Trust**, payable at Surathkal, Mangaluru. EMD in any other form is not acceptable. The Bids received without the EMD will be rejected. The EMD of the bidders is liable for forfeiture as per the terms of the Bid document in case of any default. EMD shall bear no interest.

NITKSH Bank account details for remitting EMD through RTGS:

Account holder's name	: NITK, Surathkal Hostels Trust
Account number	: 10175365117
Account type	: Current Account
Branch	: NITK, Srinivasnagar
IFSC code	: SBIN0002273

In the case of NSIC/MSE bidders seeking exemption from EMD, they shall submit NSIC/MSE UDYAM certificate (obtained for relevant NIC & Activity).

8. KEY POINTS:

1. There are seven mess groups, each group with either vegetarian only or non-vegetarian only mess.
2. The bidders should indicate their order of preference for each of the specified mess groups.
3. Each mess shall also operate as Night Canteen after regular mess timings and shall serve snacks at extra cost (to be defined & limited).
4. The minimum reasonable cost (MRC) of providing the mess service is determined as ₹140/- (Rupees One hundred and forty) per student per day (plus GST as applicable).
5. The caterer shall be required to pay the license fee (as per applicable slabs) and water & electricity charges (based on actual consumption) on a monthly basis.
6. The security deposit is fixed at ₹25,00,000/- (Rupees Twenty-Five Lakh) for each mess group.
7. The mess service providers (caterers) are required to comply with: (i) General terms & conditions for the bidders; (ii) Scope of work & requirements; (iii) Clauses of contract and all other mandatory requirements/ specifications for providing the mess service, as indicated in the tender document.
8. The mess contract shall be awarded for an initial period of one year, and may be extended annually, up to a maximum of 3 (three) years, subject to satisfactory feedback from the students. NITKSH reserves the right to revise the terms and conditions of the contract during any extension period.
9. The bid is to be submitted in two separate parts: (i) Technical bid and (ii) Financial bid, as per Annexure-G.
10. The Financial bid information should not be revealed anywhere in the technical bid. Doing so will lead to the rejection of the bid.
11. The bidder shall upload all documents that are specified in the Tender Document.
12. The bidders are advised to note that not furnishing complete information that are called for, or not giving it in clear terms, or making any changes in the prescribed formats or deliberately suppressing the information, shall result in the rejection of the bid.

9. ELIGIBILITY CRITERIA

Sl. No.	Criterion	Requirement
1	Employee Provident Fund (EPF) Registration	Mandatory registration
2	Employees State Insurance (ESI) Registration	Mandatory registration
3	Goods & Services Tax (GST) Registration	Mandatory registration
4	Permanent Account Number (PAN) Registration	Mandatory registration
5	Shops & Establishment License	Mandatory registration
6	FSSAI License / Certificate	Mandatory registration
7	Number of Years in Catering Business	Minimum 3 years as on 31-03-2025
8	Annual Turnover (Last 3 Financial Year)	Minimum ₹1 crore per year (average)
9	Number of Academic Institute Clients	Minimum 1 academic institute client
10	Number of Students Served Per Mess	Minimum of 400 people served per mess

The mess service provider should not have been black-listed by any agency at any point of time.

10. TECHNICAL EVALUATION CRITERIA

Group	Criterion	Points	Evaluation Rubric
A. Company Strength	1. Years in catering business	5	3 years in catering business = 1 point; Every additional year = 1 point; 5 points max.
	2. Annual turnover (last 3 FY average)	5	₹ 1-2 crore = 1; ₹ 2-3 crore = 2; ₹ 3-4 crore = 3; ₹ 4-5 crore = 4; Over ₹ 5 crore = 5 points.
	3. Single largest annual mess contract (in the last 3 financial years)	5	₹ 1-2 crore = 1; ₹ 2-3 crore = 2; ₹ 3-4 crore = 3; ₹ 4-5 crore = 4; Over ₹ 5 crore = 5 points.
	4. Type of company	5	Partnership / Proprietary Company = 1; Limited Liability Co. = 2; Section-8 / Society = 3; Private Ltd. Co. = 4; Public Ltd. Co. = 5.
	5. Director / CEO qualifications	5	Diploma = 1; Graduate = 2; Post Graduate = 3; Food / Catering/ Hospitality Training = +1 per certificate; maximum 5 points.
B. Catering Experience	1. No. of client organizations till date	5	1 point per client; 5 points for 5 or more clients
	2. No. of academic institute clients	5	1 point per client; 5 points for 5 or more clients
	3. No. of people served per day	5	1 point for 400 people; +1 point for every additional 200 people; 5 points maximum.
	4. No. of messes (currently running)	5	1 point per mess; 5 points for 5 or more messes
	5. No. of messes running in Karnataka	5	1 point per mess; 5 points for 5 or more messes
C. Quality & Service	1. ISO 22000 certification	5	Valid certificate = 5 points
	2. ISO 9001 certification	5	Valid certificate = 5 points
	3. FoSTaC training of mess supervisors	5	Valid certificates: 1 point per supervisor; 5 points maximum
	4. Relevant award from Govt. agencies	5	Valid certificates: 1 point per certificate; 5 points maximum
	5. Performance certificate from client organization (other than NITK)	5	Valid certificates mentioning good quality of food and service; 1 point per certificate; 5 points max.
	TOTAL (Maximum points)	75	

11. BID EVALUATION PROCESS:

NITK, Surathkal Hostels Trust (NITKSH) shall short-list the technical bids strictly based on the Eligibility Criteria stipulated in the Tender document. The decision of the NITKSH in this regard is final and binding on the caterer. No correspondence or communication from the bidders in respect of the decision of the NITKSH on the evaluation of the technical bid shall be entertained. The Short-listed bids will be evaluated using the following procedure.

1. Two-stage method similar to Quality-cum-Cost Based Selection ("QCBS") will be used, wherein Technical Score has 75% weightage and Financial Score has 25% weightage.
2. Technical bids will be evaluated for various parameters as specified hereinafter and the marks secured by bidders in technical evaluation will be considered for the next stage, i.e., evaluation of financial bids.
3. Financial bids less than the Minimum Reasonable Cost (MRC) will be rejected.
4. Financial bids will be evaluated as follows. If the Financial bid equals MRC, then its score is 25. If it equals twice or more than twice the MRC, then its score is zero. For a bid (P), $\text{score} = 25 \times ((2 \times \text{MRC}) - P) / \text{MRC}$.
5. The total scores (Technical + Financial) accurate to 2 decimal places will be used to rank the bids in descending order (H1, H2, H3...).
6. In the case of a tie, the following criteria will be applied in the order as listed below to break the tie.
 - a. Number of Years in Catering Business
 - b. Annual Turnover (last 3 FY average)
 - c. Single largest annual mess contract.
7. The top 10 ranked bidders determined as above, will be invited for document verification.
8. In case of any bidder failing to appear for document verification or disqualifying after document verification, the next bidder in the ranked list may be considered.
9. The top 7 ranked bidders who are successfully verified/qualified will be allotted one mess group each.
10. The bidder with the highest rank will be allotted the mess group of their first preference. The next ranked bidder will be allotted from the remaining mess groups based on their preference.
11. NITKSH shall have the prerogative to implement a uniform daily rate across all messes, through negotiation with the successful bidders.
12. NITKSH reserves the right to allot mess groups to the successful bidders, including those who do not indicate their preference.

INSTRUCTIONS TO THE BIDDER FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>

REGISTRATION

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking the link "Online Bidder Enrollment", which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

7. Interested bidders can search CPP Portal for the tender using various search options including Tender ID, Organization Name, Location, Date, Value, etc.
8. After selecting the tender, bidders may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.
9. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

10. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
11. Bidder should go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
12. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF format. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
13. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.
14. Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

SUBMISSION OF BIDS

15. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
16. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

17. Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
18. Bidder should prepare the EMD as per the instructions specified in the tender document.
19. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
20. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
21. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
22. Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
23. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

24. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
25. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

For any technical related queries: 24x7 Help Desk Number: 0120-4001 002 /0120-4001 005/ 0120-6277 787.

****Disclaimer**** Bidders are advised to exercise caution and not respond to any unknown calls, emails, or embedded links requesting payment for participating in the tender or for any other purpose. Please note that NITK Surathkal never asks for any tender fee for participation in tenders or bids.

CHECKLIST OF DOCUMENTS

Documents to be kept ready for uploading after scanning (in PDF format)

The bidder shall verify his bid properly before its submission in e-procurement portal and satisfy that all the documents are uploaded to the portal. The following documents are to be kept ready duly scanned (.pdf) for uploading while submission of e-bids.

Sl. No.	Requirement Checklist	Documents to be submitted
1	The caterer must be registered under the Employees Provident Fund (EPF) Act/ Code on Social Security, 2020 [Act 36/2020].	EPF registration certificate
2	The caterer must be registered under the Employees State Insurance (ESI) Act/ Code on Social Security, 2020 [Act 36/2020].	ESI registration certificate
3	The agency must possess valid GST registration	GST registration certificate
4	The agency must possess valid PAN registration with Income Tax dept.	PAN card
5	The caterer must have "Shops & Commercial Establishment" registration. <u>Note:</u> Enlistment under NSIC (National Small Industries Corp.)/ MSE (Micro & Small Enterprises) UDYAM shall not be treated as the caterer's registration under this requirement.	Shops & Commercial Establishment registration certificate
6	The caterer must possess a valid license for catering/ canteen services, issued by appropriate authority under Food & Safety Standards Act, 2006.	Food license for catering/ canteen services
7	The caterer should be in the catering/ canteen/ mess operation business (excluding beverage and snacks services) for a minimum period of 3 years as of 31-03-2025. Enclose complete contact details of the organization.	A copy of the Service qualification certificate from the Organization/Institute.
8	Experience of having successfully run at least one similar mess catering service during the last three years (ending 31-03-2025), with not less than 400 persons on its dining strength. 'Similar' implies running hostel mess service in IIT/ IIM/ IIIT/ IISER/ NIT/ AIIMS/ Central Universities, etc.	Work experience certificate issued by the Client organization (Supported by Copy of Labour License)
9	Caterer's average financial turnover (gross) in catering services during the financial years 2021-22, 2022-23 and 2023-24, should not be less than ₹1 Crore. A year in which no turnover is shown would also be considered for working out the average.	Copy of the Balance sheet, Profit & Loss A/c., for the three FY certified by Chartered Accountant (Annexure-C)
10	Financial soundness: A solvency certificate for the amount not less than ₹100.00 lakh from a Scheduled bank should be furnished by the agency as per the format provided in the tender document.	As per the format provided in Annexure-H
11	The caterer should not have abandoned or suspended any awarded work of any organization, nor should have been blacklisted/ debarred for competing in the Bid by any organization as on the date of this Notice inviting Bids. Relevant proof in the form of duly sworn affidavit issued after publishing of this Bid, should be submitted.	Affidavit (as per the format provided in Annexure-H)

Other General Documents		
1	Payment of ₹5,00,000 towards EMD	RTGS/ Demand Draft
2	Legal status of the bidder	Scanned copy of relevant document (i) If the bidder is a partnership company, copy of partnership deed. (ii) If the bidder is a Private/ Public Limited Company, copy of MOA & Registration document of the company.
4	Details of similar works during previous three years	Typed as per format in Annexure-C, scanned and uploaded
5	Details of similar works in hand	Typed as per the format in Annexure-D, and uploaded
6	Bidder Information	Upload as per format in Annexure-A
7	Details of Bidder's bank account (for online payment)	Upload as per format in Annexure-A
8	Director/ CEO qualification	Certificate to be uploaded
9	ISO 22000/ ISO9001	Certificate to be uploaded
10	FoSTaC Training	Certificate to be uploaded
11	Award(s) by Govt. agencies	Certificate of award(s) from Govt. agencies
12	Performance Certificate (Other than NITK)	Certificate as per format in Annexure-D to be uploaded

GENERAL TERMS AND CONDITIONS FOR BIDDERS

PRE-BID CONFERENCE

1. To facilitate NITKSH for proper conduct of the Pre-bid Conference, all prospective bidders are requested to submit their queries to Professor-In-Charge, NITKSH in an envelope (marked Tender No., Date and "Queries for Pre-bid Conference") OR email (chiefwarden@nitk.edu.in) on or before 28-04-2025 4.00 pm.
2. NITKSH shall answer the queries during the Pre-bid conference, which would become a part of the proceedings of the Conference. These proceedings will become a part of clarifications/amendments to the bidding documents and will become binding on all prospective bidders. These proceedings would also be hosted on NITK website www.nitk.ac.in for the benefit of all the prospective bidders.
3. Before submitting their bids, all prospective bidders are advised to surf through the NITK website after the Pre-bid Conference, in order to enable them to take cognizance of the changes made in the bidding document.
4. Any Statement made at the Pre-bid conference shall not modify the terms of the bidding documents unless such statement is made part of the clarification proceeding of the Pre-Bid Conference.

INSPECTION BY PROSPECTIVE BIDDERS:

5. The firm/agency/caterer who wishes to apply for the tender is required to visit and examine the respective messes in Hostel Blocks, and to appraise themselves before submitting their offer.
6. Interested bidders may inspect the NITKS Hostels premises, after contacting NITKS Hostel Office and obtaining prior written permission to visit.
7. Only one person from each firm will be permitted to inspect the mess facility. The person should record their firm's name, his/her name and designation, in the Inspection Register. The person should produce proof of documentary evidence like an authorization letter on their letterhead/photo id card issued by Govt. of India before the inspection.
8. The bidders will be permitted to inspect the hostel premises only once and they will not be entertained again.
9. When the tender is received, it will be deemed that the bidders have seen the facility and appraised themselves about the entire facility.

MESS FOOD SERVICE RATES

10. The per student per day mess food rate finalized after the tender will be fixed throughout the contract period. The rate may be revised by 5% or Consumer Price Index %, whichever is lower from the date of renewal of the tenure of Contract (i.e. after completing the period of twelve months).
11. The bidder shall quote his bid in Indian Rupees. The rates must be quoted both in words and figures. Any alteration and/or overwriting should be duly authenticated by the bidder's signature.
12. The rates shall be inclusive of all statutory obligations. Even if there are any variations in these during the contract period, the rate shall remain unchanged and no additional payment can be claimed. GST is extra as applicable.
13. NITKSH does not guarantee the minimum strength of mess members. Students are allowed to choose the mess, (based on first come first serve), subject to the mentioned maximum capacity of the mess.
14. The caterer must run the mess during the lean period (vacation) also.

TENDERING AND CONTRACT

15. Intending tenderers may seek for any clarification before tendering; submission of an offer implies the tenderer has obtained all clarifications required.
16. A bidder signing the bid document must specify whether he signs as
 - a. Sole proprietor of the firm or constituted attorney of such proprietor;
 - b. Partner/ managing partner of a partnership firm (with clear legal authority to sign for the firm).
 - c. Constituted attorney, if for a Company.
17. One contract per agency: The contract of only one mess group of his choice will be awarded to the bidder based on the merit list.
18. As a policy decision no caterer/contractor would be awarded the contract of more than one mess group (including night canteen) since running the hostel messes is a huge operation in itself and requires undivided attention of the caterer in order to maintain quality and highest level of hygiene.
19. NITKSH will notify the successful tenderer in writing by e-mail/ registered letter that his tender has been accepted.
20. On receipt of the letter from NITKSH, the successful tenderer will have to enter into an agreement. The cost of the non-judicial stamp paper document shall be borne by the caterer.
21. No bidder shall contact the office of the Professor in-charge, Hostel, NITKSH on any matter relating to his bid from the time of the bid opening to the time of the issue of the work order. All bidders are strongly advised to furnish all material information in the bid itself.
22. In the event of any dispute with regard to GST or any other statutory levies, the matter has to be taken up directly with the concerned authorities by the tenderer.

EMD AND SECURITY DEPOSIT

23. EMD of the unsuccessful bidder will be refunded without any interest within 90 days from the date of submission of the tenders. The EMD shall be forfeited if a bidder withdraws his bid during the period of validity specified.
24. The EMD of the successful bidder shall be returned after execution of the contract agreement or adjusted with the Security deposit.
25. Successful caterers for whom the contract is awarded shall have to deposit an interest-free Security Deposit (SD) of ₹25,00,000 (Rupees Twenty-Five Lakhs) in the form of RTGS/ Demand Draft of any scheduled bank drawn in favor of the "Professor In-charge, Hostels, NITKSH", which shall serve as a performance guarantee.
26. The SD of the successful bidder shall be returned without any interest on completion of the contract period after adjusting any dues from him.
27. The EMD and SD shall be forfeited in case of any breach of the terms and conditions of the contract.

28. If the successful bidder fails to execute the agreement within 15 days from the date of submission of the Letter of Intent, the EMD will be forfeited in full to NITKSH, and the bid will be rejected. Any loss incurred by NITKSH as a result of such default shall be recoverable from the bidder through appropriate means, including legal proceedings.

BID REJECTION CRITERIA

29. If the contract awardee gives false information and the fact comes out after awarding the contract, the contract will be rescinded immediately. The caterer shall be liable to pay for the resulting damages as estimated by NITKSH.
30. If at any time it is found that the caterer has furnished false information or engaged in corrupt / fraudulent practices, NITKSH at its sole discretion will declare a bidder ineligible either indefinitely or for a specified period of time for the award of contract or participating in the tenders.
31. Conditional and /or combined offer(s) in the tender shall be liable for rejection. Acceptance or rejection or deviation of tender terms and conditions shall be finally decided by NITKSH.
32. Should the bidder happen to be a relative of any employee of NITK, Surathkal, he shall inform the Authority of the said fact while submitting his tender, failing which his contract may be rescinded if and when the fact consequently comes to light and he shall be liable to pay for the loss or damages resulting from such rescission.
33. Selected bidder shall not be allowed to manage any other food outlet in NITK campus, other than the mess group allotted to them, in order to avoid conflict of interest and to ensure highest quality of mess food and hygiene.
34. Conditional bids/ offers shall be summarily rejected.

RIGHTS OF NITKSH

35. NITKSH reserves the right to obtain feedback from the previous/present clients of the caterer and also depute its team(s) to inspect the site(s) at present contract(s) for on-the-spot firsthand information regarding the quality of food and services provided by the caterer.
36. **Amendment of Tender document:** At any time prior to the last date for receipt of bids, NITKSH may, for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidder, may modify the Tender document by an amendment.
37. NITKSH may, at its own discretion, extend the last date for the receipt of bids.
38. The H1 bidder/offer does not get any right to demand acceptance of his offer. NITKSH reserves the right to accept/ reject/ cancel any bid. Even after acceptance of the bid/ issue of order or release of an order to the successful bidder, NITKSH can reject/cancel the deal without assigning any reason thereof. NITKSH shall not be responsible for any damages/loss whatsoever to the successful bidder on account of such withdrawal.
39. During the evaluation of the bids, the Professor in charge of NITKS Hostels may, at his discretion, ask the bidder for clarification of their bid.
40. The NITKSH will declare a firm/ bidder ineligible either indefinitely or for a specified period at the sole discretion of the NITKSH for the award of contract/ participating in the tenders if at any time the NITKSH determines that he/she has furnished false information/ engaged in corrupt or fraudulent practices.
41. The caterer will not be entitled to any compensation for any loss suffered by him on account of delays in commencing or executing the work/ service, whatever the cause for such delays may be.

SCOPE OF WORK AND REQUIREMENTS

MESS CONTRACT

1. The caterer shall enter into an agreement with NITKSH within seven days of receiving the Letter of Intent.
2. The caterer shall sign and return two copies of this contract on acceptance of the terms and conditions.
3. The work order will be issued after the agreement is finalized and the security deposit is paid.
4. The caterer shall complete the setup of the mess within 15 days from the date of issuance of the work order. Failure to do so may result in cancellation of the contract and forfeiture of the Security Deposit.
5. The caterer shall be fully responsible for the successful completion of the contract as per the conditions stipulated in the contract. Any contravention of the conditions may lead to the termination of the contract and forfeiture of the Security Deposit. NITKSH will be free to rearrange the work at the risk and cost of the caterer.
6. The decision of the Professor in-Charge, Hostels, NITKSH will be final and binding on the caterer regarding the performance of the contract.

MESS MANAGEMENT COMMITTEE (MMC)

7. The Mess Management Committee for each Mess comprises: (1) Quality & Maintenance Warden; (2) Block Warden; (3) Student Mess Secretaries; (4) Block Wardens Nominees.
8. NITKSH and the designated MMC members will have the right to inspect the kitchen, store rooms and mess work at any time to determine food quality, quantity, health and hygiene. They shall submit their inspection report (as per Annexure-B) to the Professor-in-Charge, Hostels, for necessary action, if required.
9. The caterer shall attend all meetings of the respective MMC (typically once in a month), to which he is invited. The minutes of the meeting should be sent to Professor-in-Charge, Hostels.
10. The caterer shall adhere to the decisions of the MMC.

MESS OPERATIONS

11. Provision of foodstuff and other items for running mess is entirely the responsibility of the caterer. All beverages and eatables shall be supplied or prepared from good and pure raw materials, maintaining healthy and hygienic standards. In case any item is found to be sub-standard or inferior quality or unhygienic, the MMC with the approval of Professor in-charge, Hostels shall have the right to prohibit the catering/ supply thereof at the mess and make alternate arrangements at risk and cost of the caterer.
12. **Mess timings:** The caterer should adhere to the following mess timings

	Weekdays (Mon-Fri)	Weekends (Sat-Sun)
Breakfast	07:00 AM to 09:30 AM	07:30 AM to 10:00 AM
Lunch	12:00 PM to 01:30 PM	12:30 PM to 02:00 PM
Snacks	04:30 PM to 06:00 PM	04:30 PM to 06:00 PM
Dinner	07:30 PM to 09:30 PM	07:30 PM to 09:30 PM

13. It is the responsibility of the caterer to prepare food and serve breakfast, lunch, evening snacks and dinner to students, guests and visitors of NITKS, on all days and also during the vacation period as per the mess timings and the menu suggested by the MMC, and also to keep the mess and its surroundings clean.
14. During Institute or hostel events, exams, etc. mess timings may be altered or extended in consultation with the MMC and with the approval of Professor-in-Charge, Hostels.
15. Since students residing in NITKSH are from different parts of the country/world, the caterer must have an expert team of cooks so that he can prepare and provide a variety of food types from all parts of the country.
16. The caterer shall prepare and prominently display the menu in the mess premises.

17. Self-service procedure will be followed. Sufficient counters should be operational to avoid inconvenience, long queues and delays. The MMC/Block Warden will decide the number of counters based on the need.
18. Food should be served and maintained warm. Any contaminations must be strictly avoided.
19. The serving staff are responsible for arranging for drinking water on the tables, clearing and cleaning the tables.
20. Used plates & glasses should be cleaned in hot water and kept safe (from insects, cats, dogs, etc.).
21. The caterer will arrange to store a sufficient quantity of potable/UV Sanitized water for cooking, drinking and hand washing to meet at least three days requirement in case of shortage/breakdown of civil water supply.
22. The caterer is prohibited from using a kerosene stove, electric heater and firewood inside the mess.
23. Vegetarian and non-vegetarian food shall be cooked and served separately.
24. Samples of all food items prepared are to be preserved for a period of 48 hours, for inspection/testing, if needed.
25. No food cooked in the mess may be taken out of the premises without prior permission.
26. Entry to the kitchen is to be strictly restricted except for the mess staff, MMC and designated inspection officials.
27. Pest control should be carried out through licensed agencies at least once a month.
28. Food-grade disposable glasses and plates, spoons or any other disposable items, as instructed by mess council, should be provided to students at no extra cost at the time of breakfast and tiffin.
29. Food should also be served to sick students as notified by the Mess Manager in the respective student's hostel room and to the Health Center when required for in-patient sick students.
30. Catering services for Institute events held within the premises of the hostel may be undertaken only after obtaining written permission from the MMC and Professor in-Charge, Hostels, at least three days prior to the event.
31. Jain food and boiled food should be served as per requirement, which is to be decided by the MMC.
32. Special food on days of fasting should be served, as decided by the MMC, at no extra cost.
33. In any month if the number of working days are 15 or more, grand dinner for that month should be provided by the caterer at no extra cost (the date and menu will be decided by the MMC).
34. In case the mess is closed on any occasion then special dinner/ lunch shall be provided in lieu of missed meals at no extra cost, based on MMC's request. For every two pest controls, there would be one special dinner/ lunch.
35. The caterer should provide the following at no extra cost, and as decided by MMC:
 - (a) Special lunch/dinner on Independence Day, Republic Day, Diwali, Holi, Lohri, Christmas, Onam, Eid, Makara Sankranti, Hostel Day and other special occasions. OR
 - (b) Minimum two special items along with regular menu, on festivals and occasions (8-10 days in a year).
36. If special dinner / lunch are not provided as above, full refund for the missed meals has to be given to students.
37. Food wastage should be weighed daily for all meals and should be displayed in the mess.
38. Surplus mess food after each meal cannot be taken out of the hostel premises. It may be distributed to the hostel workers (if fit for consumption) or fed to biogas plant or composted, as decided by MMC.
39. Any student can choose not to register for mess facility permanently, in which case 30% of the regular monthly mess charges will be paid by him/her, and may continue eating by paying guest charges for individual meals.
40. The caterer must maintain a Complaint/Suggestion Register, take appropriate corrective measures in consultation with MMC/ Block Warden, and inform Professor in-Charge, Hostels, NITKSH.
41. NITKSH/MMC reserve the right to periodically inspect the quality and quantity of the provisions and food, and the cleanliness and upkeep of mess premises.
42. **Night Canteen:** This shall operate from 10:00 PM to 1:00 AM. The menu items are given in Annexure-F. Their price and any addition/ modification to the menu shall be done in consultation with NITKSH. The inspection and penalties applicable to regular mess shall be applicable to Night Canteens also. Parcel service is discouraged to avoid littering and misuse. In case any prohibited items (cigarettes, liquor, etc.) are found to be stored or served, then the contract for both Mess and Night Canteen shall be terminated.

FOOD PREPARATION

43. The menu as decided by MMC should be strictly followed. It can be revised in consultation with MMC and approval of the Professor in-Charge, Hostels, NITKSH.
44. The basic menu is unlimited. Only special items like sweets, ice cream, fruits, egg, paneer and chicken are limited.
45. Kolam rice should be used for normal meal and branded basmati rice for biryani (special lunch/ dinner). It should be de-stoned, well-cleaned and cooked properly. Chapatti's must be baked properly and should be soft.
46. Only the approved brands of groceries shall be procured from standard shops, and used for cooking.
47. All raw materials and condiments must comply with FSSAI/ Agmark standards and the list provided by MMC.
48. Vegetables should be fresh, of good quality, and changed every day. Potatoes should not exceed 20%.
49. Used oil shall not be reused for any cooking purpose again in the mess. This is strictly prohibited.
50. Curd is to be served with Parathas at all times. Coconut chutney should be served with idli, dosa, uttappam, etc.
51. Ketchup has to be provided along with dishes like Cutlet, Samosa, Paratha, etc.
52. Seasonal drinks must be served in the mess as per the requirement given by the MMC.
53. Fruits should be of good quality, with standard size, free from blemishes, neither too raw nor too ripe.
54. Fruits and salad should be provided as per the menu approved by the MMC.
55. Mouth freshener (fennel seeds & sugar or any other type) and unlimited pickles to be provided with every meal.
56. Monosodium glutamate (Ajinomoto) and coloring agents known to cause health effects are strictly prohibited.
57. Any items prohibited under the tender agreement should not be kept in the hostel mess or premise.
58. The MMC will periodically check all materials brought to the mess as well as cooking practices.

HOUSEKEEPING

59. The caterer shall keep the kitchen, utensils, dining hall, furniture, fixtures, roof, wall, windows, nets, ventilators, fans, other fittings, toilets and mess premises in clean and hygienic conditions to the satisfaction of MMC.
60. The mess hall tables, kitchen slabs, wash basins and other areas of the Mess should be cleaned daily at the end of the day using a perfumed disinfectant. Mopping of all these locations should be done every day. The entire mess area shall be washed on alternate days of the week (Tuesday, Thursday and Saturday).
61. The caterer should engage their employees to remove wet and dry wastes at least twice a day.
62. Caterers should use fresheners regularly in the mess dining, kitchen and washing area to avoid foul smell.
63. Surrounding areas have to be swept once a week, especially on Saturdays. All inside/outside drainages connected with the mess in the mess compound premises shall be cleaned using disinfectant/phenol by the caterer.
64. Caterers must provide ample liquid soap for hand washing at the basins (both inside and outside the kitchen), hand gloves for mess workers handling items like salad, pani puri, etc., clean towels for wiping hands, head caps for mess workers, and other measures as advised by MMC.
65. Cold storage and refrigerators are to be defrosted and cleaned once a week by the caterer. Rat proofing regularly, and other pest control at least once every six months, must be carried out.
66. Use and throw plastics sheets for food wrapping or spreading on dining table, plastic plates, plastic coated tea cups, plastic tumbler, water pouches, plastic straw and plastic garbage bags should be avoided.

EQUIPMENT AND MAINTENANCE

67. Kitchen equipment, cooking gas bank and dining hall furniture in working condition will be provided by NITKSH. Their upkeep will be the sole responsibility of the caterer.
68. Available cooking equipment, utensils and cutlery will be handed over to caterer at the beginning of the contract. Balance cooking equipment, utensils, serving vessels, plates, glasses, etc., are to be arranged by the caterer.
69. Emergency lights need to be arranged by the caterer in the kitchen and dining hall, if there is a power failure.

70. If the caterer requires any other equipment to prepare the meal and or to provide better services, then the caterer may bring such required equipment at his own cost and inform NITKSH in writing.
71. All the equipment maintenance and repair work in the mess during the contract period will be the responsibility of the caterer. On completion of the contract, the caterer must return the entire equipment in working condition.
72. Water coolers and purifiers provided in the dining area should be cleaned and maintained by the caterer. They should be repaired within 72 hours in case of any issue. Failure to do so will attract penalty as decided by NITKSH.
73. The caterer will be responsible for the maintenance of all electrical fittings such as all fans, exhaust fans, tube lights, tube light covers, switch buttons, fan regulators, sockets, plugs, switchboard, etc.
74. The caterer shall install mosquito nets, electronic fly-kill/insect repellent device and emergency gas bank.
75. The caterer shall also provide a digital weighing balance (to be kept in store) for inspection purpose.
76. Only major civil and electrical works will be attended to by NITK. All other maintenance works, including those mentioned above are the responsibility of the caterer, and shall be carried out with due regard at the convenience of NITKSH. The orders of the concerned authority shall be strictly observed.
77. Breakage of any window panes/frames or ventilators are to be replaced with new ones.
78. The caterer shall be responsible to rectify any building defects, fittings and electrical items, distemper all walls from the inside and painting of the door and windows, on completion of the contract period.

MESS EMPLOYEES

79. Details of minimum staff required to be deployed in each Mess per shift (6AM-2PM and 2PM-10PM) are as follows:

Employee Category	Number of employees to be deployed	Preferable color of Uniform
Mess Manager	1	White
Mess Supervisor	1	White
Executive Chef	1	White
Cooks	1 for every 200 students	Brown
Assistant Cook	1 for every 200 students	Brown
Food Counter Staff	1 for every 200 students	Maroon
Serving Staff	1 for every 200 students	Maroon
Cleaner/Washer	1 for every 200 students	Blue

80. Experienced Mess Manager with fluency in English/Hindi/Kannada should be appointed for overall management of operations. He/ She should have UG/PG degree in food/ hospitality-related field with at least 3 years' experience in supervision of mess / catering in at least a three-star hotel or organization similar to NITK.
81. The caterer shall note that the work lies within the restricted area, and shall obtain prior permission of the Professor in-Charge, Hostels, NITKSH (through the Mess Manager) for posting his employees in the mess.
82. The caterer, their representatives and employees shall be required to abide by the following: -
 - (a) Age: The age of employees should not be below 18 and above 55.
 - (b) Health Check-up: The caterer must ensure health check-up of all their employees at the time of posting, and thereafter every six months. A copy of the health report should be submitted to the Hostel Office.
 - (c) Security Pass: The caterer shall submit copies of the appointment letter, Aadhaar card and police verification of each employee to the Hostel Office, for issuing their security pass.
 - (d) Entry/Exit: The caterer or his representatives and employees will be allowed to enter through and leave from only such gates as the security staff may, at their discretion, permit them to use.
 - (e) Working hours: The caterer will follow working hours as deemed essential for running the mess by NITKSH. No employee of the caterer shall be permitted to remain in NITKSH premises from 1 AM to 5 AM.

- (f) Working place: Mess employees are required to be within mess premises during working hours. Written permission for going out of mess premises during working hours is to be taken from the Hostel Office.
 - (g) Vehicle parking: The caterer and his employees can park their vehicles only at a place designated by NITKSH.
 - (h) Materials: All materials brought in or taken out shall be regulated through the passes issued by an authorized Officer of NITKSH.
 - (i) Safety norms: The caterer will ensure that prevalent safety norms in NITKSH areas are strictly followed. The caterer will be liable to pay compensation in the event of any injury to his workers.
 - (j) General conduct of personnel employed: All personnel employed by the caterer are to adhere to the prevailing rules for personnel employed on a contract and conform to the regulations of NITKSH.
83. The caterer shall employ only Indian Citizens only after due verification of their character & antecedents. Personnel who have been involved in any civil/criminal cases are strictly not to be employed in the mess. The caterer will bear the responsibility and cost for police verification of all mess staff from the local police authorities. Any violation will entail termination of the contract as well as forfeiture of the security deposit.
 84. The caterer shall not employ any serving office personnel of NITKSH/ NITK or take their assistance either directly or indirectly without written permission of The Professor in-Charge, Hostels, NITKSH.
 85. All employees engaged by the caterer shall be on their payroll and paid by the caterer. Payment of statutory wages, including workers' compensation, ESI, PF, etc., as applicable and non-statutory benefits to the employees shall be borne by the caterer and made within the stipulated time.
 86. The accommodation of the mess employees engaged by the caterer shall be arranged by the caterer. NITKSH shall have no liability to the employees or members of the caterer whatsoever.
 87. The employees should have the necessary training to maintain the highest possible standard of hygiene as expected. Every employee should be briefed about this issue and regular follow-up briefings must be provided.
 88. The employees on duty in a mess shall always wear a clean and neat uniform (minimum two sets to be provided by the caterer, at his cost), with name and designation for easy identification.
 89. The workers should always use clean and neat aprons, hand gloves and caps while working.
 90. Torn uniforms, chappals, and unkempt looks will be considered as a breach of contract.
 91. The employees should be familiar with using fire extinguishers and other safety equipment.
 92. The caterer is responsible for the behaviour and conduct of his personnel.
 93. The caterer shall be responsible for any loss or damage to property and articles of NITKSH by his employees.
 94. The caterer should make it clear to their employees that their work in NITKSH mess is purely temporary in nature, and at no point of time they shall claim permanence of employment by NITKSH.
 95. The NITKS Hostels reserves the right to carry out the background check of all workers of the successful bidder serving in respective hostel blocks. The successful bidder's contract will be terminated if any worker is found to have criminal background, infectious disease or alcohol/drug addiction.

SAFETY AND LEGAL OBLIGATIONS

96. The caterer shall be responsible for the safety of their employees while working in the mess. The caterer shall be fully responsible for any liability/compensation in case of any accident or incident involving his employees. NITKSH shall not be required to give any compensation in such events and shall remain indemnified by the caterer.
97. In the event of any damage caused to the installation due to negligence, carelessness or inefficiency of the staff, the caterer shall be responsible to make good the same. The decision of the NITKSH shall be final and binding on the caterer for carrying out suitable recovery.
98. The caterer will be responsible for obtaining all required licenses/ permission for running the mess from Mangalore/ Surathkal local authority.

99. Liquefied Petroleum Gas only can be used as a cooking medium.
100. Precautions against any fire hazards or other damages to hostel properties shall be taken care of by the firm. The caterer shall indemnify NITKS Hostels from any encumbrances/loss on this account.
101. Storing/supply/sale and consumption of drugs, alcoholic drinks, cigarettes or any other items of intoxication are strictly prohibited in the Institute's campus, including canteen/mess. Any breach of such restrictions by the caterer will attract deterrent action against him/her as per statutory norms.
102. The caterer shall not use the premises for any other activity except for the purpose for which it has been provided.
103. The tenderer(s) must not indulge in any corrupt or unlawful practice while executing the contract. If any such case is reported and established, the Professor in-charge, Hostels, NITKSH will have full rights to forfeit the security deposit and cancel the contract.
104. The firm/caterer/agency shall fulfill the requirement of various law enforcing agencies/local authorities etc., for their approvals as and when required.
105. Mess contractors are strictly prohibited from supporting any of the student groups/ student organizations through donations, financial contributions etc.

FINANCIAL ARRANGEMENTS

106. The caterer shall prepare a bill based on monthly billing of an actual number of hostel residents for each month, including rebate, etc., for the entire month on or before the 5th day of the next month and will submit to the Hostel Office for necessary payment.
107. The payment to the caterer will be released in two installments: the first 50% will be released before the 8th of a month after deducting rebate, penalty charges and other charges and the second 50% after the 15th of the month only after the submission of photocopies of EPF, ESIC, GST, challans receipts obtained from the concerned along with their salary bill (with the name of employee) to Hostel Office.
108. Mess rebate will be given to students for a minimum period of Five days with prior notification to the caterer at least 2 days before. The rebate should be provided to the students as per NITKSH rules and Regulations.
109. The guest charges are as follows (to be confirmed in consultation with NITKSH):
Breakfast = ₹50, Lunch = ₹60, Snacks = ₹30, Dinner = ₹70.
110. Caterers may order milk and milk products directly from Dakshina Kannada Co-Operative Milk Producers' Union Mangalore, and groceries through NITK Consumers Cooperative Society to avail of discounted prices.
111. **Compliance with Labour laws:** The caterer will give an affidavit and/or undertaking to the NITKSH Office every following month to the effect that employee wages have been paid and provisions of Employees Provident Fund and Miscellaneous Provisions Act and Employees State Insurance Act have been complied, as per **Annexure-J**.
112. **License Fee:** The caterer shall pay a license fee to the Institute, as mentioned in Work Order, before the 10th day of the succeeding month, and submit the receipt to NITKSH Office.
113. License fee shall be ₹30,000 for each mess group number 1, 2 and 3; and ₹40,000 for each mess groups 4, 5, 6 and 7. The License fee is subject to annual revision.
114. **Water Consumption Charges:** The caterer shall pay water consumption charges (as per the bill issued by the Institute) for every month within the 10th day of the succeeding month, and submit the receipt to NITKSH Office. The water consumption charges are subject to annual revision.
115. **Electricity Consumption Charges:** The caterer shall pay electricity consumption charges (as per the sub-meter reading or as fixed by the Institute/ NITKSH in the case of meter failure) within 10 days of receipt of the bill, and submit the receipt to NITKSH Office.
116. Failure to pay the license fee, or water consumption fee, or electricity consumption charges will attract 18% interest per month, and payment default for three consecutive months will lead to automatic termination of the contract.

GENERAL STRUCTURE OF THE MENU

The following is the general structure of the menu. The detailed menu (subject to minor modifications) is given in the Annexure-E. The portion size (weight or number) and options are listed in the next section. The weekly menu (alternate weeks should be different) should be fixed in consultation with the MMC, strictly followed and monitored.

1. Breakfast: Will consist of the following (7 items):

(i) Breakfast item (from the list provided), (ii) Toasted/ normal bread, (iii) Butter, jam and ketchup, (iv) Milk with Bournvita/ Complan OR Juice, (v) Cornflakes/ Oats/ Muesli, (vi) Tea and Coffee, (vii) Bananas/ seasonal fruits.

* Non-Veg item (instead of banana/fruit): Two boiled eggs/ double omelette/ egg bhurji/ paneer bhurji.

2. Lunch: Will consist of the following (10 items):

(i) Plain/ special rice item, (ii) Chapati (with and without ghee), (iii) Dry vegetable, (iv) Vegetable curry/ gravy, (v) Dal, (vi) Sambar/ rasam, (vii) Fried/roasted papad/ Fryums, (viii) Salad, (ix) Curd/ raita/ lassi/ chaas, (x) Icecream/sweet.

3. Tiffin/Snacks: Will consist of the following (4 items):

(i) Tiffin/ snack item (from the list provided), (ii) Toasted/ normal bread, (iii) Normal/peanut butter, jam and ketchup, (iv) Tea and Coffee/Buttermilk

4. Dinner: Will consist of the following (10 items):

(i) Plain/ special rice item, (ii) Chapati (with and without ghee), (iii) Dry vegetable, (iv) Vegetable curry/ gravy, (v) Dal, (vi) Sambar/ rasam, (vii) Fried/roasted papad/ Fryums, (viii) Salad, (ix) Curd/ raita/ lassi/ chaas, (x) Fruit Salad/ Custard/ Sweet item.

* Non-Veg item: Egg/ Chicken/ Fish based item

Common items (during Breakfast, Lunch and Dinner):

(i) Salt, pepper, sugar, pickle, ghee, green chili, saunf, mishri, mukhwas, and (ii) Paper napkins.

Salad items (during Lunch and Dinner):

Cucumbers, tomato, onion, beetroots, carrots, radish, green chilies and lemon.

Mess Management Committee (MMC) can include any of the below-mentioned options for various items, or any other options in consultation with the caterer.

Breakfast options: Paratha (Plain, Aloo, Onion, Methi, Gobi); Aloo Poha; Upma-Sheera+Sev; Idli-Vada with Sambar and Chantni; Dosa (Masala, Plain); Uttappam; Appam-veg curry; Puttu Kadala; Jeera Puri-Mutter Sabji; Puri-Aloo Bhaji.

Dal options: Masoor, Tur, Dal-Makhni, Chana Dal, or any other type of Dal.

Dry Sabji options: Aloo dry, Aloo Gobhi, Aloo Jeera, Aloo Baingan Masala, Aloo Karela Mutter, Aloo Shimla Mutter, Alasande Cabbage, Beetroot, Bhindi fry, Beans, Long beans, Cabbage Green Peas, Lauki dry, Green peas, Green gram, Padwal Chana, Seemebadane, Soybean Chilly, Snake guard, Tawa Veg, Tendli Chana Dry, Yam (suvarna).

Veg Curry/Gravy options: Avial, Corn Palak, Kabulichanna, Mix veg curry, Veg Kofta, Veg Masala, Veg Makhanwala, Veg Chawli gravy, Muttur paneer, Paneer Malai Kofta, Paneer Mutter, Palak paneer, Rajma.

Evening snacks: Bhel Puri, Pani Puri, Ragada patty, Sprouts chaat, Mangalore bajji, Onion pakoda, Dahi vada, Vada Paav, Vada chutney, Masala avalakki, Sandwich, Upma, Sheera, Samosa, Noodles, Bread Pakoda, Veg roll.

Seasonal Fruit options: Banana, Apple, Mosambi, Orange, Mango

Fruit Salad/ Custard: Minimum four different types of fruits.

Sweet item options: Rasmalai, Rasagulla, Gulab jamoon, Peda, Burphy, Mysore pak, Malai sandwich, Champakali, Jahangir, Jalebi, Malpuri, Kheer/Payasam (Vermicelli/ Green gram/ Bengal gram/ Broken wheat/ Rice).

Icecream: Slab ice cream of different varieties.

An indicative menu is provided in Annexure-E for reference purposes only. The actual menu will be finalized by the MMC, adhering to the general structure outlined above.

Approximate minimum weight of the items provided in the mess

Sl. No.	Particulars	Minimum weight of (one) serving
1	Paratha (plain)	70 gm
2	Butter	20 gm
3	Groundnut Chutney	Unlimited
4	Tea/Coffee/Milk	150 ml
5	Chapathi	50 gm (~9" dia), Unlimited
6	Rasam/ Dal	Unlimited
7	Rice and sambar	Unlimited
8	Ragi Ganji	Unlimited
9	Millet Rice	Unlimited
10	Curd	100 ml
11	Dosa (plain)	150 gm
12	Puri	35 gm to 40 gm (~6" dia)
13	Idli	130 gm to 150 gm
14	Medu Vada	45 gm to 50 gm
15	Paratha (Alu, Methi,Gobi)	150 gm to 200 gm
16	Uppittu/ Pongal	150 gm to 200 gm
17	Shira	75 gm to 100 gm
18	Masala Dosa	150 gm to 200 gm (~12" dia)
19	Onion Pakoda	140 gm to 150 gm
20	Potato Bonda	100 gm to 110 gm
21	Beaten Rice/ Poha	150 gm to 200 gm
22	Vegetable samosa	100 gm
23	Kachori	100 gm
24	Appam	150 gm
25	Potato poha (with onion)	150 gm
26	Uttapam (Onion/tomato)	200 gm
27	Puttu Kadala	200 gm
28	Mangalore Bajji	50 gm
29	Capsicum / Banana Baji	50 gm
30	Paneer	75 gm
31	Vegetable gravy/ dry	200 gm Veg

32	Sambar	100 gm Veg & dal
33	Green Veg Salad	100 gm
34	Sprouts	75 gm
35	Hot veg Soup	100 ml
36	Cut fruits	150gm
37	Corn Flakes	100ml
38	Brown Bread	4 pieces per meal or as per menu

Note: Above mentioned quantities are the minimum quantity need to be supplied by the caterer. However, on demand, more quantity should be provided.

Non-Veg items

1	Egg Curry	2 egg + 250 gm gravy
2	Egg Biryani with Raita	2 egg + 250 gm rice + 50 gm raita
3	Chicken Curry/ Kadai	150 gm (Chicken boiled) + 250 ml gravy
4	Chicken Biryani with raita	150 gm Chicken + 1 egg + 250 gm rice + 75 ml raita
5	Chicken Masala	150 gm (Chicken boiled) + 250 ml masala
6	Dry Chilly Chicken	150 gm (boiled)
7	Chicken Kebab	150 gm (1 big piece or three small size pieces)
8	Fish	150 gm

Note: About 200-250 gm of Chicken should be provided during the monthly grand dinner. However final quantity/type of chicken item for monthly grand will be decided by the MMC/Block Warden/QM Warden.

Note:

- The items in the above menu can be shifted to another day by the MMC.
- Meal is to be served on the counter/ buffet however water will be served on the table.
- For dinner a variety of dal must be served. Dal of different varieties must be served on different days. This will include the following dal: Moong Dhuli, Moong Sabut, Moong Chilke Wali, Masur Dhuli, Masur Sabut, Chana Dal, Arhar, Kala Chana, White Chana , Lobia/raungi, rajma, Urad Sabut etc. No dal must be served more than twice during a week. Similarly, vegetables of different varieties , preferably Seasonal vegetables, must be served. The same vegetable must not be served more than twice during a week. The content of potato in any cooked vegetable must not be more than 25% except when potato vegetable is identified in the menu.
- Items of the menu shall be unlimited in quantity if not specified.
- The detailed daily meal wise menu specifying dals and vegetables to be served will be identified at the beginning of each month by the hostel mess committee, in consultation with the caterer. It is mandatory to serve this menu. In case of any difficulty in the same, the committee must be informed well in advance.
- In case adulteration is found in the food or quantity/quality of food served is not up to the mark, the penalty will be imposed on the caterer as per the penalty clause.
- The caterer should ensure that a complaint book is available to the students in the mess hours and it should be submitted to the MMC during the monthly mess committee meeting.

CLAUSES OF CONTRACT

DEFINITIONS: The following terms shall have the meaning hereby assigned to them except where the context otherwise requires:

- a. **NITKSH:** Shall mean National Institute of Technology Karnataka Surathkal Hostel Trust Board, Surathkal, Mangalore – 575 025, represented by its Professor in-Charge, Hostels or other authorized representatives.
- b. **CATERER/ AGENCY/ SERVICE PROVIDER:** Shall mean the successful tenderer to whom the contract has been awarded, which expression shall, unless the context otherwise requires, include his legal heirs, executors, administrators and assigns.
- c. **CONTRACT; CONTRACT AGREEMENT:** Shall mean and include the following:
Notice inviting tender; a tender document containing general instructions to the bidder and conditions of the contract; scope of work & requirements; clauses of contract etc., documents furnished by the bidder; letter of Intent; work order; all related Acts and Rules specified in the tender document; and/or any other correspondences of negotiations and the financial bid, all related correspondence letters.
- d. **WORK/ JOB/ SERVICE:** The caterer shall mean and include preparing the food items, serving at messes and other responsibilities as specified in the scope of service.
- e. **CONTRACT PRICE:** Shall mean the sum/ sums referred to in the contract agreement under Price bid or in the work order/ letter of Intent.
- f. **MONTH:** Shall mean a calendar month.
- g. **MMC:** Mess Management Committee.
- h. **SECURITY DEPOSIT:** Means the deposit offered by the bidder to be deposited with the NITKSH till the currency of the contract and is interest-free.

- 1. **THE CATERER IS THE EMPLOYER OF ALL WORKERS ENGAGED BY HIM:** All statutory payments in connection with the employment of the Workmen under this contract shall be borne by the caterer. The caterer is the employer of all the workers engaged under this contract and they shall not be treated as employees of the NITKSH. The caterer should take all required registrations and pay premiums correctly to labour welfare funds, ESI, EPF, etc., constituted by the Union Government and the Government of Karnataka from time to time.
- 2. **PERIOD OF VALIDITY OF TENDER:** The tender shall remain valid for acceptance for a period of 90 days from the date of its submission. Any bidder who withdraws their tender during this period or makes modifications to the terms and conditions shall forfeit the EMD to NITKSH.
- 3. **SUB-LETTING:** No part of the contract shall be sublet without the written permission of the “NITKSH,” nor shall transfers be made by “Power of Attorney” authorizing others to carry out the work.
- 4. **ASSIGNMENT:** The caterer shall not assign the contract or any part thereof or any benefit or interest therein or there under without the written permission of the NITKSH.
- 5. **DURATION OF CONTRACT:** The mess contract shall be awarded for an initial period of one year. Based on satisfactory feedback from students, it may be extended annually, up to a maximum of three years. NITKSH reserves the right to revise the terms and conditions of the contract during any extension period.
- 6. **INSURANCE:** The successful bidder shall take working insurance towards the safety of his workmen.
- 7. **INDEMNITY BOND:** The caterer shall indemnify the NITKSH against all claims for loss or damages or compensation due to the negligence of the caterer in performing his responsibilities and duties and that may be made by his employees or users or third parties. The caterer shall indemnify against all losses and claims for injuries, death or damages to any person or property whatsoever which may arise out of or in consequence of

the caterer's work and against all claims, demands, proceedings, damages, costs, charges, expenses, whatsoever in respect thereof in relation thereto.

8. **GENERAL OBLIGATIONS AND CONDITIONS:** The caterer shall be deemed to have satisfied himself before tendering as to the correctness of his offer for the service and the terms and conditions of the contract.
9. **REMOVAL OF WORKMEN:** The "NITKSH" shall be at liberty to object to and require and caterer to remove forthwith from the Work any person employed by the caterer in or about the operation or maintenance of the work who, in the opinion of the "NITKSH" misconduct himself or is incompetent or negligent in the proper performance of his duties or whose employment is otherwise considered by the "NITKSH" to be undesirable and such person shall be replaced by the caterer without delay by a competent substitute approved by the "NITKSH."
10. **COMMUNICATIONS TO BE IN WRITING:** All references, communications, and correspondences made by the "NITKSH"/ the NITKSH's representative or the caterer in connection with the Work shall be in writing and no reference, communication, or complaint which is not in writing shall be recognized.
11. **USE OF PREMISES:** The caterer shall not occupy any land, building belonging to or in the possession of the "NITKSH" without prior approval of the NITKSH.
12. **LABOUR; LABOUR RULES:** In respect of all labour (directly or indirectly) employed by the caterer, the caterer shall comply with the provisions of the Contract Labour (Regulation and Abolition) Act 1970, Contract Labour (Regulation and Abolition) Rules 1971, Child Labour (Prohibition and Regulation) Act, Minimum Wages Act — 1948, Payments of Wages Act 1936, Payment of Bonus Act 1965, Payment of Gratuity Act 1972 and any amendments thereof and all legislation and rules of the State and/or Central Government or other local authorities, framed from time to time, governing the protection of health, sanitary arrangements, wages, welfare and safety for labour employed on Work and for the bonus, EPF retirement benefits, retrenchment/lay off, compensation, etc. The rules and the other statutory obligations with regard to minimum wages, welfare and safety measures, maintenance of the register, etc., will be deemed to be part of the Contract. Violation of any of these shall be deemed as a violation of the clause/ clauses of this contract.
13. **REPORTING ACCIDENTS OF STAFF / STUDENTS IN MESS:** The caterer shall be responsible for the safety of all employees and/or Workers employed or engaged by him and shall forthwith report all cases of accidents to any of them, however, caused and whenever occurring, to the "NITKSH" and shall make every arrangement to render all possible assistance and aid to the victims of the accident.
14. **ACCIDENT OR INJURY TO THE EMPLOYEES OF THE CATERER:** The "NITKSH" shall not be liable for, in respect of, any damages or compensation payable in consequence of any accident or injury or death either due to the negligence of the caterer or otherwise in performing his responsibilities.
15. **PRESERVATION OF PEACE:** The caterer shall take requisite precautions to prevent any riotous or unlawful behavior by or amongst his workmen and/or others, for the preservation of peace and protection of the inhabitants and security of property. There shall be no conflicts between students and mess workers.
16. **TERMINATION OF CONTRACT:** The Contract can be terminated by giving **Two months'** prior notice on either side. But prior notice is not required for termination of the contract if the caterer violates any of the terms and conditions of the agreement. The caterer shall give an acknowledgment for the materials handed over to him from the NITKSH. All such materials shall be returned in good working condition on completion of the contract period.
17. **STATUTORY REQUIREMENTS:** In case in which by virtue of the provisions of the Contract Labour (Regulation and Abolition) Act, 1970; Contract Labour (Regulation and Abolition) Central Rules, 1971; Minimum Wages Act, 1948; Payments of Wages Act 1936; Child Labour (Prohibition and Regulation) Act, Payment of Bonus Act 1965; Payment of Gratuity Act 1972; Employees' Provident Funds and Miscellaneous Provisions Act, 1952 and Amendment Act 1988; Employees State Insurance Act, 1948 and Amendment Act, 1989 & 2010; related Rules framed under these Acts; other Statutory obligations on the part of the caterer, NITKSH is obliged or made to

pay or happens to pay any amount or wages to workers/ staff employed by the caterer in execution of the work, or to incur any expenditure in providing welfare and health amenities required to be provided under the above said Act, or under the Rules framed by Government from time to time for the protection of health and sanitary arrangements for workers employed by the caterer, then the NITKSH will recover from the caterer the amount of wages so paid or the amount of expenditure so incurred.

Without prejudice to the right of the NITKSH under sub-section (2) of Section 20, and sub-section (4) of Section 21 of the Contract Labour (Regulation and Abolition) Act, 1970, NITKSH shall be at liberty to recover such amount or any part thereof by deducting it from the security deposit or any sum due by the NITKSH to the caterer whether under this contract or otherwise. The NITKSH shall not be bound to contest any claim made against it under sub-section (1) of Section 20, sub-section (4) of Section 21, of the said Act, except on the written request of the caterer and upon his giving to the NITKSH full security for all costs for which NITKSH might become liable in contesting the such claim.

The caterer shall abide by and comply with all relevant laws and statutory requirements covered under the Labour (R&A) Act, Minimum Wages Act, EPF, ESI, etc. It shall be the responsibility of the caterer to provide the details of manpower engaged by him to the NITKSH as well as to the Labour department.

18. **LABOUR LICENCE:** The caterer shall obtain a valid license from the Assistant Labour Commissioner under the Contract Labour (Regulation & Abolition) Act 1970, and the Contract Labour (Regulation and Abolition) Central Rules 1971, before the commencement of the service work, and continue to have a valid license until the completion of the contract. The caterer shall also abide by the provisions of the Child Labour (Prohibition and Regulation) Act, 1986. Any failure to fulfill this requirement shall attract the penal provisions of this contract, including termination of the contract.
19. **SETTLEMENT OF DISPUTES/ARBITRATION:** As far as possible, disputes shall be settled mutually. In the event of any unsettled dispute or difference relating to the interpretation and application of the provisions of the agreement, such dispute or difference shall be addressed as per the 'Arbitration and Conciliation Act, 1996' The parties to the dispute will share equally the cost of arbitration intimated by the arbitrator. The place of arbitration shall be at NITKS Hostel Office or as decided by the arbitrator.
20. **FORCE MAJEURE:** Any delay in or failure of the performance of either part hereto shall not constitute default hereunder or give rise to any claims for damage, if any, to the extent such delays or failure of performance is caused by occurrences such as Acts of God or an enemy, expropriation or confiscation of facilities by Government authorities, acts of war, rebellion, sabotage or fires, floods, explosions, riots, or strikes. The caterer shall keep records of the circumstances referred to above and bring these to the notice of the NITKSH in writing immediately on such occurrences.
21. **JURISDICTION OF COURT:** The Courts at Mangalore shall have the exclusive jurisdiction to try any disputes, if any, arising out of this contract between the parties.

PENALTIES FOR VIOLATION OR RULES, TERMS AND CONDITIONS

In case of any default of the terms of the contract, then the caterer shall be liable to pay the penalties as per the following details,

Sl. No.	Rule Violation	Minimum Fine Per Complaint
1.	Food poisoning, leading to vomiting/ diarrhea (proven by lab tests)	₹2,00,000/-
2.	Violation of rule to separately store/ cook/ serve vegetarian and non-veg food	₹1,00,000/-
3.	Adulteration / groceries with expired date / using unknown brands without permission	₹50,000/-
4.	Any tampering with gas cylinders / gas pipelines, or any other safety equipment	₹50,000/-
5.	Proprietor or their authorized representative failing to attend MMC meetings	₹50,000/-
6.	Non-availability of complaint registers on the counter / not registering complaints	₹50,000/-
7.	Failure to maintain a proper health checkup of the mess employees	₹50,000/-
8.	Insects or sharp objects (glass pieces, nails, etc.) cooked along with food	₹50,000/-
9.	Other objects like stones (>2mm), plastic, rope, cloth, cigarette, etc. found in food	₹20,000/-
10.	Inappropriate dress/ personal hygiene / misbehavior of workers	₹20,000/-
11.	Dirty kitchen / three or more complaints of unclean utensils in a week	₹20,000/-
12.	Not following mess timings mentioned in the tender or decided by the MMC	₹20,000/-
13.	Food item not available during mess time, or waiting time more than 15 minutes	₹20,000/-
14.	Changes in the approved and displayed menu without permission of MMC	₹20,000/-
15.	Use of artificial colors, banned preservatives, baking soda or chemicals in food	₹20,000/-
16.	Milk found to be diluted (must have 2-4% fat content)	₹20,000/-
17.	Curd, butter or paneer are of substandard quality / diluted / foul smelling	₹20,000/-
18.	Stale food items served (foul smelling)	₹20,000/-
19.	Certain item not cooked properly / overcooked / extra spicy / extra oily	₹10,000/-
20.	Newspaper used to absorb excess oil in fried items (instead of tissue paper)	₹10,000/-
21.	Leftover food not disposed off within 12 hours of serving	₹10,000/-

Note:

1. The first violation of any of the above rules implies a fine on the caterer. Second violation of the same rule on a different day within 30 days of the previous fine will attract double the fine indicated above. Third violation within 30 days of the previous (second) fine will attract triple the fine indicated above.
2. Whenever the MMC proposes a fine, it will notify the caterer (via the Mess Manager). The fine will be imposed with the consent of the Council of Wardens and deducted from the monthly mess bill.
3. Four or more instances of above violations within a semester, with fine being imposed, will result in automatic termination of the contract.
4. Refer to Annexure-B for the feedback form to be used by the students/ diners for reviewing the performance of the caterer.
5. In the event of a lapse in maintaining the highest standards of hygiene, the severity of the failure will be assessed, and a substantial monetary penalty, determined by MMC, will be imposed. In cases of gross negligence or failure, the penalty will be more severe, potentially leading to the immediate termination of the contract.

ANNEXURE-A

1. BIDDER's GENERAL INFORMATION)

Bidder should indicate the following information with a self-attested photocopies of supporting documents

1.	Name of Firm/Agency/Contractor	
2.	Number of Years in operation	
3.	Address under which registered	
4.	Operational address, if different from above	
5.	Telephone No. (Landline)	
6.	Tele Fax No., if any	
7.	Mobile No.	
8.	Official Email address	
9.	Name & address of branch, if any	
10.	Type of organization (whether private limited/ partnership/ sole proprietorship; proof to be attached)	
11.	Name of Proprietor/ partners/ Designated partners/ Directors of the Organization/ Firm)	
12.	ISO Certification, if any (If yes, please furnish details)	

(Signature of Bidder with Seal)

2. FORMAT FOR SUBMISSION OF BANK ACCOUNT DETAILS:

The bidders are requested to furnish their bank details so as to make payment / return the EMD of unsuccessful bidders through RTGS in the following format:

It may be typed as per the format given,

Format for submission of details of the bank account of the bidder:

Name of the account holder (the bidder)	
Complete address	
Contact number	
Email address	

Bank Account details:

Bank name	
Branch name	
MICR number	
Account type	
Account Number	
Please re-type the Account number again	
IFSC code of the Bank	

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not affected at all for reasons of incomplete or incorrect information, I would not hold the Institute responsible for this.

I have read the option invitation letter and agree to discharge the responsibility expected of me as a participant under the scheme.

Seal and signature of the bidder.

Certification from the banker:

It is certified that the particulars furnished above are correct as per our records.

Seal and signature of the authorized officer of the bank.

3. LETTER OF TRANSMITTAL CUM UNDERTAKING

From:

Name of the bidder :

Address :

To:

The Professor in-charge, Hostels
NITK Surathkal, Srinivasnagar Post,
Mangalore – 575 025.

Sir,

Sub: Tender for running mess at, NITK Surathkal Hostels

Having examined and understood the details given in the Notice inviting tender and the tender document for the above service, I/we hereby submit our tender with the following declaration:

1. I/ we hereby declare that all the statements made by me/ us in the tender document are true and correct to the best of my/our knowledge and belief.
2. I/ we declare that before signing this bid, I/ we have read and fully understood all the terms and conditions, and instructions contained therein and undertake myself/ ourselves to abide by the said terms and conditions.
3. I/ we also agree that the NITKSH can approach individuals, departments, employees or firms to verify our competence and general reputation.
4. I/ we agree that the EMD furnished along with my/our tender is liable for forfeiture in case of any default.
5. I/ we agree that the bid tendered by me/ us is valid for 90 days from the date of submission of the bid for its acceptance. I/ we further agree that I/ we will not make any change in our financial bid after its submission or withdraw the same.

Signature of the Bidder

Date:

ANNEXURE-B

1. Monthly Feedback Form from Student Diners for Performance Evaluation of Caterers

(To be filled by student diners)

Instructions: Please rate the following aspects of the mess service on a scale from 1 to 5.

(1 = Poor, 2 = Average, 3 = Good, 4 = Very Good, 5 = Excellent)

S. No	Attribute	Rating (1–5)
1.	Quality of food served (freshness and taste)	
2.	Quantity of food served (adequate number/ weight)	
3.	Service (appearance/dress and behavior of mess staff)	
4.	Availability of all items in the approved menu during mess time	
5.	Cleanliness of table, plates, cups, glasses, spoons, etc.	

Overall Rating (1-5 scale):

Comments/Suggestions for Improvement (optional):

.....
.....

Based on the monthly feedback the council of warden will take appropriate action.

2. MESS INSPECTION REPORT

We have visitedMess Run bycaterer
onTime:

This is part of Frequent Mess Squad visits/upon invitation of Student/Complaint received from a student.

We have checked and made the following observations which invite penalties according to the mess contract.

Check	Rule Violation	Observation
1.	Food poisoning, leading to vomiting/ diarrhea (proven by lab tests)	
2.	Violation of rule to separately store/ cook/ serve vegetarian and non-veg food	
3.	Adulteration / groceries with expired date / using unknown brands without permission	
4.	Any tampering with gas cylinders / gas pipelines, or any other safety equipment	
5.	Proprietor or their authorized representative failing to attend MMC meetings	
6.	Non-availability of complaint registers on the counter / not registering complaints	
7.	Failure to maintain a proper health checkup of the mess employees	
8.	Insects or sharp objects (glass pieces, nails, etc.) cooked along with food	
9.	Other objects like stones (>2mm), plastic, rope, cloth, cigarette, etc. found in food	
10.	Inappropriate dress/ personal hygiene / misbehavior of workers	
11.	Dirty kitchen / three or more complaints of unclean utensils in a week	
12.	Not following mess timings mentioned in the tender or decided by the MMC	
13.	Food item not available during mess time, or waiting time more than 15 minutes	
14.	Changes in the approved and displayed menu without permission of MMC	
15.	Use of artificial colors, banned preservatives, baking soda or chemicals in food	
16.	Milk found to be diluted (must have 2-4% fat content)	
17.	Curd, butter or paneer are of substandard quality / diluted / foul smelling	
18.	Stale food items served (foul smelling)	
19.	Certain item not cooked properly / overcooked / extra spicy / extra oily	
20.	Newspaper used to absorb excess oil in fried items (instead of tissue paper)	
21.	Leftover food not disposed off within 12 hours of serving.	

Any other observations / remarks:

Overall comments / conclusion:

Penalties, if any, recommended:

Block Warden/ Q& M Warden

Initial of mess manager

Mess Inspection Team Members (Name and Signature)

Submitted to Hostel Office

ANNEXURE-C

1. Details of Annual Financial Turnover on Similar Work

(To be submitted in a separate sheet typed neatly – preferably in alphabetic order -scanned and uploaded.)

ANNUAL FINANCIAL TURN OVER	
YEAR	Annual Turnover as per Audited Balance Sheet (in ₹.)
2021-22	
2022-23	
2023-24	
Average Annual Turnover	
Note: The above data is to be supported by Audited* Balance Sheets	
* If not audited till the date of submission of tender, a certificate from the Chartered Accountant may be submitted, along with unaudited accounts.	

Seal and signature of the bidder

2. Format for details of establishment for which agency/ firm completed similar services

(to be submitted year-wise in a separate sheet, scanned and uploaded.)

DETAILS OF COMPLETED WORKS OF SIMILAR NATURE								
(During the last three years ending MARCH-31, 2025)								
Sl. No.	Name of the contract	Name & address of the client	Brief Description of the Contract	Date of Start	Date of completion as per contract	Date of actual completion	Value (₹)	Number of Diners
1								
2								
3								
4								
5								

Seal and signature of the bidder

ANNEXURE-D

1. DETAILS OF WORKS OF SIMILAR NATURE IN HAND

Format for details of similar service contracts in hand- To be submitted year-wise in a separate sheet typed neatly (copy of work order also to be submitted), scanned and uploaded.

Sl. No.	Name of the contract	Name and address of the client	Brief Description of the Contract	Date of Start	Value (₹)	Number of Diners
1						
2						

(Add rows if needed)

Seal and signature of the caterer.

2. PERFORMANCE CERTIFICATE

<Letter Head>

This is to certify that _____ (Firm Name) has provided the catering service to _____
_____ (Institute Name) from _____ to _____. The performance of the caterer is as follows as per available records.

Sl No	Parameter	Poor	Average	Good	Very Good	Excellent
		1 Mark	2 Mark	3 Mark	4 Mark	5 Mark
1	Food Quality					
2	Cleanliness & Hygiene					
3	Quality of Service					

Total Score =

Any warning Letter issued: YES/NO:

Is overall performance of the firm satisfactory:

Overall Feedback:

Recommended/Not recommended

Signature and Stamp of authority

Date:

Place:

NOTE:

1. The Performance Certificate should be provided on the letter head of the Institute/ Organisation.
2. The Performance Certificates from previous CFTI/ organization/ Institute.
3. In case of multiple certificates, average of scores from certificates will be considered for evaluation

ANNEXURE-E

1. SAMPLE MESS MENU (*Non-Vegetarian Items indicated by **)

	BREAKFAST	LUNCH	SNACKS	DINNER
MON	Idli, Vada, Chutney, Bread, Butter, Jam, Tea, Coffee/ Milk, Banana / <i>Boiled Egg*</i>	Wheat Chapathi, Rice, Veg Palya, Dal Tadka, Curd, Pickle, Papad, Salad, Ice Cream	Ragda Pattice, Sauce, Bread, Butter, Jam, Tea, Buttermilk	Wheat Phulka, Lemon Rice, Rajma Curry, Rasam, Gobi Manchurian / <i>Egg Omlette*</i> , Curd, Pickle, Papad, Salad
TUE	Poori, Bhaji, Bread, Butter, Jam, Tea, Coffee/ Milk, Banana / <i>Boiled Egg*</i>	Wheat Chapathi, Rice, Chole Curry, Sambhar, Curd, Pickle, Papad, Salad, Millet Ganji	Vada/Bhaji and Pav, Bread, Butter, Jam, Tea, Buttermilk	Wheat Phulka, Pudhina Rice, Mix Veg Curry, Rasam, Paneer Chilli / <i>Chicken Kabab*</i> , Curd, Pickle, Papad, Salad
WED	Upma, Shira, Chutney, Bread, Butter, Jam, Tea, Coffee/ Milk, Banana / <i>Boiled Egg*</i>	Wheat Chapathi, Rice, Gobi Palya, Dal Fry, Curd, Pickle, Papad, Salad Ice Cream	Samosa, Green Chutney, Bread, Butter, Jam, Tea, Buttermilk	Wheat Phulka, Spinach Rice, Paneer Curry, Rasam, Curd, Pickle, Papad, Salad Ice Cream / Payasam
THU	Poha-Peanuts, Sev, Bread, Butter, Jam, Tea, Coffee/ Milk, Banana / <i>Boiled Egg*</i>	Wheat Chapathi, Rice, Mixed Bean Curry, Sambhar, Curd, Pickle, Papad, Salad, Millet Ganji	Dhokla, Green Chutney, Bread, Butter, Jam, Tea, Buttermilk	Wheat Phulka, Veg Pulao, Kolhapuri Veg Curry, Rasam, Paneer Curry / <i>Chicken Curry*</i> , Curd, Pickle, Papad, Salad
FRI	Rava Idli, Chutney, Bread, Butter, Jam, Tea, Coffee/ Milk, Banana / <i>Boiled Egg*</i>	Wheat Chapathi, Rice, Chana Masala, Dal Makhani, Curd, Pickle, Papad, Salad, Ice Cream	Veg Cutlet, Sauce, Bread, Butter, Jam, Tea, Buttermilk	Wheat Phulka, Tamarind Rice, Baigan Bharta, Rasam, Paneer Kadai / <i>Egg Curry*</i> , Curd, Pickle, Papad, Salad
SAT	Aloo Paratha, Pickle, Bread, Butter, Jam, Tea, Coffee/ Milk, Banana / <i>Boiled Egg*</i>	Wheat Chapathi, Rice, Veg Sagoo, Sambhar, Curd, Pickle, Papad, Salad, Millet Ganji	Masala Bhel Puri, Bread, Butter, Jam, Tea, Buttermilk	Wheat Phulka, Jeera Rice, Dum Aloo Curry, Rasam, Paneer Korma / <i>Chicken Korma*</i> , Curd, Pickle, Papad, Salad
SUN	Masala Dosa, Chutney, Bread, Butter, Jam, Tea, Coffee/ Milk, Banana / <i>Boiled Egg*</i>	Methi Poori, Rice, Ladies Finger Fry, Kadhi, Raita, Pickle, Papad, Salad Payasam	Kadale Kaalu Usli, Bread, Butter, Jam, Tea, Buttermilk	Stuffed Paratha, Veg Biryani, Mutter Methi Masala, Rasam, Paneer Biryani / <i>Chicken Biryani*</i> , Raitha, Pickle, Papad, Salad

Please note that this menu is just for reference, the actual menu may deviate from this one, as per the instruction of the MMC, but it will adhere to the general structure outlined in this document.

2. PERMISSIBLE BRANDS OF CONSUMABLE ITEMS TO BE USED BY THE CATERER

S.No.	Mess Item	Brand
1	Atta	Annapurna, Ashirwad, Patanjali, Pillsbury, Shakti Bhog
2	Besan (Agmark)	Shakti Bhog, Rajadhani, Fortune
3	Kolam Rice	Royal, Donur, Daawat, Vedaka
4	Basmati Rice for special rice	Everyday, Daawat, Devaaya, India Gate, Fortune
5	Instant Noodles	Maggi, Top Ramen, Knorr, Patanjali, Surya
6	Oil (Sunflower)	Dhara, Fortune, Patanjali, Saffola, Sundrop, Sunpure, Gold Winner
7	Oil (Mustard)	Hafed, Mashal, Patanjali, Dhara, Fortune
8	Butter*	Amul, Britannia, Mother Dairy, Nandini
9	Ghee*	Amul, Nandini, GRB, Britannia, Every day, Mother Dairy, Patanjali, Krishna
10	Cheese / Paneer	Amul, Britannia, Mother Dairy, Nandini
11	Bread	Britannia, Modern, Kwaliti, Spencers, Narans
12	Cornflakes	Kellogg's, Nestle, Patanjali, Quaker
13	Jam	Kissan, Maggi, Mapro, Druk, Safal, Top
14	Sauce (Chilli, Tomato, etc.)	Chings, Heinz, Kissan, Maggi, Crimica
15	Fruit Drinks	Frooti, Kisaan, Maaza, Mapro, Rasna, Roohafza, Tang, Tropicana, Slice
16	Tea	Brooke bond, Lipton, Tata, Taaza, Red Label
17	Coffee	Nescafe, Bru
18	Cow Milk	Nandini, Amul, Mother Dairy (without water dilution)
19	Ice Cream	Ideal, Amul, Dairy Day, Kwaliti, Hangyo, Mother Dairy, Vadilal
20	Shrikhand	Amul
22	Frozen Yogurt	Nandini, Amul, Mother Dairy
22	Frozen Peas	Mother Dairy, Kabeer Safal (offseason), Al Kabeer Safal (offseason)
23	Soya	Nutella, Prince, Natural Harvest, Fortune, Saffola, Mealmaker
24	Salt	Tata, Annapurna, Nature fresh, Patanjali, Ashirwad
25	Spices	MDH, MTR, Badshah, Everest, Eastern, Mothers Kitchen, Patanjali
26	Custard Powder	Brown & Polsen, Bakers, Weikfield
27	Pickle	Bedekar, Mother's, MTR, Nilon's, Pravin, Priya, Presto
28	Papad	Amritsari, Lijjat, MTR, Mother's, Patanjali
29	Mineral Water	Kinley, Aquafina, Bisleri
30	Hand Wash	Dettol, Life buoy, Pamolive (non-diluted)
31	Chicken	Alkabeer, Bharath's, Coastal, Godrej Real good, Venky's, Zorabian

* Use of Hydrogenated (vanaspati) oil is strictly prohibited.

Note: In case of unavoidable circumstances, the caterer may use any other brand only after obtaining prior written approval from the MMC.

ANNEXURE-F

NIGHT CANTEEN MENU

List of Permitted Items

A. Hot Beverages: <u>Tea/Coffee</u> (125ml): Tea in Cup, Filter Coffee in Cup, Nescafé, Green/Other Tea (tea bags), <u>Milk</u> (200 ml / one full glass): Milk with/without sugar. <u>Milk-Based Drinks</u> (200 ml Milk) + min 20 gm of following: Bournvita, Boost, Horlicks, Hot Chocolate
B. Cold Beverages: Lassi-Sweet (200 ml), Lassi-Salty (200ml), Assorted Cold Drinks, Ice Creams, Butter Milk, Frooti, ISI mark Mineral Water, Fruit Juice (Real)
C. Fresh Fruit Juice (200 ml): Orange, Mango, Grape, Apple, Mosambi, Lemon, Water Melon, Carrot
D. Milk Shakes (200 ml): Apple Milk shakes, Banana Milk shakes, Rose Milk Shake, Chocolate Milk Shake, Bournvita Milk Shake, Cold Coffee, Pomegranate Milk Shake, Chikoo Milk Shake, Mango Milk Shake, Badam Lassi Milk Shakes, Papaya Milk Shake, Pista Milk Shake, Mango Lassi Milk Shakes, Lichi Milk Shake, Oreo Milk Shake, Oreo Choco Milk Shake, Kaju Anjeer, Kaju Milk Shake, Dry Fruit Milk Shake, Kesar Royal Milk Shake, Kesar Pista Milk Shake, Vanilla Milk Shake, Shamam Milk Shake(200 ml), Strawberry Milk Shake, Kesar Falooda, Royal Falooda
E. Sandwiches: Veg Sandwich, Aloo Sandwich, Veg grilled Sandwich, Aloo grilled Sandwich, Bread Butter 2 slice medium size bread+ 10 gm Butter French Fries, Veg Burger
F. Packed Rolls: Veg Roll, Egg Roll, Veg Patties, Paneer Roll,
G Snacks: Idli (2 Nos) Dosa Plain, Onion/Tomato Uttapam, with sambar, Chatni, Tomato Uttapam, Appam (2Nos) with masala curry, Putu Kadala, Upma with coconut Chatni, Potato vada -2 nos with chatni, Potato poha/ poha with sev, chopped onion and coriander leaf, Meduvada 2 nos with sambar, Assorted Pakoda, Vegetable Samosa 2 Nos, Kachori (Moong Dal/Potato), Bread Medium Size, Butter Amul or superior quality, Veg cutlet 1 no. with sauce, Curd Curd With Sugar, Veg Samosa, Chilli Pakoda, Potato Pakoda
H. Paratha /Tandoor: Aloo Paratha, Onion Paratha, Gobi Paratha, Palak Paratha, Mix veg Paratha, Paneer Paratha, Tandoor Roti, Butter Roti, Naan, Butter Naan Kulcha, Butter Kulcha, Chapati Khubus
J. Sweets: Laddu, Jilebi, Gulab Jamun (2 nos), Vermicelli Khir, White rasagulla, Biscuits
H. Veg Rice /Curries: Fried Rice (veg), Plain Rice, Steam Rice, Veg biriyani with raita, Veg Hakka Noodles, Jeera Rice, Ghee Rice, Paneer fried Rice, Manchurian Rice, Singapore Fried Rice, Curd rice with pickle, Pongal with chutney / Sambar, Puliogare with chutney, Vegetable Pulav, Dal Khichadi, Dal Tadka, Dal Fry, Veg Korma, Sambar, Dry Chilly Paneer, Mutter Paneer, Potato dry vegetable, Mixed vegetable curry, Aloo Mutter, Capsicum Masala, Channa Masala, Paneer Tikka Masala, Paneer Palak Masala Dal Mughalai, Gobi Manchurian, Gobi Chilly, Paneer Manchurian, Paneer Chilly, Gobi Pepper Fry, Aloo Fry, Aloo Onion, Aloo Jeera, Tomato Masala Fry, Veg Koftha, Alu Koftha, Chole Bathura, Malai Koftha, Bendi Masala Fry, Mushroom chilly, Pav Bhaji, Veg Kadai
J. Chicken Dishes: Chicken Curry, Chicken Masala, Dry Chilly Chicken, Chicken Biryani with raita, Fried Rice(chicken), Chicken Chilly Bone less, Chicken Sukka, Chicken Kabab, Chicken Manchurian, Chilly Chicken Gravy, Chicken Manchurian Gravy, Chicken Hyderabad Biryani, Butter Chicken, Chicken Kadai, Chicken Hyderabad, Chicken Kolhapuri, Hakka Noodles Chicken
K. EGG Dishes: Egg Curry, Egg Biryani with raita, Egg Fried rice, Egg Chilly, Double Boiled egg, Double Omelet, Bread Omelet, Egg Half Fry, Egg Full Fry, Egg Burji, Egg Paratha, Egg Masala, Egg Hyderabad Biryani, Hakka Noodles Egg
M. Shawarma: Roll Shawarma with Veg, Roll Shawarma without Veg, Plate Shawarma with Veg, Plate Shawarma without Veg, Full Grill, Half Grill, Piece Tikka, Veg Roll

Please note that items mentioned above is only for reference. The actual menu may deviate from this one, as per instruction of the MMC. The food item rates will be finalized by the MMC.

ANNEXURE-G

FORMAT OF FINANCIAL BID

ONLY INDICATIVE - Rate to be quoted in CPP portal only

Name of work: Running Mess at Various Mess groups at NITK Surathkal Hostels

I / we hereby offer our quote as follows:

Sl. No.	Mess food rate per day per diner
1	

1. Minimum Reasonable Cost per day per diner: ₹140 (plus GST as applicable)
2. Bidder should quote their Cost per day per diner in multiples of ₹1 (₹140 or more)
3. Bidder must indicate a distinct order of preferences for all messes.

Order of Preference for the various Mess Groups (last column):

Mess Group	Name of the Hostel Mess	Mess Type	Night Canteen	Mess Group Capacity	Order of Preference
1	Girls Block Ground Floor Mess	Vegetarian	Vegetarian	650	
2	Girls Block First Floor Mess	Non-Vegetarian	Non-Vegetarian	650	
3	Brahmagiri (Block-PG New) Mess	Vegetarian	Vegetarian	600	
4	Pushpagiri (Block-PG) Mess	Vegetarian	Vegetarian	900	
	Karavali (Block-1) Mess	Vegetarian	Vegetarian		
5	Aravali (Block-2) Mess	Non-Vegetarian	Non-Vegetarian	900	
	Sahyadri (Block-7) Mess	Non-Vegetarian	Non-Vegetarian		
6	Trishul (Block-8) Mess	Vegetarian	Vegetarian	900	
	Vindhya (Block-3) Mess	Vegetarian	Vegetarian		
7	Satpura (Block-4) Mess	Non-Vegetarian	Non-Vegetarian	800	
	Nilgiri (Block-5) Mess	Non-Vegetarian	Non-Vegetarian		

Seal & Signature of the bidder

ANNEXURE-H

1. FORMAT OF SOLVENCY CERTIFICATE FROM A NATIONALISED OR A SCHEDULED BANK

(On the Letterhead of the Bank — Should be submitted in Original)

This is to certify that to the best of our knowledge and information, M/s _____, having their registered office at _____, a customer of our bank, is a reputed company with good financial standing and can be treated as a solvent to the extent of ₹. _____ (Rupees _____). This certificate is issued without any guarantee or risk and responsibility on the Bank or any of its officers.

Signature with date
Name, address & Seal of the Bank/ Branch

2. FORMAT OF CERTIFICATE <FOR CONFLICT OF INTEREST>

I _____ S/o Shri. _____ aged _____, hereby declare and certify the following (strike off whichever is not applicable):

- ☐ None of my relative(s) is/are employed in NITK, Surathkal.
 - ☐ The following relative(s) is/are employed in NITK, Surathkal:
 - 1. Name: _____ Relationship: _____
Designation: _____ Section: _____
 - 2. Name: _____ Relationship: _____
Designation: _____ Section: _____
- (add more rows as needed).

Definition of near relative: Spouse, parent, sibling, child, in-law, etc.

In the case at any stage, it is found that the information given by me is incorrect or incomplete, NITKSH shall have the absolute right to take any action as deemed fit without any prior intimation to me.

Signature of Tenderer
Name:-
Address:-

3. FORMAT OF AFFIDAVIT <NOT BLACLISTED/ DEBARRED>

On a stamp paper of ₹500 duly sworn before the Public Notary

Affidavit of Mr./Ms. _____, S/o/ of Mr. _____ aged about _____ years, resident of _____, working as _____ (designation) for _____ (name and address of the bidding agency).

I, the above-named deponent, solemnly affirm and the state as under:

1. That I am working as ----- /proprietor of the ----- (name of the firm) and authorized to sign this affidavit.
2. That the firm M/s---- (complete address of the firm) has not abandoned or suspended any contracts/services of any organization/ department so far.
3. That the firm M/s---- (complete address of the firm) has not been blacklisted/ debarred for competing in tenders /services of any organization/ department so far.
4. I solemnly verify that the facts stated above are true and nothing material has been concealed.

Seal and Signature of deponent

Identified by:

Solemnly affirmed and signed before me by the Deponent after the contents of this affidavit were read over to him, and stated by him to be true and correct on this ----- day of ----- 2025, at -----

ANNEXURE-J (Applicable after award of contract)

1. AFFIDAVIT (LABOUR LAW COMPLIANCE)

I, _____ s/o _____ caterer of _____,

do hereby declare and undertake as under:-

- a. That in the capacity of caterer by M/s _____ I shall comply with the provisions of Contract Labour (Regulation and Abolition) Act, 1970 and the Rules thereto. I have paid the wages for the month of _____, to all my employees and no dues are payable to any employee.
- b. That I have covered all the eligible employees under Employees Provident Fund and Miscellaneous Provisions Act and the Employees' State Insurance Act and deposited the contributions under our code numbers _____ for the following month and as such no amount whatsoever is payable. The challans showing about the deposits made by us are enclosed herewith.
- c. I further declare and undertake that in case any liability pertaining to my employees is to be discharged by the principal employer for my lapse, I undertake to reimburse the same or the principal employer is authorized to deduct the same from my dues as payable.

Dated:

Caterer Seal & Signature

2. INDEMNITY BY THE CATERER (EPF,ESI compliance)

"I/ We hereby indemnify the National Institute of Technology Karnataka Surathkal Hostel Trust Board (represented by its Professor in-charge, Hostels, NITKSH) that in case of any notice served by the EPF and/ or ESI authorities to the Institute towards the recovery of EPF and/ or ESI due from me/ us in connection with this contract, I/ we agree that the NITKSH is free to recover such many as decided by the NITKSH from my bills or any money due to me from the NITKSH".

In case, notice is received by the NITKSH for non-compliance and/ or non-payment of EPF and/or ESI contribution from the caterer; the same shall be deducted from any money due to the caterer.

Seal and signature of the caterer.

ANNEXURE-K
(Applicable after award of contract)

1. FORMAT OF LETTER OF INTENT

No.

Date:

To: (Name and address of the agency)

Sub.: Running the mess at _____ Hostel Block NITKS Hostels- Letter of Intent – Reg.

Ref.: 1. Notice inviting tender ----- dated -----, 2. Your tender dated -----, 3. Approval dated -----
--- of the Council of Wardens, NITK, Surathkal.

This is to inform you that, subject to the terms and conditions of the Notice inviting tender dated ----- and the tender document, your tender under reference (2) above for the above service is accepted as follows:

Details of the accepted price bid:

You are requested to submit a further security deposit by means of RTGS/ Demand Draft of any scheduled bank drawn in favour of the "The Professor in-charge Hostels, Hostels, NITKSH payable at Surathkal within three days from the date of issue of this letter. You are also requested to attend this office within three days from the date of issue of this letter, along with a non-judicial stamp paper/ document paper of ₹500/- for executing an agreement.

Copy to: Concerned Block Wardens / QC Warden

Yours sincerely,
Professor in-charge, Hostels

2. FORMAT OF AGREEMENT

AGREEMENT FOR RUNNING MESS AT _____ HOSTEL BLOCK, NITKS HOSTEL PREMISES

THIS AGREEMENT is made on this day/ Month/Year----- by and between National Institute of Technology Karnataka Surathkal Hostels, P.O.Srinivasnagar, Mangaluru-575025. Represented by the Chief warden, hereinafter called the "NITKSH" of the ONE PART (The expression "NITKSH" shall include his successors, assigns or transferees) And (Name and address of the agency) represented by -----, hereinafter called the caterer/ agency which expression shall, unless excluded by or repugnant to the context, be deemed to include his successors, heirs, executors, administrators, representatives of the OTHER PART.

Whereas the NITKSH has called tender for the **FOR RUNNING MESS and Night Canteen AT _____ HOSTEL BLOCK, NITKS HOSTEL PREMISES**, at --- vide Notice Inviting Tender No. ----- dated ----- . Among several agencies who have offered their tender, the NITKSH found the tender offered by ----- (Name of the agency) is acceptable and hence decided to grant the contract to them vide Letter of Intent No.----- dated-----.

Whereas ----- (Name of the agency) has accepted the award of the contract.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement, words and expressions shall have the same meanings as are respectively assigned to them in the tender document.
2. The following documents shall be deemed to form and be read and construed as part of this agreement, namely
 - (i) Notice inviting Tender No. ----- dated -----, (ii) The tender document contains --- pages. (iii) Letter of Intent No---
 - (iv) Work order, (v) All future correspondences between the parties
3. In consideration of the payments to be made by the NITKSH, the caterer hereby covenants with the NITKSH and executes the services of running the Mess at ___ Hostel Block with effect from the date of this agreement.
4. The caterer hereby agrees to adhere to all related statutory requirements/ related Acts & Rules and statutory provisions in employing personnel required under this contract.
5. The NITKSH hereby covenants to pay the caterer in consideration of the services rendered by the caterer, the amount specified in the tender document/ price bid, as accepted in the letter of intent.

IN WITNESS WHEREOF the parties hereto have signed the agreement the date and year first above mentioned.

Caterer
Witness:

NITKSH

3. FORMAT OF WORK ORDER

No: _____

Date:

To:

(Name and address of the agency)

Sir,

Sub.:Running the Mess at _____ Hostel Block – Work order – Reg.

Ref.:1. This office letter of Intent No. ----- dated -----.

2. Agreement dated -----

The agreement dated ----- for the above service is accepted. A copy of the agreement is enclosed. You are requested to contact the -----, NITKS Hostels, Surathkal, for further instructions. Subject to satisfactory performance and subject to the terms and conditions of the agreement dated -----, the contract is for two years. The payment charge payable under this contract is as follows:

Details of the accepted price bid attached
--

You shall pay all the statutory benefits to the employees engaged under this contract and submit the remittance details to the NITKSH from time to time.

You shall furnish the NITKSH every succeeding month the details of salary of the previous month given to your employees with a copy of the salary slip, details of a cheque given towards salary, EPF, ESI, bonus, etc. or the copy of the receipt obtained from the staff, as per the Labour Act, for the NITKSH record purpose. In no case the payment shall be less than the minimum wage prescribed from time to time.

You are requested to obtain a Labour Licence from the Labour Commissioner I as per Contract Labour (Regulation and Abolition) Act 1970 and the Central Rules framed there-under and submit a copy of the same to this office for record purpose. Form No. III required in this connection is enclosed herewith.

You are further requested to submit an Indemnity bond as per the terms of the agreement (format enclosed)

Yours sincerely,
Professor in-charge, Hostels,

Encl: As above

With a copy of the agreement

Mess Location chart

