

भारतीय प्रौद्योगिकी संस्थान गुवाहाटी
INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI



TENDER DOCUMENT FOR JUICE CENTERS IN HOSTELS

JUNE, 2024



Ref: IITG/SA/HAB/HST/309/
Date: 12.06.2024

TENDER NOTICE

Last date for submission of Tender: 5.00 PM on 03rd July, 2024

Tender are invited from experienced firms in the respective areas for juice centers in the hostels of IIT Guwahati at its permanent campus in Guwahati, Assam. The details of the hostels are given along with the tender format. Tenders can be either obtained in person/by post from the Joint Registrar, Students' Affairs Section, IIT Guwahati, Guwahati 781039 by submitting/ sending a Demand Draft for **Rs. 1000.00 (Rupees One Thousand only) drawn in favor of "Hostel Affairs Board, IIT Guwahati" payable at Guwahati, or downloaded from https://iitg.ac.in/iitg_tenders all on or before 03rd July, 2024 (5:00 PM)**. Those who download the tenders should handover/send the **DD for Rs. 1000.00 (Rupees One Thousand only)** to the above said Joint Registrar while submitting/sending the completed tenders.

The duly signed and sealed Tender documents shall be either sent to **The Joint Registrar, Students' Affairs (SA) Section, IIT Guwahati, Guwahati-781039** by speed-post/courier, or submitted at Students' Affairs Section, IIT Guwahati, **so as to reach on or before 03rd July, 2024, 5.00 PM**. IIT Guwahati will not be responsible for any delay or loss of tenders sent by post/courier. The list of bidders who have submitted the bid along with valid tender fee (i.e qualified bidders) will be displayed on **09th July, 2024, 5:00 PM**. The final selection of the contractors will be based on a weighted criteria system. The date of interview is **11th & 12th July, 2024**.

The decision of IIT Guwahati will be final in awarding the contracts.

Joint Registrar
Students' Affairs Section, IITG

TERMS AND CONDITIONS FOR JUICE CENTERS

1. **Tender Fee:** Tender form downloaded from the website must accompany a demand draft of **Rs. 1000.00 (Rupees One Thousand only)** in favor of “**Hostel Affairs Board, IIT Guwahati**” payable at “**Guwahati**”. This tender fee is nonrefundable.
2. **Acceptance and Rejection:** IIT Guwahati reserves the right to shortlist/reject any or all tenders and accept the whole or any part of the tender without assigning any reason. Firms/individuals that served in IITG Hostels earlier but whose services were terminated before completing the contract period are not eligible to participate in this tendering process. Incomplete tender, tender without copies of relevant documents, received after due date, or not in prescribed format will be rejected summarily.
3. **Earnest Money Deposit (EMD)/ Security Deposit:** The applicant should submit a Bid Security Declaration as per enclosed **Form-1**.
4. **Hostel Details:** The details of the IIT Guwahati hostels and their room strength are given in **Annexure-II**. Prospective contractors may visit the hostels given in the **Annexure-II**. IIT Guwahati reserves the right to assign any of the hostels to the contractor. An applicant may be selected for juice centers in more than one hostel. In such cases, the applicant should have different setups for different hostels, as per the terms and conditions.
5. **Final selection:** Final selection of the bidders and allocation of a hostel to the bidder for providing its services shall be based on the following weighted criteria system. Total marks will be computed as the sum of marks obtained under 1 & 2 below. The bidders with the highest marks will be selected for providing services at IIT Guwahati.

Maximum Marks: 100

1. Relevant experience (50 points max.)
Points will be awarded based on experience certificates submitted by the bidder on relevant field.
(Relative marking)
2. Interview (50 points max.)
The bidder will have to appear in an interview personally on the specified date. Failure to do so would disqualify their tender from further processing.

The decision of the Institute will be final and binding for all the contractors.

A successful bidder is one who has passed this final selection process and has a hostel assigned to it for providing its services.

A special preference will be given to women entrepreneur for girls hostel related services.

6. **Contract Agreement:** The successful applicants shall sign an agreement with IIT Guwahati within one month of work order, which will be executed as per the provisions of the stamp act and shall be duly registered. The contract will be assigned initially for a period of 2 (two) year, effective from **July, 2024**. Upon satisfactory performance, the contract may be extended for 1 (one) more year. In exceptional cases, where the services provided by the firm are extremely satisfactory during first two years, the authority may extend the contract period by another one year. IIT Guwahati reserves the right to modify/add any clause to the agreement, during the period of the contract.
7. **Security Deposit (SD):** A successful applicant will be required to deposit an amount of **Rs. 30,000/- (Rupees Thirty Thousand only)** as a **Security Deposit in the form of Demand Draft/Pay Orders/ Bankers' Cheque in favor of “Hostel Affairs Board, IIT Guwahati” payable at “Guwahati”**. The Security Deposit will be refunded after expiry of the Contract Agreement subject to satisfactory services being provided and all terms and conditions adhered to, and after making deductions of dues towards any damages. The Security Deposit kept with IIT Guwahati shall not bear any interest.

Date:
Place:

Signature of Contractor
along with official seal and address

8. **Termination of Contract:** The contract may be terminated by the contractor by issuing 2 (two) months clear notice. However, IIT Guwahati reserves the right to terminate the contract without assigning any reason if it appears to the authority at any point of time that the services, quality and maintenance of hygiene are deteriorated to such an extent that it is detrimental to the interests of the hostel boarders and their health. The decision of IIT Guwahati is final in all aspects.
9. **Items and Payment Terms:** Juice centers will be allowed to sell only juices and shakes both packed and fresh. Juice centers will not be allowed from selling cooked items. Rates for the compulsory items are given in **Annexure-III**. Any more items (optional items) that the contractor wishes to provide, upon the request of Hostel Management or otherwise, should require a prior written permission from the competent authority. The rates for optional items will be decided from time to time by the individual Hostel Management Committees in consultation with the contractor.
10. **Mandatory Working Hours:** On usual days, juice center working hours are from 10 AM to 1:00 AM of next day. These hours may be extended on examination days. Juice centers should be opened on all National and Public Holidays.
11. **Infrastructure and Maintenance:** IIT Guwahati will not provide any furniture or equipment to run the Juice center. However, it shall provide the space/room in the Hostels at IITG Campus, where the Juice Center may be set up. It is the duty of the contractor to ensure that the area in use and the surroundings are kept clean and hygienic. No electrical / civil modification of the space provided is permitted. Electrical utensils should be used in sockets of appropriate wattage. Any damage of electrical or civil structure caused by the contractor would be repaired at his/ her own cost. Such matter may, in addition, invite penalties, if deemed appropriate to the authorities. Waste disposal is the responsibility of the contractor. Under no circumstances shall plastic and food waste be disposed into the drainage. Non-compliance of proper waste disposal will invite penalty.
12. **Electricity:** Monthly electricity bill will be charged as per IIT Guwahati norms.
13. **Manpower:** It is the responsibility of the contractor to arrange enough manpower for smooth operation (without any delay in serving) of the Juice center during working hours. IIT Guwahati will not take any responsibility of these workers in any form. Appropriate identity cards should be issued to the employees.
14. **Incompetence and Lapses:** Cases of incompetence and improper services include frequent failure in compliance with the officially approved timings, non-availability of items, unhygienic conditions. Any breach of contract or lapses in service may invite penalties including monetary penalties and/or termination of the contract.
15. **Subletting:** The contractor shall not assign, sublet or part with the possession of the premises and properties of IIT Guwahati therein or any part thereof under any circumstances. Any deviation from this clause may invite immediate termination of the contract.
16. **Banned items:** Under no circumstances the contractor should sell any of the items banned in the educational institutions. Tobacco products, alcoholic products and narcotics are some among the banned items.
17. **Permissible Brands:** The contractor may only use items of brands mentioned as permissible within the limits of this tender (see Table 1). For any deviation, prior consent of the hostel HMC must be taken.
18. **Compliance of Statutory provisions:** The contractor will have to abide by all the provision of various Labour Laws under Gol / GoA as applicable from time to time e.g., Minimum Wages Act, Provident Fund etc.
19. **Disputes and Jurisdiction:** Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within the local limits of Guwahati in Kamrup District, Assam.

Date:
Place:

Signature of Contractor
along with official seal and address

20. **Arbitration:** All disputes or differences whatsoever arising between the parties out of or relating to the services will be settled by arbitration of the Indian Council of Arbitration and the award made in pursuance thereof shall be binding on the parties. Such arbitration shall be governed by the Arbitration and Conciliation Act.

21. Important Dates: Last date for submission of tenders: **5.00 PM on 03rd July, 2024**. Display of list of qualified firms for interview on Students' Affairs notice board and Institute website on **09th July, 2024 at 5.00 PM** (tentatively). The tentative date of interview is **11th & 12th July, 2024**

22. **Canvassing:** Any attempt to canvass for the selection of a caterer, directly or indirectly, will lead to disqualification of such a caterer from the selection process.

23. General Terms & Conditions

- The bidder shall abide by the terms and conditions as specified in this notice/tender.
- Not more than one tender shall be submitted by one bidder having business relationship. Under no circumstances will father/mother and his/her son (s)/ daughter(s) who have business relationship with one another (that is when one or more partner/director are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenderers of both parties liable to rejection.
- The concerned firm should keep First Aid facilities and provide uniform for their staff.

It is hereby acknowledged that I/we have gone through all the terms and conditions mentioned above and I/we agree to abide by them and submit duly filled in Tender Form in Annexure -1.

Date:
Place:

Signature of Contractor
along with official seal and address



TENDER FORM FOR JUICE CENTERS IN HOSTELS

1a	Name of the contractor/ Firm		Paste a passport size photograph(s) of representative(s) of the firm/individual contractor
	Complete Address		
	Phone No.		
	E-mail ID		
1b	Name of Contact Person/ Representative of firm and Designation		
	Mobile No.		
2a	Vendor License No		
	Vendor Registration No		
	PAN No		
	GST No		
	GST Linked Bank Account Details		
	FSSAI No.		
	(Enclose copies of above)		
2b	Proof for payment of income tax and service tax (last three years) (Enclose copy of income tax and service tax payments)		
3	No. of Juice Centers run by the firm (Enclose list of work handled up to 2023 and ongoing work separately with all the relevant documents)		
4	Contractor Solvency (Capital Employed) in Rs. (in lakhs) (Enclose solvency certificate)		
5	Turnover per annum in Rs. (in Lakhs) (Enclose authenticated copy of audited Statement of Accounts)		

	for the last three years)				
6	No. of Employees	Regular		Temporary	
7	Presently doing business with IITG (Yes/No) (furnish details if `YES') Please provide proof of payment of all the electricity bills paid associated with the recent contract at IITG and/or a letter from IPM section at IITG confirming that there are no outstanding dues for electricity bill payments against the firm/contractor				
8	Litigations, if any, connected with the Work	Yes/ No (if yes, details to be furnished separately)			
9	Any other information, contractor wishes to provide in support of their credentials (Details, if any, to be furnished separately)				

Note: Please use separate sheets if the space is not sufficient and indicate the column number. Authenticated certificates are to be produced in support of respective items.

I,, hereby declare and confirm that all the entries in this tender are correct. I undertake that, in case any information furnished by me is found to be false or incomplete or any material information concealed by me, the tender may be cancelled at any stages.

Date:
Place:

Signature of Contractor
along with official seal and address

DETAILS OF HOSTEL STRENGTH

S. No.	Name of the Hostel Mess	Category	Capacity*
1	Barak	2	500-600
2	Brahmaputra	3	1000+
3	Dhansiri	2	500-600
4	Dihing	1	300-400
5	Disang	3	1000+
6	Gaurang	2	500-600
7	Kameng	2	500-600
8	Kapili	1	300-400
9	Lohit	3	1000+
10	Manas	1	300-400
11	Siang	1	300-400
12	Subansiri	2	500-600
13	Umiam	2	500-600

***students' strength in the hostel may vary subject to the new admission**

Hostels Subansiri and Dhansiri are girls' hostels, and all others are boys' hostels (except Disang hostel which has both boys and girls' boarders residing in two separate wings). It should be noted that if a contractor is selected for more than one Juice Center Shop, the contractor must have SEPARATE AND INDEPENDENT set-ups one for each of the Juice Center Shops.

Date:
Place:

Signature of Contractor
along with official seal and address

COMPULSORY MENU

The menu items that should necessarily be served all through the working hours are given in the following table. The contractor should use branded/good quality ingredients/raw material in consultation with the hostel management. Plastic cups, plastic glasses and plastic plates are strictly banned in the campus.

Non-seasonal rates may be decided from time to time by Hostel Management Committee (HMC) in consultation with contractors.

** Almond shake must be prepared using almonds. Almond essence is strictly prohibited.

Note: Any other item not listed in the above table can be decided by Hostel Management Committee (HMC) in consultation with contractor.

- Small packings of juice/biscuits should be mandatorily available.
- Vendors should comply with HAB's recommendation to use brands that is available in market.

S.No	Item Name	Price (in ₹.)
1	Banana Shake	20
2	Mango Shake	30
3	Butterscotch Shake	20
4	Strawberry Shake	25
5	Blackcurrant Shake	20
6	Badam Shake	25
7	Chocolate Shake	20
8	Oreo Shake	25
9	Bounvita/Horlicks	22
10	Amul Pro	22
11	Rose Milk	20
12	Coffee	20
13	Mosambi Juice	30
14	Pineapple Juice	25
15	Orange Juice	30
16	Watermelon Juice	25
17	Carrot/Beetroot Juice	30
18	Mixed Fruit Juice	30
19	Papaya Juice	25
20	Mixed Fruit Plate	30
21	Pineapple Plate	25
22	Papaya Plate	25
23	Watermelon Plate	20

Note: Contractor must provide electronic payment system.

Declaration:

I accept the terms and condition and agree to sell the items at above-mentioned prices.

Date:

Place:

Signature of Contractor

along with official seal and address

Table 1

Permissible Brands		
1	Syrups	Mala's/ Manama/ Nirula's
2	Milk	Amul/ Purabi/ Sudha/ Mother Dairy/ Nandhini
3	Coffee	Nescafe/ Bru Gold
4	Tea	Tata tea/ Red Label

Form-1

Your Ref. No:

**INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI
Bid Security Declaration Form**

To
The Joint Registrar & (HoS)
Students' Affairs Section
IIT Guwahati

I/We/M/s(name) submitted the bid against the respective NIQ No.....
declare that, if, I/ We / M/s.....gets selected to provide Mess Service/ Canteen/ Dual Canteen/ Stationery/ Juice Center [strike off which is not applicable] in Hostel, I will submit the security deposit as mentioned in the Tender Document within One month of receiving the offer letter. we understand and agree that, if the security money is not deposited within stipulated time, our firm will be debarred for the period of five years for further bidding of any tender of your Institute. Further, we agree that, your Institute is at liberty to intimate this debarment to all departments/organization of government and governmental organizations.

Yours faithfully,

(Signature of the Bidder)

Name and designation of the officer
Seal, name & address of the Organization