

**INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
HOSTEL COORDINATING UNIT**

No.IITB/Tender/2024/01/H3

Date : 02.02.2024

Open Tender document for providing fresh fruits and fruit juices at Hostel 3, IIT Bombay

IMPORTANT INFORMATION

S. No.	Item	Description
1	Scope of Work	Providing Fresh Fruit and Fruit Juices at Hostel 3, IIT Bombay, Powai, Mumbai
2	Tender Number	No.IITB/Tender/2024/01/H3
3	Tender Type	Open Tender
4	Submission of Bids	Two Bid System: The two-bid system will be followed for this tender. In this system bidder must submit their offer in separate sealed envelopes as – Technical Bid and Commercial Bid . Both the technical bid and commercial bid envelopes should be clearly marked as “Envelope No. 1 - Technical Bid” and “Envelope No. 2 - Commercial Bid” and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with the Tender No. & Due Date and to be submitted to the concern department/section mentioned in tender document.
5	Availability of Bid Documents/Tender Date	05.02.2024
6	Date & Venue of Pre-Bid Meeting	Date:12.02.2024 at 3:00 PM Conference Room, Associate Dean (SA) office 1 st Floor, Main Building, IIT Bombay, Powai – 400076
7	Venue of Bid Submission	Hostel Coordinating Unit, Main Building, Next to Security Office, IIT Bombay, Powai - 400076
8	Last Date of Submission of Bid	26.02.2024 (13:00 hours)
9	Venue, Date and time of Opening of Technical Bid	26.02.2024 (15:00 hours) Conference Room, Associate Dean (SA) office 1 st Floor, Main Building, IIT Bombay, Powai – 400076
10	Time for clarification on rejection of Technical Bid	3 days
11	Venue, Date and time of Opening of Commercial Bid	Will be notified later to the technically qualified bidders
12	Earnest Money Deposit	Rs. 50,000/- (Rupees Fifty Thousand only)
13	Performance Security	Rs. 1,00,000/- (Rupees One Lakh only)
14	Contact details for any query	Contact No. 022-2576-8900 Email to: – raviranjan2995@iitb.ac.in

Indian Institute of Technology Bombay (IITB) invites Open Tender from interested fruit/fruit juice service providers to run juice shop in Hostel 3 area. The Tender document contains the following:

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|-----------------|-------------------------------------|
| 1. Schedule A | - Tender Conditions |
| 2. Schedule B | - Scope of work |
| 3. Schedule C | - Payment of Charges |
| 4. Schedule D | - List of Food and Beverages (Menu) |
| 5. Annexure I | - Basic Details of Tender |
| 6. Annexure II | - Specimen of Quotation |
| 7. Annexure III | - Offered License fee |
| 8. Annexure IV | - Undertaking of Bid Security |
| 9. Annexure V | - Checklist |

Incharge, HCU

Schedule – A (Tender Condition)

1. The Institute propose to lease the shop area in the Hostel 3 of IIT Bombay to the prospective successful bidder initially for a period of **One year** to provide fresh fruits and fruit juices as listed in **Schedule D**, as per the ‘scope of work’ given in **Schedule B** and ‘payment of charges’ as per **Schedule C**. Further the contract may be renewable for a maximuma period of three terms (one year each) on the basis of satisfactory performance.
2. The interested bidder may submit the duly filled tender to the Incharge-HCU, Indian Institute of Technology Bombay, Powai – 400076 on or before **13:00 Hrs. on 26/02/2024**.
3. An amount of Rs.50,000/- (Rupees Fifty Thousand Only) towards Security deposit (EMD) in the form of Demand Draft drawn in favour of ‘The Registrar, IIT Bombay’ should be enclosed with Annexure I. Tenders without EMD will be summarily rejected. While EMD will be returned to the unsuccessful bidders within 45 days of award of the contract. The EMD will be returned to the successful bidder on submission of the Performance security.
4. All the documents must be duly signed by the authorized signatory of the Tenderer.
5. The sealed cover containing the tender should superscribed as ‘**Tender for running a shop providing fresh fruits/fruit juice at Hostel 3 of IIT Bombay**’. The sealed cover containing the signed Tender documents and Demand Draft for Rs.50,000/- towards EMD should be sent by speed/registered post at **Hostel Coordinating Unit, Main Building, IIT Bombay, Powai, Mumbai – 400076**. No interest is payable on EMD submitted.
7. The Tender will be opened on specified date and time in the Conference room, Office of Dean (SA), Main Building, IIT Bombay.
8. The Tenders received after the due date and time will not be considered.
9. **Bidders have to quote their bid in the prescribed format given at Annexure II. Successful L1 Bidder will be considered on the basis of total offered price in Annexure II. Bidders are also requested to quote a bid for License fee in the prescribed format at Annexure III. In case of tie, offered License Fee (Annexure III) will be considered for determining L1 bidder.**
10. The participating tenderers undertake to acknowledge that they have gone through all the Schedules and Annexures of this tender documents and agree to abide by them.
11. The Tender Committee reserves the right to shortlist / reject any or all the Tenders and accept the whole or any part of a tender without assigning any reason therefore.
12. Any legal disputes arising out of this tender process shall be settled in the court of competent jurisdiction located within the city of Mumbai, Maharashtra.
13. The successful bidder shall execute an agreement with the IIT Bombay accepting the terms and conditions as listed in various Schedules. **The agreement can be terminated by either side with a notice of one month.**

SCHEDULE – B (Scope of Work)

1. **Operating area of 171 Sq. ft.** (13.12 ft. X 13.02 ft.) along with electricity supply will be licensed to the vendor. The vendor has to arrange for all the equipment and furniture within the licensed area. The licensed area has to be returned, after the completion of the contract, without any damage. Cost for repairs to damages, if any, will be adjusted in the Security Deposit.

2. Operating Hours

Everyday	06:30 Hrs. to 09:30 Hrs. & 13:00 Hrs. to 03:00 Hrs.
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3. **Self-service** system with customers picking up the items from the counter of the vendor will be followed. **The IIT Bombay will not provide chairs and dining tables in the dining area, that will be the responsibility of the vendor itself.** The vendor should provide the items in the right size / quantity / quality at the specific timings and at the rates prescribed. **Also the vendor cannot use the garden area of Hostel 3 for setting up any furniture items.**

4. IIT Bombay shall provide the following:

- a. Water for washing and cleaning the area at the prevailing rates chargeable to commercial establishments
- b. Electricity for the exclusive purpose of running shop at the prevailing rates chargeable to commercial establishments.

5. The vendor will use only good quality fruits, dairy products etc. The vendor shall use best quality fruits, milk etc. for preparing juices etc. vendors should not use any artificial colour, preservatives and other chemical additives in any of the juices or even store them in the shop.

6. Following shall be the responsibilities of the vendor regarding hygiene and sanitation.

a. Hygiene and sanitation standards should strictly comply with FSSAI regulations and/or prevalent norms. Compliance to the hygiene standards will be checked periodically. Non-compliance to hygiene standards will be sufficient reason to terminate the contract or to levy suitable penalty.

- b. Cleaning and maintenance of equipment.
- c. Keeping the space provided neat, clean and hygienic.
- d. Pest Control measures in the shop area.

7. Vendor's performance will be monitored on a regular basis by the Eateries Committee and all recommendations/decisions of the Committee will be notified to the vendor which should be strictly complied with. Non-compliance with menu and serving unhygienic food can result in instant monetary fine/termination of contract or both.

8. **The rates quoted by the vendor shall be applicable for one year from the start of operations. The rates per item may be revised by a maximum of 5% or based on the percentage increase in the Consumer Price Index, whichever is lower, at the time of renewal of the contract. This will be done by the committee constituted by the competent authority.**

9. The vendor shall not assign, sublet or part with the possession of the licensed premises and properties of the Institute therein or any part thereof under any circumstances.

10. On expiry/termination of the license, the vendor must vacate the licensed premises. All fixtures, furniture, etc. which are properties of IIT Bombay should be handed over to IIT Bombay in good and tenable conditions. Cost of repair charges for mishandling and willful damage (except normal wear and tear) will be deducted from the Security Deposit. Any equipment of the vendor left behind beyond a reasonable time will be deducted from the Security Deposit.

11. The vendor shall not construct or make any structural alterations inside the licensed premises.

12. The vendor shall pay to the IIT Bombay the monthly licence fee and other allied charges, as specified in Schedule-C on or before 5th of every month, failing which a penalty as per rules for all the days up to the date of actual payment beyond 5th will be levied by IIT Bombay.

13. An amount of Rs.1,00,000/- (Rupees One Lakh Only) towards **Performance security** should be paid by the vendor in the form of Demand Draft drawn in favour of 'The Registrar, IIT Bombay' before signing the Agreement. No interest is payable on the Performance security and the amount will be refunded within 60 days of the expiry/termination of the contract after adjusting dues, if any.

14. The vendor should not employ any child labour. The vendor shall maintain a register with name, age and address of all his employees working in IIT Bombay campus. The vendor must report any changes in the list of employees immediately. vendor shall arrange to obtain security pass for all his employees from the Security Section of IIT Bombay, giving due undertaking for their character and antecedents.

15. No staff of the vendor can stay overnight in the IIT Bombay campus or beyond reasonable hours after, before closing or opening time of the Canteen

16. The employees of the vendor should wear hand gloves, head gears while serving. All the employees should undergo a medical examination once in a year to validate their physical and hygiene fitness. The vendor should ensure that all of the employees are free of communicable diseases and medical certificate of all the employees to this effect should be submitted before the start of the canteen service.

17. The vendor shall be responsible for the proper conduct and behaviour of the employees engaged by him.

18. Smoking, consumption/distribution of alcohol, use of pan and gutka or any other banned or restricted substances by the vendor or his employees of the vendor is strictly prohibited.

19. The vendor is solely responsible for the payment of minimum wages, ESI and EPF for their employees as per the rules of Maharashtra Government and should meet any other statutory and non-statutory benefits/obligations. The record of duty hours and pay structure should be maintained as per rules of inspection by the Government authorities.

20. The vendor should submit proof of having disbursed wages to the persons employed by them within 7 days on expiry of the wage period.

21. The vendor should ensure regular submission of all monthly, half-yearly and yearly returns to the ESIC/EPF and other statutory organisations and a copy it to IIT Bombay.

22. The vendor has to maintain all books, registers, forms and other related documents which are prescribed under Contract Labour (Regulation & Abolition) Act, 1971 and its Central rules, Minimum Wages Act, 1948 and its Central rules, EPF & MP Act, 1952, ESI Act, 1948 and all other concerned Acts/Rules/Laws.

23. Periodic cleaning of fixtures (including lights, fans and other equipment), removal of cobweb, etc. in the licensed area and dining area will be the responsibility of the vendor.

24. Waste disposal is the responsibility of the vendor. All biodegradable food waste has to be bagged separately in leak-proof bags. Non-biodegradable waste has to be segregated at source (by not mixing with biodegradable wastes) and handed over to authorised personnel engaged by IIT Bombay. No wastage should be thrown out of the windows of the shop area nor should be fed to the animals. Non-compliance of waste disposal rules will invite penalty. Vendor, under no circumstances, shall dispose plastic and food waste into the drainage. Damages caused to the drainage system by breaking the jallies, etc. Which will result in charging of appropriate repairs will be recovered completely from the vendor and penalty thereon.

25. The vendor should hold the valid Central license under the Food Safety and Standards Act 2006 and ensure compliance of provisions of Food Safety and Standards Act and Regulations at all times. The vendor should make his own arrangements for obtaining necessary license / clearance / approval from Corporation of Mumbai, Government of Maharashtra and for any other local authority, wherever necessary and IIT Bombay will in no way be responsible for any lapse by the vendor in this regard.

26. Application for termination of license and vacating the premises should be sent by the vendor one month in advance from the date from which he desires to terminate the license and vacate the premises allotted to them. The vendor shall deliver to the Institute, on the said date, vacant possession of the premises allotted to him, along with all its fittings, if any, in the same condition as it was when he took possession of the same. Similarly, IIT Bombay can terminate the agreement by giving one month's notice to the vendor without assigning any reason.

Schedule C : Payment of Charges

1. License Fee

The License Fee payable will be Rs. 10,260/- per month @ Rs. 60/- current rate per sq. ft. for the operating area of **171 sq. ft.** allotted to the vendor. The break up details are as follows:

Sl. No.	Location	Area in Sq. ft.	Rate per Sq. ft.	Total Amount
1.	Fruits and Juice Shop at Hostel 3	171	Rs.60/-	Rs.10,260/- per month

2. Water & Electricity Charges

Water and electricity bill will be charged as per the Institute rules.

3. Security Deposit

The vendor will pay Rs.1,00,000/- (Rupees One Lakh Only) as Security Deposit before signing the Agreement. No interest will be payable on the Security Deposit and the amount will be refunded on successful completion of the Contract after adjusting the dues, if any.

I/We have read the terms and conditions of the tender clearly and I/We agree to abide by them fully.

**Signature of vendor & Date
Official Seal and Address**

Menu of Fruits and Fruit Juices for the shop (Schedule D)

S. No.	Items	Quantity
1	Grape Juice	250 ml
2	Mosambi Juice	250 ml
3	Sugarcane Juice	250 ml
4	Orange Juice	250 ml
5	Watermelon juice	250 ml
6	Papaya Juice	250 ml
7	Pineapple Juice	250 ml
8	Mango Juice	250 ml
9	Beet Juice	250 ml
10	Chickoo Juice	250 ml
11	Mixed Fruit Juice	250 ml
12	Chocolate Milkshake	250 ml
13	Pineapple Milkshake	250 ml
14	Vanilla Milkshake	250 ml
15	Mango Milkshake	250 ml
16	Anjeer Milkshake	250 ml
17	Butterscotch Milkshake	250 ml
18	Rose MilkShake	250 ml
19	Banana MilkShake	250 ml
20	Litchi Shake	250 ml
21	Oreo Shake	250 ml
22	Coconut Water	250 ml
23	Nimbu Pani	250 ml
24	Bournvita	250 ml
25	Cold Coffee	250 ml
26	Boost Hot	250 ml
27	Horlicks Hot	250 ml
28	Mixed Fruit Salad	250 gm
29	Fruits***	-

***** Fruits should be sold after providing the maximum possible discount.**

**Signature of vendor & Date
Official Seal and Address**

Basic Details of Tenderer

S. No.	Description	Information
1	Name of the Vendor:	
	Complete Address:	
	Phone No.	E-mail ID:
2	Contact Person / Representative Name and Designation	
	Phone:	Mobile No.
3.	a). Registration No.	
	b). PAN:	
	d). ESIC:	
	e). EPF:	
	Enclosed copies of the above	
4.	Number of years of experience for providing catering services:	
5.	Bidder Solvency Certificate (Solvency certificate for an amount not less than Rs. 10,00,000/- should be enclosed)	
6.	Litigations, if any, connected with catering work	Yes/No (if yes, details to be furnished)
7.	Bank Details - Bank Name, A/c No., IFSC Code and complete address (Enclose copies)	
8.	GST Registration Certificate, if applicable	
9.	Registration certificate of Establishment under Maharashtra Shops and Establishment Act, 1948 for similar business category	
10.	Any other information in support of the credentials	Details, if any, to be furnished.

**Signature of Vendor & Date
Official Seal and Address**

Specimen of Quotation

S. No.	Items	Quantity	Offered Price
1	Grape Juice	250 ml	
2	Mosambi Juice	250 ml	
3	Sugarcane Juice	250 ml	
4	Orange Juice	250 ml	
5	Watermelon juice	250 ml	
6	Papaya Juice	250 ml	
7	Pineapple Juice	250 ml	
8	Mango Juice	250 ml	
9	Beet Juice	250 ml	
10	Chickoo Juice	250 ml	
11	Mixed Fruit Juice	250 ml	
12	Chocolate Milkshake	250 ml	
13	Pineapple Milkshake	250 ml	
14	Vanilla Milkshake	250 ml	
15	Mango Milkshake	250 ml	
16	Anjeer Milkshake	250 ml	
17	Butterscotch Milkshake	250 ml	
18	Rose Milkshake	250 ml	
19	Banana Milkshake	250 ml	
20	Litchi Shake	250 ml	
21	Oreo Shake	250 ml	
22	Coconut Water	250 ml	
23	Nimbu Pani	250 ml	
24	Bournvita	250 ml	
25	Cold Coffee	250 ml	
26	Boost Hot	250 ml	
27	Horlicks Hot	250 ml	
28	Mixed Fruit Salad	250 gm	
Total Offered Price (In Words) -			

Signature of Vendor & Date
Official Seal and Address

Annexure – III

Offered License Fee

The basic rate of License Fee payable will be Rs.10,260/- per month @ Rs. 60/- current rate per sq. ft. for the operating area of **171 sq. ft.** allotted to the Vendor.

Offered rate of License Fee will be **considered only in case of tie** among those bidders who offered same price in Annexure II.

Sl. No.	Location	Area in Sq. ft.	Offered Rate per Sq. ft. (In Rupees)	Total Amount (In Rs. Per month)
1.	Fruits and Juice shop at Hostel 3	171		

Undertaking for Bid Security

(On Company / firm's Letterhead)

To,
Associate Dean (SA)
1st. Floor, Main Building,
I.I.T. Bombay, Powai,
Mumbai – 400 076.

Sir,

We, M/s (name of the firm), with ref. to Tender no. IITB/H3/2024 dtd. hereby undertake that:

- 1) We accept all the terms and conditions of the tender document.
- 2) We accept that, we will not modify our bid during the bid validity period and honor the contract after award of contract.
- 3) In the event of any modification to our bid by us or failure on our part to honor the contract after final award, our firm may be debarred from participation in any tender/contract notified by Indian Institute of Technology, Bombay for a period of one year.

Yours faithfully,

(Signature of the bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Checklist

The following items must be checked before the bid is submitted:

1. Envelop “1” – Technical Bid

- a. Each page of Tender document duly sealed and signed by the authorized signatory.
- b. Annexure – I – Basic details of Tenderer
- c. Annexure – IV – Bid security declaration
- d. Enclosed copies of following documents –
 - i. Registration No.
 - ii. PAN
 - iii. ESIC
 - iv. EPF
 - v. Bidder Solvency Certificate
 - vi. Bank Details
 - vii. GST Registration Certificate
 - viii. Registration Certificate of Estb. Under Maharashtra shops and estb. Act. 1948
 - ix. EMD

2. Envelop “2” – Commercial Bid

- a. Annexure II
- b. Annexure III

Your quotation must be submitted in two envelopes **Technical Bid (Envelope 1) and Commercial Bid (Envelope 2)** superscribing on both the envelopes the **Tender no. and the due date** and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with our Tender No. & Due Date.