



राष्ट्रीय प्रौद्योगिकी संस्थान नागालैंड
NATIONAL INSTITUTE OF TECHNOLOGY NAGALAND
Chumukedima, Nagaland - 797 103

**EXPRESSION OF INTEREST FOR MESS CATERING
SERVICES TO THE HOSTELS OF NIT NAGALAND**

EXPRESSION OF INTEREST

Expression of Interest No.	: EOI/NIT-N/MCS/Hostel/2023/07-01 EOI/NIT-N/MCS/Hostel/2023/07-02 Date: 05-07-2023
Document Issue Date	: 05-07-2023
Last Date of Submission of EOI	: 14-07-2023, 12.00 Noon
Pre-Bid Meeting	: 11-07-2023 11.30 AM
Technical Bid Opening Date and Time	: 14-07-2023, 2.00 P.M.
Financial Bid Opening Date and Time	: Technically qualified Caterers will be called for Financial bid
Period	: One Semester
Processing Fee (for each EOI)	: Rs.5,000/-
EMD Amount (for each EOI)	: Rs.50,000/-
Security Deposit	EMD of Empaneled caterer shall be converted in to Security Deposit
Address for Submission of EOI	: The Registrar National Institute of Technology Nagaland Chumukedima -797103

1. SECTION A: OVERVIEW

- 1.1. The National Institute of Technology Nagaland (herein after referred to as NITN) is an Educational Institution of National Importance, functioning under the control of Ministry of Education, Government of India. At present, approximately 740 students are pursuing engineering and allied education and they are accommodated in 12 Hostels situated within NITN campus.
- 1.2. The Management and Administration of the NITN Hostels is vested with Hostel Administration Committee (herein after referred to as HAC, NITN) headed by the Executive Warden. Executive Warden / HAC, NITN invites EIOs from professionals and competent/ experienced Catering Contractors for providing Outsourced Catering services to the Hostel Mess on Contract basis. Mess Committee will oversee the day-to-day activities of the mess and performance of the Catering Contractors. Mess Committee has been constituted with the student nominees and one of the Deputy Wardens, who has been nominated by the Executive Warden and Hostel Administration Committee will be constituted with all the Deputy Wardens, Executive Warden, Dean or Associate Dean (Student Affairs) and The Registrar.
- 1.3. Through this EIO, it is proposed to engage 02 Mess Catering for 640 students for NIT Nagaland Hostels.
 - i) Mess-I for Boys Hostel - Capacity 300 ± 50
 - ii) Mess-II for Boys Hostel - Capacity 250 ± 50

The HAC reserves the right to award contracts for all two mess to the same or different caterer.

2. SCOPE OF WORK AND DURATION

- 2.1. The scope of the contract is to prepare and serve food to 550 ± 50 Hostel students of NIT Nagaland, on turnkey contract basis. This includes the following:

- (a) Procurement of groceries, vegetables, raw materials and other ingredients for running the mess is entirely by the responsibility of the contractor at his cost. The catering should be to the taste of North/South/North East inmates. The charges will be on fixed sum and daily rate basis.
- (b) Cooking and Serving the Breakfast, Lunch, Evening snacks and Dinner
- (c) Deployment and Supervision of required number of service personnel such as cooks, servers, cleaners, store keepers, supervisors etc., for running the mess
- (d) Management and control of stocks and inventories
- (e) Cleaning of kitchen, dining halls and auxiliary areas
- (f) Cleaning of utensils and serving areas
- (g) Maintenance of equipment items in the kitchen and dining hall
- (h) Safety and Security of workers deployed by the caterer, equipment's, utensils and other items kept in the kitchen and dining hall
- (i) Maintenance of records and documents for running the mess and adherence of statutory compliances under various Labor Laws.
- (j) Other activities, if any, relating to running of the mess as may be considered and entrusted by the HAC/ NIT Nagaland.

2.2. The selected contractors should provide catering service with effect from July 17, 2023 (tentative) initially for a period of **one semester i.e., six months**. However, the exact date of commencement of the contract will be informed later. The term of the contract is likely to be extended for a further period of one semester up to a maximum limit not exceeding total period of 6 Semesters with the existing terms and conditions based on the performance and recommendations of HAC.

2.3. The contractor / mess service provider of the hostel(s) shall have to procure the raw materials viz. rice, pulses, flour, cooking medium, vegetables, etc. of good quality

and quantity required for the mess and he should arrange for proper storage within the space provided. Hostel Administration Committee will decide the brands of drinking water, rice, wheat flour, dal and edible oil, etc. The contractor / mess service provider shall purchase and use only the brand of water, rice, wheat flour, specified by Hostel Administration Committee. If the contractor / mess service provider does not use the brand and quality specified by the Hostel Administration Committee, those items will be directly procured by the HAC and cost of such items purchased and transportation charges thereon plus 5% (overhead charges) of the total cost will be deducted from the bills of the Contractor/Mess Service Provider.

- 2.4. The employees of the mess service provider (viz. cooks and the helpers) should prepare the items with proper washing, cutting, and cleaning before the preparation of the eatables. The cooked food, as soon as ready to be served shall be kept with proper cover, keeping it hot using specified storing articles provided for the purpose. It should not be made ready so early that it requires reheating and should never be served cold. Once the cooked items are ready, they shall be shifted to servicing utensils that are maintained clean and covered in a hygienic condition for serving the hot food items.
- 2.5. The pre-determined menu for each meal as communicated by mess committee of hostel for the coming month will be followed throughout the month. Accordingly, the mess service provider shall prepare and serve the meals in the allotted hostel.
- 2.6. It is also the duty of the service provider / contractor and his / her employees to keep the dining area totally clean by mopping the area with proper cleaning agent after each meal. The dining tables and benches will also be mopped and kept clean to avoid collection of dirt, dust, and flies, etc.
- 2.7. The washbasins, water coolers, servicing utensils and mess / kitchen equipment will also have to be kept clean and dust free. The institute will provide the kitchen room and furniture apart from necessary electrical equipment for hostel mess and kitchen, such as water coolers / water purifiers / geysers etc.

- 2.8. The cooking and preparation areas including trays will have to be washed after the completion of the activities every day. The service provider shall ensure that there is no water logging within the premises where the dining, washing, cooking preparation areas are located in order to stop breeding of insects, mosquitoes, etc.
- 2.9. This contract can be terminated by the contractor by giving two months clear notice period. However, the authority (NIT Nagaland) reserves the right to terminate the contract under the following circumstances:
- a. By giving one month notice, without assigning any reason, if in the opinion of the authorities such termination is in the interest of the Institute.
 - b. If it appears to the authority at any point of time that the contractor is not performing the duties properly as per the agreed terms and conditions of the contract, the notice period shall be one week (i.e., 7 days) for correction, failing which the contract will be terminated forthwith.
 - c. The Institute reserves the right to amend the rules of operation whenever and wherever considered necessary and appropriate. The same shall be intimated to the service provider in advance.

3. JOB SPECIFICATION

- 3.1. Procurement of Gas & Connection, fresh groceries, raw materials, vegetables and other ingredients etc. for running the Mess/Food-courts by Catering Contractor's own expenses and arrangements.
- 3.2. Hostel Administration Committee will select the brand of water, rice, wheat flour, dhal and oil. The contractor / mess service provider shall purchase and use only the brand of water, rice, wheat flour, dhal and oil selected by Hostel Administration Committee. If the contractor / mess service provider is not using the brand and quality of the water, rice, wheat flour, dhall and oil selected by the Hostel Administration Committee, the Hostel Administration Committee is empowered to procure the above items and the amount equal to the purchased price plus transportation charges plus 5% on the purchase price plus transportation

cost as overhead charges will be deducted from the bills of the Contractor/Mess Service Provider.

- 3.3. To provide breakfast, lunch, evening snacks and dinner to the inmates of the hostel. The number of boarders in the mess will be as per clause no. 1.3.
- 3.4. In addition to the items mentioned in the menu extra curd, milk, butter, ice-cream, butter milk, coffee, Non-Vegetarian, Omelette, Egg. etc., shall be served to students on payment basis at the rate and measure approved by mess committee and Hostel Administration Committee. The milk or any other healthy food shall be served at night / daytime as per requirement with the permission of Hostel authorities at the approved rate.
- 3.5. To provide breakfast, lunch, evening snacks and dinner to the Institute staff, visitors and Institute Guest of the Institute either occasionally or monthly basis on the approval of Institute Authorities / Hostel Administration Committee at the approved rate.
- 3.6. Generally, the Institute shall invite quotations for any catering services for the functions/events of the Institute. If any such orders placed with the Contractor/Mess Service provider for the catering services for any functions/events of the Institute and the Contractor/Mess Service provider is preparing the food items in the mess and serving the food items either inside or outside of the Institute engaging their workers who are serving in the NIT Nagaland Mess the Contractor/Mess Service Provider shall pay overhead charges @ 10% of the total catering order value (excluding taxes) to the Institute and overhead charges @ 5% of the total catering order value(excluding taxes) to the Hostel Administration Committee. In case of providing catering services for any private functions organized by the Students, faculty, staff and State and Central Government establishments, the Contractor/Mess Service Provider shall pay overhead charges @ 15% of the total catering order value (excluding taxes) to the Institute and overhead charges @ 5% of the total catering order value (excluding taxes) to the Hostel Administration Committee. Contractor/Mess Service Provider

shall take prior approval from the Hostel Administration Committee for undertaking such catering services.

- 3.7. The food has to be prepared in clean, hygienic and safe conditions as per the menu.
- 3.8. The garbage collected from the kitchen, dining hall, dish wash area will be disposed of every morning and evening through garbage van in closed bins by separation of biodegradable waste. The surroundings shall be kept clean and hygienic.
- 3.9. The kitchen, dining hall, hand wash area, dish wash area etc. will be washed with water and soap solution and mopped, after every meal (breakfast, lunch, evening snacks and dinner) and disinfect once in a month or as and when required.
- 3.10. High quality of hygiene, sanitation and safety will be maintained at kitchen and dining halls. All the surrounding area of the mess premises should be cleaned and washed daily.
- 3.11. The mess will be opened at 5.00 A.M. by collecting the key from the security office and will be closed by 11.30 P.M. and the key should be deposited at security office on all seven days of the week. Any changes in the timings will be as approved by the concerned authorities.
- 3.12. Food will be served through counters on self-service basis. Water should be served on the dining tables.
- 3.13. After every meal (breakfast, lunch, evening snacks and dinner) all the plates, cups, katories, water glass, spoons, forks, knives etc., are to be cleaned in soap solution and hot water and dried and kept ready for the next meal. All the vessels used for cooking also should be washed in soap solution and hot water and properly cleaned vessels should be available for use for cooking the next meal. The cleaning material used should be of approved quality.
- 3.14. After every round of meal, table including floors should be cleaned/wiped before serving next batch of students.

- 3.15. Food should also be served to the hostel rooms for sick students as and when required with prior permission of Hostel authorities.
- 3.16. Water coolers and purifiers should be cleaned after every 15 days and should be maintained as per the instructions of the authority.
- 3.17. Proper cleaning of all vessels, utensils, dining area, kitchen, water coolers etc. should be of high quality. Any shortcoming in this will be penalized strictly.
- 3.18. Tea spoons, table spoons, forks, knives, stainless steel tumbler glasses, katories, should be counted once in a month and the contractor will be responsible for the loss of any items and in which case the contractor should make up the loss if it is found shortage.
- 3.19. Deployment, Supervision & Maintenance incl. health check-ups of required number of Personnel like Cooks, Servers, Cleaners, Store keeper, Supervisors etc. for running the Mess/Food-courts. All the Personnel involved in cooking and serving food shall undergo deworming treatment once in 6 months or the duration fixed by the Institute Doctor. Periodic Medical examinations will be arranged by the Institute for the mess workers for assessing their fitness to work in the Hostel Mess at Institute's expenses. The Contractor/Mess Service Provider shall make arrangements for the above Periodic Medical Examinations. If any Mess worker found unfit by the Institute Doctor the Contractor shall not engage that particular person for working in the mess till that person is declared fit by the Institute Doctor.
- 3.20. Management of Stocks & Inventories.
- 3.21. Maintenance of Equipment items in the Mess including Kitchen, Dining hall etc. Proper use of equipment is the responsibility / liability of the Bidder.
- 3.22. Maintenance of Records & Documents related to running of the mess and statutory compliances as per prevailing labour laws and other statutory compliances.
- 3.23. Any other activities as may be considered necessary by the Hostel Administration Committee (HAC)/NIT Nagaland (NITN).

4. SECTION B: PRE-BID MEETING:

4.1. With a view to ascertain the views of prospective bidders about the EIO, it has been decided by HAC/NITN to conduct a Pre-Bid Meeting at the Conference Room, NIT Nagaland on 11-07-2023 at 11:30 A.M. The purpose is to clarify student's requirements and to respond by prospective bidders on technical bid and other issues. If any prospective bidder finds any discrepancies/ omissions in EIO document or any clarification needed, contractor should get clarified at Pre bid meeting. No extension of time will be given for submission of EIO on any account. Any modification of the bidding documents which may become necessary as a result of the Pre bid meeting the same will be made known to all the bidders by the Chief Warden through a notification of amendment in the NITN website.

5. BID INSTRUCTION:

5.1. Quotations are required to be submitted in TWO Bids. The address of the firm submitting the quotation and the name and address of the addressee must appear distinctly on sealed covers. Further, on sealed cover, the following are to be written:

**EXPRESSION OF INTEREST FOR CATERING SERVICES TO THE
HOSTELS AT NIT NAGALAND, DIMAPUR, EIO NO.
....., DATE:**

5.2. Bid is not transferable: The bid documents are not transferable and the seal and signature of the authorized official of the firm must appear on all the pages and envelopes submitted.

6. INSTRUCTIONS TO BIDDERS

6.1. The bidder shall be required to deposit the earnest money (EMD) amount of **Rs.50,000/- (Rupees Fifty Thousand only), which is refundable and a processing fee for an amount of Rs. 5,000/- (Rupees Five Thousand only)** which

is non-refundable in the form of Demand Draft/Banker Cheque only. The Demand Draft/ Banker Cheque shall be drawn in favour of “IRG, NIT Nagaland” payable at Chumukedima, Dimapur.

- 6.2. Any bid without the Demand Drafts for Earnest Money Deposit and EIO Document fee is liable to be rejected. No interest on such amount. Earnest money deposit shall be forfeited, if the caterer withdraws the bid during the period of EIO validity. Copies of Income PAN and GST Registration number, Trade License and FSSAI certificate have to be furnished. If the contractor does not possess the FSSAI certificate at the time of submission of the bid the same shall be provided within 1 month from the date of issue of the work order for undertaking the catering service.
- 6.3. The bidder is termed as Caterer / Contractor / Mess Service Provider interchangeably.
- 6.4. The Caterer shall engage requisite number of well trained cooks and service personnel to run the mess and to serve meals to the students viz, Breakfast, Lunch, Snacks and Dinner.
- 6.5. The successful bidder needs to submit the list of his / her employees to the Institute.
- 6.6. If provision of labourers attracts labour act, then the firm shall have to obtain license from the competent authority as and when required, and it will also be the sole responsibility of the firm to meet all the labour laws in force.
- 6.7. The Caterer shall be solely responsible to provide safe and hygienic food to the students at all times. Hygiene, overall cleanliness of surroundings, kitchen and the food, raw materials, ingredients etc. should be of good quality. Clean, fresh, nutritious, hygienic and edible food has to be served. Any type of cooked food remaining shall not be stored / preserved / re-served. Not following warden’s suggestions / instructions in above matters shall invite penalty for the same (up to 10% of monthly bill as described by the hostel committee). Any preparation not found to be wholesome or hygienic is liable to be rejected without any compensation. Further punitive action, as deemed fit shall be taken against the

- caterer, including cancellation of contract. Mess Contractor or his representatives / manager are required to remain present in the mess when the food is served in the mess.
- 6.8. Authorized representatives of the Institute will carry-out periodic inspection and surprise checks to ensure quality of food, services, hygiene, and cleanliness.
 - 6.9. Only purified water (Aquaguard / RO or any other similar purifier) shall be served in the mess.
 - 6.10. The contractor shall be solely responsible either for any injury, damage, accident to the workmen employed by the agency or for any loss or damage to the equipment / property in the areas of work as a result of negligence /carelessness of its workers.
 - 6.11. All the required quantity of materials and labourers for catering services to hostels of NIT Nagaland and related miscellaneous works will be at the cost of the contractor. He shall furnish the staff position, equipments, tools and plants for this work as proposed to be deployed by him.
 - 6.12. It is emphasized that the contract is purely a Maintenance Contract intended for carrying out all the works entrusted in the schedule and at no stage this should be interpreted as a LABOUR CONTRACT.
 - 6.13. On all matters pertaining to this work order, the decision of the Director of the Institute shall be final and binding.
 - 6.14. No food cooked in the mess may be taken out of the premises without prior permission of the Mess Committee of the concerned hostel.
 - 6.15. The owner of the firm shall attend a monthly meeting of the mess committee, failing which a penalty will be imposed. This meeting shall be attended by the owner himself or a senior representative, who is authorized to take policy & monetary decisions.
 - 6.16. Compulsory facility of first aid box with adequate capacity, to be provided to the mess workers.

6.17. Caterer applying for more than one mess are required to submit separate EOI.

7. ESSENTIAL ELIGIBILITY CONDITIONS

- 7.1. The firm has to attach an undertaking that it has not been blacklisted for any reason by Government or any other Institutions in the past.
- 7.2. The firm has to attach an undertaking that the firm and the workers to be engaged by them for providing Mess Services for NIT Nagaland have not been fined or sentenced by Honourable Judiciary on any criminal charges/proceedings, selling of tobacco products to minors, substances, etc.
- 7.3. Caterer should be a registered and licensed contractor/firm/caterer for the said job. Relevant documents/Certificates issued from appropriate authorities should be enclosed in support of this. Documentary evidence like Incorporation / Registration Certificate, Service Registration / Trade License should be submitted.
- 7.4. Caterer must have latest / valid food license from Food Safety and Standards Authority of India (FSSAI) only.
- 7.5. Caterer should be in the Catering Business for 1 year as on the due date of this EIO in the State of Nagaland.
- 7.6. The Caterer should have valid PAN and GST Registration.
- 7.7. The Caterer should provide documents registration certificate with ESI and EPF. If the caterer does not registered with ESI and EPF, they should register their firm with EPF and PPF within a month from the date of the work order.
- 7.8. The Caterer must give an undertaking in non-judicial paper that in case of food poison causing health/death etc. to students and any fire in the kitchen will be the sole responsibility of the vendor only.
- 7.9. **Note: All the supporting documents should be attached with the Technical Bid, without which the EIO will be summarily rejected. The bidder needs to bring the above original documents at the time of technical bid opening for the verification.**

8. TERMS AND CONDITIONS

- 8.1. The Caterer shall deposit EMD of Rs. 50,000/- (Rupees Fifty Thousand Only) (refundable) along with Processing fee of Rs. 5,000/- (Rupees Five Thousand Only) which is non-refundable (Both are in the form demand drafts/banker cheque).
- 8.2. Only successful vendor's EMD will be retained as part of security deposit and will be refunded after the conclusion of the contract without any interest, after deducting dues if any, payable to the institute.
- 8.3. **The successful vendor has to deposit Rs. 50,000/- (Rupees Fifty Thousand Only) as security deposit within 15 days from the date of intimation of success in the bid. The total amount of Rs.1,00,000/- (i.e., EMD of Rs. 50,000/-, which is taken as Security Deposit + Rs. 50,000/- which is deposited as Security Deposit) will be refundable after conclusion of the contract without any interest, after deducting dues if any, payable to the institute.**
- 8.4. The Work Order will be issued after the execution of Agreement on Non-Judicial Stamp Paper of Rs. 100/- value.
- 8.5. EIO should be submitted in two parts, namely, Part A and Part B, along with the requisite annexures.
- 8.6. If the contractor fails to carry out the jobs as per the terms and conditions agreed upon, the EMD/Security Deposit will be forfeited penalty.
- 8.7. The Mess contract period will be initially valid from the Odd Semester of the Academic year 2023- 24. The starting date of the semester is tentatively on 17th July 2023. However, the exact date for starting the services will be intimated to the contractor.
 - i. Initially the contract will be given for one Semester (Six months). If hostel students and hostel Authorities are satisfied with the performance of the Contractor, the contract period may be extended for additional period of one Semester for a maximum total limit of 6 Semester, on the same terms and conditions.

- ii. The Institute will place work order initially for one semester. The renewal of work order for the next semester will depend only on satisfactory performance of the contractor.

8.8. The hostel section of the Institute will provide following facilities:

- i. Serving plates
- ii. Glasses/ Steel Tumbler
- iii. Spoons
- iv. Dining tables with chairs in the mess
- v. Water coolers with Purifier
- vi. Deep Freezers for storing Non-Vegetarian items and for vegetarian items.
The numbers and capacities of the equipment will be decided by the HAC.
- vii. Commercial cylinders (the refilling of Cylinders will be borne by the Contractor only)
- viii. Burner bhattis
- ix. 12 (Twelve) Nos of 20 liters Drinking water in jars per day for drinking purpose in the dining halls for the consumption of students will be provided by the Institute.

8.9. All other items viz. working tables, racks, shelf, vegetable cutting machine, wet grinder, chapatti puffer, cooking burners, mixer, grinder etc., shall be arranged by the Contractor. The furniture items etc. provided by the Institute will be under the charge of the Contractor and he will be responsible for any damages other than due to usual wear and tear. In case of any loss or damage, the Contractor will have to replace the lost items / carry out necessary repair, subject to approval and instructions of the Hostel Authorities. Other utensils and refilling of cylinders, which are required to run the mess will have to be arranged by the contractor.

8.10. The contractor shall arrange Bain Marie with food warming facility & Toasters in each Dining Halls. In addition, Oven, Steel Bhattis etc. shall be arranged by the contractor as per requirement.

- 8.11. The Contractor shall be bound to utilize the gas bank facility provided by the Institute so as to ensure the safety of students, workers and premises.
- 8.12. The maintenance of safety, health and hygienic conditions in and around the mess / kitchen will be the responsibility of the Contractor. The suggestions / instructions of Hostel Authorities regarding cleanliness & maintenance of Bhatti Burner/ Gas bank have to be followed and the expenditure towards this is to be borne by the Contractor.
- 8.13. The Contractor is required to maintain adequate number of attendants mess workers. The contractor shall not employ child labour and all the mess workers must be male. Female workers are not allowed in the Boys' Hostel Premises.
- 8.14. Two to three experience cooks should be employed.
- 8.15. The Contractor and his workers must be courteous and must behave politely with hostel students.
- 8.16. Smoking /Consuming Liquor/Chewing of Tobacco and Pan, etc., are strictly prohibited in the Institute premises.
- 8.17. The Contractor will run the mess for minimum 50 students and a maximum of a notional figure of 750 students of the Institute. If there is any increase in the strength of the students, the Contractor shall extend the services to cater to the additional strength under the same Terms and Conditions of this EIO.
- 8.18. Food / Any other item should not be served inside the room of the hostel except in emergent cases or ill health of the students on directives of Hostel Authorities. In the above said cases, the Contractor shall permit the students to take thali plates to their rooms and the Contractor is however responsible for the return of the thali plates back to the mess. If the plates are missing or lost the cost of the thali plates will be recovered from the Contractor. Hence, the Contractor is advised to keep proper records of the plates taken out of the mess and returned to the mess so as to enable the Institute Authorities for effecting recovery from the concerned student for the unreturned plates otherwise the cost of the unreturned plates shall be recovered from the Contractor. In the case of any dispute on recovery between the

Students and Mess Contractor the Decision of the Hostel Warden is final and binding the students and contractor.

- 8.19. Cooking material should be branded refined oil/ghee/flour/pickle/rice/salt etc. (as in annexure IV) and certified by ISI/AGMARK/FSSAI. Manufacturing, expiry, batch no. should be there on the pack. Re-use of oil is strictly prohibited.
- 8.20. Non Vegetarian food should be stored separately and cooked in a separate kitchen with separate utensils. Non-Vegetarian food should be served on separate serving tables. If more than 25 students demand Halal certified Non-Vegetarian items, the contractor shall provide the same without any additional extra cost.
- 8.21. Clean, fresh, nutritious, hygienic and edible food has to be served. Any type of COOKED FOOD shall not be stored / preserved / re-served. The mess contractor is responsible for the cleanliness of kitchen, Dining Halls, and its surrounding and Deep Freezers, Water Coolers, Refrigerators and the Contractor should ensure cleanliness of kitchen, Dining Halls and its surrounding and Deep Freezers, Water Coolers, Refrigerators. If the above stated areas and if the authorities of NIT finds that the equipment items are in unclean condition, the Authorities of NIT Nagaland will undertake the cleaning of the above and the cost for the cleaning work will be recovered from the Mess Contractor. Disposal of waste management will be the responsibility of contractor. Raw material and ingredients should be of good quality.
- 8.22. Mess workers and cooks should be healthy and medically fit. They should undergo de-worming treatment once in 6 months. They are required to have a regular check up with the Medical Officer nominated by the Institute. The expenses towards these regular medical check-ups will be borne by the HAC. If any mess worker is found medically unfit, he/she will not be allowed to continue his duties and mess Contractor shall replace him immediately without fail.
- 8.23. Contractors are required to provide uniform to the mess worker as follows: -
- (a) Grey apron with Grey Cap to the Mess workers.
 - (b) White Apron with white Cap to Mess Supervisor / Mess Manager.

- (c) It is to be ensured that whenever the mess workers are on duty they should be in clean and proper uniform. It is mandatory that mess workers should wear gloves and a round cap (on head).

- 8.24. The workers employed by the contractor shall wear uniform and name badge, provided by the contractor and the agency, shall be responsible for the discipline of his workers. The workers are not employees of the Institute and shall not have any claim whatsoever on the Institute and shall not act detrimental to the interest of the Institute. The workers shall have to follow the security regulations as directed by Security and Fire Fighting unit of the Institute. Workers shall not form union or carry out trade union activities in the campus.
- 8.25. The contractor is not eligible for housing shelter or accommodation in the campus for accommodating mess workers.
- 8.26. Sub-letting/sub-contracting the work is not permissible under any circumstances.
- 8.27. Sample menu is attached with this document (Annexure-IV). Students' Mess Committee can change the menu in consultation with the Contractor. Menu can be changed, to suit the availability of seasonal vegetables and their market supply with the permission of institute authority only. Menu may be changed from time to time (not very frequent) to replace items with suitable alternatives (seasonal); which are within the similar price band of 10% on recommendation of the Executive Warden. Other items may be shuffled but will not be changed.
- 8.28. Maximum 4 Continuous Days of Mess Off per month will be given to individual students under normal circumstances. Mess Off would only be given if either student is not medically fit and/or admitted in hospital/ going for academic / sports activity (deputed by the Institute) or for any other reason deemed fit by Hostel Authorities and he / she submits the information through Hostel Authorities to the Mess Contractor 48 hours in advance (i.e., If a student wants to avail Mess Off from 5/11/2020, the student shall have to submit the dully approved request to the Mess Contractor on or before 9:00 A.M. of 3/11/2020).

- 8.29. The contractor shall be solely responsible either for any injury, damage, accident to any worker by the agency or for any loss or damage to the equipment/property in the areas of work.
- 8.30. The institute reserves the right to terminate the contract on a month's notice, if the performance is not satisfactory, without assigning a reason, if in the opinion of the authorities such termination is in the interest of the institute. This termination will not be challenged by the contractor.
- 8.31. If, at any time it is found that the EIO was awarded based on any false/ misleading information furnished by the caterer, the institute reserves the right to terminate the contract immediately.
- 8.32. Items like Aji-no-moto, Baking soda, coloring items etc. are banned and they should not be used. If they are found in the kitchen premises penalty will be imposed.
- 8.33. Vehicles for transportation of food from main mess to Dzukou dining hall, Patkai dining hall and New Boys hostel dining hall will be provided by the Institute.
- 8.34. Electricity required for running the mess will be provided by the institute.
- 8.35. Regular water will be provided by the institute (only for cleaning not for drinking and cooking purpose).
- 8.36. Payment of Monthly Mess Bill will be calculated only on the number of students actually availing the mess services not on the total number of students in the hostels. The Contractor/Mess Service Provider shall maintain an attendance system for arriving at the actual number of students taking breakfast, lunch, evening snacks, dinner. If a student avails even any one item in the above stated it is reckoned that the student has availed the mess facility for the whole day.
- 8.37. Calculation of mess bill will be on a fixed rate per day per student basis only. The Guest Charges collected by serving food items to the Staff, visitors, institute Guests, etc., and the charges collected for extras provided to the students shall be treated as Income to the Hostel Administration Committee and shall be deposited in the Hostel Bank Account every Monday. The above income shall not be directly used

or adjusted for expenses. This income shall be taken into the account of mess bill calculation.

8.38. The caterer should provide special dishes to the students on such occasion of Republic Day, Ganesh Chaturdi, Diwali, Independence Day, Christmass etc.

8.39. Vegetarian and Non Vegetarian food will be cooked and served separately.

8.40. Major civil and electrical works will be attended by NIT Nagaland. Minor maintenance jobs such as replacement of light bulbs, tube lights etc. are the responsibility of the catering contractor.

8.41. Caterer is supposed to take care of all the utensils and equipment handed over to him by the NITN. Mess manager/ Caterer is responsible if anything is stolen or taken by any student with permission.

9. DOCUMENTS TO BE SUBMITTED AT THE TIME OF SUBMISSION OF BIDS

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

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

9.3. Demand Draft of Rs.50,000/- (Rupees Fifty Thousand Only) towards Earnest Money Deposit in favour of IRG, NIT Nagaland payable at Chumukedima.

9.4. Details of the firm (Annexure-I)

9.5. Details of ongoing contracts/completed contracts during the last one year. (Annexure-II). All relevant documents should be enclosed.

9.6. Proposed Staff list and qualification of Senior Managing Staff (Annexure-III).

9.7. Financial Bid (Annexure-IV)

9.8. Details of rates quoted for menu (V)

9.9. Satisfactory Completion/Performance certificates from all contracts completed during the last one year.

- 9.10. Copy of Registration/Incorporation of the Agency/Trade License.
- 9.11. Copy of PAN Card and GST etc.
- 9.12. All proposal documents must be signed by the authorized person of the firm (with seal).
- 9.13. Financial bid should be kept in separate sealed cover.
- 9.14. Others as desired in the essential qualification.
- 9.15. **NB:** The Institute reserves the right to suspend the EIO process or part of the process, to accept or reject any of the EIOs or to modify the process or any part thereof at any time without assigning any reasons thereof without any obligation or liability whatsoever.

10. SAFETY MEASURES

- 10.1. The mess service provider shall ensure that all safety precautions are properly taken during the process of cooking by his employees. Special emphasis will be laid on fire safety norms and proper operation of electrical gadgets/ instrument, and fire-fighting equipment etc. placed at the disposal of the hostel mess.
- 10.2. The mess service provider especially the cooks and kitchen staff should be alert always in order to avoid the presence of unwanted items such as glass pieces, nails, metal wires, hair, cockroaches etc., in the food. Also, the use of stale / spoilt ingredients such as rotten vegetables, infected grains etc., should be avoided.
- 10.3. The kitchen, dining hall, hand wash area, dish wash area etc., should be washed with water and soap solution and moped, after every meal (breakfast, lunch, snacks and dinner) and will be disinfected once in a month or as and when required.
- 10.4. The garbage collected from the kitchen, dining halls, dish wash area will be disposed off every morning in closed bins by separation of bio-degradable waste from non-biodegradable waste. The surroundings shall be kept clean and hygienic.
- 10.5. Only ISI equipment, Agmark Cooking ingredients, Milk of good standard, Refined Oil, Ghee, Branded bread, butter, Jam, and sauce should be used in the mess.

11. SPECIAL MEALS TO AILING BOARDER

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

12. ARBITRATION

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

13. LEGAL DISPUTE

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

13.2. **FORCE MAJEURE:** If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned that party shall be under no obligation to perform the agreement under order after giving notice of 15 days from the date of such an event in writing to the other party, and the events referred to are as follows:

- a) Any law, statute or ordinance, order action or regulations of the Government of India,
- b) Any kind of natural disaster, and
- c) Strikes, acts of the public enemy, war, insurrections, riots, lockouts, sabotage.

13.3. APPLICABLE LAW:

- a) The contract shall be governed by the laws and procedures established by Govt. of India and subject to exclusive jurisdiction of Competent Court and Forum in Dimapur / India only.

- b) Any dispute arising out of this purchase shall be referred to the Director NIT Nagaland, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the Director of the Institute. The decision of such Arbitrator shall be final and binding on both the parties.

13.4. REJECTION CLAUSE:

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

14. OTHER CONDITIONS

- 14.1. Adequate number of manpower should be supplied so that the work is done in specified time. Sufficient number of workers should be available to carry out the catering services (including cooking, serving, cleaning and day to day maintenance) at the Students' Mess.
- 14.2. All records shall be maintained by the Contractor as a part of record of day-to-day work done, they shall be daily authenticated by the Mess Supervisor designated for the work. They shall become the basic documents for preparation of bills on monthly basis.
- 14.3. The works as specified in job specifications have to be carried out as per the schedule and also within the stipulated time given.
- 14.4. The contractor has to appoint (with the concurrence of the Executive Warden of the Institute) sufficient number of cooks, kitchen staff, bearers, washers, general cleaners, store helper and supervisor taking into the consideration of the current strength of students at the hostels, which is 340, which may vary from minus (-) 20 percent to plus (+) 20 percent.
- 14.5. The appointed cooks should be specialized in both vegetarian, non-vegetarian and northeast (both Naga and Manipuri) dishes.

- 14.6. The contractor has to submit the workers profile to the Executive Warden for approval and should be employed only on the approval by the Executive Warden.
- 14.7. The Contractor shall fulfil all statutory requirements pertaining to minimum wages being made to the workers under him/her.
- 14.8. The contractor should specify the cleaning items to be used such as Phenyl, Disinfectant. Brooms, Swabbing cloth, Soap Oil, Washing Brush, Mob Stick etc., with their brand, quantity and cost incurred on them every month to the Executive Warden.
- 14.9. The contractor should utilize such quality and quantity of material as required for maintaining high standard of cleanliness within the stipulated time.
- 14.10. The workers employed by the contractor:
- a) shall not act in any way detrimental to the interest of the Institute.
 - b) are not employees of the Institute and shall not have any claim whatsoever on the Institute.
 - c) have to follow the security instructions as directed by the Executive Warden of the Institute.
 - d) shall not participate in any strike or protest in any form.
 - e) have to do their duty maintaining hygienic, cleaning and safety.
- 14.11. The contractor shall be responsible for the discipline of his workers.
- 14.12. The contractor should keep and maintain the proper books of accounts regarding attendance, acquaintance, wages paid etc., and should produce for inspection to the Institute, whenever asked for.

15. RISK PURCHASE CLAUSE:

- 15.1. If any time during the currency of the contract the Hostel Administration Committee finds that:
- (i) Services are not provided in time

- (ii) The contractor's/ Mess Service Provider's services are not found satisfactory,
- (iii) Services do not conform to the specifications indicated in the contract,
- (iv) The food items served are not conforming to the quality standard and/or the food items are not palatable

In that event, the Hostel Administration Committee/NIT Nagaland will be at the liberty to obtain the services covered under this contract from alternative source(s) at The contractor's/Mess Service Provider's risk and cost including invoking/restoring to apply any other clause of this EIO document.

- 15.2. Risk Purchase Clause of the conditions of the contract contained in this EIO document provides for effecting purchase at the risk and cost of the contractor/Mess Service Provider in the event of their failure in making supply of the foods items and rendering mess services in conformity with the specifications, quality standards, quantity of the food items, etc., mentioned in this EIO document. The food items to be purchased and services to be rendered at the cost of the contractor in such cases are ordinarily of the same or similar specification, but need not be of the particular make mentioned in the original supply order.
- 15.3. On receipt of a report from the Mess Committee about the failure of the contractor to provide food items and render service as per terms of the contract, a notice is served upon the contractor by the Executive Warden to rectify the deficiency/failure within 7 days failing which the supplies and services shall be arranged at their risk and cost. It is only when the notice is not complied with that the proceedings of risk purchase are started by calling short-term quotations. The contractor who has failed to provide the food are not eligible for participating in the EIO. If the contractor abruptly stopped, providing food items and/or services for any reasons what so ever the Hostel Administration Committee at its liberty under this risk purchase clause to purchase food items and to entrust the work of providing mess services on nomination basis for 30 days and parallelly work for obtaining competitive bids for serving food items and mess services for the

remaining duration of the contract. The excess amount spent by the Hostel Administration Committee/Institute in arranging the supplies of food items and mess services at the risk and cost of the contractor plus 5% of the excess amount as the overhead Charges will be recovered from the pending bills, earnest money and security of the defaulting contractor and in case the amount is not fully recovered, the case will be referred to an Arbitrator and settled in accordance with the provisions contained in Indian Arbitration and Conciliation Act, 1996. The Arbitrator will be decided by the Contractor and the Hostel Administration Committee. If the amount in arranging the supplies of food items and mess services at the risk and cost of the contractor is less than that of the rate specified in the order the rate specified in the order will be recovered from the Contractor and no overhead charges will be levied.

16. TERMINATION OF CONTRACT IN THE INITIAL PHASE

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

17. SUBSIDY:

- (i) Regular water will be provided by the institute (only for cleaning and not for drinking and cooking purpose).
- (ii) 12 (Twelve) Nos of 20 liters Drinking water in jars per day for drinking purpose in the dining halls for the consumption of students will be provided by the Institute.
- (iii) Electricity required for running the mess will be provided by the institute.

18. TERMINATION OF CONTRACT :

- 18.1. One-month notice is required on either side for the termination of the contract if such a condition arises during the contract period. If the services of the contractor are not up to the mark or, the quality of the food is below standard or unhealthy or unhygienic, then Hostel Authorities/competent authority of the institute are

empowered to terminate the contract with a short notice of one week. The opinion of Hostel Authorities is final in so far as the food quality /mess management is concerned.

- 18.2. If 50% of the students are not satisfied with the quality of the or services or both and if they communicate to the Authorities, then the services shall be terminated with one-month notice and the contract will be awarded to the next lower bidder at the rate approved by the students. The decision of the students shall be valid only if 50% or more students (out of those who have joined mess) endorse it.

19. OTHER GENERAL CONDITIONS:

- 19.1. Any deviation in terms and conditions or the form of price bid i.e. inclusion/exclusion of Taxes, levies, surcharges and additions heads for charges shall be discussed in Pre-Bid meeting. The Institute Authorities shall modify the EIO documents, if required in the light of the discussion. However, any Bid (Technical/Price) for additional conditions or deleting the conditions mentioned in the EIO shall be summarily rejected if not feasible.
- 19.2. The Contractor cannot sublet the awarded contract/work to any other Contractor/Firm/Agency.
- 19.3. Proper waste management is the responsibility of the contractor (He should Attach waste management scheme reposed).
- 19.4. For reasons beyond the control of Executive Warden of NIT Nagaland hostels, if messes are required to be closed without any advance notice, the contractor shall be ready to close the mess as instructed by the Chief Warden without any delay. No compensation or extra charges will be paid by NIT Nagaland to the contractor under such extra-ordinary conditions.
- 19.5. The contractor shall not permit any outsider/ unauthorized person to dine in the mess. Violation of this will be viewed seriously and penal action will be initiated against the Contractor.

- 19.6. Executive Warden or concerned Hostel warden or any officer specifically appointed by the Chief Warden can take samples of any food items brought/ prepared by the contractor without any charges, at any time or all days, without any notice, at free of cost.
- 19.7. The contractor has to maintain attendance register for his/her workmen. The work has to be supervised by a qualified/experienced supervisor.
- 19.8. The contractor shall not, unless specifically authorised by the Chief Warden/ concerned hostel Warden, collect money directly from the diners. Violation of the above will be viewed seriously and penal action, including termination of contract, may be effected.
- 19.9. The Contractor shall not make any additions or alterations in the premises without the prior permission of the competent authority.
- 19.10. The Contractor shall be responsible for fulfilling the requirements of all statutory liabilities pertaining to various labour laws and must be registered with EPF and Medical Insurance, authorities in respect of the workmen assigned to duty at NIT Nagaland hostels as applicable, in line with orders of Central/ State Government.
- 19.11. The NIT Nagaland hostels or NIT Nagaland will not be responsible for any type of compensation, if any labourer/ worker/supplier is injured while on duty. Personal insurance of each labourer has to be taken by the contractor at his cost and proof of the same shall be submitted to NIT Nagaland hostels.
- 19.12. In case of failure or breach of any terms and conditions of the contract, the NIT Nagaland hostel shall have:
 - i) the authority to lock the premises and
 - ii) the right to forfeit the security deposit (Decision of Chief Warden shall be final and binding)

20. PENALTY CLAUSE

- 20.1. The performance will be evaluated monthly by taking the feedback from the students on the quality and quantity of the food served, cleanliness, hygiene, waste disposal, catering service, punctuality and caterer Response. The final

decision on the feedback evaluation will be made by the Mess committee.

- 20.2. Failure to supply food in terms of quality, quantity and as per the menu indicated in Annexure-VI will attract penalty. For not adhering to contractual conditions, the Mess Committee shall be free to impose monetary fine as deemed fit on the contractor. Fines imposed shall be adjusted against payment due to the contractor.
- 20.3. Vegetables used should be fresh and of good quality. If vegetables kept for use is found to be rotten or of poor quality, 5% - 10% amount of that day will be deducted based on the low grade quality.
- 20.4. Items like Aji-no-moto, Baking soda, colouring items etc. are banned and they should not be used. If they are found in the kitchen premises penalty of Rs. 10,000/- on each occasion will be imposed and all such materials will be seized by the Institute.
- 20.5. Kitchen should be kept clean. If it is not kept clean, a fine of Rs. 5,000/- for each occasion will be imposed.
- 20.6. For damages caused by the contractor to the kitchen equipments, vessels and other items supplied by the licenser, twice the cost of the equipment will be recovered from the contractor.
- 20.7. Any complaint of insects cooked along with food found in any food item would invite a fine of 5% - 10% of that day on the contractor. The contractor should prepare an alternate item immediately when such an incident is reported, pending further enquiry.
- 20.8. Any complaint of soft objects like rope, soft plastic, cloth etc. in food will attract a fine of Rs 2,000/- per complaint.
- 20.9. Any complaint of stones / pebbles of diameter more than 2 mm will attract a penalty on the contractor which can range between 10% amount of that day will be deducted depending on the size of the stone/ pebble per complaint.
- 20.10. 5 or more complaints of unclean utensils in a day would lead to a fine of 10 % amount of that day.

- 20.11. If mess committee finds that certain item of a meal was not cooked properly then a fine of Rs. 10,000/- would be imposed on the contractor.
- 20.12. Changes in approved menu (as per Annexure-VI) of any meal without permission of warden / mess committee would result in a fine of Rs. 10,000/- on the contractor.
- 20.13. Fine on any discrepancy (personal hygiene of workers, misbehavior by workers etc.) will lead to fine of Rs. 5,000/- on contractor for every instance.
- 20.14. It is the responsibility of the contractor to see that the drainage lines are properly cleaned to see that the premises are hygienic. If it is found that due to negligence any drain is choked or foul stinking smell is detected, a heavy penalty of Rs. 30,000/- will be levied at each instance of such occurrences.
- 20.15. Using of brands not mentioned in the contract without prior permission and adulteration shall invoke a hefty fine beyond the limit of any fine mentioned above and is decided by the Mess Committee with the consent of the wardens. Severity of hygiene failure shall be assessed and decided by the Mess Committee and fined appropriately. In case of gross failure / negligence a severe penalty will be imposed, which could be a hefty fine as cash and/or summary termination of the Contract.
- 20.16. The contractor will submit a feedback of 25% or more students (out of all dining students) at the end of every week. The feedback must be taken on minimum following parameters:

S.No.	Parameters	Points (range 1 - 5)*
1	Quality and Taste of cooked food	
2	Quantity of Food	
3	Quality of Raw Material	
4	Cleanliness of utensils	
5	Cleanliness of mess workers	
6	Overall performance	

*Point less than or equal to 2 indicate poor, 3-Average, 4-Good, 5-Excellent

(i) If the feedback is 2 (two) points for more than three weeks in a semester then 15% of the total payment (including wages for the workers) in that particular weeks will be deducted from the payment. If the feedback is 5 (five) point for any week can be compensated for the week having feedback point of 2 (i.e., If the contractor obtained feedback is 2 (two) points for 5 weeks in a semester and feedback is 5 (five) points for 2 weeks; then the deduction will be @15% for is 5-2= 3 weeks).

20.17. The Dean / Associate Dean (Students Affairs) / authority nominated by the Director, NITN in his capacity, Deputy Wardens and Executive warden shall be the Competent Authority with regard to imposition of Penalty. The contractor may appeal to the Hostel Administration Committee for reduction/waiver of penalty. The decision of the Hostel Administration Committee shall be final.

21. SUBMISSION OF EIO

Proposals containing all necessary documents are to be sent **in a sealed envelope to “The Registrar, NIT Nagaland, Chumukedima - 797103”** super scribing **“Expression of Interest for Catering Services to the hostels of NIT Nagaland”**. A EIO processing fee of **Rs.5,000/- (Rupees Five Thousand Only)** non-refundable in the form of DD in favour of **“IRG, NIT Nagaland”** payable at Chumukedima, should also be enclosed against cost of the proposal document. The proposal document can only be downloaded from www.nitnagaland.ac.in. The EIO shall be submitted on or before the due date and time (14-07-2023 at 12.00 Noon). All proposals must be accompanied with an Earnest Money Deposit (EMD) of **Rs. 50,000/- (Rupees Fifty Thousand Only)** in the form of a separate DD/Banker Cheque in favour of **“IRG, NIT Nagaland”** payable at Chumukedima.

22. SELECTION PROCESS:

- 22.1. Eligible bidders are called for Interview with the Students.
- 22.2. The bidders will be shortlisted after the Interview for assessing the quality of food and the service to the Students.
- 22.3. The shortlisted bidders will be directed to cook and provide food to the students. The payment will be made for the food supplied by the bidders in this exercise.
- 22.4. Based on the quality of the food and service provided by the bidders, the Students will rate the contractor for entrusting the catering service for Hostel Mess.

ANNEXURE-I

Technical Bid

Note- Put in Part – A

ON THE LETTER HEAD OF THE FIRM

1. NAME OF THE FIRM / AGENCY:
2. ADDRESS:
3. MOBILE/PHONE NO. OF THE FIRM:
4. REGISTRATION NO. & DATE:
5. PAN/VAT/GST REGD. NO.:
6. EPF/ESI REGD. NO. (If any):
7. VALID LABOUR LICENCE (If applicable):
8. NAME OF THE MANAGING PERSON:
- MOBILE NO.:
9. EMD DETAILS: BANK DRAFT NO.:.....DATE.....FOR Rs.50000/-
10. PROCESSING FEE: BANK DRAFT NO.:.....DATE.....FOR Rs.5,000/-

DATE:

PLACE:

AUTHORIZED SIGNATORY

NB:(Please enclose the following documents)

1. GST registration and PAN No.
2. Order Copy of other organizations.

ANNEXURE – II

Technical Bid

Note: Put in Part – A

ON THE LETTER HEAD OF THE FIRM

a. Details of Ongoing Contracts:

SL. NO.	Name of the Organization with address, email and contact no.	Period of Contract (From-To)	Nature of work undertaken	Value of Contract (Rs.)
1.				
2.				
3.				

b. Details of Previous Contracts:

SL. NO.	Name of the Organization with address, email and contact no.	Period of Contract (From-To)	Nature of work undertaken	Value of Contract (Rs.)
1.				
2.				
3.				

Copies of the completion certificate for the Previous Contracts shall be attached

Signature of the Bidder

ANNEXURE – III

Technical Bid

Note: Put in Part – A

ON THE LETTER HEAD OF THE FIRM

SL. NO.	Name of Mess	Proposed Manpower for the Hostel	Qualification of the person to be employed	Proposed nature of duty
1.				

Signature of the Bidder

ANNEXURE – IV

Financial Bid

Note: Put in Part – B

Part - B

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

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

Breakfast (Rate per student per month)	Lunch (Rate per student per month)	Evening Snacks (Rate per student per month)	Dinner (Rate per student per month)	Net Total*

NOTE: ‘Month’ means 30 days for any calculation purpose, irrespective of actual number of days in a particular month.

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

Note: The L1 shall be considered on the Net Total (*) only.

Signature of the Bidder

Part - C

Financial Bid for Guest Charges for the Staff and Visitors of NIT Nagaland, Chumukedima, who have been authorized by the Institute Authorities and Hostel Administration Committee.

(This quote will not be considered for deciding the award of contract)

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

Category	Breakfast per person	Lunch per person	Evening Snacks	Dinner	Net Total*
Official (Paid by the Institute)					
Non- Official – Occasional (Paid by the Individual)					
Non- Official – Regular (Rates per person per month (Paid by the Individual))					

NOTE: ‘Month’ means 30 days for any calculation purpose, irrespective of actual number of days in a particular month.

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

Signature of the Bidder

Part - D

Financial Bid for Charges for Extras for the Students, Staff and Visitors of NIT Nagaland, Chumukedima, who have been authorized by the Institute Authorities and Hostel Administration Committee.

(This quote will not be considered for deciding the award of contract)

S.No	Item Rate	Quantity	(in Rs.)
1	Night Milk	150 ml	
2	Cornflakes, Chocos	30 gm with 100 ml milk	
Vegetarian Extras			
3	Baby corn masala	150 gm	
4	Chilli Baby Corn	150 gm	
5	Panner 65	150 gm	
6	Mushroom Masala	150 gm	
7	Kadai Paneer	150 gm	
8	Palak Paneer	150 gm	
9	Chilli Mushroom	150 gm	
10	Aloo 65	150 gm	
11	French Fries	150 gm	
12	Boiled Banana	1 piece	
13	Malai Kofta	150 gm	
14	Veg Fried Rice	300 gm	
15	Veg Biryani	300 gm	
16	Paneer Biryani	300 gm	
17	Mushroom Fried Rice	300 gm	
18	Gobi 65	150 gm	
19	Dum Aloo	150 gm	
20	Lady finger fry (Bhindi fry)	200 gm	
21	Paneer Pasanda	150 gm	
22	Kaju Masala	150 gm	
23	Chowmein	300gm	
24	MoMos	(4pcs Large size)	
25	Vegetable Sandwich		
Non -Vegetarian Extras			
26	Single Omelet– Chicken, Duck	1 No	
27	Egg Masala – Chicken,Duck	2 No	
28	Boiled Egg– Chicken,Duck	1 No	
29	Scrambled Egg– Chicken, Duck	2 no	
30	Cheese Omelet– Chicken	2 no	
31	Egg Roast Chicken, Duck	2 No.	

Signature of the Bidder

Part – D (Continued.....)

(This quote will not be considered for deciding the award of contract)

S.No	Item Rate	Quantity	(in Rs.)
32	Hyderabadi Chicken	150 gm	
33	Gongura Chicken	150 gm	
34	Chicken 65	150 gm	
35	Chicken Masala	150 gm	
36	Chettinadu Chicken	150 gm	
37	Ginger Chicken 150 gm		
38	Pepper Chicken	150 gm	
39	Chicken Fry	1	
40	Chilli Chicken	150 gm	
41	Boneless Chicken	150 gm	
42	Garlic Chicken	150 gm	
43	Chicken Biryani	300 gm Basmati rice+ 150 gm Chicken	
44	Prawn Masala	150 gm	
45	Mutton Biryani	300 gm Basmati rice + 150 gm Mutton	
46	Mutton Kheema	150 gm	
47	Gongura Mutton	150 gm	
48	Mugalai Chicken	150 gm	
49	Egg Roast	2	
50	Mutton Stew	150 gm	
51	Chicken Sandwich		
52	Fish Fry	2	
53	Garlic Prawns	150 gm	
54	Egg Biryani	300 gm + 1 egg	
55	Egg Fried Rice	350 gm	
56	Chicken Fried Rice	300 gm rice + 100 gm chicken	
57	Barbque	¼ (200 gm)	
58	Tandoori	¼ (200 gm)	
59	Alfaam	¼ (200 gm)	
60	Momos		
61	Chowmein – Chicken		
Sweets			
62	Gulab Jamoon	50 gm / 2 pieces	
63	Rasgulla	50 gm / 2 pieces	

Signature of the Bidder

Part – D (Continued.....)

(This quote will not be considered for deciding the award of contract)

S.No	Item Rate	Quantity	(in Rs.)
64	Basanthi	75 ml	
65	Rasamalai	75 ml	
66	Carrot Halwa	100gm	
67	Jalebi	100gm	
68	Sweet Pongal	100 gm	
69	Kesari bath	100 gm	
70	Almond Kheer	120 ml	
71	Payasam	120 ml	

Signature of the Bidder

ANNEXURE –V

Tentative menu & Mess timings

Breakfast: 6:30 A.M. to 8:00 A.M.

Lunch: 12.30 P.M. to 2 P.M.

Evening Snacks: 4.30 P.M. to 5.30 P.M. (Summer)

4.30 P.M. to 5 P.M. (Winter)

Dinner: 7 P.M. to 9 P.M.

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

Note:

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

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

Note:

1	Quantity of Breakfast, Lunch, Dinner shall be unlimited except the following items			
	Bread	4 Slices	Butter	17 gm
	Jam	20 gm	Milk	200ml (Full cream)
	Tea	200 ml(milk enriched)	Banana	1 piece
	Sweet	1 piece	Curd	75 gm (without water)
2	Butter and Jam both will be available however students can take only one			

The contractor shall procure wholesome food articles of good quality. The quality of some of the items is specified below

Wheat Flour Decided by HAC	Aashirwad, Annapurna, Nature Fresh, Shakti Bhog, Ginni, Pilsbury, Rajadhani, Fortune or equivalent available in market
Oil Decided by HAC	Refined Mustard oil of Patanjali, Fortune, Engine, Dhara / Refined sunflower oil of Dabur, Fortune, Sundrop / Saffola / Engine / Refined groundnut oil of Dhara, Sundrop, Fortune, Saffola and fortune, shall only be used. Use of Hydrogenated (vanaspati) oil is prohibited) Re-use of oil is strictly prohibited.
Ghee	Patanjali Cow Desi Ghee, Amul, Mother Dairy, Britannia, Anik
Rice Decided by HAC	India Gate Kolam Rice, (Basmati Rice of Dawaat, Kohinoor, KRT, Laxmi Bhog, Ashirwad, India Gate, Himlayan Crown, Rajdhani brands or equivalent available in market Sticky rice is strictly not allowed
Spices	MDH, Everest, Catch, Everyday
Tomato Sauce	Maggi, Kissan , Heinz (To be served strictly in pouches/sachets) Nestle Druk
Pickle	Mother's Recipe, Nilon's, Tops, Priya

Salt	Tata, Annapurna, Nirma, Captain cook Nature fresh
Milk	Dmul, Amul Taaza, Sudha, Nestle
Butter	Amul, Nutrilite
Jam	Maggi, Kissan, Heinz / Tops
Namkeen	Haldiram, Kurkure, Navratan, Bikaner, Parle (To be served strictly in pouches/sachets)
Biscuits	Parle, Britannia, Sunfeast, Biskfarm
Bread	Niathu, Popular, Sneha, Daily Fresh or equivalent brand available in the market
Tea Leaves	Tata gold, Taj Mahal, Brook Bond Tea Brooke Bond, Lipton, Tata, Taaza, Taj Mahal, Amalgamated Plantations, Korangani
Instant Noodles	Nestle, Top Ramen, Knorr, Nissin
Paneer	Amul, Mother Dairy, Purabi, Red Cow
Soya	Nutrella
Coffee	Nescafe, Bru, Tata Café
Washing material	Utensil cleaning material or Detergent.

Note: Exact brand of the rice shall be approved at the time of signing the contract. Every new purchase of new brand of rice, shall be approved by both the Mess Committee and Hostel Administration Committee.

To the extent possible, the Contractor/Mess Service Provider shall use banana leaves for serving food at least once in a week in order to save usage of water and avoiding usages of detergents for cleaning of plates. The Contractor/Mess Service Provider can make use of the banana leaves available in the institute gardens area using their laborers.

DECLARATION BY THE CONTRACTOR

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

Place:

(Signature of Bidder)

Date:

Name & Designation