

**TENDER FOR PROVIDING CATERING SERVICES
AT INDIAN MARITIME UNIVERSITY- NAVI MUMBAI CAMPUS**



TENDER No: IMU/NMC/CANTEEN/2019/0001

Issue Date: 14th June, 2019

Issued To,

Tender Document	The tender document can be downloaded from the website www.imunavimumbai.com or www.imu.edu.in There is no tender fee.
EMD Amount	Rs. 4,40,000/- should be drawn in the form of Demand Draft / Pay Order in favour of “ IMU, Navi Mumbai Campus” payable at Mumbai.
Issue of Tender Document	1000 Hrs 14th June, 2019 till 1430 Hrs 05th July, 2019
Last Date and Time of submission of the Tender	1430 Hrs on 05th July, 2019
Date and Time of Pre-Bid Meeting	1100 Hrs on 25th June, 2019
Date and Time of opening of the Technical Bids	1500 Hrs on 05th July, 2019 at IMU Navi Mumbai Campus
Tentative Date and Time of opening of the Financial Bids	Will be uploaded on the website and email will be sent to the Technically qualified bidder

All bidders are requested to visit IMU Navi Mumbai Campus website: www.imunavimumbai.com for regular updates.

INDEX

1. General Information:.....	3
2. Pre-bid Meeting schedule	6
3. Tender opening, Bidder Participation, stages of Evaluation (Technical and Financial).	6
4. Deposits, Guarantee and damages	7
a. Earnest Money Deposit (E.M.D)	7
b. Security Deposit:	8
c. Refund of Security Deposit	8
5. Cancellation of order/forfeiture of Security Deposit, Risk Purchase clause:.....	8
6. Time Period	8
7. Settlement of Disputes:	8
8. Jurisdiction	9
9. Performance & Quality.....	9
10. Maintenance of Hygiene in the Mess Complex and Cooking Area	10
11. Penalty & Risk Purchase:	10
12. Payment Terms:	11
13. Payments:	11
14. Pre-Qualification Criteria.....	12
15. Scope of Work	13
16. Parallel Running of a Cafeteria on Payment for the Cadets	14
17. Terms and Conditions:.....	14

INSTRUCTIONS TO THE BIDDERS

1. General Information.

- (a) Tenders are invited by the Director, Indian Maritime University, Navi Mumbai Campus, Karave, Nerul, Navi Mumbai- 400706 for and on behalf of Indian Maritime University for PROVIDING CATERING SERVICES AT INDIAN MARITIME UNIVERSITY as per the scope of work mentioned in the Technical bid of tender documents.
- (b) Tender documents consisting of Technical & Financial Bids shall be submitted by the bidders in two separate sealed envelopes, Cover-I named 'TECHNICAL BID IMU/NMC/CANTEEN/2019/0001' and Cover-II named 'FINANCIAL BID IMU/NMC/CANTEEN/2019/0001', latest by 1430 hrs **on 5th July, 2019** and both the above said Sealed Covers i.e. Cover-I & Cover-II be then put in one big cover (Cover-III) and properly wax sealed. Each sealed cover should be signed across the sealing lines by an authorised signatory of the bidder firm.
- (c) Bids should be forwarded by Bidders under their original memo/letter pad inter alia furnishing details like GST number, Bank address with EFT Account if applicable, etc and complete postal & e-mail address of their office.
- (d) Sealed bids should be dropped in the Tender Box at First Floor, Administrative Building, Indian Maritime University, Navi Mumbai Campus, Karave, Nerul, Navi Mumbai or sent by registered post in the address mentioned for communication below and to reach this office by due date and time. Late tenders will not be accepted in any circumstances and no responsibility will be taken for any postal delay or non-receipt/non-delivery of the bid documents.
- (e) A bidder may modify or withdraw his bid after submission provided that a written notice for modification or withdrawal has been received by this office prior to deadline prescribed for submission of bids. No bid shall be modified after the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in forfeiture of earnest money.
- (f) The Technical bids of the tender shall be opened by a committee nominated by the Director, Indian Maritime University, Navi Mumbai Campus in the presence of the authorised representatives of the bidders, if present, at 1500 hrs **on 5th July, 2019** in the Conference Room, Indian Maritime University, Navi Mumbai Campus.
- (g) The Technical bids, which do not contain full information and documents called for, shall be rejected. The Financial bids of only those bidders shall be opened, whose Technical bids pass scrutiny.

- (h) The Financial bids of the Technically qualified firms shall be opened by a committee nominated by the Indian Maritime University, in the presence of the authorised representatives of the bidders, if present, on a date and time which will be communicated to Technically qualified bidders.
- (i) The bidders shall submit all details, documents etc. of the tender document duly signed on each page. In case bidder fails to do so, Indian Maritime University, Navi Mumbai Campus reserves the right to reject the tender without seeking any further clarification. All the pages should be serially numbered. The total number of pages should be mentioned in the forwarding letter.
- (j) The bidder shall submit the copy of the tender document and addenda thereto, if any, with each page signed and stamped to confirm the acceptance of the entire terms and Conditions of the tender.
- (k) All communications with regard to this tender to be addressed to

**The Director,
(for Deputy Registrar)
Indian Maritime University
Navi Mumbai Campus,
Karave, Nerul,
Navi Mumbai - 400706
[Tel:022-20876809](tel:022-20876809) Fax:022-27716805
Email: dradmin.navimumbai@imu.ac.in**

- (l) Indian Maritime University, Navi Mumbai Campus at its sole discretion reserves the right to extend last date of submission of tender and the same shall be updated in Indian Maritime University, Navi Mumbai Campus website and all bidders are requested to visit the website for latest updates. Bidders who have already submitted their bid would be intimated by email.
- (m) Indian Maritime University, Navi Mumbai Campus reserves the right to annul the bidding process at any time without any liability for such annulment, without assigning any reason there to.
- (n) Indian Maritime University, Navi Mumbai Campus has the right to invite revised tenders with or without amendment at any stage without any liability for such invitation and without assigning any reason thereof.
- (o) Indian Maritime University, Navi Mumbai Campus shall notify the successful bidder through Registered letter/ speed post / fax / e-mail or in person confirming that their offer has been accepted. Indian Maritime University, Navi Mumbai Campus will issue the Award letter to the successful bidder. This PO shall indicate the details of services to be supplied by the bidder in compliance to the tender document.
- (p) The cover letter placed at **Annexure 'A'** is to be submitted along with Tender document.

- (q) Upon receipt of the Purchase Order by the Contractor, he shall prepare two sets of the Agreement as per **Annexure – ‘F’** of the tender documents at the earliest without any delay and complete all the formalities and submit the same to Indian Maritime University, Navi Mumbai Campus duly executed on stamp paper for value of Rs.200/- (Rupees Two Hundred only) within 07 days from the date of receipt of Purchase Order. The agreement should be submitted by the contractor along with the required security deposit. One set of the agreement will be returned to the Contractor after the signature of authorized signatory of Indian Maritime University, Navi Mumbai Campus.
- (r) The quoted rates must be valid for 90 days from the date of closing of the tender and if contract is awarded same rates would be in force for the duration of the contract.
- (s) The contract will be initially for a period of one year, extendable by another one year subject to the satisfactory performance of the Catering Agency and same rates being maintained. The extension would be offered at the sole discretion of Indian Maritime University, Navi Mumbai Campus.
- (t) The Contract is liable to be terminated at any time during the validity of the contract period by the University, if the supply of the food and eatables quality/quantity and quality of service are not to the satisfaction or for any other compelling administrative reason. The security deposit paid by the contractor shall be forfeited in full, when the contract is terminated for unsatisfactory performance.
- (u) Successful bidder will nominate an onsite Manager as single point of contact to Indian Maritime University, Navi Mumbai Campus to ensure smooth functioning of the mess and manage all the operations efficiently. He will promptly address the day to day working level issues. He would be responsible for quality and hygiene of the entire mess area.
- (v) The bidder is advised to visit the site and surroundings where the Catering services are to be provided and acquaint himself with the operational system and understand the information that may be required for the preparation of the tender and for entering into contract for providing catering service. The costs of visiting the site shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the site and is aware of operational conditions prior to the submission of the tender documents. Permission, if required, to visit the site will be given during the tender period on application to the Deputy Registrar at following address

The Deputy Registrar (Admin) Indian Maritime University Navi Mumbai Campus Karave, Nerul, Navi Mumbai - 400706 Tel : 022-20876809

- (w) At any time prior to the last date for submission of tenders, Indian Maritime University, Navi Mumbai Campus may, for any reason, suo moto or in response to a clarification by a prospective bidder, modify the tender documents by issuing amendments (addenda/corrigenda etc.)

- (x) Any amendment thus issued will be hosted on the website at least Two days prior to the last date i.e **3rd July, 2019** as specified for submission of the bids. Any bidder who has already submitted his bid would be intimated by e-mail. Rest all the bidders who have downloaded the Bid Document shall verify if any such amendments(s) have been issued by Indian Maritime University, Navi Mumbai Campus, before submitting their bid and shall take cognizance of and include such amendment(s) in their submission. In any case, the amendment(s), if any, shall be binding on the bidder. No separate notice/ intimation of amendments will be sent to those who have downloaded the document from the web of Indian Maritime University, Navi Mumbai Campus prior to the date of amendments.
- (y) Tenders shall remain valid for 90 days from the last date for submission of tender i.e **5th July, 2019**.
- (z) The bidders to fill the checklist for prequalification eligibility criteria evaluation provided at **Annexure - B**.
2. **Pre-Bid Meeting Schedule.** The Pre bid meeting is scheduled at Indian Maritime University, Navi Mumbai Campus on **25th June, 2019** at **1100 hrs** in Conference room to facilitate the bidders. The firms interested to bid are advised to attend the pre-bid meeting as per the above schedule in order to acquaint themselves of the requirement of the work and about the campus, before offering their quote. Absence in the pre-bid meeting should not be resorted at later stages as an excuse towards under quoting or quoting wrongly without understanding the requirements.
3. **Tender opening, Bidder Participation, Stages of Evaluation (Technical and Financial).**
- (a) Tenders will be opened at Indian Maritime University, Navi Mumbai Campus, Karave, Nerul, Navi Mumbai, at 1500 Hrs on **5th July, 2019**. Any bidder who are willing to observe the tender opening, may, in person or through his authorised representative, be present at the venue and witness the tender opening. **In case of authorised representative**, bidder should send a letter of authorisation of their representative who is deputed to be present at the time of opening of tenders. **Representatives without the letter of authorisation** will not be permitted to witness the opening of the tender. The maximum number of representatives that a bidder can depute to witness the opening of the tender will be limited to one. The bidder/his rep would verify with the purchase committee presence of all the qualification documents. This however does not amount to certifying their acceptability, same would be declared post scrutiny by the purchase committee.
- (b) The bidder or his authorised representative who are present shall sign a register evidencing their attendance. In the event of the specified date of tender opening being declared as a holiday for the Indian Maritime University – Navi Mumbai Campus, the tender shall be opened at the specified time on the next working day.
- (c) The information furnished by the bidder in **Cover-I** in the prescribed format supplied by the Indian Maritime University, Navi Mumbai Campus will form the basis for the evaluation. In exceptional cases Indian Maritime University, Navi Mumbai Campus or

their representative reserves the right to obtain the clarifications from any of the bidder without vitiating the tendering process. If, in the opinion of the Indian Maritime University, Navi Mumbai Campus, information and documents supplied in support of the tender do not indicate meeting the requirements of the tender specifications, the tender may be determined as non-responsive and may be rejected by the Indian Maritime University, Navi Mumbai Campus.

- (d) After satisfying that all / or some of the bidder have attained the minimum qualifying criteria as detailed above, Financial bids of only Technically qualified bidders will be kept and sealed in a separate cover. A suitable date and time for opening of the **Cover-II-Price Bids** will be fixed and those bidder(s) who are qualified will be intimated
- (e) **Opening of Cover-II – Price Bids.** The Cover- II -Price Bids will be opened in the presence of the qualified bidders/authorised representatives, if they choose to attend and be present. The procedures and number of participants etc., for opening Cover - II will be the same as the procedures outlined in Clause (a) & (b).
- (f) The contract period shall be deemed to have been commenced from the date on which the contractor commences the service based on instruction from Indian Maritime University – Navi Mumbai Campus. He has to take over the site at least 7 days in advance to prepare the site including cleaning up and setting up.
- (g) **Evaluation Criteria.** The bids will be evaluated on the basis of price quoted by the bidders in the Financial bids. The Financial bid consists of **five** different categories namely A, B, C, D and E. The total rate of each category should be clearly mentioned.
- (h) The weightage of Category A individually is 90% and for Category B, C, D and E cumulatively is 10%. Accordingly, the bidders have to fill the details in the last page of financial bid, where the final quote is calculated as per the weightage. The bids will be evaluated as explained above.
- (i) The bidder quoting the rates should submit detailed costing on viability of his quote. If the purchase committee is not satisfied with the justification the bid is liable to be rejected and contract awarded to next lowest bidder whose costing is found workable. Decision of the purchase committee would be final in this case.
- (j) The agency quoting lowest rates will be awarded the work. The Purchase committee has the right to seek details about viability of the quote in case the rates are seen to be very low. Quotes with unworkable rates will not be considered and such bids are liable to be rejected. The decision of the Committee in this regard will be final and no further correspondence will be entertained.

4. **Deposits , Guarantee and Damages.** The estimated value of Contract is approximately **Rs.2.20 crores.**

- (a) **Earnest Money Deposit (E.M.D).** Earnest Money Deposit (E.M.D) Rs. 4,40,000/- (Rupees Four Lakhs Fourty Thousand Only) by way of D.D./P.O in favour of **IMU, Navi Mumbai Campus payable at Mumbai or Navi Mumbai** to be submitted to Deputy Registrar (Admin), Indian Maritime University – Navi Mumbai Campus along with Technical Bid.

The bids of the bidder, who fail to submit E.M.D, shall be summarily rejected. The EMD of the bidders, who are not qualified under the Technical bid, shall be returned within 15 days of they being declared disqualified. The EMD will be forfeited in the following cases:–

- (i) In case the bidder withdraws his tender once submitted.
- (ii) If the successful bidder fails to enter into a contract/agreement within 07 (seven) days from the date of receipt of Work Order.
- (iii) If the successful bidder refuses to accept the work.

Note: No interest will be allowed on the Earnest Money from the date of its receipt until it is refunded.

- (b) **Security Deposit.** The successful bidder shall, within 07 days from the date of receipt of award letter, deposit with Indian Maritime University, Navi Mumbai Campus a sum equal to 10 % of the value of the accepted tender, in the form of Demand Draft / Bank Guarantee valid for a period of 15 months from the date of contract commencement from any Nationalized bank/Scheduled bank, failing which Indian Maritime University – Navi Mumbai Campus may at its discretion cancel the award letter and forfeit the earnest money deposit furnished along with the tender.
 - (c) **Refund of Security Deposit.** The security deposit amount of 10 % of the contract value deposited, will be refunded within 30 (thirty) days from the date of complete of the contract subject to all the mess property belonging to the IMU is in order as per tender document and settlement of the final account.
5. **Cancellation of Order/Forfeiture of Security Deposit, Risk Purchase Clause.** In the event of failure to start catering services within the stipulated date/period in accordance with the specification, Indian Maritime University – Navi Mumbai Campus reserves its right to:-
- (a) To cancel the order
 - (b) To forfeit the security deposit
 - (c) To deploy Catering Services at the “Risk and Cost of Contractor”.
6. **Time Period.** The contractor would be given maximum 10 days notice to commence the service as specified in the tender documents.
7. **Settlement of Disputes.** The Bidder shall make request in writing to the Director, Indian Maritime University – Navi Mumbai Campus for settlement of any dispute within 30 (thirty) days of arising of the cause of dispute, failing which no disputes/claims shall be entertained by the Indian Maritime University – Navi Mumbai Campus. The Disputes would be settled by mutual consultation in case the Contractor is not satisfied a neutral arbitrator could be appointed by IMU-NMC. If not satisfied with the process, he could use the legal options available to him.

8. **Jurisdiction.** The Court of Navi-Mumbai in the State of Maharashtra only will have the jurisdiction to deal with and decide any legal matters or disputes what-so-ever arising out of this contract.
9. **Performance & Quality.** The contractor will deploy qualified cooks to make food taste good and palatable. The mess committee would constantly monitor the taste and quality of food. Following are the criteria for assessment of the service.
- (a) All the fresh provisions shall be of good quality, stale or rotten vegetables are not to be used. In case stale or rotten vegetables are found to be used or stored in the kitchen same will have to be removed immediately and a penalty of Rs 1000 would be imposed for every violation.
- (b) All the packed/tinned provision will have to have **fssai** certification. Use of non certified provision would not be permitted. If found being used issue would be dealt under the provision of prevention of food adulteration act 1954 in addition a penalty of Rs 1000 would be imposed for every violation.
- (c) The cadets are to be served standard pasteurised milk. Any type of adulteration in milk would be viewed seriously and dealt under the Prevention of food adulteration act 1954. In addition a penalty of Rs 2000 would be imposed for every violation.
- (d) The Menu provided in the document is only a guideline for the purpose of variety of food to be served. Seasonal vegetables and fruits must have variety, no vegetable would be served more than thrice in a week without approval of the mess committee. Recipe variation should be used if a vegetable is being repeated in a week.
- (e) Statistically an average Indian male in age group 18-20 years having active life style needs about 2600 calories. The menu has been prepared based on total calorie intake requirements and quantities are indicative. Common menu items Chapati, Rice, Puri, Paratha, pilaf, Common Vegetable, Dal, Bread, Poha, Upma, etc are to be served on demand basis.
- (f) Following menu items would be quantity limited as mentioned.:-
- (i) Raw fully dressed Chicken (for Non Veg) - 125 Grms per cadet (Chicken must always be fresh and not drawn from Cold Storage. Fresh chicken pieces are to be provided without skin, liver, gizzard, neck, wings and legs cut upto knee.
 - (ii) Egges (for Non Veg and veg cadets who opt for egg) - 2 Nos per cadet when on Menu
 - (iii) Paneer (for Veg) 50 Grms/curd 100 ML per cadet in lieu of chicken.
 - (iv) Milk Standard Pasteurised 250 ML per cadets (for all)
 - (v) Ice cream as mentioned in the menu
- (g) In order to manage properly cadets are to be issued with colour coded coupons for B` fast, Lunch & Dinner every month. (pink/red for Non-Veg and Green/blue for Veg) the colour code should be altered on monthly basis.

- (h) On Sundays/Holidays if mess committee intimates number of cadets who would abstain from having a meal contractor should act accordingly to avoid food wastage.

10. **Maintenance of Hygiene in the Mess Complex and Cooking Area.** Maintenance of hygiene in the mess area which includes the dining hall, cooking area, utensil cleaning area, store rooms, and garbage dump area is the responsibility of the contractor. He is to ensure these areas are maintained to a standard of Grade I eating house of Mumbai Municipal Corporation. Following hygiene points are to be complied with.

- (a) The Cooks and staff should be healthy and free from any skin/chronic/communicable disease. They are to mandatorily wear clean dress and use disposable gloves while handling food.
- (b) The utensils are to be cleaned properly using good quality liquid soap and should be free of any grime, residual oil film or smell. The Utensils should be properly dried prior to be used for serving food. The Mess caters for approximately 500 to 550 cadets, contractor is to position adequate utensils and cutlery so that all cadets can be served in one sitting and need to use wet utensils is obviated.
- (c) The Cooking area should be maintained clean and free of grime, oil litter etc. Kitchen waste is cleared as soon as vegetable chopping cutting etc is completed. Contractor is to place adequate number of 200/250 ltr garbage bins with lid to hold garbage & kitchen waste.
- (d) All the vegetables and fruit are to be washed properly before cutting/chopping. In case it is found that unwashed vegetables/fruits are used for cooking/serving a penalty of Rs.1000 would be imposed for every violation.
- (e) Complete pest control especially of Cockroaches, Flies, Lizards & rodents to be done, twice a week by the contractor at his cost. The contractor should deploy rat traps, ultrasound pest repellent etc. Care need to be taken that no poisonous substance is used in the kitchen and provision storage area for pest control.
- (f) Every night after dinner, the kitchen area to be cleaned thoroughly to ensure that no traces of leftover food, oil spills, grime or kitchen waste is left. A pressure wash pump may be used.

11. **Penalty & Risk Purchase.** In case of deficiency in service, which is not addressed despite bringing to the notice of the contractor, Indian Maritime University – Navi Mumbai Campus is empowered to levy penalty as specified in this document. In the event of failure to cater/render services at the fixed hours or to supply food and other eatables as per the contract and meeting the quality and taste standards to the satisfaction of the Mess Committee nominated by the Director, The IMU-NMC reserves the right to invoke the risk purchase clause by engaging any other suitable agency and excess expenditure if any would be recovered from the contractor. Besides incurring the liability, the contract is also liable to be terminated for the remaining period.

- (a) Food poisoning due to any reason would attract; (a) Entire expenditure on medical treatment of the cadets would be recovered from the contractor. (b) The contract is

liable to be terminated. The security deposit paid by the contractor shall be forfeited in full, when the contract is terminated under the circumstances specified above. In addition if situation warrants criminal case could be filed.

- (b) Failure to supply food in terms of quality, quantity and as per the Menu indicated in Schedule will attract penalty. Delay in serving meals by more than 15 minutes Rs. 1000 and non adherence to the menu without advance intimation to the mess committee would attract penalty of Rs. 1000 per violation.
- (c) The cadets have limited time for having their meals. Therefore, the contractor must ensure adequate quantity of food is cooked. Food running short disturbs the training schedule thus very undesirable. A penalty of Rs.1000 would be imposed on every occasion food runs short and the balance cadets have to be provided food by cooking immediately.
- (d) The violations would be recorded in the register maintained by the mess committee. Deputy Registrar (Admin) shall be the Competent Authority with regard to imposition of Penalty as specified in the contract based on recorded violations. The caterer may appeal to the Director for reduction / waiver of penalty with justification for default. The decision of the Director shall be final.
- (e) Minimum 06 cooks (**inclusive of Two Chief Cooks**) and 18 cook helpers to be deployed daily. Penalty for any shortfall will be Rs.5,00/-per person per day. **The chief** cook should be in possession of certificate from a Govt./Recognised Allied Catering Institutes/Shipping Industry.

12. Payment Terms.

- (a) **Submission of Bills.** Bills are to be submitted in first week of the following month. The bill must accompany documents as per check list placed at **Annexure - H**. In case accompanying documents are incomplete the bill would be returned un-actioned.
- (b) The Invoice clearly indicating quantum of service rendered and rates at which invoice has been made. GST Rates has to be stated in the column provided and relevant notification or any other proof of rate to be enclosed. In case of any changes in GST rate or any other statutory obligation resulting in generation of extra profit by the service provider, the same has to be passed on to IMU-NMC.
- (c) The biometric attendance report of the staff is mandatory to be submitted. The staff residing in Mess quarters should also log their attendance by 0930 hrs in the morning and by 1830 in the evening. Staff coming from duty from outside would log attendance while entering & leaving the establishment.

13. **Payment.** On submission of bills with all the necessary supporting documents listed above the payment would be released within 15 days. Any penalty/recovery already communicated would be deducted.

Note: No Advance Payment would be made at any stage of the contract.

14. **Pre-Qualification Criteria.**

- (a) The bidder should not have been debarred or blacklisted by the department / Ministries of the Government of India / PSUs / Corporate Sectors / Educational Institutions / any other reputed organizations. **(Notarised Affidavit in the format as given in the Annexure – C, has to be submitted by the bidder).**
- (b) The bidder should submit copy of valid GST Number with the Technical bid of Tender documents.
- (c) The bidder should submit the Income Tax return for last three previous years ending 31st March 2018 with the Technical bid of Tender documents.
- (d) The bidder should submit one of the following:-
- (i) Proof of Registration of the bidder under relevant law such as Companies Act, and /or Shop & Establishment Act.
 - (ii) For Partnerships firms, full name and address of each partner along with the certified copy of the registered partnership deed, copy of Trade License.
 - (iii) For proprietorship firms, full name and address of proprietor along with the copy of trade license.
- (e) **Work Experience.** The bidder should have satisfactorily completed similar catering service work of values as listed below for any two years during the last 3 Years (2016-2017, 2017-2018, 2018-19). The bidders to fill the details regarding similar orders as per (Annexure – D)
- (i) Three catering service works each costing not less than 50% of the present estimated cost to the strength not less than 250 persons in Universities / Institutes / Colleges / PSU/ Corporate Sector
(or)
 - (ii) Two catering service works each costing not less than 60% of the present estimated cost to the strength not less than 250 persons in Universities / Institutes / Colleges / PSU/ Corporate Sector;
(or)
 - (iii) One catering service work each costing not less than 90% of the present estimated cost to the strength not less than 400 persons in Universities / Institutes / Colleges / PSU/ Corporate Sector in case the company has commenced business within three years of the date of tender closing.

[Mode of Proof: Copy of Purchase Order / Contract agreement proving 'Award of Work'/ Copy of Completion Certificate/ Final Invoice/ Letter indicating return of Security Deposit for proving satisfactory 'Completion of Work']. The bidders to fill the details regarding similar orders as per **(Annexure – D).**

- (f) **Financial Viability Requirement.** Annual turnover should not be less than Rs.2.5 Crores during the preceding three Financial years (2015-16, 2016-2017, 2017-2018) Plus 2018-19 provisional.

[Mode of Proof. Copy of Profit & Loss Account of the company for each of the 3 years authenticated by a Chartered Accountant or Copy of Income Tax return for each of the 3 years authenticated by a Chartered Accountant]. The bidders to fill the details regarding Annual Turnover as per **(Annexure – E).**

- (g) The bidder shall submit duly filled Mandate Form with Sign and stamp. **(Annexure - G).**

15. **Scope of Work.** To provide catering services to the resident cadets, short term courses students, Officers, faculty, staff and outsiders of Indian Maritime University – Navi Mumbai Campus. Since the number of cadets/students attending courses fluctuates from time to time, hence approximate **number of persons** to be served daily, shall be in the following range:-

(a)	Morning Coffee / Tea	0600	475 - 550 per day
(b)	Breakfast	0730-0830	475 - 550 per day
(c)	Midmorning Coffee and Snacks	1120-1140	475 - 550 per day
(d)	Lunch	1230-1330	475 - 550 per day
(e)	Afternoon Tea and Snacks	1630-1715	475 - 550 per day
(f)	Dinner	1930-2100	475 - 550 per day
(g)	Post Dinner Tea/Coffee	2100=2130	475 - 550 per day

- (a) The menu for cadet's mess is attached at along with **Vol.2 Price Bid.**
- (b) The Contractor shall also be required to supply whenever called upon on special occasions to prepare lunch/ snacks/ coffee/ tea as special items for functions, meetings etc. at the approved rate. The Contractor shall also be required to provide bed coffee, breakfast, lunch and dinner to guest if any and snacks and coffee/ tea in the evening to course participants on specific requests at the approved rate.
- (c) The Contractor should provide paper napkins for the course participants during breakfast, lunch, dinner and two coffee sessions.
- (d) Senior Personnel/Partner/proprietor (other than the on-site manager) of the Contractor should visit the kitchen at least once in a week to monitor the functioning of the canteen and discuss with the authorised officials regarding complaints/ requirements, etc.
- (e) In addition to the menu annexed with this tender document, There will be special dinner/lunch on the following six days during the year:-

- | | | |
|-------|--|-------------|
| (i) | Republic Day | 26 January |
| (ii) | Independence Day | 15 August |
| (iii) | IMU Day | 14 November |
| (iv) | Welcome Dinner/Lunch for fresher cadets on one week notice | |

- (v) Passing out day Special Dinner/Lunch on one week notice
 - (vi) One Special Dinner/Lunch on one week notice
- (f) The catering service provider needs to deploy a minimum number of 06 cooks **(inclusive of Two Chief Cooks)** and 18 no. of cook helpers per day, for preparing meals for about 550 cadets. The strength of cadets may increase or decrease; therefore, the catering service provider needs to deploy proportionate no. of cooks and cook helpers.
- (g) The catering service provider may be asked on special occasions to provide catering services in any area inside the campus as requested by Indian Maritime University – Navi Mumbai Campus.
- (h) The catering service provider is required to put at least **Two** buffet counters in the mess hall.
- (i) Payment to the contractor would be made through digital mode only.
- (j) A maximum of **12 numbers** of cook/ cook helper will be allowed to reside inside the mess area for preparation of Morning Tea/ Breakfast.

16. **Parallel Running of a Cafeteria on payment for the Cadets.** The contractor would also be required to operate a cafeteria within the mess premises wherein he could provide Tea/Coffee, cold drinks, limited range of Packed/cooked snacks on payment directly by the cadets. The Cafeteria could be operated from 1700 to 2130 hrs only. This activity is outside the purview of main catering contract and rates of the items to be served would be worked out by mutual discussions between the contractor and the Mess Committee.

17. **Terms and Conditions.**

- (a) The quality of food / snacks/ eatables supplied shall be of **good quality** and **hygienic** in nature and the service should be to the fullest satisfaction of the University and the participants. It shall be ensured that there is **no adulteration** of food, milk, etc.
- (b) The quantity of food items / soft drinks, coffee, tea should confirm to weighments / limits wherever indicated in the menu appended in the financial bid document. Para 9 (e) & (f) are also relevant in this regard.
- (c) As the students/officials from all over India and abroad will be studying/working in the institute. The food prepared should be of good taste & flavour to suit the different tastes of participants / students etc.
- (d) The Contractor is to provide all the Tables & Chairs in the dining hall to seat 300 cadets in one seating. Arrangements of chairs / tables, etc. in the dining hall and the surroundings shall be maintained in clean hygienic and pleasant manner. These are to continue throughout the said contract period. The hygiene in the mess area is total responsibility of the contractor. He is to ensure all the mess areas are cleaned properly after every meal and comply with terms stipulated in para 10 of the document.

- (e) Indian Maritime University, Navi Mumbai Campus will not provide any utensils, LPG Gas installation for connecting cylinder, cooking range, electrical milk boiler, electrical water heater, bain-marie, hot case, dosa plate and other cooking utensils, deep freezer, serving dishes cutleries, fridge, store room, dining tables and chairs and serving buffet tables and items connected with catering. The Contractor is to position these items for the duration of the contract at his expense.
- (f) The cadet mess will remain closed during the semester break tentatively from mid June to end July and Early January to Early February for a period of approximately 40-50 days. However, during this period the Catering Services should be functional as per the requirement of the following categories mentioned in the Financial Bid document B. Special Occasion (Breakfast), C. Special Occasion (High-Tea), D. Special Occasion (Lunch/Dinner) and E. Catering Services for Staff/Officers/Faculty).
- (g) The bidder/contractor is required to bring his own utensils, LPG Gas installation for connecting cylinder, cooking range, electrical milk boiler, electrical water heater, bain-marie, hot case, dosa plate and other cooking utensils, Deep freezer, serving dishes cutleries, fridge, dining tables, chairs and serving buffet tables. The above list is for sample and not exhaustive. All equipments and utensils for providing Catering services to be arranged by the bidder/contractor. The tables and chairs should be of hard tubular type, good quality and aesthetic. No plastic chairs and tables to be used.
- (h) Though a daily menu is indicated, it may be modified in terms of dish preparation variety of vegetable/chapatti/pilaf by the Mess management committee nominated by the director. Following guidelines need to be abided by:-
- (i). The same vegetable should not be used for preparation of vegetable curry on more than three occasions in a week. The vegetable preparation should have variety and same style should not be repeated unless instructed by Mess Committee. Violation of this clause would attract penalty of Rs 1000/ on each occasion.
 - (ii). Vegetable pilaf/vegetable biriyani should be prepared using Grade 1 Basmati rice.
 - (iii). White rice should be of surti kolam variety.
 - (iv). Bread should be fresh, from a fssai certified bakery and must have proper packing to maintain freshness/hygiene. The bread toast should be served warm.
 - (v). For preparing Vegetable Pilaf/ Vegetable Biryani, fresh good vegetables are to be used. At least four English vegetables like green peas, carrot, cauliflower, beans, should be used along with other vegetables.
 - (vi). Sweets purchased from outside must be from a Grade I certified sweet shop of packed sweets must have Fssai certification.

- (vii). Ice cream (100 ml cup- Medium) should be of leading fssai certified brands like Amul, Havemore, Kwality or Mother Dairy etc.
 - (viii). Chapatti and Poori should be made of full wheat flour of good quality only. Use of Maida flour for making chapatti/paratha/puri is not permitted. Maida may be used for making Bhatara only.
 - (ix). All the food items should be warm when served, except items intended to be served at room temperature (Sweets, Dahiwada, Salad etc) or frozen (ice creams).
 - (x). Seasonal fruits supplied should be of good quality without black stains. The fruits should not be artificially ripened and size of the fruits should not be small.
 - (xi). Curd/Yogurt should be fresh and not sour.
 - (xii) Butter should be fssai certified.
 - (xii). Only Refined oil (Sunflower/ Gingley/ Ground nut/ coconut) of fssai certification is to be used. Use of burnt oil would attract penalty of Rs 2500 per violation.
 - (xiii). Only Fresh batter is to be used for preparation of Chapatti, Parotta, Puri, Idly, Dosa, Uttapam etc.
 - (xiv). Leftover food should not be carried to the next session of service.
- (i) The average diet of an Indian male age between 18-20 is about 2600 calories. The primary food served (Rice, Chapatti, Puri, Bread Vegetable, Dal etc which are common items on the menu) to the cadets would be unlimited. Quantity of special items to be served as per diet preference would be as indicated in the menu.
- (j) Separate vessels should be used for vegetarian and non-vegetarian cooking.
- (k) The Contractor shall claim bills with regard to the number of cadets indicated by the hostel warden in advance. The hostel-in-charge would communicate no of cadets residing in the hostel for whom meals are to be served. In addition there would be PG students plus staff who would use the service on direct payment. The vegetarian/ non-vegetarian Lunch/ Dinner should be claimed separately. The bills of the contractor after verification shall be settled within a maximum of 15 working days from the date of claim subject to production of all statutory documents with the bill listed at **Annexure H** However, the payment of the first month bill may be considered for payment if the firm to whom the contract has been awarded is in the process of obtaining all the above documents. If documents are not submitted regularly 2nd month onwards the bill would not be admitted for claim.

- (l) The Contractor shall make his own arrangements for providing Solid Fuel / Heating System in the dining hall to keep the food hot/ warm. Except items which are normally served at room temperature/frozen/cold e.g. salad/fruits, ice cream and sweets etc
- (m) The Contractor should not use kitchen or other rooms for preparing food or snacks for any other client or customer. He shall not use facilities in Indian Maritime University for any other client.
- (n) All the employees working in the Cadet Mess/Canteen would be required to undergo medical checkups in the hospital identified by MO of Indian Maritime University – Navi Mumbai Campus every 6 months at the Contractor's cost, first check up would be one week prior to commencement of the contract or within one week of commencement of the contract if same could not be done by the contractor due any unavoidable circumstances. In addition they would be checked for any skin or contagious diseases by the MO of the institution every quarter at no cost. The MO of the institution is authorised to carry out surprise rounds to check hygiene of the cooking area and the staff any time.
- (o) Good cooks should be available with the caterer. Six cooks (inclusive of two Chief Cook) with experience of preparing North Indian & South Indian food along with vegetarian/non-vegetarian items shall be deployed during the contract period.
- (p) As the Mess would required to serve various VIPs and Dignitaries, the serving persons are required to be in Executive Dress with Gloves, Steward Cap, Aprons, etc., and preferably white/light coloured dress. If the above conditions are violated a penalty of Rs.500/- for each violation will be levied.
- (q) Courteous behaviour is expected from your staff, especially towards Women cadets and Lady staff.
- (r) Electricity charges will be collected at actual for the kitchen and store room areas. Water shall be provided free of cost.
- (s) Gas charges have to be borne by the Contractor. Only Commercial Gas Cylinders will be used for preparation of Food items.
- (t) All Dry/Fresh provisions should be of good quality with **fssai** certification. They should be purchased from reputed Wholesale Dealer(s) or Co-operative Super Market /Departmental store.
- (u) The contractor shall submit a list of all staff engaged by him for service at Indian Maritime University – Navi Mumbai Campus along with addition/deletion every month. He should ensure payment of wages and other applicable benefits to his employees as per the statutory rules in force. The proof of payment of salary, payment of PF, ESI etc. has to be provided for verification every month. Salary payment proof is to be submitted prior to clearance of current bill and PF/ESI payment proof is to be furnished along with the subsequent months bill. The Contractor shall produce certificate in respect of all statutory compliances along with monthly bill.

- (v) The contractor should produce certificate of all their employees issued by their respective Native place police station informing that the employees employed by the contractor are free from criminal/crime/vigilance cases. If an employ is deployed without police verification, his police verification must be completed in one month. The Contractor should undertake to indemnify IMU-NMC against all Statutory liabilities.
- (w) The bidder are required to submit a copy of FSSAI (Food Safety and Standards Authority of India) license under Food Safety and Securities Act 2006. If the same is yet to be received from the concerned authorities self undertaking with regard to submission of the same is to be provided.
- (x) In extreme case, the Indian Maritime University – Navi Mumbai Campus reserves the right to deduct the agreed wage component payable by the contractor for default of payment and ensure payment to workers.
- (y) The Contractor is required to position at least four foam type fire extinguishers to douse oil fire and two Co2 type extinguishers for electrical/general fire. He is to keep first aid box in the kitchen area for his staff. He is required to indemnify Indian Maritime University and its assigns against any injury sustained by its staff while working inside the IMU-NMC Campus.
- (z) The Contractor has to bring his own digital weighing scale & provide adequate numbers of dustbins for Wet waste & Dry waste. He would not be allowed to dump garbage on ground. Garbage Bins will always be covered with Insect nets. Any violation would attract a penalty of Rs 500 per violation.
- (aa) Room Fresheners shall be used wherever required.
- (bb) Any disposable cups/mugs/plates/spoon/fork etc used must be in compliance to Maharashtra Pollution Control norms.
- (cc) During term breaks when the cadets are on vacation the mess staff could be reduced to maintain minimum service for staff and any other requirement of the campus.

ANNEXURE –A: COVER LETTER FORMAT (*On letter head*)

TENDERERS PARTICULARS FOR TENDER NO: IMU/NMC/CANTEEN/2019/0001

The Director,
Indian Maritime University,
Navi Mumbai Campus,
Karave, Nerul,
Navi Mumbai 400 706

Sir,

Being duly authorized to represent and act on behalf of _____ hereinafter called “The Tenderer” and **having visited** the site and examined the Scope of work, Conditions of Contract, Specifications, Schedules and **Bill of Quantities for the work of “TENDER FOR PROVIDING CATERING SERVICES AT INDIAN MARITIME UNIVERSITY – NAVI MUMBAI CAMPUS, KARAVE, NERUL, NAVI MUMBAI – 400706”**

1. I/ we here by submit my/our offer as follows:
 - a) Technical Bid– (in separate sealed cover along with EMD of Rs.4,40,000/- and other documents) (Cover I)
 - b) Financial Bid–(in separate sealed cover) (Cover II)
2. The two sealed covers containing Technical bids and Financial bids referred to above have been put in main cover (Cover III) as required.
3. I hereby undertake to abide by various terms and conditions contained in your TENDER No: IMU/NMC/CANTEEN/2019/0001 (Copy, duly signed, enclosed).
 - a) I also certify that the details furnished in the bids, various enclosures and other documents are true and correct.
4. I also express my willingness to sign the contract incorporating the Standard terms and special conditions of the contract as contained in the Tender.

Yours Sincerely

(Signature of the Owner/ Bidder/ Authorized signatory and please indicate capacity which signed Viz. on own behalf or as Power of Attorney or Authorized signatory of the owner. Please also include the contact No. and address in the Place)

Note:-Please put this offer letter in Cover I (containing Technical Bid) along with other required documents.

ANNEXURE – B : CHECK-LIST FOR PRE-QUALIFICATION BID FOR CATERING SERVICES

<i>Note: Please arrange the documents according to their Serial No.</i>		
Sl. No.	Documents asked for	Details with proof
1.	Earnest money of Rs. 4,40,000/- (Rupees Four Lakhs and Forty Thousand Only)	
2.	The bidder should not have been debarred or blacklisted by the department / Ministries of the Government of India / PSUs / Corporate Sectors / Educational Institutions / any other reputed Organizations. (Notarized Affidavit in the format as given in the Annexure – C, has to be submitted by the bidder).	
3.	The bidder should submit copy of valid GST Number with the Technical bid of Tender documents.	
4.	The bidder should submit the Income Tax return for last three previous years ending 31st March 2018 with the Technical bid of Tender documents.	
5.	The bidder should submit one of the following:- a) Proof of Registration of the bidder under relevant law such as Companies Act, and / or Shop & Establishment Act. b) For Partnerships firms, full name and address of each partner along with the certified copy of the registered partnership deed, copy of Trade License. c) For proprietorship firms, full name and address of proprietor along with the copy of trade license.	
6.	The bidder should have satisfactorily completed similar catering service work of values as listed below for any two years during the last 3 Years (2016-2017, 2017-2018, 2018-19). a) Three catering service works each costing not less than 50% of the present estimated cost to the strength not less than 200 persons in Universities / Institutes / Colleges / PSU/ Corporate Sector (or) b) Two catering service works each costing not less than 60% of the present estimated cost to the strength not less than 250 persons in Universities / Institutes / Colleges / PSU/ Corporate Sector; (or) C) One catering service work each costing not less than 90% of the present estimated cost to the strength not less than 400 persons in Universities / Institutes / Colleges / PSU/ Corporate Sector in case the company has commenced business within three years of the date of tender closing.	

	<p>[Mode of Proof: Copy of Purchase Order / Contract agreement proving 'Award of Work'/ Copy of Completion Certificate/ Final Invoice/ Letter indicating return of Security Deposit for proving satisfactory 'Completion of Work']. The bidders to fill the details regarding similar orders as per (Annexure – D).</p>	
7.	<p>Annual turnover should not be less than Rs.2.5 Crores during the preceding three Financial years (2015-16, 2016-2017, 2017-2018) and FY 2018-19 provisional.</p> <p>[Mode of Proof. Copy of Profit & Loss Account of the company for each of the 3 years authenticated by a Chartered Accountant or Copy of Income Tax return for each of the 3 years authenticated by a Chartered Accountant]. The bidders to fill the details regarding Annual Turnover as per (Annexure – E).</p>	
8.	<p>The bidder shall submit certificate for Mandate form. (Annexure G).</p>	

The bids are liable to be rejected in case of failure to comply with any of the above requirements.

Name

Signature

Seal

ANNEXURE– C : Declaration regarding Debarring / Blacklisting (Notarized)

Ref. No.

Date:

To
The Director,
Indian Maritime University,
Navi Mumbai Campus

Sub.: Declaration regarding Debarring / Blacklisting for taking part in tender.

Dear Sir,

I/We _____ Firm/ Contractor/ Manufacturer/ Partner(s)/ Authorized Distributor/ Agent of M/s. _____ hereby declare that the firm/company namely M/s. _____ has not been debarred or blacklisted in the past by Union / State Government or organization from taking part in Government tenders in India.

Or

I / We _____ Firm/Contractor/Manufacture / Partner(s)/Authorized Distributor/Agent of M/s. _____ hereby declare that the Firm/company namely M/s. _____ was debarred or blacklisted by Union / State Government or any Organization from taking part in Government tenders for a period of _____ years w.e.f. _____ to _____. The period is over on _____ and now the firm/company is entitled to take part in Government tenders.

In case the above information found false I/we are fully aware that the tender/ contract will be rejected/cancelled by the Indian Maritime University, Navi Mumbai Campus, and EMD/ Performance Security shall be forfeited.

In addition to the above, Indian Maritime University, Navi Mumbai Campus shall not be responsible to pay the bills for any completed / partially completed work.

[Name & Signature] for and on behalf of M/s. _____

Note: This letter of shall be signed by a person competent and having the power of attorney to bind the company/firm and notarized.

ANNEXURE – D: DETAILS REGARDING SIMILAR ORDERS

Sr. No.	Name of the Client	Nature of the Job (enclosed purchase order)	Value of purchase order	Date of commencement	Date of Completion	Document Page Number

Note:

{Mode of proof: Copy of Purchase Order/Contract showing that the Bidder had conducted similar works. Work complete certificate.}

Place:

Date : **Signature of the Tenderer with seal**

ANNEXURE – E: DETAILS REGARDING ANNUAL TURNOVER

ANNUAL TURNOVER

Sl. No.	Financial Year	Annual Turnover In Rupees Lakhs
1	2015-2016	
2	2016-2017	
3	2017-2018	
4	2018-2019	

Copies of the Audited Balance Sheet and Profit and Loss Account for the last three Financial Years 2015-16, 2016-2017, 2017-2018 and 2018-2019 provisional should be attached.

Mode of Proof. Copy of Profit & Loss Account of the company for each of the 3 years authenticated by a Chartered Accountant or Copy of Income Tax return for each of the 3 years authenticated by a Chartered Accountant

Place:

Date : **Signature of the Tenderer with seal**

ANNEXURE – F : FORMAT OF AGREEMENT

(To be submitted on stamp paper of Rs.200/-)

IT IS THIS _____ day of _____ 2019 MUTUALLY AGREED between the IMU, Navi Mumbai Campus, **hereinafter referred to as “the Employer”** (which expression shall mean and include their assigns and successors) on the one part and M/s accompany/**incorporated under the Companies Act, 1956..... having its Registered office at** **herein after referred to as “the Contractor”** (which expression shall mean and include their permitted assigns and successors) on the other part: WHEREAS the Employer is desirous that certain Goods and Services should be provided and certain Works be executed as per tender **documents hereinafter called The Works” and has accepted a Tender by the Contractor for the execution, completion and guarantee of such works.**

NOW THIS AGREEMENT WITNESSES as follows: -

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz.,
 - a) Technical and Financial bids
 - b) Instructions to the Bidders
 - c) Terms and Conditions of contract
 - d) The work specified in the tender documents
 - e) The Annexures
 - f) The Purchase Order
 - g) Bank Guarantee
2. In consideration of the payment to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute, complete and guarantee the Works in conformity in all respects with the provisions of the contract.
3. It is agreed and clarified that this Agreement is on a non-exclusive basis and the parties are at liberty to enter into similar Agreements with others. Provided, however, the service provider shall ensure that his entering into Agreements with other parties, shall not in any way conflict with or affect IMU-Campus’s interests, rights, remedies under this Agreement or in law.
4. The Employer hereby covenants to pay the Contractor in consideration of the execution, completion and guarantee of the works the contract price at the times and in the manner prescribed by the Contract.
5. The contract shall be governed by all the conditions as described in the terms and conditions of contract, work mentioned in the tender documents and any other conditions given in the tender documents.

6. This agreement shall be governed by the Laws of India and shall be subject to the Jurisdiction of the Courts in Mumbai.

IN WITNESS WHEREOF the parties hereto have caused their respective common seals to be here unto affixed (or have here unto set their respective hands and seals) the day and year first above written.

SIGNED AND DELIVERED

On behalf of the Contractor

On behalf of Employer

Signature

Signature

Name:

Name:

Address:

Address:

Official Seal

Official Seal

Place:

Place:

Date:

Date:

On behalf of the Contractor

On behalf of the Employer

Witness:

Witness:

i) Signature

i) Signature

Name:

Name:

Address:

Address:

Place:

Place:

Date:

Date:

ii) Signature

ii) Signature

Name:

Name:

Address:

Address:

Place:

Place:

Date:

Date:

ANNEXURE-G: Mandate Form

**MANDATE FORM
(Account/s Information form)**

REAL TIME GROSS SETTLEMENT (RTGS)/ NATIONAL ELECTRONIC TRANSFER (NEFT) / INTRA BANK ACCOUNT TRANSFER FACILITY FOR RECEIVING PAYMENTS FROM IMU.

A. DETAILS OF ACCOUNT HOLDER:

NAME OF ACCOUNT HOLDERER / FIRM

COMPLETE CONTACT ADDRESS

MOBILE NUMBER / PH NO

E.MAIL:

PAN :

B, BANK ACCOUNT DETAILS:

ACCOUNT NAME (Name appearing in your Cheque Book)

BRANCH NAME WITH COMPLETE ADDRESS,

TELEPHONE NO

BRANCH CODE

Note: Please attach a Cancelled Cheque along with the account information form.

COMPLETE BANK ACCOUNT NUMBER (Please note that the Bank Account must be in the name of the Firm as appeared in the bill. In case of other Beneficiaries (Non-vendor) the Account name must be in the name of Applicant)

IFSC CODE

TYPE OF ACCOUNT (SB/CURRENT/CASH CREDIT)

MICR CODE OF BANK

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

(.....)

Signature of Beneficiary

Date:

Mandatory for Vendors/suppliers/Contractors etc., Payment:

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp with Date & Place)

(.....)

Signature of Bank Manager

Annexure-H

S. No	Instructions
1	Salary acquaintance along with list
2	Copy of PF, ESI, ECR Challan, Returns of previous month. PF ESI for the first month of contract be submitted along with second month of contract. Final bills will be processed on submission of last months PF ESI records with proof of payments.
3	Copy of Payment challan/ proof of GST, Profession Tax etc
4	Attendance Sheet manual & Biometric Sheet
5	Minimum 06 cooks (inclusive of two Chief Cook) and 18 cook helpers to be deployed daily. Penalty for any shortfall will be Rs.500/- per person per day.
6	Twice a week pesticide spray to be done. (record sheet be attached)
7	Daily Requisition slip by Mess Committee
8	Medical fitness Certificate on commencement of contract and every quarter
9	The contractor shall submit a list of all staff engaged by him for service at Indian Maritime University – Navi Mumbai Campus along with addition/deletion every month. He should ensure payment of wages and other applicable benefits to his employees as per the statutory rules in force.
10	Every night after dinner, the kitchen area to be cleaned thoroughly.
11	The same vegetable should not be used for preparation of vegetable curry on more than three occasions in a week. The preparation style should have variation
12	Vegetable pulao/vegetable Biryani should be prepared of Grade 1 Basmati rice.
13	White rice should be of shrti kolam variety
14	Bread: Packaged fssai certified bread of leading brand. The bread toast should be warm.
15	Sweets should be of good quality from reputed sweet shop.
16	Ice cream(100 ml cup-Medium) should be of leading brands like Kwality walls, Amul or Mother Dairy etc.
17	Chappathi, Poori should be made of wheat flour of good quality only.
18	Butter should be packaged fssai certified.
19	Only refined oil(Sunflower/Gingley/Ground nut/coconut) of fssai certified, of leading brand
20	Leftover food should not be carried to the next session of service
21	Electricity charges will be collected at actual for the kitchen and store room areas. Water shall be provided free of cost.
22	Gas charges have to be borne by the Contractor.
23	All Dry/Fresh provisions should be of good quality with fssai. They should be purchased from reputed Wholesale Dealer(s) or Co-operative Super Market /Departmental store.