
Tender Invitation for Food Court Vendors at IIT Madras Research Park

Last date for submission of Tender: 20/06/2016 by 4.00 p.m.

The IIT Madras Research Park proposes to select Vendors for providing food conforming to various cuisines as specified in **Annexure A (List of Counters & Cuisines)**

- Each Vendor can bid for at most **One Counter**.
- Vendors would not be allowed to make items that are competitive to others.
- The Vendor will be provided space as per **Annexure B (List of Counter Spacing)** with metered gas, water and electricity connections.
- All operations of the Vendor will be confined to the space allotted.
- A Facilities Service Provider (FSP) will provide and maintain the furniture in the common seating area, remove the plates and cutlery, wash and dry them, and return them to the Vendors.
- The food Vendor must provide the plates, cups, cutlery, etc with a distinctive colour/logo for identification.
- The Vendor is responsible for housekeeping within the Vendor's operating area, and for all washing and drying of utensils used by the Vendor for food preparation/storage.
- All cash will be handled by a Prepaid Card Provider (PCD), and transactions at each Vendor's outlet will be card-based and cashless.
Vendors will be paid the amount due periodically by the card provider as per details in **Annexure C (Payment Schedule)**
- The Tender document can be obtained from IITMRP website

Tender Invitation for Food Court Vendors

- **Tender Bid Process:**
- **Schedule for opening of Technical bids: 4.00 p.m. on 20/06/2016 Venue: IIT Madras Research Park office**
- Technical bids with any price indications will be summarily rejected. The Financial bids/offers will be opened only for the qualified bidders whose Technical bids are acceptable to the Committee. The schedule for opening financial bids will be intimated to short-list Vendors. Final selection of the Vendor(s) will be based on a weighted criteria scoring system to be derived from the tender documents and inspection reports. **The decision of the Tender Committee is final and binding in awarding the contract.**

Tender Schedule

Important Conditions of the tender process to be followed by all Vendors

1. Eligibility to participate in the tender:

This is closed tender process limited to those invited to participate.

2. Submission of Tender:

The tender can be submitted on 20th June 2016 on or before 16:00 Hrs

3. Bid System:

- It will be a two bid system.

Technical bid

Financial bid,

If a vendor gets qualified under the technical bid, they will be eligible for the participating further.

5. Authority to Sign:

All documents must be duly signed by the authorized signatories of the Food Vendor

6. Compliance/Confirmation:

The Vendor is expected to be compliant with all FSSAI and other Government Regulatory compliances.

Operating License to operate the Food court has to be obtained from the Corporation of Chennai on a yearly basis

7. Service Price:

- The Financial bid must include prices for all items listed in Annexure A.

- A single Vendor can bid for at most **One** outlets

- The price must cover cost of

(i) food made with good quality and fresh ingredients as per the quantities prescribed, (ii) cost of housekeeping of the space allotted to the Vendor and cleaning of cooking and serving utensils of the Vendor,

(iii) all accessories and machinery deployed by the Vendor,

(iv) plates, cups and cutlery in which items are served to the customers, with a distinct color or logo. The items above will be cleaned and dried by the provider for all Vendors.

(v) The rates approved for the facilities provider and prepaid card provider will be added on to the prices approved for the food Vendor as a percentage, and the total will be charged to the customer.

(vi) Water used for washing and cleaning will be charged and electricity will be charged at the prevailing rate for commercial establishments announced by the government from time to time, both specified in .

8. Solvency:

Solvency certificate is compulsory.

9. Rental:

After commissioning the food court, a minimum of 15 % of the revenue per month would be collected from the vendors.

Additional to this the following would be collected,

- 0 to 6 months: 0% of the revenue
- 7 month to 1 year: 2.5% of revenue
- 1 year to 3 years: 5% of revenue
- After 3 years: Review

Important Conditions of the tender process to be followed by all Vendors

Maintenance Charges:

- 1 % charge will be levied towards the cost of enabling cashless transaction.
- Facility Management charges to be paid additionally
- Cost of electricity (counter), gas and water to be paid as per actuals.
- Air conditioning cost of food court will be borne by IITMRP.

Annexure C (Payment Schedule)

All prices quoted by the Vendors should be inclusive of taxes and service charges, as levied by Central and State Governments. The percentage of taxes and service charges must be clearly indicated therein.

It is important to note that successful Vendors should publish the menu along with the prices (inclusive of all taxes and the add-on percentages of the facilities provider and prepaid card Vendor). The said notification must be approved by the Food Court Supervisory Committee (FCSC).

10. Alternative Proposals:

Vendors shall submit offers that strictly comply with the requirements of the Tender Document. Any alternatives or modifications shall render the respective Vendors invalid. Offers with conditional rebate will become automatically invalid.

11. Validity of Offer:

Vendors shall agree to keep the tender open for ninety (90) days from the due date of submission thereof and not make any modifications in the stated terms and conditions.

12. Final Selection:

Final selection of the Vendor shall be by the Management of IIT Madras Research Park & Tender Committee reserves the right to negotiate the prices quoted by the Vendors. whose decision will be final and binding in this matter.

13. Disputes and Jurisdiction:

Any legal disputes arising out of any breach of contract pertaining to this tender process shall be settled in the court of competent jurisdiction located within the city of Chennai in Tamil Nadu.

14. Payment to the Vendor:

The prices quoted shall include the following costs (both, capital and operational):

- a) wages for all relevant human resources,
- b) fuel, at the prevailing price for commercial LPG
- c) all general provisions, vegetables, fruits and milk of good quality,
- d) logistics – transportation, loading and unloading, and storage,
- e) utilities (water, electricity, etc.) at prices as specified above
- f) license fee/rent for use of space and infrastructure facilities,
- g) waste disposal charges and other cost heads specified by the Institute.

Payment will be released for the amount due to a Vendor for sales made on a particular day within ___ working days. The Vendor will have a POS terminal which will bill customers, who will pay with the pre-paid card issued by the prepaid card Vendor on site. The payment released as mentioned above will be for all sales made on a particular day by

Important Conditions of the tender process to be followed by all Vendors

a Vendor less deductions for water, gas, electricity, license fee as and when they become due.

15. Non-compliance charges

The Food Court Supervisory Committee shall review the service performance of the Vendors through regular inspection visits and meetings scheduled on 27th of every month. It is mandatory that all Vendors (or their official designate) should attend these meetings without fail. Based on the feedback of the students and the officer-in-charge of the mess/dining facility sent to Chairman (FCSC), using the scheduled format as given in Annexure C, the applicable non-compliance charges shall be levied upon the Vendor. Appropriate penalty clause will also be invoked for non-compliance of quality of service of the contract. Based on the hygiene audit report submitted by 3rd party who will be appointed by the FCSC, the Vendor will be penalized if he fails to maintain the hygiene standards as stipulated by _____. All Vendors must have _____ certification valid at all times during their service period.

16. Indemnity clause

Each Vendor has to execute an indemnity bond stating that "The Vendor indemnifies the Management of IITMRP of any issues arising due to un-hygienic preparation, personal hygiene issues and (or) storage of food, improper usage of ingredients and any such issues that may cause harm to the customers due to inefficient/improper operation".

17. Acknowledgement:

It is hereby acknowledged that we have gone through all the Schedules as well as the conditions mentioned above and we agree to abide by them.

Date:
Place:

Signature of Vendor
Official seal and address

List of Annexure

1. Annexure A - List of Counters and Cuisines
2. Annexure B - List of Counter Spacing
3. Annexure C - Payment Schedule
4. Annexure D - Vendor Details

CONFIDENTIAL

Annexure A - List of Counters and Cuisines

Sl No.	Counter	Indicative but not Exhaustive List of Items	Target Specifications	Vendor Rate
1.	A Pure Veg	1) Idli		
		2) Vadai		
		3) Pongal		
		4) Poori		
		5) Dosa Varieties		
		6) Veg Meals		
		7) Barotta		
		8) Chapathi		
		9) Savoury Snacks		
		10) Others		
2.	B North Indian Veg & Non Veg	1) Kabab Varieties		
		2) Bread Varieties		
		3) Gravy Varieties		
		4) Meals		
3.	C Quick Service Veg & Non Veg	1) Pizza		
		2) Calzone		
		3) Garlic Bread		
		4) Bruschetta		
		5) Burger		
		6) Salads		
		7) Wraps		
		8) Submarines		
4.	D1 Specialty Coffee	1) Hot Espresso Beverages		
		2) Tea		
		3) Hot Chocolate		
		4) Cold Espresso Beverages		
		5) Cold Mocha		
		6) Shakes		
		7) Smoothies		
		8) Pastries		
		9) Samosa		
		10) Puff		
	D2 Ice Cream	1) Single Flavors		
		2) Sundaes		

Annexure B - List of Counter Spacing

(Pl Attach Counter Layout)

CONFIDENTIAL

Annexure C - Payment Schedule

1. Customers would make cash or credit payments to recharge their Food Court Cards and the only the same would be produced at respective Vendor Counters.
2. Vendors CAN NOT receive cash for any products. All billing should be according the SOP
3. The Following Charges would be deducted prior to payment
 - a. Water
 - b. Electricity
 - c. Gas
 - d. Maintenance
 - e. Minimum Guarantee

CONFIDENTIAL

Annexure D: Vendor Details

S.No.	Description	Information
1a	Name of the Vendor:	
	Complete Address:	
	Phone No.	E-mail ID:
1b	Contact Person / Representative Name and Designation:	
	Phone	Mobile Phone:
2a	License No:	Registration No.:
	PAN:	TAN:
	ESI:	EPF:
	(Enclose copies of the above)	
2b	Proof for payment of income tax and service tax (last three years)(copy of income tax and service tax payments to be enclosed)	
3	No. of Food Courts/dining facilities serviced in Educational Institutions (Enclose list of work handled up to 2016 and ongoing work, separately with all the relevant documents)(List to be included with name of the institution, duration, number of customers catered, type of service provided)	
4	No. of Food Courts/dining facilities serviced in non-academic establishments (Enclosed list of work handled up to 2015 and ongoing work separately with all the relevant documents) (List to be enclosed)	
5	Whether Quality Certification obtained for any of the Food courts/ Dining facilities/Catering services provided (If Yes, copy to be enclosed)	
6	Bidders Solvency (Capital Employed) Rs. (in Lacs) (Solvency certificate for an amount not less than Rs.25.00 Lacs should be enclosed)	
7	Turnover per annum Rs. (in Lacs) Authenticated copy of audited Statement of Accounts for the last three years should be enclosed (Incase the work was executed for private firms/persons, TDS certificate should be submitted)	
8	No. of Employees: Regular	Temporary
9	Litigations, if any, connected with Catering Work	Yes/ No (if yes, details to be furnished)
10	Any other information in support of the credentials	Details , if any, to be furnished

Date:

Signature with Seal

Note: i) Authenticated certificates, testimonials and proof of experience to be produced in support of Sl. Nos.2, 3,4 and 5.