

**MOTHER TERESA HALL OF RESIDENCE  
IIT KHARAGPUR**

**NOTICE FOR INVITING TENDERS FOR ALLOTMENT OF MOTHER TERESA HALL JUICE SHOP**

No: IIT/MTH/Tender/2024/01

Dated: 19.04.2024

Sealed tenders are hereby invited by the undersigned on behalf of Warden, Mother Teresa Hall of Residence, IIT Kharagpur for the allotment of following shop in Mother Teresa Hall of Residence, IIT-Kharagpur, from eligible persons with sound financial background so as to reach Mother Teresa Hall office of the undersigned latest by 20.05.24 at 10 AM in drop box kept at Mother Teresa Hall office from 10.00 AM to 8.00 PM (Monday to Saturday)

Sr no	Name of shop	Shop no
1	Mother Teresa Hall Juice shop (service from 9:00 am to 10.00 pm)	1

Application so received will be considered by the License Committee of the Hall of Residence on the merit, keeping in view the experience in the relevant trade, financial background and other resources available with the applicants. The application forms along with the terms and conditions are available at the office of the undersigned with the payment of non-refundable cash of Rs.100/-(Rupees one hundred only) on any working day between 10 AM to 5.00 PM.

Tender opening date (tentative): 10 May 2024 at 5:00 PM  
The Bidders are required to contact the Hall Office to confirm the same.

*Jesia Rubhaya*  
(Warden) 18/4/2024  
Mother Teresa Hall of Residence  
Warden  
**MT Hall of Residence  
IIT, Kharagpur**



To  
Wardens, All Halls of Residence (for displaying this notice at prominent places)  
Chairman, HMC  
HMC Website (Link: <http://www.hmc.iitkgp.ac.in/web/tenders/>)

*[Signature]*  
22.4.24  
*[Signature]*

**MOTHER TERESA HALL OF RESIDENCE  
IIT KHARAGPUR**

**APPLICATION FOR JUICE SHOP CONTRACT**

1. Name of the Applicant: \_\_\_\_\_
2. Is the applicant an Individual or a company?
3. Present address: \_\_\_\_\_  
\_\_\_\_\_
4. Mobile No: \_\_\_\_\_
5. Permanent Address, if any: \_\_\_\_\_  
\_\_\_\_\_
6. Present Occupation: \_\_\_\_\_
7. Previous Experience, if any: \_\_\_\_\_  
(Copy of all relevant documents to be attached)
8. Total numbers of male and female cooks/Juice maker to be engaged and details of their expertise and experience: \_\_\_\_\_
9. Whether applied for any canteen / Juice shop/ mess contract in IIT previously? \_\_\_\_\_
10. Trade License No: \_\_\_\_\_ Dated \_\_\_\_\_ Issuing  
Authority \_\_\_\_\_ Valid Up to: \_\_\_\_\_
11. Details of the License under Food Safety and Standards Act 2006/2011 if you have. (copy to be enclosed)
12. Financial Position: Financial proof of Minimum Rupees. One Lakh is desirable: Give the details: (copy of relevant proof like bank statement to be enclosed)
13. Details of the earnest money Rs. 10,000/- (refundable), which is must be submitted along with the application in form of a demand draft in favour of the Warden of Mother Teresa Hall of Residence.

No: \_\_\_\_\_ Date: \_\_\_\_\_

drawn on Bank/Branch details \_\_\_\_\_

Note: The applicant is required to give the prices and quantities of items (mentioned in Appendix-1) along with this application form.

**Declaration:**

I/We shall follow the application procedure and abide by the terms and conditions mentioned in Appendix-II.

**(Signature of applicant)**

**MOTHER TERESA HALL OF RESIDENCE  
IIT KHARAGPUR**

**APPENDIX - I**

**Items to be provided**

<b>Sr no</b>	<b>Item Name</b>	<b>Quantity</b>	<b>Rate/ unit</b>	<b>Rate</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				

(Signature of applicant)

**MOTHER TERESA HALL OF RESIDENCE  
IIT KHARAGPUR**

**APPENDIX - I**

**Items to be provided**

<b>Sr no</b>	<b>Item Name</b>	<b>Quantity</b>	<b>Rate/ unit</b>	<b>Rate</b>
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
36				
37				
38				

(Signature of applicant)

**APPENDIX - II****GENERAL TERMS AND CONDITION OF CONTRACT FOR RUNNING JUICE SHOP IN MOTHER  
TERESA HALL OF RESIDENCE, IIT-KHARAGPUR**

1. A bidder, whose juice shop service in any Hall of Residence in IIT Kharagpur during the past five years, was closed down or prematurely terminated by the competent authority due to disciplinary reasons, illegal/ unlawful activities, will be debarred from participating in the present tendering process. The bidder has to give a self-declaration as per Form-D of the tender document.
2. The contract is valid only for the period of one year from the day of signing of the contract.
3. That the contract may be extended subject to satisfactory performance and service of the contractor to the students.
4. That the contractor must have a valid trade licence and food safety licence
5. That the contractor will pay a monthly licence fee of Rs.1000.00 (Rupees One Thousand Only). The warden and HP/SSM reserves the right to revise the licence fees keeping each other in knowledge.
6. That failure to pay monthly licence fees for consecutive 2 months will make the contractor defaulter and the contract will be liable to be terminated.
7. That the contractor shall have to deposit a sum of Rs. 25,000 (Rupees Ten Thousand only) as security deposits with the Hall which will remain with the Hall Financial till the tenure of the contract.
8. That the outsiders (non-IITians) will not be allowed to take juice from Hall juice shop. The juice shop is meant only for the students and their guests of the Hall to serve juice, snacks, milkshakes, green coconut, sugarcane juice and other Beverly drinks except alcoholic drinks.
9. That the shop opening timings, items to be served and the price of the items will be fixed as mentioned in the quotation by the warden and HCM as per the guidelines of the Hall Management Centre (HMC).
10. That the revision of price will not be permitted without permission of warden and Hall council members of the hall.
11. That the contractor shall display the price list of the items to be served in the shop.
12. That the contractor shall not prepare other than allowed items in the juice shop.
13. That the contractor will be responsible for proper maintenance and up keep of all furniture and other belongings of the shop.
14. That the contractor will pay monthly Electricity charges as per bill provided by the Institute meter cell and the copy of the counterfoil in the Hall office every month.

15. That the contractor is not allowed to keep any high wattage Electrical appliances like electric heater, OTG without Warden's permission but he may be allowed to keep a refrigerator of up to 300 litre capacities.
16. That TV and music system will not be allowed in the shop without permission of the warden.
17. That the contractor shall not keep or serve or possess any alcoholic/ narcotic items and tobacco product in the shop.
18. That the shop staff will not eat in the dining hall and kitchen.
19. That the contractor will be responsible for arranging the safe drinking water for the shop.
20. That the contractor will maintain proper books of account and ledger and will produce the same in hall office with a copy to HP/SSM every month.
21. That the contractor under no circumstances will be allowed to give sub contract to any other person or party.
22. That the contractor will submit the name, photograph, permanent address, voter I.D, Aadhar Card and medical certificate in respect of the workers engaged by him in the shop.
23. That the contractor shall not be allowed to engage any worker whose age is less than 18 Years.
24. That any dispute arising out of the contractor will be referred to the Chairman, HMC as arbitrator whose decision will be final.
25. That the contractor will maintain a complaint/ Suggestion box in the Juice shop counter during the working hours.
26. That the contractor shall not be allowed to make any addition and alteration of the shop. without permission from the competent authority.
27. That a fine up to Rs. 2500.00 (Rupees One Thousand only) may be imposed or the contract may be terminated for violation of any of the clauses mentioned above.
28. That the contractor will pay monthly water charges as per the bill provided by the Water Works section based on the meter reading.
29. Application form of any contractor, with reported indiscipline/financial liability to IIT- Kharagpur, will be cancelled.
30. Contractor is responsible to pay for any extra construction work needed in the allocated area of the shop.
31. Contractor is allowed to sell fruits in the shop.
32. Attendance along with opening and closing time of shop needs to be marked daily. Failing to which will be considered as absence. Permission needs to be taken from HP/SSM to keep the shop closed. Fine of Rs150 will be imposed for absence without permission or prior information.

### **Appendix-III**

#### **Initial Criteria of eligibility for pre-qualification:**

1. The service provider should have valid Trade License/ Society Registration Number, for which self-attested Xerox copy has to be submitted.
2. Proof of financial strength of minimum 1 lakh is required. Bank statement (within 15 days of tender submission date) /passbook printout (updated within 15 days of tender submission date) / solvency is to be submitted. Solvency certificate in the prescribed format (Form-C) is required from any scheduled bank.
3. Experience of owning/managing juice shop/catering/allied business for a period of minimum two years (all relevant experience document are to be submitted).

#### **Evaluation process:**

The Tender will be evaluated by Tender evaluation committee constituted by the Warden, Mother Teresa Hall, IIT Kharagpur as per guidelines of HMC. The detailed evaluation method for prequalification-cum-Technical bid is specified. The total weightage will be 400 in prequalification cum Technical part. Technical bids of the firms, which meet the prequalification criteria, would be taken up for detailed evaluation and interviews will be held for evaluation. Each firm meeting the prequalification criteria would be evaluated and given score out of 100 marks as mentioned in the **form-B**, in case of non fulfilment if minimum pre-qualification criteria (mentioned in each category of the technical bid, the bid of the respective bidder shall be rejected. The empanelment for Canteen/Catering and allied service will be made for those firms who secure at least 60 marks out of 100 marks in the Technical Bids. However, the empanelment does not automatically make any right of the bidder of getting the contract for Canteen/juice shop/ Catering and allied services. The contract shall initially be given for period of 1 (one) year. The period of Juice shop contract may be extended by the authority for subsequent years on yearly basis based on satisfactory performance.

#### **Tie-Breaking Clause:**

In case of two or more bidders score equal marks in their total technical score then empanelment will be made based on their total marks (Sl. No. 1+4 of Table I). If the tie remains further, then the tie-breaking will be done by considering marks obtained / the value of the interview performance (Sl. No. 4 of Table I). Subsequently solvency marks/ Value (Sl. No. 3 of Table I) will be considered, if still required of tie-breaking.

**Details of company/ Individual**



**DECLARATION**

I hereby certify that the information furnished in this document is complete and correct to the best of our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company/ individual will be black listed and will not be allowed to have any dealing with the Mother Teresa Hall of Residence, IIT Kharagpur in the future.

Date: \_\_\_\_\_

**Signature of the tenderer with seal**

## FORM 'A'

Sr no	Description	Information
1	Name of the firm/ individual	
2	Year of establishment (for company)	
	/ Date of birth (for individual applicant)	
3	Complete address	
4	Contact number:	
5	E-mail Id.	
	Name and Designation of the contact person with mobile number and e-mail Id.	Name Designation
6	Trade License Number/Society Reg no.	
	Number (copy should be enclosed)	
7	If you have License under Food Safety and Standard Act 2006/2011 (copy should be enclosed)	Enclosed/ not enclosed
8	Permanent Account Number (copy should be enclosed)	
9	Proof of payment of Income Tax (for last three years)	Enclosed/ not enclosed
	(copy of the IT Return for last three years ending on March 2016 to be enclosed)	

FORM 'C'

**[Format for solvency certificate on Banker's Letter Head/seal]**

To  
 The Warden  
 Mother Teresa Hall of Residence  
 IIT Kharagpur  
 721302  
 West-Bengal

**Solvency Certificate**

This is to certify that to the best of M/s our knowledge (Address) and information, M/s \_\_\_\_\_  
 \_\_\_\_\_, (address) \_\_\_\_\_

\_\_\_\_\_ ,  
 a customer of our bank is respectable and treated as good for an engagement up to sum of  
 Rs \_\_\_\_\_ (Solvency amount) \_\_\_\_\_ only as on \_\_\_\_\_ (Date of  
 certificate).

This certificate has been issued without any risk and responsibility on the part Bank of its Officers. This  
 certificate is issued at the specific request of the customer.

Yours Faithfully,

For \_\_\_\_\_ Bank

(Bank Officer with Designation and Seal)

**FORM 'D'**

To  
The Warden  
Mother Teresa Hall of Residence  
IIT Kharagpur  
721302  
West-Bengal

**Declaration**

This is to certify that I have been / have not been running a canteen service/ food stall/Juice shop in

\_\_\_\_\_ Hall of Residence in IIT Kharagpur during the years \_\_\_\_\_

I further certify that my canteen service/ food stall/Juice shop in any Hall of Residence in IIT Kharagpur was not closed down or prematurely terminated by the competent authority in the past five years due to disciplinary reasons, illegal/ unlawful activities.

I understand that in case my above statement(s) is found false, at any stage, I will be summarily black listed and will not be allowed to have any dealing with the Mother Teresa Hall of Residence, IIT Kharagpur further.

Date: \_\_\_\_\_

**Signature of the tenderer with seal**

**FORM 'B'****DECLARATION**

I hereby certify that the information furnished in this document is complete and correct to the best of our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company/ individual will be black listed and will not be allowed to have any dealing with the Mother Teresa Hall of Residence, IIT Kharagpur in the future.

Date: \_\_\_\_\_

**Signature of the tenderer with seal**

<b>TABLE I</b>		
<b>Mandatory</b>	<b>Submitted (yes/no)</b>	
1	Trade licence (up to date)	

<b>TABLE II</b>			
<b>Credentials</b>			
<b>1</b>	<b>Past experience in food business/ catering</b>	<b>[20 maximum]</b>	
	Less than 2 years	0	
	2 years to < 4 years	5	
	4 years to < 6 years	10	
	6 years to < 8 years	15	
	8 years or more	20	
<b>2</b>	<b>Past experience in food business in IIT Kharagpur or other centrally funded institute</b>	<b>[20 maximum]</b>	
	Less than 2 years	0	
	2 years to < 4 years	5	
	4 years to < 6 years	10	
	6 years to < 8 years	15	
	8 years or more	20	
<b>3</b>	<b>Financial standing in terms of bank solvency</b>	<b>[20 maximum]</b>	
	Less than 1 lakhs	0	
	1 lakhs to < 2 lakhs	5	
	2 lakhs to < 3 lakhs	10	
	3 lakhs to < 4 lakhs	15	
	4 lakhs or more	20	
<b>4</b>	<b>Interview</b>	<b>[20 maximum]</b>	

	<b>TOTAL</b>	<b>100</b>	
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