

**TENDER DOCUMENT**  
**FOR**  
**RUNNING CANTEEN**  
**AT**  
**GIRLS HOSTEL-1 (GH-1), IIT KANPUR**

**TENDER NOTICE No.03/2019-20**

**Issued By:**

**ESTATE OFFICE**  
**I.I.T. KANPUR**



**INDIAN INSTITUTE OF TECHNOLOGY KANPUR**  
**ESTATE OFFICE**  
**ROOM NO. 101-D (FACULTY BUILDING), (Phone: 0512-259-7166, 7327)**

**INDIAN INSTITUTE OF TECHNOLOGY KANPUR**  
**ESTATE OFFICE**  
**(Phone: 0512-259-7166, 7327)**  
**ROOM NO. 101-D (FACULTY BUILDING), IIT KANPUR**

<b>Tender Notice No.</b>	<b>03/2019-20 dated 16.04.2019</b>
<b>Name of Work / Service</b>	<b>TO RUN A CANTEEN</b>
<b>Location</b>	<b>GIRLS HOSTEL-1 (GH-1)</b>
<b>Area</b>	<b>38.48 sq.mt</b>
<b>Monthly License fee</b>	<b>Rs.4064/-</b>
<b>EMD Amount</b>	<b>Rs.10,000/-</b>
<b>Last date &amp; time of receipt of tender</b>	<b>April 30, 2019 up to 15.00 hrs.</b>
<b>Place of submission of Tender</b>	<b>Estate Office, IIT Kanpur</b>
<b>Date &amp; time of opening of technical bids</b>	<b>Will be announced later on.</b>
<b>Date &amp; time of opening of financial bids</b>	<b>Will be announced later on.</b>
<b>Place of opening of tenders</b>	<b>Estate Office, IIT Kanpur</b>
<b>Link to download the tender document</b>	<b><a href="http://www.iitk.ac.in/estateoffice/tender">www.iitk.ac.in/estateoffice/tender</a></b>

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Signature of Bidder

**INDIAN INSTITUTE OF TECHNOLOGY KANPUR**  
**ESTATE OFFICE**

**Tender Notice No.03/2019-20**

April 16, 2019

Indian Institute of Technology Kanpur (hereinafter referred to as the 'Institute') established by the Parliament and incorporated as a body corporate, is an Institute of National Importance declared as such under the Institutes of Technology Act, 1961. The Institute is engaged in imparting education and research of highest standards in the area of Technology and Science.

The Institute has a premises as detailed on Page No.2 and intends to give it on license basis, to the willing party having experience to operate such outlet under its ownership/proprietorship, to cater to the need of campus community.

Sealed bids are accordingly, invited on behalf of Indian institute of Technology Kanpur from the interested parties for running such an outlet at the aforementioned location on campus.

The prescribed bid form duly filled by the applicant in all respects should be dropped in the tender box kept in the Estate Office as detailed on Page No. 2

- 1) The tenders will be opened on the date and time as mentioned on Page No. 2 of this document in the presence of the Tender Committee of the Institute and authorized representative(s) of the bidding parties. The parties will be required to meet the Committee for presentation (to satisfy all material questions pertaining to their company/ firm and their modus-operandi etc.), interview and finalization of the offer.
- 2) The Financial bids of technically qualified bidders shall be opened on the dates and time as mentioned on page 2.
- 3) The Institute reserves the right to accept / reject any tender without assigning any reasons.

Assistant Registrar &  
Officer In-charge, Estate

Copy to:

1. Director
2. Deputy Director
3. Chairman, CEMMC
4. Registrar
5. All Notice Boards
6. Institute website.

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Signature of Bidder

## INDIAN INSTITUTE OF TECHNOLOGY KANPUR

## GUIDELINES FOR TENDER

**General:**

1. The contract shall be awarded to the successful bidder to operate the aforesaid business on license basis, which shall be run under certain conditions which are stipulated hereinafter and in the terms and conditions of contract, i.e., Appendix-B.
2. Each and every page of the bid must be signed by the bidder himself if the bidder is a proprietorship firm and in case of a partnership firm, by a partner. However, in the case of a partnership firm, there must be an authorization from all the partners to this effect that the person signing the bid as a partner has been authorized to sign the bid document on behalf of all partners.
3. If the bidder is a Company, there must be a valid authorization from the competent authority/ Board resolution, authorizing the person to sign and file the bid on behalf of the Company.
4. Any bid not signed on each page and without authorization may be rejected.
5. Any overwriting or cutting in the bid document must be avoided. However, if any over writing or cutting is caused due to some unavoidable reason, the same must be duly attested by the person signing the bid document.
6. The tenderer is not allowed to make additions/alterations in the tender paper. Such additions and alterations shall be at the tenderers own risk and shall render the tender to be summarily rejected. Conditional tenders shall not be accepted.
7. The tenderer shall give his/her full permanent as well as correspondence address in Annexure-1 and shall also furnish/attached proof thereof.
8. The bidder whose bid is accepted, shall submit a Rs.100/- non- judicial stamp paper at its own cost to the Estate Office for preparing the contract agreement to be signed by the both the parties.
9. Prices of all items in Annexure-2 must be quoted in Indian rupees and must be inclusive of GST and other government taxes.

**Eligibility Criteria**

10. Must have related experience of not less than three years in a Government/semi-government/autonomous body / reputed Institute. Interested bidder may apply along-with sufficient proof of its experience/ability to run such outlets.
11. Good Financial health of an individual/ firm/company in terms of working capital, to run the outlet smoothly. Preferences will be given to individual/firm/company with good financial position/state.
12. The bidder must have PAN Number and GST/GSTIN number. The bidder whom the contract is finally awarded shall have a GST number for such outlet in question as well, if the related law so requires.
13. The bidder must have code numbers under the Employees State Insurance Act & Employees Provident Fund Act from the Kanpur offices of the concerned departments.
14. Firms already having another establishment/shop/canteen etc. within the Institute premises will be considered upon good performance. Bidder having two or more establishment/shop/canteen etc. within the Institute premises will not be considered for this bid. Further, any bidder who is already into any kind of litigation with the Institute shall be barred from participating in this tender process. Employee and students' relatives are barred from submitting the bids.

**Earnest Money Deposit (EMD)**

15. Every bid must be attached with an Earnest Money Deposit as mentioned on Page No.2 in the form of FDR/ TDR / DD of State Bank of India / Union Bank of India only / any scheduled bank, in favor of the "Registrar, IIT Kanpur". Any bid which is not accompanied with the earnest money deposit shall be summarily rejected. Any bid accompanied by the cheque in lieu of earnest money shall also be rejected.

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Signature of Bidder

16. The earnest money of the successful tenderer will be liable to be forfeited as liquidated damages in the event of any evasion, refusal or delay on his part in signing the agreement.
17. The earnest money of the tenderer who withdraws its tender in breach of conditions of contract and who evades or refuses to sign the contract bond after acceptance of its tender within the period of its validity, will also be liable to forfeiture.
18. (a) The EMD of unsuccessful bidders shall be refundable to them after completion of the bidding process. However, the same shall be refunded within 30 days after the receipt of written request from the bidder concerned in this behalf.  
(b) The EMD should be valid for a period of minimum three months.  
(c) The EMD of the bidder whose bid is finally accepted, shall be returned on deposit of the due security deposit as stipulated in the Terms & Conditions in Appendix-B.

**Documents to be attached with the tender:**

19. The bidder must attach self-attested copies of the following documents along with the technical bid. Any bid not accompanied by such documents would be liable for rejection:
  - a. Income Tax Registration Certificate/PAN No.
  - b. Last one year's bank statement.
  - b. Firm/Company Registration Certificate.
  - c. GST Registration Certificate/No.
  - d. EPF Registration Certificate/Code No.
  - e. ESI Registration Certificate/Code No.
  - f. Other Statutory Registrations/Licenses, if any.
  - g. Bank Solvency Certificate.
  - h. FSSAI Certificate (if available). If tender is awarded, the licensee must apply for a new FSSAI License for the said premises within one month from the receipt of such award notice.
  - h. Details/particulars of the firm submitting the bid in Annexure-1(Part I and Part II).
  - i. Total number of outlets and their details.
  - j. Audited balance sheet and profit and loss accounts along with gross turnover and profit / loss for the last three financial years.
  - k. details of the workers who will work with the bidder, if contract is awarded.
  - k. Authority letter / Resolution in favor of the person signing the bid on behalf of the firm submitting the tender.
  - l. Earnest Money Deposit (EMD) as mentioned on Page-2.
  - m. Address proof.
  - n. Aadhar Card of individual applicant/person signing the bid.
  - p. Other documents as may be deemed necessary and as is required under any other provision of the bid document and not mentioned herein above.

**Submission of Bid:**

20. The bid shall be submitted in two parts i.e. **(i) Technical Bid and (ii) Financial Bid** in the following manner:  
**(i) Technical Bid:** The Technical bid shall consist of entire Tender document i.e. Appendix-A, Appendix-B and Annexure-1. Alongwith all the supporting documents as detailed in point 18 above be attached. The Technical bid shall be submitted in a sealed envelope, superscripted, **“TECHNICAL BID” Also mention name and location of the outlet clearly on the envelope.**

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Signature of Bidder

**(ii) Financial Bid:** The Financial bid shall contain only the prices of items as per Annexure-2. The Financial bid should be kept in a separate sealed envelope superscripted, **“FINANCIAL BID”**. **Also mention the name and location of the outlet clearly on the envelope.**

Both the Technical Bid and the Financial Bid shall further be kept in another envelope and sealed properly. The same shall be dropped in the tender box kept in the Estate Office, Room No.101-D (Faculty Building), IIT Kanpur, on or before the stipulated date and time as mentioned on Page No.2 of this document.

**Any bid containing Technical Bid and Financial Bid in same envelope shall be summarily rejected.**

21. Any bid received after the stipulated date and time, as mentioned on Page-2 of this document, shall be summarily rejected and will not be considered under any circumstances, whatsoever the reason, and no explanation to the effect such as delay in submission has been caused due to postal lapse, shall be entertained.
22. The tender will remain valid for 30 days from the date of opening. After submission of the bid, it shall be deemed that the bidder has undertaken to keep its tender open for acceptance for the entire period of 30 days and will have no right to withdraw the same before expiry of the said period. In case, intimation of its acceptance is issued to the contractor at a later date, the bidder shall be competent to refuse.

### **Opening of Bids**

23. First of all, **the Technical bids will be opened on the stipulated date and time as mentioned on Page No.2 of this document** in presence of the authorized representative(s), if any, of bidding parties and the Members of Tender Committee of the Institute. The bidders will also be required to meet the Committee for presentation / interview (to satisfy all material questions pertaining to their company / firm and their modus-operandi etc.) and finalization of the offer. Thereafter, **financial bids of all the technically qualified bidders shall be opened on the stipulated date and time as mentioned on Page No. 2 of this document.**
24. The party, whose tender is accepted, will have to sign an agreement within 10 days from the award of the tender, failing which the Earnest Money Deposited will be forfeited and the acceptance of its tender may be annulled at the discretion of the Institute.

### **Criteria of Tender Evaluation**

25. A price advantage factor in the range of 0.8 to 1.2 may be assigned to the bidders during technical bid evaluation based on the past performance or perceptive brand value. Financial bids of technically qualified bidders shall be opened. The contract will be awarded to the bidder who will have the least of the (Price adjustment factor X sum of weighted prices in the bid).

### **Acceptance / Non-acceptance of bids**

26. The tenders that do not fulfill any of the above conditions or are incomplete in any respect are liable to be rejected.
27. The Institute reserves the right to accept or reject any or all tenders without assigning any reasons thereof and the bidder shall have no right, whatsoever, to challenge the same.

Signature of the Tenderer \_\_\_\_\_

Name \_\_\_\_\_

Full Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone / Mobile No.: \_\_\_\_\_

\_\_\_\_\_  
Signature of Bidder

**TERMS & CONDITIONS OF CONTRACT****Scope of Contract**

1. The contract comprises the necessary arrangement of all raw materials required for the preparation of snacks besides the beverages, sweets, lunch, preparation of items mentioned in the menu, and serving the prepared articles to the customers, including provision of all materials, equipments for preparation and serving of the articles. This will also include transportation, cost of materials and labor. The contractor shall make his own arrangement for safe storage of materials and accommodation for its staff etc.

**Definitions**

2. In the contract, the following definitions, words and expressions shall have the meaning hereby assigned to them except where the contract requires the same otherwise.
  - (a) "CEMMC" means "Commercial Establishments Monitoring & Management Committee" constituted by the Director of the Institute.
  - (b) "Contractor" means the person or persons, firm or company whose tender has been accepted by the Institute and includes the contractor's representative, successors and permitted assigns.
  - (c) "Director" means the Director of the Indian Institute of Technology Kanpur.
  - (d) "Institute" means the Indian Institute of Technology Kanpur through its Director or his representative.
  - (e) "Officer-in-charge (Estate)" means the Officer-in-charge (Estate) of the Indian Institute of Technology Kanpur who directs and administers the contract.
  - (f) "Warden" means the Warden-In-charge of concerned Hall of Residence and includes other Wardens of the concerned Hall of Residence.

**Documents Forming the Contract**

3. Appendix-A, i.e., Guidelines for bidders, Appendix-B, i.e., Terms and Conditions of the Contract, application / declaration in Annexure-1 (Part I & II), the Schedule of Quantity and prices filled in Annexure-2, and the letter containing offer of award of tender issued by the Institute to the successful bidder shall be integral part of this contract.

**Duration of the contract**

4. The duration of contract will be initially for a period of one year from the date of signing the contract. First three months being the probation period and on satisfactory completion of the probation period, the contract will automatically be extended for rest of the year i.e. next nine months. Further, the contract shall be annually extended (one year at a time) for two more years based on the past performance. Under no circumstances shall the contract be extended for more than five years.

**Licence Fee, Electricity Charges & Other Provisions for Licensed premises:**

5. The contractor shall be liable to pay the amount of monthly license fee as mentioned on Page No.2, regularly by 7th of each successive month for the canteen space, which however, shall be subject to change from time to time at the discretion of the Institute. Cleaning charges shall be paid extra as per the prevailing rates of the Institute, which is presently Rs.500/- per month. GST and other government taxes shall also be paid extra.
6. In case of failure to pay the License fee within the stipulated time as aforesaid, the contractor shall be liable to pay a sum of Rs.100/- per month over and above the License Fee on cumulative basis towards delay charges.
7. Besides, the contractor shall also be liable to pay the electricity charges on actual consumption basis to the Estate Office at the then prevailing rates along with the payment of monthly Licence fee. For the purpose, there shall be a meter installed in the canteen by the Institute. The electricity charges shall however, be subject to revision/change from time to time which shall be payable by the contractor as aforesaid at the then prevailing rates.

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 Signature of Bidder

8. However in case of non-payment of electricity charges in time, the contractor shall be bound to pay a penalty towards belated payment @ 5% per month of actual dues (to be rounded off) over and above the bill.
9. Non-payment of Licence fee, the electricity charges and cleaning charges within time shall be deemed to be a serious breach of the contract and may lead to termination of the contract at the discretion of the Institute. The Institute shall further have the right to disconnect the electricity connection in case the charges /bills thereof, remain unpaid for three months.
10. The contractor shall use the premises ONLY for which it has been given by the Institute under the contract. The use of the premises for other purposes will lead to the suspension/termination of the contract with immediate effect.
11. The contractor shall not use the premises for residential purposes or for any other purposes (including vending of any item other than those for which permission has been given) without prior written permission of the Estate Office. The contractor shall always use the premises in a prudent and careful manner as if it were his own.

**Assignment & Subletting:**

12. The contractor shall not assign the contract or any part thereof or any benefit or interest thereon or there-under without written consent of the Institute. The whole of the charge included in the contract shall be executed by the Contractor or his authorized competent representative(s). The contractor shall be responsible for the acts, defaults and neglects of its workmen, fully being deemed as those of the contractor itself.
13. If at any time, it is detected that the canteen has been sublet or assigned to any other entity by the contractor, the Institute would be at liberty to terminate the contract forthwith without giving any time to the contractor and further to take over the possession of the given premises and/or to hand over the same to any other party at its sole discretion.
14. The entire business of the canteen shall be carried out in the name and at the behest of the contractor.
15. The contractor or his authorized/competent representative whose intimation would be provided in writing in advance to the Estate Office, shall at all times be available in the canteen and the business of the canteen shall not be carried out by any other person/ entity under any circumstances.
16. In normal course, the contractor or his authorized competent person should be available in the canteen. However if for any reason, the contractor is not in a position to be available in the canteen consecutively for more than 3 days, a prior permission will have to be obtained from the Estate Office, failing which, it will be deemed that the contractor has violated an essential condition of the contract and the contractor may be dealt with in an appropriate manner for this default which may include adequate penalty at the discretion of the Institute.

**Canteen Timing, Menu, Prices, Facilities and Services etc.**

17. The canteen shall operate from 02:00 p.m. to 02:00 a.m. Running the canteen beyond 02:00 a.m shall be carried out only with the prior permission of the Estate Office through warden in case of Students' Hostel.
18. The Canteen shall operate on all seven days of the week and there shall be no holiday under any circumstances, save with the prior instructions/approval of the Estate Office.
19. All items mentioned in Annexure-1 must be available in the canteen. However, the Institute through CEMMC may add or delete any number of items to the menu/Annexure-1 either suo-moto or on recommendation of HEC through Warden In-charge. All the orders in this behalf shall be issued by the Estate Office.
20. The prices in Annexure-2 are supposed to remain static during the entire contract period and the contractor shall not be entitled to any compensation due to the fluctuation in the market rates of materials and labour. However, the CEMMC may at its discretion and in consultation with the contractor and Warden-in-charge modify the prices of items on quarterly basis in proportion to the overall change in price index as notified at <http://www.mospi.gov.in/#> for Uttar Pradesh Urban region. The price index shall not be applicable to third party items.  
However, all modification in prices shall be in a rupee multiples.
21. In case of Canteen at Students' Hostel, all necessary furniture and other infrastructure shall be provided by the concerned Hall of Residence on behalf of the Institute.
22. Facility of Payment by BHIM, UPI, Credit / Debit Card, etc should be made available.

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Signature of Bidder



23. Installation of 4 digit campus telephone (via Sanchar Vibhag of the Institute) should be made by the contractor adopting appropriate procedure within 10 days from the signing of contract. The charges for the installation and rental shall be borne by the contractor. The contractor should additionally have own mobile number(s) as well as its canteen personnel for contact by the Institute Authorities. The contractor shall display its 4 digit campus telephone no. at one top end of the notice board displaying prices of the items.
24. All safety standards should be maintained. Fire extinguishers (2 Kg & 4.5 Kg dry type), sand buckets, should be installed in accessible places and should be in working conditions. List of emergency number should be displayed in a prominent place. First aid measures should also be available in canteen for emergencies.
25. Small set of services/items for sale along with the price list should be prominently displayed in legible font. Printed price menu should also be available on tables. All items in price list should be made available to the customer.
26. The Contractor shall have to provide proper and smooth services to the customers to their satisfaction.
27. Any loss to the Campus residents with regard to the services provided by the contractor shall be the responsibility of contractor. The Institute shall be indemnified in this regard and shall not be a part of any legal proceedings thereto.
28. All the items prescribed as per the tender agreement should be made available at all times. Permission for any alteration, addition or deletion should be obtained from estate office along with the prices of respective items.
29. For the consumers who are not willing to pay in cash, the contractor shall facilitate with a swipe payment machine and shall also provide in the canteen the UPI based payment system. The contractor shall further display its VPA (virtual payment address) or Q-Code on the display board to enable the consumers make the payments via UPI App (BHIM or equivalent).

#### **Liability of Goods and Services Tax (GST) and Other Taxes**

30. The contractor shall be absolutely liable for payment of GST to the respective department on items sold in the canteen. The Institute shall have no liability, whatsoever, in this regard and shall be deemed to be immune and indemnified in all respects.
31. The contractor shall further be liable to pay to the Institute GST at the rate applicable from time to time on the Licence fee payable by it. GST shall be payable over and above the Licence Fee and the Office concerned shall for accounting purposes issue a Tax invoice/receipt with GSTIN to the vendor in confirmation thereof.
32. The contractor shall also be liable to pay all other taxes, levies and other legal payables that may be applied by the Government, local authorities and other competent forums from time to time.
33. The contractor shall not tamper with the trees, plants, shrubs hedges, lawns and flowers standing or maintained on or around the said canteen or in other places of the campus.
34. The contractor shall not make any addition or alteration to the building of the said shop/premises or tamper with the fittings or electrical installations therein, nor make any unauthorized constructions or extension to the electricity or water supply lines, without the specific written permission of the Licensor in this behalf.

#### **Quality, hygiene & cleanliness**

35. The contractor shall maintain the quality in preparation of articles, constant supply of cold drinking water & availability of fresh items. There shall be no compromise in regard to the quality of items to be sold in the Canteen premises.
36. The contractor shall maintain full hygienic conditions in the Canteen, in storage, preparation and servicing of eatables and in keeping the floor, furniture, utensils, crockery, cutlery neat and clean, so as to maintain the standards and aesthetic values in the Canteen. The contractor shall also have to make his own arrangements for safe storage of materials including the food items.
37. The premises should be kept well ventilated and well lit. No display/encroachment is allowed outside the premises.
38. Garbage and waste disposal should be done as per the institute norms. Pest/rodent control should be done on regularly basis to control the harmful insects and rodents.

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Signature of Bidder

39. Old/stale and expired items (i.e. beyond expiry date) should not be kept in the canteen.
40. Usage of plastic bags is a strict NO and the same shall not be used any under circumstances, whatsoever. Instead use of Paper bags/plates/cups/etc. is encouraged.

#### **Directives of CEMMC and Estate Office**

41. The contractor shall carry out the work in accordance with this contract and the directives of Estate Office and to the satisfaction of the Director through the CEMMC. The CEMMC may, from time to time, issue further instructions, detailed directions and explanations in regard to:
  - (a) The variation or modification in the menu of eatables including additions/omission or substitution.
  - (b) The removal from the site of any material thereon by the contractor and the substitution of any other materials thereon.
  - (c) The removal from the work of any person employed thereupon in terms of the provision provided hereafter.
  - (d) Inspection of raw materials, other equipment and utensils.
  - (e) Maintenance of proper hygienic conditions, cleanliness and neatness pertaining to all aesthetic values.

#### **Fuel for Cooking**

42. The Contractor shall use only the PNG / Induction for cooking and no other means. Accordingly, the contractor shall ensure obtaining commercial PNG connection from the Central UP Gas Ltd. (CUGL) who has its PNG supply line installed in the Institute premises. Commercial LPG cylinders could be used only when the PNG supply is obstructed due to some break down or for some other reasons.

#### **Deployment of Workmen**

43. The contractor shall employ in running the canteen only such persons as are careful, skilled, experienced in their trades, dutiful, sober, well behaved and rules compliant.
44. Worker(s) in the canteen shall be deployed after his/her deployment is cleared by the Estate Office and for this purpose, the contractor shall provide the details of them in the given format.
45. The contractor shall neither employ any child labour nor any worker who is below 18 years of age.
46. No female employee shall be allowed to work in the canteen during night i.e. 8:00 pm to 6.00 am.
47. All the workers shall invariably carry their ID Cards (to be provided by the contractor at its own costs) and shall be produced to the security personnel and other Institutes authorities, whenever asked for.
48. The bearers for servicing in Canteen will have to be provided uniforms by the contractor during the working hours at its own cost and they will be unfailingly required to wear in neat and tidy manner the uniforms during working hours.
49. The Contractor shall be absolutely responsible for strict adherence of discipline and good conduct by its workers.
50. The contractor shall be bound to remove any such worker and disallow him/her from entering into the Institute premises whom the Institute does not deem appropriate to continue within the Institute premises for administrative or any other reasons.
51. The contractor shall have absolute authority in regard to the engagement, disengagement, suspension, termination, retrenchment, dismissal and discharge etc. of its workmen and for all disciplinary actions against them. The contractor shall be responsible of master and servant relationship with its workmen and the Institute shall have no concern, whatsoever, with all the above mentioned matters.
52. The contractor shall be absolutely liable in regard to any dispute or other matters concerning its workmen which are initiated in any forum or court of law and shall further be liable to meet and discharge all the liabilities that may arise on account of its relationship with its worker from the decisions of any court including all liabilities as are thrust upon by virtue of the provisions of any labor law being in force at the time besides other statutory liabilities.

53. The contractor shall further be liable to make good the loss to the property of the Institute, if any that may be caused on account of any non responsible action on the part of its workers, whether deliberate or otherwise.

#### **Compliance of Statutory Obligations and Other Provisions**

54. It is understood that a number of enactments and laws would apply to the contractor, which are supposed to be complied by the contractor in letter and spirit and in particular to laws relating to minimum wages to worker, employees compensation and Goods and Service Tax etc.
55. The licensee shall ensure that no product shall be sold from the premises which is prohibited to be sold within the premises of an educational institute, as per the provisions of the Cigarette and Other Tobacco Products (Prohibition of Advertisement and Regulation of Trade and Commerce, Production, Supply and Distribution) Act, 2003.
56. The contractor shall be liable to ensure compliance of all enactments, rules, regulations and of other authorities besides the instructions of the Institute that may be in force from time to time including all the labour laws, employees compensation and the minimum wages, as well as Weights and Measures and Prevention of Food Adulteration etc. On award of contract, the vendor shall mandatorily apply for FSSAI License within one week and shall get the license before the end of the probation period. The copy of the same should be submitted to the Estate Office.
57. The Contractor shall be liable to make good the losses in financial terms that it may be subjected from time to time on account of any lapse on its part or arising out of statutory liabilities including the dues towards the workers in regard to wages, court awards, compensation which are caused to be paid/borne by the Institute due to the contractor's failure, as well as the Institute's license fee, electricity charges and other dues etc. The contractor shall pay all such dues to the Institute within fifteen days from the receipt of letter issued by the Institute in this behalf failing which; the same would be recovered/realized from the contractor's security deposit.
58. The Institute shall be absolutely immune and deemed indemnified in all matters, claims, liabilities and legal consequences which relates to compliance of statutory provisions, rules and regulations, orders and directions of Govt. authorities/ municipal corporation/courts/forum etc. as well as the provisions of this contract agreement. In case, the Institute is put to bear any liability for lapses on the part of the contractor or for its illegal actions, the Institute would have the right to realize from the contractor all dues if those are in financial terms, and on other matters, in appropriate manner as it deems appropriate including adopting legal recourse.
59. The contractor would comply with all guidelines/instructions issued by the Officer In-charge (Estate) in consultation with the Chairman, CEMMC besides following other Institute Orders/ instructions of security authorities concerning the security/safety issues and Institute discipline.
60. The Contractor shall ensure that it and its employees' do not adversely affect the peaceful and congenial atmosphere of the Institute's premises.

#### **Security Deposit**

61. The contractor shall have to deposit a security of Rs. 50,000/- (Rs. Fifty thousand only) through FDR drawn in favor of "The Registrar, IIT Kanpur" payable at Kanpur, of State Bank of India / Union Bank of India or any scheduled nationalized bank and which should be valid till three months after the completion of the contract duration.
62. If at any time, due to any reasons as mentioned in the foregoing clauses or otherwise, any short fall is caused to the security deposit money, the contractor shall be liable to make good such short fall within fifteen days of the receipt of notice in this behalf, through another FDR deposit as aforesaid.
63. In case of, in which under no clause(s) of this contract, the contractor shall have rendered himself liable to pay compensation amounting to the whole of his Security Deposit, the Director shall have the power to adopt the following course as may be deemed by him best suited to the institute. To rescind the contract (of which decision, notice in writing to the contractor by him through competent authority, shall be conclusive evidence) in which case, the security deposit of the contractor shall stand forfeited and be absolutely at the disposal of the institute. Besides, for the recovery of any amount in excess of the security money, the Institute shall be at liberty to adopt such legal recourse, as it may deem appropriate at the time.
64. If the contractor breaches any terms and conditions of the agreement which is deemed to be serious by the Institute, its security deposit may be forfeited either in part or in full as the Institute may deem appropriate, at its discretion.

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Signature of Bidder

### **Complaint Mechanism**

65. The contractor shall maintain a complaint book in the canteen wherein the consumers may register their complaints. The complaint book shall be produced every month on the first working day before the Estate Office through the warden In-charge for necessary action.
66. The complaints shall be removed or dealt with by the contractor on priority basis on issues that concern the contractor and a compliance report thereon, shall be submitted to the Estate Office along with the production of complaint book.
67. The contractor shall be liable to be penalized or fined in cases of defaults and negligence on its part or for complaints in the manner provided hereafter at the discretion of the Institute and/or at behest of the CEMMC. Such penalty or fines shall be imposed through the Officer In-charge (Estate) according to the nature of the complaints. The first penalty in such case would be to the tune of Rs. 1000/-, Rs. 2000/-, the second time and Rs.5000/-, the third time.
68. However if the complaints of identical nature still persist, the Institute would be at liberty to terminate the contract forthwith without giving any more notices.

### **Termination of contract**

69. Either party may terminate the contract by giving 30 days notice to the other party without assigning any reasons, whatsoever.
70. The contract may be terminated in terms of any provisions stipulated elsewhere in the contract.
71. In case, the contract is terminated or it comes to an end by efflux of time, the contractor shall handover the vacant possession of the licensed premises within 07 days of contract coming to an end. Failure to handover the vacant possession of the premises as aforesaid, would render the contract to pay a penal rent to the Institute @ Rs.175 per Sq. Meter or at such higher rate as the Institute may deem appropriate at its absolute discretion. The penal rent under no circumstances shall be subject to question and it is the specific term of this contract.
72. The Institute shall further be within its absolute rights to enter the premises and assume absolute possession of the premises licensed under this contract from the contractor and the same shall not be subject to challenge. All the goods belonging to the contractor in such circumstances shall be deemed forfeited there-from and may be sold or put to auction at the discretion of the Institute. The Institute may, if it so desires, proceed against the contractor in terms of provisions of Public Premises (Eviction of Unauthorized Occupants) Act, 1971 since the entire premises is governed by the provisions of the said Act in case of non handing over its possession to the Institute as aforesaid.

### **Contract Documents and their interpretations**

73. The original agreement shall remain with the Institute while a photocopy thereof may be had by the contractor, if it so wishes.
74. The several documents forming the contract are to be taken mutually explanatory to one another and in case of any ambiguities or discrepancies, the interpretations of the same shall be communicated in writing by the Institute through its competent authority to the contractor along-with the directions, if any, and the same shall be deemed to be final and binding and shall not be open to question in court.

### **Jurisdiction**

75. All matters and disputes under this contract shall be subject to the jurisdiction of Kanpur Nagar District Courts only.

**APPLICATION FOR RUNNING THE CANTEEN AT  
GIRLS HOSTEL-1 (GH-1), IIT KANPUR**

Name of the Applicant (If an individual)/Firm -----

Father's Name -----

Address of self and Firm -----

Phone No./Mobile No. -----

Aadhaar No. -----

**Details of EMD**

a. Amount : Rs. \_\_\_\_\_/-

b. FDR No. : \_\_\_\_\_

c. Dated : \_\_\_\_\_

d. Bank & Branch : \_\_\_\_\_

GST No.: -----

PAN No.: -----

EPF Code No., if any: -----

ESI Code No., if any: -----

Experience, if any (in years) -----

**Name and address of two responsible persons as guarantors:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Aadhar No.: \_\_\_\_\_

Aadhar No.: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Declaration:**

I hereby undertake –

1. That I shall bear all the expenses if there is any damage to the said premises.
2. That I shall vacate the Canteen premises and handover it to the Institute whenever a notice is served.
3. That I bind myself to the terms and conditions of this tender document.

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

Signature of the applicant  
Seal

\_\_\_\_\_  
Signature of Bidder

## Details to be filled by the bidder:

IN CASE THE BIDDER IS A FIRM		IN CASE THE BIDDER IS AN INDIVIDUAL	
Income Tax Registration Certificate/PAN No. _____		Income Tax Registration Certificate/PAN No. _____	
Bank statement for the last one year of the registered firm enclosed: Yes/No		Bank statement for the last one year of the Individual's account: Yes/No	
GST Registration Certificate/No. _____ Document Enclosed: Yes/No		GST registration of the last work. _____ Document Enclosed: Yes/No	
Firm Registration No. _____ Document Enclosed: Yes/No		Not required	
No of employees _____		No of employees _____	
EPF registration No. _____ Document Enclosed: Yes/No		EPF registration No. _____ Document Enclosed: Yes/No	
ESIC Registration No. _____ Document Enclosed: Yes/No		ESIC Registration No. _____ Document Enclosed: Yes/No	
No of years of experience _____ Document Enclosed: Yes/No		No of years of experience _____ Document Enclosed: Yes/No	
Whether worked in Government / semi-government / autonomous body and reputed Institute: Yes/No _____		Whether worked in Government / semi-government / autonomous body and reputed Institute Yes/No _____	
Name of the Government / semi-government / autonomous body & Institute where last worked / currently working.		Name of the Government / semi-government / autonomous body & Institute where last worked / currently working.	
Institute Name	Years of experience	Institute Name	Years of experience
1.		1.	
2.		2.	
3.		3.	
4.		4.	
Other Statutory Registrations/Licenses, if any.		Not required	
In case of person signing the bid on behalf of the Firm, enclose authority letter.: Yes/No		In case of person signing the bid on behalf of the Party, enclose authority letter: Yes/No	
FDR/TDR/DD No. _____ Issuing Bank Name _____ Date of issue _____		FDR/TDR/DD No. _____ Issuing Bank Name _____ Date of issue _____	
		Aadhar No. of Individual: _____ Document enclosed: Yes/No.	

Signature of the bidder

\_\_\_\_\_  
Signature of Bidder

**INDIAN INSTITUTE OF TECHNOLOGY KANPUR  
ESTATE OFFICE**

**(Financial Bid / Price Bid)**

**Price Schedule of Items to be sold in  
Canteen of Girls Hostel-1 (GH-1)**

(The prices to be quoted by bidders should be inclusive of GST & other applicable taxes)

S.No.	Name of items	Unit	Quoted Rate In		Calculated price (to be filled by Tender committee)
			Price (Rs.)	Weight Factor	
<b>DRINK</b>					
1	Tea	100 ml		2	
2	Black tea	100 ml		2	
3	Lemon tea	100 ml		2	
4	Coffee	100 ml		2	
5	Black coffee	100 ml		2	
6	Plain milk	200 ml		2	
7	Green Tea	100 ml		2	
8	Lassi	200 ml		2	
<b>COLD DRINKS/BEVERAGES</b>					
9	Cold bournvita	200 ml		2	
10	Cold Coffee	200 ml		2	
11	Cold Coffee with Ice  Cream	200 ml		2	
12	Lemonade	200 ml		2	
13	Masala Cold Drink	200 ml		3	
14	Cold drink (all popular brands of Coca-Cola, Pepsi & Amul)	200 ml		2	
15	Banana shake	200 ml		2	
16	Masala Nimbu Pani	200 ml		2	
17	Fresh Lime Soda	200 ml		2	
18	Nimbu Pani	200 ml		2	
<b>SANDWICHES OF FOUR SLICES (4 BREADS)</b>					
19	Tomato Cheese Sandwich	Per Plate		3	
20	Egg Cheese Sandwich	Per Plate		3	
21	Sweet corn cheese sandwich	Per Plate		3	
22	Bombay sandwich	Per Plate		3	
23	Paneer sandwich	Per Plate		3	
24	Cheese sandwich	Per Plate		3	
25	BBC	Per Plate		3	
26	Butter Toast	Per Plate		3	
27	Bread Omelette	Per Plate		3	
28	Bread Bhujiya	120 gram		3	
29	Bread Egg Bhujiya	120 gram		3	
<b>MEAL AND SNACKS</b>					
30	Pasta	120 gram		3	
31	Chicken Pasta	120 gram		3	
32	Red Sauce Pasta	120 gram		3	
33	White Cream Pasta	120 gram		3	
34	Macroni	120 gram		3	
35	Egg Macroni	120 gram		3	

Signature of Bidder

S.No.	Name of items	Unit	Quoted Rate In		Calculated price (to be filled by Tender committee)
			Price (Rs.)	Weight Factor	
36	Cheese Macroni	120 gram		3	
37	Boiled Egg	Per piece		4	
38	Veg Momos	4 pieces		4	
39	Veg roll	Per piece		5	
40	Paneer roll	Per piece		5	
41	Maggi (veg)	Rs.10/- pckt.		3	
42	Special maggi fry	Rs.10/- pckt.		3	
43	Egg Maggi	Rs.10/- pckt.		3	
44	Cheese Maggi	Rs.10/- pckt.		3	
45	Veg. Chowmein	150 gram		5	
46	Chicken Chowmein	150 gram		5	
47	Third party packaged items like chips (lays, uncle chips, haldiram etc.)	As per MRP			Not to be used in finding best bidder
48	Idli	Per piece		3	
49	Chilli paneer	150 gram		5	
50	Veg. Manchurian	150 gram		5	
51	Aloo matar (fry)	150 gram		5	
52	Shahi paneer	150 gram		5	
53	Matar paneer	150 gram		5	
54	Tava Paneer	150 gram		5	
55	Paneer Mushroom Fry	150 gram		5	
56	Paneer Butter Masala	150 gram		5	
57	Paneer Bhujia	150 gram		5	
58	Egg bhujia	150 gram		5	
59	Chilli Paneer Dry	150 gram		5	
60	Malai Methi Paneer	150 gram		5	
61	Kashmiri Dum aaloo	150 gram		5	
62	Jeera Aaloo	150 gram		5	
63	Tomato aaloo	150 gram		5	
64	Mixed veg.	120 gram		5	
65	Mushroom veg	150 gram		5	
66	Paneer Mushroom	150 gram		5	
67	Mixed grill vegetable	150 gram		5	
68	Baigan Bharta	150 gram		5	
69	Shimla Pyaz Fry	150 gram		5	
70	Bhindi Fry	150 gram		5	
71	Gobhi Fry	150 gram		5	
72	Bhindi Pyaz Fry	150 gram		5	
73	Aaloo Gobhi Fry	150 gram		5	
74	Aaloo matar tomato	150 gram		5	
75	Garlic Mushroom	150 gram		5	
76	Dal Chawal Butter Mix	150 gram		5	
77	Sambhar Dal	150 gram		5	
78	Dal fry	150 gram		5	
79	Veg fried rice	150 gram		5	
80	Plain rice	150 gram		2	
81	Rajma	150 gram		5	
82	Paneer Butter Rice	150 gram		5	
83	Chicken Butter Rice	150 gram		5	
84	Chicken roll	Per piece		2	
85	Egg Half fry	Each		3	

Signature of Bidder



S.No.	Name of items	Unit	Quoted Rate In		Calculated price (to be filled by Tender committee)
			Price (Rs.)	Weight Factor	
86	Egg Full Fry	Each		3	
87	Omelette (single egg)	Each		3	
88	Omelette (double egg)	Each		3	
89	Chicken Cheese Omelette (double egg)	Each		3	
90	Cheese Omelette (Single egg)	Each		3	
91	Egg. Chowmein	150 gram		5	
92	Egg curry	120 gram		5	
93	Chicken Curry	120 gram		5	
94	Green Chilly Chicken	120 gram		5	
95	Chicken Butter Masala	120 gram		5	
96	Chicken Kassa	120 gram		5	
97	Chicken Korma	120 gram		5	
98	Chilli Chicken (Dry)	150 gram		5	
99	Garlic Chicken	150 gram		5	
100	Mutton Kassa	150 gram		5	
101	Fish Fry	120 gram		5	
102	Fish Curry	120 gram		5	
103	Chicken Biryani	150 gram		3	
104	Mutton Biryani	150 gram		3	
<b>PARATHA &amp; ROTI</b>					
105	Roti	Per piece		2	
106	Plain paratha	Per piece		3	
107	Aloo paratha	Per piece		3	
108	Paneer paratha	Per piece		3	
109	Cheese paratha	Per piece		3	
110	Mix Paratha	Per piece		3	
111	Onion/Gobhi paratha	Per piece		3	
112	Methi Paratha	Per piece		3	
<b>SOUP</b>					
113	Tomato	200 ml		2	
114	Veg	200 ml		2	
115	Sweet Corn	200 ml		2	
116	Chicken Sweet Corn	200 ml		2	
117	Dahi	120 gram		3	

Signature of the Bidder

\_\_\_\_\_  
Signature of Bidder