



भारतीय प्रौद्योगिकी संस्थान रोपड़  
INDIAN INSTITUTE OF TECHNOLOGY ROPAR  
नंगल रोड, रूपनगर, पंजाब-140001/Nangal Road, Rupnagar, Punjab-140001  
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No. 1149-18/AD- CANTEEN/Instt/PS/

18.06.2018

**(Tender Notice No.120/2018)**

Sealed tenders are invited from experienced persons / firms to undertake the contract for running of cafeteria/canteen at Transit Campus-1, Transit Campus-II and Permanent Campus of Indian Institute of Technology, Rupnagar, Punjab. For details and tender documents please visit tender link of the institute website [www.iitrpr.ac.in/tenders](http://www.iitrpr.ac.in/tenders).

**Registrar, IIT Ropar**



**INDIAN INSTITUTE OF TECHNOLOGY ROPAR**  
**NANGAL ROAD, RUPNAGAR-140001**

# **TENDER DOCUMENT**

**Tender Notice for IIT Ropar Cafeteria**

**1149-18/AD- CANTEEN/Instt/PS/\_**

**dated 18-06-2018**

## **Tender Notice for IIT Ropar Cafeteria**

Sealed quotations are invited from reputed parties having experience of running canteen/cafeteria in reputed educational institutes/organisations/Corporate sectors etc to open a cafeteria at **Permanent Campus, Transit Campus –I which Housing – 747 Nos. of Students and 296 Nos. of Faculty & staff) and Transit Campus –II(NIELIT) which Housing 361 Nos. of Students that can cater to the needs of students, faculty and /Staff.** The contract will be initially for a period of one year, extendable for another year on satisfactory performance. Interested parties may send their quotations along with the quoted rates in a sealed envelope so as to reach **The Registrar, Indian Institute of Technology Ropar, Nangal Road, Rupnagar – 140001 (Punjab)** on or before **10.07.2018 (Time 3:00 pm)**

**Description of the Cafeteria:** Kitchen pantry & serving area in both campuses can be physically seen by the bidders.

### **Terms and conditions (Attach the relevant documents):**

1. The firm/agency/contractor should have minimum of 2 (two) years or more experience in similar activities and presently running the canteen/cafeteria/mess.
2. The firm/agency/contractor should have valid PAN/ GSTIN and appropriate license from competent authority to run the service.
3. The firm/agency/contractor should have understanding of the cafeteria content of work involved at the educational institutions/similar reputed institutions and the needs of students, faculty and officers/staffs, before submitting quotation.
4. IIT Ropar will provide sufficient tables and chairs at the cafeteria. However, IIT Ropar will not provide any equipment and utensils. The firm/agency/contractor shall arrange necessary utensils and equipment's at its own cost. The firm/agency is advised to visit the facility (premises) before submitting quotation.
5. The firm/agency/contractor shall not make any additions or alterations in the allotted premises without the prior permission of the Institute.
6. The IIT Ropar shall have the right to review the working agreement from time to time. If at any time it is found that the firm/agency/contractor has failed to fulfil any of the conditions of this agreement or that the work is unsatisfactory, IIT Ropar may terminate this agreement after giving one month notice, but no such notice will be necessary if the License is terminated on the grounds of serious misconduct or any other act as the IIT Ropar may deem fit. No claim what so ever in such circumstances will be entertained.
7. The firm/agency/contractor shall be required to pay the electricity charges for the kitchen area allotted as per consumption. The electricity used in the common sitting area shall not be chargeable but upkeep and switching off electricity shall be responsibility of the agency. However, 50% electricity bill as per actual use will be waived off during the vacation period. The vacation period may be calculated as per the academic calendar of the Institute.
8. The service hours in the canteen shall be from 08.00 AM to 2.00 AM daily which may be modified by IIT Ropar if and when considered necessary.
9. The firm/ agency shall not use substandard serving materials. The contractor shall procure food articles and vegetables of good quality to the satisfaction of the cafeteria committee. The cafeteria committee shall have the right to change any brand of material used for cooking, provided the cost of the same does not exceed the cost of specified brand. The oil that remains from deep frying at the end of the day shall have to be destroyed and shall not be allowed to be reused for the purpose of cooking again.
10. The Institute may close the cafeteria for a few days with a notice of one week. The closing duration will not be more than a week.

11. The firm/agency/contractor shall display the rates list and Terms and conditions of agency approved by the Institute authority conspicuously in the cafeteria stall and update accordingly. The size and weight including quality of the various items should be as approved by the Institute. New items can be introduced only with approval of the Institute authority. Quoted rates should be valid for a period of one year. The price of items should not exceed MRP.
12. The firm/agency/contractor shall not entertain any orders or supply eatables outside, IIT Ropar from the cafeteria.
13. Only cooking gas is to be used in the canteen for preparing hot drinks & cooking which is to be arranged by the firm/agency/contractor. Commercial gas cylinders are to be used.
14. The firm/agency/contractor will be responsible for the cleaning of the tables, chairs and dustbins and maintaining proper hygiene. The firm/agency will be responsible for maintaining cleanness in the cafeteria at all times. All waste generated should be collected in separate bins.
15. If in any case, an expired product is sold, unbearable issue of bad hygiene is been reported, or any kind of unpleasant, offensive, immoral behavior is encountered by the working staff or head with the customers, it will be taken very seriously and after an official warning from the Cafeteria Review Committee if any of things get repeated in future a fine or penalty will be imposed on the firm and if not paid will be deducted from their Security Deposit . This penalty amount can range to Rs. 20,000/- and will be decided by the Cafeteria Review Committee on the basis of proper proofs, complaints and severity of the misdeed performed.
16. Housekeeping of the common area will be done by the agencies engaged at their own cost.
17. No child worker should be employed by the firm/agency/contractor to run the cafeteria and the agency should abide by labour & insurance law.
18. The workers should maintain personal hygiene.
19. The staff should be able to speak minimum Hindi and/or English.
20. The firm/agency/contractor and his staff will remain polite and well behaved with the students, staff and the guests of IIT Ropar. If it is found contrary, the contract can be terminated without any notice.
21. If in the opinion of the cafeteria committee, the performance of any of the persons deployed is not satisfactory or he/she is not amenable to discipline or their behaviour is not conducive to retain them for the work, he/she should be replaced immediately.
22. The firm/agency/contractor will have to register all his employees who will be working in the cafeteria along with a copy of their photographs, residential details for clearance by the IIT Ropar security. Temporary photo ID card will be issued to all his staff working in the cafeteria, which they should carry all the time in IIT Ropar premises.
23. The firm/agency/contractor and his staff will make their own residential arrangement outside the premises of IIT Ropar. No one will be granted permission to stay in the cafeteria during night or during non-functional hours.
24. Proper monitoring and safe keeping of items will be done by the firm/agency/contractor and IIT Ropar will not be responsible for any theft etc in the cafeteria.
25. The successful tenderer shall have to deposit security duly pledged in favour of The Registrar, Indian Institute of Technology Ropar valid for a period of one year as follows:
  - i) For Transit Campus –Rs. 25,000.00

- ii) For Transit Campus-II= Rs. 25,000.00
- iii) For Permanent Campus= Rs. 50,000.00

26. The contractor should enable online/digital payment gateways in the campuses/

27. Inspection of the Cafeteria shall be conducted by a team of experts/officials appointed by IIT Ropar or the experts appointed by the committee every month. All damage /breakage, cleaning etc. noticed by this team will be set right by the firm/agency/contractor within ten days of inspection failing which IIT Ropar will carry out repairs/renovation works at the risk and cost of firm/agency/contractor and in case of non-payment same shall be recovered from the security deposit of the agency.

**(Signature of the tenderer)**

**SET -I**

	<b>Commercial Bid</b>		
	<b>Items</b>	<b>Serving size *</b>	<b>Rate(Rs.)</b>
	<b>Drinks Menu</b>		
01	Tea		
02	Coffee		
03	Cold Coffee		
04	Hot Milk (250 ml)		
05	Bournvita Milk		
06	Banana Shake		
07	Mango Shake		
08	Green Tea		
09	Cold Drink		
	<b>Snacks Menu</b>		
10	Veg. Burger (250 gm)		
11	Sandwich (Half) (125 gm)		
12	Sandwich (Full)		
13	Paneer Patty		
14	Aloo Patty		
15	Omellelte (2 eggs)		
16	Bread Omelette (2 eggs)		
17	Boiled Eggs (2 nos)		
18	Samosa		
19	Plain Maggi		
20	Veg Maggi		
21	Egg Maggi		
	<b>Lunch/Dinner Non-Vegetarian</b>		
22	Chicken Curry (3 pcs) + Roti (4) + Rice		
23	Chicken Curry (3 pcs) + Roti (4)		
24	Chicken Curry (3 pcs) + Kerala Parotta (3)		
25	Chicken Curry (3 pcs) + Rice		
26	Egg Curry (2 eggs) + Roti (4)		
27	Egg Curry (2 eggs) + Rice		
28	Egg Fried Rice (2 eggs) (250 gm)		
29	Egg Bhurji (2 eggs)		

30	Chicken Manchurian (7 pcs)		
	<b>Lunch/Dinner Vegetarian Menu</b>		
31	Veg Thali (Rice + 3 Roti + Vegetable + Dal + Salad)		
32	Dal + Rice		
33	Veg. Fried Rice (400 gm)		
34	Puri Bhaji (4 pcs) (300 gm)		
35	Chole Bhature (2 pcs)		
36	Paneer Bhurji (Full)		
37	Kadhai Paneer		
38	Chilli Paneer		
39	Shahi Paneer		
	<b>Parathas</b>		
40	Plain Paratha (50 gm)		
41	Aloo Paratha (150 gm)		
42	Paneer Paratha (150 gm)		
43	Gobhi Paratha (150 gm)		
44	Mix-Veg Paratha (150 gm)		
45	Onion Paratha (150 gm)		
45	Egg Paratha (1 egg) (150 gm)		
	<b>Roti</b>		
46	Roti/Chapati		
47	Butter Roti		
48	Biscuit/Chips/Cookies/Namkeen		
	(+/- 10% Deviation allowed)		

## **SET-II**

### **OTHER ITEMS EXPECTED FROM CONTRACTOR**

- The contractor is supposed to provide serving sizes and rates in table Form for the following items:

1. Non-Veg fast food items
2. Chinese fast food items( Veg + Non-Veg)
3. Non-Veg meal offering \*

\*A separate counter will be provided for the preparation of Non-Veg items within cafeteria premises

- **Note:** The contract will be awarded on the basis of overall analysis of items listed in Set-I and II alongwith the fulfilment of terms and conditions specified in the tender document. The variety of items quoted alongwith prices are taken into consideration.