



राष्ट्रीय प्रौद्योगिकी संस्थान, मिजोरम  
NATIONAL INSTITUTE OF TECHNOLOGY, MIZORAM  
(An Institute of National Importance under Ministry of HRD, Govt. of India)  
CHALTLANG, AIZAWL, MIZORAM - 796012

Phone/Fax: 0389-2391699 / 0389-2391236 / 0389-2391774

Email: nit\_mizoram@nitmz.ac.in

Tender No.: NIT-MZ/T-2/MESS/2016/8635

Dated: 05<sup>th</sup> December 2016

**TENDER FOR HOSTEL MESS SERVICE**

**Last Date and Time of Submission**

**06<sup>th</sup> January 2017 by 3:00 PM**

**Date and Time of Opening**

**09<sup>th</sup> January 2017 at 11:00 AM**



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**NOTICE INVITING TENDERS**

Sealed tenders are invited by the undersigned up to **06<sup>th</sup> January 2017 till 3:00 PM** from agencies/firms/companies/cooperatives having the relevant experience of providing the operational service for running the hostel mess for around 195+ students **on a fixed cost basis per student per month** for providing meals as per Annexure-III for students residing in different hostels of this institute. The details of tender documents along with terms and conditions may be downloaded from the Institute's website **www.nitmz.ac.in** and can be submitted to the office of the undersigned up to **06<sup>th</sup> January 2017 before 3:00 PM**, either by Registered or Speed post or by hand, along with Demand Draft of **₹ 2,000/- (Non refundable)** in favor of **Director, NIT Mizoram**, payable at Aizawl. Tender received will be opened on **09<sup>th</sup> January 2017 at 11:00 AM** in the presence of the authorized representative of Tenderers, if any, at NIT Mizoram.

**Terms & Conditions**

1. The tender documents are of Eight (08) pages.
2. The rates quoted should be inclusive of all taxes, and these taxes should be shown separately.
3. TDS as applicable on date will be deducted from the monthly bill of the contractor.
4. NIT Mizoram reserves the absolute right to accept or reject any or all the tenders on whole or in part without assigning any reason thereof.
5. Mess service should be provided at the designated places of NIT Mizoram without any extra charge.
6. Terms of Payment: Actual bill is to be submitted in the office in every month. Monthly payment to the contractor will be made after certification by Warden of concerned hostels.
7. NIT Mizoram reserves the right to reject the service if found defective or not of the desired quality. Decision of Hostel authority, NIT Mizoram will be final for any such case.
8. Tender documents can be download from the institute website [www.nitmz.ac.in](http://www.nitmz.ac.in) and should be submitted to the office of the undersigned on or before 06<sup>th</sup> January 2017, 3:00 PM either by Registered or Speed post or by hand, along with Demand Draft of ₹2,000/- (Non refundable) in favor of Director, NIT Mizoram, payable at Aizawl.
9. Postal or courier delay will not be considered and the Tender received late will be rejected.
10. EMD of ₹ 10,000/- (Refundable) to be enclosed, in the form of D.D/Bankers Cheque drawn in favor of the Director , NIT Mizoram payable at Aizawl.
11. EMD may be forfeited in case of non-completion/part completion/delayed completion of services unless permitted in writing by NIT Mizoram.
12. No escalation in respect of materials, labour, freight etc will be allowed in any shape.
13. The bids shall be submitted in two parts, viz.
  - i) Technical bid ii) Financial bid.
14. Technical bid should contain filled up Annexure-I of the enquiry indicating papers regarding registration of proprietorship/ownership as mess/ canteen contractor, Bio-data of the firm, Balance sheet for the last 3 years and minimum annual turnover of the firm should be 10 (Ten) lakh in the last two Financial Years, clearance from Sales tax/VAT, Photocopy of IT PAN card, and Proof of work experience (minimum experience should be of 01 (one) years for running the mess/canteen in reputed Institution like IIT / NIT / IIM / Govt. Institution/Govt. Organization). The EMD of ₹ 10,000.00 in the form of Demand Draft/Banker's Cheque in favor of Director NIT Mizoram payable at Aizawl, Mizoram should also be kept in Technical Bid. All these should be kept in an envelope super scribed 'Technical Bid for Mess service'.
15. Financial bid should contain filled up Annexure-II of the enquiry indicating the taxes, if any, for the items stated therein. Envelope should be named as 'Financial Bid for Mess service'
16. The above two bids must be signed & sealed by the bidder and should be kept in a separate big envelope super-scribed 'Bid for providing Mess Services at NIT Mizoram vide Tender No.: **NIT-MZ/T-2/MESS/2016/8635; Dated: 05<sup>th</sup> December 2016.**
17. A bidder who submits more than one bid shall be disqualified.

Mrs. LALTHIANGHLIMI ZOTE  
Deputy Registrar (F&A)

**Ref: F. No.: NIT-MZ/T-2/MESS/2016**

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**BID DOCUMENT**

**Name of the work:** Providing Mess Service at NIT Mizoram.

1. **Instructions to the bidders**

- 1.1 Sealed tenders are invited by the undersigned up to 06<sup>th</sup> January 2017 till 3:00 PM from agencies/firms/companies/cooperatives having the relevant experience of providing the operational service for running the hostel mess for around 195+ students in on a fixed cost basis per student per month for providing meals as per Annexure-III.
- 1.2 The bidders should quote their offer/rates in clear terms without ambiguity.
- 1.3 The rates should be quoted both in figures and words and legibly written without any over-writings. In case of any correction, the same must be attested by the bidder with full signature; however, no over-writing is permissible.
- 1.4 In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct.
- 1.5 The last date for receipt of the bid is marked in the enquiry. In case the above date is declared a holiday for NIT Mizoram, then the bids will be received up to the given time on the next working day.
- 1.6 The bids may be sent by registered post/speed post/ by hand so as to reach the Dy. Registrar (F & A), NIT Mizoram before/on the last date of receipt.
- 1.7 Bids received after the deadline of receipt indicated in Para 1.5 above, shall not be taken in to consideration.
- 1.8 The bids shall be submitted in two parts, viz. (i) Technical bid (ii) Financial bid.
- 1.9 Technical bid should contain filled up Annexure-I of the enquiry indicating papers regarding registration of proprietorship/ownership as mess/ canteen contractor, Bio-data of the firm, and minimum annual turnover of the firm should be 10 (Ten) lakh in the last two Financial Years, clearance from Sales tax/VAT, Photocopy of IT PAN card, Proof of work experience (at least one year minimum experience for running the mess/canteen in reputed Institution like IIT / NIT / IIM / Govt. Institution/Govt. Organization). The EMD of ₹ 10,000.00 in the form of Demand Draft/Banker's Cheque in favour of Director NIT Mizoram payable at Aizawl, Mizoram should also be kept in Technical Bid. All these should be kept in an envelope super scribed 'Technical Bid for Mess service'.
- 1.10 Financial bid should contain filled up Annexure-II of the enquiry indicating the taxes, if any, for the items stated therein. Envelope should be named as 'Financial Bid for Mess service'.
- 1.11 The above two bids must be signed & sealed by the bidder and should be kept in a separate big envelope super-scribed 'Bid for providing Mess Services at NIT Mizoram vides Tender No.: NIT-MZ/T-2/MESS/2016/8635 Dated: 05<sup>th</sup> December 2016.
- 1.12 The bids shall be opened in the NIT Mizoram office on the date and time given in the enquiry letter. The bidders themselves may attend the bid opening meeting or may send their authorized representative to attend the bid opening meeting, if they so desire. In the event of the above bid opening date being declared holiday for NIT Mizoram, the bids will be opened on the next working day.
- 1.13 The bidder has to sign in full at all pages of the bidding document and a bidder who submits more than one bid shall be disqualified.

2. **Terms & Conditions of the bid**

- 2.1 The Contract is initially for two years, which may be extended for one more year depending upon the performance of the contractor.
- 2.2 The hostel office will provide necessary facilities such as crockery (serving plates, glasses, spoons, etc.) and contractor has to take over of these items from warden/Matron/Supervisor of the hostel and same should be handed over to the respective warden/Matron/Supervisor after completion/termination of the contract. Other items viz. working tables, racks, shelf, vegetable cutting machine, wet grinder, cooking burners, steam cooking, mixer grinder, cold storage etc.

will have to be provided by the contractor. The Institute has procured a few cooking burners, steam cooking, mixer grinder, etc. and these items can be handed over to contractor if required. The items provided by the Institute to the contractor will be in the charge of the Contractor and he / she will be responsible for any damage other than usual wear and tear. In case of any loss or damage, the Contractor will have to replace the lost items /carry out necessary repair, subject to approval and instructions of the Warden.

- 2.3 The maintenance of safety, health and hygienic conditions in and around the mess /kitchen will be the responsibility of the contractor. Warden's suggestions / instructions regarding cleanliness have to be followed and the expenditure towards this is to be done by the contractor.
- 2.4 The contractor is required to keep at least one attendant / mess worker per 20 students. In addition, one mess manager, sufficient number of cooks and helper is also required to be provided for effective functioning and arrangement of the mess. All the mess workers must be male & aged between 18 to 60 years for Boys Hostel and for Girls Hostel mess workers must be female and age between 18 to 60 years. The contractor and his/her workers must behave politely with hostel inmates.
- 2.5 Smoking / drinking liquor /chewing of tobacco etc. are strictly prohibited in the Institute premises.
- 2.6 One month notice is required on either side for the termination of the contract service if such a condition arises during the contract period.
- 2.7 The contractor will run the mess for number of students shown in table below. (AY 2016-17)

Sl.No.	Name of Hostel	No. of Students (Expected*)
01	Boys Hostel - I	42
02	Boys Hostel - II	65
03	Boys Hostel - III	84
04	Girls Hostel	08
Total		199 (approx.)

\*Actual number of students may vary

- 2.8 If the mess management is not up to the mark or, the quality of the food is below standard or unhealthy or unhygienic, then Institute is empowered to **terminate the contract with a short notice of one week**. The Hostel Wardens Committee's opinion is final so far the food quality / mess management is concerned.
- 2.9 Food / any other item should not be served inside the room of hostel inmates unless in exceptional cases or ill health on directives of Warden/Matron/Supervisor.
- 2.10 Cooking medium should be branded oil / ghee. Substandard material & other oil /ghee must not be used.
- 2.11 Hygiene, overall cleanliness of surrounding, kitchen and the food, raw materials, ingredients etc. should be of good quality. Clean, fresh, nutritious, hygienic and edible food has to be served. Any type of COOKED FOOD shall not be stored / preserved / re-served after meals. Not following warden's suggestions / instructions in above matters shall be considered as violation of terms and conditions of contract and shall invite penalty for the same (up to 10% of monthly bill as decided by hostel committee).
- 2.12 Mess workers and cook should be healthy and medically fit. They are required to have a regular check up with a registered Medical Officer. If any mess worker is found medically unfit, he may not be given permission to continue his duties and mess contractor has to replace him immediately without fail.
- 2.13 Contractor is required to provide uniform to the mess worker as follows: -
- Gray shirt to the mess workers.
  - White Shirt to mess supervisor / Mess Manager.
  - It is to be ensured that whenever the mess workers are on duty they should be in uniform. The uniform should be cleaned / washed at least twice a week.
- 2.14 Sample menu (Annexure-III) is attached with this document. Hostel Management committee can change the menu in consultation with the contractor. Menu can be changed, to suit the availability of seasonal vegetables and their market supply by the hostel committee.
- 2.15 No Mess off will be given to individual student under normal circumstances. Mess off would only be given if a students is not keeping well and admitted in hospital/ going for academic /sports activity deputed by the Institute and he submits the application through Warden well in advance before leaving or any other reason deemed fit by Warden/Asst. warden.

- 2.16 Contractor shall provide light food to the sick student(s) during his/their sickness period and no extra charge will be paid for the same.
- 2.17 Monthly payment to the contractor will be made by Office in one installment after the submission of actual mess bill by the contractor and its verification by the concerned Warden/Asst. warden.
- 2.18 Contractor has to collect the guest charges directly from the students / guests, if any.
- 2.19 Contractor is required to deposit an amount of ₹ 50,000/- in the form of Account Payee D.D/Bankers Cheque drawn in favour of the Director, NIT Mizoram payable at Aizawl, towards security deposit at the time of award of contract within stipulated time if his / her offer is accepted. In case of premature termination of the contract by either side, the security deposit shall be forfeited by the hostel section.
- 2.20 The mess utensils are to be cleaned with hot water using detergent powder/soap after every meal.
- 2.21 Mess Contractor or his representative manager is required to remain present in the mess when the food is served in the mess.
- 2.22 The payment / calculation of mess bill would be on actual days of operation of the mess and actual number of students served.
- 2.23 All the items to be served in the mess shall be prepared preferably in the mess.
- 2.24 The contractor is required to maintain the details of all his employees / mess workers. This information along with their photographs shall be submitted to the Warden.
- 2.25 Milk shall be served at night as per requirement at the approved rate.
- 2.26 Liability / responsibility in case of any accident causing injury/ death to mess worker/s or any of his staff shall be of the contractor. The Hostel Section / Institute authority shall not be responsible by any means in such cases.
- 2.27 Contractor shall be solely responsible in case of incidence/s of food poisoning etc. and shall bear the complete expenditure arising out of this for medical treatment of the hostel inmates. In addition, penalty may be imposed on the contractor as decided by the Institute / Warden for such incidence/s.
- 2.28 The contractor shall not employ any mess worker whose track record is not good. He should not have involved in any crime / offence / police case.
- 2.29 Storage / consumption of any alcoholic drink / liquor are strictly prohibited. The contractor shall not serve any of such substance / drink in mess / hostel. Smoking, consuming gutakha, tobacco etc. is also prohibited in hostel premises.
- 2.30 Guest charges shall be decided by the committee of Wardens for ordinary / special meals which shall be slightly on higher side than the approved daily rates of the contractor.
- 2.31 The contractor has to follow all labour laws / government laws in regard of employing the mess workers. The contractor shall be solely responsible for any dispute / violation of labour laws / government laws.
- 2.32 The contractor shall be fully responsible for appropriate behavior of the mess workers. If it is found that any worker has misbehaved with any of the hostel inmates / hostel staff, he has to take action as suggested by the warden/HMC.
- 2.33 The contractor shall provide other prepared food items like biscuits, wafers, namkins and flavored milk / ice cream etc. in consultation with the Warden whenever such need arises on additional payment.
- 2.34 Electricity charge as per actual will be deducted from the contractor's mess bill.
- 2.35 Decision of the Warden will be final and binding to the contractor in case of any dispute arising out with respect to the terms and conditions of this contract.
- 2.36 Contractor shall enter into an agreement for execution of this contract as per prevalent rules and regulations of Government of India and shall bear full cost for the same.
- 2.37 Institute reserve the right to reject any / all tenders without assigning reasons thereof.
- 2.38 Any dispute arising out of this contract will be interpreted under jurisdiction of court at Aizawl, Mizoram only.

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Annexure-I

**BID DOCUMENT**

Tender No.: NIT-MZ/T-2/MESS/2016/8635

Dated: 05<sup>th</sup> December 2016

**TECHNICAL BID**

1. Firm's Name: \_\_\_\_\_
2. Owner's Name: \_\_\_\_\_
3. Registered Address of Company (Attach proof of Registration): \_\_\_\_\_  
\_\_\_\_\_ Pin Code \_\_\_\_\_
4. E-mail: \_\_\_\_\_
5. Contact Person's Name and Designation \_\_\_\_\_
6. Contact No. : Mob: \_\_\_\_\_ Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_
7. Type of Firm (Attach proof): Proprietorship / Partnership / Company / Any other \_\_\_\_\_
8. Sale Tax Registration No. (If any)(Attach proof): ST No. \_\_\_\_\_ CST No. \_\_\_\_\_  
TIN \_\_\_\_\_
9. PAN No. (Attach proof): \_\_\_\_\_
10. Brief Bio-data of the Firm: (To be Attached Separately) **YES/NO**
11. Bank Account No.: \_\_\_\_\_ Bank: \_\_\_\_\_ Branch: \_\_\_\_\_
12. List of the organizations to which the services have been provided:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
13. Last year's Turnover (Attach necessary Proof):

**Signature of Bidder (with Seal)**



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Annexure-II

**BID DOCUMENT**

Tender No.: NIT-MZ/T-2/MESS/2016/8635

Dated: 05<sup>th</sup> December 2016

**OFFERED RATES OF MESS CONTRACT (FINANCIAL BID)  
(To be sealed in separate envelope)**

**PRICE QUOTED FOR HOSTEL MESS**

Sl. No.	ITEM	RATE (₹) (Per day per student)
01	Meals (Breakfast, Lunch, Dinner & Evening Tea with light snacks) based on sample menu enclosed in annexure-III	
02	Boiled Milk (200 ml), if additionally required, per serving	
03	Omlett (1-egg), if additionally required, per serving	

Name & Signature of the Bidder

Date:

Place:

Address with phone nos. :

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**Annexure-III**

**BID DOCUMENT**

**Tender No.: NIT-MZ/T-2/MESS/2016/8635**

**Dated: 05<sup>th</sup> December 2016**

**SAMPLE MESS MENU**

**Weekly Menu and Mess Timings**

Breakfast : 6:45 am to 7:30 am  
Lunch : 12:30 pm to 1:30 pm (To be served at Academic Block-II, Chaltlang, Aizawl)  
Evening Tea : 5:30 pm to 6:30 pm  
Dinner : 8:30 pm to 9:30 pm

Day	Breakfast	Lunch	Evening Tea	Dinner
<b>Monday</b>	1. Puri sabji 2. Tea	1. Rice, Roti 2. Chana dal 3. Mix Veg	1. Tea 2. Cake (1 Pc)	1. Rice, Roti 2. Chana dal 3. Egg Curry (2 Pcs)/Paneer 4. Pickle
<b>Tuesday</b>	1. Fried rice 2. Tea	1. Rice, Roti 2. Arhar Dal 3. Alu & Soya bean	1. Tea 2. Samosa (1 Pc)	1. Rice, Roti 2. Arhar Dal 3. Mix Veg 4. Salad
<b>Wednesday</b>	1. Chowmeen 2. Tea	1. Rice, Roti 2. Moong Dal 3. Rajma	1. Tea 2. Samosa (1 Pc)	1. Rice, Roti 2. Moong chilka Dal 3. Alu & green pea 4. Pickle
<b>Thursday</b>	1. Puri & Kheer 2. Tea	1. Rice, Roti 2. MasoorDal 3. Mix Veg	1. Tea 2. Namkeen (1 Pc)	1. Rice, Roti 2. MasoorDal 3. Mix Veg 4. Salad
<b>Friday</b>	1. Suji halwa 2. Tea	1. Rice, Roti 2. Mix Dal 3. Loobia & Alu	1. Tea 2. Cake (1 Pc)	1. Rice, Roti 2. Mix Dal 3. Kabuli Chana & Alu 4. Papad
<b>Saturday</b>	1. Puri & Sabji 2. Tea	1. Rice, Roti 2. Kala Dal 3. Kabuli Chana	1. Tea 2. Samosa (1 Pc)	1. Rice, Roti 2. Chana Dal 3. Mix Veg 4. Garlic Chutney
<b>Sunday</b>	1. Bread (2Pcs) + omlett – 1 Or Bread (2Pcs) + Jam 2. Tea	1. Rice, Roti 2. Kala Dal 3. Mix Veg & Garlic 4. Chutney	1. Tea 2. Pakora (1 Pc)	1. Rice, Roti 2. Kala Dal 3. Chicken curry (4pcs)/Alu Mutter Paneer

**Salad:** 1. Onion, 2. Tomatto, 3. Green Chilli, 4. Kheera or carrot (subject to availability) (Limited quantity)

**Note:** Any change of minor nature in the menu without affecting the cost to the contractor will be incorporated in the menu on the recommendations of the Hostel Management Committee.

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