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NOTICE INVITING e-TENDER

NIT No: **IISERBPr/S&P/2026-27/09** Date: October 30, 2026

Indian Institute of Science Education and Research (IISER) Berhampur invites online bids (e-tender) in two bids systems, from Authorized service providers /contractors/vendors for providing Mess Catering Services at IISER Berhampur. Brief Details of Tender: -

Item Description
Providing Mess Catering Services at IISER Berhampur messes in the Main and Transit Campuses. The mess facility is expected to serve breakfast, lunch and dinner as compulsory meals. A brief description is given in '**SECTION I**' below.

The Tender Document can be downloaded from Central Public Procurement (CPP) Portal https://eprocure.gov.in/eprocure/app or Institute website www.iiserbpr.ac.in and the bid is to be submitted online only through the E-procurement portal up to the last date and time of submission of tender.

Critical Dates of Tender

Sr. No.	Particulars	Date	Time
1.	Date of Online Publication/Download of Tender	30-10-2026	16:00hrs
2.	Date of pre-bid meeting	05-11-2026	11:00hrs
3.	Bid Submission Start Date	30-10-2026	16:00hrs
4.	Bid Submission Close Date	20-11-2026	16:00Hrs
5.	Opening of Technical Bids	21-11-2026	16:30Hrs

No manual bids will be accepted. All quotations (both Technical and Financial should be submitted to the E- procurement portal).

Contact for information:	
For General/Commercial queries	**For Technical queries**
Deputy Registrar (Stores & Purchase) For Director IISER Berhampur, At/Po: - Laudigam, Konisi, Police Station: - Golanthara, Dist.: - Ganjam, Odisha, India Pin: - 760003 Email: purchase@iiserbpr.ac.in Ph:0680-222-7705/ 7709/ 7717 Website: https://www.iiserbpr.ac.in/opportunity/tenders	Office of Student Affairs Email: office_sa@iiserbpr.ac.in

INDEX

Sr. No.	Description of Contents	Page No.
1.	INSTRUCTIONS FOR ONLINE BID SUBMISSION	3-4
2.	TENDER INFORMATION SUMMARY	5
3.	SECTION - I: A BRIEF DESCRIPTION OF THE NATURE OF THE SERVICE EXPECTED	6
4.	SECTION - II: INSTRUCTIONS TO BIDDERS	7-13
5.	SECTION - III: CONDITIONS OF CONTRACT	14-17
6.	ANNEXURE- 'I': MONTHLY CHARGES FOR RUNNING MESS SERVICES	18
7.	ANNEXURE- 'II': GENERAL TERMS AND CONDITIONS ALONG WITH THE RESPONSIBILITY OF CONTRACTORS	19-24
8.	ANNEXURE- 'III': APPROVED BRAND OF CONSUMABLES PERMISSIBLE IN DINING HALL PREMISES.	25
9.	ANNEXURE- 'IV': SAMPLE WEEKLY MENU	26-27
10.	ANNEXURE- 'V': FREQUENCY OF ITEMS FOR BREAKFAST AND QUANTITY	28
11.	ANNEXURE- 'VI': PENALTIES FOR VIOLATION OF RULES, TERMS AND CONDITIONS.	29-31
12.	ANNEXURE-'VII': TECHNO-COMMERCIAL BID	32-33
13.	ANNEXURE- 'VIII': DETAILS OF PREVIOUS CONTRACTS	34
14.	ANNEXURE- 'IX': PRICE BID	35
15.	ANNEXURE- 'X': ADDITIONAL ITEMS (NON-VEGETARIAN & VEGETARIAN)	36-37
16.	ANNEXURE- 'XI': CERTIFICATE & DECLARATION	38
17.	ANNEXURE-'XII': FORMAT FOR PERFORMANCE GUARANTEE BOND	39-40
18.	ANNEXURE – 'XIII': FORMAT FOR INTEGRITY PACT INTEGRITY AGREEMENT	41-45
19.	ANNEXURE- 'XIV': BID SECURITY DECLARATION	46
20.	ANNEXURE- 'XV': FORMAT OF LETTER OF INTENT	47
21.	ANNEXURE- 'XVI': AGREEMENT FOR PROVIDING CATERING SERVICES AT IISER, BERHAMPUR HOSTEL	48-49
22.	ANNEXURE- 'XVII': COMPREHENSIVE PEST CONTROL AND VECTOR MANAGEMENT	50-51
23.	ANNEXURE- 'XVIII': SOLVENCY CERTIFICATE	52
24.	ANNEXURE- 'XIX': BIDDER INFORMATION FORM	53-55
25.	ANNEXURE- 'XX': NO RELATIONSHIP CERTIFICATE	56
26.	ANNEXURE- 'XXI': FORMAT OF SENDING PRE-BID QUERIES	57
27.	ANNEXURE- 'XXII': BIDDER'S BANK DETAILS	58
28.	SECTION - IV: CHECKLIST: ELIGIBILITY CRITERIA FOR BIDDERS	59
29.	IMPORTANT NOTICE	60
30.	INSTITUTE BANK ACCOUNT DETAILS	61

INSTRUCTIONS FOR ONLINE BID SUBMISSION

This tender document has been published on the Central Public Procurement Portal (URL: https://eprocure.gov.in/eprocure/app) & Institute website www.iiserbpr.ac.in. The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: https://eprocure.gov.in/eprocure/app .

REGISTRATION

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: http://eprocure.gov.in/eprocure/app) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / n Code / e Mudra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.
7. The CPP Portal also has user manual with detailed guidelines on enrollment and participation in the online bidding process. Any queries related to process of online bids or queries related to CPP Portal may be directed to the 24x7 CPP Portal Helpdesk.
8. The Institute will not be responsible for any type of technical issue regarding uploading of Tender on website.

SEARCHING FOR TENDER DOCUMENTS

9. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization, name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
10. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e- mail in case there is any corrigendum issued to the tender document.
11. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

12. Bidder should consider any corrigendum published on the tender document before submitting their bids.
13. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and

content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

14. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS formats. Bid documents may be scanned with 100 dpi with black and white option.
15. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

16. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
17. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
18. Financial Bids can be submitted in PDF format (As per Chapter 5). Any additional components, which the bidder wants to quote and if it's not available in BoQ, can be quoted in the PDF format. The bidder may add rows to include the prices of all components & warranties, installation etc. whichever applicable.
19. Bidders are requested to note that they should necessarily submit their financial bids in the format provided (as per Chapter-5) and no other format is acceptable. The Financial Bid can be submitted in PDF format also. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white Colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
20. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
21. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
22. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
23. Kindly add scanned PDF of all relevant documents in a single PDF file of the compliance sheet.

ASSISTANCE TO BIDDERS

24. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is **0120-4200462, 0120-4001002, 91-8826246593**

TENDER INFORMATION SUMMARY

Basic Tender Details			
Tender Title	Services		
Tender Reference No	**IISERBPr/S&P/2026-27/09**		
Tender Type	Open tender		
Bidding System	Two Bid		
Procuring Organization	IISER Berhampur	Procuring Entity	Ministry of Education
Authority on whose behalf tender is invited	President of India	Through	Director, IISER Berhampur
Tender Inviting Authority	IISER Berhampur	Address	IISER Berhampur, At/Po: - Laudigam, Konisi, Police Station: - Golanthara, Dist.: - Ganjam, Odisha, India Pin:- 760003
Item Details	Providing Mess Catering Services at IISER Berhampur Mess		
Terms of Delivery	For IISER Berhampur		
Critical Dates			
Bid publishing Date	30-10-2026 16:00hrs	Bid Validity	**90 days**
Document download start date	30-10-2026 16:00hrs	Clarification end date & time	Not later than 5 days before the bid submission deadline.
Bid submission start date & time	30-10-2026 16:00hrs	Bid submission closing date & time	20-11-2026 16:00hrs
Tender Opening (Techno commercial Bid) Date & time	21-11-2026 16:30Hrs	Tender Opening (Financial Bid)	To be intimated later
Eligibility to Participate	Refer para 6 of SECTION - II of the tender documents		
Is this item reserved for exclusive procurement from MSE			No
Documents related to Bid Security/Performance Security			
Tender Processing Fee	**Rs. 1,180/-** (Non-refundable) Payment through (NEFT/ Demand Draft/ Direct online payment to the institute account) (Institute Bank Account details attached in the last page of NIT)		
Bid Security	**Rs. 1,00,000/- (One Lakh Only)** should be deposited through SBI I-Collect only, through the web link: https://sbcollect.sbi.bank.in/sbicollect/payment/listcategory.htm (NEFT/Bank Mandate is attached) (Exemption of EMD to Micro & Small Enterprises)		
Performance Security	**Rs 20,00,000/- (Twenty Lakh Only)**		
Pre-bid Conference			
Pre-bid conference applicable or Not	Yes		
Place, time and date of pre-bid conference	**05/11/2026, 11:00 AM** in (IISER Berhampur at Stores & Purchase section and /or online Link for online meeting will be shared with bidders upon request)		

SECTION - I: A BRIEF DESCRIPTION OF THE NATURE OF THE SERVICE EXPECTED

IISER Berhampur is an Institute of national importance established by the Ministry of Education, Department of Higher Education, Govt. of India. The institute has two campuses. The main campus is located at Vigyan Puri, Village-Laudigam, Konisi, Berhampur, Dist.- Ganjam and will have mess service catering to the residents and the employees of the institute.

The total number of individuals availing the mess facility in the main campus is expected to be approximately 1000. However, the exact number will depend on leaves, vacations, breaks etc.

Details of the mess:

1. The mess will be open for a minimum of breakfast (7.30-9.30am), lunch (12.30-2.30pm) and dinner (7.30- 9.30pm) on all days of the month. The mess may be kept open for a longer period in consultation with the Dean/Coordinator Student Office. For example, (a) on Sundays, breakfast and lunch time can be extended by half an hour, (b) during examination times, the mess timing can be slightly altered to meet the needs of the students.

2. Price to be quoted for a meal/menu taking into consideration **ANNEXURE – IV and V**. The price will be fixed for the contract duration irrespective of the fluctuation of market prices.

3. The bidder should quote the price of the individual meals (Breakfast, Lunch, and Dinner) and the sum of the prices of Breakfast, Lunch and Dinner per day. This sum is termed as the **total cost of meals per day**. The institute has fixed a minimum reasonable price as cut off for the total cost of meals per day. This minimum reasonable price is set at **Rs.150/-** per day. Any bid that is lower than this minimum reasonable price cut off will be rejected.

4. The bidder should quote based on a **per day basis.** The bidder is free to quote additional options if they wish to.

5. The basis of selection of the bidder would be as outlined in **SECTION II**.

6. The successful bidder can prepare and sell additional menu items in addition to the listed items by taking permission from the Dean/Coordinator Student Affairs office/Mess committee. The additional menu items and their prices will be fixed in consultation with the Dean/Coordinator Student Affairs office.

Further detail regarding the scope of work is described in **SECTION III**.

SECTION - II: INSTRUCTIONS TO BIDDERS

1. **Preparation and Submission of offers.**

   a. The tender shall be accepted only through online e-tendering process and all details pertaining to the tender and guidelines for e-tendering are available on the website (URL:https://eprocure.gov.in/eprocure/app)

   b. Bid submission through any other mode will not be accepted.

   c. All pages of the tender document shall be invariably signed by the authorized Personnel and Company's rubber stamp affixed. Photocopies of all certificates shall be self- attested by the authorized personnel. There shall be no corrections or overwriting in the tender document. Corrections, if any, should be made clearly and countersigned.

   d. Bidders must upload soft copies/scanned copies of all documents while uploading e- tender on the website. Submit hard copies of Challan generated on deposit of EMD through SBI I collect, Certificate and Declaration on non-judicial stamp paper, Security Deposit/ Performance Bank Guarantee.

2. **Bid Validity Period:**
   a. The prices must be valid at least for a period of **90 days** from the date of opening of the Tender. No changes in prices will be acceptable in any condition after opening of tender till the validity of the offer or execution of the order whichever is later
   b. Bid evaluation will be based on the bid prices without taking into consideration the above corrections.

3. **Cost of Bidding.**

   The Bidder shall bear all costs associated with the preparation and submission of its Bid and the Purchaser shall not be held responsible or liable for those costs incurred regardless of the conduct or outcome of the bidding process.

4. **Amendments to Tender Document.**

   a. At any time prior to the deadline for submission of bids, IISER Berhampur may, for any justified reason, whether on its own initiative or in response to the clarification sought by a prospective BIDDER may modify the bid document by issuing necessary corrigendum to be uploaded on the Institutes website.

   b. All prospective BIDDERs who have downloaded the tender document are to visit IISER Berhampur website for any amendments / modifications and make a note of the same, which will be binding on them. Ignorance of the same will not be accepted.

   c. **Deadline for Submission of Bids**: Bids must be submitted only through e-tendering mode on (URL: https://eprocure.gov.in/eprocure/app) before the due date and time.

5. **Minimum technical bid eligibility criteria requirement & document to be submitted (certified copies):**

a. The bidder must possess GST registration. A self-attested copy of GST registration should be submitted.

b. The bidder must possess PAN registration with the Income Tax department. Self-attested Copy of PAN registration should be submitted.

c. The agency must have the experience of having successfully completed similar services in any Government Department/ Undertaking/ public sector/ reputed private sector/ Educational Institute) for a period of not less than three years.

6. Basic Eligibility:

a. The bidder should be in catering/mess operation business (excluding beverage and snacks services) for a minimum period of **3 years as on 31.08.2026**. Enclose complete contact details of the Government Department/ Undertaking/ public sector/ reputed private sector/ Educational Institute) where the bidder has served for the last three years. Experience of having successfully run the catering services during the last three years ending **31.08.2026** as per following:

I. Two Similar completed or on hand works each having not less than **450 persons** on its dining strength.

Or

II. One Similar completed or on hand works each having not less than **600 persons** on its dining strength.

b. Only those bidders with valid FSSAI certification, ESI, EPF and GST registration are eligible to apply. Copies of GST returns, EPF & ESI contribution for the last three years are to be submitted.

c. Average Financial Turn-Over (Gross) The bidder's average annual financial turnover (gross) in catering services during the last three financial years, i.e., 2023-24, 2024-25, 2025-26 duly audited by CA should not be less than **Rs. 1 Crore**. A year in which no turnover is shown would also be considered for working out the average. Copy of audited balance sheet should also be submitted.

7. Similar nature of work means

a. Running of the Hostel Mess/messes in Educational Institutions such as Indian Institute of Technology, Indian Institute of Management, National Institute of Technology, IISERs, IIITs, All India Medical Sciences/ Central Universities/State Universities/Deemed Universities/or Academic/Research Institution Functioning under/affiliated Ministry of Education/AICTE/CSIR/DRDO or other government agency.

b. The bidder must possess registration for carrying out catering business issued from the competent authority as applicable under shops and commercial establishment act and rules. A self-attested copy of registration should be submitted.

c. The bidder must possess ESI registration. A self-attested copy of registration and contribution towards ESI made during the last one year should be submitted.

d. The bidder must possess EPF registration. A self-attested copy of registration and contribution made for the last three years should be submitted.

e. The bidder must possess FSSAI registration. A self-attested copy of registration should be submitted.

f. **Financial soundness:** A solvency certificate for the amount not less than Rs.1 Crore from a Scheduled bank should be furnished by the agency as per the format provided in the tender document. Solvency certificate should be in original- No copies acceptable.

g. The bidder should not have abandoned or suspended any awarded service of any organization earlier. Affidavit to this effect should be submitted by the bidder as per the format provided in the bid document

h. The bidder should not have been blacklisted / debarred for competing by any organization. Affidavit to this effect should be submitted by the bidder as per the format provided in the bid document.

8. Bid Evaluation Criteria

Evaluation will be based on a composite score. The composite score will be calculated as described below. 70% of weightage shall be given to the technical bid **that includes a presentation by the bidder** and **30% to the per day rate quoted in the financial bid**. The technical bid will carry a maximum mark of 70.

Sr. No.	Parameter	Minimum Marks	Maximum Marks
(A)	**On the basis of submitted documents.**		
1.	The background of the organization i.e., standing, team etc. a) 450 dining strength during last 3 years- 5 marks b) 450-600 dining strength during last 3 years- 8 marks c) More than 600 dining strength during last 3 years- 10marks	5	10
2.	Details of such major previous work during the last 3 years and past experience in carrying out similar work for serving in Mess a) Experience of less than 03 years- 0 marks b) Experience of 3 years and upto 5 years- 10 marks c) Experience of More than 05 years and upto 10 years- 15 marks d) Experience of more than 10 years- 20 marks	10	20
3.	Feedback from current/ previous users including performance certificates (the evaluation committee may seek independent feedback and document the same)	**15**	**30**
	a) By technical Committee (Without SMC representative)	5	10
	b) By SMC	10	20
4.	Turnover for last three years a) Less than Rs. 01 Crore- 0 marks b) Rs. 01 Crore – Less than Rs. 02 Crores- 5 marks c) Rs. 02 Crores and above- 10marks	5	10
(B)	Presentation by shortlisted bidders clearing minimum cut-off marks	15	30

	in each of the items. Presentation will cover about brief introduction, experience in different reputed institutions, management of services team, hygiene management etc.		
	TOTAL (Technical Score, TS)	50	100

Note: The bidders whose score is less than 50 marks shall not be considered for further stage of evaluation. The methodology of awarding marks will be decided by the Institute which will be final, no representation on this regard will be entertained.

a. Quoted price for one day meals (All inclusive) should not be less than **Rs. 150/-** (Rupees one hundred fifty only). Quotes of less than **Rs 150/-** shall be summarily rejected.

b. Bidders clearing the minimum marks in each of the sub-categories in '**(A)'** in the above table will be shortlisted for presentation to the evaluation committee. The marks obtained out of 100 above will be squeezed to technical weightage of 70 using the formula Technical Score (TS) = (Marks obtained in technical bid out of 100 /100) *70.

c. After evaluation as per '**(A)'** and '**(B)'**in the above table, the financial bids of only those bidders will be opened who clear the minimum satisfactory marks in each of the items mentioned. **The cost evaluation will be done under Combined Quality cum Cost Based Systems and the bidder who scores highest marks will be selected**. The financial offers of only the shortlisted bidders (technically qualified bidders) will then be opened. The lowest bid (per day rate) shall be given a financial score (FS) of 30 points. The financial score (FS) of other bidders will be determined using the formula: FS = 30xFP/F, in which FP is the lowest financial bid (per day rate), and F is the financial bid (per day rate) of the particular vendor. Scores obtained on a financial offer will be added to scores obtained on technical offer to get a consolidated score (CS) according to the formula: CS = TS+ FS. Bidders with the highest consolidated score (CS) will be selected. If there is a tie in the overall score, the vendor with the higher score on the financial offer will be selected.

d. Further discussions/clarification/complaint by the bidder related to the awarded scores by the committee will not be entertained.

9. Bid Opening Process

a. A two-bid system will be followed.

b. The Technical Bid by the Technical Evaluation Committee (TEC). At this stage, technical qualification of each bid will be assessed.

c. Financial bids of only those bidders, whose bids are found technically qualified, by the Technical Evaluation Committee, will be opened in the presence of the Technical Evaluation Committee (TEC) at a later date for further evaluation. Date and Time of financial bid opening shall be intimated to technically qualified bidders only.

d. All technically qualified bids will be assessed for the quoted price (total cost of meal per day) with other criteria as applicable and bids with price quoted less than the minimum reasonable price (**Rs. 150/-**) set by the institute will be rejected from further evaluation.

10. Confidentiality

a. Information relating to the evaluation of bids, and recommendation of Contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until information on Contract award is communicated to all Bidders. On completion of Technical Evaluation by the Committee, Vendors whose offer does not meet with the users Technical Specification will not be allowed to participate in the commercial bid opening process.

b. Any attempt by a Bidder to influence the Purchaser in the evaluation of the Bids or Contract award decisions may result in the rejection of its Bid.

c. Notwithstanding, from the time of Bid opening to the time of Contract award, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process, it shall do so in writing.

11. Deviation, Reservations and Omissions:

During the evaluation of Bids, the following definitions apply: -

a. **"Deviation"** is a departure from the requirement specified in the Tender Documents;

b. **"Reservation"** is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Tender Documents; and **"Omission"** is the failure to submit part or all of the information or documentation required in the Tender Documents.

12. Correction of Arithmetical Errors.

Provided that the Bid is substantially responsive, the Purchaser shall correct arithmetical errors on the following basis: -

a. If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;

b. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and

c. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

d. Bidders shall be requested to accept correction of arithmetical errors. Failure to accept the correction in accordance with the same, shall result in the rejection of the Bid.

13. Technical bid:

The bidder should give all the details that are insisted in the Tender Document, details of their technical soundness in carrying out similar work (in Government Departments/ Government

Undertakings/ public sectors/ reputed private sectors/ reputed Educational Institutes) along with the certified copy of "Work/ Service Qualification Certificate" issued by the employer. The profile, staff structure should be furnished along with the copy of all related documents. The technical bid document (Terms and Conditions portion) should be signed and kept in this cover. The Bid Security Declaration should also be stapled to this envelope. Self-attested copies of all related documents should also be uploaded. All information called for in the bid document should be furnished in the relevant formats in the Tender document. If for any reason, information is furnished in a separate sheet, this fact should be mentioned against the relevant column. The bidders are cautioned that not giving complete information that called for or not giving it in clear terms or making any changes in the prescribed forms or deliberately suppressing the information shall result in summarily rejecting his/her/their offer.

14. Price Bid

a. Quoting of Price (s): **Price quoted should be in Indian Rupees, free delivery at IISER Berhampur Campus at site.**

b. Price Bids must be submitted in enclosed Price Bid Form only

c. All the taxes including GST and other duties/levies should be shown separately.

d. If the price is not quoted in the Price Bid Form only provided in the tender document then, IISER Berhampur will reject the bid. If the bidder wishes to give pricing details, the same may be attached as a separate sheet.

e. In case of Multiple options of the same product, bidders are requested to quote only one best option and not multiple options.

- It is mandatory to quote optional items on a separate sheet otherwise your quote may be rejected.
- For eligibility, the institute will set a minimum reasonable price as a cut off. Bids quoting lower than this cut off will be rejected. For this tender, the minimum reasonable price is set at **Rs. 150/-** per day (all three meals combined).
- The lowest tender (i.e., L1) will be determined based on the total cost of meals per day (excluding all special discount for advance semester-wise payments).

15. Corrupt & Fraudulent Practices.

IISER Berhampur requires that bidders, suppliers, contractors and consultants, if any, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy.

a. The terms set forth below are defined as follows: -

i. **"Corrupt practice** "means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of in kind/value to influence the action of a public official in the procurement process or in contract execution;

ii. **"Fraudulent practice**" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract.

iii. **"Collusive practice**" means a scheme or arrangement between two or more bidders, designed to establish bid prices at artificial, non- competitive levels; and

iv. **"Coercive practice"** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract;

b. IISER Berhampur will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

16. <u>Cancellation of Tender.</u>

a. Notwithstanding anything specified in this tender document, Purchaser / IISER Berhampur in his sole discretion, unconditionally and without assigning any reasons, reserves the rights: -

- To accept OR reject lowest tender or any other tender or all the tenders.
- To accept any tender in full or in part.
- To reject the tender, offer not conforming to the tender terms.

b. Offer which deviates from the vital conditions (as illustrated below) of the tender shall be rejected:
- Non- submission of complete offers as mentioned in the tender document,
- Receipt of offers after due date and time and or by email / fax (unless specified otherwise).
- Receipt of offers in open condition.
- Conditional Tenders and Unsigned Tenders will also be rejected.

SECTION - III: CONDITIONS OF CONTRACT

Scope of Work

I. Services expected and the broad scope:

a. Providing a sufficient number of utensils, crockery and cutlery for preparation and serving meals. These utensils, crockery and cutlery should be of good quality living up to the standards of the institute.

b. Cooking and serving meals (breakfast, lunch and Dinner) –Annexure IV

c. Providing special lunches/dinners on order by the Office at mutually agreed rates

d. Proper cleaning of utensils, kitchen and serving items which shall be reviewed on a weekly basis by the Institute Mess Management Committee (IMMC)

b. Cleaning of cooking, dining and auxiliary areas.

c. Maintenance of the equipment in the kitchen and dining area including the infrastructure provided by the institute.

d. Deployment and supervision of required man power will be the same as mentioned in Annexure- II (Clause No-8). As can be noted from the above, operational services shall not include preparation of menu and any policy matter related to running the mess. As such decisions will be the direct responsibility of the relevant executives of the institute.

e. Initially, the agreement with the successful bidder will be for a period of one year. The same can be extended for two more years on a yearly basis or a shorter period based on the satisfactory performance as decided by the Institute. The price of mess charges for the period after one year may be fixed on mutual agreement and should not exceed 10% over and above the previous year's price. However, such extension will only be based on positive feedback from the users of the mess and the mess committee. After two months of initial operation, the Service Provider will be evaluated on the basis of the guidelines and rules detailed in this document and license agreement to be drawn. If the Service Provider fails to meet the expectation and promises made, then the agreement can be canceled at that time, without any notice period.

f. The mess premises comprising, cooking and dining facilities, furniture shall be provided by the Institute at free of cost. However, monthly charges for running Mess service are annexed herewith Annexure I. Cleaning / washing materials/tools and manpower to properly maintain this infrastructure shall be arranged by the Bidder (Service Provider) at his/her/their own cost.

g. The inventory of articles shall be handed over to the Bidder in good and working condition at the commencement of the contract. The Bidder shall be the custodian of this Institute's property and mess inventory during the period of the contract and shall **make good any loss to the inventory by way of misuse, breakage, theft, etc., at his own cost.** The bidder is expected to hand over the same inventory in good working condition immediately after completion of the contract

h. Once the inventory is handed over to the Institute authorities in good condition, by the Bidder/Service Provider on the expiry of the contract period, the security deposit shall be refunded on submission of a "NO DUES CERTIFICATE" granted by the mess committee and

the Dean/Coordinator Student Affairs office.

i. The Bidder shall not be allowed to use electricity as a cooking fuel. However, he shall be permitted to use equipment/gadgets like toasters, refrigerators, geysers, water coolers, mixer/ grinder, oven, and other equipment for cutting/grilling vegetables, etc. Any other electrical cooking appliance may also be used by the Bidder after obtaining prior permission of the IMMC in writing. The Service provider shall be charged electricity bill for using electrical appliances and for any other purpose in the kitchen area as per institute rules, duly fixing a meter.

j. The successful bidder must obtain FSSAI license specific for IISER Berhampur within one month from the date of award of the Contract failing which a penalty of Rs. 10,000/- during the 3rd month in addition to serving the termination notice. The bidder shall also extend support to the Institute to obtain "Eat Right Campus" certification for the mess of the Institute.

k. The successful bidder shall be responsible for compliance with all the statutory obligations and regulations as applicable for running mess services.

l. The bidder must obtain a legally valid commercial LPG / PNG connection and submit a copy of the same to the Institute within a fortnight from the date of award of the contract or by the date on which the operations commence whichever is earlier. All LPG /PNG requirements of the mess of the Institute must be sourced through such a connection only.

II. Scope of compulsory additional business:

a. Besides items in the sample Menu and the list of items mentioned in **Annexure IV & V**, the mess contractor is expected to provide Additional items as listed in **Annexure-X** on a **direct payment basis** by students. *The number of such items served in each meal will be capped at one non-veg, and one veg item* unless otherwise approved by the Institute.

b. As a suggested guideline, such items will have to be pre-ordered a day in advance (token system). This is to avoid food wastage. A user who has ordered a non-veg curry item, may not be served the veg curry item scheduled in that meal. However, the exact logistics is up to the service provider to implement.

c. The Bidder/Contractor can serve snacks, juice, and shakes during evening hours with an approval from the Dean/Coordinator of Student affairs. The charges for these items will have to be fixed in consultation with the Mess committee. The setup (such as, juice maker, shake maker, sandwich grill etc.) needed for this purpose will not be supplied by the institute – it will be completely on the contractor to set up and maintain this equipment. **Serving snacks should not depend on the number of students availing the facility.**

d. Live Kitchen: A provision for serving a few items on order during dinner and breakfast may be kept (on a payment basis). It is up to the vendor to decide on the item(s) to be served in such a way, but it should be on the basis of the demand of the student community and feasibility. **Serving such "live" items should not dilute the service of the main items.**

e. Monthly special dinner: Every last Sunday dinner shall be a special dinner. The exact menu shall be decided by the vendor in consultation with the Mess committee.

III. Quality control:

a. The Bidder shall procure only good-quality fresh vegetables from the market. He shall not be allowed to store the vegetables for more than 1 (one) day in the summer months and 3 (THREE) days in the winter months at a stretch under proper temperature. However, the Bidder shall ensure that a sufficient stock of other raw materials are stocked in the store for consumption for a minimum period of 15 (Fifteen) days. The IMMC shall have the right to inspect the quality of food articles and vegetables, hygiene and other requirements on a regular

basis. **The bidder shall procure all the raw materials from the vendors with credibility of maintaining quality and the list of such vendors is to be submitted on demand by the Institute.**

b. The food shall be cooked, stored, and served under hygienic conditions. The Bidder shall ensure that only freshly cooked food is served, and that stale food is not recycled. **Stale food shall be removed from the mess premises as soon as possible.**
c. The food shall be neither too spicy nor too oily. The food preparation shall be wholesome and generally cater to the residents' tastes.
d. **The oil that remains from deep frying at the end of the day shall have to be thrown away and shall not be allowed to be recycled for the purpose of cooking again.**
e. The food shall be cooked and served in clean utensils, and no laxity shall be permitted in this regard. The utensils must be maintained in a sparkling clean condition at all times.
f. The Bidder shall pay special attention to maintain the mess in a neat and tidy condition at all times. For this purpose, the mess shall be cleaned thoroughly after each meal.
g. The Bidder shall ensure that only hot food is served to the students. Complaints, if any, in this regard shall be dealt with severely.
h. The waste material and unused/leftover food from the mess will be removed from the mess premises every day. The Bidder will ensure that all the waste material and unused/leftover food is collected for suitable disposal through the empaneled agencies. The annual charges if any for this service have to be paid by the agency. The Bidder will also ensure that stray animals, such as pigs, dogs, pigeons, cows, etc., do not consume any food within the mess premises.
i. Bidder shall also ensure to dispose of all waste vegetables (green waste) to be dumped in the compost pit.
j. **The mess will normally be operational in full capacity for at least 8 to 9 months in a year**. **During this time, at least three counters should remain open, depending on the number of students using the mess services. Four counters must be functional if the number of students availing the mess service exceeds 500. At least two counters should be open if the number of students exceeds 200.** No payment shall be made to the Bidder when the mess is closed or operating at reduced capacity. The mess may be closed/low capacity during the vacations. The actual dates of the vacations are decided well in advance and are readily available in the institute calendar. Closing of the mess is at the discretion of the Institute. The decision of the Institute regarding the running of the mess during the vacation shall be final and binding on the Bidder. During the academic session, the mess will remain open on all days, including Sundays and other holidays, for any reason whatsoever.
k. The Bidder shall not be allowed to use the hostel or mess premises to offer any messing facility beyond the scope of the contract unless agreed to by the Dean/Coordinator of Student Affairs / Mess Committee of the Institute.
l. The **Institute Mess Management Committee shall** be authorized to impose an appropriate fine on the Service Provider in case of sub-standard quality of food items, malpractice, lack of hygiene, or violation of any of the conditions of the contract. The penalty chart is enclosed in **ANNEXURE-VI.**

IV. Security, and other professional issues

a. **Issues, not specifically clarified in the contract, shall be settled with mutual consent between the bidder and the mess committee, without vetting the basic premises of the contract**.

b. Please keep visiting our website (http://www.iiserbpr.ac.in/tender.php) for any corrigendum/ amendments and submit the bid documents accordingly. A separate advertisement will NOT be published in the Newspaper for any corrigendum/extension/clarification, etc.

c. IISER Berhampur reserves the right to accept/reject any Bid in part or full, without assigning any reason whatsoever.

d. The contractor will be required to submit a medical report stating that the person is fit to work in the mess and signed by a Registered MBBS or higher-qualified doctor (should include CBC, LFT, RFT, Sugar, BP, ECG test reports) and police verification of the mess workers within 10 days of the start of the contract and bi-annually thereafter. This will be applicable to all workers deployed in the mess by the contractor.

e. The Service Provider shall provide appropriate uniform to all their staff engaged by them and deployed on IISER Berhampur duty in sufficient quantity. The uniforms worn should be cleaned, washed & used at all times.

f. The Institute reserves the right to reject any or all the NIT relating to the work under this Document without assigning any reason whatsoever.

ANNEXURE- 'I'

MONTHLY CHARGES FOR RUNNING MESS SERVICES

Sr. No.	Particulars	Locations	Area	Rates	Remarks
1.	Monthly Rent cum License Fees.	Kitchen Area, & Worker's Rest Rooms.	Permanent campus a) Ground floor-375 Sqm b) 1st floor-160 Sqm	NIL	Space for cooking will be provided by IISER.
2.	Water charges	Kitchen Area, & Worker's Rest Rooms.	Water qty will be measured separately by fixing a meter.	75% of the quantity consumed @ rates of WATCO .	75% of actual consumption (for cooking, cleaning vegetables, cleaning complete floor area allotted and for staff maintenance) will be charged as per meter reading
3.	Electricity Charges	Kitchen Area	-	As per actual consumption rates of TPSODL	Will be charged as per meter reading installed for the kitchen area (Both floors) and Institute Norms
4.	Maintenance Charges a. General cleanliness including Gas Bank b. Building civil & electrical c. Kitchen equipment	Kitchen Area	-	-	a. By the mess contractor b. By the Institute c. Ref. clause
5.	Disposal of Solid Waste Management Charges as per Govt. of Odisha norms	Complete allotted space	-	-	By the mess contractor

ANNEXURE- 'II'

GENERAL TERMS AND CONDITIONS ALONG WITH THE RESPONSIBILITY OF CONTRACTORS

1. IISER Berhampur accepts no responsibility for any loss/delay/non-receipt of offers not submitted in person. Offers received late/incomplete will be summarily rejected.

2. Minor maintenance jobs such as replacement of light bulbs, tube lights etc. are the responsibility of the catering contractor. If any damages are found in the mess the cost of damages will be borne by the mess contractor only.

3. The proper upkeep of the equipment provided by IISER Berhampur will be the sole responsibility of the contractor.

4. Cleaning of the kitchen and dining areas is the responsibility of the Contractor.

5. The premises of the mess will be used for the purpose for which the allotment will be made and not for any other purpose without the written permission of the competent authority.

6. The contractor has to pay electricity charges, the usage of the facilities provided. The approximate chart (rate charges) as per **ANNEXURE-I.**

7. It is the responsibility of the contractor to engage the services of sufficient number of staff in every shift to ensure the smooth functioning of the Mess. The Contractor should also provide his staff with uniforms, identity cards, aprons, gloves etc.

8. The committee, hostel caretakers and the Institute Health Center reserve the right to visit the mess premises at any time to inspect the maintenance of hygiene, and the quality of food items served in the mess, without prior notice.

9. Security of licensed premises, equipment, fittings and fixtures, furniture etc. is the responsibility of the catering contractor.

10. The Committee reserves the right to levy a penalty on the contractor if he/she fails to satisfy any of the provisions mentioned in the contract.

11. The Service Provider shall not employ child laborers. Upon violation of this requirement, legal action would be taken.

12. Refilling of cooking gas cylinders and procurement of good quality provisions and other consumables is the responsibility of the Service Provider.

13. Maintenance and servicing of the kitchen equipment listed in Annexure-XVII, to the extent covered under the AMC/Service Contract executed by IISER Berhampur with the respective suppliers or authorized service agencies, shall be arranged and paid for by IISER Berhampur. The Catering Contractor shall ensure proper day-to-day use of the equipment and shall immediately report any malfunction or maintenance requirement to the designated service agency, with intimation to the Institute. Any expenditure on repair, replacement of parts, or maintenance that is not covered under the AMC/Service Contract, including expenses arising from misuse, negligence, improper handling,

unauthorised repair, or damage attributable to the Catering Contractor or its personnel, shall be borne solely by the Catering Contractor. No major repair or modification shall be undertaken by the Catering Contractor without prior written approval of IISER Berhampur.

14. Engagement of required staff, providing uniforms etc. shall be done by the Service Provider. The workers should always use hand gloves and caps while working (hair found in food is not acceptable). Service Providers should provide a minimum of two pairs of uniforms to the workers and ensure that workers report for duty in clean uniforms. The contractor will submit the medical certificate as per the prescribed proforma by FSSAI in respect of all his workers deployed in the mess.

15. In the event of award of the contract, the contractor should register themselves with the Regional Labour Commissioner, Bhubaneswar, Odisha as a contractor under the Contract Labour Regulation Act and obtain a Labour License and complete all required formalities. All the workers engaged by the contractor will be solely his employees and IISER Berhampur will have no liability on this matters.

16. The Service Provider shall attend a monthly meeting of the mess committee, failing which a penalty will be imposed. This meeting shall be attended by the Service Provider himself or a senior representative, who is authorized to take policy decisions. In such a meeting, the senior representative needs to present the usage information (for example, how many availed the service for each meal), all problems encountered etc.

17. The Service Provider shall, at their cost, maintain adequate stock of food grain, grocery, and adhere to the standards of the institute. The Service Provider shall be responsible for proper hygienic storage of all raw materials.

18. Vegetarian and Non-Vegetarian food will be cooked and served separately.

19. Mess workers should be provided the necessary training so as to maintain the highest possible standard of hygiene, as is expected.

20. The selected agency will have to start the work within ten days or as specified by the Institute from the issue of the award Contract.

21. Security of licensed premises, equipment, fittings and fixtures, furniture etc. is the responsibility of the catering contractor.

22. Use of Dalda / Vanaspati Ghee is NOT allowed. It can be allowed only for certain dishes with the Mess Committee's permission.

23. All the Catering and Mess staff should be medically fit. They should be free from any contagious diseases. The Service Provider shall get his employees medically examined once in three months and submit fitness certificates to the officer-in-charge.

24. The contractor will require submitting a medical report and police verification of the newly joined employees within 10 days of their joining.

25. The contractor shall ensure the cleanliness of the cook house/dining halls/stores/washing areas/surrounding areas at all times.

26. Any dispute, which may necessitate legal redressal, will be restricted to the jurisdiction of the

Berhampur only.

27. The successful parties shall sign an agreement with IISER Berhampur, which will be executed as per the provisions of the stamp act and shall be duly registered.

28. Any attempt to canvas for the candidature of any bidder directly or indirectly will lead to disqualification of such bidder/firm from the whole process.

29. The firm who does not fulfill any of the above conditions or submit incomplete documents in any respect is liable to be rejected summarily.

30. The IISER Berhampur reserves the right to modify/add any clause to the agreement, during the period of the contract, for any essential item, services etc.

31. The mess staff including cooks, serving members, and cleaners have to be medically reviewed. The fitness certificate should be obtained from a registered medical practitioner once in three months to the satisfaction of the hostel authorities, failing which suitable action may be initiated.

32. Students proceeding on **approved leave** shall be charged on a **pro rata basis** for the actual period during which the mess facility is availed. Any unused meals, whether due to leave or otherwise, shall be **adjusted in the subsequent month** or **refunded on submission of Rebate form**, as applicable (for example, at the end of a semester or upon discontinuation of the mess facility). Further Pay and Eat systems shall be available for those students who are permitted by the Dean (Student Affairs) at his/ her own discretion for whatsoever reasons.

33. The Mess Contractor should have the card swipe machine, UPI, or similar digital payment system at the mess counter for the smooth transaction of payments, etc. The Mess Contractor will also install a card swipe system to track the usage (mess card). Every user using the mess facility will be issued a card, which must be swiped at the time of meal service. The usage information must be maintained on a suitable digital platform (for example, an ERP system).

34. The contract can be terminated by giving a one-month notice period by the institute and a three-month notice period by the contractor. However, the Institute authority reserves the right to terminate the contract without assigning any reason if it appears to the authority at any point of time that the services, quality of food, maintenance of hygiene of any of the mess services are deteriorated to such an extent that it is detrimental to the interests of the hostel boarders and their health.

35. No accommodation will be provided in the campus for the workers and the Contractor shall make their own arrangements unless approved by the Director of the Institute

36. The mess timings would be decided by the Mess Committee.

37. Coffee/Tea vending machines can be provided at Hostel Canteen and Institute Cafeteria and to be maintained by the Contractor with the prior approval of the Institute

38. Besides items in sample Menu and list of items mentioned in the annexure IV & V, the mess contractor is supposed to provide Additional items as listed in Annexure-X on direct payment basis by students. The number of such items served in each meal will be capped at one non-veg, and one veg item. Such items will have to be pre-ordered a day in advance. This is to avoid food wastage.

39. From time to time, the Contractor may also serve special meals, in consultation with the mess committee to celebrate special occasions including festivals. The menu and additional rates (if any) for such meals are to be approved by the Dean/Coordinator of Student Affairs.

40. The Contractor is expected to submit a police verification report of all staff engaged from time to time as required by the security officer of the institute. Any breach of security, however minor it might be, will be treated with extreme severity and may lead to immediate termination of the contract.

41. The successful bidder must obtain FSSAI license specific for IISER Berhampur within 2 months from the date of award of the Contract. The bidder shall also provide required cooperation to the Institute for getting the certification of "Eat Right Campus" and in complying with the Orange Book of FSSAI.

42. The successful bidder shall impart FoSTAC training to the Food Handling Supervisors within a month of the award of the Contract.

43. The successful bidder shall be responsible for compliance with all the statutory obligations and regulations as applicable for running mess services.

44. The bidder must obtain a legally valid commercial LPG / PNG connection and submit a copy of the same to the Institute within a fortnight from the date of award of the contract or by the date on which the operations commence whichever is earlier. All LPG /PNG requirements of the mess of the Institute must be sourced through such a connection only.

45. The bidder shall submit the proof of contributions made towards EPF / ESIC and other statutory requirements as applicable from time to time in r/o by the 15th day of the following month.

46. The successful bidder shall submit the bill on a monthly basis and bill will be paid by the Institute subject to the following Conditions:

    a. Deduction of amount of penalty levied, if any
    b. submission of document proof in r/o EPF / ESIC contribution done in favour of the mess workers
    c. payment of wages as per the minimum wages act and applicable labour code issued by the government
    d. any other compliance as per the statutory provisions in force from time to time

47. The Contractor will comply with all applicable provisions of FSSA Act, 2006, FSSA(L&RFB) regulations 2011 and all other applicable laws and rules while executing this contract.

48. The Institute shall deduct the amounts outstanding from the Mess Service Provider to the employees / local suppliers engaged by the Service Provider to work in the mess as a result of the award of the contract, from the amounts / PBG returnable / payable to the Mess Service Provider.

Other Terms & Conditions

1. In accordance with the Ministry of Finance Office memorandum No F 20/2/2014 PPD (Pt) dated 25th July 2016 the institute may relax the condition of prior turnover and prior experiences for Startups and MSEs subject to meeting of quality and technical specifications on a case to case basis.

2. Initially the contract will be awarded for one year, which can be further extended for two more years

or curtailed depending upon the performance of the firm and mutual agreement between the parties. Prices / mess charges shall be reviewed annually and fixed on mutual agreement. Notwithstanding the above, in exceptional or Force majeure circumstances, the two parties may arrive at a mutually agreeable charges / prices.

3. The agency should also provide the following documents to meet eligibility criteria:

   a) Copy of the PAN Card.

   b) Photocopy of Income Tax Returns filed in the last 3 financial years.

   c) Certificate of registration of firm/Company & detail of partners (in case of Partnership Firm).

   d) Certificate of registration of GST.

   e) Proof of contributions made towards EPF, ESIC, etc., as per the statutory requirements during the last one year upto May 2026.

4. **Arbitration:** Except as otherwise provided anywhere in this offer, if any dispute, difference, question of disagreement or matter, whatsoever, before or after completion or abandonment of work, hereafter arises between the parties, as to the meaning, operation or effect of the Contract or out of or relating to the contract or breach thereof, the same shall be referred to a Sole Arbitrator to be appointed by the Director of the Institute at the time of dispute. The venue of the arbitration shall be at Berhampur.

5. The Director, IISER Berhampur, reserves the right to accept or reject any offer, without assigning any reasons thereof.

6. **Jurisdiction:** The disputes, legal matters, court matters, if any, shall be subject to Berhampur, Ganjam District Jurisdiction only.

7. **Transfer and Subletting:** The seller shall not sublet, transfer, assign or otherwise part with the acceptance to the tender or any part thereof, either directly or indirectly, without the prior written permission of the Purchaser.

8. **Force Majeure:** Force Majeure will be accepted on adequate proof thereof.

9. **EARNEST MONEY DEPOSIT (GFR 2017 Rule 170) EMD:** The Techno-commercial Bids must accompany Bid Security Declaration. If a successful bidder fails to submit the Performance Guarantee Bond within 15 days from the date of placing of Purchase Order, then the Competent authority may cancel the purchase order and debar the contractor for a period of 2 years.

10. **Performance Guarantee (GFR 2017 Rule 171)**

    a) Performance Guarantee Bond is mandatory.

    b) Successful tenderer/ bidder should submit performance guarantee as prescribed above to be sent to Stores & Purchase Officer, IISER Berhampur on or before 15 days from the due date of issue of order acknowledgment. The PGB for an amount of Rs 20,00,000/- (Rupees Twenty Lakhs only) to be furnished in the form of bank guarantee as per attached proforma with the

tender documents.

c) The Performance Guarantee should be drawn in favour of "The Director, IISER Berhampur".

d) PBG to be established through any of the National Banks (whether situated at Berhampur or outstation) with a clause to enforce the same on their local branch of Berhampur or any scheduled bank (other than national bank) situated at Berhampur. Bonds issued by co-operative banks will not be accepted.

e) Performance Guarantee Bond shall be for the due and faithfully performance of the contract and shall remain binding, notwithstanding such variations, alterations for extensions of time as may be made, given, conceded or agreed to between the successful tenderer and the purchaser under the terms & conditions of acceptance to the tender.

f) The successful bidder is entirely responsible for due performance of the contract in letter and spirit and all other documents referred to in the acceptance of tenders.

g) The PBG shall be kept valid during the period of contract and shall continue to be enforceable for a period of 60 days beyond the contract period (i.e. contract period + 60 days) from the date of order acknowledgement. In case PBG needs extensions up to 360 days beyond contract period then supplier shall initiate extensions to PBG one month prior to expiry of PBG.

h) For successful suppliers, if PBG is not submitted within 15 days from the date of Order Acknowledgement, then the Purchase Order will be cancelled with forfeiting of EMD.

i) No interest shall be payable by the buyer to the Bidder on PBG.

j) The PBG may be forfeited by the Institute in case of blatant breach of the terms and conditions and other statutory provisions.

11. **Blacklisting:** The Institute may blacklist the Service Provider in case of severe violations of the Contract terms and conditions which will be decided by the Director, IISER Berhampur.

12. Agency may also provide the lump sum rate separately for the menu mentioned in the NIT document.

13. Quoted price should be inclusive of all taxes and duties.

14. The rates are to be quoted on per day basis. The Service Provider has to factor in all costs including any taxes while mentioning the rates.

15. As per the institute policy the agencies who have been allotted one mess will not be eligible to operate another mess of IISER Berhampur.

16. The service provider is required to sign and seal all relevant tender documents.

ANNEXURE- 'III'

Approved Brands of consumables permissible in Mess / Kitchen cum Dining Hall premises

Sr. No	Name of the Items	Approved Brand
1.	Salt	Tata, Annapurna, Nature fresh
2.	Spices	JK, Ruchi, Tata Sampann, Bharat, Satyam, Badshah
3.	Chicken	Fresh Local Chicken
4.	Fish	Fresh Fish
5.	Ketchup	Maggi, Kissan, Heinz
6.	Oil (Sunflower)	Sundrop, Godrej, Saffola, Fortune.
7.	Pickle	Mother's, Pravin, Priya, Bedekar or Nilon's
8.	Atta	Aashirvad, Pillsbury, Annapurna
9.	Rice	Daawat, Dubraj, India Gate, Jhansirani, XXXL (Basmati)
10.	Papad	Lijjat/Patanajali/Haldiram
11.	Butter	Amul, Heritage, Pragati, Milky mist
12.	Bread	Modern, Kwality, Kissan, Haldiram, Hindustan, Moreish
13.	Cornflakes	Mohuns, Kellogg's, Swastik
14.	Jam	Kissan, Tops, Cremica etc.
15.	Ghee	Amul, Omfed, Dodla, Heritage, Pragati, Milky mist
16.	Milk	Amul, Omfed, Dodla, Heritage, Pragati, Milky mist
17.	Curd	Amul, Omfed, Dodla, Heritage, Pragati, Milky mist
18.	Paneer / Cheese	Amul, Omfed or quality assured local paneer with(lab-tested/certified or otherwise quality-assured) the approval of the mess committee
19.	Tea	Brook Bond, Lipton, Tata, Wagh Bakri
20.	Coffee	Nestle (Nescafé), Brooke Bond (Bru)
21.	Soya	Nutrella, Ruchi
22.	Peanut Butter	Amul

The contractor may use any other brands only if permitted by the Institute, in writing. Foods such as parathas, naans, kulchas, samosas, spring rolls, aloo tikkis, raw chicken,sweet corn, green peas, tomato puree, onion-garlic paste, chopped vegetables) shall not be stored frozen without approval from the Institute mess committee.

ANNEXURE- 'IV'

SAMPLE WEEKLY MENU

Day	Breakfast (7:00 am to 9:15 am)	Lunch (12:15 pm to 2:45 pm)	Dinner (7:30 pm to 9:30 pm)
Compulsory items on all days	Eggs (1 Boiled / 1 Omlet) AND Fresh Seasonal fruits This should include: 1 whole in case of apple, banana, 100gm bowl in other cases Daily: Sprouts- Moong, kala channa, (boiled peanuts at least once a week) Tea (150 ml) OR Milk (200 ml) 4Bread slices+Butter(20g) +Jam (rest as specified in the below table)	Tawa roti Green Salad- as specified Pickle, Lijjat Papad / fryums /rice pampad/ normal pampad- **At least once each in week** Plain Curd Dal/ Sambar/ Rasam (rest as specified in the below table)	Tawa Roti-plain or Puri - **As specified** Green Salad Pickle, Papad / fryums Plain Curd/ raita Dal fry/ Dal Makhni (rest as specified in the below table)
MAIN DISHES *Paneer 100 gm; Chicken/Fish 150 gm; Dahi/Shrikhand/ Custard: 150 gram; Lassi/Sharbat/Chaas/ nimbu pani 200 ml; Jalebi/Laddu/Rasagulla with syrup: 40 grams;			
Monday	Upma + chutney	Plain rice, Paneer masala/ Fish Curry	Plain rice, Cauliflower, Chole masala, Gulab Jamun
Tuesday	Idly (max: 6 of 3 inches diam) with Sambar & coconut chutney / Masala idly with chutney	lemon rice, Spinach Aloo, Paneer malai kofta	Plain rice, Rajma masala, Veg Manchurian, Jalebi
Wednesday	Chole Bhature (3 of 7 inches diam)	Plain rice, Chicken Curry or Kassa / mushroom Butter Masala, Rasgulla	Plain rice, Veg Kurma, Kadhi
Thursday	Masala Dosa (3 of 10 inch diam), Sambhar, Coconut Chutney	Plain rice, Paneer masala/ Fish Curry	Plain rice, Bhindi sabji/curry, Rajma, Motichoor laddu
Friday	Puri (6 of 5 inch diam)+ sabji	Plain rice, Mixed veg, Channa Masala,	Plain rice, paneer Butter Masala /Chicken Curry, Shrikhand
Saturday	Poha, ghuguni	Jeera rice, Soya chunk/ Egg curry	Plain rice, Aloo Dum, Pumpkin dish
Sunday	Stuffed Paratha (3 of 7 inch diam with atleast 30 gram of stuff) with Ghuguni	Plain rice, Ivy guard fry, Chana masala,	Veg Biriyani/ Chicken biriyani, (or Paneer tika masala/ Chicken curry), Ice cream (75 grams)

NOTE:

1. The service provider shall provide dietary/special meals (such as khichdi, low-spice, low-oil, soft diet, Jain diet, or other medically prescribed meals) to students certified by the Dean of Student Affairs. Such meals shall be provided without any additional charge in lieu of the regular meal. Prior intimation of one day shall ordinarily be sufficient; however, emergency medical cases shall be accommodated to the extent reasonably possible. (emergency cases will be dealt as required)

2. Sugar, Salt, pickle and lemon should be available in mess counter for all meals.

3. The Service Provider should have Additional breakfast items on payment basis.

ANNEXURE- 'V'

Frequency of Items for Breakfast and Quantity:

Item	Frequency	Quantity	Remarks
Milk (untoned)	Daily	200ml	Boiled, Sugar to be served separately
Tea /coffee	Daily	150ml	
Eggs	Daily	One	Boiled egg
Fruits	Daily	As specified in annexure IV	Banana for three days and seasonal fruits on other days
Sprouts	Daily	Unlimited	Green moong and red chana
Other Main Dishes	Daily	Unlimited or as specified in annexure IV	

Daily: One of the following items without repetition: Upma with Chutney, Chole Bhature, Sambar Vada with coconut chutney, Puri with Aloo curry, Idly with Sambar & Coconut chutney, Paratha/Stuffed Paratha with Ghugni, Masala Dosa

Frequency of Items for Lunch, Dinner and Quantity:

Item	Frequency	Quantity	Remarks
Tawa Roti/ Pulka	Daily (except during biriyani meals)	Unlimited	
Plain Rice (thin variety)	Daily	Unlimited	Sona Masoori/ equivalent with good quality
Variety Rice by rotation as per menu	By rotation	Unlimited	Basmati Rice/ superior to the plain rice variety
Vegetable curry	Daily	Unlimited	Items may include Rajma, Chole, Chana, Dal varieties, and other legume-based preparations
Paneer Items	Once in a week OTHER THAN NON-VEG DAYS	100g Paneer	
Vegetable Curry Or Sabji	Daily	Unlimited	One item from the list of vegetable curries without repetition.
Plain Curd/Raita	Daily	150 ml	Boondi Raita
Papad/Fryums	Daily	Papad-2pcs	
Dal	Daily	Unlimited	
Special meals (Veg and non veg)	6 times a week 5 times chicken/fish and 1 time with egg	150gm chicken/fish AND 100gm paneer	Provide chicken/fish dish along with paneer dish or exotic veg dishes as vegetarian option

ANNEXURE- 'VI'

PENALTIES FOR VIOLATION OF RULES, TERMS AND CONDITIONS.

Fine structure

- The SMC submits a receipt for all valid fines levied against the vendor for violations committed in the present month at IMMC meetings. The receipt must be shared publicly with the student body, along with the meeting minutes.
- The collected fine amount will be deposited into the institute mess account after a cooling period.

Tallying of penalties

- There will be two registers: one for SMC members and the other for the general student body.
- The fines tallied in the receipt mentioned above shall be taken from these registers, as well as from emails sent to SMC (secretary), with their respective batch MRs in cc.
- The SMC secretary can also propose fines by mailing them to the mess manager, by keeping the respective MRs in cc. Later the IMMC holds the power to levy these fines as suggested by the SMC.
- However, the mess manager must acknowledge these fines.
- Before the final presentation of the receipt at the IMMC meeting, the SMC must draft the meeting agenda to address all complaints from both registers, as well as those received via email.

Mechanism for the acknowledgement of the fines by the mess manager

- The Mess Manager (or the authorized on-duty catering supervisor) shall remain physically present at the mess reception counter during all meal serving hours with the Student Mess Complaint Register. Failure to do so shall attract the fine as mentioned below.
- Every student has the right to record a complaint in the Student Mess Complaint Register. The Mess Manager shall acknowledge every entry by affixing their signature, date and time, along with brief preliminary remarks. A complaint shall not be refused, ignored, or left unsigned, and students shall not be subjected to verbal confrontation or intimidation for recording a complaint.
- The Mess Manager may indicate "Agree" or "Disagree" in the remarks section, with a brief factual reason. This acknowledgement is only a record of receipt and shall not invalidate the complaint.
- Complaints that are factual and accepted by the Mess Manager (e.g., foreign objects found in food, or non-availability of menu items without prior notice) shall attract the applicable fine immediately upon acknowledgement.
- Complaints marked as "Disagree" shall be referred to the Institute Mess Management Committee (IMMC) for review and arbitration. The Committee's decision shall be final for the purpose of imposing fines or other corrective measures.
- Complaints received through email shall be forwarded by the SMC Secretary to the Mess Manager, with the complainant and the respective Batch Mess Representative in copy. The Mess Manager shall acknowledge the complaint by replying to all, after which the complaint shall be processed under the same provisions as entries in the complaint register.

In case an ERP system is in place, all the above processes, including complaint submission, acknowledgment, remarks, arbitration, and levy of fines, shall be carried out digitally through the ERP system. The penalty amount will be collected from the contractor in accordance with the contract terms. The collected amount will be deposited in the SAC fund.

<table>
<tr><th>Sr. No.</th><th colspan="3">Nature of Violation</th><th>Fine</th></tr>
<tr><td rowspan="3">1.</td><td colspan="3">a) Non-availability of complaint register or mess manager on the counter during Mess Serving timings</td><td>Rs. 1000/-*</td></tr>
<tr><td colspan="3">b) Refusal to acknowledge or sign a recorded complaint; concealing the register; walking away; or argumentative/intimidating behaviour towards a complainant</td><td>Rs. 5000/-*+ IMMC Show-Cause Warning; corrective action (including reprimand or replacement of the manager) within 48 hours</td></tr>
<tr><td colspan="3">c) Repetition of the above violation or failure to comply with the IMMC Show-Cause Warning</td><td>Treated as Material Breach of Contract; decision by the head of the institute including Termination notice</td></tr>
<tr><td>2.</td><td colspan="3">Not wearing uniform, hand gloves and head cap while serving food. (All staff are expected to follow the dressing norms. Violation refers to any one not following the norm)</td><td>Rs.2,000/-*</td></tr>
<tr><td>3.</td><td colspan="3">Any complaints of insects (Like cockroach, grasshopper i.e. which are usually not seen in vegetables/ stones/ pebbles/ other foreign objects. Above three, the fine will be on a per complaint basis. For example, if there are 6 complaints, a total fine of Rs. 6000/- will be proposed by SMC for IMC to levy.</td><td>Rs.2,000/-</td></tr>
<tr><td>4.</td><td colspan="3">Uncleaned utensils found/ unhygienic conditions in the kitchen area as well as dining hall. (As reported by the Student Mess committee)</td><td>Rs. 2,000/-*</td></tr>
<tr><td>5.</td><td colspan="3">Any deviation in the approved Menu without prior permission from Institute Mess Management Committee</td><td>Rs. 2,000/-*</td></tr>
<tr><td>6.</td><td colspan="3">Meals found uncooked/not cooked properly, (Will be based on the decision of the Institute, based on complaints.)</td><td>Rs. 3,000/-*</td></tr>
<tr><td>7.</td><td colspan="3">Vegetables and other ingredients found of poor quality/rotten/spoilt/infected by insects.</td><td>Rs. 2,000/-*</td></tr>
<tr><td rowspan="4">8.</td><td colspan="3">If food for any meal gets over or exhausted within timings of mess and waiting time is more than 15 minutes for lunch and dinner, and 10 minutes for breakfast.(This can be changed in Pay and eat system and decision will be taken by SMC) Mess timings:</td><td rowspan="4">Rs. 5000/-</td></tr>
<tr><td>Breakfast</td><td>Lunch</td><td>Dinner</td></tr>
<tr><td>07:30 AM to 09:30 AM</td><td>12:30 PM to 02:30 PM</td><td>07:30 PM to 09:30 PM</td></tr>
<tr><td>07:30 AM to 10:00 AM – Sundays and other days as specified by the Mess committee</td><td>12:30 PM to 03:00 PM – Sundays and other days as specified by the Mess committee</td><td>No change</td></tr>
</table>

9.	Usage of unbranded/ brands not mentioned in the contract / bad / duplicate quality of any mess commodities	Rs. 4,000/-*
10.	Used oil reused or use of Hydrogenated (Vanaspati) oil	Rs. 3,000/-**
11.	Absence of proprietor or the representative from Mess Committee Meeting (which will be held once every month)	Rs. 500/-*
12.	If any mess worker is caught/found using alcoholic/any banned tobacco item (any type) in the mess premises at any time	Rs. 2000/-*
13.	Workers found less than the prescribed limit in the mess premises will be charged on **per day** basis.	Rs. 3000/-**
14.	Inappropriate personal hygiene of workers including their dress and / or misbehavior by workers etc. will lead to fine on Service Provider **for every instance**.	Rs. 3000/-**
15.	Food poisoning shall invoke a hefty fine beyond the limit of any fine mentioned above, along with cancellation of contract and possible blacklisting of the Service Provider.	To be decided by the Mess committee and the Dean/Coordinator of student affairs
16.	If the quality of milk/curd is not found up to be appropriate, or it is diluted, a fine would be will be proposed by SMC for IMMC to levy.. Milk should be full cream. It should have 3.5% fat content or as recommended by the Mess Committee.	Rs. 5000/-*
17.	If any scheduled meal item is not provided and is not compensated for within one week, the Service Provider will be fined the full amount.	Amount of item * number of students avail mess facility
18.	Failure to obtain FSSAI license for the Institute Mess within one month from the date of award of the contract	Rs. 10000/- per month upto 4th month and initiation of termination proceedings thereafter.
19.	Failure to have FoSTAC supervisors within 3 months from the date of award of the Contract	Rs. 10,000/- per month upto 6th month and initiation of termination proceedings thereafter

The above-mentioned penalty amount shall apply to the first violation. For subsequent violations, the penalty shall increase. The total number of violations shall be recorded cumulatively over the entire tender period, and the violation count shall not be reset at any point during this period.

**The “first violation” is defined as the first time such a complaint was registered by the inspecting members of the mess committee. All next inspections with the same complaint will be penalized as per the rule mentioned above.

Deputy Registrar
(Stores & Purchase)

ANNEXURE- 'VII'

TECHNO-COMMERCIAL BID

E-Tender NIT No. _____**Dated** _____

Providing mess catering services at IISER Berhampur

Sr. No	Description	Information
1.	Name of the Firm	
2.	Complete Address:	
3.	E-mail Mobile No.	
4.	Contact person/Representative of firm:	
	Shop License no/ Registration Number	
	Food License No	
	PAN no.	
	License No. (Under Food Safety and Standard Act 2006)	
	Service Tax No.	
	GST/TIN no.	
	ESI/PF no.	
	(enclose valid copies of above)	
5.	Labor/ License No. (please attach valid document)	
6.	Registration number under labour laws (Please attach valid document)	
7.	Proof of payment of income tax and service tax (last three years) copies to be enclosed. Attached the separate list (if required).	
8.	No. of Mess/dining facilities run in Higher education institutions of Central Govt. (List to be included with name of the institution, duration, nos. of students etc.) Also attach copies of work orders / contracts Attached the separate list (if required).	
9.	No. of Mess/Dinning facilities run in the other establishment/organization (List be included with name of the organization, duration etc.) Attached the separate list (if required).	

10.	Whether Quality Certification obtained for any of the Mess/Dinning facilities provided (copies to be enclosed)	
11.	Annual Turnover Per annum (In. lacs.) (Authenticated copy of audited statement of accounts for the last three Financial years to be enclosed)	
12.	No. of employee: Regular/temporary (details to be enclosed)	
13.	Litigations, if any, connected with Mess/ Food work (Yes/No, (if yes, details to be furnished)	
14.	Any other information applicant wishes to provide in support of their credentials (*if yes, details to be furnished)*	
15.	Has the firm been black listed by any Organizations, if so attach the details of the same.	

I hereby certify that the above-mentioned particulars are true and correct.

Date: **Signature with seal.**

ANNEXURE- 'VIII'

DETAILS OF PREVIOUS CONTRACTS

Sr. No.	Name and Address of the Organization	Catering Services	Service Period.		Contract Value
			To	From	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

ANNEXURE- 'IX'

PRICE BID

E-Tender NIT No._____**Dated** _____

Providing mess catering services at IISER Berhampur

Please provide the total daily mess rate with reference to the mess menu

Important Note: Quote for one day should not be less than **150/-** Rupees

Sr. No	Particular	Breakfast	Lunch	Dinner	Total per day Mess Charge per student inclusive of GST @5% (in Rs.)
1	**Rate per Meal/Student inclusive of GST @5% (in Rs.)**				
Don't Quote Your Price Here. Quote Online Only In BOQ					

The successful bidder shall provide services within the price quoted (inclusive of GST) without deviation in the quality, quantity and other statutory requirements.

Date: **Signature with seal.**

ANNEXURE- 'X'

ADDITIONAL ITEMS (Non-Vegetarian)

ON DIRECT PAYMENT BASIS BY STUDENTS

Sr. No.	Item particulars	Quantity	Rate (₹)
1.	Chicken Gravy	100 gm chicken + 50 gm gravy	
2.	Chilly Chicken	150 gms	
3.	Butter Chicken	150 gms	
4.	Chicken Fried Rice	200 gm chicken+ fried rice	
5.	Egg Biryani	2 eggs + Biryani	
6.	Egg Gravy	1 egg + gravy	
7.	Egg Boiled	1 egg	
8.	Egg Omlette	Single egg	
9.	Egg Omlette	Double egg	
10.	Egg Burji	Double egg	
11.	Chicken Biryani	200 gm chicken+ Biryani	
12.	Mutton Biryani	100 gm Mutton + Biryani	
13.	Mutton curry	100 gm Mutton + 50 gm gravy	
14.	Fish fry	Different rates can be quoted forat least 3 varieties of fish (100 gms)	

ADDITIONAL ITEMS (Vegetarian)

ON DIRECT PAYMENT BASIS BY STUDENTS

Sr. No.	Item particulars	Quantity	Rate (₹)
1.	Paneer Butter Masala	100 gms	
2.	Paneer Burji	100 gms	
3.	Paneer Chilly	100 gms	
4.	Malai Kofta	100 gms	
5.	Mix Veg Korma	100 gms	
6.	Mushroom Curry	100 gms	
7.	Mushroom Chilly	100 gms	
8.	Veg Biryani	200 gm mix veg + Biryani	
9.	Masala Kulcha	2 Pcs.	

Note:

1. Additional items will have to be pre-ordered a day in advance to avoid food wastages. A user who has ordered a non-veg item, may not be served the veg item scheduled in that meal.

2. The price can be revised by the service provider only with the approval of the Institute as per the requirement, The student Mess Committee may recommend levying of fines as mentioned in annexure-VI .

ANNEXURE- 'XI'

CERTIFICATE & DECLARATION

It is certified that all information provided in the NIT document is true and correct to the best of my knowledge and belief. No forged / tampered document(s) are produced with NIT form for gaining unlawful advantage. We understand that IISER Berhampur is authorized to make enquiries to establish the facts claimed and obtain confidential reports from clients.

In case it is established that any information provided by us is false / misleading or in the circumstances where it is found that we have made any wrong claims, we are liable for forfeiture of SD and or any penal action and other damages including withdrawal of all work. Further IISER, Berhampur is also authorized to blacklist our firm/company/agency and debar us from participating in any NIT process/bid in future.

I / We assure the Institute that neither I / We nor any of my / our workers will do any act/s which are improper / illegal during the execution in case the tender is awarded to us.

Neither I / We nor anybody on my / our behalf will indulge in any corrupt activities / practices in my / our dealing with the Institute.

Our Firm/ Company/ Agency has not been blacklisted or banned by any Govt. Department, PSU, University, Autonomous Institute or any other Govt. Organization.

Thanking you,

Yours faithfully, Signature (Name)

Note: This certificate should be executed on duly notarized Rs.100/- NJ Stamp Paper.

Note: This Document is not the Final contract but only contains the details relevant to Notice Inviting Tender. The final contract will be an extension of this contract and will contain all details of the Service Provider's service. While applying for the contract, the Service Provider agrees to accept all the terms of this document.

Annexure- 'XII'

FORMAT FOR PERFORMANCE GUARANTEE BOND

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred) (TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT BERHAMPUR OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT BERHAMPUR OR ANY SCHEDULED BANK SITUATED AT BERHAMPUR.
BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.). Foreign Bank's
PBG will be accepted for imported items from OEM only.

To,
The Director,
IISER Berhampur, At/PO-Laudigam, Konsi,P.S-Golanthara, Distt-Ganjam, Odisha -760003.

LETTER OF GUARANTEE

WHEREAS Indian Institute of Science Education and Research, Berhampur (Buyer) have placed an order for supply of (item name) vide Purchase Order Number……. Dt……. and NIT No. …… …… dt …….. ANDWHEREAS .. the said Purchase Order requires that any eligible successful tenderer (seller) wishing to supply the equipment / machinery, etc. in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of "The Director**,** Indian Institute of Science Education and Research, Berhampur" in the form of Bank Guarantee for **Rs. 20.00 Lakhs** and valid till 60 days beyond contract period (i.e. Contract period + 60 days) from the date of issue of Performance Guarantee Bond may be submitted within (Fifteen)15 days from the date of Order Acknowledgement as a successful bidder.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said tenderer (seller) failing to abide by any of the conditions referred in tender document, purchase order / performance of the equipment / machinery, etc. this Bank shall pay to Indian Institute of Science Education and Research, Berhampur on demand and without protest or demur Rs ..... (Rupees ……..).

This Bank further agrees that the decision of Indian Institute of Science Education and Research, Berhampur (Buyer) as to whether the said Tenderer (Seller) has committed a breach of any of the conditions referred in tender document / purchase order shall be final and binding.

We, _____(name of the Bank & branch) hereby further agree that the Guarantee herein contained shall not be affected by any change in the constitution of the Tenderer (Seller) and/ or Indian Institute of Science Education and Research, Berhampur (Buyer).

Notwithstanding anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed Rs. _____(Indian RupeesOnly).
2. This Bank Guarantee shall be valid up to .....(date) and We are liable to pay the .....guaranteed amount or any part thereof under this bankguarantee only and only if IISER Berhampur serve upon us a written claim or demand on or before (date). This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at situated at (Address of local branch).

Yours truly,

Signature and seal of the guarantor:

Name of Bank:

Address:

Date:

Instruction to Bank: Bank should note that on expiry of Bond Period, the Original Bond will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of bond period. Place Stamp

Note: This certificate should be executed on duly notarized` 100/- NJ Stamp Paper

Annexure – 'XIII'

FORMAT FOR INTEGRITY PACT INTEGRITY AGREEMENT

This Integrity Agreement is made at ..... on this day of ____

BETWEEN

Director IISER Berhampur represented through Stores and Purchase Officer, IISER Berhampur, (Hereinafter referred as the institute, „Principal/Owner", which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

AND

…….....
. (Name and Address of the Individ ual/firm/Company)
through (Hereinafter referred to as the (Details of duly authorized signatory)

"Bidder/Contractor" and which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

Preamble

WHEREAS the Principal / Owner has floated the Tender (NIT No) (hereinafter referred
To as **"Tender/Bid"**) and intends to award, under laid down organizational procedure, contract for…….....
(Name of work)
Here in after referred to as the **"Contract**".

AND WHEREAS the Principal/Owner values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder(s) and Contractor(s).

AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Agreement (hereinafter referred to as **"Integrity Pact"** or **"Pact"**), the terms and conditions of which shall also be read as integral part and parcel of the Tender/Bid documents and Contract between the parties.

NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this Pact witnesses as under:

Article 1: Commitment of the Principal/Owner

1) The Principal/Owner commits itself to take all measures necessary to prevent corruption and to observe the following principles:
(a) No employee of the Principal/Owner, personally or through any of his/her family members, will in connection with the Tender, or the execution of the Contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

(b) The Principal/Owner will, during the Tender process, treat all Bidder(s) with equity and reason. The Principal/Owner will, in particular, before and during the Tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the Tender process or the Contract execution.

(c) The Principal/Owner shall endeavor to exclude from the Tender process any person, whose conduct in the past has been of biased nature.

2) If the Principal/Owner obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal code (IPC)/Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Principal/Owner will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

Article 2: Commitment of the Bidder(s)/Contractor(s)

1) It is required that each Bidder/Contractor (including their respective officers, employees and agents) adhere to the highest ethical standards, and report to the Government / Department all suspected acts of fraud or corruption or Coercion or Collusion of which it has knowledge or becomes aware, during the tendering process and throughout the negotiation or award of a contract.

2) The Bidder(s)/Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender process and during the Contract execution:

a) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal/Owner‟s employees involved in the Tender process or execution of the Contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Tender process or during the execution of the Contract.

b) The Bidder(s)/Contractor(s) will not enter with other Bidder(s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.

c) The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act. Further the Bidder(s)/Contract(s) will not use improperly, (for the purpose of competition or personal gain), or pass on to others, any information or documents provided by the Principal/Owner as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

d) The Bidder(s)/Contractor(s) of foreign origin shall disclose the names and addresses of agents/representatives in India, if any. Similarly, Bidder(s)/Contractor(s) of Indian Nationality shall disclose names and addresses of foreign agents/representatives, if any. Either the Indian agent on behalf of the foreign principal or the foreign principal directly could bid in a tender but not both. Further, in cases where an agent participate in a tender on behalf of one manufacturer, he shall not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a subsequent/parallel tender for the same item.

e) The Bidder(s)/Contractor(s) will, when presenting his bid, disclose (with each tender as per proforma enclosed) any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract.

3) The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

4) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm indulge in fraudulent **practice means a willful misrepresentation or omission of facts or submission of fake/forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the Government interests.**

5) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm use Coercive Practices (means the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/ her reputation or property to influence their participation in the tendering process).

Article 3: Consequences of Breach

Without prejudice to any rights that may be available to the Principal/Owner under law or the Contractor its established policies and laid down procedures, the Principal/Owner shall have the following rights in case of breach of this Integrity Pact by the Bidder(s)/Contractor(s) and the Bidder/ Contractor accepts and undertakes to respect and uphold the Principal/Owner‟s absolute right:

1) If the Bidder(s)/Contractor(s), either before award or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliability or credibility in question, the Principal/Owner after giving
14 days' notice to the contractor shall have powers to disqualify the Bidder(s)/Contractor(s) from the Tender process or terminate/determine the Contract, if already executed or exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Principal/Owner. Such exclusion may be forever or for a limited period as decided by the Principal/Owner.

2) **Forfeiture of EMD/Performance Guarantee/Security Deposit:** If the Principal/Owner has disqualified the Bidder(s) from the Tender process prior to the award of the Contract or terminated/determined the Contract or has accrued the right to terminate/determine the contract according to Article 3(1), the Principal/ Owner apart from exercising any legal rights that may have accrued to the Principal/Owner, may in its considered opinion forfeit the entire amount of Earnest Money Deposit, Performance Guarantee and Security Deposit of the Bidder/ Contractor.

3) **Criminal Liability:** If the Principal/Owner obtains knowledge of conduct of a Bidder or Contractor, or of an employee or a representative or an associate of a bidder or Contractor which constitutes corruption within the meaning of Indian Penal Code (IPC)/Prevention of Corruption Act, or if the Principal/Owner has substantive suspicion in this regard, the Principal/Owner will inform the same to law enforcing agencies for further investigation.

Article 4: Previous Transgression

1) The Bidder declares that no previous transgressions occurred in the last 5 years with any other Company in any country confirming to the anticorruption approach or with Central Government or State Government or any other Central/State Public Sector Enterprises in India that could justify his exclusion from the Tender process.
2) If the Bidder makes an incorrect statement on this subject, he can be disqualified from the Tender process or action can be taken for banning of business dealings/ holiday listing of the Bidder/Contractor as deemed fit by the Principal/ Owner.

3) If the Bidder/Contractor can prove that he has resorted / recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal/Owner may, at its own discretion, revoke the exclusion prematurely.

Article 5: Equal Treatment of all Bidders/Contractors/Subcontractors

1) The Bidder(s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder/Contractor shall be responsible for any violation(s) of the principles laid down in this agreement/Pact by any of its Subcontractors/ sub-vendors.

2) The Principal/Owner will enter into Pacts on identical terms as this one with all Bidders and Contractors.

3) The Principal/Owner will disqualify Bidders, who do not submit, the duly signed Pact between the Principal/Owner and the bidder, along with the Tender or violate its provisions at any stage of the Tender process, from the Tender process.

Article 6- Duration of the Pact

This Pact begins when both the parties have legally signed it. It expires for the Contractor/Vendor 12 months after the completion of work under the contract or till the continuation of defect liability period, whichever is more and for all other bidders, till the Contract has been awarded.

If any claim is made/lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Pacts as specified above, unless it is discharged/determined by the Competent Authority, IISER Berhampur.

Article 7- Other Provisions

1. This Pact is subject to Indian Law, place of performance and jurisdiction is the **Headquarters of the Division** of the Principal/Owner, who has floated the Tender.

2. Changes and supplements need to be made in writing. Side agreements have not been made.

3. If the Contractor is a partnership or a consortium, this Pact must be signed by all the partners or by one or more partner holding power of attorney signed by all partners and consortium members. In case of a Company, the Pact must be signed by a representative duly authorized by boardresolution.

4. Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intensions.

5. It is agreed term and condition that any dispute or difference arising between the parties with regard

to the terms of this Integrity Agreement / Pact, any action taken by the Owner/Principal in accordance with this Integrity Agreement/ Pact or interpretation thereof shall not be subject to arbitration.

Article 8- LEGAL AND PRIOR RIGHTS

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Integrity Pact will have precedence over the Tender/Contact documents with regard any of the provisions covered under this Integrity Pact.

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses:

(For and on behalf of Principal/Owner) (For and on behalf ofBidder/Contractor) WITNESSES:

1. ..... 1. .....

2. ..... 2. .....

(signature, name and address) (signature, name and address)

Place:

Date:

Annexure- 'XIV'

To be submitted in the Letterhead of the Bidder

BID SECURITY DECLARATION

To,

The Director, IISER Berhampur,
At/PO-Laudigam, Konsi,
P.S-Golanthara, Distt-Ganjam, Odisha -760003

Sir,
Sub.: Submission of Bid Security/ EMD Declaration – Reg.
Ref.: Tenders invited for "----------" vide NIT No._____
I/ We declare that:

1. I/ We understand that according to the tender document, bids must be accompanied by EMD or a Bid Security Declaration. Accordingly, I/ We have opted for submitting this Bid Security Declaration.
2. I/ We declare that I / We will not withdraw our bid during the Bid validity period or make any modifications to my/ our bid.
3. I/ We understand that if I/ we withdraw my/ our bid or modify the bid, I/ we will be automatically suspended from being eligible for bidding and also will be debarred from competing for bids in your esteemed Institute for a period of one year from the date of occurring of such breach.
4. I/ We understand that if I/ We fail to furnish the Performance Guarantee before the deadline specified in the LoA / LoI, my/ our bid will be automatically cancelled and I/ We will also be debarred from competing for bids in your esteemed Institute for a period of one year from the date of occurring of such breach.
5. I/ We further understand that if I/ We fail to sign the contract in case the work is awarded to me/ us or fail to furnish the Performance Guarantee, my/ our bid will be automatically cancelled and I/ We will also be debarred from competing for bids in your esteemed Institute for a period of one year from the date of occurring of such breach.
6. I/ We understand that this Bid Security Declaration will automatically expire if we are not the successful bidder/ upon the expiry of bid validity period.
7. I/ we declare that I am/ we are authorized to sign this declaration.

Duly signed this Declaration on this day - - 202_ in the presence of following witnesses:

Signature of the Bidder with seal

In the presence of: In the presence of: Signature of witness: Signature of witness:

Signature:

Postal address:

Annexure- 'XV'

FORMAT OF LETTER OF INTENT

NIT No._____ Date:

To
(Name address of the bidder)

Sir/Madam,

Sub.: Providing Catering Services at IISER Berhampur Hostel – Letter of Intent – Reg. Ref.: 1. Notice inviting tender No.

2. Your tender dated in Two Cover system

This is to inform you that, subject to the terms and conditions of Notice inviting tender No. _____ dated _____and the tender document, your tender under reference (2) above for providing the above services at the campus of IISER Berhampur is accepted as follows:

Details of accepted price bid

You are requested to submit a Security deposit of 12.00 lakh (Rupees Twelve Lakh ony) by means of a crossed Demand Draft/PBG of any scheduled bank drawn in favour of the Director, IISER Berhampur payable at Berhampur within fifteen days from the date of issue of this letter.

You are also requested to attend this office within three days from the date of issue of this letter along with a non-judicial stamp paper/ document paper of ₹ 200 for executing an agreement.

Subject to the fulfillment of the terms and conditions of the tender/ contract documents, the contract shall be for two years starting from ----------. Hence you are requested to take all needful action to deploy the personnel from ---------- ---- ---,
Yours sincerely,

For IISER Berhampur

Copy to

Annexure- 'XVI'

FORMAT OF AGREEMENT

AGREEMENT FOR PROVIDING CATERING SERVICES AT IISER, BERHAMPUR HOSTEL

THIS AGREEMENT is made on the -----day-------- by and between Indian Institute of Science Education and Research, Berhampur an Institute of National Importance by the Act of Parliament under MoE, Government of India imparting technical and science education, represented by its Registrar, hereinafter called the "Institute" of the ONE PART (The expression "Institute" shall include his successors, assigns or transferees)

And

(Name and address of the bidder) represented by , hereinafter called the contractor/ service provider which
expression shall, unless excluded by or repugnant to the context, be deemed to include his successors, legal heirs, executors, administrators, representatives of the OTHER PART.
WHEREAS the Institute has called tenders for **Providing Catering Services in the IISER Berhampur Hostel** vide Notice Inviting Tender No. _____
WHEREAS among several other bidders, M/s have also
submitted their offer in response to the said notification. Among several agencies who have offered their bid, the Institute found the tender offered by (Name of the bidder) is acceptable and hence offered to grant the contract of
Providing Catering Services in the IISER Berhampur Hostel to them vide Letter of Intent No.----------
--
dated

--.
Whereas M/s (Name of the bidder) has accepted the award of the contract. Hence this agreement. NOW
THIS AGREEMENT WITNESSETH as follows:

1. In this agreement, words and expression shall have the same meanings as are respectively assigned to them in the tender document.

2. The following documents shall be deemed to form and be read and construed as part of this agreement, namely

   (i) Notice inviting Tender No.

   (ii) Tender document containing pages.

   (iii) Documents submitted by the contractor along with his tender (containing – pages)

   (iv) Letter of Intent No. ---------

(v) Work order

(vi) All future correspondences between the parties

3. In consideration of the payments to be made by the Institute, the contractor hereby covenants with the Institute and execute the services of Providing Catering Services in the IISER Berhampur Hostel with effect from _____as per the provisions of the contract.
4. That the Contractor hereby agrees to adhere to all related statutory requirements/ related Acts & Rules and statutory provisions in employing workers engaged under this contract.
5. That the Contractor hereby agrees to all adhere to all related statutory requirements in payment of taxes to the concerned authority.
6. The Institute hereby covenants to pay the contractor in consideration of the services rendered by the contractor, the amount specified in the tender document/ price bid as accepted in the letter of intent.

IN WITNESS WHEREOF the parties hereto have signed the agreement the date and year first above mentioned.

Contractor:

Institute:

Witness:

Witness:

Annexure- 'XVII'

COMPREHENSIVE PEST CONTROL AND VECTOR MANAGEMENT

1. General Compliance & Statutory Obligations

The Vendor shall maintain the entire mess premises, including the kitchen, dining hall, raw material stores, washing areas, and surroundings, completely free from rodents, insects, flies, cockroaches, ants, birds, and other pests. All pest control operations must strictly comply with Schedule 4 of the Food Safety and Standards (Licensing and Registration of Food Businesses) Regulations, 2011, the Insecticides Act, 1968, and the Environment (Protection) Act, 1986.

2. Engagement of Agency and Chemicals

- Licensed Operator: The Vendor must outsource pest control services to a professional, commercial agency holding a valid license issued by the Government's Agriculture/Horticulture department or relevant statutory authority under the Insecticides Act, 1968.
- Approved Chemicals: Only public-health-grade chemicals approved by the Central Insecticides Board and Registration Committee (CIB&RC) shall be used. The use of highly toxic, unapproved, or agricultural-grade chemicals inside the food facility is strictly prohibited.

3. Mandatory Treatment Frequencies & Schedule

The Vendor must strictly adhere to the following minimum service frequencies to prevent lifecycle development of common pests:

- Cockroach & Crawling Insect Treatment (Gel & Spray): Must be carried out at least once in a month in the kitchen, pantry, and dining area using odorless, food-safe formulations.
- Rodent Monitoring and Control: Traps, glue boards, and external bait stations must be inspected, cleaned, and repositioned at least fortnightly.
- Fly & Flying Insect Control (Fogging/Residual Spraying): Perimeter spraying and drainage treatment to control flies and mosquitoes must be done at least fortnightly. Thermal fogging of open surroundings must be conducted weekly during evening hours.
- Deep Sanitation & Inspection: A joint monthly audit by the Vendor's manager and the pest control technician must be conducted to review the effectiveness of treatments and address structural gaps.
- Emergency/Reactive Treatments: In the event of a sudden infestation or a pest sighting reported by the institution, the Vendor shall arrange an emergency treatment within 24 hours at no extra cost to the Institution.

4. Execution and Safety Measures (The 4D Approach)

- Deny Entry & Shelter: The Vendor shall ensure structural integrity to prevent pest entry. This includes maintaining wire meshes on windows, proper door seals/sweeps, air curtains, and ensuring no water stagnation or organic sludge accumulation in drains.
- Deny Food: Food waste must be stored in covered, designated bins and disposed of daily. All raw materials and ingredients must be stored in airtight, food-grade, pest-proof containers off the floor (on pallets/racks).
- Safe Eradication:
- Chemical spraying or fogging must never be conducted while food preparation, cooking, or

service is actively in progress.

- No chemical rodenticides or loose poisons shall be placed inside the kitchen, food storage, or dining areas. Only mechanical traps, glue boards, or secured, locked bait stations placed along the external perimeter are permitted.
- Insect Killers (UV fly catchers) must be strategically installed away from exposed food preparation zones to prevent dead insects from falling into the food.

5. Storage of Pest Control Chemicals

No pesticides, chemical sprays, or pest control equipment shall be stored inside the kitchen, pantry, or food storage rooms. If kept on-site, they must be locked in a dedicated, clearly labeled cabinet located completely outside the food handling zone.

6. Mandatory Documentation and Audit Readiness

The Vendor shall maintain a dedicated Pest Management File on the premises, which must be updated monthly and produced immediately upon request by the Institution's management or FSSAI Food Safety Officers. The file must contain:

- A copy of the valid license of the engaged pest control agency and the technician's credentials.
- Material Safety Data Sheets (MSDS) and trade names of all chemicals used.
- A detailed layout map of the mess premises showing the exact numbered positions of all fly catchers, rodent traps, and bait stations.
- A signed service report for every pest control treatment indicating the date, areas treated, and chemicals applied.
- A Pest Sighting Log maintained daily by the mess staff, documenting corrective actions taken.

7. Indemnity and Penalty

The Vendor shall completely indemnify the Institution against any legal action, fines, or suspension of the FSSAI license caused by pest infestation or improper chemical usage. Failure to adhere to the mandated treatment schedule, or the detection of live pests/droppings during routine institutional audits, will attract a penalty of Rs. 2000 per instance, and repeated failures may lead to immediate termination of the contract.

Annexure – 'XVIII'

TO WHOMSOEVER IT MAY CONCERN

[On the Bank's Letter Head]

SOLVENCY CERTIFICATE

[To be issued by scheduled Banks as mentioned below (for instance) not later than 6 months]

Ref NIT No.: Date:

1. This is to certify that M/s. _____ having their Registered Office at _____ is solvent to the extent of ₹_____ [Amount in Words _____] as disclosed by the information and record which are available with the bank. This certificate is issued at the request of M/s. _____ for submission exclusively against Tender / Bid No. _____ published by IISER Berhampur

2. This certificate is issued without any risk/liability or responsibility whatsoever on the part of the Bank or any of its officers.

For Bank_____

Name of Signatory

Seal of the Bank

Annexure – 'XIX'

BIDDER INFORMATION FORM

(To be printed on the company letter head)

a) Bidder's Name:

b) Address and Contact Details:

c) Bidder's Reference No.:

d) Date:

e) Tender Document No.:

f) Tender Title: Services

---

1. Bidder / Contractor Particulars

a) Name of the Company / Firm:

b) Type of Legal Entity:

i. *Proprietorship*
ii. *Partnership*
iii. *Private Limited*
iv. *Public Limited*
v. *Public Sector*

c) Corporate Identity Number (CIN):

d) Place of Registration / Principal Place of Business:

e) Complete Registered Office Address:

f) Country and Year of Incorporation:

2. Tax and Regulatory Registrations

a) PAN (Permanent Account Number):

b) GSTIN (GST Registration Number):

c) GeM Supplier ID: *(Mandatory if bidding via the GeM Portal)*

3. Classification Status (Tick appropriate boxes)

a) Micro, Small or Medium Enterprise (MSME): [ ] Yes [ ] No *(If yes, attach Udyam Registration Certificate)*

b) NSIC Registered Vendor: Yes/ No

c) Make in India (MII) Status: Class-I Local Supplier Class-II Local Supplier Non-Local Supplier

d) Authorized Representative Information

e) Name of Authorized Signatory:

f) Designation / Capacity:

g) Postal Address:

h) Telephone / Mobile Number:

i) Official Email Address:

4. Bank Account Details (for EMD Refund / Vendor Payment)

a) Name of the Account Holder:

b) Bank Name and Branch Address:

c) Account Type: *(Savings / Current)*

d) Account Number:

e) IFSC Code / MICR Code:

f) *Attach a scanned copy of a cancelled cheque or filled RTGS/NEFT Form)*

5. Mandatory Checklist of Enclosures to Upload / to attach

a) Certified copy of Certificate of Incorporation / Registration

b) Copy of PAN Card and GST Registration Certificate

c) Valid MSME / NSIC / Udyam Certificate *(for EMD exemption claim, if applicable)*

d) Power of Attorney / Board Resolution authorizing the representative to sign the bid

e) Mandated Bank RTGS Format with a cancelled cheque

Declaration

"I/We hereby declare that all information and statements provided above are true, accurate, and authentic to the best of my knowledge. I/We understand that any wrong or misleading information shall be treated as a violation of the Code of Integrity, making our bid liable to be rejected as non-responsive, in addition to other punitive actions provided in the Tender Document."

Signature of Authorized Representative:

Name of Signatory:

Designation / Capacity:

Date & Place:

Company Seal / Stamp:

Note:

1. The person signing this document is the sole proprietor / constituted attorney of the sole proprietor in case of a sole proprietorship firm.
2. The person signing this document is duly authorised being a partner to do so, under the partnership agreement or the general power of attorney, in case of a partnership firm.
3. The person signing the bid is the constituted attorney by a resolution passed by the Board of Directors or in pursuance of the Authority conferred by Memorandum of Association, in case of a company.

Annexure- 'XX'

NO RELATIONSHIP CERTIFICATE

(On Company Letterhead)

1. I/We hereby certify that I/We* am/are* related/not related (*) to any officer of IISER Berhampur. (If Related provide the details of the employee)

2. I/We* am/are* aware that, if the facts subsequently proved to be false, my/our* contract will be rescinded with forfeiture security deposit and I/We* shall be liable to make goods the loss or damage resulting from such cancellation.

3. I//We also note that, non-submission of this certificate will render my / our tender liable for rejection.

Date:

Place:

Authorized Signatory

Name:

Designation:

Contact No.:

Annexure- 'XXI'

FORMAT OF SENDING PRE-BID QUERIES

Subject: "Providing mess catering services at IISER Berhampur"

Tender No: ---------- Dated: ……..

Name of the Bidder:

Contact Address of the Bidder:

Sr. No.	Section Number	Page Number	Query
1.			
2.			
3.			
4.			
5.			

Annexure- 'XXII'

BIDDER'S BANK DETAILS

(To be printed on Bidder's letter head)

Bank Account Details	
Name of Beneficiary	
A/c. No. CC/CD/SB/OD (beneficiary)	
Name of Bank	
IFSC No. (Bank)	
Branch Address and Branch Code	
Other Details	
Bidder's PAN No.	
Bidder's GST No	

Declaration: I undertake the responsibility to intimate the changes, if any, in above particulars.

Bidder Signature: _____

Bidder Name: _____

Place & Date: _____

Certificate by Bank

Certificate that the Bank Account Details furnished above are correct as per our records.

Bank's Stamp: Signature of the authorized official of the Bank

Place & Date: _____

SECTION - IV: CHECKLIST FOR ELIGIBILITY CRITERIA FOR BIDDERS

Bidders to indicate whether the following are enclosed/mentioned by striking out the non-relevant option

Envelope-1 (Technical-Bid) (Following documents to be provided as single PDF file)			
Sr. No.	**Content**	**Document Attached (Yes /No)**	**Page No. in the attached document**
1.	ANNEXURE- 'VIII': DETAILS OF PREVIOUS CONTRACTS		
2.	ANNEXURE- 'X': ADDITIONAL ITEMS (NON-VEGETARIAN & VEGETARIAN)		
3.	ANNEXURE- 'XI': CERTIFICATE & DECLARATION		
4.	ANNEXURE-'XII': FORMAT FOR PERFORMANCE GUARANTEE BOND		
5.	ANNEXURE – 'XIII': FORMAT FOR INTEGRITY PACT INTEGRITY AGREEMENT		
6.	ANNEXURE- 'XIV': "BID SECURITY DECLARATION"		
7.	ANNEXURE- 'XV': FORMAT OF LETTER OF INTENT		
8.	ANNEXURE- 'XVI': AGREEMENT FOR PROVIDING CATERING SERVICES AT IISER, BERHAMPUR HOSTEL		
9.	ANNEXURE- 'XVIII': SOLVENCY CERTIFICATE		
10.	ANNEXURE- 'XIX': BIDDER INFORMATION FORM		
11.	ANNEXURE- 'XX': NO RELATIONSHIP CERTIFICATE		
12.	ANNEXURE- 'XXI': FORMAT OF SENDING PRE-BID QUERIES		
13.	ANNEXURE- 'XXII': BIDDER'S BANK DETAILS		
14.	SELF-ATTESTED COPY OF GST NUMBER (AS APPLICABLE)		
15.	TENDER TERMS & CONDITIONS ACCEPTANCE SIGNED WITH OFFICIAL SEAL IS ATTACHED		

Envelope-2 (Financial-Bid)				
Sr. No.	Documents	Content	File Type	Document Attached (**Yes / No**)
1	Financial Bid	Price bid should be submitted in Excel (BOQ) Format	.xls	

IMPORTANT NOTICE
TENDERERS RESPONDING TO THIS ENQUIRY SHALL BE DEEMED TO BE AGREEABLE TO THE TERMS AND CONDITIONS HEREIN CONTAINED. THESE TERMS AND CONDITIONS SHALL BE BINDING ON THE SUCCESSFUL TENDERER.CONDITIONAL TENDERS ARE LIABLE TO BE REJECTED. IISER BERHAMPUR WILL PROCESS THE TENDER AS PER IISER BERHAMPUR STANDARD PROCEDURES. THE DIRECTOR OF THE INSTITUTE RESERVES THE RIGHT TO REJECT ANY OR ALL OR PART OF TENDER WITHOUT ASSIGNING ANY REASON AND SHALL ALSO NOT BE BOUND TO ACCEPT THE LOWEST TENDER. IISER BERHAMPUR WOULD NOT BE UNDER ANY OBLIGATION TO GIVE ANY CLARIFICATIONS TO THE AGENCIES WHOSE BIDS ARE REJECTED.

I agree to all terms and conditions mentioned in the tender document of the Institute

Signature of the Tenderer

INSTITUTE BANK ACCOUNT DETAILS

Bank account detail	
Institution's Account Name	IISER BERHAMPUR REVENUE ACCOUNT
Account No	37927733884
IFSC code	SBIN0000033
Bank Name (in full)	State Bank Of India
Branch Name	Berhampur Main Branch
Branch Address	Utkal Ashram Road, Berhampur-760001
Account Type	Current