



MSME TOOL ROOM , AHMEDABAD

INDO GERMAN TOOL ROOM, AHMEDABAD

(A Govt. of India society under ministry of MSME)

Plot 5003, Phase IV, Vatva GIDC, Mehmedabad Road, Ahmedabad -382445, Gujarat

Ph: +91 - 079 - 29750965/ 66 Ext 201 (Purchase), Ext 209 (Store) , 236 (Accounts) ,237(GMO),241(Admin), 221(Training), 229(Production) ,206 /207 / 234 (Marketing) Web : www.igtrahd.com

TENDER DOCUMENT FOR E- TENDERING

FOR RUNNING OF HOSTEL MESS ON CONTRACT BASIS AT IGTR, AHMEDABAD.

TENDER REF NO. : IGTR-Ahd/Admin/eTe-Mess20

Dated 10.06.2020

(In communication, please quote this number & date)

INVITATION OF TENDER

From : General Manager,
Indo German Tool Room, Plot No. 5003, Phase iv,
GIDC, Mehmedabad Road, Vatva, Ahmedabad 382 445.

To : Messers _____

TENDER FOR RUNNING HOSTEL MESS ON CONTRACT BASIS

Dear Sir,

Online digitally sealed tender under Two cover bidding System is invited on behalf of Indo German Tool Room (IGTR) , Ahmedabad by General Manager through Central Public Procurement Portal Govt. of India website (<https://eprocure.gov.in/eprocure/app>) from the eligible Bidders to run Hostel Mess as per the details enclosed as **Part I (SCOPE OF WORK)** at Indo German Tool Room, Plot No. 5003, GIDC Industrial Estate, Phase IV, Vatva, Ahmedabad 382445, India herein after called "the Tool Room . To participate in this Tender , Bidders are required to deposit below mentioned amounts in IGTR' Bank Accounts by way of RTGS / NEFT .

(*)1.Tender Fees : Rs.500/- Five Hundred (non Refundable)

(*)2. Interest Free Earnest Money Deposit : Rs 5,000/- Five Thousand (Refundable)

(*)Micro and Small Enterprises(MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises(MSME) or registered with the Central Purchase Organization for relevant goods /Service (for which this particular Tender is floated) are exempted from depositing Tender Fee & Earnest Money on submission of proof of registration Certificate along with Technical Bid of tender.

Agencies will be rated based on eligibility criteria and also their clients (present and past) and opinion of their clients. If required a committee will visit the agencies current customer to access the service.

IGTR will provide water, electricity and existing furniture only. The Bidder shall maintain the same in the proper condition once contact is allotted .

General Manager, IGTR, Ahmedabad reserves the right to accept the tender in full or part thereof or to cancel the tender in toto without assigning any reason whatsoever.

INSTRUCTIONS TO TENDERER

Tenderers should read the tender paper carefully. Submission of tender shall mean that the tenderer has read and understood all the terms and conditions of the tender and agrees and binds himself/themselves to the same. Including any corrigendum published ,if any ,for this e-Tender at later stage. TENDER ACCEPTANCE LETTER must be submitted by Bidder with Technical Bid with their official seal and signature.

1. Tenderer should read all the documents thoroughly before filling up and submission of the document as per instruction.
2. Tender to be submitted in TWO PARTS i.e. (a) Technical Bid and (b) Financial Bid through ONLINE mode only. on Central Public procurement Govt of India Portal website (<https://eprocure.gov.in/eprocure/app>) up to 2:00 PM on 25.06.2020 (if ,no corrigendum is published for Date Extension on e-procurement portal)

Financial Bid to be Submitted online after filling the BOQ . Please see BOQ for detail menu of Breakfast, Lunch and Dinner to be provided.

Please note that tender should be submitted online only .Tender submitted by hard copy OR any other mode will Not be considered.

3. Tenderer should have experience for carrying out similar type of work in the large and reputed organizations. The claim of experience should invariably be supported by certificates.
4. The Tenderer must ensure that all the enclosures are sent along with their offer.
5. The tenderers are permitted to visit the campus with prior appointment in order to assess the work before submission of tender on working days during working hrs between 9.30 AM to 4.30 PM (except 1.00 pm to 1.30 pm)
6. The Bidders shall be solely responsible for checking the website <http://eprocure.gov.in> for any addendum/corrigendum issued related to this tender and take into consideration the same while preparing and submitting the bids.

TERMS AND CONDITIONS FOR RUNNING OF HOSTEL MESS..

PART - I

A. SCOPE OF WORK

The essence of contract is to provide mess services to trainees (at present about 300) who are staying at IGTR hostel . At present Mess Fee is collected in every Term (6 Months). The mess is also serves tea/coffee/cold drinks, snacks, lunch/dinner etc. during official meetings, programs , seminars and functions organized by the institute from time to time.

B. ELIGIBILITY CONDITIONS FOR PARTICIPATION.

BASIC ELIGIBILITY

- (a) The Bidders should be in catering business (excluding beverage and snacks services) for a minimum period of Five years as on 01.06.2020 for the running the canteens or mess of Universities / Education Institution for 250 persons or more . Letter in this regard from concerned Universities / Education Institutions required to be submitted .
- (b) If , the Bidders have earlier served in the Indo General Tool Room , Ahmedabad , Bidder should also required to obtain Performance report from IGTR , Ahmedabad and required to submit along with Tender.
- (c) The Bidders should have a turnover of Rs. Thirty Lakhs or more on average of three financial years(2016-17; 2017-18 and 2018-19). This should be Supported by statements of accounts showing turnover for these years, duly certified by Chartered Accountant, to be submitted with the tender document.

(d) PERFORMANCE CERTIFICATION.

The bidders' performance, as per format at Annexure I for each work completed in the last Five years and should be certified by a responsible person from the concerned organization.

C. GUIDELINES FOR PARTICIPATION.

TENDER CAN BE SUBMITTED UP TO 2.00 PM 25.06.2019 (if ,no corrigendum is published for Date Extension on e-procurement portal)

TENDER MUST BE SUBMITTED ONLINE mode only, on Central Public procurement Govt of India Portal website (<https://eprocure.gov.in/eprocure/app>) .

- Tender should be submitted along with EMD for Rs.5,000/- (Rupees Ten Thousand only) and Tender Fee Rs. 500/- (Five Hundred) . Tender Fee & EMD amount to be deposited in the account of IGTR Account No. 080010200004268, IFC Code UTIB0000080, AXIS Bank, Maninagar Br., Ahmedabad and proof to be given to IGTR along with tender.
- (*) MSME's registered Bidders will be exempted from Tender Fee and EMD on submission of valid registration certificate as mentioned above.

D OPENING OF BIDS.

The Technical Bids will be opened on 26.06.2020 at 2 pm (OR time and date as mentioned in corrigendum issued , if any at later stage on e-procurement portal) bidders may remain present , either in person or through their authorized representatives.

The date and time of opening the financial bid will be intimated once Technical evaluation is completed by Purchase Committee. Technically qualified Bidders may remain present either in person or through their authorized representatives during financial Bid opening .

EMD of the unsuccessful bidders will be refunded in their Bank Account without interest, in 30 days from the date of award of contract to the successful bidder. Bidders are requested to provide their Bank Account detail preferably with scan copy of cancelled cheque.

E PERIOD OF CONTRACT.

The contract for mess services shall remain valid initially for a period of One Year. However, in order to evaluate the performance and services of the contractor, the contract will have probationary period of three months. The contract for the remaining 9 months will be confirmed only if the services and quality of items served by the contractor are found satisfactory during the probationary period.

The one year contract period is subject to renewal /extension of contract by the IGTR on satisfactory performance and as per mutually agreed terms and conditions.

F FORFEIT OF EMD.

EMD of the successful bidder shall be liable to be forfeited , if the contractor does not fulfill any of the following conditions.

The agreement is not signed in the prescribed form within ten days of the receipt of the Letter of Award of the contract.

The contractor does not commence mess services within seven days of the stipulated date for commencement of mess services.

G. SECURITY DEPOSIT.

The successful bidder will be required to deposit a sum of Rs.1,00,000/- (one lakh only) as Deposit on account of Performance Security within 3 days from the Date of Letter of Award of contract. The deposit will be retained by IGTR for the entire period of contract. On termination of the contract IGTR will refund the sum of Rupees One Lakh only without interest.

H. STATUTORY OBLIGATIONS OF THE CONTRACTOR.

The contractor shall be responsible for engaging adequate number of trained manpower required for providing good mess services.

IGTR will provide existing furniture, space, water, electricity for fan and light. The Contractor should ensure that there is no wastage and use it with utmost care and should use industrial gas connection only. It will be the responsibility of contractor to purchase commercial Gas connection and cylinder for the same.

The contractor should ensure the good quality and hygienic food.

Mess cleanliness and the hygiene will be the responsibility of the contractor. Mess should be always kept clean with special cleaning done every Sunday/ weekly off, including mess premises and fixtures. Mess contractor will be held responsible for any case of food poisoning caused to any person using mess facilities.

Mess services will be provided as per fix timings of management. The services of morning tea, snacks, afternoon tea and lunch will be provided in the mess building and work place as per the schedule.

Contractor will ensure the quality and quantity of food from time to time surprise checks may be conducted by the Administrative Department/responsible person.

The contractor shall be responsible for paying minimum wages, As per Minimum Wages Act, ESI , PF and GST. It shall be entirely the responsibility of the contractor to comply with the statutory provision in respect of your employee, ie. Factories Act 1948, Payment of Wages Act 1936, Minimum Wages Act, Contract Labour (R & A) Act, ESI & PF act etc. The contractor shall maintain all records and registers as are required under above act and shall produce for inspection as and when required. Contractor is solely responsible for legal liabilities whatever so that may arise.

I. OTHER OBLIGATIONS OF THE CONTRACTOR.

The contractor will use only branded raw materials and good quality of oil for preparation of items. (No use of vegetable ghee and Palmolive oil for food preparation)

J BASE PRICE

The Institute has worked out a base price Rs 1800/- (with out GST) . If any contractor has quoted below the base price than , IGTR may at its sole discretion reject the quotation of the party.

K JURISDICTION.

Dispute, if any, arising out of the Contract , shall be settled by mutual discussion and decision of General Manager is final or alternately by legal recourse under jurisdiction of Ahmedabad courts only.

(PART -A) TECHNICAL BID
ANNEXURE - I
PERFORMANCE CERTIFICATION

(Furnish this information for every individual from the past/present clients for whom the service was provided)

1.Name of the contract and location:

2.Agreement No:

a. Scope of contract:

b. Contract Cost:

c. Date of Start:

d. Period:

e. Amount of compensation levied, if any:

f. Performance report

* Quality of Food - Excellent / Very Good / Good / Fair.

* Resourcefulness - Excellent / Very Good / Good / Fair.

g. Compliance of all statutory requirement – yes / No.

h. No. of persons availed facility :

(Signature of the Responsible Authority)

(Seal of the Organization)

Date:

TECHNICAL BID
ANNEXURE II
TENDERER PROFILE

1. Name of the Company/Firm and :
Complete registered address

2 (a.)Legal Status (Individual, Proprietary firm :

Partnership firm, Limited Company
Or Corporation etc.)

(b.)Has your company/firm ever changed its:

Its name any time? If so , when the earlier
Name and the reason there of?

(c.)Were you or your company ever required :
to suspend catering services for a period
of more than 06 months continuously after
you commenced the catering services? If so,
give the name of the contract and reasons
thereof.

(d.)Have you or your constituent ever left :
the contract awarded to you incomplete?
If so, give name of the contract and reasons
for not completing the contract.

3.Name & Designation of the Contract Person :

Tel. No(Office) :
Tel. No(Home) :
Mobile No. (s) :
Fax No(s) :
E-mail address :

4.Year of commencement of Business :

5.Statutory Details (Scan copy to be attached)

- (i)PAN No:
- (ii)PF Registration No:
- (iii)ESI Registration No:
- (iv)GST Registration No:

(v) Food and Drug Control Regulation , Gujarat State Registration detail :

**6.Income Tax Assessment Completion Certificates for the financial years 2016-17,2017-18 &
2018-19**

TECHNICAL BID
ANNEXURE - III
SUMMARY OF PAST PERFORMANCE
(To be submitted along with Technical Bid)

Name of Bidder :

(A) List of clients. (Please specify current and past. , if required separate sheet to be attached)

S.No	Name of Client	Nature of Organization(University /other Edu. institution etc.)	Period of Running Catering Service (From - to)	duration of service(Yrs)	No of people served per day
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

(B) Turn Over (in Rs.) :

Turn Over (in Rs)			Av. Turn over(in Rs.) (a)+(b)+(c) /3
(a)	(b)	(c)	
F.Y. 2016-17	F.Y. 2017-18	F.Y. 2018-19	

I / We certify that all information furnished by the our Firm is true & correct.

Seal & Signature of Bidder (Catering Agency)

(To Be submitted with Technical Bid)
TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date:

To,

General Manager

Indo German Tool Room

5003, Ph4, Vatva G.I.D.C.,

Ahmedabad - 382445

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No : IGTR-Ahd/Admin/eTe-Mess20

Dear Sir,

I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: **Tender Reference No: IGTR-Ahd/Admin/eTe-Mess20** **Tender Title : RUNNING OF HOSTEL MESS ON CONTRACT BASIS AT IGTR, AHMEDABAD published on** Central Public Procurement Portal Govt. of India website (
<https://eprocure.gov.in/eprocure/app>)

as per your advertisement, given in the above mentioned website(s).

1. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. 1 to 9 (including all documents like annexure(s), schedule(s), etc ..), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
2. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.
3. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
4. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
5. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

