Tender Document

Hostel 2 Mess
Indian Institute of Technology Bombay
We are in the process of selection of catering contractors for the mess in the Hostels 2 on the campus. The terms and conditions on which the contract is to be awarded are given in the following pages and are divided under the following headings:

- Catering contract Hostel mess terms and conditions along with responsibilities of caterer.
- Rules pertaining to the daily functioning of the mess.
- Penalties for violation of mess rules.
- General structure of the menu
- Proforma for Technical and Commercial Bids
- Annexures

Interested caterers are welcome to participate in a pre-bid meeting and inspection of the Hostel mess premises on Monday 15th June at 5 PM Please be present at Hostel – 2 Mess for this purpose. If you prefer a different time or date, then please send an email to hcu.chair@iitb.ac.in.

The agenda of the pre-bid meeting is as follows:

1. Students will tell the caterer about the ground realities of the operation of the mess.
2. Warden will tell them about salient points of the terms and conditions and also the procedure of selection.
3. Warden and students will respond to queries of the prospective caterers, if any.
4. The caterers will then inspect the facilities of the mess and kitchen of the respective hostels. Prospective bidders are encouraged to attend this meeting, but it is not mandatory.

The deadline for submission of technical and commercial bids, containing documents stated in later part of this tender document, along with an EMD of Rs. 4 lakhs bid is 26th June 4 PM. Demand draft of this amount should be made in favor of Registrar, IIT Bombay payable at Mumbai. The EMD amount will be refunded to unsuccessful bidders at the time of the award of the contract.

Address for submission of the bids is

Dean (Student Affairs)
1st Floor, Main Building,
IIT Bombay, Powai,
Mumbai-400 076

Please note that the average mess bill in hostels with privatized mess ranges from Rs. 95 to Rs. 109 per head per day.
Technical and commercial bids must be submitted in **SEPARATE** sealed envelopes. Interested caterers should submit a single technical bid, mentioning the hostels in which they are interested. Separate commercial bids should be submitted for each hostel.

The technical bids will be opened at **26th June 4:00PM** in the office of Dean (Student Affairs). Names of the parties shortlisted on the basis of technical bids and site visits will be published on the same website by the evening of **July 7th**. Shortlisted parties will be invited to attend the opening of the commercial bids at the same venue. The date for the opening of commercial bidding will be conveyed to the concerned authorities.
TERMS AND CONDITIONS ALONG WITH RESPONSIBILITIES OF CATERER

The Mess in each of the hostels consists of a kitchen and a dining hall. The important terms and conditions are listed below:

1. The Contract Agreement would be for a period of one year and subsequently, may be renewed every year for an additional period of one year or part thereof, subject to satisfactory performance.

2. After three months of operation the caterers will be evaluated on the basis of the guidelines and rules detailed in this document and in the leave and license agreement to be drawn. If the caterer fails to meet the expectation and promises made, then the leave and license agreement can be cancelled at that time.

3. Within 15 days of execution of the agreement, the caterer will be required to provide a refundable interest free Bank Guarantee of Rs. 10 lakhs per hostel for which agreement is entered into. This Bank Guarantee should be from a scheduled nationalized bank, and will be held against in default in performance and violations of terms and conditions. This Bank Guarantee shall be effective for a period of 13 months.

4. The catering contractor has to pay license fee of Rs. 1000/- per month for the first year and at such rate as may be fixed by the Institute for the subsequent years.

5. The catering contractor will pay Rs. 500/- towards water charges every month. Wastage of water must be avoided.

6. Electricity shall be provided free of cost.

7. Contractor must submit all necessary statutory documents, as stated in later part of this document.

8. In the event of award of the contract, the contractor should register themselves with the Regional Labour Commissioner (Central), Mumbai as a contractor under the Contract Labour Regulation Act and obtain a Labour License and complete all required formalities.

9. (a) The caterer should adhere to the provisions of the Provident Fund Act, the Minimum Wages Act and other such acts which are applicable.

(b) The caterer should ensure that the payment is made to the laborers as per Minimum wages act to the satisfaction of the licensee. The payment is to be made into the bank accounts of the employees and the statement of the accounts is to be deposited with the hall managers every month / every week. EPF and ESI facilities must be provided to the workers and proof of doing so must be submitted to the hostel on a regular basis.

(c) The Caterer shall not employ child laborer. Upon violation of this requirement, legal action would be taken.
10. Engagement of required staff, providing uniforms etc. shall be done by the caterer with approval of the mess council of the concerned hostel. The workers should always use hand gloves and caps while working (hair found in food is not acceptable). Caterer should provide a minimum of two pairs of uniform to the workers and ensure that workers report for duty in clean uniforms.

11. **It is mandatory to have 1 helper per 25 residents and 1 cook per 100 residents.** This workforce should be divided into two teams, so as to operate in two shifts of duration of eight hours each. 2 supervisors must be present in each shift. One of the supervisors should be entrusted the duty of quality control and hygiene. **The caterer should change main chef after three months (or, as decided by mess council).**

12. The approximate strength of mess members for different Hostels during regular semester (January to April and mid-July to November) and also during summer and winter vacations is as mentioned in Annexure A.

13. The timings, menu and price of extra items would be determined by the Committee and the Student Council of the respective hostels in consultation with the caterer. The extra items must be available at least till 15 min prior to the regular timings.

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

15. No food cooked in the mess may be taken out of the premises without prior permission of the Mess Council of concerned hostel.

16. Vegetarian and Non Vegetarian food will be cooked and served separately.

17. Major civil and electrical works will be attended to by IIT Bombay. Minor maintenance jobs such as replacement of light bulbs, tube lights etc. are the responsibility of the catering contractor.

18. Kitchen equipment, cooking gas bank and dining hall furniture, service Counters, cooking utensils, crockery, cutlery etc. will be provided by IIT Bombay / Hostel. Upkeep of all items provided by the IIT Bombay / Hostel will be the sole responsibility of the caterer.

19. Refilling of cooking gas cylinders provided and procurement of good quality provisions and other consumables is the responsibility of the caterer.

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

21. Maintenance of kitchen equipment will be covered to the scope of service contract entered into by IIT Bombay with equipment suppliers, but catering contractor should inform service contractor of maintenance requirements. Additional expenses on repairs and maintenance of equipment, if any, shall be borne by the caterer.

22. Any damage to the cooking equipment, gas pipeline etc by the caterer team will be charged 5 times the repair or replacements of the part damaged.

22. The caterer shall attend a monthly meeting of the mess committee, failing which a penalty will be imposed. This meeting shall be attended by the caterer himself or a senior representative, who is
authorized to take policy decisions.

23. Caterer is supposed to take care of all the utensils and equipment handed over to him by the hostel.

24. No accommodation, except a changing/resting room, will be provided to the workmen of the caterer.

25. As per policy decision, no caterer will be awarded the contract of more than four mess in the institute.

26. Only those caterers who have establishment in Mumbai and adjoining areas shall be considered.

27. The caterer should preferably have experience of catering in an registered establishment of a minimum of 500 customers.

28. If Hostel wants to terminate the contract before the signed duration, Caterer will be given 1 month notice by the hostel council/ Hostel warden.
   In case Caterer wants to quit before the contract termination, Caterer must give 3 months’ notice to the Hostel Warden, or must stay till the time the next caterer take over the mess.

29. The Hostels which are clubbed together may have different mess menus within the general structure

30. Issues related to Hygiene in the Mess and the Kitchen

   (a) Cleaning and Housekeeping of kitchen and dining area will be the sole responsibility of the caterer.

   (b) Cleaning of utensils, cutlery, crockery, kitchen equipment, furniture, mess water cooler is also responsibility of the caterer. The highest possible standards are expected in this regard.

   (c) All possible measures must be taken to ensure hygiene in the kitchen and mess. These include the provision of ample Liquid soap for hand wash at basin, clean towels to clean hand, hand gloves for mess workers who handle items like salad, panipuri etc., head caps for mess workers and other measures as advised by the council. Maintaining soap for hand wash at the students’ wash basin is also responsibility of the caterer.

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

   (e) IIT Bombay / Hostel would reserve the right to check on cleanliness and upkeep of premises and quality of provisions, and quality of the food.

31. No price hike will be provided to Caterer for any reason during the entire duration of the Tender Contract.
RULES PERTAINING TO THE DAILY FUNCTIONING OF THE MESS

Timings for the mess

Actual timing will depend upon the decision of the respective hostel’s council and caterer would be obliged to adhere to the council’s instruction regarding it. Following is a tentative timing.

<table>
<thead>
<tr>
<th></th>
<th>Weekdays</th>
<th>Weekends</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>7:30 AM to 9:45 AM</td>
<td>7:45 AM to 10:00 AM</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:00 noon to 2:15 PM</td>
<td>12:00 noon to 2:15 PM</td>
</tr>
<tr>
<td>Tiffin</td>
<td>4:30 PM to 6:30PM</td>
<td>4:30 PM to 6:30 PM</td>
</tr>
<tr>
<td>Dinner</td>
<td>7:30 PM to 10:00 PM</td>
<td>7:30 PM to 10:00 PM</td>
</tr>
</tbody>
</table>

1. Unlimited salad should be provided during lunch and dinner. It should comprise of lemon, green chillies (both raw and fried). Either tomato or onion must be there in the salad. It will also contain any two of the following in every meal: cucumbers, beetroots, carrots and radish except when Groundnut, Corn, Sprouts, Minced or Cabbage Salad is being served. The choice of salads is completely with the Mess council irrespective of their rates in the market.

2. Mouth freshener (Fennel seeds and sugar) and Pickle to be provided with every meal.

3. Paneer is to be served at least twice a week as decided in the menu.

4. The composition of a vegetable item should be exactly as specified by the council. For example, if the council requires that onion and potato should not be mixed to an item, then it should be strictly followed.

5. (a) Rasna, KhusSherbat, Lemon water, Roohafza, Jalzeera, Aampanna must be served in unlimited quantity during lunch for 5 days of the week for 18 weeks in a year. The 18 weeks will be decided by the mess council. Exactly which drink is to be served on which day will also be decided by the mess council. Instead of drinks, soups can be replaced twice a week

   (b) Seasonal drinks must be served in the mess as per requirement given by the mess committee.

   (c) Aamras (200 ml) will be served thrice a week for 12 weeks in dinner.

6. Banana is to be served in breakfast 7 days in a week. It can be replaced by some other fruit on 2 days of the week if decided by the mess council. Along with it, fruits must be served in tiffin / dinner (as decided by council) on all 7 days, except when a fruit shake or fruit juice is served.

7. Unlimited Chaas, Lassi, must be served during lunch on two days of the week.

8. Either of Cornflakes/Oats/Chocos/Muesli will be provided on all days in breakfast and Tiffin. Exactly when and which item should be served will be decided by the council, without any restriction.

9. Unlimited Raita to be served when dishes like Biriyani is served. Unlimited plain curd will be served four times a week. Plain curd should be made from non-toned full cream milk. Plain rice has to be served in addition when there is briyani or pulav. Fruit custard must be served once a week.
10. Coconut chutney and Sambhar should be served with all south Indian dishes (like idli, dosa, uttappam etc.)

11. Sweets (including ice-cream) have to be served on all seven days in lunch or dinner as decided by the mess council, except when sheera is to be served in breakfast along with poha, as mentioned in menu. Sweets must include varieties like Bengali, Gujarati, South Indian sweets etc. as decided by mess council.

12. Ketchup, Butter, Jam (of mention brands), Curd and Chutney has to be provided along with all dishes which need them and as decided in the menu. For dishes like instant noodles, samosa, paratha (as requested by council) chilli garlic should also be provided.

13. Jain Food and Boiled Food should be served as per requirement, which is to be decided by the mess council.

14. Menu as decided by the mess council should be strictly followed. Failing in which penalty would be imposed as mentioned on “Penalties and Violation” page.

15. The use of mono-sodium glutamate (ajinomoto) is strictly prohibited.

16. (a) Extra items e.g. non veg. items over and above the decided mess menu can be sold at prices decided in by the Mess Council in consultation with the caterer.

(b) Twice a month, Non-Vegetarian students should not be charged for their Vegetarian meal if they opt to take only the Non-veg meal. These students will only pay the difference of Non-veg meal and Vegetarian meal to the caterer. For example - Chicken biryani (unlimited rice and a reasonable amount of meat per person, 2 standard pieces or equivalent amount) along with raita and veg meal could be served in that non-veg meal or any other dish as decided my mess council.

17. One glass of milk (200ml) is to be served, as per the choice of student, in breakfast or tiffin every day. Both hot and cold milk should be served at all times. Milk should be non-toned full cream. Student can be charged extra for second and successive glasses of milk.

18. (a) Caterer should provide special Dinner or Lunch on occasions like festivals for ten days in a year, as decided by the mess council, at no extra cost. Tea parties(once a month) and regional food festivals should be organized occasionally at no extra cost, as decided by the mess council. Sample Special dinner menu could include: 2 starters (veg+non-veg), 2-sabji, sweets(2pcs or 1 pc of two different sweet or equivalent/ice-cream etc.), dal, rice, drinks, papad, salad etc. Non-veg can be served as well, as extras.

Note: This is just a sample menu, changes are possible based on decisions of mess council. There is possibility of serving limited non-veg with no extra cost as well, if some items from menu are removed by council.

(b) In case a special event is organized in the hostel for which food is arranged from another caterer/restaurant, the students will get a discount corresponding to food charges for that meal. This is expected to happen no more than twice a semester. Cost decided in consent with mess council.

19. Special food on days of fasting should be served, as decided by the mess council, at no extra cost.

20. Food should be served and maintained warm at all times.

21. Curd to be served with Parathas at all times

22. Extra charges for gala dinner should be decided in negotiation with mess council, only if council
decided to organize gala dinner with same caterer.

23. A sufficient number of counters, as decided by the Mess Council, should be operational. No mess worker should stay/sleep in the mess during night time after 10:30/11:00 PM except when midnight snacks is requested by the council.

24. A list of management or supervisor position must be given by the caterer to the mess council, which states the name of person whom the mess council should contact for a particular issue in the mess. This list should be maintained formally and given to mess council. Any changes in these positions should be told beforehand, unless there is an emergency.

25. Caterer should maintain a complaint and suggestion register and every complaint should be responded by taking corrective measures in consultation with hostel council.

26. Paper napkin should be provided when fried food is served. Butter paper should be used to keep the fried items.

27. One slice of cheese should be served once a week as decided by the council.

28. Catering services for institute and any other events held within the premises of the hostel may be undertaken only after obtaining a written permission from the mess council at least three days prior to the event.

29. Coupons for guest meals and extra items will be sold to the customer either on the basis of the requisition of a resident of the hostel or against cash payment for the same to the caterers. The price of the same shall be decided by the mess council in consultation with the Caterer.

30. For every guest meal through coupon the hostel will get 60% of 1/3rd of the amount charged to guest for that meal. i.e Hostel will get 20% share for every guest meal.

31. Students approved for the rebate should get 100% rebate. Rebate application will be submitted to hostel office/mess office as institute rebate rule.

32. Pest control in the Kitchen area, Dining area and the Storage area should be carried out through licensed agencies at least once a month by the caterer. In case if the hostel council contacted and paid the pest control agency, full amount of the Pest control contract should be reimbursed to hostel.

33. In case the mess is closed on any occasion or for pest control then special dinner / lunch shall be provided, in lieu of the missed meals, at no extra cost, if mess council requests. For every two pest control there would be one special Dinner/lunch. This is to be noted that these special dinner / lunch are in addition to those mentioned in point 18(a).

34. In case special Dinner / lunch is not be provided as per the clause number 33, full refund for the missed meals has to be given to all students. This is on discretion of mess council that they want to exercise point 33 in lieu of missed meals.

35. Special food like khichdi/Dalia should be provided by caterer on request by students who got sick.

36. Distribution and order of pizza, burger, Mod from dominos, McDonalds and fish to be done by the contractor as per the list given and instructed by council. It is the sole duty of contractor to provide workers who will distribute these items.

37. Caterer should use fresheners regularly in mess dining, kitchen and washing area to avoid foul smell.

38. Disposable Glasses and plates, spoons or any other disposable items, as instructed by mess council, should be provided to students at no extra cost at the time of breakfast and tiffin.

39. No use of Dalda / Vanaspati Ghee is allowed. It can be allowed only for certain dishes.
with council’s prior permission.

40. No stale (not fresh, items used in a meal) items should be found in mess after 36 hours of it preparation. Fine will be imposed as decided by mess council & Warden.

41. Different quality of rice should be used for Biriyani and normal rice. Kolam rice should be there during normal meal and for special dinner / lunch, biriyani branded basmati rice should be there.

42. Food wastage should be weighed daily for all meals and should be displayed in the mess.

43. Poha / Instant noodles and Tea /Coffee should be served in disposable plates during End-Semester and Mid- Semester Examination (40-45 Days in a Year). The charge for the same will be paid by students as extra( not included in daily cost).

44. Food should be kept after regular time(1 hour) if council requests to do so on some occasions i.e. if students are busy for hostel related duties.

45. All the coupons purchased shall be punched properly and shouldn’t be reused in any circumstances, failing to do so council has rights to take strict actions against the caterer.

46. One sweet dish shall to be served on the festival days (The official IIT Bombay holidays list can be used as reference)

47. Water should be served on the tables and filled salt dispensers must be available on the table at all times.

48. Cleanliness of the dining area to be maintained by the caterer at all times.

49. Minimum 150 gm of Chicken should be served in extra items in menu as decided by mess Council

50. Minimum 75 gm of Shreekhand / yoghurt should be served once a week in the menu as decided by council

51. Ketchup must not be prepared in the mess. Ketchup of mentioned brand must be served.
GENERAL STRUCTURE OF THE MENU

The following is the general structure of the menu. The detailed sample menu for respective hostels is provided in Annexures.

**Breakfast**
- Indian dish
- Unlimited Toasted Brown Bread and normal bread with butter, jam and ketchup.
- Sprouts/Boiled Pulses/Corn
- Milk (one Glass of 200 ml) with Bournvita/Complan
- Cornflakes/Oats/Chocos/Muesli
- 2 Boiled Eggs (warm) or Double Omelette or Egg Bhurji
- 1 Banana/ Any other fruit
- Unlimited Tea and Coffee

**Lunch**
- Unlimited plain Rice on all 7 days along with any other special rice items as mentioned in the menu (eg. Dum biryani, tomato rice, jeera rice, curd rice etc.)
- Unlimited Chapatti (with and without Ghee)
- Unlimited Dal or Sambar
- One Unlimited vegetable curry and one unlimited dry vegetable
- Unlimited Salad
- Curd / Raita / Lassi / Chass as mentioned in menu
- Fried Papad (unlimited) – 5 days a week, roasted papad- 2 days a week
- Pickle
- Rasna to be served 5 days of the week for 18 weeks in a year.
- Sweet dish (2 pieces of premium sweet/equivalent quantity as decided by the mess council). (either in lunch or in dinner)
- Fryums, Chutney as mentioned in the menu.
Tiffin

- One snack item
- Unlimited toasted/ brown/ white bread with butter, jam and ketchup. Peanut butter should be served twice a week, if the mess council so desires.
- Unlimited Tea and Coffee to be served on all 7 days of the week
- Ice tea/ cold coffee/ juices/milk shakes should be served 4 days a week for the 18 weeks of summer.
- Fruits

Dinner

- Unlimited plain Rice on all 7 days along with any other special rice items as mentioned in the menu (eg. Dum biryani, tomato rice, jeera rice etc.)
- Unlimited Chapati (with and without Ghee)
- Unlimited Dal or Sambar
- One Unlimited vegetable curry and one unlimited dry vegetable
- Unlimited Salad
- Curd/ Raita as mentioned in the menu.
- Pickle
- Fried Papad (unlimited) – 5 days a week, roasted papad- 2 days a week
- Sweet Dish (2 pieces of premium sweet or equivalent quantity as decided by the mess council), (either in lunch or in dinner)
PENALTIES FOR VIOLATION OR RULES, TERMS AND CONDITIONS

The caterer will be fined in case of violation of the following rules

1. Non-availability of complaint register on the counter / discouraging students from registering complaints would lead to a fine of Rs. 5,000/-

2. Insects cooked along with food would invite a fine of at least Rs. 25,000/-

3. Any complaint of soft objects like hair, rope, plastic, cloth etc. in food will attract a fine of Rs. 5,000/- per complaint.

4. Any complaint of stones / pebbles of diameter more than 2 mm will attract a penalty on the caterer of at least 8,000/-Rs or more depending on the size of the stone/ pebble decided by council.

5. Hard and / or sharp objects like glass pieces, nails, hard plastic etc. will attract a penalty of at least Rs. 10,000/- per incident.

6. Three or more complaints of unclean utensils in a day week lead to a fine of Rs. 5,000/- on the caterer.

7. If mess council in consultation with students in present mess agrees that certain item of a meal was not cooked properly / overcooked / extra spicy / extra oily then a fine of Rs. 5,000/- would be imposed on the caterer.

8. Food poisoning shall invoke a hefty fine of at least Rs. 2 lakhs or more, along with cancellation of contract and possible blacklisting of the caterer. The security money deposited by the institute will not be refunded to caterer in case contract is cancelled for the above reason.

9. Timings mentioned in the tender or decided with the respective council should be followed strictly. Penalty of Rs 8,000/- will be imposed for each instance. Penalty will be for both delay in start time of meal and early closure of the meal.

10. If food for any meal gets over within timings of mess and waiting time is more than 15 minutes for lunch and dinner, and 10 minutes for breakfast and Tiffin, then a fine of Rs. 5,000/- would be imposed on the caterer. The timing for that meal will be extended equivalent to delay time.

11. Changes in menu of any meal without permission of mess committee would result in a fine of Rs. 8,000/- on the caterer.

12. If the quality of milk is not found up to be appropriate, or it is diluted, a fine of Rs 10,000/-would be imposed. It should have 3.5% fat content or as recommended by council.

13. Inappropriate personal hygiene of workers including their dress and / or misbehavior by workers etc. will lead to fine of Rs. 15,000/- on caterer for every instance.

14. Failure to maintain a proper health checkup of the workers will attract a fine of Rs. 10,000 /- per instance.

15. For any rule stated in the agreement first violation of the rule implies fine as per the rule. Second and subsequent violations of the same rule on a different day within 30 days of previous
**Fine will attract 5 times the initial amount of fine on the caterer.**

15. Absence of proprietor or his representative empowered to take decision from mess council meetings (which will be held once every month) on due invitation will attract a fine of Rs. 20,000/- on caterer.

16. As and when mess council proposes a fine it will inform the representative of the caterer or mess manager and fine will be imposed with consent of the wardens.

17. Using brands not mentioned in the contract without prior permission and adulteration shall invoke a hefty fine of at least Rs 50,000/- or more decided by the mess council with consent with the wardens.

18. Any tempering with gas cylinders / gas pipelines will invoke a fine of at least 10,000/- Rs on caterer.

19. Severity of hygiene failure shall be assessed and decided by the mess council and fined appropriately. **In case of gross failure/negligence a severe penalty will be imposed, which could be a hefty fine as cash and/or summary termination of the Contract.**
# BRANDS OF CONSUMABLES PERMISSIBLE

<table>
<thead>
<tr>
<th>Mess Item</th>
<th>Brand</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salt</td>
<td>Tata, Annapurna, Nature fresh</td>
</tr>
<tr>
<td>Spices</td>
<td>M.D.H. Masala, Satyam, Badshah, Kepra, Everest</td>
</tr>
<tr>
<td>Chicken</td>
<td>Venky's Chicken, Godrej Real good, Suguna,</td>
</tr>
<tr>
<td>Ketchup</td>
<td>Maggi, Kissan, Heinz</td>
</tr>
<tr>
<td>Oil (Sunflower)</td>
<td>Sundrop, Godrej, Saffola, Fortune, Dhara</td>
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<tr>
<td></td>
<td>use of Hydrogenated (vanaspati) oil is strictly prohibited</td>
</tr>
<tr>
<td>Pickle</td>
<td>Mother's, Pravin, Priya, Bedekar, Nilon's</td>
</tr>
<tr>
<td>Atta</td>
<td>Ashirvad, Pillsbury, Annapurna</td>
</tr>
<tr>
<td>Instant Noodles</td>
<td>Maggi, Top Ramen</td>
</tr>
<tr>
<td>Flavoured drinks</td>
<td>Rasna, Roohafza, Mapro</td>
</tr>
<tr>
<td>Papad</td>
<td>Lijjat</td>
</tr>
<tr>
<td>Butter</td>
<td>Amul, Mother dairy</td>
</tr>
<tr>
<td>Bread</td>
<td>Modern, Kwality, Wibs</td>
</tr>
<tr>
<td>Cornflakes</td>
<td>Kellogg’s</td>
</tr>
<tr>
<td>Chocos</td>
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<tr>
<td>Jam</td>
<td>Kisan, Mapro, Druk, Maggi</td>
</tr>
<tr>
<td>Ghee</td>
<td>Amul, Mother Dairy, Britannia, Gits, Everyday, Govardhan</td>
</tr>
<tr>
<td>Shrikhand</td>
<td>Amul</td>
</tr>
<tr>
<td>Frozen yogurt</td>
<td>Mother dairy</td>
</tr>
<tr>
<td>Cow Milk</td>
<td>Mahananda, Amul, Mother Dairy, Govardhan</td>
</tr>
<tr>
<td>Paneer</td>
<td>Amul</td>
</tr>
<tr>
<td>Tea</td>
<td>Brooke bond, Lipton, Tata, Taaza</td>
</tr>
<tr>
<td>Coffee</td>
<td>Nescafe, Bru</td>
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<tr>
<td>Ice Cream</td>
<td>Amul, Mother Dairy, Kwality, Natural’s, Havmor</td>
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<tr>
<td>Soya</td>
<td>Nutrella</td>
</tr>
<tr>
<td>Frozen Peas</td>
<td>Safal (offseason), Al kabeer</td>
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<tr>
<td>Cheese</td>
<td>Amul, Mother Dairy, Britannia</td>
</tr>
<tr>
<td>Kolum Rice</td>
<td>Royal, Donur</td>
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<tr>
<td>Basmati Rice for special</td>
<td>Everyday, Daawat Devaaya,</td>
</tr>
<tr>
<td>rice</td>
<td></td>
</tr>
<tr>
<td>Handwash</td>
<td>Lifebuoy (non-diluted)</td>
</tr>
</tbody>
</table>

The caterer may use any other FPO approved brands only if permitted by the Mess Council, in writing.
APPLICATION FOR CONTRACT FOR HOSTELS IS TO BE SUBMITTED TO THE UNDERSIGNED ON SEPARATE SEALED ENVELOPE MENTIONING THE HOSTEL NUMBER

Proforma for the Technical Bid
Hostels for which the bid is being made:______________

Name of the party:__________________________________________

1. Name(s) of the Proprietor(s)/Partner(s):_____________________
_________________________________________________________________

2. Contact Address:__________________________________________
_________________________________________________________________

3. Contact Phone:__________________________ Fax:__________________________
e-mail address:__________________________ Cell phone:__________________________

4. Major establishments in/ around Mumbai:
(i) ______________________________________ (ii) ______________________________________
_________________________________________________________________
_________________________________________________________________

(iii) ______________________________________ (iv) ______________________________________
_________________________________________________________________
_________________________________________________________________

Signature of the Proprietor(s)/Partner(s) or Authorized Representative

Date:______________ Name of the Signatory:__________________________

Place:______________ Designation:__________________________

Stamp:
Information to be provided with the Technical Bid

1. Details of Experience of handling large institutional/corporate cafeteria/food outlet:
   Current and Earlier (during last 7 years).
   Please include copies of work orders for values of Rs. 30 lakhs and above for contract periods of one
   year. For the purpose of evaluation it is necessary that the caterer must have executed 1 work order
   of 80% or 2 work orders of 60% or 3 work orders of 40% of a notional value of Rs. 1 core over one
   year period in last 7 years.

2. Any other pertinent information.

Documents to be provided with the Technical Bid

1. Two References establishment where caterer has provided service in the past or present

2. Photocopy of the following documents:
   a) Bank solvency certificate
   b) Income tax return certificate -last three years and PAN card copy
   c) Catering (from FDA), food outlet & labor license
   d) Registration Certificate
   e) Details about PF/ESIC registration
   f) Balance Sheet - last 3 years
   g) Partnership deed (If applicable)
   h) Sales Tax certificate
   i) Shop & Establishment Registration from muncipality

Please note that bids without the information and documents mentioned above will be rejected without further consideration.
Proforma of Commercial Bid

Hostel for which the bid is being made: Hostels______________

(Please quote a single bid for hostels which are in same group)

Dean, Student Affairs
Indian Institute of Technology Bombay,
Powai, Mumbai-400 076

Sub: Mess Catering Contract for Hostel______________ , IIT Bombay

Name of the party: ___________________________________________________________

Our quotation for the mess of Hostel______________ is: Rs.__________ (in words

________________________________________________________________________)

Per day per student. The above quotation includes all applicable taxes as
detailed below:

<p>| Catering Charges per person per head, |</p>
<table>
<thead>
<tr>
<th>Inclusive of all taxes. (In Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>----------------------------------</td>
</tr>
</tbody>
</table>

We have read and agree to
1. Terms and conditions of Mess Catering contract
2. Rules pertaining to the daily functioning of the mess
3. Penalties for violation or rules, terms and conditions

Signature of the Proprietor(s)/Partner(s) or Authorized Representative

Date: ______________ Name of the signatory: ________________________________

Place: _______________ Designation: _________________________________

Stamp:
ANNEXURE A

Minimum number of students during the semester or during summer/winter breaks:

<table>
<thead>
<tr>
<th>Minimum number of students</th>
<th>Minimum number of students</th>
</tr>
</thead>
<tbody>
<tr>
<td>during the semester</td>
<td>During</td>
</tr>
<tr>
<td>i.e., (July to November) and (January to April)</td>
<td>Summer/Winter break</td>
</tr>
<tr>
<td>350*</td>
<td>150</td>
</tr>
</tbody>
</table>

*Please take a note that the number has been changed to 350 from 450 after the pre-bid meeting.
## ANNEXURE-B
### FOR HOSTEL 2 MESS SAMPLE MENU

Representative menu for different hostels can be found in following links. (Please note that this menu is just for the reference, actual menu may deviate from this one, as per instruction of the council)

<table>
<thead>
<tr>
<th>Day</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Tiffin</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Gobi Paratha, Schezwan, Chutney, Pickle, Boiled Egg, Bhrji, Banana, Bbj, Tea, Coffee, Milk(Hot/Cold)</td>
<td>Aloo Chatpata, Rajma, Dal, Tomato Rice, Methi Puri, Chhas, Papad, Salad <strong>Extra-Omlete, Bhrji</strong></td>
<td>Pani puri, Bbj, Tea, Coffee, Milk(Hot/Cold) Fruit</td>
<td>Veg Makkhanwala, Gobi matar Chaman, Chapati, salad, Rice, Ice Cream <strong>Extra-Egg Curry</strong></td>
</tr>
<tr>
<td>Tuesday</td>
<td>Poha + Sev, Boiled Egg, Omlete, Banana, Bbj, Tea, Coffee, Milk(Hot/Cold)</td>
<td>Paneer Tikka Masala, Rasam, Dal, Chapati, Masala Rice, Lassi, Papad <strong>Extra-Omlete, Bhrji</strong></td>
<td>Masala Dosa, Cold Coffee, Sambar, Chutney, Watermelon juice Bbj, Tea, Coffee,</td>
<td>Malai Kofta, Arbi dry, Chapati, Rice, Dal Makhani, salad <strong>Aamras (200 ml)</strong></td>
</tr>
<tr>
<td>Wednesday</td>
<td>Mix Veg Paratha, Curd, Pickle, Boiled Egg, Bhrji, Banana, Bbj, Tea, Coffee, Milk(Hot/Cold)</td>
<td>Chana Masala Dry, Kadi Pakoda, Dal Khichdi, Sada Puri, Boondi Raita, Papad <strong>Extra-Omlete, Bhrji</strong></td>
<td>Samosa, Ice Tea, Bbj, Tea, Coffee, Milk(Hot/Col)</td>
<td>Baigan Bharta, Tomato Carry, Salad, Dal Rice, Kheer <strong>Extra-Paneer Bhrji</strong></td>
</tr>
<tr>
<td>Thursday</td>
<td>Medu Vada, Boiled Egg, Omlete, Banana, Bbj, Tea, Coffee, Milk(Hot/Cold)</td>
<td>Veg Kolhapuri, Aloo Gobhi Matar Dry, Paratha, Jeera Rice, Dal, Papad, Curd <strong>Extra-Omlete, Bhrji</strong></td>
<td>Veg Cheese Burger, Bbj, Tea, Coffee, Milk(Hot/Cold) Banana milk shake</td>
<td>Paneer Butter Masala, Bhiindi Fry, Dal, Rice, Chapati, salad, Cold drink</td>
</tr>
<tr>
<td>Friday</td>
<td>Onion Tomato Utpam, Sambar, Chutney, Boiled Egg, Omlete, Banana, Bbj, Tea, Coffee, Milk(Hot/Cold)</td>
<td>Corn Matar Kadhai, Sprouted Dry, Dal, Chapati, Rice, Chhas, Papad <strong>Extra-Omlete, Bhrji</strong></td>
<td>Noodles, Papaya a Bbj, Tea, Coffee, Milk(Hot/Cold)</td>
<td>Rajma, Paneer bhurji, Dal, Jeera Rice, Chapati, Rasmalai <strong>Extra- chicken masala</strong></td>
</tr>
<tr>
<td>Saturday</td>
<td>Puri Bhaji, Boiled Egg, Bhrji, Banana, Bbj, Tea, Coffee, Milk(Hot/Cold)</td>
<td>Kala Chana, Dum Aloo Gravy, Chapati, Dahi Rice, Papad <strong>Extra-Omlete, Bhrji</strong></td>
<td>Pav Bhaji, Bbj, Tea, Coffee, Milk(Hot/Cold) Fruit</td>
<td>Chhole Tariwaala, Aloo gobi, Chapati, Dal, Rice, Salad, Rasgulla <strong>Extra-Chilly Paneer</strong></td>
</tr>
<tr>
<td>Sunday</td>
<td>Idli, Sambar, Chutney, Boiled Egg, Omlete, Banana, Bbj, Tea, Coffee, Milk(Hot/Cold)</td>
<td>Chhole Bhature, Tur Dal, Imli Chutney, Rice, Lassi <strong>Extra-Omlete, Bhrji</strong></td>
<td>Bhel Puri, Nimbu Panj, Bbj, Tea, Coffee, Milk(Hot/Cold)</td>
<td>Gatte Ki Sabji, Missi Roti, Chutney, Pulav, Shreekhand <strong>Extra-Chicken Biryani</strong></td>
</tr>
</tbody>
</table>