

Tender for Running a Restaurant at IIM Ranchi Campus

Tender Notification No.: IIM Ranchi/NIT/Shops-Restaurant/2023/07 dt. 13.01.2023



INDIAN INSTITUTE OF MANAGEMENT RANCHI

(Under Ministry of Education, Govt. of India)

Prabandhan Nagar, Nayasarai Road,

Ranchi, Jharkhand, PIN - 835303

URL: www.iimranchi.ac.in

Email: purchase@iimranchi.ac.in



Issued by:
Administrative Officer - Purchase & Stores
Indian Institute of Management Ranchi
(for & on behalf of the Director, IIM Ranchi)

NOTICE INVITING TENDER (NIT)

Tender Notification No.: IIM Ranchi/NIT/Shops-Restaurant/2023/07 dt. 13.01.2023

IIM Ranchi is an Institution of National Importance (INI) and Second Generation IIM under the Ministry of Education, Government of India, established in 2009 in the State of Jharkhand. The institute is operating from its permanent campus newly constructed at Vill-Mudma, Nayasarai Road, Ranchi, Jharkhand. The institute offers Under Graduate (IPM), Post Graduate (MBA, MBA-HRM, MBA-BA & Executive MBA), and Doctoral programs in management education. There are approx. 1100 students are accommodated in its permanent campus.

The Institute invites sealed bids under two bid system from reputed, experienced, and financially sound parties for Running a Restaurant in the Community Centre of the permanent campus of IIM Ranchi. The contract will initially be valid for a period of 02 (two) years, which will be extendable for 01 (one) year, subject to the satisfactory performance of the service provider.

The interested parties may personally visit the Institute's permanent campus for first-hand information about the shops located on our campus and submit their bids.

A handwritten signature in blue ink is written over a circular purple stamp. The stamp contains the text "INDIAN INSTITUTE OF MANAGEMENT RANCHI" around the perimeter and "IIM Ranchi" in the center.

(Administrative Officer - Purchase & Stores)
Indian Institute of Management Ranchi

Tender Schedule

Name of the work	Notice Inviting Tender for Running a Restaurant at IIM Ranchi campus at Prabandhan Nagar, Vill-Mudma, Nayasarai Road, Ranchi, Jharkhand.
Contract Period	The period of the contract shall be for 02 (two) years from the date of the start of the contract agreement. The Institute reserves the right to extend the contract period for 01 (one) year on the same terms & conditions subject to the satisfactory performance of the service provider. There is an upward revision of rent @ 5% from the 2 nd year onwards.
Cost of Tender Document	Nil
Bid Security	Rs.15000/- (Rupees Fifteen Thousand Only) in the form of DD/ Banker's Cheque (BC)/ FDR from any scheduled commercial bank in favor of Indian Institute of Management Ranchi payable at Ranchi. EMD exemption to MSEs as per the extant rules of the Government.
Website for downloading Tender Document, Corrigendum/Addendum etc.	www.iimranchi.ac.in (under 'Tender' section) & https://eprocure.gov.in/epublish/
Bid Validity	The validity of bids shall be 90 (ninety) days from the date of opening of bids or any extension thereof.
Pre-Bid Meeting	11:00 AM to 12:00 PM on 19.01.2023 for clarifications of queries, if any, at IIM Ranchi Campus (Academic Building-I), Prabandhan Nagar, Vill-Mudma, Nayasarai Road, Ranchi, Jharkhand, PIN - 835303
Site Visit by the Bidders	The interested parties can inspect the premises/ shops between 10:30 AM to 04:30 PM on any working day (up to 19.01.2023). They may contact the Administrative Officer - S&P during office hours on any working day for ascertaining the job requirements and any other additional information/ clarification required by them.
Last Date of Submission of Tender	up to 03.00 PM on 30.01.2023
Opening of Tender	Part - I: Technical Bid Technical bids will be opened on 30.01.2023 at 04:00 PM. Part - II: Financial Bid Financial bids of the technically responsive bidders shall be opened at a later date. The financial bid opening date and time shall be intimated to the technically qualified bidders separately by the Institute in advance.
Contact Person (for any clarification during the tendering process)	Administrative Officer - Purchase & Stores Indian Institute of Management Ranchi Email: purchase@iimranchi.ac.in

A. Information to Bidders

1. Minimum Eligibility Criteria:

The intending bidder must satisfy all the following requirements for qualifying in the technical bid. Self-attested copy of the related documents in support of the below eligibility criteria should be submitted by the bidder:

- i. The bidder should be a Sole-Proprietor/ Partnership Firm/ LLP/ Pvt. Ltd. Company. Affidavit/ Partnership Deed/ Registration of Certificate etc.as the case maybe should be submitted.
- ii. The bidder must possess a valid Trade License issued by the appropriate authority of Jharkhand State.
- iii. The bidder must possess a valid PAN & GST issued by the appropriate authority.
- iv. The bidder must have experience of a minimum of 3 (three) years (from the last date of submission of bid) of running a similar business/ trade/ shop for which the bidder submits the bid. An undertaking on the letter head mentioning the details of its similar business/ trade/ restaurant chains at other locations, year of operation etc. must be submitted. Bidders who have experience in running restaurant in educational institutions are preferred.
- v. The bidder should have an average annual financial turnover from related services/ trade/ business during the last three years ending on 31st March 2022 should be Rs.50.00 Lakh (Rupees Fifty Lakh). The bidder should submit ITR and statement of accounts (i.e., P&L Account and Balance Sheet) duly certified by a CA for the above financial years in support of this.

2. Submission of Bids:

2.1 The interested parties meeting the pre-qualification/ minimum eligibility criteria are required to submit their bid in sealed envelopes (two bid system). The tender should contain the following documents:

'PART-A' Envelope should contain:

- i. EMD of Rs.15,000/- in the form of DD from any scheduled commercial bank in favor of Indian Institute of Management Ranchi payable at Ranchi.
- ii. Data filled in the 'Technical Bid' as per Annexure-I
- iii. Documents in support of Pre-Qualification/ Eligibility Criteria.
- iv. Bid Forwarding Letter as per Annexure - II.
- v. Self-declaration towards Not Blacklisting as per Annexure - III.
- vi. Self-declaration to the effect that the tenderer/ applicant either himself/ herself or through any partner/ close relation i.e., son/daughter/father/mother does not already have a concurrent license from the IIM Ranchi for running the trade mentioned in this tender document.
- vii. Self-declaration that the tenderer should neither be a present employee from IIM Ranchi/ Central or State Govt. Organizations/ Undertakings nor anyone who is terminated/dismissed from IIM Ranchi/Central or State Govt. Organizations/ Undertakings.
- viii. Power of Attorney/ Authorization Letter, if bid is submitted by the authorized representative of the bidder (on the Letterhead of the bidder).
- ix. Duly signed and stamped of the entire bid document along with its addendum/ corrigendum, if any.

Seal the envelope with superscription '**Technical Bid for Running a Restaurant at IIM Ranchi Campus: Part - A**'.

'PART-B' Envelope should contain only the Financial Bid. This is to be filled in prescribed format as per Annexure - IV and sealed in a separate envelope with superscription '**Financial Bid for Running a Restaurant at IIM Ranchi Campus: Part - B**'. The financial bid submitted in any other format will be treated as non-responsive and not considered for tabulation and comparison.

The bidder shall not modify the financial bid format in any manner. In case if the same is found to be modified in any manner, bid will be completely rejected and EMD would be forfeited and bidder is liable to be banned from doing business with IIM Ranchi as decided by the competent authority.

All the pages of the tender document including annexures, copy of certificates/ documents and financial bids should be duly stamped and signed by the authorized person of the bidder.

Both Technical bid and Financial Bid envelopes should be kept in a third envelop and seal it. Third envelope should be superscripted as 'Tender for Running a Restaurant at IIM Ranchi Campus vide Tender No. IIM Ranchi/NIT/Shops-Restaurant/2023/07 dt. 13.01.2023'.

The sealed bid must reach by post/ courier/ by hand at the address given below by 30.01.2023 up to 03:00 p.m.

Administrative Officer - Purchase & Stores
Indian Institute of Management Ranchi
Prabandhan Nagar, Vill-Mudma, Nayasarai Road,
Ranchi, Jharkhand, PIN - 835303

- 2.2 Tender by any other mode except the above modes will not be accepted. Under no circumstances tender documents will be received after the above date/ time. The institute shall not be responsible for postal delays.
- 2.3 If the last date of receiving/ opening of tenders coincide with a holiday, then the next working day shall be the receiving/ opening date.
- 2.4 There should not be any overwriting in the bid. Bidder shall quote in Indian Rupees only. The financial bid should be expressed both in words and figures. If any discrepancy is found between the figure and in words in the financial bid, the value in words shall prevail.
- 2.5 The bidder is expected to examine all instructions, forms, annexures, terms and conditions in the tender document. Failure to furnish all information required by the tender document or submission of a tender not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in rejection of his/ her bid.
- 2.6 No alterations should be made in any of the contents of the bid document by scoring out. In the submitted bid, no variation in the conditions shall be admissible. Bids not complying with the terms and conditions listed in this part are liable to be rejected.
- 2.7 The bid prepared by the bidder as well as all correspondence and documents shall be written in English language. All the columns of the tender document must be filled in and no column should be left blank. "NIL" or "Not applicable" should be marked, where there is nothing to report.

3. **Opening and Evaluation of Bids:** The Institute reserves the right to seek clarifications or additional information/ documents from any bidder regarding its technical bid. Such clarification(s) or additional information/ document(s) shall be provided within the time specified for the purpose. Any request and response thereto shall be in writing. If the bidder does not furnish the clarification(s) or additional information/ document(s) within the prescribed time, the proposal shall be liable to be rejected.

Bidder who meets the Eligibility Criteria shall be shortlisted as the technically responsive bidders. The institute shall notify all the technically responsive bidders indicating the date and time for the opening of financial bids.

4. **Selection of Successful Bidder:** The bidder offers the Highest Rent per Sq. Ft. per Month (H1), will be declared as the successful service provider. In the event of receiving more than one financial bid quoting the same highest rent, the final selection of successful bidder shall be made in the following manner: -

- a) The one with the highest experience;
- b) If more than one bid having the same total experience at clause (a), then the one having highest turnover during the last 3 years put together;
- c) If more than one bidder having the same turnover at clause (b), then by "Draw of Lots".

5. **EMD/ Bid Security:**

- The bidder should deposit Rs.15,000/- (Rupees Fifteen Thousand Only) in the form of DD/ BC/ FDR from any scheduled commercial bank in favor of Indian Institute of Management Ranchi payable at Ranchi.
- EMD exemption to MSEs as per the extant rules of the Government on the submission of valid documents.
- The EMD of the unsuccessful bidders shall be returned to them at the earliest after expiry of the final bid validity period and latest by the 30th day after the award of contract. The EMD of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security.
- The EMD shall be forfeited in the following conditions: -
 - a) If a bidder withdraws its bid during the period of bid validity specified in the tender.
 - b) In case of final selection of bidder, if the successful bidder fails to enter into the contract or fails to furnish Performance Security in accordance with the terms and conditions of the tender within the given time frame in the tender document.

6. **Performance Security:**

- The successful bidder shall deposit interest free security deposit a sum equivalent to 02 (two) months rent in the form of DD/ BG/ FDR/ TDR in favour of the Indian Institute of Management Ranchi payable at Ranchi from any scheduled commercial bank within seven days from the date of issue of 'Letter of Award'.
- The contract will be signed only after furnishing the Performance Security.
- Performance Security shall remain valid for a period of sixty days beyond the date of completion of the contract. No interest will be payable on this amount.
- The performance security will be returned without interest after the contract period is over and after the shop is handed over to the institute by the service provider by vacating the shop. Refund will be subject to full settlement of dues payable to IIM Ranchi and adjustment against damages, penalty, if any, or any other amount payable.

- In case of breach of contract by the service provider, the Performance Security shall be forfeited by the institute and the service provider shall be blacklisted in addition to the termination of the contract.

7. Award of Contract:

- After selection of the successful bidder, a 'Letter of Award' (LOA) shall be issued in duplicate by the Institute to the successful bidder and the successful bidder shall within seven days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof.
 - The successful bidder will be required to execute an agreement on a Non-Judicial Stamp of appropriate amount within seven days from the date of issue of Letter of Award.
 - The contract will be signed only after furnishing the Performance Security.
 - Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of EMD in fully.
8. Any act on the part of the tenderer to influence anybody in the institute is liable to rejection of his tender.
 9. Any addendum/ corrigendum in respect of this tender shall be issued on institute's website and CPPP. No separate notification shall be issued in the print/ electronic media. Bidders are therefore requested to visit the above websites regularly to keep themselves updated.
 10. IIM Ranchi reserves the right to modify the conditions of the tender/ accept/ reject any tender without assigning any reasons, whatsoever and at any moment of time. No correspondence shall be entertained in this regard.
 11. The service provider who is already holding a particular shop/ other existing contract at IIM Ranchi will not be allowed to apply in this tender.
 12. Tenderer should neither be a present employee from IIM Ranchi/ Central or State Govt. Organizations/ Undertakings nor anyone who is terminated/ dismissed from IIM Ranchi/ Central or State Govt. Organizations/Undertakings. This declaration should be made on a separate sheet and form part of this document.
 13. The tenderer can apply for only one shop in which he/ she has prior experience and meeting the above minimum eligibility criteria at Clause 1 of this tender document.
 14. The service provider to whom this tender is awarded, will not be allowed to participate in tenders for other similar services invited by the institute in future.
 15. Joint ventures are not allowed to participate in this bid.
 16. Conditional bids shall be rejected straightway.
 17. Sub-contract: The bidder shall not sublet the contract or transfer the contract to any other person in any manner.
 18. The bidder shall keep the institute indemnified from and against all personal and third party misconduct, claims whatsoever arising out of any commission or omission by the bidder or its employees or representative as the case may be.
 19. Dispute Resolution: In the event of any dispute or differences arising under the agreement, the decision of the Director, Indian Institute of Management Ranchi will be final and binding on both parties.
 20. Jurisdiction: The court of jurisdiction shall be Ranchi for all such purposes.

A. General Terms and Conditions:

1. The shop is solely meant for use by the students, employees, residents, guests and visitors of the Institute.
2. For any event of the institute, the service provider may be asked for supplying snacks/lunch packets/ high tea/ buffet arrangement etc. subject to fulfilling institute's terms and conditions.
3. The service provider must follow all necessary statutory compliance before taking possession of shops.
4. The service provider will meet all the statutory requirements and to obtain all necessary licenses and approval if any required for running the shop under the relevant acts. The service provider will be responsible for all the consequences for not obtaining such licenses as required by the law from time to time and will have to submit the certified photocopy of the same to the Institute.
5. The service provider shall not employ any child labour (s) in contravention of the Acts and Rules of Ministry of Labour & Employment. THE SERVICE PROVIDER WILL BE FULLY RESPONSIBLE FOR IMPLEMENTATION OF LAWS RELATING TO LABOUR, SHOPS & ESTABLISHMENT, MINIMUM WAGES, ESI, EPF & WORKMEN COMPENSATION ACT ETC.
6. The Public Premises (Eviction of Unauthorized Occupants) Act, 1971 will be applicable to allotment of shops.
7. All necessary furniture, equipment and other infrastructure of standard quality for setting the shop for which tender is awarded, shall be arranged by the service provider.
8. Civil, structural modifications and interior design is permitted subject to the approval of the appropriate authorities. Entire expenses in this regard should be borne by the service provider.
9. The service provider shall be responsible for the minor repair of shop, if required, during the contract period with prior permission from the Institute.
10. The service provider should arrange at its own cost to install ACs for summer and adequate heating arrangements for winter, if required.
11. The service provider shall maintain the Institute premises in good condition and shall not cause any damage thereto. If any damage is caused to the premises by the service provider and/ or its workers/ staff/ employees, the same shall be rectified by the service provider at its own cost either by rectifying the damage or by paying compensation as may be assessed by the Institute.
12. List of emergency numbers like Police Station, PCR, Hospital, Ambulance, Fire Brigade, Snake Helpline etc. should be displayed in a prominent place of the shop.
13. First aid measures should also be available for emergencies in the shop.
14. Safety standards should be maintained in the allotted shop by the service provider. Fire extinguishers of appropriate type and sand buckets etc., should be installed in accessible places and should be in working conditions. The premises shall not be used for residential purposes even for the shop staff. No additions or alterations of the premises will be made without permission of the Institute. No bathing and washing of clothes etc. will be allowed in the shop/ premises.
15. The premises shall not be used for residential purposes even for the shop staff. No additions and alterations of the premises will be made without permission of the institute. No bathing and washing of clothes etc. will be allowed in the shop/ premises.
16. The shop premises allotted shall be utilized for running the specified business/ trade only for which the tender is awarded and shall not be used for any other purpose/ business without the written consent of Institute. The license granted shall not be sub-licensed either fully or in part to any third party after the award of contract.

17. The Institute will regulate the timings and working days of the shop after award of tender. If required, the service provider will provide services beyond the timings mutually fixed and agreed by both the parties.
18. Shops shall run effectively and shall not be closed without the approval of the competent authority of the Institute. During summer vacation/ term break, shops may be closed with prior permission from the Institute. However, the service provider shall continue to pay the rent and other charges like electricity, water etc. during the summer vacation and/or term break of students.
19. Shops shall not be kept open beyond the specified timings. If the shop remains closed for more than ten days without prior permission from the Administrative Officer/ Estate Officer, it will be presumed to have been closed down and shall be considered as violation of contract agreement. In such cases, notice period of one month shall not be applicable and as such the fresh proposals will be invited for the shop and the entire performance security deposited by the service provider shall be forfeited.
20. The service provider shall facilitate with a swipe payment machine and shall also provide the UPI based payment system. The service provider shall further display its VPA (virtual payment address) or QR Code on the display board to enable the consumers make the payments via UPI App (BHIM or equivalent) apart from cash payment.
21. The service provider shall equip the shop for running the business to the satisfaction of the Institute authority and shall display the articles in presentable manner. Complaint/ suggestion/ feedback register has to be kept and should be available to all customers. The service provider should promptly address the complaints to the satisfaction of the institute.
22. If any complaint is received on substandard quality and service, the concerned officer of the Institute may impose penalty as decided by the competent authority.
23. The Competent Authority and concerned officer of the Institute shall be entitled at any time to inspect the shop. During inspection if found any irregularities, the authority of the institute shall have right to take appropriate action against the service provider.
24. Use of plastic bags inside the campus is banned. Woven cloth carry bags/ biodegradable plastic bags can be used as an alternative.
25. Garbage and waste disposal should be done by the service provider as per the institute norms.
26. Pest control in the allotted shop should be done regularly by the service provider.
27. The service provider will be responsible for maintaining adequate number of competent and trained staff engaged in the allotted shop.
28. The service provider and its employees would be governed by the discipline rules as may be laid down by the Institute while they are in the Institute premises.
29. The service provider shall ensure that its own staff deployed in the restaurant are disciplined and conduct in the institute premises.
30. The conduct/ characters/ antecedents and proper bonafide of the staff/ employees in the shops shall be the sole responsibility of the service provider. However, the service provider must provide the necessary details (like valid address proof, Id proof etc.) of all its employees to the Institute.
31. The service provider will get antecedent, character and conduct verified and to submit a copy of police verification to Institute before engaging any employee within one month from the date of his/ her engagement.
32. The service provider shall maintain and provide all necessary documents, feedback registers and records in connection with the review of performance of shops and other related documents for complying with any statutory requirements and provisions of applicable laws.

33. The service provider should strongly emphasize on safety, hygiene, social distance, and minimal touch. It is the responsibility of the service provider to maintain sanitary conditions where services are provided for the protection of the customers.
34. The service provider will neither store nor trade in any psychotropic drugs/ material, liquor, bidi, cigarette, pan masala, gutka, etc. The service provider shall also ensure 'NO SMOKING' inside the shop/ premises and will also display "No Smoking" sign board in the allotted shop/ premises. Gambling, lottery, satta etc. are strictly prohibited in the restaurant.
35. The service provider shall not utilize any additional common space other than the allotted area of shop. The encroachment in service passage, staircase area and other open space shall not be allowed and will attract penalty.
36. The institute reserves the right to terminate the contract at any time after giving one-month notice without assigning any reason. The decision of the Institute in this regard shall be final and binding on the service provider.
37. The service provider shall give one-month notice to the Institute in case it intends to vacate the premises/ shop.
38. The service provider will on expiry of the period of the contract, peacefully and quietly vacate and hand over the premise/ shop to the Institute without any dispute whatsoever.
39. In case of loss or damage caused to the shop/ any part of the premise/ building/ assets, etc. provided by the institute to the service provider, the cost to repair the same shall be recovered from the service provider by way of adjusting from the Security Deposit.
40. The service provider shall keep the Institute indemnified from all acts of omissions, defaults, breaches and/or any claim damages, loss or injury and expenses to which IIM Ranchi may be put to or involved as a result of the service provider's failure to fulfil any of the obligations hereunder and/or under statute and/or any bye-laws or rules framed thereunder or any of them.
41. Hanging of hoarding, advt. board etc. in the premises as per the instruction/ decision of the institute.
42. It will be the responsibility of the service provider to safeguard the allotted space and its assets and IIM Ranchi will not be responsible in any way for loss or damage.
43. The service provider will have to obtain general insurance against life risk, fire accident, theft for its belongings, shop and people, etc. and provide a copy of the same to IIM Ranchi.
44. All the taxes/ duties/ levies/ fees etc. are payable to Govt. Dept./ Local Bodies shall be paid by the service provider & no claim whatsoever shall be paid by IIM Ranchi.
45. The use of the DG set is strictly prohibited. However, if power backup is required, it shall be through UPS mode only. The cost towards installation of UPS in the shop will be borne by the service provider.
46. This tender document is an essential part of the contract agreement between the Institute and the service provider.
47. Non-compliance of any terms and conditions enumerated in the contract agreement shall be treated as breach of contract. The penalty of appropriate amount as decided by the competent authority will be imposed on the service provider.

B. Rental Payment Conditions:

1. The rent of the allotted shop in the Community Centre will have to be paid by the service provider between 1st to 7th day of every month in advance.

2. Electricity & water charges shall be paid by the service provider as per actual consumption on the prevailing rates of JBVNL/ RMC/ relevant authority or at such higher rates as may be decided by the Institute from time to time.
3. In case of holiday, the rent should be paid on the next working day; failing which a penalty at Rs.1000/- per day shall be imposed for delayed period.

C. Special Terms and Conditions:

1. IIM Ranchi will provide a space measuring 53.58 x 39.23 sq. ft. for setting up the restaurant in the Community Centre of the permanent campus. If additional space is required by the service provider for the said purpose, the same may be provided to him/ her on request and subject to availability of additional space.
2. The service provider should be able to shift to any other suitable place within the campus whenever required (for maintenance or any other circumstances).
3. IIM Ranchi will not bear the expenditure for the setting up of restaurant infrastructure of standard quality. The service provider will make its own arrangement for cooking gas, crockery, cutlery, glasses and other kitchen equipment, manpower etc.
4. The service provider will use only the commercial cylinder and ISI marked gas stove for the purpose of cooking. Considering safety, the gas cylinders are to be kept in the designated area of shop only.
5. Maintenance, repair and cleaning of cooking equipment, fridge, hoods etc. will be the responsibility of the service provider.
6. The service provider must submit the following licenses to run the restaurant in the institute's campus:
 - i. FSSAI License
 - ii. Trade License from the Local Municipal Corporation of the State
 - iii. GST Registration
 - iv. Health License from the Local Municipal Corporation of the State
 - v. Eating House License from the State Police
 - vi. Fire License from the State Fire Dept.

[(v) & (vi) must be obtained within a month of receipt of award of contract]
7. The service provider will ensure that the cooks have proper shave and clipped nails while cooking food and should wear clean apron and headgear maintaining all hygienic conditions while cooking and servicing. The service provider's employees handling and serving food items should wear plastic/ rubber gloves. Mandatory to wash hands with soap after use of the rest rooms and before cooking food. Ensure all the employees are free of any contagious diseases or ailments.
8. The service provider shall employ its own restaurant staff, provide them clean uniforms at its own cost, and shall be responsible for timely payment of their wages/ salary directly in their bank accounts. The service provider will also be responsible for statutory payments as per rules in force from time to time. IIM Ranchi shall not be responsible in any manner in this regard.
9. The service provider shall use all fresh and of standard/ good quality raw material, eatables, veg and non-veg food items, oils, etc. necessary for running the restaurant at its own cost.
10. The oil/ ghee and all other ingredients to be used in the restaurant shall be from amongst the reputed brands as suggested by the committee. It should have FSSAI/ FPO/ AGMARK marking.

11. All bakery and confectionery items should be marked with its rate and expiry in the counter by the service provider.
12. The service provider should not keep any food items for sale which has already surpassed the date of expiry.
13. Use of Baking Soda/ MSG or any other preservative in the restaurant shall be strictly prohibited. Any violation shall attract a serious penalty, including termination of the contract.
14. Quality of food/ services provided will be inspected/ checked from time to time and if found unsatisfactory the contract may be cancelled at any time by the Institute with/ without furnishing any notice. The Institute reserves the right to impose a fine/ penalty, as decided by the institute.
15. The service provider shall provide adequate number of covered dust bins to ensure proper disposal of garbage. The garbage should be disposed of regularly at directed locations without fail by the service provider at its own cost as per the institute norms.
16. The service provider will ensure a high standard of cleanliness, hygiene and sanitation in the restaurant premises at its own cost. The service provider will make the arrangements for keeping all eatables in a covered showcase, free from flies, insects and rodents.
17. There should not be any littering of unused food or any other articles within the restaurant. The service provider will also ensure that no used utensils like cups, plates, spoons etc. are lying in the passage/ staircase/ corridor/ campus and these should be removed immediately by the service provider.
18. The service provider will ensure that the cooked and uncooked food is stored properly and no stale food is served in the restaurant. In case of any food poisoning, the service provider will be held solely responsible and will be penalized besides legal action as appropriate.
19. The foods shall be cooked, stored and served under hygienic conditions. The service provider shall ensure that only freshly cooked food is served and the stale food is not recycled. Unrefrigerated cooked food not consumed within suitable time shall deemed to be stale and unfit for consumption. Stale food shall be removed from the restaurant premises immediately.
20. Ensure no reuse of leftover food from the previous day. Leftover food should be disposed of appropriately, within one hour of the completion of the relevant service hours.
21. The food shall neither be too spicy nor oily. The food preparation shall be wholesome and shall generally cater to the taste of the students/ employees of the institute.
22. The oil that remains from deep frying at the end of the day shall have to be destroyed and shall not be allowed to be recycled for the purpose of cooking again.
23. The food shall be cooked and served in clean utensils and no laxity shall be permitted in this regard. The utensils shall have to be maintained sparkling clean at all time.
24. The service provider will be required to display the approved rate list of all the food articles, soft drinks, tea, coffee, juice, bakery items etc. sold in the restaurant prominently including taxes. Any increase or over charging if found to be true, shall make the service provider liable to pay fine as decided by the institute or termination of contract or both.
25. The service provider will sell the packed items on MRP or below MRP. The cooked items should be sold at standard market rate approved by the institute.
26. No non-recyclable plastic or plastic container are allowed to use in the campus as campus is considered non-plastic zone, failing which penalty will be imposed for each event as decided by the institute. The latest rules of the JSPCB on plastic waste management policy and that of the Institution must be followed.
27. The service provider shall maintain a neat and hygienic environment in and outside the premises of the restaurant and the institute's authorities will check the restaurant

- premises periodically. If the committee feels that the premises are not neatly maintained by the service provider, a penalty of appropriate amount may be levied on the service provider.
28. In the event of unsatisfactory services rendered by the service provider, a monetary fine as penalty @ Rs.500/- per day will be imposed for every default during the period of the contract. If the services do not improve subsequently, a monetary fine of Rs.1000/- per day will be imposed for the defaults that will have to be paid by the service provider within a week on communication from the IIM Ranchi failing which will be adjusted against the security deposit.
 29. All books of accounts, registers and other documents used in connection with running of the restaurant services shall be maintained by the service provider at its own cost and the same shall be produced for inspection either on demand by the ESIC/ EPF/ Municipal Authorities or any other official agency/ officer authorized by the competent authority in this connection.
 30. The service provider will settle and pay all Municipal and other statutory taxes, if any, to the concerned authorities.

BID FORWARDING LETTER

(To be submitted on the letterhead of the bidder)

Date : _____

To
The Administrative Officer - Purchase & Stores
Indian Institute of Management Ranchi
Suchana Bhawan, Audrey House Campus,
Meur's Road, Ranchi - 834008

Subject: Bid Forwarding Letter.

Ref: IIM Ranchi/NIT/Shops-Restaurant/2023/07 dt. 13.01.2023.

Sir,

I/ We hereby confirm and declare that I/We have carefully studied the tender document therein and undertake myself/ ourselves to abide by the terms and conditions laid down in the tender.

I/ We also keep the offer open for 90 (Ninety) days from the end date of tender or any amendment thereon.

Yours faithfully,

(Name & signature with stamp of the bidder)

Self-Declaration about Non-Blacklisting

(To be submitted on the letterhead of the bidder)

Date : _____

To
The Administrative Officer - Purchase & Stores
Indian Institute of Management Ranchi
Suchana Bhawan, Audrey House Campus,
Meur's Road, Ranchi - 834008

Subject: Self-Declaration about Non-Blacklisting.
Ref: IIM Ranchi/NIT/Shops-Restaurant/2023/07 dt. 13.01.2023.

Sir,

In response to your tender under reference, I/ We hereby declare that presently our firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/ State Govt. Department, Central/ State Universities, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations.

We further declare that presently our firm is also not blacklisted/ debarred and not declared ineligible for any reason other than corrupt & fraudulent practices by any Central/ State Govt. Department, Central/ State Universities, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations in past five years from the last date of submission of proposal.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our performance security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Yours faithfully,

(Name & signature with stamp of the bidder)

Technical Proposal Checklist

(To be submitted on the letterhead of the bidder)

Ref: Ref: IIM Ranchi/NIT/Shops-Restaurant/2023/07 dt. 13.01.2023

Sl. No.	Particulars	Supporting Documents Submitted (Y/N)	Remarks, if any
1	EMD of Rs.15,000/- in the form of DD/ BC/ FDR from any scheduled commercial bank/ exemption certificate to MSEs as per the extant rules of the Government.		
2	The bidder should be a Sole-Proprietor/ Partnership Firm/ LLP/ Pvt. Ltd. Company. Affidavit/ Partnership Deed/ Registration of Certificate etc.as the case maybe should be submitted.		
3	The bidder must possess a valid Trade License issued by the appropriate authority of Jharkhand State.		
4	The bidder must possess a valid PAN & GST issued by the appropriate authority.		
	The bidder must have experience of a minimum of 3 (three) years (from the last date of submission of bid) of running a similar business/ trade/ restaurant chains for which the bidder submits the bid. An undertaking on the letter head mentioning the details of its similar café/ business/ trade/ shops at other locations, year of operation etc. must be submitted.		
6	The bidder should have an average annual financial turnover from related services/ trade/ business during the last three years ending on 31 st March 2022 should be Rs.50.00 Lakh. The bidder should submit ITR and statement of accounts (i.e., P&L Account and Balance Sheet) duly certified by a CA for the above financial years in support of this.		
7	Bid Forwarding Letter as per the format in Annexure - I		
8	Self-Declaration about Non-Blacklisting as per the format in Annexure-II		
9	Self-declaration to the effect that the bidder either himself/ herself or through any partner/ close relation, i.e., son/ daughter/ father/ mother does not already have a concurrent license from the IIM Ranchi for running the trade/ shop mentioned in this tender document.		
10	Self-declaration to the effect that the bidder should neither be present employee from IIM Ranchi/ Central/ State Govt. Organizations/ Undertakings nor anyone who is terminated/ dismissed from IIM Ranchi.		
11	Power of Attorney/ Authorization Letter, if tender is submitted by the authorized partner/ representative of the firm (on the letterhead of the bidder)		
12	Duly signed and stamped of the entire tender document along with its addendum/ corrigendum, if any		

Declaration

I/We..... (Name of the Partner/s or Authorized Representative of Bidder) of (Name of the firm) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in the tender document.

Place:

(Name & signature with stamp of the bidder)

Date:

FINANCIAL BID

(To be submitted on the letterhead of the bidder)

Date of Submission of Financial Bid : _____	
Ref: Tender for Running a Restaurant Tender No.: IIM Ranchi/NIT/Shops-Restaurant/2023/07 dt. 13.01.2023	
Name of the Bidder:	
Correspondence Address:	
Tel/ Mob No.:	
Email:	

Sl. No.	Particulars	Amount (in Figures)	(Amount in INR)
			Amount (in Words)
1.	Rent per sq. ft. per month for running Restaurant in the Community Centre of IIM Ranchi		

- The bidder offers the Highest Rent per sq. ft. per month, will be declared as the successful service provider.
- Applicability of GST on monthly rent as per the extant rules of the Govt. of India.
- Selection Method: Highest cost proposal (H1) of technical responsive bidder will be considered for award of contract.
- There is an upward revision of rent @ 5% from the 2nd year onwards.
- The rent of the allotted shop in the Community Centre will have to be paid by the service provider between 1st to 7th day of every month in advance.
- Electricity & water charges shall be paid by the service provider as per actual consumption on the prevailing rates of JBVNL/ RMC/ relevant authority or at such higher rates as may be decided by the Institute from time to time.
- In case of holiday, the rent should be paid on the next working day; failing which a penalty at Rs.1000/- per day shall be imposed for delayed period.

Declaration

I/We..... (Name of the Partner/s or Authorized Representative of Bidder) of (Name of the vendor/ firm/ agency) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in tender document.

Place:

(Name & signature with stamp of the bidder)

Date: