



राष्ट्रीय प्रौद्योगिकी संस्थान मणिपुर
NATIONAL INSTITUTE OF TECHNOLOGY MANIPUR

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An Autonomous Institute under Ministry of Education, Govt. of India.

NO: NITM.1/(178-Estt)/Tender/Mess/2022/337

Imphal, the 25th March, 2023

NOTICE INVITING OF TENDER

FOR

MESS CONTRACT

FOR

- 1. BOYS HOSTEL NO. 1, LANGOL.**
- 2. BOYS HOSTEL NO. 2, LANGOL.**
- 3. BOYS HOSTEL NO. 3, LANGOL.**
- 4. PRIVATE BOYS HOSTEL, LANGOL.**
- 5. GIRLS HOSTEL, TAKYEL.**
- 6. GIRLS HOSTEL, LANGOL.**

**NATIONAL INSTITUTE OF TECHNOLOGY MANIPUR
LANGOL- IMPHAL- 795004**

TENDER DOCUMENT

Tender for work of Mess Contract for Boys and girls Hostel Mess, NIT Manipur.

Date of Pre-bid conference : **17/04/2023** (14:00 hrs.)
Last date for submission of tender : **25/04/2023** (16:00 hrs.)
Date of opening of technical bids : **26/04/2023** (14:00 hrs.)
Date of opening of commercial bids : To be announced.

IMPORTANT INSTRUCTIONS

1. Read the tender document carefully before filling.
2. Each page of the tender document must be signed with seal of the firm/agency.
3. Part A (**ANNEXURE-II and ANNEXURE-III**) i.e. Technical bid should contain Profile of the firm/agency, with all relevant signed documents, Tender fee, EMD, etc. as mentioned in Terms and Conditions (General).

Sealed cover with superscription “**Tender for Mess Contract for (Hostel Name, No. & Campus) of NIT Manipur**”. Part ‘A’.

- 5) Part ‘B’ (**ANNEXURE-IV**) should contain only Commercial Bid.

Seal the cover with superscription “**Commercial Bid for Mess Contract for (Hostel Name, No. & Campus) of NIT Manipur**”. Part ‘B’.

- 6) Put Part ‘A’ and Part ‘B’ in separate sealed covers and put both the sealed covers in one cover addressed to the “**The Registrar, NIT Manipur, Langol, Imphal, Manipur - 795004** with superscription on the covers as “**Tender for Mess Contract for(Hostel Name, No. & Campus) of NIT Manipur**”. Separately for each hostel and send it to us and it should reach on or before the closing date and time.
- 7) Application form can also be downloaded from the Institute website www.nitmanipur.ac.in. Completed application should be accompanied with the Demand Draft/Banker’s Cheque in favour of Director, NIT Manipur payable at State Bank of India, Secretariat Branch, Imphal towards the cost of the Tender Document.
- 8) The tenderers are required to submit Earnest Money Deposit of **Rs. 50,000/- (Rupees fifty thousand) only** which is refundable and a non-refundable tender fee of **Rs. 1,000/- (Rupees one thousand) only** in the form of **Demand Draft/Banker’s Cheque in favour of Director, NIT Manipur payable at State Bank of India, Secretariat Branch, Imphal** should be submitted along with the Tender documents. Tenders without EMD and Tender Fee will be rejected. The EMD of unsuccessful tenderers shall be returned without interest.

**Sd/-
Registrar, NIT Manipur**

1. Scope of Work:

The contract of mess will be awarded to successful tenderer for students residing at Boys and Girls Hostel of NIT Manipur, Langol Campus as detailed below.

i)	Boys Hostel No. 1	-	230 students
ii)	Boys Hostel No. 2	-	150 students
iii)	Boys Hostel No. 3	-	150 students
iv)	Private Boy's Hostel, Langol	-	70 students
v)	Girls Hostel, Takyel	-	90 students
vi)	Girls Hostel, Langol	-	100 students

To prepare and serve breakfast, lunch and dinner for students, guests and visitors of the Institute as per decided menu. It is required to maintain the mess and its surroundings neat and clean. The workers have to work under the guidance of mess Supervisors. The workers will work in Kitchen and dining hall in coordination with other staff of NIT Manipur. Cleaners will not be engaged for kitchen work.

2. Job Specification:

- 1) To provide breakfast, lunch and dinner. The number of boarders in the mess has been indicated above, which may vary between 10 to 20%.
- 2) To make necessary arrangement of all cooking utensils, crockery, gas cylinder, stoves including utensils for serving food to the students Plates, Katories, stainless steel tumbler glasses, tea spoon, table spoons and forks.
- 3) The food has to be prepared in clean, hygienic and safe conditions as per the menu.
- 4) The garbage collected from the kitchen, dining hall, dish wash area will be disposed of every morning and evening through garbage van in closed bins by separation of bio-degradable waste from non-biodegradable waste.
- 5) The kitchen, dining hall, hand wash area, dish wash area etc. will be washed with water and soap solution and mopped, after every meal (breakfast, lunch and dinner) and the disinfected once in a month or as and when required.
- 6) High quality of hygiene, sanitation and safety will be maintained at kitchen and dining halls. All the surrounding area of the mess premises should be cleaned and washed daily.
- 7) The mess will be opened at 5.00 am by collecting key from the Security office and will be closed by 11.30 PM and key should be deposited at Security office on all seven days of the week. Any changes in the timings will be as approved by the concerned authorities.
- 8) Food is served through counters on self-service basis. Water should be served on the dining tables.
- 9) After every meal (breakfast, lunch and dinner) all the plates, cups, katoris, water glass,

spoons, forks, knives etc., are to be cleaned in soap solution and hot water and dried and kept ready for the next meal. All the vessels used for cooking also should be washed in soap solution and hot water and properly cleaned vessels should be available for use for cooking the next meal. The cleaning material used should be of approved quality.

- 10) After every round of meal, table including floors should be cleaned/wiped before serving next batch of students.
- 11) Food should also be served to the hostel rooms for sick students as and when required with prior permission of Hostel authorities.
- 12) Water coolers and purifiers should be cleaned after every 15 days and should be maintained as per the instructions of the authority.
- 13) Proper cleaning of all vessels, utensils, dining area, kitchen, water coolers etc. should be of high quality. Any shortcoming in this will be penalized strictly.
- 14) Tea spoons, table spoons, forks, knives, stainless steel tumbler glasses, katories, should be counted once in a month and the contractor will be responsible for the loss of any items and make up the loss if it is found shortage.

3. **Terms and conditions: (General)**

- 1) Tenderer should submit separate bids for each hostel. No firms can bid for more than 3 (three) mess.
- 2) Tenderer should be a registered and licensed contractor/firm/caterer for the said job type as specified in Section-2. Appropriate documents/Certificates issued from appropriate authorities should be enclosed to support this.
- 3) Tenderers should have a minimum of **two year's experience** in providing similar type of services. A tenderer who has worked with Government/ Public Sector undertaking / Large industrial establishment / organizations / companies / institutions shall be given preference and a certificate of performance should be enclosed duly indicating the period of contract and type of payment received.
- 4) The tenderer should have an annual turnover of Rs. 15,00,000/- (Rupees fifteen lakh) or more on average basis for the last two years. Supporting balance sheets for these years, duly certified by Chartered Accountant, to be submitted with tender document.
- 5) The tenderer should have valid TIN, PAN, Service Tax and GST Registration.
- 6) The tenderer should provide documents showing details of ESI and EPF payment in respect of existing employees for preceding one year.
- 7) The tenderers are required to submit Earnest Money Deposit of **Rs. 50,000/- (Rupees fifty thousand) only** which is refundable and a non-refundable tender fee of **Rs. 1,000/-**

(Rupees one thousand) only in the form of **Demand Draft/Banker's Cheque in favour of Director, NIT Manipur payable at State Bank of India, Secretariat Branch, Imphal** should be submitted along with the Tender documents. Tenders without EMD and Tender Fee will be rejected. The EMD of successful/unsuccessful tenderers shall be returned without interest.

- 8) Only successful vendor's EMD will be retained as a part of security deposit and has to deposit additional security deposit of Rs. 200000/- Rupees (two lakhs) only which is refundable after termination of the contract without any interest, after deducting dues if any, to the institute.
- 9) The tender document is non-transferable.
- 10) Tender should be submitted in two parts, namely, Part A and Part B.
- 11) If the contractor fails to carry out the jobs as per the terms and conditions agreed upon, he is liable for forfeiture of EMD/Security Deposit in additions to penalty.
- 12) The contractor shall be solely responsible either for any injury, damage, accident to any worker by the agency or for any loss or damage to the equipment/property in the areas of work.
- 13) The workers employed by the contractor shall wear uniform and name badge, which is provided by the contractor and the agency. The contractor/agency shall be responsible for the discipline of his workers. The workers are not employees of the Institute and shall not have any claim whatsoever on the Institute and shall not act detrimental to the interest of the Institute. The workers shall have to follow the security regulations as directed by Security and competent authority of the Institute. Workers shall not form union or carry out trade union activities in the campus.
- 14) The institute reserves the right to terminate the contract on 2 months notice, without assigning any reason. The contractor can also terminate the contract by giving 2 months notice and clearing all the dues to the Institute, if he is not willing to continue the contract.
- 15) If, at any time it is found that the tender was awarded based on any false/ misleading information furnished by the tenderer, the institute reserves the right to terminate the contract immediately.
- 16) The contractor will have no right to ask for any accommodation or space, in the campus, for mess-workers, etc.
- 17) Sub-letting/sub-contracting the work is not permissible under any circumstances.

4. **Submission of Tender:**

Part A

- a) Profile of the Tenderer/Bidder
- b) Tender Document duly signed and stamped
- c) EMD & Tender Fee
- d) Self-Evaluation Sheet

Part B

- a) Commercial Bid stating the rates

The tender should be submitted under “Two Cover System”, the first cover is termed as **Part-A**, which shall contain tender documents, profile of the tenderer/bidder, tender document duly signed and stamped, Tender fee, EMD and self-evaluation sheet. This cover should be superscribed as “**Tender for Mess Contract for(Hostel Name, No. & Campus) of NIT Manipur**”

The second cover is termed as **Part-B**, which should be superscribed as “**Commercial Bid for Mess Contract for(Hostel Name, No. & Campus) of NIT Manipur**”. Both the covers i.e, Part-A & Part-B should be placed in a bigger cover with superscription “**Tender for Mess Contract for (Hostel Name, No. & Campus) of NIT Manipur**” and addressed to the Registrar, NIT Manipur, Langol Campus, Imphal and submitted on or before the last date of tender submission separately for each hostel.

- 1) Quoted price should be for the tentative menu provided as **ANNEXURE-V**.
- 2) Quoted price should be inclusive of all taxes and duties.
- 3) **The quoted price per day should preferably not exceed Rs. 150 per day inclusive of all taxes.**
- 4) The offer should be valid for a period of at least 06 months beyond the date of the tender opening and no condition whatsoever can be attached to the price offered.
- 5) The contract will be for a period of one year, which could be extended further, on satisfactory services and on mutual consent of both the parties at the end of one year.
- 6) Institute reserves the right to reject any or all the tenders, wholly or partly without assigning any reason thereof. In all matters pertaining to this tender, the decision of the Competent Authority shall be final and binding.
- 7) All tenders and covers should bear the name and address of the tenderer and all the pages of the tender document must bear the seal and signature of the tenderer.
- 8) The tenderer should be prepared to come to the Institute to take part in discussions, if required at a short notice.

- 9) **Pre Bid Meeting:** A pre bid meeting would be held as per the schedule mentioned in **ANNEXURE – I**.
- 10) The tenderers who require any clarifications on the terms and conditions or other items of the tender documents may attend the meeting.
- 11) The completed tenders should reach to the office of the Registrar, NIT Manipur as per the schedule mentioned as **ANNEXURE – I**.
- 12) Request for any further extension of the above deadline shall not be entertained. Delayed and/or incomplete tenders shall not be considered.
- 13) The technical bids will be opened as per the schedule mentioned in **ANNEXURE – I** at the Conference Hall of the Institute in the presence of such of the tenderers who may wish to be present, either by themselves or through their authorized representatives.
- 14) On the above date, only Part-A i.e., technical bids will be opened. Tenderers will be based on the information provided in Part-A. Part B submitted by the short listed tenderers will be opened at the later date with intimation to such tenderers.
- 15) The Institute may form a committee to inspect the food quality provided by the tenderer elsewhere. The institute may also ask the tenderer to provide the items or sample testing before the finalization of the bids.
- 16) The contractor shall fulfil all statutory requirements pertaining to minimum wages and other statutory benefits like EPF, ESI etc., and proper account of payments including minimum wages being made to the workers of the agency. The contractor shall be solely responsible for any failure to fulfil the statutory obligations and shall indemnify the Institute against all such liabilities, which are likely to arise out of the agencies failure to fulfil such statutory obligations.
- 17) In case of any conflicting and/or conditional terms and conditions in the tender, the tender shall be summarily rejected.
- 18) Proper mention of minimum number of workers of suitable skill set e.g. cooks, chapatti makers, bearers, cleaners (both utensil and floor separately) should be specified per fifty students or part thereof.
- 19) The workers employed by the contractor should not have any criminal background, an affidavit to this effect must be attached with the tender by the tenderer.
- 20) All the documentation in the tender should be in English.
- 21) Successful contractor shall execute an agreement on a prescribed format.
- 22) The Tender shall be complete in all respects.

5. General Definitions

1. NIT Manipur or Institutions means the National Institute of Technology Manipur, Imphal.
2. Registrar, means the Registrar of National Institute of Technology Manipur or his/her authorized representatives.
3. Tenderer also means the contractor who would be the successful bidder.

6. Terms and Conditions as part of agreement

- 1) **Disputes:-**All disputes that may arise shall be referred to the Director, National Institute of Technology Manipur, whose decision shall be final. The contractor shall be wholly responsible for compliance of all labour laws for its employees.
- 2) **The duration of the contract:** The duration of this contract is for a period of **one year**, this may be extended further, on mutual consent and subject to satisfactory performance of the contract.
- 3) **Indemnity:** The Institute shall be indemnified for all losses due to commissions and omissions of any person deployed by the contractor. There shall not be any loss or damage caused to the Institute (people and/or property) on account of any employees or staff and the same shall be commissions of contractors. It shall be made very clear that the employees/ staff engaged by the contractor shall not be treated or considered as employees of the National Institute of Technology Manipur, Imphal under any circumstances. The contractor shall defend, indemnify and hold the Institute harmless from any liability or damage, law suits, penalties imposed by any State and Central Government Department or statutory body or by a third party for reasons of violation of any of their statutory provisions or requirements. The Institute shall not be liable for any damage or compensation payable to any worker or to any person as a consequence of his work and the Institute shall be completely indemnified accordingly.
- 6) **Security Deposit:** The contractor shall provide Performance Bank Guarantee as Security Deposit of Rs. 2,50,000/- (Rupees two lakhs fifty thousand) from the nationalized bank in favour of the Director, NIT Manipur payable at Imphal before the commencement of the contract.

If the contractor fails to carry out the entrusted job contract services and related miscellaneous works within the stipulated time and as per the scope of work and job specification, Institute reserves the right to impose penalty as specified in the Penalty Clause and has the right of getting the work done through someone else.

The security deposit furnished by the contractor will not carry any interest and will be refunded:-

- i. On completion of job contract service entrusted to the contractor satisfactorily. If the work is not satisfactory he is liable for forfeiture of security amount deposited.

- ii. The security deposit made by the contractor to be released only after producing the proof of compliance and provident fund, minimum wages etc.

The books of accounts regarding attendance, acquaintance, wage paid, PF accounts etc., are to be maintained properly and produced for inspection to the Institute, whenever asked for and the Institute can take penal action for the non-compliance.

The contractor shall provide the required number of efficient and reliable workers, in the respective categories for all shifts on all the days of week.

The contractor shall be responsible for the discipline of his workers.

The normal working hours of all the mess are from 7.00 am to 10 pm. However, the Institute may call for special services that may be at times beyond these hours on special occasions, without any additional payments.

7. **The guidelines for the workers employed by the contractor**

- 1) Shall not act in any way detrimental to the interest of the Institute.
- 2) Are not employees of the Institute and shall not have any claim whatsoever on the Institute.
- 3) **Uniform:** All personnel appointed by the contractor shall wear approved uniforms provided by the agency during working hours for proper identification of employees of different agencies.
- 4) The Contractor shall provide ID cards to the staff. It will be verified and certified by NIT Manipur Officer.
- 5) Have to follow the security instructions as directed by the Security Supervisor.
- 6) They shall not participate in any strike or protest in any form.
- 7) The Contractor workers can take rest in the dormitory provided in the messes during break timings.
- 8) All the contractor workers are required to do their duty maintaining hygienic, cleaning and safety.
- 9) The List of workers profile has to be submitted to Warden of concerned Hostel for approval and should be employed only on the approval by the Competent Authority.
- 10) The workers should not have any criminal background.
- 11) Contractor shall ensure that the behaviour of the workers/staff with the students/mess users is decent. Contractor shall be responsible for any misbehaviour and/or abusive language by the workers/staff and necessary action may be taken in any of such occurrence.

- 12) Smoking and consumption of alcohol by any of the mess staff in the Institute premises is strictly prohibited.
- 13) All the required quantity of materials and labourers for Mess Contract and related miscellaneous works will be at the cost of the contractor, he shall furnish the staff position, implements, equipments, tools and plants for this work as proposed to be deployed by him. Whenever any claim for the payment of whether liquidated or not, money arises out of or under this contract against the contractor, the Institute shall be entitled to recover such sum by appropriating part or whole, the security deposit by the contractor. In the event of security deposit money being insufficient, then the balance or the total sum recoverable, shall be deducted from any sum then due or which at any time thereafter may become due to the contract under this or any Security Deposit shall be withheld till such claims of the Institute and finally adjudicated upon and paid by the contractor.

8. Other Conditions

- 1) All records shall be maintained by the contractor as a part of record of day-to-day work done, they shall be daily authenticated by the concerned person designated for the work. They shall become the basic documents for preparation of bills on monthly basis. They shall be maintained in duplicate, one set each with the supervisor of the contractor and the Institute.
- 2) The works as specified in job specifications have to be carried out as per the schedule and also within the stipulated time given. The contractor shall employ as much manpower as required (after approval) and utilized such quality and quantity of material as required for maintaining high standard of cleanliness within the stipulated time.
- 3) A complaint book / register is to be maintained by the contractor in each mess and should be made immediately available on demand by any of the mess user. This register should be provided to mess committee for periodic examination.

9. Termination of contract in the initial stage

The Institute reserves the right to cancel the award of the contract in case the food items/ meals are not found satisfactory for first 45 days from the date of the commencement of the contract.

10. Penalty Clause

1. Work not done satisfactorily would be recorded and rejected for payment. Reasons for rejection would also be recorded (Cleanliness, sufficient staff, service quality, food quality & quantity, quality of raw material etc. are some of the parameters for evaluation.)
2. Penalty shall be a maximum of Rs. 10,000/- per fault/unsatisfactory work to be decided by Wardens as per the recommendations of the Mess Committee.
3. If a written complaint is received (verified by a minimum of 10 students) on shortage of

food, an amount equivalent to 100 student's meals shall be deducted from the payment on three such occasions the contract shall be liable to be terminated.

4. The cost of execution of the work at the risk as well as the penalty shall be recovered in the next bill that falls due and if the amount of recovery exceeds the bill amount, recoveries shall be made from the Security Deposit, which has to be made good within 15 days of the short fall.
5. If the quality of raw materials are not up to the mark in surprise/routine checking by the authority, 10-50% amount of that day will be deducted based on the low grade quantity. If any eatable of expiry date is found, penalty of Rs. 2000 per incidence shall be imposed and all such material will be seized by the Institute. On three such occurrences the contract will be liable to be terminated.
6. If the food quality is not up to the mark and/or insufficient quantity on inspection, 10-50% amount of that day will be deducted. On three such occurrences, the contract will be liable to be terminated.
7. Periodic feedback will be taken from the students/ mess users. Contractor has to take care of the suggestions/concerns of the mess users and should report the action-taken to the concerned warden.

Sd/-
Registrar, NIT Manipur

TECHNICAL BID

Note: Put in Part A

Profile of the Tenderer (Technical Bid)

PART - A

Tender for job contract for boys and girls students mess at NIT Manipur, Langol Campus

1. Name of the firm/ Organization:
2. Address:

3. Telephone No./ Mobile No. & Name of the Contact person:
4. Fax No.
5. Email ID:
6. Do you have an office at Imphal? If so, please provide the address and Telephone No.

7. Month and year of establishment
8. Name of Proprietor/ Partners/ Directors
9. No. of years of experience in this field, with references and Certificate

10. Annual Turnover during the last two financial year (Enclose copies of Audited Financial Statement)
2021-22
2020-21

11. PAN No. and Copy of the latest assessment in order
12. Registration No. (Attach Proof)
13. EPF No. (Attach Proof)
14. ESI No. (Attach Proof)
15. CST/TIN No. (Attach Proof)
16. Bank Details (Bank Name, No., & Address) (For ECS Payment)
17. Details of Tender Fee
18. Details of EMD

TECHNICAL BID

Note: Put in Part A

Details of Previous Contracts

Period of Contract		Name and address of the organization with reference letters	Name of the contact person & Phone No.	Value of contract and other details	Remarks
From	To				

Give details of current contracts, if any, of similar services being rendered by you and which will be available for inspection by our officials

Period of Contract		Name and address of the organization with reference letters	Name of the contact person & Phone No.	Value of contract and other details	Remarks
From	To				

Place

Date

Signature of the Tenderer

COMMERCIAL BID**Note: Put in Part B****PART - B****Commercial Bid for (Hostel Name, No. & Campus) of NIT Manipur**

Rates to be quoted per students per month per meal (breakfast/ lunch/ dinner) as per attached menu.

Breakfast (Rates per student per day)	Lunch (Rates per student per day)	Evening Snacks (Rates per student per day)	Dinner (Rates per student per day)	GST %	Total * (inclusive of GST)

NOTE:

1. Total amount quoted should not exceed Rs. 150/- per student per day.
2. * No conditions to be attached. Prices to remain valid for 6 months beyond the date of the tender opening. However, for successful bidders, rates will remain unchanged during the entire period of contract.
3. 'Month' means 30 days for any calculation purpose, irrespective of actual number of days in a particular month.

ANNEXURE-V**TENTATIVE MENU**

TENTATIVE MESS MENU FOR ALL HOSTELS OF NIT, MANIPUR FOR THE JANUARY TO MAY 2023 SESSION

TIME	7:00AM TO 9:00AM	12:00PM TO 2:00PM	4:00PM TO 5:00PM	7:00PM TO 5:00 PM
DAYS	BREAKFAST	LUNCH	EVENING TEA	DINNER
SUNDAY	TEA, ALOO PARATHA, TOMATO SAUSE	RICE, SUBJI, SALAD, DAL, EROMBA	MILK TEA	RICE, ROTI, DAL, CHICKEN / PANNER
MONDAY	TEA, PURI, SUBJI	RICE, ROTI, DAL, RAJMA, SALAD, KANSOI	MILK TEA	RICE, ROTI, DAL, EGG CURRY / KABULI CHANA, ACHAR
TUESDAY	TEA, CHOWMEIN	RICE, ROTI, DAL, SUBJI, SALAD	MILK TEA	RICE, ROTI, DAL, PAKOURA CURRY, ACHAR
WEDNESDAY	TEA, PLAIN PARATHA, ALOO SUBJI	RICE, ROTI, OOTY, SAMBHAR, GREEN MOTOR+ALOO, PAPAD	MILK TEA	RICE, ROTI, DAL, CHICKEN / PANNER
THURSDAY	TEA, ALOO PARATHA, TOMATO SAUCE	RICE, ROTI, DAL, ALOO+SOYABEAN, SOIBUM, PAPAD	MILK TEA	RICE, ROTI, DAL, FISH CURRY, ALOO+PEANUT
FRIDAY	TEA, PURI, SUBJI	RICE, ROTI, BLACK CHANA, BLACK DAL, OOTY SAMBHAR, SALA. PAPAD	MILK TEA	RICE, ROTI, DAL, CHICKEN / PANNER
SATURDAY	TEA, BREAD(6Pc.) BANANA (1Pc.), JAM(2Pc.)	RICE, ROTI, DAL, SABJI, KANGSOI, SALAD	MILK TEA	RICE, ROTI, DAL, EGG CURRY, ALOO + SOYABEAN + MOTOR(SUKHA), KHEER

NB: SABJI means curry / dry fried items prepared with one or more seasonal vegetable(s).
Food items should be provided in sufficient amount as per the need of the hostellers.


(Dr. A. Dinamani Singh)
Dean (SW)

Note: Seasonal changes in menu: Change in menu will be change in only seasonal vegetables other items may be shuffled but will not be changed.

Sick Diet: Khichdi, Boiled Vegetable, 200 ml milk with butter slices.

Menu may be changed from time to time (not very frequent) to replace items with suitable alternatives (seasonal), which are within similar price band of 10% on recommendation of the competent authority.

* Contractor cannot limit the quantity of rice/roti of a mess user.

SELF-EVALUATION SHEET

Please fill up this “Self-Evaluation Sheet” and indicate the appropriate reference (Page Number) for following items to establish technical eligibility. Failing to fill up this sheet may lead to disqualification. Keep this sheet on top of all other documents, for easy evaluation.

Sl. No.	Particulars	Mentioned Yes/ No	Mentioned Ref. No./ Page No.
1	Copy of valid licenses/ registration certificates		
2	Affidavit for not convicted by the court of law		
3	Copy of balance sheet for the last two financial years or any authentic document in support of Annual Turnover		
4	Documents in support of experience for last two years		
5	Copy of GST/Service Tax registration certificates		
6	Copy of ESI, EPF and TIN certificates		
7	EMD in favour of Director, NIT Manipur at Imphal		
8	Tender fee in favour of Director, NIT Manipur at Imphal		
9	Copy of PAN Card		
10	Technical bid (all pages) signed by tenderer		
11	Financial bid (all pages) signed by tenderer		

(Signature of the Tenderer)

With name and Seal

Place: _____

Date: _____