

ARMY INSTITUTE OF FASHION DESIGN(AIFD)

REQUEST FOR PROPOSAL

Provision of Catering Services

For

Army Institute of Fashion & Design (AIFD)

NagreshwarNagenhalli, Kothanur Post,

Bengaluru-560077

ARMY WELFARE EDUCATION SOCIETY CAMPUS
BANGALORE - 560 077
(AIFD)
REQUEST FOR PROPOSAL (RFP)
PROVISION OF CATERING SERVICES
AT AWES GIRLS HOSTEL, NAGRESHWAR NAGENHALLI
KOTHANUR POST, BENGALURU-560077

Sealed offers in two-bid system are invited from Registered Vendors, having their own office in Bengaluru, Karnataka for “**Providing Catering Services at AWES GIRLS HOSTEL Army Institute Of Fashion & Design (AIFD), Nagareshwara Nagenhalli, Kothanur Post, Bengaluru - 560077**”.

RFP forms can be downloaded from the AIFD website (www.aifdonline.in) and can be submitted along with the Technical & Commercial Offers on payment of Rs. 1000/- (Non-Refundable) by way of Demand Draft/Pay Order in favour of Army Institute of Fashion and Design, Bengaluru payable at Bengaluru.

Date of issue of RFP	-	28 Oct 2020
Last date for submission of RFP	-	10 Nov 2020 up to 2.30 PM
Opening of Technical Offers	-	18 Nov 2020 at 11.00 AM
Opening of Commercial Offers	- Will be intimated subsequently

Offers from firms not having their own offices in Bengaluru, will not be considered. All conditions and parameters will be evaluated with reference to firms submitting tenders. AIFD reserves the right to reject any/all applications without assigning any reason whatsoever.

SCOPE OF WORK

Company providing Catering Services (**CCS**) has to provide catering for approximately 150- 200 students of the Girls Hostel. For this purpose vendor will have to provide approximately 10 persons (only Ladies) for cooking, cleaning, & distribution of the food as per the given menu at the AWES campus, Nagareshwara Nagenhalli, Kothanur Post, Bangalore - 560077. Exact number of persons will be indicated at the time of signing of contract by the CCS, based on mutual assessment of Catering Services requirements at the campus between the CCS and AIFD. The payment to the contractor will be made accordingly.

The student mess will be functional for approximately 10 months in a year. During the university vacation, mess will be closed. No charges will be levied on students during the vacation. If any student goes on leave during the working days for more than three days at a time with prior permission from the institute, no messing charges will be charged to the students for the period of absence.

1. TERMS AND CONDITIONS

1.1 Provision of Catering Services personnel will be completed within a period of one fortnight, commencing from the date of acceptance of the offer by AIFD .

1.2 The duties and responsibilities of Catering Services personnel as expected by AIFD are mentioned in detail in 'Contract Agreement' format given at Annexure-V. The 'Contract Agreement' format is final and not open to any modification.

1.3 Any delay in deployment over the stipulated period will attract penalty of 3.5% of the monthly contract payment per day subject to maximum of the monthly contract payment per month of delay. AIFD reserves its right to recover this amount by any mode, which includes adjusting from any payment to be made by AIFD to the contractor or from the Bank Guarantee.

1.4 The Work Order for deploying Catering Services personnel in will be given only to those eligible and empanelled companies having branches/offices in Bengaluru.

1.5 Companies are required to submit an Affidavit to follow the State Govt rules supporting minimum wages, and all additional mandatory payments as percentage of Basic+ VDA to the employees employed for running the catering services for the students.

ELIGIBILITY CRITERIA FOR SHORT LISTING

2. For empanelment or short-listing of **Company providing Catering Services (CCS)**, the following criteria shall be applied. For this purpose companies shall submit proof of documents along with the Tender. CCS not submitting proof documents and/or not conforming to any of these parameters will not qualify for short listing :-

- (a) CCS should be either registered company or registered partnership firms reputed for Catering Services.
- (b) CCS should have credible supervisory infrastructure and network.

(c) CCS should have Income Tax PAN,GST Registration No (copy of GST Registration to be attached) and TIN Nos and should have submitted IT Returns for the last three years.

(d) CCS should have audited Profit & Loss Accounts for the past three years.

(e) CCS should have Registration under Shops & Establishments Act.

(f) CCS should have a valid certificate from ESI Corporation and should have been allotted with a code number by the ESIC.

(g) CCS should have a valid certificate under EPF & Miscellaneous Provisions Act 1952 and the CCS should have been submitting EPF contribution online.

(k) CCS should have documents proving compliance of Minimum Wages Act 1948, as amended from time to time and other labour laws and rules.

(l) CCS should have their own office with telephone & fax/Email facility within Bengaluru and office should be manned during normal working hours.

(m) CCS should be able to serve Breakfast, Lunch, Dinner, Evening snacks, Beverages, Biscuits as per the menu to approximately 225 Girl students of AWES Girls Hostel, Nagareshwara Nagenhalli, Kothanur Post, Bengaluru - 560077.

(n) The Menu will be subject to change and will be intimated to the CCS well in time. An indicative menu is enclosed at Annexure IV.

(o) CCS should have experience for having rendered satisfactory catering services to a canteen in Govt/Public Sector Undertaking/private Corporate houses/renowned Club or Guest Houses/Residential Academic institute.

(p) Out of the 03 years experience, the CCS should have provided catering services for a period of 02 years continuously.

(p) The contract for which experience certificate is furnished should indicate serving at least 300 persons or above in such an establishment.

2.1 (a) CCS are required to furnish a copy of the Electronic Challan-cum-Return (ECR) for EPF contribution.

(b) CCS are required to furnish a copy of the previous 'Return of Contributions' (Form-5) submitted to the ESIC or a copy of Electronic Contribution History Sheet submitted to the ESIC in case of online contribution.

(c) CCS are required to furnish a copy of the past Wage Slip, not older than two months, of any of their employees deployed as a Caterer with any Principal Employer.

(d) CCS will be required to produce all original documents for verification by authorised staff of AIFD whenever they visit CCS Office for inspection of credentials of CCS.

2.2 **Intending CCS's should furnish details about their firm as per Annexure-II.**

TWO BID SYSTEM OFFER

3. The offer will be in two parts, Technical Bid and Commercial Bid. Both the parts should be submitted in separate sealed covers duly super scribed “**Technical Bid for Catering Services**” and “**Commercial Bid for Catering Services**” respectively and both sealed envelopes should be placed in another sealed envelope super scribed “**Offer for Catering Services**”. The tenders for establishment of Catering services should be dropped in the Tender Box in AIFD, Kothanur Post, Bengaluru – 560 077.

EARNEST MONEY DEPOSIT (EMD)

4. EMD of Rs. 50,000/- (Rupees Fifty thousand only), in the form of a demand draft/pay order issued by a scheduled commercial bank in favour of Army Institute of Fashion and Design, Bengaluru, payable at Bengaluru must be submitted along with the Technical Offer. Offers not accompanied with EMD of Rs. 50,000/- will not be accepted. If the company is exempt from paying EMD proper certificate to that effect should be attached. The EMD amount will be forfeited, if after having been selected the CCS refuses to accept. The contract or having accepted the contract, fails to carry out the obligations mentioned therein. Security deposit or Bank Guarantee in lieu of EMD will not be accepted. No interest will be payable on the EMD. The EMD will be refunded to unsuccessful CCS. The EMD money paid by the successful CCS will be released only after satisfactory deployment of Catering Services persons as per contract.

SECURITY DEPOSIT

5. The successful BIDDER/CONTRACTOR shall furnish, within seven working days of acceptance of their Bid, a Security Deposit of Rs.2,00,000.00 (Rupees two lakh only) for Army Institute of Fashion and Design for due performance of their obligations under the contract. Security Deposit will be accepted through Demand Draft issued by a scheduled bank of India payable at Bengaluru. The Institute will not be liable for payment of any interest on the Security Deposit or any depreciation thereof.

6. In the event of the BIDDER/CONTRACTOR"s failure, after the communication of acceptance of the Bid by the Institute, to furnish the requisite Security Deposit by due date, his Contract shall be summarily terminated besides forfeiture of the Earnest Money and the Institute shall proceed with appointment of the L- 2 bidder. Any losses or damages arising out of and incurred by the Institute, by such conduct of the contractor will be recovered from the contractor, without prejudice to any other rights and remedies of AIFD under the Contract and any other Law. The contractor will also be debarred from participating in any future RFPs of the Institute for a period of five years. After the completion of prescribed period of five years, the party may be allowed to participate in the future RFPs of AIFD provided all the recoveries/ dues have been effected by the Institute and there is no dispute pending with the contractor/party.

7. The Security Deposit of Rs. 2,00,000.00 (Rupees Two lakh only) will be deposited with AIFD and aforesaid will be refunded to the contractor on satisfactory performance of the services and on completion of all obligations by the Contractor under the terms and

conditions of the Contract and on submission of an absolute “No Demand Certificate” from the concerned Authority or any Authority designated under the EPF & MP Act-1952 regarding due and correct deposit of EPF of the employees engaged by the employer for the contract period and on return of goods/Articles in good condition or any property belonging to the Institute which may have been issued to the vendor subject to such deductions from the Security deposit as may be necessary for recovering the institute claims against the Contractor.

TECHNICAL OFFER (TO)

8. The TO should be complete in all respects and should contain all information asked for in this document. **It should not contain any price information.** The TO should comprise of the following:-

8.1 Covering letter on the prescribed format (**Annexure-I**).

8.2 Demand Draft for Rs. 1,000/- (Non-refundable) towards Cost of RFP Forms if down loaded from the internet.

8.3 CCS profile as per **Annexure II**.

8.4 Documentation (Brochures, leaflets, manuals etc, if any).

8.5 Details of reference sites where catering services have been provided as per **Annexure-III**.

8.6 EMD in the form of a Bankers Cheque of Rs. 50,000/- (Rupees Fifty thousand only) from a schedule Bank at Bangalore in favor of Army Institute of Fashion and Design.

8.7 EPF deduction / remittance details of employees.

LATE BIDS: - No bids will be accepted after the due date.

COMMERCIAL BID/ PRICE COMPOSITION

9. The Commercial Bid should contain all relevant rates and charges and should be quoted in Indian Rupees only. The Price Bid should not contradict the TO in any manner. The following conditions will apply:-

9.1 Commercial bid for supply of food including manpower cost for menu is given in **Annexure IV**.

9.2 AIFD will shortlist Bidders, who satisfy commercial and other requirements laid down in the document. The Commercial Bids of only the short listed bidders will be opened. Successful short listed bidders will be notified by e-mail/post and the bidders/authorized representatives may be present at the time of opening of Price Bids.

NO ERASURES OR ALTERATIONS

10. Technical and Commercial details as required must be completely filled up. Corrections or alterations, if any should be authenticated.

AGREEMENT BETWEEN THE CCS AND AIFD

11. The successful CCS shall execute an Agreement with AIFD on Rs. 100/- Non-Judicial Stamp Paper as per Terms & Conditions as per Annexure-V. All the CCS, who are willing to offer their Catering Services in response to this RFP are required to read all the terms and conditions given at Annexure-V carefully and agree to all the Terms & Conditions without any modifications.

VALIDITY OF OFFER

12. The offer should be valid for period of six months from the last date for submission of the offer.

EVALUATION PROCESS

13. Offers (Tenders) will be evaluated in the following stages:

13.1 **Stage I.** Completeness of Offers, i.e., offers not accompanied by the mandatory documents as per paragraph 8 above shall be rejected.

13.2 **Stage II.** Offers will be evaluated against the stipulated minimum eligibility criteria based purely on valid proof of documents submitted by the CCS. Offers not complying with any of the eligibility criteria as per Paragraph 2 above will be rejected.

13.3 **Stage III.** Short-listing of supplier(s) based on proof documents submitted, site visits by AIFD officials and satisfactory feedback from reference sites.

13.4 **Stage IV.** Commercial bids of the short-listed firms will be opened for area-wise price discovery and fixing "Approved Rates".

13.5 **Stage V.** Willingness letter will be obtained from shortlisted firms to work on "Approved Rates" and Agreement will be executed on Rs. 100/- Non-Judicial Stamp Paper.

13.6 **Stage VI.** Issue of work orders to the short listed firms.

NO COMMITMENT TO ACCEPT LOWER OR ANY TENDER

14. AIFD shall be under no obligation to accept the lowest or any other offer received in response to this notice and shall be entitled to reject any or all offers without assigning any reasons whatsoever.

OPENING OF OFFERS

15. Technical Bid offers will be opened at the office of Principal, AIFD on 20 Nov 2019 at 11.00 AM. The CCS Owners/ their representatives may be present at the time of opening of the Technical Bid Offers. No separate intimation will be sent in this regard to the suppliers for deputing their representatives. The Technical Bid Offers will be opened at the time and date stipulated above irrespective of the number of CCS representatives present.

15.1. Commercial Bid offers will be opened at the office of Principal AIFD on a date & time intimated to the short listed successful technical bidders.

ORDER CANCELLATION

16. If the selected CCS fails to deploy their Catering Services persons within the stipulated time schedule or the extended date communicated, it will be treated as breach of contract. AIFD reserves the right to cancel the order in the event of delay in deployment of Catering Services persons and forfeit the Earnest Money Deposit.

PAYMENT TERMS

17. No advance amount will be paid to CCS. Monthly payment conforming to the attendance of the students as per documents to be maintained by the CCS and shown to the respective mess committee approved by the Principal shall be made within one week after the end of every calendar month. CCS shall submit the bill along with the following documents:-

- (a) Copies of wage Slips.
- (b) Copies of the previous E.C.R. for EPF and the Contribution History for the ESI premiums contributed for the CCS employees deployed within the campus of AIFD.

18. On scrutiny of the Bill and these documents AIFD shall make payment by 7th of the month following the wage month. The CCS shall ensure that wages of the CCS employees' is credited in their Saving Bank Account by the 10th day of the month following the Wage Month and further ensure that the amount credited is the same as the net wage payable as per the Wage Slip.

STANDARDS EXPECTED

19.1 Catering personnel provided by CCS shall not be more than 50 years of age at the time of deployment.

19.2 Catering personnel should be literate, medically fit and mentally sound. They should possess good physique to perform all duties of catering assigned by AIFD. They should be smartly and fully dressed at all times.

19.3 The duty time of the persons will be eight hours per day in uniform provided by the CCS (which includes Shoes and cap). CCS will arrange for a reliever on the mandatory weekly off days.

19.4 CCS has to arrange for drinking water and first aid box complying with the labour laws.

Character & Antecedent Verification

20. Before deployment of their Catering Services persons, the CCS should arrange for verification of the antecedents of the persons by the police and such Verification Certificate by the police should be submitted by the CCS to AIFD before deployment of the person.

21. **Liability for Personnel employed**

21.1 The selected CCS shall comply with all provisions of the Contract Labour (Employment & Regulation) Act and Rules and all other applicable Labour Laws/Rules from time to time, at no additional cost to the Institutes.

21.2 All persons employed shall be engaged by the CCS as its own employees in all respects, and all rights and liabilities under Indian Factories Act or The Workmen Compensation Act or EPF Act and any other applicable enactments in respect of all such personnel shall exclusively be that of the CCS.

21.3 The CCS shall be bound to indemnify the Institutes against all claims whatsoever in respect of its personnel under the Workmen Compensation Act, EPF Act, ESI Act and any other statutory modification thereof in respect of any damage, penalty, interest, compensation payable in consequence of any accident or injury sustained by any workmen or other person whether in employment with the CCS or not.

Right to Alter Quantities & Repeat Order

22. AIFD will be free to either reduce or increase the number of Catering Services persons to be deployed on the same terms and conditions. In general, AIFD reserve the right to alter the strength to be employed.

Period of Contract

23. The Contract shall remain in force for a period of one year from date of commencement of services. However, if mutually agreed upon, the period of the contract may be extended on expiry of the contract on such terms and conditions as may be then agreed upon. Contractor will sign a separate contract agreement with the institutes for the same.

24. **Responsibilities of the Contractor**

24.1 The Food served by the CCS shall be of good quality and hygienic. The Registrar or his nominee may at any time take samples thereof, for the purpose of inspection and his decision regarding desirability or quality of the articles offered for consumption shall be final.

24.2 The Menu as prescribed in the Annexure IV to this RFP shall have to be adhered to by the CCS. If owing to any development hereafter taking place adherence to that Menu is rendered difficult, the decision of the Registrar on any changes to be made in the Menu shall be binding on the CCS. Even otherwise, the Registrar or his nominees reserve the right to make changes in the menu if felt necessary.

24.3 The raw material used in the preparation of food shall conform to Food Quality specifications and as per quality/brand to be approved by the Registrar or any officer appointed by him to do so. Illustrative (but not exhaustive) quality brands of some of the products to be used by the contractor are specified as under.

- (a) Medium of cooking will be Premium quality vegetable oil e.g. Sun flower, of reputed brands like Saffola, Sun drop, Fortune, Nature fresh etc with prior approval of Registrar.
- (b) Standardized full cream/Single Toned milk in poly-pack of reputed/recognized manufacturer like Amul, Mother Dairy, KMF etc or any other brand to be approved by Registrar.
- (c) Amul/Mother Dairy Butter or any other brand approved by Registrar .
- (d) Ice Cream of Mother Dairy/Kwality/Vadilal etc. or any other brand with prior approval of Registrar AIFD.
- (e) Biscuits of standard brands approved by Registrar.
- (f) Premium quality Atta/ Suji/Besan of Ashirwad/Rajdhani/Shakti Bhog or any other brand to be approved by Registrar.
- (g) Premium quality rice/Basmati rice(full grain) of Kohinoor/LalQuila or any other brand to be approved by Registrar.
- (h) Premium Tea leaves/ bags of Brooke Bond/TajMahal/Lipton/Tata etc. or any other brand to be approved by Registrar.
- (i) Coffee of Nestle, Nescafe, Bru, Sunrise etc. or any other brand to be approved by Registrar .
- (j) Spices of approved quality like MDH, Catch, Rajdhani, Ramdev, Majithia etc. or any other brand to be approved by Registrar.

24.4 The CCS shall provide sufficient **LADY workers** for AIFD mess comprising of Skilled Supervisor, Cook with helpers, workers for washing utensils, and waiters with the provision to increase according to number of employees & requirement. The workers in the kitchen and dining hall should be clean, healthy and free from any disease. All Govt orders on covid related issues/precautions will be taken by the workers. This aspect should be ensured by the CCS. The CCS shall ensure that waiters and workers are in uniform (Hand Gloves, Caps & Dress etc.), while on duty, as approved by the Registrar, and that they are civil, sober and honest in their dealings with the employees and guests of the Institutes. The cost of supply and washing uniforms etc. will be borne by the CCS.

24.5 AIFD will provide the cutlery, crockery, gas stove, Dosa Plate, bulk cooker, containers for cooking, mixers, Grinder, Deep Freezer, tea-coffee dispenser with separate containers for Tea & Coffee (number of unit as per requirement) and other equipment required as per menu and utensils. The Contractor shall be responsible for any loss or damage, other than normal wear & tear and breakages to any

furniture, fittings, stores, utensils, cutlery, crockery or any other goods or articles kept in the said premises by the Institute. The mess committee, mentioned hereinafter, is empowered to assess the quantum of loss or damage other than normal wear and tear and the cost of said loss or damage will have to be borne by the CCS.

24.6 The CCS shall use the LPG cooking range and other Equipments provided by AIFD. The use of charcoal, firewood, coke or fuel of any kind shall not be done. The Contractor has to bear the cost of LPG fuel (including transportation cost) and cost of fuel for chef-in dishes. Though most of the cooking equipment use LPG for cooking, however, if electricity is used as an alternative source for cooking, or for warming the food, the electricity used shall be paid by the Contractor. Electricity used by the contractor shall be paid by the contractor on monthly basis. AIFD shall separately deduct Rs15,000/- per month towards monthly rent. Electricity charges will be actual consumption which will be deducted from the payment to be made by the Institute to the Contractor on monthly basis. In addition, the contractor will pay a sum of Rs.5000/-per month and electricity on actual consumption to AIFD for living accommodation provided inside the campus to the workers of mess employed by the contractor.

24.7 The Contractor shall be responsible to keep the premises allotted to him neat, clean and tidy in accordance with the health bye-laws of the State and shall be liable to bear any penalty imposed by those authorities in the event of his failure to comply with their by-laws.

24.8 A committee known as "Mess Committee" (which shall also include the CCS or one of his representative) shall be constituted by the Institute to supervise the canteen as decided from time to time. The institute will have separate committees to monitor the mess activity.

24.9 The functions of the mess Committee shall be as under:

- (a) To finalise the Menu for food items
- (b) To supervise the quality of items purchased and cooked
- (c) To supervise Catering.
- (d) To supervise Maintenance of hygiene and cleanliness.

24.10 The Committee may direct the CCS to take such action as deemed fit. The majority opinion of the Committee on all matters will be binding on the CCS. The composition of the Committee will be decided by the Institute. The Institute will have the right to modify, alter, cancel any decision of the Committee and also have the right to reconstitute the Committee.

24.11 Any worker or representative of the Contractor in the premises of Institute shall be liable for suspension or dismissal by the CCS on the direction to that effect by the Registrar of the Institute for disobedience or misconduct and the CCS shall accept the direction of the Registrar of the Institute in this respect as final and binding. The Registrar of the Institute shall not in any way, be liable in respect of any

claim for compensation of damages made by the affected workers or representative(s) and the Contractor shall keep the Registrar of the Institute indemnified.

24.12 The Contractor will be required to serve lunch in the afternoon in the Canteen. On special occasions.CCS to serve tea/coffee/snacks, lunch and Dinner in the institute/guest house during day/night hours (if required). The CCS shall not levy or receive any charges for table service. Cost of camphor light material for chef-in-dishes and paper napkins to be provided, will have to be borne by the CCS. The staff, students and other members of the staff of the Institute shall be entitled to use the canteen for consumption of food and refreshments brought by them from outside.

24.13 The food will be served as under:-

- | | |
|---|-------------------|
| (a) Breakfast limited with coffee/tea/Milk | - 7.45 -8.45 Am |
| (b) Lunch – Unlimited | - 12.00 -2.00 Pm, |
| (c) Evening Tea/Coffee with snacks/Biscuits | - 4.15 – 5.00 Pm |
| (d) Dinner - Unlimited | - 7.45 to 8.30 Pm |

24.14 Mess committee will decide on the unlimited and limited items to be provided. (Viz Chicken, Paneer, sweets, curds, Aloo Paratha, Uttappam, Omellete and fried items like Vada etc)

24.15 The CCS shall provide and maintain the hygienic condition of Dining hall, kitchen & food containers for Raw material/Vegetables & meat products. To dispose of waste material of food, big garbage bags shall be provided by the CCS. Similarly cutting of meat products should be done hygienically and containers provided for storage of meat. Proper disposal of meat waste should be ensured by the CCS. Waste disposal should be as per BBMP instruction and any penalty attracted for violation in this regard shall be paid by CCS. The disposing of the garbage related to catering out of Institute is also the responsibility of CCS on daily basis.

25. If the performance by either party of any of its obligations under the contract/agreement is prevented, restricted or interfered with by reason of fire accident, flood, war or any law, or regulation of any government, or any act or condition whatsoever beyond the reasonable control of both party (each such event shall be called a “ Force Majeure event), then such party shall be excused from such performance to the extent of such prevention, restriction or interference, provided, however, that such party shall give prompt notice within a period of 30 (thirty) days from the date of the Force Majeure occurrence and providing a description to the party of such force majeure in such notice, including a description, in reasonable specificity, of the cause of the Force majeure and provided further that such party shall use reasonable efforts to avoid or remove such cause of non – performance and shall continue performance hereunder whenever such causes are removed.

26. For further clarifications, if any, you may contact the following address:

Registrar/HOA, Army Institute of Fashion & Design
Nagareshwara Nagenhalli, Kothanur Post,
Bengaluru – 560 077
Email: aifdonline@gmail.com

27. Registered Companies and Partnership Firms having their own offices in Bengaluru interested in our proposal for deployment of Catering Services persons confirming to the aforesaid terms and conditions may send their offers to Principal, AIFD, Kothanur Post, Bengaluru latest by the last date & time for submission of offers.

Annexure – I

(Letter to AIFD on the CCS Letterhead)
 Registrar& HOA
 AIFD,
 AWES Campus
 Nagreshwar Nagenhalli, Kothanur Post,
 Bangalore – 560 077

Dear Sir,

Sub: Your RFP for Deployment Catering Services Company

With reference to your tender notice published in News papers on _____ and the RFP published in your website with effect from _____, having examined and understood the instructions, terms and conditions forming part of the RFP, we hereby enclose our offer to the supply of Catering Services as detailed in your above referred RFP.

We confirm that we have not been disqualified / blacklisted for providing Catering Services and deployment of catering services personnel.

We further confirm that the offer is in conformity with the terms and conditions as mentioned in the RFP.

We also confirm that the offer shall remain valid for three months from the last date for submission of the offer.

We hereby confirm that we have read the terms and conditions given at the Annexure-V of the RFP and agree to them fully.

We understand that AIFD is not bound to accept the offer either in part or in full and that AIFD has the right to reject the offer in full or in part without assigning any reason whatsoever.

We enclose herewith a Demand Draft/Pay Order of Rs. 1000/- (Rupees One Thousand only) favouring Army Institute of fashion and Design, Bangalore and payable at Bengaluru, towards cost of RFP Form. Details of the same areas under:

- Demand Draft/Pay Order No : _____
- Date of Demand Draft/Pay Order : _____
- Name of issuing Bank : _____

We enclose herewith a Demand Draft/Pay Order for Rs. 50,000/- (Rupees twenty thousand only) favouring Army Institute of Fashion and Design, Bangalore and payable at Bengaluru, being the EMD. Details of the same are as under:

- Demand Draft/Pay Order No : _____
- Date of Demand Draft/Pay Order : _____
- Name of issuing Bank : _____

Authorised Signatories

(Name & Designation, seal of the firm)

Annexure-II

(Letter to Registrar & HOA, AIFD, AWES Campus, Bangaluru on the CCS's Letterhead)

PROFILE

1. Name of the Organisation and Address:

2. Year of Establishment:
3. Status of the firm:
(Whether Pvt. Ltd. Company/Public Ltd. Company / Partnership Firm)

4. Name of the Chairman/MD /CEO/Country Head (as the case may be):

5. Whether registered with the Registrar of Companies/Registrar of Firms in India, if so, mention number and date and enclose Registration Certificate copy.

6. a) Name and address of Bankers:
 - i) _____
 - ii) _____
 b) Turnover of the Company/Firm in FY 2017-18, 2018-19 & 2019-20:
 (Please attach a copy of audited Balance Sheet and Profit & Loss Account for the years 2017-18, 2018-19 & 2019-20 as proof documents)

2017-18	:	
2018-19	:	
2019-20	:	

7. Whether registered for Service Tax purposes. If so, mention number and date.
8. Whether an assessee of Income Tax, if so, mention Permanent Account Number. Furnish copies of Income Tax clearance certificate and submitted IT returns for the last three years.
- 8(a). GST Registration No. _____ (copy is to be attached).
9. Is the Company/Firm a supplier of Catering Services? If yes,
 - (a) Mention the address and phone numbers of the company's offices in the districts mentioned in the RFP
 - (b) Give the earliest date of opening of an office in the districts mentioned in the RFP.

(c) What are your main fields of activities? Mention the fields giving the annual turnover for each field.

(i)

(ii)

(iii)

10. Since when and how long your Company/firm has been supplying Catering services?

11. If you have been prequalified by other corporate bodies and public sector banks for supply of Catering Services, furnish their names and date of empanelment.

12. Furnish the names of renowned organizations, where you have supplied Catering Services in Karnataka in the last three years, i.e., from 01 April 2016 to 31 March 2019.

Name of Organisation with Address	Since when	Average annual Payment received

(Please attach copies of their orders or payment proof)

A separate sheet may be attached if the above space is inadequate

Details of Catering Services Supervisory Staff

Sr.No	Name	Qualification	Post Held	Experience

1. I / We have read the instructions appended to the Performa and I / We understand that if any false information is detected at a later date, any contract made between ourselves and Principal AIFD, Bangalore on the basis of the information given by me / us can be treated as invalid by AIFD Bangaluru and I / We will be solely responsible for the consequence.

2. I / We agree that the decision of Principal, AIFD, Bangalore, Kothanur Post, Bangalore – 560 077 in selection of CCS will be final and binding to me / us.

3. All the information furnished by me / us above here is correct to the best of my / our knowledge and belief.

4. I / We agree that I / We have no objection if enquiries are made about the work listed by me / us here in above and / or in the accompanying sheets.

Place:

Date:

SIGNATURE:

Name & Designation & seal of the Company

Annexure – III

(Letter to AIFD on the Supplier's Letterhead)

Reference Site Details (Located in Bengaluru)

(1) Name of the company	
Address of the Company	
Name, Designation of contact person with telephone No. and e-mail id	Name : Designation : Landline No. : Cell No : E-mail id :
Details of Catering Service & no of staff in last 3 years (Ref. No., date of order and quantity)	

(2) Name of the company	
Address of the Company	
Name, designation of contact person with Telephone No. and e-mail id	Name : Designation : Landline No. :

	Cell No : E-mail id :
Details of Catering Services& No of staff in last 3 years (Ref. No., date of order and quantity)	

(3) Name of the company	
Address of the Company	
Name, designation of contact person with telephone No. and e-mail id	Name : Designation : Landline No. : Cell No : E-mail id :
Details of Catering Services& no of staff in last 3 years (Ref. No., date of order and quantity)	

AUTHORISED SIGNATORY

STUDENTS MESS : PROPOSED MENU**AIFD**

DAY	BREAKFAST	LUNCH	SNACKS	DINNER
MONDAY	BREAD,CUTLET, OMELETTE,JAM, KETCHUP,TEA	CHAPPATI,RICE, SOYANUGGETS SABZI,SPLIT CHANA DAL,CURD,PAPAD, PICKLE	BREAD PAKORA , TEA	CHAPPATI,RICE, KADHAI PANEER, TOOR DAL,SALAD, BANANA
TUESDAY	ALOO PARATHA, CURD,PICKLE, TEA	CHAPPATI,RICE, KADDI-PAKORA, CABBAGE SABZI, PAPAD,PICKLE	ALOO BONDA, TEA	CHAPPATI,RICE, ALOO MATTAR, BLACK EYED PEAS,PICKLE, SALAD BANANA
WEDNESDAY	PLAIN PARATHA, ALOO SABJI,PICKLE,TEA	VEG BIRYANI, PLAIN KURMA,MIXVEG RAITA,PICKLE,PAPAD	BISCUIT, TEA	CHAPPATI,RICE,CHICKEN CURRY/PANEER CURRY,TOOR DAL,SALAD, PICKLE,BANANA
THURSDAY	UTHAPAM, SAMBAR, COCONUT, CHUTNEY,TEA	CHAPPATI,RICE, URAD DAL, MIX VEG, PAPAD, PICKLE,CURD	SPONGE CAKE, TEA	CHAPPATI,RICE, SEASONAL,VEG, BLACK EYED PEAS,PICKLE, ICE CREAM
FRIDAY	PURI,ALOO CHANA SABJI, PICKLE,TEA	CHAPPATI,RICE, RAJMA,CURD, BHINDI SABZI, PICKLE,PAPAD	SAMOSA TEA	CHAPPATI,RICE, EGG CURRY/ PANEER CURRY CHOLE MASALA SALAD,SUJI HALWA
SATURDAY	ALOO PARATHA, CURD,PICKLE, TEA	CHAPPATI,RICE, BLACK CHANA DAL,MIXVEG, PICKLE,PAPAD	DAL VADA TEA	CHAPPATI,RICE, SEASONALVEG,TOOR DAL,PICKLE, SALAD,SEMIYANKHEER
SUNDAY	DOSA,SAMBAR, COCONUT CHUTNEY,TEA	CHOLE-BHATURE, RICE,CURD, PICKLE	TEA	JEERA RICE, CHICKEN CURRY/PANEER CURRY,SPLIT CHANA DAL, SALAD,ICE CREAM

Annexure IV (A)**FINAL PRICE BID FOR SUPPLY OF FOOD INCLUDING MANPOWER COST**

DETAILS	PROPOSED RATES PER PERSON PER DAY IN RS INCLUSIVE OF MANPOWER COST	INDICATIVE MENU
Breakfast limited with Tea/coffee and Milk (100ml) 7.45 to 8.45am		Day-1 Bread, Cutlet, Omellete, Jam, Ketchup, Tea. Day-2 Aloo Paratha, Curd, Pickle, Tea. Day-3 Plain Paratha, Aloo Sabji, Pickle, Tea. Day-4 Uthapam, Sambar, Coconut Chutney, Tea. Day-5 Puri, Aloo Chana Sabji, Pickle , Tea. Day-6 Aloo Paratha, Curd, Pickle, Tea. Day-7 Dosa, Sambar, Coconut Chutney, Tea.
Lunch Unlimited 12-2pm		Day-1 Chappati, Rice, Soya Nuggets Sabzi, SplitChanaDal, Curd, Pickle, Papad Day-2 Chappati, Rice, Kaddi-Pakora, CabbageSabzi, Papad, Pickle. Day-3 Veg Biryani, plainKurma, Mix Veg Raita, Pickle ,Papad. Day-4 Chappati, Rice, UradDal, MixVeg, Papad, Pickle, Curd. Day-5 Chappati, Rice, Rajma, Curd, Bhindi Sabzi, Pickle, Papad. Day-6 Chappati, Rice, Rajama, Curd, Bhindi Sabzi, Pickle, Papad Day-7 Chole-Bhature, Rice, Curd, Pickle.
Evening Tea 4.15 to 5 pm		Day-1 Bread Pakora, Tea Day-2 Aloo Bonda, Tea Day-3 Biscuit, Tea Day-4 Sponge Cake, Tea Day -5 Samosa Tea Day- 6 Dal Vada Tea Day- 7 Tea
Dinner Unlimited 7.45pm to		Day-1 Chappati, Rice, Kadhai Paneer, ToorDal, Salad, Banana Day-2 Chappati, Rice, Aloo Mattar, Black Eyed Peas, Pickle, Salad Banana.

8.30pm		Day-3 Chappati, Rice, Chicken Curry/Paneer Curry,ToorDal, Salad, Pickle, Banana. Day-4 Chappati, Rice, Seasonal Veg, Black Eyed Peas, Pickle, Ice Cream. Day-5 Chappati, Rice, Egg Curry/Paneer Curry, Chole Masala ,Salad, Suji Halwa Day-6 Chappati, Rice, SeasonalVeg, ToorDal, Pickle, Salad, Semiyan Kheer. Day-7 Jeera Rice, Chicken Curry/Paneer Curry ,Split Chana Dal, Salad, Ice Cream
Total Per day Per Student		
<p>Note :</p> <ol style="list-style-type: none"> 1. Common items for lunch and dinner : Salt, Sugar, Pickle, Green Salad, Papad (1 no), Curd (1 cup), Black Pepper powder. 2. Upwas (fasting) items like sabudana khichadi, fruits, milk, curd, sweets etc. should be provided to the students who are on fast, on prior intimation. Fruits, milk, Khichadi and Daliya etc. should be provided to sick students on prior intimation. 		

Notes:

1. Payment details at Serial Numbers 1-6 are mandatory charges and should conform to the relevant legal/ statutory provisions in vogue. Payment of Minimum Rates of mandatory payments and charges to housekeeping personnel is the responsibility of the CCS, and rates quoted must be supported by certified copies of latest Government Notifications as valid. AIFD, Bangalore will not be responsible for non-adherence to minimum wages by the CCS, and the CCS will be responsible to resolve any and all legal representations in this regard.
2. Basic & VDA (Ser. No. 1) should conform to the minimum wages fixed and revised from time to time, by the Government of Karnataka for Bangalore (Urban). The minimum rates of wages also include the wages for the weekly day of rest. The entire price bid, including allowances as a percentage of Basic + VDA shall be as per Notifications issued and revised from time to time for Bangaluru (Urban) by the Government of Karnataka.
3. Pro-rata bonus payment will be paid every month by CCS and shown in wage slip.
4. The CCS must ensure that the Catering Services personnel are given all dues reflected. Proof of same is required to be provided regularly. Failure to pay dues will invite disbarment.
5. All serials in Annexure IV(A) must be filled.

Annexure V**CONTRACT AGREEMENT****PROVIDING/OBTAINING CATERING SERVICES**

This Agreement is entered at(Place) on the day of between AIFD Bengaluru, represented by its Principal, AWES Campus hereinafter referred to as the 'First Party'.

AND

The Company providing Catering Services M/s..... represented by its (designation), Mr./Mrs./Ms. (name) and having its office (address) hereinafter referred to as the 'CCS' which expression shall wherever the context so admits, means and includes his/ her legal representatives, successors & assignees as the Second Party.

Whereas the First Party requires the services of a **Company providing Catering Services (CCS)** for its Student Mess and Cafeteria,

Whereas the CCS which is a Company providing Catering Services has agreed to provide Catering personnel, hereinafter referred to as 'CCS's Employees' to the First Party as per the First Party's requirements.

Whereas the CCS and the First Party have agreed to enter into a service contract for a period of Eleven months w.e.f. 01 Dec 2020 till 30 Nov 2021 which shall be deemed to be automatically terminated thereafter unless renewed by the First party for the purpose of obtaining Catering Services on the terms and conditions as mentioned hereunder.

Now therefore this agreement witnesses as under:

1. The CCS declares that it is in possession of the valid license and the CCS further undertakes that the license will be renewed from time to time and will be valid during the entire period of the Agreement, failing which this agreement shall stand automatically cancelled and the First Party shall not make any payment.
2. CCS shall ensure that Catering personnel possessing the required skill and training shall be deployed at the combined campus of AIFD & AIFHMCT, Kothanur Post, Bangalore – 560 077. The CCS's Employees shall not be more than 50 years of age for Catering Services at the time of deployment.
3. The CCS hereby undertakes to abide by the requirements of eligibility criteria and physical standards for the CCS employees and their training as prescribed.
4. The CCS shall ensure that all the CCS's Employees are trained for the job . Refresher training program on regular basis will be at CCS's cost.
5. The CCS shall ensure that the CCS and their employees deployed with the first party shall comply will all obligations, conditions and restrictions regarding uniform, photo identity card, etc.

6. If the State Law requires the registration of the CCS or any such other Board constituted under the State law, such registration shall be ensured by the CCS before deploying their employees with the First Party.
7. The CCS shall ensure that the CCS's Employees shall be conversant with the use of Fire Extinguishers and shall take necessary action in case of activation of Fire Alarm System or in case of a fire in the branch/office.
8. CCS shall provide the names of CCS's Employees to the Registrar, AWES Campus before their deployment. The CCS shall furnish the names, permanent & local address of the CCS's Employees deployed at First Party's premises from time to time along with their latest photographs thumb impression & signatures.
9. The CCS shall ensure that the CCS's Employees function under general directions of Registrar, AWES Campus/ Authorized Official and perform duty according to the duties finalized by the CCS & Registrar, AWES Campus. The CCS shall also ensure that the CCS's Employees deployed at the combined campus of AIFD & AIHMCT have read & understood their duties.
10. The CCS will provide CCS's Employees with uniform (Summer/Winter), caps, raincoats, torches and other accessories (Photo I-Card, name-tab, baton, whistle etc) as and when required.
11. Before deployment of their employees, the CCS shall arrange for verification of antecedents of all the CCS's Employees by the police and such verification Certificates shall be submitted to the First Party before deployment of Catering personnel or their relievers.
12. CCS's Employees shall be medically fit, mentally sound and possess good physique and not be suffering from any contagious/ major diseases. Wherever required by the First Party, the CCS will provide literate CCS's Employees to perform the assigned duty efficiently.
13. The CCS will change the CCS's Employee immediately on instructions from the First Party if the performance of that particular CCS's Employee is not acceptable or found physically / medially unfit and decision of the First Party is final in this regard.
14. The CCS shall ensure that the CCS's Employees shall not accept any eatables, tea, coffee, tobacco etc., from strangers. The CCS's Employees shall not take any alcohol or intoxicants or be found in an inebriated state or smoke during their duty hours.
15. The CCS shall ensure that no familiarity develops between the CCS's Employees and the First Party staff. Further, the CCS shall ensure that the CCS's Employees do not indulge in any activities including money transactions, which may tarnish the image of the First Party.
16. The Catering Supervisor from CCS shall report to the Registrar AIFD at least once a week for the purpose of briefing/debriefing. He must carry out checking of catering personnel wherever deployed on regular basis as instructed by Branch/Office. First Party

will not be liable for any separate payments for this arrangement and the cost of such arrangement shall be borne entirely by the CCS.

17. The CCS shall ensure that at no point of time during the prescribed duty hours, the CCS's Employee will be on leave or absent from his place of duty without a reliever and that they shall remain alert during their working hours to prevent theft/pilferage and other untoward incidents.

18. CCS shall maintain duty register for each CCS's Employees and get the register checked by Registrar, AWES Campus / Authorised Official, along with timings. In case a CCS's Employee is found absent from the place of his duty, the pro-rata payment for the days of absence will be deducted from the payment due to the CCS.

19. The CCS shall maintain up to-date record of CCS's Employees as per the Shops & Establishment act and will discharge all obligations under various Labour Laws viz, EPF Act, ESI Act, Gratuity Act, Bonus Act, Workmen's Compensation Act, Contract Labour (Regulation & Abolition Act), etc or under any other State/Union Legislation in respect of CCS's Employees and shall produce these records for verification along with monthly bill of catering to both the Institutes or as and when demanded by the First Party.

20. The CCS shall be responsible for all acts of Commission and/or Omissions by its employees leading to loss and/or damage to First Party's employees and/or third Parties and shall meet all liabilities arising out of such Omissions and/or Commissions.

21. CCS shall alone decide and be responsible for the leave or absence of the CCS's Employees and First party shall not in any way be responsible for sanction of leave, etc. to the CCS's Employees.

22. CCS shall maintain proper records / details of the CCS's Employees deployed in the branch/office/ATM of First Party. It shall submit monthly bills to the branch/office giving details of the CCS's Employees deployed and the payment claimed for each of them. All payments under this agreement shall be made to the CCS by AIFD on a monthly basis by crossed cheque drawn in favour of CCS within seven days of receipt of the relevant bill from the CCS. However in case of any discrepancy in the bill detected by the First Party, the payment will be released to the CCS within four days from the date of resolving the discrepancy by the CCS.

23. CCS shall be fully and absolutely responsible for the payment of salary and other statutory dues to CCS's Employees like salary/wages, bonus, arrears, overtime, employment/terminal benefit, compensation or other claims of whatsoever nature to CCS's Employees and first party will not undertake any liability in relation to such matters.

24. The CCS's Employees shall not claim any employment relationship with First party under any circumstances. The CCS shall obtain written undertaking from each of the CCS's employees deployed with the First Party that he is a employee of the CCS and the written undertaking in original shall be given to the First Party's Office, where he is deployed.

25. CCS hereby undertakes to ensure payment of wages to its CCS's Employees in compliance with Minimum Wages Act and other relevant statues in forces and modified/amended or revised from time to time as per enactment of Central/ State Governments.

26. The CCS hereby undertakes further that additional/excess payment over the contracted amount, which may arise due to extraneous reasons during the currency of this agreement shall be borne by the CCS alone and the First Party shall not be liable to pay any excess amount.

27. The CCS shall pay the monthly wages to CCS's Employees deployed with the First Party by crediting the Savings Bank Account of the CCS's Employees with any bank.

28. CCS shall submit printed receipts for all the payments received from First Party, the CCS shall also furnish the proof of having paid the wages to the CCS's Employees engaged by them within one week of the disbursements of the wages to them and proof of having paid the statutory dues to the concerned authorities on quarterly basis. Non-payment of monthly wages by the CCS to the CCS's employee deployed with First Party will make this contract null and void and will result in termination of the deployment of CCS's employees with the First Party with immediate effect and the First Party will not be required to make any payment to the CCS thereafter.

29. CCS shall provide rental charges of Kitchen, washing area, stores, electricity etc @ of Rs 30,000/- to AIFD per month. First Party shall not make any direct payment of whatsoever nature to the CCS's Employees. All payment payable by First Party in connection with or arising out of this agreement shall be made only to CCS and not to the CCS's Employees.

30. CCS shall also ensure that the CCS's Employees do have their own arrangements for their food and beverages.

31. In case of any mishap of whatsoever nature (minor/major/fatal including death during the course of their duty) sustained by CCS's Employees, the responsibility for meeting the medical/hospitalization expenses or of granting compensation, if any, on that count will be that of the CCS and not of the First Party. If for any reason, compensations, costs etc., are paid by the First Party, the same shall be reimbursed by the CCS to First Party without any demur, including interest at ruling rate till settlement and such settlement shall be made by the CCS within one month from the date of Demand by the First Party and upon failure of the CCS to do so, the First Party shall have the right to adjust the monthly bills payable to the CCS towards the amount payable by the CCS till the entire dues are wiped off.

32. In the event of theft, pilferage, damage of property of the First Party or any other loss, the First Party shall report the matter to the local police first. The CCS agrees that in case of any loss of cash/materials/other properties of AIFD, which may arise directly or indirectly due to absence or dereliction of duty or inattentiveness or negligence or collusion of the CCS's employee, such loss will be made good by the CCS and all liabilities arising out of such incidents will be fully met by the CCS. If the inquiry reports of the First Party and the CCS are conflicting on this point, it is agreed between the parties that the First

Party's report shall prevail and be final. Such quantum of loss assessed and payable by the CCS shall be paid to First Party within a month of demand and upon failure of the CCS to do so, the First Party, without prejudice to other recovery measures either through Court of Law or otherwise, shall have the right to adjust the monthly bills payable to the CCS towards the amounts payable by the CCS till the entire dues are wiped off.

33. Neither the CCS nor any of the CCS's Employees will have any claim against the First Party for any liability arising out of any commission / omissions caused by the CCS's Employees while on duty.

34. The CCS's Employees deployed for the catering services of the combined campus of AIFD & AIHMCT, Kothanur Post, and Bangalore - 560077 as per terms of this Agreement shall always be treated as employees of the CCS only and will not have any right to seek employment in the services of the First Party. There shall be no relationship whatsoever between the First Party and CCS's Employees. CCS shall also make it clear to CCS's Employees that they shall not, under any circumstances, claim any right of employment from First Party and the CCS shall continue to be their employer.

35. In return for fixed sum/rates, the CCS shall at its own risk & cost provide services of CCS's Employees as per the requirement of the First Party purely on Contractual basis.

36. CCS undertakes to submit a copy of license from the Ministry of Labour, Govt. of India, or exemption certificate from the State Government, for providing catering services personnel in premises of First Party before deploying their employees with the First Party.

37. CCS states and admits explicitly that the work assigned by First Party to it is not perennial in nature and the First Party has the right to terminate the assigned work, if in its assessment and opinion, the need for the assigned work ceases to exist. The assignment/engagement is well defined, quantified, time-bound and specified by the First Party to CCS and, in turn, by the CCS to CCS's Employees.

38. CCS shall ensure to submit annual returns to various Authorities and also ensure compliance of all the applicable laws, rules and regulations for which CCS shall be solely responsible.

39. CCS hereby agrees to indemnify and keep First Party indemnified against any loss, damage, compensation, cost etc., that First Party might be required to incur/pay arising out of litigation, non-compliance or breach of statute/s, regulations etc., by the CCS or even otherwise.

40. The First Party shall have the right to access all books, records and information relevant to the CCS's employees deployed with the First Party and shall have the right to cause an inspection on the CCS's office & infrastructure and audit the books & records as relevant to the services provided to the First Party.

41. The CCS shall preserve all the data and documents pertaining to their employees deployed with the First Party for not less than three years and shall make them available to the First Party, if a need arises.

42. The CCS shall not sub-contract the catering services provided to the First Party to any third party without the prior approval of the First Party.

43 The Food served by the Contractor shall be of good quality and hygienic. The Registrar or his nominee may at any time take samples thereof free of cost, for the purpose of inspection and his decision regarding desirability or quality of the articles offered for consumption shall be final.

44 The Menu as prescribed in the Annexure IV to this RFP shall have to be adhered to by the contractor. If owing to any development hereafter taking place adherence to that Menu is rendered difficult, the decision of the Registrar on any changes to be made in the Menu shall be binding on the Contractor. Even otherwise, the Registrar or his nominees reserve the right to make changes in the Menu if felt necessary.

45 The raw material used in the preparation of food shall conform to Food Quality specifications and as per quality/brand to be approved by the Registrar or any officer appointed by him to do so. Illustrative (but not exhaustive) quality brands of some of the products to be used by the contractor are specified as under.

- a) Medium of cooking will be Premium quality vegetable oil e.g. Sunflower, of reputed brands like Saffola, Sundrop, Fortune, Nature fresh etc with prior approval of Registrar.
- b) Standardized full cream/Single Toned milk in poly-pack of reputed/recognized manufacturer like Amul, Mother Dairy, KMF etc or any other brand to be approved by Registrar.
- c) Amul/Mother Dairy Butter or any other brand to be approved Registrar .
- d) Ice Cream of Mother Dairy/Kwality/Vadilal etc. or any other brand with prior approval of Registrar .
- e) Biscuits of standard brands approved by Registrar.
- f) Premium quality Atta/ Suji/Besan of Ashirwad/Rajdhani/Shakti Bhog or any other brand to be approved by Registrar.
- g) Premium quality rice/Basmati rice(full grain) of Kohinoor/LalQuila or any other brand to be approved by Registrar.
- h) Premium Tea leaves/ bags of Brooke Bond/Taj Mahal/Lipton/Tata etc. or any other brand to be approved by Registrar.
- i) Coffee of Nestle, Nescafe, Bru, Sunrise etc. or any other brand to be approved by Registrar .
- j) Spices of approved quality like MDH, Catch, Rajdhani, Ramdev, Majithia etc. or any other brand to be approved by Registrar.

46 The Contractor shall provide sufficient workers for the mess comprising of Skilled Supervisor, Cook with helpers, workers for washing utensils, and waiters with the provision to increase according to number of employees & requirement.

The minimum man power required to be provided by CCS will be as follows :-

(a) Manager	-	One
(b) Cook	-	Three
(c) Helper to cook	-	Six
(d) Utensils Cleaner/Veg cutter	-	Six

The workers in the kitchen and dining hall should be clean, healthy and free from any disease. The contractor shall ensure that waiters and workers are in uniform (Hand Gloves, Caps & Dress etc.), while on duty, as approved by the Registrar, and that they are civil, sober and honest in their dealings with the employees and guests of the Institutes. The cost of supply and washing uniforms etc. will be borne by the Contractor.

47. The Contractor will bring the cutlery, crockery, Gas Stove, Dosa Plate, Bulk Cooker, Containers for cooking, mixers, Grinder, Deep Freezer, Tea-Coffee Dispenser with separate containers for Tea & Coffee (no. of unit as per requirement) and other equipment required as per menu and Utensils (limited kitchen equipments will be provided by Institutes). The Contractor shall be responsible for any loss or damage, other than normal wear & tear and breakages to any furniture, fittings, stores, utensils, cutlery, crockery or any other goods or articles kept in the said premises by the Institute. The canteen committee, mentioned hereinafter, is empowered to assess the quantum of loss or damage other than normal wear and tear and the cost of said loss or damage will have to be borne by the contractor.

48. The Contractor shall use the LPG cooking range and other similar Equipments to be provided by him. The use of charcoal, firewood, coke or fuel of any kind shall be done only with the prior permission of the Registrar. The Contractor has to bear the cost of LPG fuel (including transportation cost) and cost of fuel for chef-in dishes. Though most of the cooking equipment use LPG for cooking, however, if electricity is used as an alternative source for cooking, or for warming the food, the electricity used shall be paid by the Contractor. Electricity used by the contractor shall be paid by the contractor on monthly basis. AIFD shall separately deduct Rs.30,000/- per month towards rent and allied charges from the contractor from the payment to be made by the Institute to the Contractor on monthly basis.

49. The Contractor shall be responsible to keep the premises allotted to him neat, clean and tidy in accordance with the health bye-laws of the State and shall be liable to bear any penalty imposed by those authorities in the event of his failure to comply with their by-laws.

50. A committee known as " Canteen Committee" (which shall also include the Contractor or one of his representative) shall be constituted by the Institute to Supervise the Canteen as decided from time to time. Both the institutes will have separate committees to monitor the canteen.

The functions of the committee shall be as under:

1. To finalise the Menu for food items
2. To supervise the quality of items purchased and cooked
3. To supervise Catering.
4. To supervise Maintenance of hygiene and cleanliness.
5. To conduct inspection of the place where the caterer is presently serving for short listing.

The Committee will direct the contractor to take such action as deemed necessary. The majority opinion of the Committee on all matters will be binding on the Contractor. The composition of the Committee will be decided by the Institute. The Institute will have the right to modify, alter, cancel any decision of the Committee and also have the right to reconstitute the Committee.

51. Any worker or representative of the Contractor in the premises of Institute shall be liable for suspension or dismissal by the Contractor on the direction to that effect by the Registrar of the Institute for disobedience or misconduct and the Contractor shall accept the direction of the Registrar of the Institute in this respect as final and binding. The registrar of the Institute shall not in any way, be liable in respect of any claim for compensation of damages made by the affected workers or representative(s) and the Contractor shall keep the Registrar of the Institute indemnified.

52. The Contractor will be required to serve lunch in the afternoon in the Canteen. On special occasions contractor to serve tea/coffee/snacks, lunch and Dinner in the institute/guest house during day/night hours (if required). The Contractor shall not levy or receive any charges for table service. Cost of camphor light material for chef-in-dishes and paper napkins to be provided, will have to be borne by the contractor. The staff, students and other members of the staff of the Institute shall be entitled to use the canteen for consumption of food and refreshments brought by them from outside.

53. The hours of service in the dining hall and various floors as mentioned above are as follows:

Details of Timings

Breakfast Unlimited with coffee/tea/Milk	-	07.45 - 08.45 am
Lunch – Unlimited	-	12.00 - 02.00 pm
Evening Tea/Coffee with snacks/Biscuits	-	04.15 – 05.00 pm
Dinner - Unlimited	-	07.45 - 08.30 pm

Mess committee will decide on the unlimited and limited items to provide. (Viz Chicken, Panneer, sweets, curds, Aloo Parata, Uttappam and fried items like Vada etc)

54. The Contractor shall provide and maintain the hygienic condition of the Dining hall, kitchen & food containers for Raw material/Vegetables. To dispose of waste material of

food, big garbage bags shall be provided by the contractor. The disposing of the garbage related to catering out of Institute is also the responsibility of Contractor on daily basis.

55 Institute mess will be functional for 10 months in a year. During the university vacation mess will be closed. No charges will be levied on students during the vacation. If any students go on deputation or to their native place during the working days for more than 3 days continually with a prior permission from the institute, no messing charges will be charged to the students on these days.

56. The Security Deposit of Rs. 2,00,000.00 will be deposited with AIFD (Rupees One lakh only) and afore said will be refunded to the Contractor on satisfactory performance of the services and on completion of all obligations by the Contractor under the terms of the contract, and on submission of an absolute "No Demand Certificate" from the concerned RPFC or any Authority designated under the EPF & MP Act-1952 regarding due and correct deposit of EPF of the employees engaged by him for the contract period and on return of goods/Articles in good condition or any property belonging to the Institute which may have been issued to him subject to such deductions from the Security as may be necessary for recovering the Institute claims against the Contractor. The Institute will not be liable for payment of any interest on the Security Deposit.

57. This Agreement can be terminated by either Party at one month's notice in writing. However, if the First Party terminates this Agreement/Contract due to the CCS violating any of the terms of this agreement or due to non-performance of the terms of this Agreement or due to any negligence on the part of the CCS or CCS's Employees, the First Party shall not be required to give any notice and the Agreement shall stand terminated on the date following the day on which the CCS receives, from the First Party, the intimation about such violation or non-performance or negligence.

Force Majeure

58. If the performance by either party of any of its obligations under the contract/agreement is prevented, restricted or interfered with by reason of fire accident, flood, war or any law, or regulation of any government, or any act or condition whatsoever beyond the reasonable control of both party (each such event shall be called a " Force Majeure event), then such party shall be excused from such performance to the extent of such prevention, restriction or interference, provided, however, that such party shall give prompt notice within a period of 30 (thirty) days from the date of the Force Majeure occurrence and providing a description to the party of such force majeure in such notice, including a description, in reasonable specificity, of the cause of the Force majeure and provided further that such party shall use reasonable efforts to avoid or remove such cause of non – performance and shall continue performance hereunder whenever such causes are removed.

59. If a force majeure event renders use of any part of the Premises difficult for a period in excess of 30(thirty) days, the second party shall be entitled to treat the agreement in respect of the premises as terminated and seek return of the Security Deposit.

60. In consideration of the services as stated herein above, First Party agrees to make payment @ of Rs. _____ for each Catering person (inclusive of all taxes/rates/charges/manpower) and after deducting TDS (if applicable) to CCS for each completed month of services or pro-rata thereof.

61. We the above noted parties have signed this deed of agreement after having understood the contents of this deed on the date and place mentioned above.

For AIFD (with seal)

(First Party)

For Company providing Catering Services

(With Seal)

(CCS/ Second Party)