



NATIONAL INSTITUTE OF DESIGN ANDHRA PRADESH

(An autonomous Institute under the DPIIT, Ministry of Commerce and Industry, Government. of India) EEE & ECE Building, Ground Floor, ANU Campus Guntur 522510 web: www.nid.ac.in Ph: 0863-2377212

Tender Enquiry No. NIDAP/Admin/NIT/2021/001

Dated: 18/12/2021

Notice Inviting E-Tender

**For Providing Mess services to the Students
of NID AP at its permanent campus at
Amaravathi**

National Institute of Design, Andhra Pradesh

**An Institute of National Importance under the Department for Promotion of Industry and Internal Trade (DPIIT) Ministry of Commerce & Industry, Government of India
Transit Campus - EEE Building, Acharya Nagarjuna University Nagarjuna Nagar,
Guntur - 522510, Andhra Pradesh.**

Index Page

Sl. No	Description of Contents	Page No.	
		From	To
1	Instructions to Bidders (ITB)	3	3
2	Scope of work	4	4
4	Quality maintenance	4	5
5	Infrastructure	6	7
6	Penalty	7	9
7	Billing	9	9
8	Special conditions of <u>contract</u> (SCC)	10	11
9	Criteria for Evaluation of Bids	12	12
10	Annexure I (Mess menu)	13	13
11	Annexure II – List of prescribed brands	14	15
12	Annexure III - Undertaking by the mess contractor	16	16
13	Annexure IV – Undertaking against Blacklisting	17	17
14	Annexure V- Technical Bid	18	19
15	Annexure –VI-Check list to technical Bid	20	20
16	Annexure-VII- Guidelines and General Terms & Conditions	21	30

Notice Inviting E-Tender (e-NIT) for Providing Mess Services to the students of NID AP

Brief About NID AP

NATIONAL INSTITUTE OF DESIGN ANDHRA PRADESH is established in 2015 as an autonomous Institute under the DPIIT, Ministry of Commerce and Industry, Government of India. Presently NID AP is operating from the Transit Campus located at EEE Building, Acharya Nagarjuna University(ANU), Nagarjuna Nagar, Guntur - 522510, Guntur - Vijayawada Highway, Andhra Pradesh and its expected migrate to its own campus at Amaravathi in **Sakhamuru – Village, Thulluru Mandal, Guntur Dist. Andhra Pradesh - 522237, (Besides VIT - AP) shortly.**

Part I-Instruction to Bidders

1. Item rate e- tenders are invited for the work of “providing Mess Services at National Institute of Design Andhra Pradesh for its students in the mess from established and reputed Mess Service providers meeting the stated technical criteria as per Annexure-V and having successful experience of running Mess services for Central Government/ State Government/Semi-Government/ Public Sector Undertaking organizations/ establishments or Autonomous Institutions/Higher Educational Institutes of repute and of national importance.

2. Important key Dates of Tender:

Particular/Event	Date	Time
Date/ time of release of tender through e-procurement solution	17/12/2021	9:00 AM
Date/ time of online pre-bid meeting through Google Meet	21/12/2021	At 11:00 AM
Start Date / time of submission of online bid	21/12/2021	At 02.00 PM
Last date / time of submission of online bid	31/12/2021	3:00 PM
Date/ time of opening of Technical bid	03/01/2022	3:30 PM
Date/ time opening of Financial bid	Will be notified later	---

3. Detailed technical Specifications, Terms and Conditions, Scope of Work, various format and Proforma for submitting the proposal are described in this tender document and its Annexure I to VII for any query, please send email to procurement@nid.ac.in or Contact Phone No. 0863 – 2377204

Part II-Scope of work

- 1) The Mess Service Provider to provide quality, healthy and hygienic breakfast, Lunch, dinner and Evening Bites (Weekends) to approximate 250 students on all days of the month in the Mess as per the given menu and quoted rates on all days including public holidays/weekends.
- 2) To prepare and serve Food as per Menu at Annexure -I.
- 3) An IT enabled automatic mess card system for recording daily consumption need to be placed at Mess premises at service provider's cost.

Part III-Quality Maintenance

1. The quality of raw materials used for cooking should be of reputed brand.
2. The Mess Service Provider shall ensure that the articles of food satisfy the requirements of Food Safety & Standard Act 2006 and the rules and regulation made there- under at all stages of procurement of raw material, processing, preparation and serving to the inmates.
3. The quality of articles of food & provisions shall be of good standard. All food ingredients used in the preparation of food as per menu should be FSSAI registered and/ or of popular brands as per Annexure - II.
4. All perishable food items (vegetables, fruits, paneer, non-vegetarian foods etc.) should be of 1st Quality and /or FSSAI registered.
5. Materials known to be harmful to health (as decided by the Institute from time to time) such as food colouring, soda, aginomoto etc. should not be used. Any contamination of food will be taken as a serious view and severe penalty will be levied as decided by the Competent Authority.
6. The Mess Service Provider shall not be entitled to serve pre-cooked food items purchased from an outside vendor except items like Mineral Water, Sweets, Ice-creams, in the mess premises. However, the responsibility for food quality shall vest with the Service Provider for all purposes.
7. The Service Provider will use all raw materials of best quality available in the market and in case it is found that any service or any item is sub-standard, the Institute will be at liberty not to make any payment for that entire service or make appropriate deduction from the bills at its discretion and terminate the contract without immediately without any financial obligation to the Institute.

8. The Service Provider must ensure to arrange hygienic cooking, proper handling by cooking/catering staff and efficient and neat & clean service. Kitchen to be cleaned by your staff every day without fail and garbage to be taken out to Corporation Vat by your staff.
9. Service bearers engaged by the Service Provider should wear neat & clean uniform while on duty and shall have adequate experience in serving with etiquette and courtesy.
10. The Service Provider will arrange the items such as napkins and table covers etc and they will be adequate in number and of good quality – acceptable to the Institute.
11. Cleaning and maintenance of dining area, dining table & chairs, washing of soiled plates, glasses and utensils shall be the responsibility of the Service Provider. No extra cost shall be paid.
12. The contractor should formulate his catering plan in consultation with a reputed nutrition consultant in order to ensure maximum nutrition to the students of growing age while ensuring affordable prices & highest quality parameters.
13. The quality and quantity of food will be inspected item-wise by mess committee frequently and the contractor shall not deny access for such inspections.
14. Special menu has to be prepared and supplied by the Contractor as and when directed by the Institute for its official meetings/ special gatherings/ Festivals. The rates for such menu shall be finalized on mutual consent with the existing rates.
15. The contractor shall procure food articles and vegetables of good quality to the satisfaction of the Mess committee. The Mess committee shall have the right to change any brand of material used for cooking, provided the cost of the same does not exceed the cost of specified brand.
16. The food shall be cooked, stored and served under hygienic conditions. The contractor shall ensure that only freshly cooked food is served and the stale is not to be recycled. Stale food shall not be in the campus for not more than four hours.
17. The solid waste has to be managed by the Contractor as per Solid Waste Management Rules 2016 with no extra cost paid.
18. Mess committee can make the alterations in the taste and ingredients like spices, vegetables, salt, oil etc.
19. The oil that remains from deep frying at the end of the day shall have to be removed from the premises and shall not be allowed to be recycled for the purpose of cooking again.

Part IV -Infrastructure

1. The Service Provider shall provide mess services to students of National Institute of Andhra Pradesh at its permanent campus located at Amaravathi Region of Guntur District i.e. Sakhamuru – Village, Thulluru Mandal, Guntur Dist. Andhra Pradesh - 522237, (Beside VIT - AP) and as per the requirement of NID Andhra Pradesh from time to time. At present, the student strength of the institute is approx. 250 and staff strength is around 50 Nos.
2. The Service Provider should have sufficient equipment & crockery and other items normally required to cater to at least 250– 300 persons at a given time. He should have sufficient utensils, crockery and other infrastructure to provide the service.
3. The Institute will provide mess equipment's as stated in **BoQ** to the Service Provider on payment of charges and if any additional equipment's/ items are required the service provider has to arrange at his own cost.
4. Use of plastic cups and plastic carry bags is not allowed and the Service Provider shall give an undertaking to use environment friendly material only for serving coffee, tea and for packing / carrying of food items. The Service Provider will have to supply Breakfast, lunch, Dinner and Evening Bites(Weekends) on all days in mess only.
5. The Service Provider should organize cooking in hygienic manner using gas/fuel/water at his own cost. The cost of fuel for cooking shall be inclusive of quoted rate.
6. The Service Provider should organize cooking in hygienic manner using gas/fuel/water at his own cost. The Institute will not reimburse any of such transport cost. The cost of fuel for cooking shall be inclusive of quoted rate. The cost of Electricity for the Mess including cooking space should be paid by the Service Provider as per actuals.
7. The Service Provider shall follow the timings given below for serving the food or as notified by the Institute from time to time.

Breakfast	:	7 am to 9 am
Lunch	:	1 pm to 2 pm
Dinner	:	8 pm to 9 pm
Evening Bites	:	5:30pm to 6:00pm (Weekends)
8. Sub-contracting of the contract shall not be permitted for any of the item.
9. Cleaning and maintenance of dining area, dining table & chairs, washing of soiled plates, glasses and utensils shall be the responsibility of the Service Provider. No extra cost shall be paid.
10. If the quantity of the food prepared does not meet the requirements of the students, the Service Provider shall have to prepare the required quantity of the same food within the limited time or will provide it from other restaurants of good quality.

11. The contractor shall be engaging energetic and skilled trained personnel between the age group of 20-50 and preferably English/Hindi/Telugu speakers. If any person is not suited to the duty, the contractor must replace such person immediately. List of staff engaged by the Service Provider should be provided to NID AP.
12. On termination of the agreement, the contractor will hand over all the equipment/articles as supplied by the NID AP in good working condition to NID AP.
13. Care must be taken to ensure while carrying out the work so that no fitting fixtures, furnishings are damaged. Any damages done to the same or any other property will have to be repaired/replaced by the contractor, failing which the same will be got done at his risk and cost of the contractor. The decision of the Designated Officer shall be final and binding on the contractor.
14. The Contractor shall be fully responsible about the conduct of his employees, dress code and shall ensure that their behavior with the students / residents, supervisors, officers is always good and cordial. If it is found that the conduct or efficiency of any person employed by the contractor is unsatisfactory, the contractor shall have to remove the person concerned and engage a new one within (48) hours of intimation. The decision of the Designated Officer in this regard shall be final and binding on the contractor.
15. NID AP shall not bound to provide any mode of transport in respect of men or material required for the contract.
16. The Service Provider shall not tap any fire hydrant / water point for obtaining water for his work without obtaining prior approval/ permission of the Designated officer/occupant concerned.
17. The Service Provider shall ensure that either he himself or his representative is available for proper administration and supervision at the works.
18. The Service Provider shall have to maintain the equipment at his cost and has to rectify, repair & restore the equipment to the normal stage as at the time of handing over.

PART V-PENALTY

If the Service Provider fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Institute shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as penalty, a sum equivalent to 1% of the contract value per week and the maximum deduction is 10% of the contract value on account of non-performance or defective performance each week or part thereof of delay until actual delivery or performance. Once the maximum is reached, the Institute may consider termination of the Contract. Further, the Institute reserves the right to impose financial penalty to be deducted from the monthly bill for habitual shortcomings in desired services and for violation of any other condition which may lead to non-performance of contractual obligations. The quantum of penalty in addition to any other penalty shall be as follows:

S.N.	Occurrence/Violation	Minimum Fine on each occasion.
1	Non-availability of complaint registers on the counter/discouraging students from registering complaint	Rs. 2,000/-
2	Insects/worms found in cooked food or raw material to be used	Rs. 5,000/-
3	Soft objects like hair, rope, plastic, cloth etc. in food	Rs. 2,000/-
4	Any complaint of stones/pebbles of diameter more than 2mm	Rs. 2,000/-
5	Hard or sharp objects like glass pieces, nails, hard plastic, metal objects etc.	Rs. 2,000/-
6	Three or more complaints of unclean utensils in a day/week	Rs. 2,000/-
7	If mess committee in consultation with students in present mess agrees that certain item of a meal was not cooked properly/overcooked/extra spicy/extra oily.	Rs. 2,000/-
8	Food poisoning	Minimum Rs. 10000 or more along with cost of medical treatment.
9	Non-adherence of time Schedule for serving of meals	Rs. 2,000/-
10	Changes in menu of any meal without permission of mess committee	Rs. 2,000/-
11	If the quality of milk/tea/coffee/soup is not found up to be appropriate, or it is diluted.	Rs. 2,000/-
12	Inappropriate personal hygiene of worker including their dress and/ or misbehavior by worker etc.	Rs. 2,000/-
13	Failure to maintain a proper health checkup of the workers	Rs. 2,000/-
14	Using brands not mentioned in the contract without prior permission and adulteration	Minimum Rs. 5,000/-
15	Any tampering with gas cylinders/gas pipelines	Minimum Rs. 50,000/-
16	Use newspaper to keep fried items or any cooked food will be fined severely	Minimum Rs. 1000/-
17	Using used Oils and left-over cooked food	Minimum Rs. 5,000/-
18	Un-Hygiene and improper cleanliness/sanitation in Mess area	Minimum Rs. 2,000/-

Note:

1. In case of a Food poisoning case, the Institute shall levy fine along with cancellation of contract and possible blacklisting of the Service Provider.
2. For any rule stated in the agreement first violation of the rule implies fine as per the rule. Second and subsequent violations of the same rule on a different day within 30 days of previous will attract 5 times the initial amount of fine on the Service Provider
3. Absence of proprietor or his representative required to take decision in mess committee meetings (which will be held once every month) upon invitation will attract a fine Rs. 5,000/- on service provider.
4. As and when mess committee proposes fine, it will inform representative of the Mess Manager and fine will be imposed and recovered from the monthly bill of the service provider.
5. Severity of hygiene failure shall be assessed and decided by the mess committee and fined appropriately. In case of gross failure/negligence a severe penalty will be imposed, which could be a hefty fine as cash and/or summary termination of the contract.

Part VI Billing

1. The Service Provider has to prepare the monthly bill and submit his bills to NID Andhra Pradesh. Monthly payments will be released after the Mess Committee certifies that the service was satisfactory.
2. It should be clearly understood that the billing should be made strictly on the basis of breakfast/lunch/Evening Bites/dinner etc. actually served.
3. The Institute may indicate the requirement for catering service if there is a schedule for Seminar/Training/Symposium/Workshop/programmes etc. for more number of participants than normal on given day, 12 hours in advance which need to be fulfilled by the service provider.

Part VII- Special Conditions

1. The Service Provider should deploy Mess Manger and sufficient number of staff for cooking and serving of food in the Mess of NID AP. Before awarding the work, headcount of manpower to be deployed for each category of work should be provided to NID AP with wage component to establish service sustainability.
2. The Service Provider shall verify character, antecedents of mess service personnel/employees before deployment in NID AP campus.
3. The staff engaged by the Service Provider will be solely under his control and discipline and incase of termination of the contract, the Institute will not be liable for loss or damage if any, caused to Service Provider or his employees. The Institute will not also be liable in case of services of any of the employee dispensed with by you. The staff engaged with you will be paid govt. approved wages along with EPF, ESI and other statutory dues.
4. The Service Provider must provide a list of employees to the Institute at regular intervals.
5. The contract can be terminated by giving 3 (Three) months' notice by the Service Provider or 1 (One) months' notice by the Institute.
6. Notwithstanding anything-contained herein above, the Institute will determine a cut-off rate, Keeping in view the standards of quality and quantity of food (which is to be kept a secret), as a base rate. Quotations below this base rate will not be entertained and such tenders will be rejected.
7. The Menu may be changed for every 2 or 3 months with the permission of the competent Authority, Mess Committee and as agreed by the contractor within the overall limit of awarded rate.
8. The Mess Services shall commence within SEVEN (07) days of the receipt of the letter awarding the contract or as mentioned in the letter of award.
9. In case of any accident to the personnel employed by the agency, the agency alone is liable to pay employee's compensation and any other statutory dues or payments within 24 Hours and NID AP is not liable for any payment of such kind.
10. All statutory obligations under various laws from time to time will have to be complied by contractor for which no extra payment shall be made at any time during the contractual period. NID AP in no case is liable or responsible for payment of wages or depositions of statutory dues like EPF/ESI/Bonus etc. or any other obligations of the Service Provider and the Service Provider comply with all other provisions with regard to persons employed by him and the Institute shall not be liable for any lapses in this regard.

11. Any attempt to influence by any means for acceptance of a particular tender will render the tenderer liable for exclusion from consideration. If any relative of the tenderer is an employee of the NID Andhra Pradesh, the name, designation and relationship of such employee shall be intimated to the Director, NID Andhra Pradesh in writing while submitting the tender.

12. NID AP reserves the right to ask the contractor for taking immediate steps to remove any person deployed by the contractor without assigning any reason or notice.

13. Above terms & conditions are in addition to the Standard Guidelines and General Terms and Conditions issued in this regard. NID AP reserve the right to include any other conditions in the letter of award to protect the interest of the institute.

**I accept the above Terms &
Conditions**

**(Full Signature of the Service
Provider)**

Part –VIII Criteria for Evaluation of Bids

1. Only those Mess Service Providers already engaged in providing Mess services to Central Government/ State Government/Semi-Government/ Public Sector Undertaking organizations/ establishments or Autonomous Institutions/Higher Educational Institutes of repute and of national importance and having FSSAI registration/license and sufficient Mess Service experience are eligible to participate and the same shall be pre-requisite to be treated as eligible.
2. Online bids (complete in all respect) received along with scanned copy of EMD, till the last date and time of tender, will be opened as per stipulated time and date indicated in Notice Inviting Tender of the tender document in presence of Bidder/ authorized representative of Bidder, if available at National Institute of Design, Andhra Pradesh.
3. The evaluation of bids will be done by a Tender opening and Evaluation Committee (TOEC) first on the basis of technical information furnished in form as per Annexure I to VI which is a preliminary round.
4. The criteria prescribed in respect of specifications of items, years of operation in the business, experience of similar class of work completed etc will first be scrutinized and the Bidder's eligibility for the work will be determined.
5. As a part of the process to evaluate the technical bids, Tender Evaluation Committee may also ask the Bidders to make a presentation/ demonstration before it and/or may seek clarifications.
6. After evaluating the technical bids and on acceptance only financial bids will be Opened.
 - (i) L1 bidder would be decided separately at the time of opening of financial bids. NID AP will award work to the Bidder whose bid has been found to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the Bidder is determined to be competent to perform the contract satisfactorily. NID AP shall however not bind itself to accept the lowest or any tender bid, wholly or in part.
 - (ii) At the time of opening of Financial Bids, the price of each Bidder shall be read out on the spot. However, it shall be noted that the final Financial Bid prices would be arrived at after detailed scrutiny/ correction of arithmetical errors in the Financial Bid, if any.
 - (iii) It must be kept in view that no decision will be given by the Tender Evaluation Committee. Any inferences drawn during the meeting of this Committee by the Bidders or their representatives will be their own view and the Institute will not abide by the same.

Online Price Bid Form

The bidder should complete the online bid form (BoQ) in e-procurement portal. The bidder is required to quote the Mess charges per month per student for the items in menu & schedule and rent per month for the kitchen equipment's payable to NID AP. While evaluating the price bids, 20% of the Rental value per month for the given items/quantity will be deducted from the 80% of the quoted Mess Charges per month per student as per Menu & Schedule to arrive & determining L1.

ANNEXURE I – MESS MENU

Days	Breakfast 7am to 9am	Lunch 1pm to 2pm	Evening Bites 5:30pm to 6:00pm (Saturday & Sunday)	Dinner 8pm to 9pm
Mon	Fresh fruit+ Wheat Bread Toast+ Boiled Egg/ Omelette+ Milk/Coffee/Tea	Pongal+ Ginger Pickle+Papad + Roti + Sabzi +Curd + Green Salad+ Butter milk		Roti + Sabzi +Rice+ Dal+Curd+Papad+Salad+ Sweet
Tue	Fresh Fruit + Poori + Bhaji+ Cornflakes with Milk Cold or Hot+ Jaggery	Tomato Rice/ Jeera Rice/Tamarind Rice/ Veg Pulao/ Bisi Bele Bath (any one on rotation) + Roti + Sabzi+ Curd + Podi + Papad + Green Salad		Veg Pasta/ Baked Vegetable/ Continental Mixed Salad+ Veg. Soup
Wed	Fresh Fruit + Idli + Sambar + Chutney + Butter Toast+ Boiled Egg Milk/Tea/Coffee	Khichdi + Brinjal or Pumpkin fry + Ghee + Curd/ Raita + Green Salad+ Butter milk		Roti + Sabzi +Rice+ Egg curry +Curd+Papad+Salad+ Sweet
Thu	Fresh Fruit + Club Sandwich/Pancake + Milk/Tea/Coffee	Rajma + Rice + Roti + Sabzi+ Green Salad+ Butter milk		Veg. Soup + Roti + Sabzi +Rice+ Dal +Curd+Papad+Salad+ Sweet
Fri	Fresh Fruit+Dosa (Masala/Plain) +Sambar +Chutney +Toast+ Omelette Milk/Tea/Coffee	Paratha + Alu Dam+ Rice +Pickle + Curd/Raita+ Butter milk		Roti + Sabzi +Rice+Dal +Curd+Papad+Salad+ Sweet
Sat	Fresh Fruit+ Upma/ Uttapam + Chutney + Milk /Tea/Coffee	Biriyani (Veg/ Non-Veg)+Raita+ Green Salad+ Butter milk	Papdi Chaat/ Veg Puff + Lemon Tea	Veg. Soup + Bread sticks+ Italian Salad/Continental Salad
Sun	SUNDAY BUFFET BRUNCH Fresh Fruit + Chole + Bhature/ Stuffed Paratha (any one on rotation) + Veg Pulao +Curd + Butter Milk +Seewain/Kheer/ Jalebi 10 am to 12:30pm		Pakoda/ Cutlet/ Samosa + Ginger Tea	Roti + Sabzi +Rice+Chicken Curry/Mutton Curry/ Fish Curry/ Prawn Curry (any one on rotation) +Curd+Papad+Salad+ Sweet

Annexure II
PERMISSIBLE BRANDS OF CONSUMABLES ITEMS

<u>Items</u>	<u>Brands</u>
Salt	Tata, Annapurna, Nature fresh, Ashirvaad
Spices	Everest, MDH, Catch, MTR, Patanjali
Oil (sunflower) refined	Sundrop, Saffola, Fortune, Nature Fresh, Dhara Use of hydrogenated (Vanaspati) oil is strictly prohibited
Pickle	Nilon's, Priya, Tops, MTR, Bedekar
Atta/Maida/Suji	Ashrivad, Pillsbury, Annapurana, Samrat, Nature Fresh, Patanjali, Shakti Bhog
Instant Noodles	Maggi, Top Ramen, Yippee, Ching's secret, Pantanjli
Flavoured Drink	Rasna, Roohafza, Patanjali, Mapro
Papad	Lijjat or any other reputed brand
Butter	Amul, Mother dairy, Patanjali, Kwality (use of margarine of any other butter substitutes are prohibited)
Bread	Modern, Kwality, Wibbs, Britannia, Bonn, Harvest Gold
Cornflakes	Kellogg's Patanjali
Chocos	Kellogg's or any other reputed brand
Jam	Kissan, Topsrozen, Cremica
Ghee	Amul, Patanjali, Mother Dairy, Britinna, Gits, Nastle, Everyday, Dynamix, Vadilal, Warana
Frozen Yogurt	Amul, Mother Dairy
Cow Milk (Half Cream/ Non-toned)	Amul, Mother Dairy, sangam, Vijaya, model
Paneer	Amul, Mother Dairy
Tea	Tajmahal, Brooke Bond, Lipton, Tata, Tetley
Coffee	Nascafe, Bru, Tata
Ice Cream	Amul, Mother Dairy, Kwality wall's, Nautral's Havmour, Vadilal
Basmati Rice	India Gate, Dawat, Royal, Donur, Kohinoor, India Gate, Fortune
Sauce (Chilli, garlic, Soya, Manchurian, Tomato)	Chings, Heinz, Maggi, kissan,
All Dal (Tood Dal/ Masoor Dall/ Urad Dall/ Channa Dall/Chole/Rajmah etc.)	Tata, India gate, MTR, Patanjali Packed materials from Best Price/D-mart/ Big Bazaar/ Big basket
Sugar	Brand Packed materials from Best price/Dmart/Big Bazaar/Bigbasket

Cornflour/Rava	Aashirwad, Fortune Packed materials from Best price/Dmart/Big Bazaar/Bigbasket (Loose material will not be allowed)
Non Veg. (Chicken, Mutton, Fish) and Egg	These items must be purchased as fresh one and on the day of use. The Service provider will be responsible for the quality and hygiene of these items.
All other items (non Branded)	The items must be best in class as available in Market. The Service provider will be responsible for the quality and hygiene of non branded items.

Note:- Service Provider will use only FSSAI approved brands and in case of non-availability of any particular item having FSSAI certification, the substitute item may be procured by the service provide only after getting permission of NID AP, in writing.

ANNEXURE III

UNDERTAKING BY THE MESS SERVICE PROVIDER-BIDDER

We have carefully gone through the various terms and conditions listed above for provision of Contract for Mess Services at NID AP. We agree to all these conditions and offer to provide Mess Services at NID AP. We are making this offer without any kind of pressure or influence from any source whatsoever. We have acquainted ourselves with the tasks required to be carried out and associated risks, before making this offer. We hereby sign this undertaking in token of our acceptance of all the given instructions, terms and conditions listed above.

Name & Signature Service
Provider/Bidder

Address: _____

Seal of Agency _____

Phone No. (O). _____

(R). _____

(M). _____

Place :- _____

Date:- _____

ANNEXURE IV

UNDERTAKING AGAINST BLACKLISTING

It is certified that my Firm/ Agency/ Company has never been **blacklisted** by any of the Departments/ Autonomous Institutions/ Universities/ Public Sector Undertakings of the Government of India or state Government and no criminal case is pending against the said Firm/ Agency/ Company as on___.

Signature of the Bidder_____ Name of the Signatory_____

Name of the Firm/ Agency _____ Seal of the Firm/

Agency _____

Place:_____ Date:



NATIONAL INSTITUTE OF DESIGN ANDHRA PRADESH

(An autonomous Institute under the DIIT, Ministry of Commerce and Industry, Government of India.)
EEE & ECE Building, Ground Floor, ANU Campus Guntur 522510 web: www.nid.ac.in

TECHNICAL BID FOR MESS SERVICES (Annexure -V)

1. Name of the Bidder's firm:

2. Office Address:-

Telephone No. :- Fax No. :-

E-mail :-

3. Name & Designation of :
Authorized representative (s) With Ph. No.

4. Registration Certificate (Please enclose photocopies)

i) Firm Reg. No. :

ii) FSSAI Registration/License :

iii) GST Registration No. :

iv) PAN No. :

v) TAN No.

vi) Any other Registration Nos :
(EPF, ESI, etc.,)

5. Annual Gross Turnover during 2018-2019, 2019-20 & 2020-21.
(The Organization should provide required documentary proof in support thereof)

Year	Minimum Annual Turnover required in Rs.	Annual Turnover of the Bidder In words
2018-19	Rs. 50 Lakh	
2019-20	Rs. 50 Lakh	
2020-21	Rs. 50 Lakh	

6. The Service Provider should have Branch/Unit Office in the State of Andhra Pradesh? Address & Contact details:

7. Proof of Earnest Money Deposit of Rs. **3,00,000/- (Rupees Three Lakh Seventy Thousand only)** uploaded – YES/NO (Please tick)

8. Details of experience of three similar works involving not less than 300 students/persons capacity in having successful experience of running Mess services for Central Government/State Government/Semi-Government/ Public Sector Undertaking organizations/ establishments or Autonomous Institutions/Higher Educational Institutes of repute and of national importance as per the attached format (**Please use separate sheet for additional information**).

S.No.	Name of the client and address	Nature of the Service	No. of persons/ students for whom the services provided	Total No. of Cooks	Tenure of the Contract	Work/ Contract Value

*** The Service Provider should submit the valid copies of evidence i.e. Work Orders, Agreements etc. for the periods pertaining to the experience mentioned, including present client.**

**Signature of Authorized person
of the Firm/Agency with stamp**

Place

Check list to Technical Bid (Annexure -VI)

S.N.	Checklist of Documents/Undertakings	Yes/No	Page Number	Remarks
1.	Is copy of demand draft/ banker's cheque towards/NEFT/RTGS EMD, uploaded?			
2.	Is copy of GST No. certificate uploaded?			
3.	Is copy of PAN No. certificate uploaded?			
4.	Audited financial statements for the past three financial years. (i.e. FY 2018-19, 2019-20 and 2020-21) uploaded?			
5.	Are copies of contracts/orders in support of experience of handling three similar works involving not less than 300 students/persons			
6.	Whether the Copy of valid registration/ESI/EPF proof as on date uploaded?			
7.	Whether the MSME/Start-up valid certificate for Tender fee and EMD Exemption uploaded?			
8.	Whether an undertaking against blacklisting by an authorized signatory of the company uploaded?			
9.	Whether the proof/registration of having Branch/Unit office established in Andhra Pradesh uploaded?			

Place: Date:

Signature of the
Proprietor/ Authorized
Signatory Rubber Seal
indicating complete
address

ANNEXURE-VII

GUIDELINES FOR TENDER SUBMISSION IN CENTRAL PUBLIC PROCUREMENT PORTAL (E-PROCUREMENT MODE)

A.	Submission of Tender	<p>As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal URL: https://etenders.gov.in/eprocure/app.</p> <p>The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.</p> <p>More information useful for submitting online bids on the CPP Portal may be obtained at: https://etenders.gov.in/eprocure/app.</p> <p>All tender documents including Technical Bid & Financial Bid should be submitted separately in online CPP portal as per the specified format only. Right is reserved to ignore any tender which fails to comply with the above instructions. No manual bid submission will be entertained.</p>
B.	Instructions for online bid submission	<p>The tenders will be received online through portal https://etenders.gov.in/eprocure/app. In the Technical Bids, the bidders are required to upload all the documents in single pdf file.</p> <ul style="list-style-type: none">• Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through https://etenders.gov.in/eprocure/app• Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site https://etenders.gov.in/eprocure/app under the "Information about DSC".
C	Submission of bids	<ul style="list-style-type: none">• Bidder should log into the site well in advance for bid submission so that he/she can upload the bid in time i.e. on or before the bid submission date and time. Bidder will be responsible for any delay due to other issues.• The bidder has to digitally sign and upload the

		<p>required bid documents one by one as indicated in the tender document.</p> <ul style="list-style-type: none"> • All bids should be in the prescribed format only. • The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
--	--	--

Terms and Conditions of the Tender

1.	Earnest Money Deposit & Performance Guarantee	<p>The EMD in the form of account payee DD for Rs. 3(Three) Lakh in favor of the National Institute of Design, Andhra Pradesh must be submitted through ECS/ RTGS/NEFT mode only to the following bank account. Tenders received without prescribed Earnest Money Deposit shall not be considered.</p> <p>Bank details for submission of EMD through RTGS/NEFT NID AP Bank account no. : 00000038790413981 IFSC Code : SBIN0004793 Bank address : Acharya Nagarjuna University, Guntur</p> <p>The EMD shall remain valid for a period of forty-five days beyond the final bid validity period. The EMD of the unsuccessful bidders shall be returned within 30 days of the end of the bid validity period. The same shall be forfeited, if the tenderers withdraw their offer after the opening during the bid validity period. The Institute shall not be liable for payment of any interest on EMD. EMD is exempted for Micro and Small Enterprises (MSE) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or registered with the Central Purchase Organization as on the date of submission of bids but shall furnish bid security along with their bids. In case the service provider does not take up the service or reject the order EMD will be forfeited.</p> <p>The successful bidder shall submit a Performance Guarantee of 7% of the awarded contract value by way of FDR obtained from any commercial bank, which would be released on or after 3 months expiry/termination of the contract after adjustment of dues, if any. The Performance Guarantee should be valid for three months</p>
----	---	--

	<p>beyond the duration of the contract. The Institute reserves the right to forfeit the full or partial Performance Bank Guarantee deposited by the Service Provider if he fails either to perform the contract or to give 3 months' notice for termination of the contract or for the breach of any terms & conditions.</p>
2.	<p><u>Preparation of Tender:</u></p> <p>Intending security service providers are advised to inspect and examine the site and satisfy themselves before submitting their tenders. The tenderer shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or effect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. Submission of tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and local conditions and other factors having a bearing on the execution of the work.</p> <p>The tenderer has to submit the tender document duly signed on all pages by an authorized person and his / her full name and status be indicated below the signature along with official stamp of the firm. Submission of wrong / forged information / document will be liable to legal action, and rejection of tender submitted by the firm.</p> <p>The tenders of the contracting agency/firm/company not in possession of valid statutory license / registrations are liable for rejections.</p> <p>If any relative of the tenderer is an employee of the NID AP, the name, designation and relationship of such employee shall be intimated to the Director, NID AP in writing while submitting the tender.</p> <p>No tenderer will be allowed to withdraw / alter / modify after submission of tenders within the bid validity period.</p>
3	<p><u>Technical Bid submission:</u></p> <p>The Technical bid should be complete in all respects and should contain all the information asked for. The technical bid should not contain any financial related rates/bid. The Technical bid should be complete to indicate that products and services asked for are quoted.</p> <p>The Financial Bid must give all relevant price information and should not contradict the Technical bid in any manner.</p> <p>At any time prior to the deadline for submission of bids, NID AP, for any reason, whether at its own initiative or in response to the clarifications requested by prospective bidders may modify the</p>

	<p>bidding documents by amendment & publish the same on website.</p> <p>Any amendments/corrigendum/modifications will be notified on www.nid.ac.in and www.eprocure.gov.in websites only. Bidders are advised to regularly browse these websites till last date of submission of tender. These amendments/corrigendum/modifications will be binding on them.</p> <p>The Tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the schedule to the Tender are not fully filled in or not duly signed/authenticated. Specific attention is drawn to the delivery dates and terms and conditions enclosed herewith. Each page of the bids required to be signed and bears the official seal of the Bidders.</p> <p>If the application is made by a firm in partnership, it shall be signed (with seal) by all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding power of attorney for the firm in which case a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed along with current addresses of all the partners of the firm shall also accompany the application.</p> <p>If a limited company or a corporation makes the application, it shall be signed by a duly authorized person holding power of attorney for signing the application, in which case a certified copy of the power of attorney shall accompany the application. Such limited company or corporation may be required to furnish satisfactory evidence of its existence. The applicant shall also furnish a copy of the Memorandum of Articles of association duly attested by a Notary Public.</p>
4.	<p><u>Period for which the offer will remain valid:</u> The offer shall remain open for acceptance/validity till 90 days from the date of opening of the tender.</p>
5.	<p><u>Prices:</u></p> <p>The prices quoted must be Nett considering all scope of work, terms & conditions mentioned in Annexure. The prices quoted by the Bidders should be inclusive of GST and other statutory levies.</p> <p>All conditional tenders will be summarily rejected.</p> <p>The bidder should not quote predatory pricing/abnormally low bids which may be summarily rejected as per Department of Expenditure OM No. F.12/17/2019 dated 06/02/2020.</p> <p>The Institute shall not pay any amount on account of accessories required for the services. Hence, Bidder are instructed to bid a appropriate % of service charges to accommodate all these expenditures.</p>

	<p>The service provider will not charge any placement charges or any other charges, whatsoever, including charges for uniform from the manpower deployed in NID AP from the payment to be made to the outsourced staff as per quoted rates. The contract shall be liable to be terminated, with forfeiture of security deposit and the bidder will be blacklisted if, at any stage, reports are received that the bidder has charged the manpower on any account.</p> <p>The successful bidder shall pay the GST amount to the exchequer by quoting the institute GST number for claiming GST input credit of GST by the institute.</p> <p>The Successful bidder shall be responsible for payment of applicable Minimum Wages on monthly basis through online remittance/RTGS/Cheque by 3rd of the following month. The contractor shall also deposit the PF, ESI at the prescribed dates to the respective authority and disburse the applicable Bonus to the personnel deployed by him at NID AP. The Contractor shall claim the same along with applicable taxes and service charge to the NID AP through Bill by 7th of the month.</p>
6.	No Advance Payment will be made for the service. The Payment will be made only after satisfactory completion of work and as per terms and conditions of the contract.
7.	Terms and Conditions: Failure to comply with any of the instructions stated in this document or offering unsatisfactory explanations for non-compliance will likely to lead to rejection of offers.
8.	Right of Acceptance: The Institute reserves the right to reject the whole or any part of the Tender without assigning any reason or to accept them in part or full.
9.	Communication of Acceptance: Letter of Intimation and acceptance will be communicated by post /email to the successful bidder to the address indicated in the bid.
10.	Duration of the contract: Initially, the contract will be awarded for one year. The period may be further extended annually up to a maximum of another two years on annual basis depending on the satisfactory performance. An Agreement has to be signed by successful bidder in the prescribed form with in 10 (Ten) days of the receipt of letter awarding the contract.
11.	All information including selection and rejection of technical or financial bids of the prospective bidders will be communicated through CPP portal. In terms of Rule 173(iv) of General Financial Rule 2017, the bidder shall be at liberty to question the bidding conditions, bidding process and/or rejection of bids.
12.	Conditions of contract: Bidder should quote on the basis of the conditions referred to in the invitation to tender and tender papers
13.	Bidder shall submit along with this Tender: Name and full address of the Banker and their swift code and PAN No. and GSTIN number.
14.	Jurisdiction: All questions, disputes, or differences arising under, out

	of or in connection with the contract, if concluded, shall be subject to the exclusive jurisdiction of Guntur, Andhra Pradesh.
15.	<p>Dispute Settlement:</p> <ul style="list-style-type: none"> • It is mutually agreed that all differences and disputes arising out of or in connection with this agreements shall be settled by mutual discussions and negotiations if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the sole Arbitrator appointed by the Director, NID AP whose decision shall be final and binding on both the parties. • It is also agreed that in case of any disagreements / disputes in connection with the contract, the same shall be settled under the Court of Law within its jurisdiction at Guntur. The resultant contract will be interpreted under Indian Laws.
16.	<p>Breach of Terms and Conditions:</p> <p>The Institute may, without prejudice to any other remedy for breach of contract by written notice of default sent to the bidder, terminate the contract in whole or part:</p> <ol style="list-style-type: none"> a) If the bidder fails to provide any or all of the services within the period(s) specified in the contract. b) If the bidder fails to perform any other obligation(s) under the contract. c) If the bidder has engaged corrupt or fraudulent or unethical practices in competing for or in executing the contract.
17.	<p>Right of NID AP</p> <ul style="list-style-type: none"> • The Director, NID AP reserves right to withdraw / relax any of the terms and conditions mentioned above during and expiry of the bid process but before the issuance of work order. • The Director, NID AP reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and his / her decision shall be final and binding on the Tenderer. • The Director, NID AP reserves the right to terminate the contract at any time without assigning any reasons by giving a one month notice to the contracting agency/firm/company. • The Director, NID AP reserves the right to suitably increase / reduce the scope of work put to this tender. In case of any ambiguity in the interpretation of any of the clauses in Tender document or the contract document, interpretation of the clauses by the NID AP shall be final and binding on all parties. • The Director, NID AP reserves the right to award the contract, either to one or more than one contractor / agency. • At any time, prior to the last date of submission of Bids, NID AP may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bid documents by amendments. In order to afford prospective bidders a reasonable time to take the amendment into account in preparing their bids, the NID AP may, at its discretion, shall extend the deadline

	for the submission of bids suitably. Any amendment to the Bid document shall also be uploaded in the web site as and when it is made. Bidders who download the Bid document through internet are to take care of these amendments while submitting their bids.
18.	<p><u>Penalty & Liquidated Damages / Force Majeure:</u></p> <p>If the selected Bidder fails to complete the due performance of the contract in accordance with the terms and conditions, Institute reserves the right either to cancel the contract or to forfeit the performance guarantee or impose Penalty on Selected Bidder.</p> <p>Both Penalty and Liquidated Damages are independent of each other and are applied separately and concurrently. Penalty and Liquidated Damages (LD) are not applicable for reasons attributable to the Institute and Force Majeure.</p> <p>However, it is the responsibility of the selected Bidder to prove that the delay is attributable to the Institute and Force Majeure. The selected Bidder shall submit the proof authenticated by the Bidder and Institute's official that the delay is attributed to the Institute and/or Force Majeure along with the bills requesting for payment</p>
19.	The tenderer shall certify that the tender document submitted by him / her are of the same replica of the tender document as published by NID AP and no corrections, additions and alterations made to the same. If any deviation found in the same at any stage and date, the bid / contract will be rejected / terminated and actions will be initiated as per the terms and conditions of the contract.
20.	The bidder shall study the scope of work and Technical Bid in detail as given in Section II before submitting the bid.
21.	<p><u>Public Procurement – Preference to Make in India:</u></p> <p>This tender will be evaluated based on Public Procurement (Preference to Make in India) DPIIT, MoCI Order No. 45021/2/2017-PP (BE II) dated 16th September 2020 and other subsequent orders issued therein. Accordingly, preference will be given to the Make in India products while evaluating the bids, however, it is the sole responsibility of the bidder(s) to specify the product quoted by them is of Make in product along with respective documentary evidence as stipulated in the aforesaid order in the technical bid itself. Necessary self-certification about the classification of the supplier/bidder as per the above order should be submitted by the bidder.</p>
22.	<p><u>PRE-QUALIFICATION:</u></p> <p>1. As per DPIIT OM No. F. No. 6/18/2019-PPD dated 23rd July 2020, the firm should submit Certificate as per MoCI Order No. P-45021/112/2020-PP (BE II) (E-43780) dated 24th August 2020 for “Bidder Not from/ from Country sharing Land border with India & Registration of Bidder with Competent Authority” as per format given.</p> <p>2. The firm should submit EMD along with the bid.</p>
23.	<p><u>General Instructions to Bidder:</u></p> <p>a. The successful bidder should hold valid license under Contract</p>

	<p>Labour (Regulation & Abolition) Act, 1970, registered with EPF, ESIC authorities, having GST registration.</p> <p>b. The successful bidder shall at their own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered to NID AP and shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970; staff State Insurance Act; Workman`s Compensation Act, 1923; Payment of Wages Act, 1936; The staff Provident Fund (and Miscellaneous Provisions) Act 1952; The Payment of Bonus Act 1965; The Minimum Wages Act, 1948; Employer`s Liability Act, 1938; Employment of Children Act, 1938 and/or any other Rules/regulations and/or statutes that may be applicable to them and shall further keep the NID AP indemnified from all acts of omission, fault, breaches and/or any claim, demand; loss; injury and expense arising out from the non-compliance of the aforesaid statutory provision. Contractor`s failure to fulfil any of the obligations here under and/or under the said Acts, rules/regulations and or any bye-laws or rules framed under or any of these, the NID AP shall be entitled to recover any of the such losses or expenses which it may have to suffer or incur on account of such claims, demands, loss or injury from the Contractor`s monthly payments.</p> <p>c. Maintain registers and records as per all applicable Labour Laws. Observance of working hours, weekly rest and overtime payment as per minimum wages Act-1948. Send Accident report to Regional Labour Commissioner (RLC) & ESI authorities</p> <p>d. The successful bidder shall furnish necessary certificate about police verification of character and antecedents of the manpower to be engaged for security duty. He/ She will also provide a complete list of the manpower to be deployed in this office indicating their names, father's name, local address, permanent home address, mobile number, Bank Account Number, ESI Number, EPF Number etc to NID AP. Any changes in the list will be immediately informed subsequently with all the above details. He/She shall issue photo-identity cards to the manpower deployed in the Campus for performing duty, which will be signed by him/ her and displayed by the personnel while they are in the premises of NID AP.</p> <p>e. The successful bidder shall maintain register for marking the attendance by Guards deployed by him/ her, and other labour records as per Contract Labor (Regulation and Abolition) Central Rules, 1971 which can be seen/ verified by an authorized officer of NID AP periodically.</p>
24.	<p><u>Termination Clause</u></p> <p>(i) The contract may be terminated in any of the following contingencies:-</p> <p>a. On the expiry of the contract period, without any notice ; OR</p>

	<p>b. On giving one month notice at any time during the tenure of contract, in case the goods or services rendered by the are not found satisfactory and in conformity with the general terms and conditions of the contract and the standards prescribed by the Institute; OR</p> <p>c. Failure to perform the given Scope of Work or on violation of any of the stipulated terms and conditions, without any notice OR</p> <p>d. On the successful bidder being declared insolvent by the competent court of law, without any notice.</p> <p>e. Either party can terminate the agreement by giving 1 (one) month notice in advance. If the successful bidder fails to give 1 (one) month notice in writing for termination of the contract, then Performance Bank Guarantee (PBG) will be forfeited.</p> <p>(ii) That on the expiry of the contract, unless extended formally, the successful bidder will withdraw all its personnel and clear their accounts by paying them all their legal dues.</p>
25.	<p><u>Number of Bids and their Submission:</u></p> <p>The bidders should submit the bids in two bid system as detailed below:</p> <p><u>Bid I - Technical Bid</u></p> <p>The technical bid should consist of Pre-Qualification, scope of work and additional Terms & Conditions of this tender (as per Annexure).</p> <p>The bidder should go through the scope of work and additional Terms & Conditions given in Annexure of the tender document, understand the requirement of the Institute and submit the technical bid covering the following details along with all relevant document proof in the proforma given in Annexure-B.</p> <p><u>Bid II Financial Bid</u></p> <p>The financial bid should be submitted as per the proforma (Annexure). The Quoted price should be inclusive of all cost and statutory levies.</p> <ol style="list-style-type: none"> 1) The Financial Bid should be uploaded separately in the prescribed format of BOQ available on online procurement portal. The Financial bid Form shall contain only Rate per each student per month as per common menu for providing for Breakfast, Lunch, Dinner and Evening Bites along with rent or service charge payable by the service provider for the utensils and kitchen equipment provided by the NID AP for the mess. 2) After opening of technical bid the capability and suitability of the tenderers shall be evaluated and Financial Bid of the qualified tenderers shall be opened later on and the date will be informed accordingly. 3) Power/ electricity and water charges shall be paid by the service provider as per actuals.

	<p><i>NOTE:</i></p> <ol style="list-style-type: none"> 2. Please quote the rate on monthly basis per student. 3. Breakfast, lunch, dinner and Evening Bites will be provided in the institute mess only. 4. The price quoted shall be firm and final and payable for the service at NID AP campus. Rates shall be valid for the entire duration of the contract
26.	<p><u>Evaluation of Bids:</u> Bid Evaluation will take place in two stages.</p> <p><u>Stage I: Technical Bid evaluation</u> Pre-Qualification will be evaluated first and those bidders who have complied with Pre-Qualification criteria will alone be evaluated for Technical Bid offered by the bidders as in Annexure.</p> <p>The technical bid submitted as per Annexure will be evaluated and those bidders who have fully complied Technical Bid will be considered for opening of price bid.</p> <p><u>Stage II: Financial Bid Evaluation</u></p> <p>The lowest financial bid amongst those qualified in the Technical bid will be declared as successful bidder (L1) and the contract will be awarded to the successful bidder (L1) subject to other usual conditions.</p> <p>In case one or more bidders quoted lowest price, if tie, the lowest bidder will be selected on the basis of the following conditions in sequence: a) Annual value of turnover: Bidder having a larger turnover will be given preference b) Number of years of experience. c) Value of similar works executed: Bidder having large value of similar works executed will be given preference.</p>
27.	<p><u>Execution of Contract and Security Deposit:</u></p> <ul style="list-style-type: none"> • A formal contract shall be entered into with successful security service provider. • Declaration of Non-Black listing to be executed & attested by Public Notary / Executive Magistrate on Rs.100/- stamp paper by successful bidder as per Annexure. • The Security deposit will be liable to be forfeited or appropriated in the event of unsatisfactory performance of the contract and loss or damage, if any, sustained by the Institute on account of failure or negligence on the part of employees of contractor.