

**OFFICE OF THE STUDENTS MESS
N.I.T.SRINAGAR, KASHMIR.**

Tender Notice

Sealed tenders in two bid system duly affixed with Rs: 5/- revenue stamps are invited from the Registered Agencies, having registration certificate with appropriate authority of the Center/State Govt for providing manpower to Govt Institutions and departments, for providing Manpower to Students Messes of NIT Srinagar as per Annexure "A" of Tender documents accompanied with FDR for an amount shown in the tender documents pledged to Chairman Students Mess N.I.T. Srinagar, along with other documents. The tender should reach by speed post to the office of the undersigned by or before 23-01-2018 up to 2:00 pm and the technical bid will be opened on 23-01-2018 at 2:30 pm in the office of the under signed by the constituted committee and financial bid of the qualified bidders shall be opened on 24-01-2018 at 2:00 pm. The Mess Management reserves the right to accept or reject any or all tenders in full or in part without assigning any reason thereof. The detail of tender is available on Institute Website www.nitsri.ac.in and tender documents can be obtained from the office of the undersigned against a bank receipt for a non refundable amount of Rs: 2000/- deposited in Mess Saving Account No.SB-1006 at J&K Bank NIT Srinagar, on all working days between 11:00 am to 04:00 pm w.e.f. 08-01-2018. Pre-Bid Conference shall be held on 15-01-2018 at 2:30 pm in the office of the undersigned.

No: NIT/Mess/20____ Dated: _____

Chairman Students Mess



0
Office of the Students Mess
NATIONAL INSTITUTE OF TECHNOLOGY
 Hazratbal Srinagar Kashmir
 -:0:-

TENDER DOCUMENT ISSUED TO AGENCY

M/s:- _____

Name of the Proprietor:- _____

Address:- _____

Date of Issue:- _____

Name of Work: - Hiring of Personals listed in Annexure "A" for Mess of NIT, Srinagar w.e.f. 20-02-2018 to 31-12-2018 or end of Academic Session.

Cost of Document: - Rs.2000/= (Rupees Two Thousand only) deposited in J&K Bank NIT against Account No: SB 1006 (Non Refundable)

FDR:- Rs.50000/= (Rupees Fifty Thousand only)

Pre Bid Conference:- 15-01-2018 at 2:30 pm

Last date of Receipt of tenders:- 23-01-2018 up to 2:00 pm (Technical bid)

Opening of tenders: - 23-01-2018 at 2:30 pm (Financial bid)

Chairman Students Mess

The Mess Management of NIT Srinagar intends to hire the services of the Manpower as per list enclosed (Annexure "A") from the reputed manpower placement agencies registered with the Central / State Government, on the following terms and conditions.

1. The agencies have to quote the percentage (%) of service charges on the wages quoted on Annexure "A". It may be mentioned that the overhead charges should not be more than 5 % and further should not be zero or less than zero percent. The man power can be Increased/Decreased as per the actual requirement by the Mess Management. However 10 days notice shall be given to the Agency for Increase/Decrease of manpower by the Mess Management.
2. The monthly wages are detailed in Annexure "A" are inclusive of ESI/EPF etc. The successful bidder shall be entitled only to have the service charges as may be due to him as per rate quoted by him and the wages are detailed in Annexure "A". The hired persons are to be paid/credited to his Bank Account/ESI/EPF etc Account the amount as shown in Annexure "A".
3. The Agency should attach the following documents with the tender document.
 - a. Non-refundable tender fee of Rs.2000/ (Rupees Two Thousand only) to be deposited in J & K Bank NIT Srinagar in the Account No SB-1006 favouring Chairman Students Mess in case the tender documents is downloaded from the Institute website.
 - b. Earnest Money Deposit for Rs.50000/=(Rupees Fifty Thousand only) in the shape of FDR pledged to Chairman Students Mess NIT, Srinagar.
 - c. Copy of commercial / Services Tax Registration certificate.
 - d. Copy of latest Sales / Service Tax clearance certificates.
 - e. Copy of latest Income Tax clearance certificate issued by the competent authority.
 - f. Copy of PAN Card of the firm.
 - g. Copy of EPF Registration certificate.

- h. Copy of ESI Registration certificate.
 - i. Copy of Labour Licence / registration under the Labour Act.
 - j. Copy of Audited Account statement of the firm for the last 3 years.
 - k. Copy of Income Tax return for last 3 years.
- l. Experience certificate of 5 years or more in the relevant field of providing Manpower services to the govt./ Semi-govt. Department / Institution / reputed public / private organizations in case of firm registered for more than 6 years.
- m. An Affidavit duly attested by Magistrate to the effect that undertaking “ The Agency / firm has not been blacklisted by any Government / Semi-govt. Department / Institution and also the firm is not involved in any litigation nor any criminal case is pending with the police against the Proprietor / Agency / Firm / Partner or the Agency / firm that may have an impact of effecting or compromising the execution of contract / delivery of services as required under this tender, as on the date of submission of the tender” Also the documents / certificates etc. Enclosed with the Tender should original & genuine and should not be tampered with or fabricated” .
4. The ESI/EPF and other entitlement of the engaged persons are to be deposited with the office of the relevant agencies in the Srinagar district only and the bill of a particular month shall be cleared only on submission of proof of remittance of deduction to the concerned departments by the agency.
5. The Agency shall provide the details of the staff proposed to be deployed viz their name fathers name DOB residential address Telephone numbers recent passport size photograph, in form of data base in both hard & soft form and also provide a local police clearance certificate as per format.
6. The manpower proposed to be deployed by the agency shall be subject to screening by the Mess Management, to ascertain their suitability and skills. Before deploying a person in the Mess, the Agency shall furnish complete particulars of the person and detailed as per Para 6 above.

7. The Agency shall not be allowed to change its name and style after the award of the contract.
8. The agency shall have to provide a copy of the details of infrastructure along with the tender.
9. The successful agency shall have to deploy the required strength of man power in the campus within the period of 15 days of the issue of allotment letter. After 15 days if, agency fails to provide required strength penalty of Rs.500/= per person per month will be imposed and if the agency fails to provide man power in the subsequent month also, then the penalty will be double for the next month and ultimately may lead to termination of the contract and forfeiture of FDR.
10. Tenderer shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulation made herein or backs out after quoting the rates, the aforesaid FDR shall be forfeited.
11. The tender without FDR, cost of tender document and processing fee and other documents as mentioned in tender shall be rejected summarily.
12. The hired personals shall have to work under the overall supervision of Chairman Students Mess and his Staff Advisors .
13. The payment shall be made in favour of the agency by or before 15th of every month against the bill preferred duly verified by the Concerned Staff Advisors.
14. The agency is responsible for security of material of the Mess as provided to them.
15. In case of loss of any material from the Mess the agency shall be held responsible and cost of the item shall be deducted from the monthly bill of the contractor. Loss will be sole responsibility of the agency.
16. **The financial bid should be in Annexure “B” and should be in separate sealed envelope which will be opened after evaluation of technical bid.**
17. Pre-Bid Conference shall be held on 15-01-2018 at 2:30 pm in the office of the undersigned.

PERIOD OF CONTRACT TERMINATION / EXTENSION.

1. ***The duration of the contract shall be for a period from 20-02-2018 to 31-12-2018 or till end of the Academic year & is extendable for a***

further period of 3 years with an annual increase of 12% in the wages as detailed in Annexure "A".

2. The Mess Management has the absolute right to terminate the contract at any time before the due date of expiry of contract without assigning any reason, by giving (one) month, notice in advance, to the contractor, in writing, or, by making equivalent payment thereof.
3. In case of termination of this contract / agreement on its expiry or otherwise, the staff, or personals engaged and deployed, deputed by the contractor, will not be entitled to claim any absorption in the regular services from the Mess Management.
4. The deployed personals should carry photo Identity cards issued by the agency.
5. Tools & Equipments shall be provided by the Mess Management

THE UNIFORM DETAILS & OTHER ITEMS ARE LISTED BELOW.

a) Food and beverage services (St Ward / Counter Man)

White shirt, Black pent, Apron (Black striped red), Napkhen White, Water cloth white, Black shoes with white socks

b) Food Production (Nanwai & Cooks)

White Chef coat, Black pent, white full apron, Necker cheaf, Black & white chek, Black Shoes with white socks

c) Front line Office (Managers / Butler)

Dark Grey Apron, Black pent, Sky blue shirt, Black Shoes with white socks

d) House keeping

Chicken collar, white coat, white half apron, dark grey pent, Shoes with white socks.

e) Female workers the uniform shall be notified separately.

PERFORMANCE OF HIRED PERSONALS AND CRITERIA

1. Hired personal shall have to wear decent haircut, non oily appearance, trimmed nails, neat & clean dress.
2. The use of hair colour, bleached hair is not permitted for the deployed personals.
3. Messes are NON SMOKING ZONE & the deployed persons are prohibited from smoking, eating pan, gutka or intoxicants / drugs.

Signature and Seal of Tenderer

Name of Tendere: _____

Parentage: _____

Address: _____

Name of the Firm: _____

Registered Office: _____

Mobile no / Phone No: _____

Email address / Fax no _____



Office of the Students Mess
National Institute of Technology Srinagar
Hazratbal, Srinagar -19006 (J & K).

Annexure "A"

S.No	Position	Requirement		Qualification/Experience	Wages
		Male	Female		
01.	Accountant	01	----	M.Com (1st Class), with Computer Knowledge and 2 years experience in any company etc.	Rs:10000/-
02.	Office Assistant	01	01	1st class Graduation with computer knowledge with 2 years experience.	Rs:8000/-
03.	Manager/Purchase Manager	04	-----	1st class Graduation in Hotel Management with 2 years experience in reputed Hotel.	Rs:10000/-
04.	Sanitary Inspector	01	-----	10 + 2 Ist class with 1 ½ year diploma in House Keeping from Institute of Hotel Management, Catering, Nutrition run by Govt of India with 2 years of experience.	Rs:8000/-
05.	Storekeeper	02	----	B.B.A Ist class with software knowledge of maintaining Store record in any company/firm.	Rs:10000/-
06.	Cooks	07	02	10 + 2 Ist class with 1½ year diploma in Food production from Institute of Hotel Management, Catering, & Nutrition run by Govt of India with 2 years experience	Rs:12000/-

07.	Assistant Cooks	07	01	8th pass with 8 weeks course in Food production and HSRT programe through Institute of Hotel Management, Catering, & Nutrition with 2 years experience / 8 th pass with 3 years experience.	Rs:8000/-
08.	Nanwai	07	02	10 + 2 Ist class with 1½ year Diploma in Bakery & Confectionary from Institute of Hotel Management, Catering & Nutrition run by Govt of India with 2 years experience.	Rs:12000/-
09.	Assistant Nanwai	07	01	8 th pass with 8 weeks course in Bakery & Patties from Institute of Hotel Management, Catering & Nutrition with 2 years experience / 8 th pass with 3 years experience.	Rs:8000/-
10.	St Ward	07	02	10 th pass with 8 weeks course in Food & Beverages from Institute of Hotel Management, Catering & Nutrition under HSRT Programme with 3 years experience.	Rs:7000/-
11.	Counter Man	07	01	10 th pass with 8 weeks course in Food & Beverages from Institute of Hotel Management, Catering & Nutrition under HSRT Programme with 3 years experience.	Rs:7000/-

12.	Dish Washer	09	02	8 th pass with 2 years experience.	Rs:8000/-
13.	Sanitary Attendant	07	01	2 years experience.	Rs:7000/-
14.	Rice Cleaner	-----	04	2 years experience.	Rs:7000/-
15.	Assistant Storekeeper/Butler	04	01	10 th pass with 8 weeks course in Food & Beverages from Institute of Hotel Management, Catering & Nutrition under HSRT Programme with 3 years experience.	Rs:8000/-
TOTAL		90			

Chairman Students Mess

OFFICE OF THE CHAIRMAN STUDENTS MESS
NATIONAL INSTITUTE OF TECHNOLOGY SRINAGAR.

Annexure "B"
Financial Bid

Our firm shall charge Rs: (in words) _____ %
Rupees in figures _____ %
of the Bill Amount per month. The rates quoted is exclusive of service taxes as may be due.

Yours Faithfully

M/S _____
Name of the Proprietor _____
Address _____
Phone No: _____

Note:-

The rate quoted should not be zero or below zero % and should not be above 5%.