



# IIM

भारतीय प्रबंध संस्थान विशाखपट्टणम  
Indian Institute of Management Visakhapatnam

भारतीय प्रबंध संस्थान विशाखापत्तनम में मेस और कैटरिंग सेवाएं के लिए  
बोलीदाताओं को आमंत्रित करने वाला निविदा दस्तावेज  
**Tender Document Inviting Bidders for  
Mess and Catering services at IIM Visakhapatnam**

निविदा क्रमांक : आईआईएमवी/एडमिन/फूड कैटरिंग/2024-25/007 दिनांक 25 फरवरी 2025  
**Tender No.: IIMV/ADMIN/FOOD CATERING/2024-25/007 Dated 25 Feb 2025**

भारतीय प्रबंधन संस्थान विशाखापत्तनम  
गंभीरम गांव, आनंदपुरम (मंडल), विशाखापत्तनम, आंध्र प्रदेश - 531163  
वेबसाइट: <https://www.iimv.ac.in>

Indian Institute of Management Visakhapatnam  
Gambheeram Village, Anandapuram (Mandal)  
Visakhapatnam, Andhra Pradesh - 531163  
Website: <https://www.iimv.ac.in/>

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## 1. NOTICE INVITING TENDER

Indian Institute of Management Visakhapatnam” (hereinafter referred to as “IIM Visakhapatnam”, “IIMV”, or the “Institute”) invites bids under a Two-part Bid system for Engagement of Agency for providing **Mess and Catering services at IIM Visakhapatnam** as per the schedule mentioned below:

S. No.	Item Name	Description
1	Service Description	Engagement of the agency for providing Mess and Catering services at IIM Visakhapatnam, Gambhiram, Anandapuram (Mandal), Visakhapatnam.
2	Tender Ref. No. and Date	IIMV/ADMIN/FOOD CATERING/2024-25/007 Dated 25 Feb 2025
3	Tender documents availability	CPP portal and IIM Visakhapatnam website: <a href="https://www.iimv.ac.in/qlinks/tender-notice">https://www.iimv.ac.in/qlinks/tender-notice</a>
4	Date of Publishing	25 Feb 2025
5	Pre-Bid Meeting	Date : 04 Mar 2025 at 1500 Hrs Venue : Conference Hall, IIM Visakhapatnam, Permanent Campus
6	Clarifications end date	12 Mar 2025
7	Closing Date & Time for Submission of Bids	1500 Hrs on 18 Mar 2025
8	Opening of Technical Bids	1530 Hrs on 19 Mar 2025
9	Opening of Price Bids	Will be informed later
10	Earnest Money Deposit	Rs. 26,00,000 (Rupees Twenty six lakhs only) (NEFT/DD/Pay Order to be drawn on any nationalized bank in Favor of “Indian Institute of Management Visakhapatnam” and payable at Visakhapatnam). EMD is exempted for MSEs (Micro & Small Enterprises) only, against valid certificate. <b>NEFT Details:</b> A/c Name: IIM Visakhapatnam, Bank Name: Union Bank of India A/c No. 105610100057740, IFSC: UBIN0810568
11	Performance Security	Sum equivalent to 5% of contract value to be remitted by the successful bidder to IIM Visakhapatnam as SD, within 15 days of receipt of work order, along with letter of acceptance, failing which the work order will stand cancelled. SD shall be submitted through NEFT/DD/Bank Guarantee.
12	Contract Period	Initially, for a period of Two years, can be further extended based on performance review, the requirement of the Institute etc., on same terms and conditions, at the discretion of the Competent Authority of the Institute.
13	Address for submission of Bids.	The Chief Administrative Officer (HR) Indian Institute of Management Visakhapatnam Gambheeram Village, Anandapuram (Mandal) Visakhapatnam -531163
14	For clarifications, write an email (on or before 12 Mar 2025 17:00 hrs) to:	<a href="mailto:procurement@iimv.ac.in">procurement@iimv.ac.in</a> Subject: Tender for Mess & Catering services
15	Mode of submission of tenders	Bids are to be submitted online through CPPP and hard copies of the bids are to be submitted through post/courier/by hand at above address

2. **PREAMBLE.** Indian Institute of Management Visakhapatnam (IIMV), an institution of national importance under the Indian Institutes of Management Act, 2017, started its operations during September 2015. Institute's permanent campus is located in Gambhiram village, Anandapuram Mandal, Visakhapatnam and city campus in the Andhra University campus.
- The institute offers full-time residential Post Graduate Program in Management, Doctoral Program, and non-residential programs like Executive MBA, Executive PhD.
  - Besides this, the Institute offers Executive Education Programmes, Management Development Programs, short duration certificate programs etc.
  - At present about 700 students enrolled in the residential programs of PGP and PhD are residing inside the campus.
  - A fully furnished 50 room Guest House, with kitchen is available for the accommodation needs of the participants of various short duration on-campus programs.
  - This tender is aimed at engaging an agency for providing food catering services to the students on regular basis and participants on need basis.
  - Quality and hygiene being the basic requirements, the Institute is inviting qualified, eligible and experienced bidders in similar areas to submit their proposals in prescribed formats, for providing catering & mess services for students, faculty, staff and other participants/visitors, events, meetings etc., as per the scope of work mentioned in this document.
3. **TENDER DOCUMENTS:**
- The interested bidders are required to download the tender documents from the Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> or from the Institute's website [www.iimv.ac.in](http://www.iimv.ac.in) - Tender Notices only. Bids submitted in any format/mode will not be accepted. Please read the notes on 'Submission of Bids' carefully.
  - The bidders are required to read the tender documents and corrigenda/corrections (if any) which form part of this tender document completely and abide by all the rules and regulations mentioned thereon.
  - Queries for clarifications on any conditions/terms must be sent to the authority/address mentioned in the notice inviting tender on or before the mentioned date.
4. **ELIGIBILITY CRITERIA**
- The bidder shall be a firm/company/proprietorship establishment registered under suitable Act with a registered or branch office in Andhra Pradesh.
  - The bidder shall have a valid license for commercial operations in the field of Food & Catering services.
  - The bidder shall have a valid FSSAI certificate.
  - The bidder shall have Active / Regular GST registration and PAN.
  - The bidder shall have valid registrations under applicable labor laws.
  - The bidder shall have a minimum of 05 years of experience in the field of institutional/ industrial/commercial catering/combined, as on 31-12-2024.
  - The bidder /firm/company should have a minimum of 03 years of experience in providing Mess/Canteen services in Centrally Funded Technical Institutions (CFTIs) as on 31-12-2024.
  - The bidder should have at least Rs. 5.0 Crore average annual turnover for the last three financial years ie., 2021-22, 2022-23 & 2023-24.
  - The bidder should not have been blacklisted by Central/State Govt/PSU/CFTI at any point of time, nor is any criminal case registered / pending against the Agency or any of its owners/ partners or any other individual associated with it in any capacity, anywhere in India.
5. **PRE-BID MEETING:** A pre-bid meeting will be held at IIM Visakhapatnam, Permanent Campus at Gambheeram, Visakhapatnam on the date mentioned in the notice, providing clarifications on the Tenders' technical specifications and commercial conditions. Bidders may participate in the pre-bid meeting with valid identity proof, on the date and time indicated.

## 6. GENERAL INSTRUCTIONS TO THE BIDDERS

- a) Bids submitted shall remain valid for a period of 90 days from the closing date for receipt of Bids.
- b) IIMV reserves the right to amend or cancel this Invitation for Tender (in whole or in part) and/or invite tenders afresh with or without amendments, without incurring any liability for such action, and without assigning any reason. Information provided at this stage is indicative, and IIMV reserves the right to amend/add details in the tender document through publishing corrigendum.
- c) Amendments to this Tender (corrigenda), if any, will be published on the Institute's website under the "Tender Notices" section and CPPP. No separate communication will be sent to the Bidders; and hence, they are advised to frequently check the said section of the website for updates (if any).
- d) The bidders should ensure all documents uploaded in support of the above clauses shall be valid and legible.
- e) The Institute provides a fully equipped kitchen (As per details given in Annexure 1) and dining area for these services, as per the terms below:
  - i. **Water consumption charges:** Engaged Agency should pay water consumption charges for every month, recorded with water meter installed for kitchen @ Rs. 60/- Per KL of water consumption.
  - ii. **Electricity Consumption charges:** Engaged Agency should pay electricity charges for every month, recorded in the electricity meter installed for kitchen @ Rs.6.95/- per unit of electricity consumption along with fixed charges at Rs.475/.
  - iii. **HVAC Charges:** Engaged Agency should pay charges for every month, recorded in the BTU meter installed for kitchen @ Rs.6.95/- per unit of electricity consumption along with fixed charges at Rs.475/.
  - iv. The above prescribed Water, Electricity and HVAC charges are subject to revision by the Institute, which shall be honoured by the engaged agency unconditionally and without demour. The amounts should be remitted to the Institute by the due date mentioned in the invoice,
- f) The agency shall procure all the raw materials and fuel as per applicable rules (provision for gas bank is provided).
- g) The agency shall also provide catering services at the City Campus or any other place on need basis.
- h) Maintaining high standards and hygienic conditions in preparation, storage, transportation of food of high quality and good quality of service are the essence of this contract.
- i) The Agency shall provide the food catering service throughout the contract period on all days unless specifically advised otherwise by the Institute.
- j) During the term break period (normally April and May every year), since the students will not normally be present in Hostels, the food supply shall be restricted to participants of other programs, faculty and staff members only (as required) in the Institute campus.
- k) All equipment, utensils, crockery, cutlery, glassware and all other material and consumables of good quality and conforming to relevant standards, shall be procured, processed and/or used for cooking, storing, transporting and serving by the Agency, at its own cost, during the contract period.
- l) The bidder shall be responsible for engaging adequate number of trained manpower required for providing quality, hygiene Mess/Catering services at IIMV campuses in safe and clean environment. One manager with adequate educational qualifications like Degree in Hotel Management, Catering Technology and experience in handling food catering services should be deployed to manage all meals services. The Chefs and helpers should allow be adequately qualified and experienced in the field of food catering.
- m) The employees of the bidder should possess good health and should be free from any infection, diseases/illness all the time, especially contagious and frequently recurring diseases. The bidder should arrange for regular health check-up of the staff engaged in handling the food preparation, serving etc., at his cost at least once in quarter and submit their fitness certificates to the Institute authorities.

- n) The bidder will, prior to the commencement of the operation of the contract, make available to IIMV the particulars of all the employees who will be deployed at the Institute's premises for running the Mess/Canteen. Such particulars, *inter alia*, should include age/date of birth, permanent address, police verification report and Medical report of the employees going to be deputed by him. Also, anytime a new staff is engaged, prior information should be provided to the institute's administration.
  - o) The Institute reserves the right to engage services of other agencies, in case required, for catering services for special events/meetings/conferences etc.
7. **SCOPE OF WORK.** The objective of this Tender is to engage a competent service provider who can fulfill the requirements enumerated below. These are indicative and not exhaustive. The successful Bidders [to whom the Contract(s) is/are awarded] hereinafter called the "Engaged Agency(ies)" or "EA", will be responsible, *inter alia*, for the following:
- a. The EA shall prepare/cook food in the kitchen provided by the Institute and serve it in the serving area on self-service basis. For this purpose the Institute will provide well equipped kitchen, air conditioned dining hall, washing area, storage area for groceries, vegetables, chillers for storing milk, curd, non-veg items, processed food etc, on the terms mentioned above (Ref: item 6.e):
  - b. **Regular catering & mess services:**  
The EA shall be responsible to prepare/cook and serve food for IIMV Community i.e., for Students, Faculty, and Staff, Guests, Participants and Visitors of IIMV in:
    - 1) Student & Other Dining halls in the campus
    - 2) Guest House
    - 3) PhD Hostel outside the campus
    - 4) City Campus of the Institute and any other place as required.
  - c. **Festive Special Meals:** The EA shall prepare and serve the special meals on festive occasions. The special menu may sometimes be the regular menu with some additional items as requested by the student body. The additional items are to be supplied on chargeable basis as decided by the Institute in consultation with the EA.
  - d. **Meal for the sick/fasting students:** The EA shall make provisions for providing the prescribed meal in lieu of the regular meal for the students who fall sick due to health conditions or students observing fasting on other occasions. The food shall be provided in closed disposable containers by the EA, at no additional cost.
  - e. **F&B Services for Ceremonies/functions/meetings/sessions/participants etc:** Apart from providing catering and mess services to the students mess, the EA may be required to prepare and serve special meals on various occasions, ceremonies, functions, meetings, sessions, participants of training/courses etc. For such events, the EA shall have to arrange for serving counters, cutlery, serving bowls, crockery, etc. of superior quality, at permanent/city campuses or any other place as indicated. The menu and rates will be separate, as per Annexure-9. The Institute reserves the right to engage services of other agencies, in case required, for these items.
  - f. **Food samples for inspection:** The EA shall properly store the food samples as per the standard guidelines of FSSAI/HACCP/GHP for testing. The reports of tests conducted on these samples should be submitted to the Institute, in accordance with said guidelines.
  - g. **General conditions:**
    - i. The EA shall be responsible for maintaining high standards of quality and hygiene for providing catering mess services to the IIMV community as per the menu/matrix as indicated in Annexure-2
    - ii. The EA shall provide the above services using best quality, fresh and hygienic raw material as indicate in Annexure-3
    - iii. The catering and mess services should be available throughout the contract period including vacation period, as per the Institute requirements.

- iv. **Types of meals to be provided at the Institute:**
  - a. Breakfast
  - b. Lunch
  - c. Snacks
  - d. Dinner
  - e. High Tea for special meetings - Occasionally
  - f. Special lunch / breakfast / dinner / brunch - occasionally
- v. The items above (a) to (d) on daily basis at the Student Dining Hall and on need basis at Guest House during the timings indicated below:
- vi. The items from (e) & (f) as per the requirements of the Institute.
- vii. **Tentative Mess Timings: -**

S.No	Meal	Timings
1	Breakfast	07:00 to 10:00 Hrs
2	Lunch	12:00 to 14:30 Hrs
3	Snacks	16:30 to 18:30 Hrs
4	Dinner	19:00 to 22:00 Hrs

Note: These are tentative timings, can be changed/extended/shortened as needed.

- viii. The EA shall be responsible for cleaning and maintenance of kitchen and dining areas for maintaining a safe and hygienic environment. The EA shall keep the Mess/Canteen and its surrounding areas clean and up to date sanitation every day after the services is over. The cleaning includes the entire cleanliness of the inside area of Mess, including Dining Hall, Utensils, Equipment's, Washing area, cooler area, Store Rom, Staff rest/Rooms, etc. is the responsibility of the EA.
- ix. Waste disposal is the responsibility of the EA. This will involve daily segregation and timely disposal of the waste from kitchen/dining area at predesignated place inside the mess for further composting/ disposal as per the Institute norms.
- x. **Rates for Menu items:** The rates for meals provided to students on a regular basis as above shall be as per the rates quoted in the financial bid statement. The rates for other/additional items, high tea, special menus for other events/meetings/ conferences etc., shall be as per the rates quoted by the agency in Annexure-9 and fixed by the Institute in consultation with EA on mutual agreement basis.
- xi. Cleaning the grease chambers every 15 days, is EA's responsibility.
- xii. EA should get the Water and food sample tested once a month from a NABL certified lab at their own cost.
- xiii. Monthly stock takes of Crockery, cutlery, glassware, utensils kitchen equipment should be taken and verified by the Institutes admin team.
- xiv. Pest control treatments should be carried out in the kitchen and dining area, every 15 days, by the EA.
- xv. All cleaning records should be maintained and must be readily made available for inspection.
- xvi. Any other Hygiene practice as communicated by IIMV administration must be implemented.
- xvii. All the cleaning materials including dishwash soaps, liquids, floor cleaning liquids as indicated by the Institute, should be brought by EA.

## 8. STATUTORY OBLIGATIONS OF THE TENDERER (CONTRACTOR).

- (a) The EA shall ensure proper discipline among his/her workers and further ensure that they do not indulge in any unlawful activity.
- (b) EA should provide at least 2 sets of uniform, safety shoes, safety gear as required once in a year.
- (c) Employment of child labour is strictly prohibited under the law. Therefore, the EA will not employ any child, as stipulated by law.
- (d) The EA shall be responsible for compliance with all applicable laws and Acts for running the catering and mess operations in the Institute campuses.

- (e) The EA shall be responsible for timely payment of wages to his/her workers as per Minimum Wages Act of Govt. of India and fulfil all other statutory obligations, such as, Provident Fund, GST, ESI/Workmen's Compensation Act/Fatal Accident Act, Personal Injuries etc., whichever is applicable.
- (f) The staff engaged by the EA shall be the staff of the EA for all purposes and the agency is solely responsible for their employment and wellbeing.
- (g) The EA shall be solely responsible for any violation of any contractual or statutory obligations by any of its staff members and he/she shall be liable for any action taken by the respective authorities having jurisdiction on the same. Further, in the event of any action, claim, damages, suit initiated against the Institute by any individual, agency or government authority due to acts of the EA, the EA shall be liable to make good/compensate for such claims damages to the Institute. As a result of the acts of the EA, if the Institute is required to pay any damages to any individual, agency or government authority, the EA would be required to reimburse such amount to the Institute or the Institute reserves the right to recover such amount from the payment(s) due to the EA while settling his/her bills or from the amount of Security Deposit or any of the EA lying with the Institute.
- (h) The EA shall ensure compliance of all laws relating to cleanliness, sanitary, hygienic and health conditions and other laws in force from time to time with regard to the environment around the cooking place, dining halls and surroundings etc.
- (i) The Mess/Canteen staff shall be issued Identity Cards bearing photographs. The contractor shall provide sufficient sets of Uniforms and pairs of shoes to his employees and shall ensure that they wear them all times and maintain them properly.
- (j) The EA shall not appoint any subcontractor to carry out his obligations under the contract.
- (k) The EA shall be personally responsible for conduct and behavior of his staff and any loss or damage to Institute's moveable or immoveable property due to the actions of the EA's staff shall be made good by the contractor. If it is found that the conduct or efficiency of any person employed by the EA is unsatisfactory, the EA shall have to remove the concerned person and engage a new person within 48 hours of intimation by IIMV. The decision of the Institute's designated officer in this regard shall be final and binding on the Contractor.
- (l) IIMV will have access to inspect the Mess/Canteen premises at any time on any day, for ensuring the cleanliness & hygienic conditions, quality of raw materials used, physical and working conditions of the equipment, status of manpower etc in the Mess/Canteen kitchen and dining hall premises.
- (m) The EA shall be solely liable for any mishappening/casualty including fire, explosion etc. happens/occurs during the contract period in the canteen premises and the Contractor shall pay the compensation to the victim/s if any in the said mishappening and there will be no liability to IIMV in this regard either towards the Contractor or towards the victims.
- (n) The Institute reserves the right to appoint officers/officials to inspect the quality of raw material, food and other items prepared and sold in the Mess/Canteen. Any defect(s) pointed out by such officers/officials during their visits shall be properly attended to by the Contractor. Noncompliance or will invite necessary remedial actions by IIMV, as deemed fit.
- (o) The EA will make all necessary arrangements for accommodating and transporting all manpower deployed by him so as to ensure timely operation of mess in order to timely serve meals. Institute will have no obligation in this regard whatsoever. Only essential manpower for breakfast preparation may be allowed to stay during nighttime in the Institute premises with the approval by the Administration.
- (p) The agency will be responsible for repairing & maintenance of all the property of IIMV given to the agency for use in the student mess. The agency shall replace inventory items, equipment, furniture and fixtures provided by IIMV in case of loss, theft or damage to the satisfaction of the IIMV Administration at its own cost and expense. On termination of the agreement, the agency will hand over all the equipment/articles as supplied by the IIMV in good working condition back to IIMV. In case of any damage beyond normal wear and tear then IIMV can recover the cost from the bank guarantee/current bill payment of the agency



- (q) Cleaning and Housekeeping of the kitchen and dining areas will be the sole responsibility of the EA. Cleaning of utensils, cutlery, crockery, kitchen equipment, furniture and fitments is also responsibility of the EA. EA should ensure that any dry & wet waste, polythene, garbage etc. should not be thrown into the drain inlet area to prevent choking of the drain line.
- (r) IIMV is a total tobacco/alcohol/drugs free campus, therefore none of the staff deployed at the campus should be possessing or consuming tobacco products such as bidi, cigarette, chewing tobacco in any form, gutkha, masala, pan, Alcohol/ banned substances etc. Violation of these provisions will attract penalty and/or any other action taken by the Institute, including reporting to the authorities concerned. Repeated lapses could lead to termination of contract.

#### 9. EARNEST MONEY DEPOSIT

- (a) The tender should be accompanied by specified Earnest Money Deposit in the form of crossed demand draft/NEFT/Bankers Cheque drawn in favor of 'Indian Institute of Management Visakhapatnam', payable at Visakhapatnam from any Nationalized Bank or Scheduled Bank. Cheques will not be accepted. The tender is liable for rejection, if it is not accompanied by the Earnest Money Deposit.
- (b) Tenders submitted online without submitting the required EMD shall be liable for rejection. However, as per applicable Government Notification the EMD shall be exempted for MSEs (**Micro and Small enterprises only**). The latest MSME certificate with type of enterprise based on **Classification year 2024-25** should only be submitted for validating EMD exemption as per the extant Govt. policy.
- (c) Earnest Money so paid will be refunded or returned as the case may be to the unsuccessful tenderers after the tendering process is completed. In the case of successful tenderer, the Earnest Money Deposit will be retained as part of the initial Performance Security Deposit and shall be refunded after submission of required Performance Security Deposit in full. No interest will be payable on EMD/Performance Security deposits.
- (d) The amount of EMD is liable to be forfeited, if the tenderer withdraws from the offer after submission of the tender or after the acceptance of the offer and fails to remit the Performance Security Deposit. The Agency who seeks exemption from EMD as per above, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, will be suspended for the period of three years or as decided by the competent authority from being eligible to submit bids for tenders issued by IIMV.

#### 10. SUBMISSION OF BIDS.

- a) Bidders are required to access the tender document on the CPP Portal <https://eprocure.gov.in/eprocure/app> or Institute's Website [www.iimv.ac.in](http://www.iimv.ac.in) - 'Tender Notices' and go through all the conditions and other details pertaining to the tender like Special instruction etc. Bidders are required to fill in all relevant information, upload the relevant documents called for in the tender and submit the bid online in the portal <https://eprocure.gov.in/eprocure/app> on or before closing date time mentioned in Notice. Tender documents submitted in any other form without uploading the same in CPPP will not be accepted. Corrigendum, amendments etc., to this tender, if any, shall be issued / available on IIMV website and <https://eprocure.gov.in/eprocure/app> only. Prospective tenderers are requested to visit the website regularly.
- b) Bidders are advised to go through the instructions provided along with NIT Instruction for Online Bid Submissions.
- c) Detailed procedure for submitting bids is available on the website (<https://eprocure.gov.in/eprocure/app>) home page in Bidder Manual Kit. Bidders are hereby advised to submit their bids online well before the closing hours.
- d) Institute is not responsible for delay in submission of tenders due to any reason whatsoever.
- e) The following documents should be uploaded electronically under Cover-1 and Cover-2 for submitting Technical and Financial Bids in CPPP: -

**I. Cover-1: Technical Bid** - The following documents should be submitted:

- (a) Bid Submission Letter (Annexure-4)
- (b) Proof of payment of EMD/valid EMD exemption certificate
- (c) Technical Bid along with all documents mentioned therein (Annexure 5)
- (d) Declaration of non-blacklisting of the firm (Annexure-6)
- (e) Details of qualified human resources available to support the smooth and successful running of assigned contract viz., Name, Designation, Qualifications and experience.
- (f) Integrity Pact on a non-judicial stamp paper of Rs. 100 - (Annexure- 7)
- (g) Tender document - All pages should be signed by the authorized signatory and stamped with the seal of the Bidder.
- (h) Bidder should mandatorily quote rates for High tea/ Special Lunch/dinner as indicated in the Annexure-09. These rates are NOT considered for evaluation. The values quoted here will be negotiated and finalized by the Institute in consultation with the successful bidder later.

**Bids submitted without the above documents shall be liable for rejection.**

- Note: (i) Bidders are expected to carefully read all terms and conditions in this tender document (including corrigenda if any) and comply with the same, strictly. Non-compliance will result in (i) Rejection of Bids prior to award of Contract, and (ii) Cancellation of Contract (if awarded) thereafter.
- (ii) Bids submitted shall remain valid for a period of 90 days from the closing date for receipt of Bids.
- (iii) Hard copies of the TECHNICAL BID (Cover -1: ONLY) along with all relevant documents and annexures as specified in the tender documents are to be sent to the following address through speed post / courier/by hand so as to reach on or before closing date of online submission of bids:
- The Chief Administrative Officer (HR)**  
**Indian Institute of Management Visakhapatnam**  
**Gambheeram Village, Anandapuram (Mandal)**  
**Visakhapatnam - 531163**
- (iv) The details of the DD/any other accepted instrument and integrity pact physically sent, should tally with the details available in the scanned copies and the data entered during bid submission time. Otherwise, the uploaded bid will be rejected. The institute is not responsible for any Postal/Courier delays.

**II. Cover-2: Financial Bid :-**

The bidder shall Upload the 'Financial Bid' in MS Excel format on CPP Portal only, (Ref: Annexure-8). Read the instructions thereon clearly before filling the bid under Cover-2.

**NOTE:** ONLY the financial value submitted in CPPP online, under Cover-2 will be considered for evaluation of bids.

**11. REJECTION OF BIDS**

- a. Technical Bids having any Financial Bid information, included/stated therein, advertently, or inadvertently, will lead to disqualification of the Bidder and the Bid submitted will be rejected summarily.
- b. Bids without the required documents, incomplete or conditional bids, bids submitted in a format other than the one prescribed, Bids with interlineations and unauthenticated corrections, Bids received after closing date and time etc., are liable for rejection. No correspondence in this regard shall be entertained.

- c. IIMV reserves the right to reject any or all the Bids either in part or in full relating to the work under this Bid document, without any reason and without incurring any liability, whatsoever. IIMV also reserves the right to accept or reject any, some or all Bids received by it without having to disclose the reason therefor, with the Bidders. IIMV may also modify, withdraw, or cancel the tender either in part or in full, at its sole discretion.
- d. Institute also reserves the right to verify the authenticity of the documents submitted and independently seek feedback from the clients of the bidders.

12. **BID OPENING AND EVALUATION CRITERIA**

- a) Technical Bids will be opened electronically on the date and time mentioned in the Notice Inviting Tender.

- b) **Evaluation Criteria: -**

The evaluation of the Bids will be based on QCBS method (Quality and Cost-Based Selection) wherein the Technical and Financial bids are separately evaluated to obtain Technical and Financial Bid Scores. The weightage for Technical Bid Score will be 75% and for Financial Bid Score it will be 25%. The Combined Bid Score is obtained thereafter to declare the successful bidder as under:

1. **Evaluation of Technical Bid.**

**Stage-1** The Technical bids will be evaluated for submission of mandatory documents as mentioned in the tender document ie., EMD, Integrity Pact and complete set of tender document, for admission of the bids.

**Stage-2** The admitted bids will be subjected to 'Technical Evaluation' wherein all the documents will be verified for meeting the eligibility criteria as mentioned in the tender document.

**Stage-3** The 'bids meeting eligibility criteria' will be further evaluated to obtain the 'Technical Bid Score' based on the criteria mentioned below:

**Table for Technical Bid Score**

<b>S. No</b>	<b>Description</b>	<b>Documents to be provided</b>	<b>Max Marks</b>
1	The bidder shall have a minimum of 05 years of experience in the field of institutional/ industrial/commercial catering/combined, as on 31-12-2024 <ul style="list-style-type: none"> <li>Above 15 years: 15 Marks</li> <li>Above 10 &amp; Up to 15 years: 12 Marks</li> <li>Minimum 05 &amp; Up to 10 years: 10 Marks</li> </ul>	Work orders / Contracts/ agreements and Experience /Satisfactory completion of work certificate	15
2	The bidder /firm/company should have a minimum of 03 years of experience in providing Mess/Canteen services in Centrally Funded Technical Institutions (CFTIs) as on 31-12-2024. <ul style="list-style-type: none"> <li>Above 10 years: 20 Marks</li> <li>Above 05 &amp; Up to 10 years: 15 Marks</li> <li>Minimum 03 &amp; up to 5: 10 Marks</li> </ul>	Work orders / Contracts/ agreements and Experience /Satisfactory completion of work certificate	20
3	The bidder should have at least Rs. 5.0 Crore average annual turnover for the last three financial years i.e., 2021-22, 2022-23 & 2023-24. <ul style="list-style-type: none"> <li>Above Rs. 50 Cr - 20 Marks</li> <li>Above Rs. 30 Cr &amp; up to Rs. 50 Cr - 15 Marks</li> <li>Above Rs. 15 Cr &amp; Up to Rs. 30 Cr - 10 Marks</li> <li>Minimum Rs. 05 &amp; up to Rs. 15 Crores - 5 Marks</li> </ul>	Financial statements clearly indicating the turnover values duly certified by a Chartered Accountant with UDIN	20
4	Certifications of the vendor <ul style="list-style-type: none"> <li>Valid FSSAI Certification - 05 marks</li> <li>Valid HACCP or GHP Certification - 03 Marks</li> <li>Valid relevant ISO Certifications - 02 Marks</li> </ul>	Relevant proof to be submitted for verification.	10
5	Number of CFTIs served in past 10 years as on 31-12-2024 <ul style="list-style-type: none"> <li>02 marks for each CFTI served (max 10 marks)</li> </ul>	Work orders / Contracts/ agreements clearly showing the nature of work and duration and certificate of Satisfactory completion of work	10
<b>Total Marks</b>			<b>75</b>

- For item 1 & 2, Contracts in multiple organizations during a year shall be considered as one contract for that year.

Cut-off Marks for Qualifying: Bidders securing a minimum of 50% marks in total of above will only be considered as eligible for next round of evaluation. Financial Bids of only these eligible Bidders will be opened and evaluated further, as notified herein.

- Technical Bid Score for each technically qualified bidder will be obtained as under:

$$\text{Technical Bid Score} = \frac{\text{Total marks obtained by the bidder}}{\text{Highest score among bidders}} \times 75$$

- Technical bid score, shall be rounded off to 2 decimal points

## **2. FINANCIAL BID EVALUATION.**

- The financial bids of the eligible bidders (obtaining min 50% of total marks in technical evaluation) will only be evaluated.
- The 'Financial Bid Value' quoted by the bidder in Cover-2 in CPP Portal only, shall be normalized for obtaining 'Financial Bid Score' of each bidder as under:

$$\text{Financial Bid Score} = \frac{\text{Lowest Financial Bid Value}}{\text{Financial Bid Value of the bidder}} \times 25$$

- Financial Bid Score will be rounded off to 2 decimal points

**3. Combined Bid Score = Technical Bid Score + Financial Bid Score**

**4. The bidder getting the highest Combined Bid Score will be the successful bidder.**

**5. In case of a tie:**

- The Bidder who scores higher marks in the Technical Score will be considered as successful bidder.
- In case of tie in clause (i) above, the bidder with higher experience in providing Mess/Canteen services in Centrally Funded Technical Institutions (CFTIs) will be considered as successful bidder.

**13. EXECUTION OF AGREEMENT**

- The successful Bidder will be communicated through letter of award.
- The Bidders shall be required to execute a Contract (as per the format at **Annexure-10**) within fifteen (15) days of award of contract. Failure to do so shall lead to cancellation of the contract.
- After selection, Bidders failing to commence operations as per the dates prescribed by the Institute, will be liable for penal action, including cancellation of the award of contract, and forfeiture of EMD and SD.

**14. PERFORMANCE SECURITY.**

Guaranteeing due performance under the Contract, Performance Security shall be furnished by the EA for a sum equivalent to 5% of contract value in the form of NEFT/DD/Bankers cheque or an unconditional and irrevocable Bank Guarantee (As per format at Annexure-11) from a scheduled commercial bank (acceptable to the Institute), within 15 days from the date of the award of contract. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the EA. The performance security deposit shall be interest free and shall be returned to the contractor after completion of the contract duly adjusting any amounts due to the Institute.

**15. GENERAL TERMS & CONDITIONS GOVERNING THE CONTRACT**

- The rates quoted by Bidders shall be all-inclusive (except GST) and fixed throughout the period of the Contract and extended periods of contract, and no changes in this regard are accepted, for any reason whatsoever.
- If the successful Bidder ("Engaged Agency" or "EA" as specified herein) fails to fulfill his obligations under the Contract i.e., non-adherence to terms and conditions in full or in part, IIMV may terminate the Contract forthwith, without incurring any liability whatsoever.
- Notwithstanding anything contained herein, the Contract can be terminated by either party by giving an advance notice of three months. No reason need be stated by either party for (seeking) termination.
- Manpower Deployment: The EA is required to deploy sufficient qualified, skilled, and experienced human resources with prior experience in the scope of work, for exclusive servicing of the IIMV contract. One of the resource persons shall be the single point of contact (SPOC), who will liaise with the counterpart in IIMV for the successful execution of the conduct.
- The bidder shall at all times use duly licensed software, tools, etc. for the management of the mess operations. The EA shall indemnify and hold the Institute harmless at all times, for any lapses in this regard on its part, for any reason whatsoever.

- f) The bidder shall not outsource and/or subcontract any part of its responsibilities, in full or in part, to any third party, without the prior written approval of the Institute. Even in such cases, such third parties shall also be duty-bound to comply, without demur, with all the terms and conditions of the Tender, as devolving on the EA.
- g) The bidder shall be solely responsible for ensuring compliance with all applicable laws of the land in the performance of services.
- h) Any breach shall attract penal action, including but not limited to forfeiture of performance security and termination of Contract.

**16. DURATION OF CONTRACT**

- a) Initially, for a period of Two years, can be further extended on same terms and conditions, based on performance review, the requirement of the Institute etc., at the discretion of the Competent Authority of the Institute.
- b) In the event of such an extension being under consideration (after conclusion of the initial Contract) and even in the event of the EA seeking an exit for any reason, it shall continue to be the responsibility of the EA to continue to work at the rates prevailing on the last date of the surviving Contract, even beyond the Contract period or the extended Contract period as the case may be, for at least 3 (three) months or till a new Contract is finalized, whichever is earlier.

**17. PAYMENT TERMS.**

The contractor shall raise the bills, based on the students daily attendance, as per the formats provided by this office and the payment shall be released within 21 working days of receipt of such bills subject to due verification.

- Contractor shall produce the certified challans for payment of GST, EPF, ESIC and proof of payment of wages for the employees engaged by him, along with bills for current month.
- Failure of production of such bills/challans shall lead to withholding of payments.
- TDS and all other taxes will be deducted as per applicable rules.
- The bidder should make good of all damages/repairs to the infrastructure, equipment etc., if any, raised by the Institute in given time. The outstanding amounts in such cases may be recovered by the Institute, from the bills payable to the contractor.

**18. FORCE MAJEURE.**

If at any time, during the continuance of the agreement/contract, the performance in whole or in part by the parties (i.e., the EA and IIMV), of any obligation specified in the Contract, is prevented, restricted, delayed, or interfered with by reason of war or hostility, the act of the public enemy, civil commotion, sabotage, the act of state or direction from statutory authority, earthquake, explosion, epidemic, pandemic, quarantine restriction, fire, floods, natural calamities or any act of GOD, (hereinafter referred to as an event), the parties may be excused from performance of their obligations provided that notice of happenings of any such event is exchanged by either party within two calendar days from the date of occurrence thereof. Provided further that the obligations under the agreement shall be resumed by the parties, as soon as practicable, after such event comes to an end or ceases to exist. The decision of the Institute as to whether the obligations may be so resumed and the time frame within which the obligations may be resumed shall be final and binding.

- a) The Force Majeure events mentioned above will not in any way cause an extension of the period of the Contract, unless explicitly agreed upon by the Institute.

**19. PENALTY.**

Any member of the designated Mess Committee or IIMV Administration can inspect the mess, kitchen of the agency/campus or any process without any prior notice to agency. In case of any discrepancy (in terms of quality of food or hygiene) or any case of negligence, appropriate punitive action in terms of financial penalty shall be levied. The quantum of financial penalty will depend on the following groups in which the said complaint is listed.

Group 1:

- i. Non-availability of complaint/suggestion book at food serving locations.
- ii. Non-availability of Manager and Supervisor during the services.
- iii. Absence of proprietor or his manager empowered to take decision from mess committee meetings on due invitation.
- iv. Violation of dress code by any of the staff member engaged by the agency during Service.
- v. Failure to maintain a proper health check-up of the workers and producing health fitness certificates. Failure in keeping time schedule.
- vi. Garbage items found accumulated and/or hamper the functioning of the drainage/ sewage system.

Group 2:

- i. Violation of quality parameters of food.
- ii. Failure in providing sufficient quantity of food items.
- iii. Poor hygiene in food preparation/transportation/serving.
- iv. Using of raw materials of brands other than specified.
- v. Any complaints of insects/stones/pebbles/foreign objects (plastics, glass pieces etc) found in any food item.
- vi. Changes in menu of any meal without prior approval.
- vii. Unhygienic conditions in preparation and transportation.
- viii. Meal was not cooked properly.
- ix. Using any raw material after the date of expiry mentioned thereon.
- x. Inappropriate personal hygiene of workers.
- xi. Possessing or consuming tobacco products such as bidi, cigarette, chewing tobacco in any form, gutkha, masala, pan, Alcohol/ banned substances etc.
- xii. Any other thing which is found unsuitable to the cooking and serving conditions as felt by the Students Committee/IIMV Administration.

For the complaint in Group 1, a penalty of Rs. 5000/- shall be levied. For the complaints in Group-2 a penalty of up to total bill amount for that day for that location of serving will be levied. In case of repetition of complaints related to above issues, IIMV Administration can cancel the contract unilaterally without any notice and performance guarantee/Security Deposit submitted by the agency will be forfeited. In case, the firm fails to provide the required services within specified delivery period, the same services will be obtained from open market and the entire cost, will be recovered from Performance Security or from pending bill(s) of the contractor or from both in case the recoverable amount exceeds the amount of Performance Security.

**20. LAWS GOVERNING AGREEMENT / CONTRACT:**

The Contract (to be) entered into between the Institute, and the EA shall be governed by the laws of the Union of India in force for the time being.

**21. TERMINATION FOR INSOLVENCY.**

The Institute may, at any time, terminate the Contract by giving one-month written notice to the EA, without any compensation to the EA, and without any liability or implications devolving on it, if the EA becomes bankrupt or otherwise insolvent as declared by a competent court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue to the Institute.

**22. INDEMNITY.**

The contractor shall indemnify and hold harmless at all times, the Institute and its representatives, against all losses and claims for injuries and or damages to any person or property. The bidder shall abide by and observe all laws and regulations of the land, or the time being in force, and shall keep the Institute indemnified against all penalties and liabilities for any kind of breach of any such statute, ordinance, law, regulation or rule enforced by any rightful authority and legal entity.

**23. COMPLIANCE WITH THE INSTITUTE RULES AND REGULATIONS.**

The selected bidder shall comply with all norms stipulated by the Institute regarding maintenance of discipline, decorum, etiquette, safety, security and hygiene at and around the workplace. Strict compliance with all guidelines/procedures etc. issued by the MHA/MHRD/Local Authorities/Institute in relation to the COVID-19 pandemic or any other such contingencies/exigencies shall be duly observed while entering and during the stay at the office, while interacting with the faculty, staff, students etc.

**24. ARBITRATION.**

In the event of any question, dispute or difference arising under this tender and/or in connection therewith, except as regards decisions, the process in respect of which is specifically and explicitly provided under this tender, the same shall be referred to an arbitrator appointed in accordance with the law for the time being in force by the Competent Authority and the decision of the Arbitrator shall be final and binding on both parties of this tender. The costs of arbitration shall be shared equally.

**25. JURISDICTION.**

All disputes arising, if any, under this tender/contract shall be subjected to the jurisdiction of courts of Visakhapatnam, Andhra Pradesh only

**26. INTERPRETATION.**

Any clarification regarding the meaning or intent or interpretation of any of the terms and conditions of the Tender or Contract, whether explicit or implicit, shall be sought from the Director of the Institute (Competent Authority) whose decision in the matter shall be final and binding.

**27. INSTRUCTIONS FOR ONLINE BID SUBMISSION.**

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. More information useful for submitting online bids on the CPP Portal may be obtained at:.

**1. Registration:**

- a) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- b) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- c) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- d) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- e) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- f) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

**2. Preparation of bids**

- a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.



- b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- c) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- d) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### 3. Submission of bids:

- a) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- c) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- d) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- e) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- f) 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.
- g) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- h) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- i) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

- j) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.
- k) After successful submission of bids online, the self-attested hard copy of the technical bid along with all required documents and EMD and original integrity pact shall be sent through post to the Institute as mentioned in the Section 10 'Submission of Bids'.

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## LIST OF MESS/KITCHEN EQUIPMENT

S.No	DESCRIPTION OF EQUIPMENT	UNIT	QTY
1	Drain trough grating with s/s gutter & basket size-1360x360x100	Nos.	2
2	Insect-o-cutter, make-pest-o-flush spider	Nos.	5
3	Transport trolley	Nos.	1
4	Worktable with two sink 1200x600x900mm	Nos.	1
5	Floor trap with s/s gutter & basket gutter size 225 x 225 x 100 mm high	Nos.	2
6	Worktable size 800 x 750x850mm	Nos.	1
7	Bench weighing scale, make-cas-india / cas-tp-30kg	Nos.	1
8	Platform weighing scale , make-cas-india cas-db-500kg	Nos.	1
9	Knee operated hand sink with soap dispenser make-local	Nos.	1
10	Garbage refrigerator, make-celfrost size-1500x2100x2550	Nos.	1
11	Drain trough grating with s/s gutter & basket size 1060x360x100 framework	Nos.	1
12	Sorting table size 1200x650x850	Nos.	1
13	CAN STORAGE RACK 1350x600x1650	Nos.	1
14	Storage shelving, make-nilkamal	Nos.	1
15	Office desk & chair	Nos.	1
16	Receiving office desk & chair	Nos.	1
17	GLASS RACK SHELF SIZE 600 x 600 X 1500mm high	Nos.	1
18	Floor trap with s/s gutter & basket gutter size-225x225x100	Nos.	1
19	Water cooler, make-celfrost 80 ltrs.	Nos.	1
20	Water filter , make-pentair ro 50	Nos.	1
21	Lockers cabinet (female), make-local	Nos.	1
22	Stacking platform, make-nilkamal model gmp-1208nu	Nos.	2
23	STRIP CURTAIN-1000X2100 WIDE fixed strips covering	Nos.	1
24	Pot washing unit with three sinks size-2650x750x850high	Nos.	1
25	Pre rinse spray unit , model- b-0133-b 109 ,make t&s	Nos.	1
26	Drain trough grating with s/s gutter & basket framework size 1560x360x100	Nos.	1
27	Wall mounted pot rack shelf	Nos.	1
28	Storage shelving (pot wash store), make-nilkamal model bito-5 shelves	Nos.	2
29	Mobile pot rack SIZE-900 x 600 X 1875mm high	Nos.	1
30	Knee operated hand sink with soap dispenser make-local	Nos.	1
31	FLOOR TRAP WITH S/S GUTTER & BASKET GUTTER SIZE 225 x 225 x 100 mm high	Nos.	1
32	Stacking platform, make-nilkamal model gmp-1208nu	Nos.	3
33	Dunnage rack, size-850x600x300mm high	Nos.	2
34	MOBILE INGREDIENT BIN SIZE-400x700x700	Nos.	3
35	Store room shelving (general store), make-nilkamal model bito-5 shelves	Nos.	14
36	Platform weighing scale , make-cas-india cas-db-500kg	Nos.	1
37	Bench weighing scale ,make-cas-india / cas-tp-30kg	Nos.	1
38	Work table size-800x700x850mm	Nos.	1
39	Store keeper desk & chair	Nos.	1
40	Pass through counter with shutter	Nos.	1
41	Garbage can ,make-sintex / model-cv-08-01	Nos.	1
42	Wall shelf size-1875x300wide	Nos.	1
43	Food processor-200 kg , model-trk70y, make- Electrolux	Nos.	1
44	Work table size-1875x750x850mm	Nos.	1
45	Work table with drawer size-1950x750x850mm	Nos.	1
46	MOBILE INGREDIENT BIN SIZE-400x700x700	Nos.	2
47	Wall shelf size-1950x300wide	Nos.	1
48	Wall shelf size-1950(verify)x300wide	Nos.	1
49	Work table size-1950(verify)x750x850mm	Nos.	1
50	Work table with two sink size-1275x750x850 top	Nos.	1
51	Floor trap with s/s gutter & basket gutter size-225x225x100	Nos.	2
52	Drain trough grating with s/s gutter & basket framework size 1060x360x100	Nos.	1
53	Veg refrigerator, make-celfrost size-3250x2400x2550	Nos.	1

54	Veg. Refrigerator shelving, SIZE- 900 x 500 x 1875 mm high (1)nos, 1200 x 500 x 1875 mm high (2)nos	Nos.	2
55	Veg. Refrigerator shelving, 1350 x 500 x 1875 mm high (1)nos & 1000 x 500 x 1875 mm high (1)nos	Nos.	1
56	Veg. Refrigerator shelving, UPRIGHT-four (4) nos 38 x 38 x 3mm thick s/s angle uprights	Nos.	1
57	Work table size-1500x750x850mm	Nos.	1
58	Wall shelf size-1500x300wide	Nos.	1
59	POTATO AND ONION STORAGE BIN SIZE-600 x 700 x 1350mm	Nos.	4
60	Wet masala grinder (tilting type) make- trident 15kg	Nos.	1
61	Drain trough grating with s/s gutter & basket framework size 1560x360x100	Nos.	1
62	Pulveriser hp industrial type size 900x500x900 10kg	Nos.	1
63	Knee operated hand sink with soap dispenser make-local	Nos.	1
64	Wall shelf size-1200x300wide	Nos.	1
65	Work table size-1200x750x850mm	Nos.	1
66	Meat mincer , model-mm22, make-electrolux	Nos.	1
67	Work table size-1600x750x850mm	Nos.	1
68	Garbage can ,make-sintex / model-cv-08-01	Nos.	1
69	Wall shelf size-1600x300wide	Nos.	1
70	Wall shelf size-1900x300wide	Nos.	1
71	Work table with two sink size-1900x750x850 top	Nos.	1
72	Drain trough grating with s/s gutter & basket framework size 1060x360x100	Nos.	1
73	Meat refrigerator, make-celfrost size-2250x2800x2550	Nos.	1
74	Meat refrigerator shelving,	Nos.	1
75	SIZE- 900 x 500 x 1875 mm high (1)nos, 1200 x 500 x 1875 mm high (2)nos	Nos.	2
76	750 x 500 x 1875 mm high (1)nos	Nos.	1
77	Meat freezer, make-celfrost size-2800x1500x2550	Nos.	1
78	Meat freezer shelving,	Nos.	1
79	SIZE- 900 x 500 x 1875 mm high (1)nos, 1200 x 500 x 1875 mm high (1)nos	Nos.	1
80	1350 x 500 x 1875 mm high (1)nos	Nos.	1
81	Knee operated hand sink with soap dispenser make-local	Nos.	1
82	Work counter size-550x450x850mm	Nos.	1
83	Work counter with cold bain marie (4pans) & tray rest rail size-925x700x850mm	Nos.	3
84	Sneeze guard	Nos.	3
85	Work counter with bain marie (5pans) & tray rest rail size-1800x700x850mm	Nos.	3
86	SNEEZE GUARD SIZE-1800 x 530 x 550mm high	Nos.	3
87	Work counter size-550x450x850mm	Nos.	1
88	Work counter with tray rest rail size-700x700x850mm	Nos.	1
89	Work counter with tray rest rail	Nos.	1
90	Floor trap with s/s gutter & basket gutter size-225x225x100	Nos.	9
91	MOBILE TRAY CART SIZE-500 x 700 x 850mm high	Nos.	2
92	Mobile refrigerated food cart size-740x1040x1760high	Nos.	1
93	Mobile non refrigerated food cart size-740x910x1760high	Nos.	1
94	Work counter size-1800x650x850mm	Nos.	1
95	Work counter size-2400x700x850mm	Nos.	1
96	MOBILE PAN RACK SIZE-625 x 750 x 1850	Nos.	3
97	Work table size-1350x700x850mm	Nos.	1
98	Garbage can ,make-sintex / model-cv-08-01	Nos.	1
99	Work table size-1800x700x850mm	Nos.	1
100	Bussing cart	Nos.	1
101	Work table with sink size-1725x700x850mm	Nos.	1
102	Wall shelf size-1725x300wide	Nos.	1
103	Wall shelf size-1050x300wide	Nos.	1
104	Work table size-1050x700x850mm	Nos.	1
105	Stick blender ,model- tr-750 , make-sammic	Nos.	1
106	Drain trough grating with s/s gutter & basket size 560x1060x100 framework	Nos.	4
107	Tilting braising pan	Nos.	1

108	Steam jacketed kettle ,make-rg incorporation size-1000x900x850	Nos.	1
109	Manual cook wok ,make-local	Nos.	1
110	Drain trough grating with s/s gutter & basket framework size 560x1060x100	Nos.	2
111	Exhaust hood, MAKE-CHEFMATE SIZE-6650X2000+200+200X600MM	Nos.	1
112	Spreader plate size-400x900x850mm	Nos.	1
113	Dosa plate size-1050x900x850mm	Nos.	2
114	Two burner range size-1200x900x850mm	Nos.	1
115	Spreader plate size-400x900x850mm	Nos.	4
116	Four burner range size-800x900x850mm	Nos.	1
117	Griddle plate size-800x900x850mm	Nos.	1
118	Idli steamer size-600 x 600 x 1050high	Nos.	2
119	CHINESE STEAMER SIZE-900 W x 1050 D x (810 +440) H	Nos.	1
120	Combi oven with stand ,model-20.10ogs,make-convotherm size-	Nos.	1
121	MOBILE PAN RACK SIZE-625 x 750 x 1850	Nos.	1
122	Exhaust hood, MAKE-CHEFMATE SIZE-6650X2000+200+200X600MM	Nos.	1
123	Stock pot stove	Nos.	3
124	Work table size-1450x700x850	Nos.	1
125	Work table with sink size-1450x700x850	Nos.	1
126	MOBILE TROLLY SIZE-1050x700x850mm high	Nos.	1
127	STRIP CURTAIN-1000X2100 WIDE fixed strips covering	Nos.	1
128	WALL MOUNTED POT RACK SHELF SIZE-1800 x 525mm wide	Nos.	1
129	Pot washing unit with three sinks size-3700x750x850mm	Nos.	1
130	Drain trough grating with s/s gutter & basket size-1560x360x100 framework	Nos.	1
131	Pre rinse spray unit , model- b-0133-b 109 ,make t&s	Nos.	1
132	Garbage can ,make-sintex / model-cv-08-01	Nos.	1
133	Wall mounted faucet ,make-jaquar / model-swan neck	Nos.	1
134	Flushing hose unit , model- 5hr-242-01,make-t&s	Nos.	1
135	Drain trough grating with s/s gutter & basket size-1360x660x100 framework	Nos.	1
136	MOBILE POT RACK SIZE-900 x 600 X 1875mm high	Nos.	1
137	Storage shelving (pot wash store), make-nilkamal model bito-5 shelves	Nos.	2
138	Garbage can ,make-sintex / model-cv-08-01	Nos.	1
139	WORK COUNTER WITH SINK SIZE-2100x700x850	Nos.	1
140	Wall shelf size-2100x300wide	Nos.	1
141	MOBILE INGREDIENT BIN SIZE-400x700x700	Nos.	2
142	WORK COUNTER WITH SINK SIZE-1800x700x850	Nos.	1
143	REACH IN REFRIGERATOR FOUR DOOR ,MAKE-CELFROST SIZE-59.2" x 33.2" x 80.4" high	Nos.	1
144	STRIP CURTAIN-1000X2100 WIDE fixed strips covering	Nos.	1
145	Clean dish landing table	Nos.	1
146	Wall mounted rack shelf	Nos.	1
147	Plate rack trolley ,make-nilkamal, model-dish caddy	Nos.	2
148	DISH WASHING MACHINE WITH DRYER , MODEL- K200M (TR 1) ,MAKE-MEIKO,LEFT TO RIGHT OPERATION SIZE-2300x770x2050mm high	Nos.	1
149	Drain trough grating with s/s gutter & basket	Nos.	1
150	Soiled dish landing table with sink	Nos.	1
151	Pre rinse spray unit , model- b-0133-b 109 ,make t&s	Nos.	1
152	Garbage can ,make-sintex / model-cv-08-01	Nos.	1
153	Pass through counter	Nos.	1
154	Five tier trolley	Nos.	2
155	Storage shelving (dish wash store), make-nilkamal model bito-5 shelves	Nos.	7
156	Drain trough grating with s/s gutter & basket	Nos.	1
157	Flushing hose unit , model- 5hr-242-01,make-t&s	Nos.	1
158	Eye washer, make-local	Nos.	1
159	Knee operated hand sink with soap dispenser make-local	Nos.	1
160	Work table with sink	Nos.	1
161	Wall shelf	Nos.	1
162	Garbage can ,make-sintex / model-cv-08-01	Nos.	1
163	Mobile trolley	Nos.	1
164	Exhaust hood, MAKE-CHEFMATE	Nos.	1

165	Attachment rack	Nos.	1
166	Spiral mixer ,make-bentom	Nos.	1
167	Exhaust hood, MAKE-CHEFMATE	Nos.	1
168	Chapati puffer	Nos.	1
169	Mobile trolley	Nos.	1
170	Mobile flour bin	Nos.	2
171	Store room shelving(day store), make-nilkamal model bito-5 shelves	Nos.	6
172	Glass rack shelf	Nos.	2
173	Water cooler, make-celfrost 80 ltrs.	Nos.	2
174	Water filter , make-pentair ro 50	Nos.	2
175	LPG Cylinder Manifold (For 2X13 = 26 Cylinders of 19 Kg Capacity). Cylinders shall be kept in staggered manner at ground level. 13 Cylinders shall be operational at once & 13 will remain in standbye position) made out of hot finished mild steel pipes, Necessary MECV manifold Nipples, Sockets, Special clamps, Click-On type compact valve cylinder adapters, Cylinder Pigtaills, nrvs, efcvs and other accessories as listed below:-	Nos.	2
176	Non Return Valve made out of Forged Brass.	Nos.	26
177	Cylinder Compact Valve Adopter 25mm	Nos.	26
178	Flexible Cylinder Pigtail made out of PTFE enriched Polymer (PU) chemically resistant to LPG, duly braided by SS-304 and suitably designed for a working pressure of 20 Kgf/Cm2. Size: 2/3 feet long	Nos.	26
179	Adjustable Pressure Regulator (REG - 4, Gas Flow Rate is 100 Nm3/hr & out let pressure is adjustable from 0.5 to 10Kg/cm2, 1:BSP-INT) like with necessary fittings	Nos.	4
180	Pressure Gauge in 100mm dial size of pressure range 0-4,14 Kgf/Cm2 with Valve	Nos.	6
181	LPG Moisture and Particle separator - 25mm	Nos.	2
182	LPG Gas Bank encloser for 19Kg Cylinders in heavy duty with complete primer, painted, locking arrangement. (2x13) Size: 14' x 7'0" x 6'-3"	Nos.	1
183	Dough ball/kinder	Nos.	1
184	Wet grinder 20 l	Nos.	1
185	Wet grinder 10 l	Nos.	1
186	Cutting machine	Nos.	1
187	Potato Peller com	Nos.	1
188	Mixie commercial	Nos.	1
189	Gravy Machine	Nos.	1
190	Dish Washer	Nos.	1

Note: The above list is as on date. The items handed over to the EA shall be final and recorded for all purposes.

## MESS MENU MATRIX

The EA should be responsible for providing the following menu for the entire Academic year on a weekly basis (Sunday - Saturday), for students as under:

Meal	Menu	
Breakfast	Item: 1 Cereals	Cornflakes / Wheat flakes /Dalia/Oats etc.
	Item: 2 - Hot beverages	Tea/Coffee/Milk
	Item: 3 Hot Breakfast	Idli with chutney & sambar / Dosa /Stuffed Paratha/Chole Bhaturey / Vada Sambar /Upma /Puri Bhaji /Poha etc.
	Item: 4 Breads	Slices of plain bread (white/brown) and toasted, with Jam, Butter etc.
	Item: 5 Egg	Boiled Egg/Bhurji/Omlet etc
	Item: 6 Fruits	Cut Fruits/seasonal fruit/Fruit Salad etc.

Meal	Menu	
Lunch	Item:-1 Salad	Green Salad
	Item:-2 Roti	Roti - Plain/Tawa/tandoori/naan etc
	Item:-3 Rice	Rice - Plain/Zeera/Biryani/Pulao etc
	Item:-4 Dals	Dal Fry / Dal Tadka/Yellow dal etc
	Item:-5 Vegetable curry dry	One seasonal green vegetable dry
	Item:-6 Vegetable curry Gravy	One vegetable gravy (Paneer / Chole / Rajma/Lobina /Kofta/any seasonal vegetable curry with gravy etc
	Item:-7 Curd	Plain Curd / Raita
	Item:-8 Crisp	Papad/Fryums/Chips/French Fries etc.
	Item:-9 Pickles	Pickle/Chutney etc

Meal	Menu	
Snacks	Item:-1 Tea/coffee	Tea / Coffee /Milk
	Item:-2 - hot snacks	Samosa (2)/Kachodi(2)/Vada Pav(2)/ Hot Chat/ Noodles/Sandwich(2) /Podi Idly(4)/ Bread Pakoda(2)/Onion Pakoda/Punugulu/ Pani Puri (6) etc., with Sauce or Chutney

Meal	Menu	
Dinner	Item:-1 Salad	Green Salad
	Item:-2 Roti	Roti - Plain/Tawa/tandoori/naan etc
	Item:-3 - rice	Rice - Plain/Zeera/Biryani/Pulao etc
	Item:-4 - Dal	Dal Fry/Tadka/Malai/Yellow etc
	Item:-5 Vegetable curry dry	One seasonal green vegetable dry
	Item:-6 Vegetable curry gravy	One vegetable gravy (Paneer / Chole / Rajma/Lobina /Kofta/any seasonal vegetable curry with gravy / Mixed vegetable curry etc)
	Item:-7 Curd	Plain Curd / Raita
	Item:-8 Crisps	Papad/Fryums/Chips/French Fries etc.
	Item:-9 Pickle	Pickle/Chutney etc
	Item:-10 Sweet	Gulab jamoon, Halwa, kheer etc
	Item: 11 Non- Veg item	One non-veg item like Egg/Chicken/mutton/ Fish etc., 3 times in a week

- i. The food is to be served unlimited except Milk, Curd and Non-Veg items.
- ii. Non-veg items (Egg (02Nos), Chicken (150 g)) will be served in a limited manner weekly 03 days as decided by the Hostel & Mess Committee
- iii. Menu and the policy matters relating to the operations of the Mess will be the direct responsibility of the Hostel & Mess Committee.
- iv. Menu must consist of all varieties including the dishes of both South Indian & North Indian students.
- v. **It is mandatory to include the millets in the anyone of the meal daily** - A report to be maintained by the EA regarding the millets using in the daily menu and to be submitted with the Hostel & Mess Committee / Administration.
- vi. The menu for the sick students will be: Kichdi, Dalia, Curd, Milk, Fruits or as advised by the Institute Medical Officer. All such requests should reach the EA by the H&M Secretary in advance 24 hrs (exceptional will be given in the emergency cases).



**Raw Material & Brands of ingredients to be used for preparation of Food**

Sl No.	Name of The Item	Brands (must be FSSAI/ISI/Agmark approved)
1	Atta, Besan, Maida, Suji	Aashirvaad, Pillsbury, Annapurna, Tata or equivalent brand with FSSAI/ISI/Agmark
2	Rice	Fine Quality Polished Sortex Rice available in Packed Condition like Lalita, Bell etc with FSSAI /ISI/Agmark. Branded Basmati rice should be used for Pulavs and Biryani etc.
3	All Dals	Annapurna, Tata, Laxmi or equivalent brand with FSSAI /ISI /Agmrk
4	Edible Oil	Refined Sunflower Oil: Sundrop, Saffola, Dhara, Fortune Or equivalent brand with FSSAI/ISI/Agmark
5	Idly Rawa	Lalitha, Tajmahal or equivalent brand with FSSAI/ISI/Agmark
6	Milk, Curd, Ghee, Butter	Amul, Visakha Dairy, Heritage, Jersy, Gowardhan Or equivalent brand with FSSAI /ISI/Agmark
7	Hing/Asafoetida	Lg, Everest, DI Or equivalent brand with FSSAI/ISI/Agmark
8	Chat/Chole/Garam Masala, Mango power	Aashirvaad, Catch, Priya, Everest, Eastern, MTR, MDH with FSSAI/ISI/Agmark
9	Powders: Sambar/ Rasam/Pepper/Cumin/ Turmeric/Chilly / Coriander	Aashirvaad, Catch, Priya, Everest, Eastern, MTR, MDH, TATA with FSSAI/ISI/Agmark
10	Chilli/Tomato Sauce/Vinegar	Kissan, Weikfield, Maggi, Ching's Secret, Sil or equivalent brand with FSSAI/ISI/ Agmark
11	Pickles	Priya, Homemade, Mother's Recipe or equivalent brand with FSSAI/ISI/Agmark
12	Bread (Brown & white)	Britannia, Fresh choice or equivalent brand with FSSAI/ISI/Agmark
13	Jam	Kisan, Mapro or equivalent brand with FSSAI/ISI/Agmark
14	Biscuits/Cookies	Britannia, Parle, Sunfeast or equivalent brand with FSSAI/ISI/Agmark
15	Paneer	Amul, Visakha Dairy, Heritage, Jersy or equivalent brand with FSSAI/ISI/Agmark
16	Ice cream	Amul, Visakha Dairy, Kwality Walls, Vadilal, Havmor, Heritage with FSSAI/ISI/Agmark
17	Tea powder	Tajmahal, 3roses, Red Label, Wagh Bakri with FSSAI/ISI/Agmark
18	Coffee powder	Green Label, Nescafe, Araku valley, Bru with FSSAI/ISI /Agmark
19	Semiya/vermicelli	Bambino, Mtr, Tasty Treat, Savorit or equivalent brand with FSSAI/ISI/Agmark
20	Cornflacks	Kellogs (any flavor) or equivalent brand with FSSAI/ISI/Agmark
21	Papad	Ambica, Priya, Lizzat or equivalent brand with FSSAI/ISI/Agmark
22	Salt (Iodised)	Tata, Aashirvad, Nirma, Annapurna or equivalent brand with
23	Tissue Paper Napkin	Premiere, or equivalent brand with FSSAI/ISI/Agmark
24	Noodles	Maggi, Yippee, Nisin, Knor Or equivalent brand with
25	Poha	Silver Star, 24lm or equivalent brand with FSSAI/ISI/Agmark
26	Kaju /Kismis/ Tamarind etc	Fine Quality. Brand with FSSAI/ISI/Agmark

27	Fruits and Vegetables	Fresh and fine quality fruits and vegetables. Rotten/spoiled/damaged items shouldn't be used.
28	Chicken/Egg/Mutton /Fish	Should be procured from a clean, hygienically maintained, reputed stores

Note :

- (i) The contractor shall submit the samples of brands to the Mess committee at the beginning, The brands selected by the committee only shall be used thereafter.
- (ii) Any other item not specified in the above list, if required, should be of good quality and certified with FSSAI/ISI/AGMARK.

(To be printed on Bidder's letterhead and submitted as the first page of 'Technical Bid')  
(to be signed by the authorized signatory with stamp)

### LETTER FOR SUBMISSION OF BID

To:  
The Chief Administrative Officer HR  
Indian Institute of Management Visakhapatnam  
Gambheeram Village, Anandapuram (Mandal)  
Visakhapatnam - 531163  
Andhra Pradesh

Dear Sir,

**Subject:** Bid for Tender No.: IIMV/ADMIN/FOOD CATERING/2024-25/007 Dated 25 Feb 2025 inviting Bidders for Engagement as Service Providers for providing Catering services at Indian Institute of Management Visakhapatnam.

Subject to the conditions given in the tender documents, I/We hereby submit my/our bid for Tender No.: IIMV/ADMIN/FOOD CATERING/2024-25/007 Dated 25 Feb 2025 inviting Bidders for Engagement as Service Providers for providing Catering services at Indian Institute of Management Visakhapatnam, I/We hereby certify that I/We have read all the terms and conditions of the tender document and agree to abide by them unconditionally and without demur.

S.No	Particulars	Details
1	Name of the Bidder (Firm/Co./Agency)	
2	Address of Registered Office with telephone numbers	
3	GSTN & PAN	
4	Authorized Signatory's Name	
5	Authorized Signatory's Designation	
6	Contact No.(s): Landline	
7	Contact No.(s): Mobile	
8	Email ID:	

Note: All correspondence shall be made by the Institute on the mentioned address, contact No. and email ID only.

### DECLARATION

I, \_\_\_\_\_, the undersigned, being the authorized signatory for submission of bid for Tender No.: IIMV/ADMIN/FOOD CATERING/2024-25/007 Dated 25 Feb 2025 inviting Bidders for Engagement of agency for providing Mess and Catering services at Indian Institute of Management Visakhapatnam, hereby declare that I read and understand all the terms and conditions of the Tender document.

All the documents submitted and the details being furnished are true, complete and correct to the best of my knowledge. I also declare that no fact or information has been concealed or

misrepresented in the bid being submitted. I understand that if at any time, during or after the tender process or after the award of the contract, if any breach of this declaration has been found out or comes to light, the bid will be summarily rejected and the contract (if awarded) will be nullified without the Institute incurring any liability whatsoever and suitable action as deemed fit by the Institute will be initiated against me and my firm, company or agency.

Authorized Signatory:

Full name:

Designation:

(Company Seal)

Date:

Place:

**TECHNICAL BID**

**Tender No.: IIMV/ADMIN/FOOD CATERING/2024-25/007 Dated 25 Feb 2025**  
**Tender for providing Mess and Catering Services at IIM Visakhapatnam**

The following documents are to be furnished by the Bidder in the Technical Bid. Bidders are to carefully read and comply with the notes given below this Table.

S. No	Description	Documents to be Submitted	Submitted YES / NO with Page No.
1	The bidder shall be a firm/ company /proprietorship establishment registered under suitable Act with a registered or branch office in Andhra Pradesh.	Registration certificate under applicable Act/Law clearly indicating the address of the firm/office.	
2	The bidder shall have a valid license for commercial operations in the field of Food & Catering services.	Trade licence/commercial license certificate issued by the competent authority clearing indicating the nature of business	
3	The bidder shall have a valid FSSAI certificate.	Registration certificate under FSSAI duly indicating the bidder's name and address	
4	The bidder shall have Active / Regular GST registration and PAN.	Copies of valid GSTN and PAN clearly indicating the bidder's name	
5	The bidder shall have valid registrations under applicable labour laws	Copies of valid registration certificate under applicable labour Acts/Laws	
6	The bidder /firm/company should have a minimum of 05 years of experience in providing Mess/Canteen services in Centrally Funded Technical Institutions (CFTIs), Institutes of National Importance, as on 31-12-2024.	Copies of work orders and agreements along with work completion certificates clearly indicating the duration, nature of engagement and quantum of work carried out	
7	The bidder should have at least Rs. 5 Crore average annual turnover for the last three financial years ie, 2021-22, 2022-23 & 2023-24	Financial statements clearly indicating the turnover values duly certified by a Chartered Accountant with UDIN	
8	The bidder should not have been blacklisted by Central/State Govt/PSU at any point of time, nor is any criminal case registered / pending against the Agency or any of its owners/ partners or any other individual associated with it in any capacity, anywhere in India	Declaration on firm's letterhead as per the format given in tender document, Annexure-6	
9	Proof of EMD Payment/ MSME Certificate (only Micro & Small Enterprises are exempted from payment of EMD)	Submit relevant documents.	
10	Duly signed and stamped entire tender document along with its addendum/corrigendum, if any	Submit the documents accordingly	
11	Have you submitted Integrity Pact	To be completed in all respects, printed on Rs. 100 Non-judicial	

S. No	Description	Documents to be Submitted	Submitted YES / NO with Page No.
		stamp paper and submit in original	
12	Have you submitted Rates for High tea/ Special Lunch/dinner	As per Annexure-9	

**Notes:**

- a) The bid without any of these documents shall be treated as incomplete. The bids with documents NOT matching with the above eligibility criteria and incomplete documents will be declared as 'Not eligible'. All the above documents should be clearly stamped and signed by the authorized signatory of the bidder. All supporting documents in support of the above clauses shall be produced along with Technical Bid documents. As the Technical Score for each bidder is evaluated based on these documents, bidders are advised to attach as many relevant documents as available with them. All documents shall be serially numbered.
- b) Bidders should submit attested photocopies (signed and stamped by the authorized signatory) of all the documents mentioned in the tender document.
- c) **Do mention the page number of the Document attached for verification.**

Name of the Bidder (Firm/Co./Agency)\_\_\_\_\_

Name & Designation of the Authorized Signatory: \_\_\_\_\_

Date:

Signature:

Place:

Name:

Company Seal:

**DECLARATION REGARDING NON-BLACKLISTING & OTHER TERMS, OF THE FIRM**  
(To be printed on Bidder's letterhead)

To:  
The Chief Administrative Officer  
Indian Institute of Management Visakhapatnam  
Gambheeram Village, Anandapuram (Mandal)  
Visakhapatnam - 531163  
Andhra Pradesh

Dear Sir,

Subject: Non-Blacklisting declaration in connection with IIM Visakhapatnam Tender No.: IIMV/ADMIN/FOOD CATERING/2024-25/007 Dated 25 Feb 2025.

This is to notify you that our Firm/Company/Organization intends to submit a proposal in response to Tender No.: IIMV/ADMIN/FOOD CATERING/2024-25/007 Dated 25 Feb 2025 for providing Mess and Catering Services at IIM Visakhapatnam.

In accordance with the above we declare that:

- a. We are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.
- b. We are not blacklisted by Central or any State Government or by any entity, organization, agency, autonomous body, or society of any State or Central Government or any Regulatory Authority in India or any other country in the world, for any kind of fraudulent activities.
- c. No action by any law enforcement agency in India or abroad has ever been initiated by us, at any time.
- d. We have not failed in the execution of similar contracts in the past 3 years.

Name of the Bidder (Firm/Co./Agency) \_\_\_\_\_

Name & Designation of the Authorized Signatory: \_\_\_\_\_

Date:

Signature:

Place:

Name:

Company Seal:

**INTEGRITY PACT**

(To filled in and printed on Rs. 100/- non-judicial stamp paper and submitted along with the tender documents)

This Integrity Pact is made and executed at .....on this day of .....2025.

**BY AND BETWEEN**

Indian Institute of Management Visakhapatnam acting through .....  
....., having its office located at Gambheeram Village,  
Anandapuram (Mandal), Visakhapatnam -District, Andhra Pradesh - (hereinafter referred to as “Principal” which terms or expression shall unless excluded by or repugnant to the subject or context, mean and include its successor-in-office, administrators or permitted assignees) of this **First Party**:

**AND**

M/ s. \_\_\_\_\_ a company incorporated under the Companies act  
..... through its representative / authorized signatory .....  
..... vide resolution dated ..... Passed by the Board of  
Directors, having its office at .....  
(hereinafter referred to as “The Bidder/Contractor” which term or expression shall, unless excluded by or repugnant to the subject or context, mean and include its successor-in-office, administrators or permitted assignees) of the **Second Party**

**Preamble**

The Principal intends to award, under laid down organizational procedures, contracts for ..... . The Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness / transparency in its relations with its Bidders(s) and or Contractor(s).

In order to achieve these goals, the Principal will appoint Independent External Monitors (IEMs) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

**Section 1 - Commitments of the Principal**

(1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following Principles:-

- a) No employee of the Principal, personally or through family members' will in connection with the tender for, or the execution of a contract , demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
- b) The Principal will, during the tender process treat all Bidde(s) with equity and reason The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidde(s) confidential/ additional information through which the Bidde(s) could obtain an advantage in relation to the tender process or the contract execution.
- c) The Principal will exclude from the process all known prejudiced persons.

(2) If the Principal obtains information on the conduct of any of its employees, which is a criminal offence under the IPC/ PC Act, or if there be a substantive suspicion in this regard, the Principal shall inform the Chief Vigilance Officer and in addition, can initiate disciplinary actions.



## **Section 2 - Commitments of the 'Bidder/ Contractor (s)**

(1) The 'Bidder/ Contractor' commit themselves to take all measures necessary to prevent corruption. The 'Bidder/ Contractor' commit themselves to observe the following principles during participation in the tender process and during the contract execution.

- a) The 'Bidder/ Contractor' shall not, directly or through any other person or firm, offer, promise, or give to any of the Principal's employees involved in the tender process or the execution of the contract, or to any third person any material or other benefit which he is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
- b) The 'Bidder/ Contractor' shall not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the tender process.
- c) The 'Bidder/ Contractor' shall not commit any offence under the relevant IPC/ PC Act; further, the 'Bidder/ Contractor' shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals, and business details, including information contained or transmitted electronically.
- d) The 'Bidder/ Contractor' of foreign origin shall disclose the name and address of the Agents/ representatives in India if any. Similarly, the Bidder/ Contractors of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further details as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers" shall be disclosed by the Bidder/ Contractor. Further, as mentioned in the Guidelines, all the payments made to the Indian agent/ representative have to be in Indian Rupees only. Copy of the "Guidelines on Indian Agents of Foreign Suppliers" is placed in Appendix to this agreement.
- e) The 'Bidder/ Contractor' shall, when presenting their bid, disclose any and all payments made, is committed to, or intends to make to agents, brokers, or any other intermediaries in connection with the award of the contract.
- f) Bidder/ Contractor who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.

(2) The 'Bidder(s)/ Contractor' shall not instigate third persons to commit offences outlined above or be an accessory to such offences.

## **Section 3 - Consequences of Breach**

Without prejudice to any rights that may be available to the Principal/Owner under law or the Contract or its established policies and laid down procedures, the Principal shall have the following rights in case of breach of this Integrity Pact by the Bidder(s)/Contractor(s) and the Bidder/ Contractor accepts and undertakes to respect and uphold the Principal's absolute right:

1. If the Bidder(s)/Contractor(s), either before award or during execution of Contract has committed a transgression through a violation of Section 2 above or in any other form, such as to put his reliability or credibility in question, the Principal/Owner after giving 14 days' notice to the contractor shall have powers to disqualify the Bidder(s)/Contractor(s) from the Tender process or terminate/determine the Contract, if already executed or exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Principal. Such exclusion may be forever or for a limited period as decided by the Principal.

2. Forfeiture of EMD/Performance Guarantee/Security Deposit: If the Principal/Owner has disqualified the Bidder(s) from the Tender process prior to the award of the Contract or terminated/determined the Contract or has accrued the right to terminate/determine the Contract according to Article 3(1), the Principal apart from exercising any legal rights that may have accrued to the Principal/Owner, may in its considered opinion forfeit the entire amount of Earnest Money Deposit, Performance Guarantee and Security Deposit of the Bidder/Contractor.

3. Criminal Liability: If the Principal/Owner obtains knowledge of conduct of a Bidder or Contractor, or of an employee or a representative or an associate of a Bidder or Contractor which constitutes corruption within the meaning of IPC Act, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to law enforcing agencies for further investigation.

#### **Section 4 - Compensation for Damages**

(1) If the Principal has disqualified the 'Bidder/ Contractor' from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover from 'Bidder/ Contractor' the damages equivalent to Earnest Money Deposit/ Bid Security.

(2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the contractor liquidated damages of the contract value or the amount equivalent to Performance Bank Guarantee.

#### **Section 5 - Previous transgression**

(1) Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.

(2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the Tender process or action can be taken for banning of business dealings/ holiday listing of the Bidder/Contractor as deemed fit by the Principal, as per applicable rules/ guidelines.

(3) If the Bidder/Contractor can prove that he has resorted / recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal may, at its own discretion, revoke the exclusion prematurely.

#### **Section 6 - Equal treatment of all Bidders/ Contractors/ Subcontractors**

(1) In the case of Sub-contracting, the Principal Contractor shall take responsibility for the adoption of the Integrity Pact by the Sub-contractor.

(2) The Principal shall enter into agreements with identical conditions as this one with all Bidders and Contractors.

(3) The Principal shall disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

#### **Section 7 - Criminal charges against violating Bidder(s)/ Contractor(s)/ Subcontractor(s)**

If the Principal obtains knowledge of the conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal shall inform the same to the Chief Vigilance Officer.

## **Section 8 - Independent External Monitor**

- (1) The Principal appoints a competent and credible Independent External Monitor for this Pact after approval by Central Vigilance Commission. The task of the Monitor is to review independently and objectively whether and to what extent the parties comply with the obligations under this agreement.
- (2) The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. The Monitor would have access to all Contract documents whenever required. It shall be obligatory for him/ her to treat the information and documents of the Bidders/ Contractors as confidential. He/ she reports to the Head of the Procuring Organization.
- (3) The Bidder(s)/ Contractor(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal, including that provided by the contractor. The contractor shall also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to Sub-contractors.
- (4) The Monitor is under contractual obligation to treat the information and documents of the Bidder/ Contractor(s)/ Sub-contractor(s) with confidentiality. The Monitor has also signed declarations on 'Non-Disclosure of Confidential Information' and 'Absence of Conflict of Interest'. In case of any conflict of interest arising at a later date, the IEM shall inform the Head of the Procuring Organization and recuse himself/ herself from that case.
- (5) The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the tender provided such meetings could have an impact on the contractual relations between the Principal and the contractor. The parties offer the Monitor the option to participate in such meetings.
- (6) As soon as the Monitor notices, or believes to have noticed, a violation of this agreement, he shall so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can, in this regard, submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action, or tolerate action.
- (7) The Monitor shall submit a written report to the Head of the Procuring Organization within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposals for correcting problematic situations.
- (8) If the Monitor has reported to Head of the Procuring Organization, a substantiated suspicion of an offence under relevant IPC/ PC Act, and Head of the Procuring Organization has not, within the reasonable time, taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
- (9) The word 'Monitor' would include both singular and plural.

## **Section 9 - Pact Duration**

This Pact begins when both parties have legally signed it. It expires for the contractor 12 months after the last payment under the contract and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings. If any claim is made/ lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above unless it is discharged/ determined by the Head of the Procuring Organization.

## Section 10 - Other provisions

- (1) This agreement is subject to Indian Law. The place of performance and jurisdiction is the Registered Office of the Principal, i.e., Visakhapatnam.
- (2) Changes and supplements, as well as termination notices, need to be made in writing. Side agreements have not been made.
- (3) If the contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- (4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties shall strive to come to an agreement with their original intentions.
- (5) Issues like Warranty/ Guarantee etc., shall be outside the purview of IEMs.
- (6) The actions stipulated in this Integrity Pact are without prejudice to any other legal actions(s) that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal [proceedings].

INWINESS WHEREOF, the parties hereunto set their hands ad seals and executed this INTEGRITY PACT as of the day / month/ year first above written.

For and on behalf of

THE DIRECTOR, IIM VISAKHAPATNAM (First Party)

SIGNED, SEALED AND DELIVERED by

Name : ..... Designation .....

Address : .....

Authorized Signatory

For and on behalf of

M/s .....(Second party)

SIGNED, SEALED AND DELIVERED by

Name : ..... Designation .....

Address : .....

Representative / Authorized Signatory

Vide resolution dated ..... passed by the Board of Directors.

In the presence of Witness:

1.

2.

**FINANCIAL BID FORMAT**

**Tender No.:** IIMV/ADMIN/FOOD CATERING/2024-25/007 Dated 25 Feb 2025  
**Tender for providing Mess and Catering Services at IIM Visakhapatnam**  
(Price is to be quoted on CPP Portal, online only)

A) Financial Bid for Mess and Catering Services at IIM Visakhapatnam.

S. No	Item	Rate per person per day (INR) In figures	Rate per person per day (INR) In words
1	Breakfast	<b>DO NOT WRITE FINANCIAL VALUES HERE</b> <b>Financial bid value should be quoted in CPP Portal only</b>	
2	Lunch		
3	Snacks		
4	Dinner		
Total			

**Notes:**

- The 'Total' value is the 'bid price' and considered for evaluation of financial bid.
- The bidder should quote rates for all items. Partially quoted Financial Bids will be rejected.
- Bids with any conditions will be liable for rejection.
- In case of any discrepancy between figures and words, the value in stated in words shall prevail.
- The price quoted should be all inclusive, except GST.
- The price quoted in any form other than as above will result in the rejection of the Bid.
- The price quoted in the Financial Bid should include all the charges towards the scope of work mentioned in this document and any other cost includes as applicable.
- The price quoted in this Financial Bid shall not be changed for whatsoever reason.
- Bidder should also quote indicative rates for High tea/ Special Lunch/dinner in Annexure-9 and these rates will NOT be considered evaluation of financial bid.

Date:

Authorized Signatory:

Place:

Full Name:

Designation:

(Company Seal)

**Rates for High tea/ Special Lunch/dinner**  
**(These rates will NOT be considered for evaluation of financial bid)**  
**(Rates will be fixed with the EA later)**

**Sec-1: High Tea**

Menu	Description	Rate
Menu 1	Tea/Coffee/Green Tea with Biscuits (good day/marie etc)	
Menu 2	Tea /Coffee/Green Tea With Premium quality Cookies, hot snacks	
Menu 3	Tea /Coffee/Green Tea With Premium quality Cookies, hot snacks, Pastry	

Note: Tea/Coffee - Plain/Ginger/Masala Tea/ coffee - served hot in cups with sugar/sugar free pouches separately, at the designated place  
Hot snacks - alu/Veg somosa, rolls, pakoda, kachori, cutlets, chat etc  
Pastry - cake, pastry, brownie etc

**Sec-2: Special Lunch/Dinner - served in Dining hall/GH/other places**

Menu	Description	No. of Pax	Rate Rs.
Menu 1 (Veg)	Roti, Plain Rice, Dal, Veg Dry Curry, Veg Gravy, Sambar, Papad/Fryums, Salad, Pickle, Curd, sounf	30-50	
		50-100	
		100-200	
		Above 200	
Menu 2 (Veg)	Roti, Plain Rice, Flavoured rice, Dal, Veg Dry Curry, Veg Gravy, Paneer curry, Rasam/Sambar, Padad/Fryums, Salad, Pickle, Ghee, Curd, Sweet, sounf	30-50	
		50-100	
		100-200	
		Above 200	
Menu 3 (Non-Veg)	Roti, Plain Rice, Flavoured rice (Pulao/Biryani etc), Dal, Veg Dry Curry, Veg Gravy, Paneer curry, Non-Veg Curry/Biryani (Chicken/Fish) Rasam/ Sambar, Papad/Fryums, Salad, Pickle, Ghee, Curd, Sweet, sounf	30-50	
		50-100	
		100-200	
		Above 200	
Menu 4 (Non-Veg)	Roti, Plain Rice, Flavoured rice, Dal, Veg Dry Curry, Veg Gravy, Paneer curry, Mutton Curry/Biryani, Rasam/Sambar, Papad/Fryums, Salad, Pickle, Ghee, Curd, Sweet, sounf	30-50	
		50-100	
		100-200	
		Above 200	
Menu 5 (Non-Veg)	Welcome Drink, Soup, Veg Starter, Non-veg starter, Roti, Plain Rice, Flavoured rice, Dal, Veg Dry Curry, Veg Gravy, Paneer curry, Chicken Curry/Biryani, Rasam/ Sambar, Papad/ Fryums, Salad, Pickle, Ghee, Curd, Sweet, ice-cream, sounf	30-50	
		50-100	
		100-200	
		Above 200	

**Note: Items - varieties**

- i. Roti - plain/butter roti, tava roti/chapati, pulka etc.
- ii. Flavored rice: with basmati rice - Veg Pulao/Biryani, Zeera Rice, Peas pulao etc.
- iii. Dal - Tomato/Leafy dal, Dal Tadka, Yello Dal, Dal Makhani etc.
- iv. Veg- dry curry - Mixed Veg, vegetable fry, Porial, Manchurian etc.
- v. Veg Gravy curry - rajma masala, dum aloo. Aloo mutter, seasonal veg etc.
- vi. Paneer Curry - Kadai paneer, paneer butter masala. Mutter paneer, paneer gravy, tikka masala, shahi paneer etc.
- vii. Chicken curry - Andhra chicken curry, fry, masala, chettinad chicken etc.
- viii. Mutton curry - gravy curry, rogan josh, masala, fry etc.
- ix. Fish - fry, curry, appolo fish etc
- x. Salad - veg salad, green salad, Russian salad, sprouts etc
- xi. Sweet - gulab jamun, rasmalai, milk mysorepak etc
- xii. Welcome Drink - fruit punch, fruit juice, mocktail etc.
- xiii. Soup - Vegetable/tomato/sweet corn/monchow soup etc
- xiv. Veg starter - veg/gobi Manchurian, hara-bhara kabab, tikki, paneer pakoda etc
- xv. Non-Veg starter - Chicken tikka, tandoori, kebab etc
- xvi. Any other special item - if required, will be decided mutually later

**Note :**

- 1. The EA should provide premium quality cutlery, crockery, glassware, serving places, spoons, container, dishes, paper napkins, Sauce packets if required with the above menu.
- 2. The Institute reserves the right to engage other agencies, in case required, for catering services for special events/meetings/conferences etc.

**MODEL AGREEMENT FOR PROVIDING MESS CONTRACT SERVICES AT IIM VISAKHAPATNAM**

THIS AGREEMENT is made on the \_\_\_\_ day of \_\_\_\_\_, Two thousand twenty-Five between M/s \_\_\_\_\_ and Indian Institute of Management, Visakhapatnam, an Institute of National Importance by the Act of Parliament under MoE, Government of India, represented by.....), hereinafter called the "The Institute " of the ONE PART (The expression "Institute" shall include his successors, assigns or transferees)

And

M/s \_\_\_\_\_, represented by Shri./Smt. \_\_\_\_\_ hereinafter called the Engaged Agency for which expression shall, unless excluded by or repugnant to the context, be deemed to include his successors, legal heirs, executors, administrators, representatives of the OTHER PART.

WHEREAS the Institute has called tenders for providing mess contract services at IIM Visakhapatnam vide Notice Inviting Tender No. \_\_\_\_\_.

WHEREAS among several other bidders, \_\_\_\_\_ have also submitted their offer in response to the said notification. Among several agencies who have offered their bid, the Institute found the tender offered by \_\_\_\_\_ is acceptable and hence offered to award the contract for providing mess contract services at IIM Visakhapatnam vide Letter of Intent No. \_\_\_\_\_

Whereas M/s. \_\_\_\_\_ has accepted the award of the contract for providing mess contract services at IIM Visakhapatnam. Hence this agreement.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement, word expressions shall have the same meanings as are respectively assigned to them in the tender document.

2. The following documents shall be deemed to form and be read and construed as part of this agreement, namely

- (i) Notice inviting Tender No. ....and its corrigendum(s).
- (ii) Documents submitted by the Bidder / EA along with his tender.
- (iii) Letter of Award. ....
- (iv) All future correspondences between the parties

3. In consideration of the payments to be made by the Institute, the contractor hereby covenants with the Institute and execute the contract for providing mess contract services at IIM Visakhapatnam, from date of award of the contract.

4. That the Engaged Agency hereby agrees to adhere to all related statutory requirements/ related Acts & Rules and statutory provisions in employing workers engaged under this contract.

5. That the Contractor hereby agrees to all adhere to all related statutory requirements in payment of taxes to the concerned authority.

6. The Institute hereby covenants to pay the contractor in consideration of the services rendered by the contractor, the amount specified in the tender document/ price bid as accepted in the letter of intent.



IN WITNESS WHEREOF the parties hereto have signed the agreement the date and year first above mentioned.

<p>On behalf of M/s</p> <p>Full Name; .....</p> <p>Designation: .....</p> <p>Seal:</p>	<p>On behalf of IIM Visakhapatnam</p> <p>Signature of Competent Authority Full Name; .....</p> <p>Designation: .....</p> <p>Seal:</p>
<p>Witness 1</p> <p>Signature: .....</p> <p>Name: .....</p> <p>Address: .....</p>	<p>Witness 1</p> <p>Signature: .....</p> <p>Name: .....</p> <p>Address: .....</p>
<p>Witness 2</p> <p>Signature: .....</p> <p>Name: .....</p> <p>Address: .....</p>	<p>Witness 2</p> <p>Signature: .....</p> <p>Name: .....</p> <p>Address: .....</p>

### Bank Guarantee Format for Performance Security

In consideration of the Director IIM Visakhapatnam (hereinafter called "IIM VISAKHAPATNAM") having offered to accept the terms and conditions of the proposed agreement between IIM, VISAKHAPATNAM and ..... (hereinafter called "the said agency(s) for the work of "Providing.....to IIM Visakhapatnam" (hereinafter called "the said agreement") having agreed to production of an irrevocable Bank Guarantee for Rupees..... only) as a security/ guarantee from the agency(s) for compliance of his obligations in accordance with the terms & conditions in the said agreement.

2. We ..... (hereinafter referred to as the "Bank") do hereby undertake to pay amounts due and payable (indicate the name of the Bank) under this Guarantee without any demur, merely on a demand from the IIM, VISAKHAPATNAM stating that the amount claimed is required to meet the recoveries due or likely to be due from the said agency(s). Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this Guarantee we shall be restricted to an amount not exceeding Rs..... (Rupees.....)

3. We, the said Bank, further undertake to pay to the IIM, VISAKHAPATNAM any money so demanded notwithstanding any dispute or disputes raised by the agency(s) in any suit or proceeding pending before any Court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under bond shall be a valid discharge of our liability for payment thereunder, and the agency(s) shall have no claim against us for making such payment.

4. We..... (indicate the name of the Bank)..... further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement, and it shall continue to be enforceable till all the dues of the IIM VISAKHAPATNAM under or by virtue of the said agreement have been fully paid, and its claims satisfied or discharged, or till the Chief Administrative Officer, IIM Visakhapatnam on behalf of the IIM VISAKHAPATNAM, certifies that the terms & conditions of the said agency(s), and accordingly discharges this guarantee.

5. We.....(indicate the name of the Bank) ..... further agree with the IIM VISAKHAPATNAM that the IIM VISAKHAPATNAM shall have the fullest liberty without our consent , and without effecting in any manner our obligations hereunder, to vary any of the terms & conditions of the said agreement or to extend time of performance by the said agency(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the IIM VISAKHAPATNAM against the said agency(s) and to forbear or enforce any of the terms and conditions relating to the said agreement, and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said agency(s) or for any forbearance, act of omission on the part of the IIM VISAKHAPATNAM or any indulgence by the IIM VISAKHAPATNAM to the said agency(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This Guarantee will not be discharged due to the change in the constitution of the Bank or the agency(s).

7. We... (indicate the name of the Bank)..... lastly undertake not to revoke this Guarantee except with the previous consent of the IIM VISAKHAPATNAM in writing.

8. This guarantee shall be valid up to ..... unless extended on demand by the IIM VISAKHAPATNAM.

Notwithstanding anything contained hereinabove:

a) Our liability under this Guarantee shall not exceed Rs..... (Rupees..... Only);

b) This Bank Guarantee shall be valid up to ..... and

c) We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before ..... . All yours rights under the said guarantee be forfeited and we shall be relieved and discharged from all liabilities thereunder.

Dated the ..... day of ..... for .....  
(Indicate the name of the Bank)