



**Office of the Chairman Council of Wardens and
Hostel Management**

IIT Madras, Chennai - 600036

Tel: 044-2257 8501, email: ccw@iitm.ac.in

TENDER DOCUMENT

Date of release of tender: 04-09-2021

Application Fee*: Rs. 5,000/-

NAME OF WORK	:	Providing catering services in the central dining facilities
PERIOD	:	October 01, 2021 to July 31, 2022
VALIDITY OF THE TENDER	:	90 days from the date of opening of the tender
BID SECURITY	:	Bid securing declaration to be submitted
PERFORMANCE SECURITY	:	Rs. 25,00,000/-
PRE-BID MEETING	:	08-09-2021, 15:00 hrs Meeting link: https://meet.google.com/sze-iuph-ufp
LAST DATE OF TENDER SUBMISSION	:	14-09-2021, 15:00 hrs
ADDRESS FOR SUBMISSION OF TENDER	:	Chairman Council of Wardens and Hostel Management, IIT Madras, Chennai – 600 036
DATE OF OPENING OF TECHNICAL BID	:	14-09-2021, 16:00 hrs
DATE OF OPENING OF FINANCIAL BID	:	Will be intimated later to technically qualified tenderers

* Application fee of Rs. 5000/- in the form of a Demand Draft drawn in favour of Chairman Council of Wardens should be handed over at the time of submission of tender document. Please do not include the DD in the bids.



**Office of the Chairman Council of Wardens and
Hostel Management**
IIT Madras, Chennai 600036

Tel: 044-2257 8501, email: ccwoffice@iitm.ac.in

LIST OF SCHEDULES, ANNEXURES, FORMS AND ADDITIONAL DOCUMENTS

I. Schedule A: Basic details

- a) Annexure A-1: Proof of payment of GST and Income tax
- b) Annexure A-2: Details of academic institutions served
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- e) Annexure A-5: Solvency certificate
- f) Annexure A-6: Balance sheet details
- g) Annexure A-7: Performance report for works referred to in Annexure A-2 & A-3

II. Schedule B: Terms and conditions

- a) Annexure B : Charges payable for services

III. Schedule C: Scope of work

- a) Annexure C-1: Model feedback form for evaluation
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- c) Table C1-C4 : Menu

IV. Schedule D: Financial bid

V. Forms

- a) Bid securing declaration
- b) Performance Bank Guarantee

VI. Additional Documents:

- a) Copy of Valid Central FSSAI license

**NOTICE INVITING TENDERS FOR PROVIDING CATERING SERVICES AT
CENTRAL DINING FACILITIES**

Last date for submission of Tender: 14-09-2021 by 15:00 hrs
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Dear Sir/Madam,

The Hostel Management proposes to select Caterers for catering services in the central dining facilities having capacity ranging from 200 to 8000 students conforming to the specifications given in the annexed schedules. The initial contract would be for a period of ten months, extendable on mutual agreement based on the satisfactory performance of Caterers and at the **same or a lesser price**. The performance would be reviewed by Mess Monitoring and Control Committee (MMCC) at the end of the initial contract period. The Tender document can be obtained in person/by post from the Office of Hostel Management, IIT Madras Campus, Chennai - 600036, on production of the request letter. Alternatively, the bidder may download the tender document from the CCW website from the following link <https://ccw.iitm.ac.in/>.

The tenders should be submitted under the two-bid system, i.e., Technical bid and Financial bid, in separate sealed covers as instructed below. The duly signed tender documents (with Technical and Financial bids in separate covers) shall be either sent to the address mentioned below by speed/registered post, or dropped in the tender box kept in the Office of Hostel Management, IIT Madras Campus, Chennai - 600036, **so as to reach on or before 14-09-2021 by 15:00 hrs**. Tenderers, who wish to participate, shall submit both the Technical and Financial bids, in two separate sealed envelopes. Technical bids of the tenderers will be opened by the Committee to decide the technical suitability of their service based on the pre-laid terms and conditions. Performance of catering contractors, who are currently serving at IITM will be assessed based on the Mess Monitoring and Control Committee (MMCC) report of the year 2018-2020.

Schedule for opening of Technical bids: 16:00 hrs on 14-09-2021.

Venue: Office of Hostel Management, IIT Madras.

Technical bids with any price indications will be summarily rejected. The Financial bids/offers will be opened only for the qualified bidders whose Technical bids are acceptable to the Committee. The schedule for opening financial bids will be intimated to short-listed tenderers. Final selection of the caterer(s) will be based on a cumulative weighted scoring of technical evaluation, site inspection and presentation. **The decision of the Tender Committee is final and binding in awarding the tendering contracts.**

Chairman, Council of Wardens

**Office of the Chairman Council of Wardens and Hostel Management
IIT Madras, Chennai - 600036**

(To be read along with Schedules A, B and C)

Important conditions of the tender process to be followed by all tenderers

1. Eligibility to participate in the tender:

This is a limited tender process. Caterers are invited to participate for mess tendering process.

2. Submission of Tender:

The tender can be submitted on all days except Sundays. The due date and time for the submission of the tender is on or before **14-09-2021 by 15:00 hrs**. In the event of this day being declared as a holiday, the tenders can be submitted up to **15:00 hrs** on the following working day.

3. Two-bid System:

The offers/bids should be submitted under the two-bid system, i.e., Technical bid and financial bid. The following documents are required to be submitted in response to the tender notice.

- Technical Bid should consist of all the details as specified in the Schedules along with commercial terms and conditions. There should be no cost indication whatsoever in the Technical Bid.
- Bid Declaration
- Signed documents of Tender Schedule, Schedule B, Schedule C, Annexure B, Annexure C-1 & C-2, are to be placed and sealed in Envelope 1. This envelope shall be super-scribed as "Tender Schedule and Annexures".
- Envelope 2 shall contain the Financial bid indicating the details of the rate for each item the caterers are willing to quote and operate with for the entire tender period. The format to be used for the quote is given in Schedule D – Financial bid. This envelope should be sealed and super-scribed as "Financial Bid".
- All the above two envelopes, namely, Envelopes 1 & 2, must be placed in a larger envelope, sealed and submitted on or before the due date and time. The larger outer envelope shall be super-scribed as "Tender for Providing Catering Services for the Hostel Management: 2021-22".

4. Bid Security:

In lieu of Bid Security all the catering contractors are required to sign a bid securing declaration in the format appended. The bid securing declaration shall be furnished by the catering contractor in the company's letter head duly affixing name and seal of the Managing Director/Managing Partner/owner.

5. Performance Security:

The catering contractor shall furnish a performance security of Rs. 25,00,000/- (Rupees Twenty Five lakhs) in the form of a Bank Guarantee from a commercial bank in the format appended for proper performance of the contract agreement, (not withstanding and/or without prejudice to any other provisions in the contract) within a period of 7 days from the date of issue of letter of acceptance. This period can be further extended by the Chairman, Council of Wardens up to a maximum of 7 days on written request by the bidders stating the reasons for delay in procuring the performance guarantee, to the satisfaction of the Chairman, Council of Wardens.

- a) The performance guarantee shall be validated up to the stipulated date of completion plus 6 months beyond that. In case the time for completion of work gets enlarged, the catering contractor shall get the validity of performance guarantee extended to cover such enlarged time for completion of work. After recording of the completion certificate for the work by the competent authority, the performance guarantee shall be returned to the catering contractor, without any interest.
- b) The Chairman, Council of Wardens shall not make a claim under the performance guarantee except for amounts to which OHM is entitled under the contract (not withstanding and/or without prejudice to any other provisions in the contract agreement), in the event of,
 - i. Failure by the catering contractor to extend validity of the Performance guarantee as described herein above, in which event Chairman, Council of Wardens may claim the full amount of the performance security.
 - ii. Failure by the catering contractor to pay OHM any amount due, either as agreed by the catering contractor or determined under any of the rules/clauses/terms and conditions of the agreement, within 30 days of the service of the notice to this effect by Chairman, Council of Wardens.
 - iii. Failure by the catering contractor to pay their material suppliers (vendors) any amount due, as agreed by the catering contractor.
- c) In the event of the catering contract being determined or rescinded under provision of any of the rules/clauses/terms and conditions of the agreement, the performance security in the form of Bank guarantee shall stand forfeited in full and shall be absolutely at the disposal of OHM.

6. Authority to Sign:

The tenderers must duly sign all documents.

- a. If an individual or a proprietor of a firm is a signatory, he/she must sign above the full typewritten name and current address.

- b. In the case of a partnership firm, all the Partners of the firm or a Partner holding Power of Attorney for the firm (a certified copy of the Power of Attorney must accompany the Documents) must sign; however all dealings with IIT Madras must be undertaken by owner/Managing Partner/Managing Director. In both cases, a certified copy of the Partnership Deed and current address of all the partners of the firm must be furnished.
- c. In the case of a limited Company or a Corporation, the Documents shall be signed by a duly authorized person holding Power of Attorney for signing the Documents, accompanied by copies of the Power of Attorney and the Memorandum of Articles of Association duly attested by a Notary Public.

7. Compliance/Confirmation:

Compliance or Confirmation report with reference to the Basic Technical Details (Schedule-A), Terms & Conditions for running the dining facility (Schedule-B), and Scope of Work and Details of Menu (Schedule-C) must be included in the tender bid/offer.

8. Opening of the Tender:

Tender committee duly constituted for this purpose, in the presence of such tenderers or their authorized representatives, who choose to be present, at the appointed place, time and date, shall open the tenders. Offers found without the Bid Securing declaration will be summarily rejected. Unopened tenders will be returned to such tenderers. The Technical bids will be examined to decide their service suitability for the said work. Tenderers whose Technical bids are not found acceptable will be advised of the same and their sealed covers containing the respective Financial Bids will not be opened. Only those financial bids of the tenderers whose Technical bids are qualified will be opened. However, the financial bids of all tenderers who qualified Technical bid will be opened subject to verification of their compliance with the Tender Schedule (includes Schedule A, Schedule B & Schedule C).

9. Details of Tenderers' Clients:

Complete details of clients of the tenderers must be enclosed with the Technical bid. Clients' addresses, name(s) of contact person(s) with phone numbers must be listed in the enclosure.

10. Presentation:

Tender committee duly constituted for this purpose, will invite qualified tenderers for a presentation at the appointed place, time and date.

11. a. Daily Rates:

The Financial bid must include price quoted as Daily Rate per student + all applicable taxes indicated **separately** for each menu and prices of extra items as indicated in the price bid format. The price must include cost towards the basic menu, with a pre-imposed condition that extras should be served as per the schedule listed along with the menu. Non-availability of extra items as mentioned in the schedule will be viewed

seriously and shall amount to additional non-compliance charges. All prices quoted by the tenderers should be inclusive of all applicable taxes and service charges, as levied by Central and State Governments. The percentage of taxes and service charges must be clearly indicated therein. **It is important to note that successful caterers should publish the menu along with the list of extra items for each course of the day for the complete month, in advance. Mess Monitoring and Control Committee (MMCC) must approve the said notification.**

11. b. Serving extras on daily basis

List of extra items (at least three extra items for lunch and dinner and two items for breakfast and evening tea) being offered on the following day should be notified to the students on the evening of the preceding day itself. This list can be displayed on the notice board, in front of the dining hall to draw attention of the students dining in the respective facility. Students shall register for the desired extras, through the registration procedure followed by each caterer. For example, they can maintain a separate register to notify the pre-booked extras or they can issue tokens etc. The respective caterer will completely and independently manage this procedure. Extras should be sold to the students through the swipe card system. The Caterers are committed to serve the extras as pre-booked by the students during the normal working hours of the mess. Over and above, if any extras remain unsold during the course of lunch and dinner, the same shall be sold to the students who have not pre-booked for the extras.

12. Alternative Proposals:

Tenderers shall submit offers that strictly comply with the requirements of the Tender Document. Any alternatives or modifications shall render the respective Tenderers invalid. Offers with conditions will become automatically invalid.

13. Validity of Offer:

Tenderers shall agree to keep the tender open for ninety (90) days from the due date of submission thereof and not make any modifications in the stated terms and conditions.

14. Late offer:

The offers received after the due date and time will not be considered and the same will be returned unopened to the respective tenderers.

15. Acceptances and Rejection:

The Tender Committee and the Hostel Management reserves the right to shortlist/reject any or all tenders and accept the whole or any part of a tender without assigning any reason.

16. Special condition, as applicable to Food court:

Tenderers shall also submit their financial bid, quoting their rates for each item listed in the food court menu. All prices quoted by the tenderers should be inclusive of taxes and service charges, as levied by the Central and State Governments. The percentage of taxes and service charges must be clearly indicated therein. **It is important to note that Hostel Management reserves the right to not operate the Food Court if it is not found viable and practical with respect to the number of students who opt for the Food Court(s). Further, it is important to note that the caterer to whom food**

court(s) is allotted should be willing to operate one of the menus namely: North Indian/South Indian/Food Court or combination of Food Court with one menu in the same allotted venue, if required.

17. Tender Evaluation:

- a) The weightage for technical parameters (non-financial matters) : 70%
- b) Weightage for financial parameters : 30%

The proposal(s) with highest weighted combined score (quality and cost) shall be selected.

Maximum technical marks to be allotted by the evaluation committee would be 125. The tenderer has to obtain a rating of above average in an overall performance rating on the feedback/ proxy site visits and a minimum score of 95 marks to be eligible for evaluation of financial bid. If none of the bidders have a technical evaluation score of 95 and more but fulfills the requirement of above average performance rating on the feedback/ proxy site visits, then the financial bid of the bidder who has scored highest technical score among the participating bidders will be taken up for further consideration. The criteria for awarding the marks for technical evaluation are as under:

Sl. No.	Parameter	Marks
1.	General Assessment	100
2.	Feedback / Proxy Site Visits	25
	TOTAL	125

Evaluated Bid Score (B) will be calculated for each responsive bid using the following formula:

$$B = \frac{C_{low}}{C} X + \frac{T}{T_{high}} (1 - X)$$

Where,

C = Evaluated Bid Price

C_{low} = the lowest of all Evaluated Bid Prices among responsive bids

T = the total Technical Score awarded to the Bid

T_{high} = the Technical Score achieved by the Bid that was scored best among all Responsive bids

X = Weightage for the Price bid

The tenderer with the best Evaluated Bid Score (B) among responsive bids shall be the most advantageous bid. In case of a tie, the tenderer with higher technical marks would be awarded the contract. Further, even after doing so if there is a tie then the committee will decide on the appropriate procedure to be adopted for determining the eligible tenderer for award of contract.

The best evaluated bid shall normally be accepted. However, if the price offered by the best evaluated bidder is not acceptable, negotiation may be held with the best evaluated bidder. In case such negotiation does not provide the desired result, the reasonable or acceptable price may be counter offered to the next best evaluated bidder(s).

Final selection of the tenderer shall be based on the scoring system mentioned above. If the Tender Committee arrives at a decision that the rate quoted by any Bidder is too

low with reference to the quality and quantity expected by the Institute, the respective tenders are likely to be rejected from further consideration. The Tender Committee reserves the right to negotiate the prices quoted by the Bidders. The catering service contract shall also be split among the successful bidders for operational and other reasons, as decided by the **Tender Committee and the O/o Hostel Management**, whose decision will be final and binding in this matter.

Note: The marks awarded for Tender Evaluation by the constituted committee shall be final and binding on the tenderers.

17.1 General Assessment Sheet:

S.No.	Description	Maximum Marks
1.	Providing catering services in academic institutions/CFTI and non-academic institutions	40
2.	Catering License	Compulsory
3.	Quality Certificate (ISO etc.)	Compulsory
4.	Bidder Solvency (as per the format given in the tender documents)	5
6.	Central FSSAI License	Compulsory
7.	PAN	Compulsory
8.	GSTIN	Compulsory
9.	EPF	Compulsory
10.	ESIC	Compulsory
11.	Weightage based on the balance sheets for the financial years 2017-18, 2018-19, 2019-20 and 2020-21 (provisional).	30
12.	Weightage based on the performance report	15
13.	Total No. of employees	10
	TOTAL	100

17.2 Criteria for General Assessment:

1. (A) Academic/CFTI Institutions

- a) Providing catering services to 751 students and above : 20 marks
- b) Providing catering services to 501 to 750 students : 15 marks
- c) Providing catering services to 251 to 500 students : 10 marks
- d) Providing catering services to 100 to 250 students : 5 marks
- e) Providing catering services to < 100 students : No credit

+

Providing catering services in (2 to 5) academic/CFTI institutions : 10 marks

+

Providing catering services to more than 5 academic/CFTI institutions : 10 marks

(B) Non- Academic Institutions

- a) Providing catering services in 2 to 5 outlets : 10 marks
- b) Providing catering services in more than 5 outlets : 10 marks

Both A & B put together is subject to a maximum of 40 marks.

2. Balance Sheets
 - Turnover >5 crores : 7.5 marks
 - 2 crores < Turnover < 5 crores : 5 marks
 - 1 crore < Turnover < 2 crores : 2 marks
 - 50 lakhs < Turnover < 1 crore : 1 mark
3. Performance Reports
 - a) Very Good : 15 marks
 - b) Good : 10 marks
 - c) Fair : 05 marks
 - d) Poor : 03 marks
4. Employees
 - a) >30 : 10 marks
 - b) 25 to 30 : 8 marks
 - c) 20 to 25 : 6 marks
 - d) 15 to 20 : 4 marks
 - e) 10 to 15 : 1 mark
 - f) <10 : No credit

18. Disputes and Jurisdiction:

Any legal disputes arising out of any breach of contract pertaining to this tender process shall be settled in the court of competent jurisdiction located within the city of Chennai in Tamil Nadu.

19. Schedules:

- a) The Tender schedule highlights the important service conditions to be strictly followed by all tenderers.
- b) **Schedule A** lists the technical details to be furnished by the tenderers based on which their suitability for providing catering services at IIT Madras will be assessed.
- c) **Schedule B** refers to the terms and conditions for providing catering services at IIT Madras.
- d) **Schedule C** refers to the scope of work and brief description of the menu to be served.

It is mandatory that all the tenderers sign and submit these Schedules along with their tender submissions. Please refer to and follow the procedures given in this Tender schedule for submission of tender documents.

20. Registration of students to dine in the specific mess

The students will register online through the web-enabled process at periodic intervals. A complete list of students who will be dining with a respective caterer in the messing period will be released by the Hostel Management. A duly approved list will be subsequently issued to the caterer before the last working day of the messing period.

Under normal circumstances, no change to this published list will be entertained. However, Hostel Management reserves the right to make modifications to the published list, which will be subsequently notified to the caterer latest by 5 days from commencement of mess operation; beyond this date no change will be valid. Students exempted on medical grounds or any other valid reasons duly approved by the competent authority are not bound by this time scale. Entry to the mess will be strictly through biometric/QR Code/Mess card (as applicable from time to time) and the caterers shall appoint dedicated personnel to check the entry to the mess. Caterers have the right to refuse the student's entry on violating this clause, which should be enforced by the staff/personnel of the caterers during the operational hours of the mess.

21. Mess rebate to students

Students are eligible to get rebate from the mess bill. Every student who wishes to get rebate in the mess bill shall notify his period of absence from the mess to the office of the Hostel Management. Chairman, Council of Wardens approves the same and sends a list of exempted students to the respective caterers by email. Caterers will not be paid for the notified days of absence of the student. Each caterer shall be responsible for ensuring that the students who are given rebate are not allowed to dine during the period of said absence. Minimum number of days that a student is eligible to avail the mess rebate at a stretch is FOUR. However, students with medical reasons are not bound by the number of rebate days.

22. Payment to the Caterer:

The daily rate fixed shall include the following costs (both, capital and operational) + taxes extra:-

- a) wages for all relevant human resources,
 - b) fuel
 - c) all general provisions, vegetables, fruits and milk of good quality,
 - d) logistics – transportation, loading and unloading, and storage,
 - e) utilities (water, electricity, etc.) usage beyond permissible limits,
 - f) license fee for use of space and infrastructure facilities,
- (i) Based on the number of students registered with the caterer 50% advance payment shall be made to the caterers on 5th day from the date of commencement of messing period.

In this regard, OHM Accounts would make arrangements to complete the mess registration, mess change and mess swap exercise etc., well in advance, before commencement of the messing period. The final allotment list shall be shared with the caterer 2-3 days prior to the commencement of the messing period.

- (ii) 30% of the total amount calculated by the OHM Accounts department or the amount as per the bill submitted by the caterer, whichever is lower shall be paid as the second instalment of payment to the caterer.
- (iii) 20% of final payment shall be made after deducting rebate amount (Students not dined with proper permission), license fee for use of space and infrastructure, water, electricity, gas, fine imposed, if any for violation of contract norms etc.

- (iv) The aforementioned payment procedure shall be followed during the regular messing period; this procedure would not be applicable for the vacation mess.
- (v) The above mentioned conditions (i to iv) will not apply for the final payment during the year.
- (vi) Mess rebate information shall be made available to the caterers by providing access through ikollege login.

It is important to note that bills will be paid only as per the approved diners list. The Caterers should make sure that diners' entry is only through biometric/QR Code/Mess Card (as applicable from time to time). Students whose mess rebate has been admitted and approved by the Hostel Management will be accordingly adjusted in the bill. It is expected that all claims relating to payment of catering bills will be settled within two weeks from notification to OHM.

23. Non-compliance charges

The MMCC shall review the service performance of the caterers through regular inspection visits and meetings scheduled on last Saturday of every month. It is mandatory that all caterers be represented by their respective owners/ managing partner/ director in the MMCC meetings convened on last Saturday of every month or on a deferred date due to unavoidable circumstances if any, which will be intimated to all the caterers in advance. Further, the person with power of attorney cannot represent on behalf of the owner in these meetings. Non-compliance of these instructions is liable for heavy penalty/termination. Based on the feedback of the students and the officer-in-charge of the mess/dining facility sent to Chairman, MMCC using the format as given in Annexure C, the applicable non-compliance charges shall be levied upon the caterer. Appropriate penalty clause will also be invoked for non-compliance of quality of service of the contract. Based on the hygiene audit report submitted by 3rd party, the caterer will be penalized if he fails to maintain the basic hygiene standards. Likewise, a 3rd party would also conduct an FSSAI audit periodically and give grading's, if the caterer fails to get a satisfactory grading on any 3 occasions it would tantamount to non-compliance of FSSAI guidelines by the Caterer and his/her catering contract is liable for termination. Manpower, in each category with different uniform (refer appropriate schedule for more details) should be made available; on their absence, Hostel Management has the right to impose penalty, which is proportionate to the extent of the absent manpower.

24. Indemnity clause

Each caterer has to execute an indemnity bond stating "The caterer indemnifies the Hostel Management of IIT Madras of any issues arising due to un-hygienic preparation, personal hygiene issues and (or) storage of food, improper usage of ingredients and any such issues that may cause harm to the students due to inefficient operation".

25. Graded penalty clause

Calculation of Penalty: $X = 0.1 * (\text{daily rate}) * \text{number of students allotted in the mess}$

S.No	Basis	Penalty (first instance)	Repetition of the violation (n: number of repeated instances)
1	Presence of unwanted items in food: Harmful items like blade, glass, metal wires, nails pieces of plastics etc.	X	$1.5 * n * X$
1a	Other items like cockroaches, flies, insect etc., in cooked food - Live - Dead	3X 5X	$3 * n * X$ $5 * n * X$
1b	- Presence of non-veg items in veg dishes - Presence of hair in dishes	X	$1.5 * n * X$
2	Usage of spoiled/stale food ingredients for example rotten vegetables, infected grains, expired items etc.	X	$1.5 * n * X$
3	Unclean Cutlery/ Sterilization process not followed	$0.5 * X$	$1.2 * n * (0.5 * X)$
4	- Usage of brands/ items that do not comply with the brand mentioned in the MMCC meeting/ tender document or is not FSSAI verified. Reuse of heated oil	$0.5 * X$	$1.2 * n * (0.5 * X)$
5	For every percentage dilution in Milk from 100% till 97%	$0.4 * X$	$1.2 * n * (0.4 * X)$
6	Usage of synthetic color, MSG etc., or if found in storage room	X	$1.5 * n * X$
7	Noncompliance with workers dress Code	$0.1 * X$	$1.2 * n * (0.1 * X)$
8	Noncompliance with the rule stating about number of staying overnight in the mess.	$0.4 * X$	$1.2 * n * (0.4 * X)$
9	Poor maintenance/tampering of the drainage system.	$0.4 * X$	$1.2 * n * (0.4 * X)$
10	Mess personal found violating hygiene standards for example usage of gloves and caps etc.	$0.2 * X$	$1.2 * n * (0.2 * X)$
11	Misbehavior of mess personnel in the mess	Subject to the case, will be finalized during MMCC meeting	
12	Late serving of food	$0.4 * X$	$1.2 * n * (0.4 * X)$
13	Insufficient quantity of food, food getting over before the allotted time.	$0.5 * X$	$1.2 * n * (0.5 * X)$
14	Change of menu without valid reason and prior permission from CCW/MMCC.	0.2X	$1.2 * n * (0.2 * X)$
15	Protocol violations regarding waste disposal. - littering - non segregation of waste	$0.5 * X$	$1.2 * n * (0.5 * X)$ $1.5 * n * X$

NB: The caterers may prefer an appeal with CCW against the penalty imposed.

1) Rules for charging the caterer per day basis:

- a. The highest X charges per day is three times **other than penalty in 1a which has no ceiling.**

- b. Other violations have a maximum cap of 1.0*X per day.
- c. Any violations that do not fall under the purview of the above penalty clause will be discussed in the MMCC meetings.

26. Levy of Compensation for damages to Civil/Electrical/Drainage and Kitchen exhaust system:

The premises shall be handed over in fit for mess operation condition to the respective caterers after carrying out all the repairs. The caterers before occupying the premises should list out all the defects if any, for rectification by the Engineering Unit (EU) of the Institute. At the time of vacating the premises on completion/termination of the contract, the respective caterer shall obtain and submit a No Objection Certificate from the Engineering Unit to receive any payments due or payable from the Office of Hostel Management. In case of any damages to the Institute property due to mishandling/vandalism, levy of compensation will be made as per the prevailing market rate plus 25%. The rate of recovery will be calculated by EU and approved by the Hostel Management. The deduction will be made from the amount payable to the caterer.

27. Penalty for withdrawal of services before the period of contract:

- a) Caterer will not be permitted to participate in any catering tender in IIT Campus for a minimum period of 2 years.
- b) Invoking of Performance guarantee in addition to penalty imposed by Hostel Management.

28. Signing of Agreement:

- 1. The successful catering contractor on acceptance of his/her tender shall, within 14 days from the stipulated date of start of the work, sign the contract.
- 2. **Documents constituting the contract**
 - a. Non judicial stamp paper of a value not less than Rs.100/- containing brief description of the contract duly signed by both parties to the contract.
 - b. The notice inviting tender, financial bid and all other documents forming the tender as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.
 - c. Decisions taken in the pre-bid meeting.
 - d. Letter of acceptance.
 - e. Letter of award (After submission of Performance Guarantee).

29. Acknowledgement:

It is hereby acknowledged that I/we have gone through all the Schedules as well as the conditions mentioned above and we agree to abide by them.

Date:
Place:

Signature of Tenderer
Official seal and address

CATERING TENDER 2021-22
OFFICE OF HOSTEL MANAGEMENT, IIT MADRAS

Schedule A: Basic details

(To be furnished only in the desired format, as per the annexure)

S.No.	Description	Information
1a	Name of the Caterer:	
	Complete Address:	
	Phone No.	E-mail ID:
	Constitution: Prop/Partnership/Pvt. Ltd co/Public Ltd co	
1b	Contact Person / Representative Name and Designation:	
	Phone (with STD code):	Mobile Phone:
2a	License No:	GSTN:
	PAN:	
	ESI:	EPF:
	(Enclose copies of the above)	
2b	Proof for payment of income tax and service tax (last three years)(copy of income tax and service tax/GST payments to be enclosed)	Please submit as per Annexure A-1
3	No. of Food Courts/dining facilities serviced in Higher Education Institutions. (Enclose list of work handled up to 2018-20 and ongoing work, separately with all the relevant documents)	Please submit as per Annexure A-2
4	No. of Food Courts/dining facilities serviced in non-academic establishments. (Enclose list of work handled up to 2018-20 and ongoing work separately with all the relevant documents)	Please submit as per Annexure A-3
5	Whether Quality Certification obtained for any of the Food courts/ Dining facilities/Catering services provided. For example, FSSAI, ISO etc. (If Yes, copy to be enclosed, showing the validity)	Please submit as per Annexure A-4
6	Bidders Solvency (Capital Employed) Rs. (in Lakhs) (Solvency certificate for an amount not less than Rs. 50.00 lakhs should be enclosed)	Please submit as per Annexure A-5
7	Turnover per annum Rs. (in lakhs) Authenticated copy of audited Statement of Accounts for the last three years should be enclosed (In case the work was executed for private firms/persons, TDS certificate should be submitted)	Please submit as per Annexure A-6

8	No. of Employees:	Regular	Temporary	Please submit proof of ESI, PF records of list of employees, in summary
9	Litigations, if any, connected with Catering Work			Yes/No (if yes, details to be furnished)
10	Any other information in support of the credentials			

List of licenses to be included.

Date:

Signature with Seal

Note: i) Authenticated certificates, testimonials and proof of experience to be produced in support of information furnished above.

**CATERING TENDER 2021-22
OFFICE OF HOSTEL MANAGEMENT, IIT MADRAS**

Name of the Tenderer:

Address:

Proof for payment of Service Tax/GST (last three years)

Financial year	Taxable Value (Rs.)	Service Tax paid (Rs.)
2017-18		
2018-19		
2019-20		
2020-21 Provisional		

(Please enclose copy of Service Tax/GST Return & payment receipts)

Proof for payment of Income Tax (last three years)

Financial year	Assessment year	Gross Income (Rs.)	Net Income (Rs.)	Income Tax paid (Rs.)
2017-18	2018-19			
2018-19	2019-20			
2019-20	2020-21			
2020-21 Provisional	2021-22			

“(Please also attach form 26AS downloaded from TDS Centralized Processing Cell of Income Tax Department)”

Signature of Tenderer with date and seal

**CATERING TENDER 2021-22
OFFICE OF HOSTEL MANAGEMENT, IIT MADRAS**

Name of the Tenderer:

Address:

Details of Academic Institutions served from January 2018 to till date

S. No	Name and address of Institution served	Period of service	No of students	Type of service (Food court/Mess)

- Please attach:**
- a) Work order copy**
 - b) Details of contact person Name, Designation, Mobile number**
 - c) For Completed work –Testimonial from Institution served**

Signature of Tenderer with date and seal

**CATERING TENDER 2021-22
OFFICE OF HOSTEL MANAGEMENT, IIT MADRAS**

**Name of the Tenderer:
Address**

Quality certification obtained

S. No	Issued by	Valid until

Attach photo copies in support of the above

**CATERING TENDER 2021-22
OFFICE OF HOSTEL MANAGEMENT, IIT MADRAS**

**Name of the Tenderer:
Address**

Solvency Certificate

(To be issued in the letterhead of the Bank)

Name of Entity/Authority
Address

This is to state that M/s_____ having Regd. Office at _____ is/are a customer of our Bank for over_____ years, and is/are presently enjoying certain credit facilities with us. The conduct of the account(s) of the Company has been satisfactory. The company can be considered good up to Rs. 50 lakhs (Rupees Fifty lakhs only) in terms of Net Worth shown in their Audited Balance sheet as on_____. This certificate is being issued for Bidding Catering Tender 2021-22 at Hostel Management, IIT Madras.

This certificate is issued for the above-mentioned specific purpose, and at the specific request of our customer M/s_____.

Authorized signatory of the bank
With seal and Date

N.B. Solvency certificate in any other format will not be considered for tendering process

**CATERING TENDER 2021-22
OFFICE OF HOSTEL MANAGEMENT, IIT MADRAS**

Name of the Tenderer:
Address

BALANCE SHEET DETAILS

(Amount in INR Lakhs)				
Particulars	←----- Financial Year ----->			
	2017-18	2018-19	2019-20	2020-21 (provisional)
Total Revenue				
Total Expenses				
Profit before tax				
Profit after tax				

(Enclose copies of audited balance sheet for the years up to March 2020 and Trial Balance, certified by a Chartered Accountant for the year 2021 on the letterhead of firm/CA)

Signature of Tenderer with date and seal

**CATERING TENDER 2021-22
OFFICE OF HOSTEL MANAGEMENT, IIT MADRAS**

**PERFORMANCE REPORT FOR SERVICES PROVIDED IN THE GOVERNMENT/SEMI-GOVERNMENT
INSTITUTIONS / ORGANIZATIONS/AUTONOMOUS ORGANIZATIONS**
(To be issued by the organization where facility is being provided)

1. Name of the Owner :
2. Name of the Company/Firm & Location :
3. Name of organization where catering services are provided :
4. Name and contact No. of the person in the
Organization for verification :
5. Date of award of contract :
6. Date of expiry of license/completion
of contract :
7. Performance Report

a)	Quality of items / works	:	Excellent / very Good / Good / Fair / Poor
b)	Resourcefulness	:	Excellent / very Good / Good / Fair / Poor
c)	Interpersonal relationship	:	Excellent / very Good / Good / Fair / Poor
d)	Punctuality Opening & Closing of shop and Maintaining service hours.	:	Excellent / very Good / Good / Fair / Poor
e)	Regularity in paying dues	:	Excellent / very Good / Good / Fair / Poor

Date:

(Signature with Name, designation and
Seal of the organization)

Form of Performance Security (Guarantee) Bank Guarantee Bond

In consideration of the O/o Hostel Management IIT Madras (hereinafter called "OHM") having offered to accept the terms and conditions of the proposed agreement between And (Hereinafter called "the said contractor (s)") for the work of providing catering services as per agreement and the same having been unequivocally accepted by the catering contractor (Hereinafter called "the said agreement") and having agreed to production of an irrevocable bank Guarantee for Rs/- (Rupees only) as security / guarantee from the contractor (s) for compliance of his obligations in accordance with the terms and conditions in the said agreement.

1) We (Hereinafter referred to as "the Bank") hereby (Indicate the name of the Bank) Undertake to pay to OHM an amount not exceeding Rs (Rupees Only) on demand by OHM.

2) We do hereby undertake to pay the amounts due and payable under this Guarantee without any demure/reservation, contest, recourse or protest and credit without any reference to the catering contractor, merely on a demand from OHM stating that the amount claimed is required to that recoveries due or likely to be due from the contractor (s). Any such demand on the Bank shall be conclusive as regard the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs (Rupees Only)

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

4) We further agree that the guarantee herein (indicate the name of the bank) Contained shall remain in full force and effect during the period that would be taken for the said performance of the said agreement and that it shall continue to be enforceable till all the dues of OHM under or by virtue of the said agreement have been fully paid and claims satisfied or discharged or till Chairman, Council of Wardens on behalf of OHM certifies that the terms and conditions of the said agreement have been fully and properly carried out by the said contractor (s) and accordingly discharges this guarantee.

5) We further agree with OHM that (Indicate the name of the Bank) OHM shall have the fullest liberty without our consent without effecting in any manner our obligations hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor (s) from time to time or to postpone for any time or from time to time any of the powers exercisable by OHM against the said contractor (s) and to forebear 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 contractor (s) or for any forbearance, act of omission on the part of OHM on any indulgence by OHM to the said contractor (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 contractor (s).

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

8) This guarantee shall be valid up to unless extended on demand by OHM. Notwithstanding anything mentioned above, our liabilities under this guarantee are restricted to Rs(Rupees only) and unless a claim of writing is lodged with us within six month of the date of expiry or extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated the day of for
(Indicate the name of the bank)

Bid Securing Declaration

I declare that if I,

- i. Withdraw or modify the bids during the validity of the contract or
- ii. Fail to sign the contract on award of the contract or
- iii. Fail to submit the performance security within the stipulated period

I shall not be permitted to participate in the re-tendering of catering contract for the year 2021-22 and also debarred from participating in any of the tenders floated by O/o Hostel Management, IITM for a minimum period of 2 (two) years.

Name and Seal of the Managing Director/Managing Partner/Owner

CATERING TENDER 2021-22
OFFICE OF HOSTEL MANAGEMENT, IIT MADRAS

Schedule B: Terms & conditions for running catering facilities
(Tenderer should go through the following carefully and sign in all pages of the
Schedule B with date and seal)

1. Mess facilities consisting of kitchens and dining halls on as is basis, are provided by Hostel Management. The caterer has to arrange for cooking food in kitchen(s), and serve it in dining halls. Prospective caterer(s) may inspect available facilities with prior appointment.
2. Breakfast, Lunch, Evening tea and Dinner have to be served as per the menu, furnished in Schedule-C.
3. DINING TIMINGS

Breakfast	06:45 - 09:30
Extended breakfast	09:30 - 10:00 (only bread, butter, jam)
Lunch	11:45 - 14:15
Evening Tea	16:00 - 17:35
Dinner	18:45 - 21:25

The timings are subject to change in order to comply with the Covid-19 protocol/guidelines. Further, the dining shall be arranged in slots as given below in order to comply with the Covid-19 protocols.

Time slot	Breakfast	Lunch	Tea	Dinner
Slot I	7:15 - 7:55 a.m.	11:45 - 12:30 p.m.	4:00 - 4:25 p.m.	7:00 -7:45 p.m.
Cleaning break	7:55 - 8:00 a.m.	12:30 - 12:35 p.m.	4:25 - 4.35 p.m.	7:45 - 7:50 p.m.
Slot II	8:00 - 8:40 a.m.	12:35 - 1:20 p.m.	4:35 - 5:00 p.m.	7:50 - 8:35 p.m.
Cleaning break	8:40 - 8:45 a.m.	1:20 - 1:25 p.m.	5:00 - 5.10 p.m.	8:35 - 8:40 p.m.
Slot III	8:45 - 9:25 a.m.	1:25 - 2:10 p.m.	5:10 - 5:35 p.m.	8:40 - 9:25 p.m.

In the case of Food Court, the caterer will be allowed to operate the outlet beyond the stipulated hours as mentioned above but maximum up to midnight only. However, a grace period of 15 minutes should be provided between sessions and around 2 hours between lunch and evening tea. The sale of items beyond the mess timings mentioned above must be received using only smart cards.

4. Type of service: Counter-service with minimum of two counters in each dining hall with a provision for serving all items viz., *rice, sambar, rasam, etc.* by adequate servers on the dining table itself. In addition, *chappatis, pooris, idlis* and *dosas* should be prepared and served hot. Caterers shall ensure enough number of *tawas* for the same. All mess services should comply with FSSAI guidelines. Further, irrespective of the student strength, 3

counters should be operational during peak hours. **Caterer should provide table service as per the decision of MMCC, if required.**

5. For scope of work, please refer to **Schedule C**.

6. Hostel Management shall provide the following:

- a) Water for cooking, washing and cleaning at prevailing rates on the basis of metered consumption.
- b) Drinking water
- c) Electricity for the exclusive purpose of running the dining facilities at prevailing rates in the Institute.

The caterer must make all efforts to minimize electricity and water usage.

Consumption of water and electricity more than the permissible limits is liable for penalty. Any wastage of water, taking bath & washing clothes in other than designated areas and keeping the taps open when not in use is liable for penalty. **Refer Annexure B for charges payable for services.**

7. Procurement of items and following the routine for providing healthy and quality food is the responsibility of the caterer with the approval of the Hostel Management:

- a) Good quality vegetables, fruits, provisions, dairy products, protein/meat etc., and all raw materials should be procured and cleaned thoroughly before food preparation.
- b) Only wooden pallets should be used in the vegetable cutting zone.
- c) Cooking gas from TUCS, IIT Madras campus under exempted category rate.
- d) The caterer has to make their own arrangements for procuring utensils, tools, equipment, etc., to run the system efficiently. Hostel Management will not supply any such required items to the caterer.
- e) Caterers should use separate freezers for storing meat, fish, chicken and mutton.
- f) Caterer should ensure adequate facilities for heating, cooling, refrigeration and freezing food & facilitate monitoring of temperature.
- g) The vessels and cutleries for vegetarian and non-vegetarian items must be color coded and segregated and cleaned separately.
- h) Proper segregation of raw, cooked, vegetarian and non-vegetarian food should be done.
- i) Caterers should not use any artificial color, preservatives and other harmful chemical additives (for example, mono-sodium glutamate) in any of the dishes or even store them in the mess premises.
- j) All the equipment should be adequately sanitized before and after food preparation.
- k) Frozen food should be thawed hygienically. No thawed food shall be stored for later use (Meat, Fish and poultry is thawed in refrigerator at 5°C or below or in microwave. Shellfish/seafood should be thawed in cold potable running water at 15°C or below within 90 minutes.
- l) High risk food should be cooled from 60° C to 21°C within 2 hours or less and further cooled to 5° C within two hours or less.
- m) Food portioning shall be done in hygienic conditions. High risk food shall be portioned in a refrigerated area or portioned and refrigerated within 30 minutes. Large amount of food shall be portioned below 15°C.

- n) Hot food intended for consumption shall be held at 65°C and non-vegetarian food intended for consumption should be held at 70°C. Cold foods including salads should be maintained at 5°C or below and frozen products should be held at -18°C or below. And to check the temperature of food being served each caterer should have a minimum of two thermometers and these thermometers should be calibrated regularly.
 - o) Reheating should be done appropriately and no indirect reheating such as adding hot water or reheating under Bain Marie or reheating under lamp should be resorted to.
 - p) Oil suitable for cooking purposes should be used. Periodic verification of fat and oil by checking the color, the flavor and floated elements should be done. **Caterers should mandatorily have sufficient provision to monitor quality of oil. Caterers should make the required arrangement for the safe disposal of used oil following the guidelines of FSSAI.**
 - q) Vehicle intended for food transportation shall be kept clean and maintained in good condition.
 - r) Packaging and wrapping material coming in contact with food should be clean and of food grade quality.
8. The Caterer shall use only branded raw materials and best quality resources for preparing food. The Caterer shall submit at least three brands for each item and the Hostel Management shall approve the brands for cooking after its inspection. The Caterer should ensure that the incoming material is procured as per internally laid down specification from approved vendors and they should also maintain the records viz., certificate of analysis, Form E, specifications, name and address of the supplier, batch no., mfg., use by/expiry date, quantity procured etc. Raw materials should be inspected at the time of receiving for food safety hazards (Farm produce like vegetables, fruits, eggs etc. must be checked for spoilage and accepted only in good condition). Hostel Management reserves the right to check the raw materials used for cooking and the cooking processes for compliance with the approved list. Incoming material, semi or final products should be stored by the caterer according to their temperature requirement in a hygienic environment to avoid deterioration and protect from contamination. FIFO & FEFO is practiced (Foods of animal origin are stored at a temperature less than or equal to 4 °C). Non-compliance of this clause shall attract appropriate penalty, which will be decided in the MMCC meeting. Repeated violation shall lead to the termination of contract.
9. The Caterer shall arrange for gas refills and its safety and supply of milk through his/her own resources.
10. Following shall be the responsibilities of the caterer regarding hygiene and sanitation:
- a) Hygiene and sanitation standards should strictly comply with FSSAI regulations and/or prevalent norms. Compliance to the hygiene standards will be checked periodically. Non-compliance to hygiene standards will be sufficient reason to terminate the contract.
 - b) For cleaning and washing of plates, cutleries and utensils the caterer should install a dishwasher, which should be used optimally. *Katories*, spoons, plates must be cleaned in the dishwasher.

- c) Plates, *Katories*, warmers, basins, *dekchas* and *kadais* should be wiped free of food waste in the dining area and kitchen itself before being sent to the wash area. This is to ensure that there is no food waste on the floors that attracts cockroaches.
- d) Cleaning of equipment, mess and dining premises should be done as per cleaning schedule & cleaning program. Preventive maintenance of equipment and machinery should be carried out regularly as per the instructions of the manufacturer and necessary records maintained. There should be no stagnation of water as this leads to outbreak of dengue.
- e) Caterers should do cleaning on daily basis for dining hall, kitchen, plate/pot/hand wash area, inner corridors, store room, grinding room, vegetable cutting area and outer surface of the duct & change room. Caterers also should do deep cleaning twice a year for kitchen, dining area, corridors, electrical switches/fittings, joineries, diaphragm chambers, furnitures. The caterers shall ensure the cleanliness of the above premises at any point of time. The deep cleaning shall include cleaning of walls, floors, ceilings and removal of cobwebs, scrubbing to make sure that the surfaces are free from dirt and any other foreign material. The deep cleaning carried out by the caterers shall be jointly inspected by the Hostel Management and EU. The caterer shall carry out necessary corrective actions if any non-conformity is found during the inspection. The cleaning of kitchen hood, inside of the duct, rest rooms, terrace, lobby, staircase/lift area and outside litter picking will be under the purview of the Institute. The caterers are responsible for cleaning the disposal and loading areas soon after the garbage is cleared in the morning.
- f) All kitchen and serving items like appliances, pots, warmers, plates etc., should be stored on elevated stands or racks. In addition 2 stainless steel strainers of dimensions specified by MMCC must be used in the dish wash and pot wash areas respectively so that food waste does not clog the drains.
- g) Keeping the mess premises and surroundings neat, clean and hygienic.
- h) Periodic fumigation and implementation of pest (includes rodents, lizards, cockroaches, insects etc.) control measures to ensure that the dining and kitchen facilities are pest free. Any detection of pests or signs of infestation in premises (eggs, larvae, feces etc.) is liable for penalty and repeated sighting of pests would entail termination. The periodicity of fumigation and implementation of pest control measures to be decided by the Hostel Management. Pest control activities will be carried out by a single agency and will be coordinated by Hostel Management. The charges would be borne by the caterers.
- i) Proper upkeep and maintenance of hand washing facilities, toilets and change rooms of employees.
- j) Food material should be tested through an accredited lab and records be maintained and produced during every MMCC meeting.**
- k) Cutlery, crockery used for serving and dinner accompaniments at dining service should be clean and sanitized free from unhygienic matters.
- l) Chlorine strips for checking the quality of water should be available with all the caterers.
- m) The staff using Suma tablet (disinfectant) for sanitizing vegetables, utensils, equipment, and food preparation surfaces should be sensitized about their usage like what should be ppm level of the disinfectant when dissolved in water for various activities.
- n) All the entrances to the kitchen should have curtains.
- o) Food grade containers should be used for storing provisions or there should be food grade lining inside the container.
- p) All egg stacks, if any, should contain date of receipt and expiry tags.
- q) Items stored in the Chiller should have date and identification tags.
- r) Plastic sieves should not be used in the kitchen.
- s) Alcohol based wet wipes should be used to clean the thermometer or should be dipped in boiling water to sanitize before use.
- t) The sanitizers placed at kitchen entrance should be odour and scent free.

- u) Blades should not be used in the kitchen or dining area for whatsoever purpose.
 - v) Foreign bodies like metal nails, finger nails, hair strands, threads, metals, plastic material, insects live or dead (viz., cockroaches, flies, earthworm) in food items are not acceptable. This list is indicative and not exhaustive. Three violations on this count will be penalized and any infringement thereafter would lead to termination of the contract.
 - w) Kitchens should be odour free and be free from dust, grime, stains, etc.
 - x) **Kitchens should be inspected by the owners once in a fortnight.**
11. Caterer's performance will be monitored and reviewed on a regular basis by the Mess Monitoring and Control Committee (MMCC). Meetings of the MMCC, scheduled on last Saturday of every month should be attended by the caterers. All recommendations made by the MMCC shall be notified to the caterer, which should be strictly complied with. Non-compliance with menu and serving unhygienic food can result in instant monetary fine/termination of contract (**see Annexure C-1**).
 12. The daily rate quoted per student for the menu items in the mess, extras for the mess and item wise rates for Food Court should be inclusive of all taxes and service charges, as levied by the Central and State Governments. Hostel Management will not pay any additional charges to the caterers.
 13. The rates stipulated in the contract should remain valid for a minimum period of one year with effect from **1st October, 2021 or date of award of contract, whichever is later.**
 14. Food cooked in the dining facility should not be served in other places inside / outside the campus. The Caterer shall not serve food that is prepared/cooked elsewhere outside the dining facility. Raw material stored in the Mess should be used exclusively for the student dining facilities in IIT Madras.
 15. When circumstances warrant, the Caterer shall cater to additional number of students/staff members, as requested by the Hostel Management at short notice.
 16. The Caterer shall not assign, sublet or part with the possession of the licensed premises and properties of the Institute therein or any part thereof under any circumstances.
 17. On expiry/termination of the license, the Caterer must vacate the licensed premises. All fixtures, furniture, etc. that are properties of IIT Madras should be handed over to the Hostel Management in good and tenable conditions. Cost of repair charges for mishandling and wilful damage (except normal wear and tear) will be recovered from the payment due.
 18. The caterer shall not construct or make any structural alterations or install additional fittings inside the premises of the work place without prior written approval from the Hostel Management.
 19. The following charges are to be paid by the Caterer for running the mess. License fee (10 months) should be paid in advance before starting the mess operations.

Sl. No.	Facility	License fee*
1	Himalaya each caterer/	Rs.2,00,000

	Vindhya each caterer/ Nilgiri each caterer/	*Additional Rs.40,000 will be collected separately from the caterers running the vacation mess during the month of May.
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20. The selected Tenderer shall start the dining facility from October 01, 2021 and Hostel Management will serve intimation to the caterer, well in advance.
21. During vacation periods of IIT Madras, the Hostel Management reserves the right to reduce the strength of each mess or to close the dining facilities totally under advance intimation to the caterer. **Caterers who are not serving in the vacation mess should vacate the premises.**
22. Minimum staff strength in each category shall be as per **Annexure C-2**. Based on the periodic inspection and other requirements, the Hostel Management reserves the right to instruct the caterer for increasing their service staff strength in case of unsatisfactory service/performance. **It is mandatory that the caterers should deploy the adequate manpower (at least to the minimum as specified in the schedule) throughout the service period. Each category of personnel should be given uniform to distinguish themselves in a combined group. Catering Manager and Deputy Manager should be available throughout the service hours; should address complaints from the students instantaneously.**
23. Employment of child labour, defined as per relevant laws is strictly prohibited. The caterer shall maintain a register with name, age and address of all their employees working at IIT Madras premises. The caterer must report any changes in their list of employees to the Hostel Management immediately. The caterer shall arrange security pass to all his employees from security section of IIT Madras.
24. **Only five employees** will be permitted to stay in the premises of IIT Madras after working hours. Necessary permission in writing should be obtained by the caterer for overnight stay of their employees in the campus at times of exigencies. The names of such employees should be intimated to the Hostel Management in advance; only after issue of permission and ID cards, they should be allowed to stay for the said period.
25. The employees of the caterer should wear uniform of appropriate colour and display their ID cards. Food handlers should be equipped with suitable aprons, gloves, headgear, etc., wherever necessary. No person suffering from a disease or illness or with open wounds or burns should be involved in handling of food or materials which come in contact with food. Bi-annual medical examination & inoculation of food handlers against the enteric group of diseases as per recommended schedule of the vaccine should be done and the medical reports to be produced on demand for verification. The Caterer should ensure that all of their employees are free of communicable diseases. Medical Certificates to this effect should be submitted to the Hostel Management before the start of the mess services. Any subsequent changes should be also brought to the immediate attention of the Hostel Management. All the staff involved in cooking, preparation of raw materials and handling and serving food,

washing utensils and managing the dining halls including the managers and owners shall be vaccinated with two doses of Covid-19 vaccine.

26. The Caterer shall be responsible for the proper conduct and behavior of the employees engaged.
27. Smoking, consumption/distribution of alcohol, use of *pan* and *gutka* by the employees is strictly prohibited inside the IIT Madras campus.
28. All expenses related to the functioning of the employees engaged by the Caterer shall be in the scope of the Caterer.
29. The Caterer is solely responsible for the payment of minimum wages, ESI and EPF for their employees as per the Government of Tamilnadu and Government of India norms as applicable and should meet any other statutory and non-statutory benefits/obligations. The record of duty hours and pay structure should be maintained as per rules for inspection by the government authorities. The bills raised by the caterers will be passed for payment only on the production of **ORIGINAL** EPF and ESI remitted challans. Non-compliance of any statutory/non-statutory provisions would entail termination of contract. **Further, the Caterer shall comply with the EPF/ESIC Act even if the workers are engaged for a day or half a day.**
30. Students can express their preference for any dining facility every month. List of extra items offered along with each course on every day shall be displayed on the notice board in front of the dining area.
31. The AMC charges of the tools and equipment provided by IIT Madras namely: exhaust fans etc., are to be paid by the caterer at the pre-fixed rates given in **Annexure B**.

32. **Waste disposal:**

Since 2006, IIT Madras has adopted a well-defined Waste Management Policy. This policy demands that all waste generated, at every point on Campus, be segregated at source into Organic, Inorganic and Sanitary waste. Any Contractor who wishes to offer a service in IITM are bound by these rules. IITM is a forest area with Monkeys and Deers – including the endangered Blackbuck. Therefore, the rules regarding littering of open space and erratic dumping of waste are backed by heavy penalties, which ensure that the wild animals are unhurt. Food waste in particular should not be thrown outside the buildings and inside the drains. The Institute implements its Waste Management Programme through the Zero Waste Zone (Owzone) Group, which clears garbage every morning from all the messes. The caterers must bring the waste to the clearing area only at the stipulated time, beyond which no waste should be kept in the mess. Each item of waste generated should be disposed in foot operated bins as specified by FSSAI, which should be arranged neatly in the lift area. Every worker in the mess should be briefed about these rules by the Managers.

33. Serving of extras in the mess and food court is only through swipe-card system. No sales against payment of cash should be entertained. Rental charges for the terminals to use swipe cards should be borne by the caterers as indicated in **Annexure B**.
34. Caterer shall install and provide enough number of equipment like water coolers, bread toasters, fly killers (latest model of Pest-o-flash), spoon and plate sterilizers, hot cases and Bain Mariés for smooth and efficient functioning of the mess facilities. The equipment and containers should be made of non-toxic, impervious, non-corrosive material which is easy to clean & disinfect. Caterers must not use electric *chapathi/dosa* plates (hot plates), rice cookers and such equipment without prior permission from the Hostel Management. Only dining space with tables and chairs will be provided.
35. The Caterer should have a consumer complaint redressal mechanism in place and maintain appropriate records.
36. Measuring & monitoring devices should be calibrated periodically.
37. Food handlers should have necessary knowledge and skills & should be trained to handle food safely. The relevant training records should be maintained.
38. Every catering contractor should deploy a qualified Chef in IIT Madras hostel mess facility. Further Owner/Manager and one more person should have undergone FOSTAC (Food Safety Training and Certification) program. As the OHM is in the process of obtaining the Eat Right Campus certification, caterers should cooperate and provide necessary assistance for the same.
39. Harming flora and fauna in the campus or feeding animals inside the campus is prohibited and any violation on this count would directly lead to termination of the contract.
40. All licenses necessary for running a catering establishment including Central FSSAI License should be kept renewed up to date and produced on demand. Further, all the licenses should be displayed at conspicuous places. The tenderer shall submit documentary proof of the application filed for getting FSSAI license from the competent authority to the MMCC Chairperson, within 15 days from the date of taking possession of the allotted premises, if they do not possess a FSSAI license already. The tenderer shall furnish certified/attested copy of the FSSAI license to the MMCC Chairperson within 60 days from the date of taking possession of the allotted premises. If the tenderer anticipates delay in submission of FSSAI license, the tenderer shall inform in writing the reasons for non-submission of the certified/attested copy of the said certificate at least 10 days before expiry of the stipulated period of 60 days to the MMCC Chairperson. The MMCC Chairperson, if satisfied that the delay is due to valid reasons then it can further extend the stipulated period. If the tenderer fails to submit the FSSAI license within 60 days or in the extended period then his license is liable for termination along with forfeiture of security deposit. Termination on these grounds cannot be challenged and the Chairman Council of Wardens is at liberty to invite a fresh tender thereafter.

41. **Plastics:** Use of throwaway plastics such as plastic sheets used for food wrapping, spreading on dining table etc., plastic plates, plastic coated tea cups and plastic tumbler, water pouches and packets, plastic straw, plastic carry and garbage bags, and plastic flags/banners irrespective of thickness **are banned inside the IIT Madras campus. Carry bags made from compostable plastics bearing a label “compostable” and conforming to the Indian Standard: IS or ISO 17088:2008 titled as Specifications for “Compostable Plastics” only can be used.** Use of Paper bags/plates/cups etc., is encouraged.
42. All communications to the Caterer will be sent through e-mail. However, this does not bar the hostel management to send communications through other available modes. The caterer should regularly check the OHM website for any other instructions issued from time to time.
43. Outstanding dues, if any, shall be recovered from the monthly payments due to the catering contractor and if the same cannot be recovered from the monthly payments then it would be recovered from the performance security or any other amounts due and payable to the catering contractor.
44. While accepting the offer, the Caterer needs to execute a bond accepting the terms and conditions for running the dining facility, as listed in this schedule. The contract can be terminated by either side with a notice of one month.
45. The Hostel Management reserves the right to review and modify the terms and conditions, periodically. If any of the supporting documents enclosed along with bids is found to be not genuine at the time of scrutiny or after award of contract, the contract is liable to be terminated.
46. Decision of the Hostel Management is final in awarding the contracts.
47. Scope of work, terms and conditions, written instructions, if any, given by the Chairman Council of Wardens and Chairman, Mess Monitoring and Control Committee and other conditions mentioned elsewhere in the tender documents shall also constitute a part of this agreement.

SPECIAL TERMS AND CONDITIONS*

1. Persons above 60 years age and pregnant women should not be engaged.
2. Persons with co-morbidities should not be engaged.
3. Caterer and all its employees should install *Aarogya Setu* Application (App) on compatible mobile phones and regularly update their health status on the app.
4. Physical distancing of at least 6 feet shall be followed.
5. Use of face covers/masks is mandatory.
6. Guidelines for use of mask. The correct procedure of wearing triple layer surgical mask:
 - a. Perform hand hygiene.
 - b. Unfold the pleats; make sure that they are facing down.
 - c. Place over nose, mouth and chin.
 - d. Fit flexible nose piece over Nose Bridge.
 - e. Secure with tie strings (upper string to be tied on top of head above the ears – lower string at the back of the neck.)
 - f. Ensure there are no gaps on either side of the mask, adjust to fit.
 - g. Do not let the mask hanging from the neck.
 - h. Change the mask after six hours or as soon as they become wet.
 - i. Disposable masks are never to be reused and should be disposed off.
 - j. While removing the mask great care must be taken not to touch the potentially infected outer surface of the mask
 - k. To remove mask first untie the string below and then the string above and handle the mask using the upper strings.
 - l. Disposal of used masks: Used mask should be considered as potentially infected medical waste. Discard the mask in a closed bin immediately after use.
7. Ensure hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Provision for use of alcohol-based hand sanitizers (for at least 20 seconds) shall be made wherever feasible.
8. Entry & Exit points and common areas to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.
9. Only asymptomatic staff and diners shall be allowed.
10. All staff and diners to be allowed entry only if using face cover/masks. The face covers/masks have to be worn at all times inside the dining facility except while eating.
11. Posters/standees/AV media on preventive measures about COVID-19 to be displayed prominently.
12. All employees who are at higher risk i.e. older employees and employees who have underlying medical conditions, to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the diners.
13. Required precautions while handling supplies, inventories and goods in the dining facility shall be ensured. Proper queue management and disinfection shall be organized.
14. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
15. Self-monitoring of health by all and reporting any illness at the earliest to state and district helpline.
16. Spitting is strictly prohibited.

17. Food delivery personnel shall leave the packet at customer's door. SHOULD NOT handover the food packet directly to the customer.
18. In case of necessity, the Caterer shall deliver packed lunch to the hostel or the hospital as the case may be.
19. Staff/ servers should wear mask and hand gloves and take other required precautionary measures.
20. Tables to be sanitized each time customer leaves.
21. In the kitchen, the staff should follow physical distancing norms at work place. Kitchens area must be sanitized at regular intervals.
22. In case of a suspect or confirmed case in the premises:
 - a. Place the ill person in a room or area where they are isolated from others.
 - b. Provide a mask/face cover till such time he/she is examined by a doctor.
 - c. Inform OHM
23. The instructions issued by IIT Madras and the following departments with regard to prevalent pandemic or catering would apply *mutatis mutandis* to the Caterer and the staff engaged by the Caterer.
 - a. Ministry of Human Resources Development, Government of India.
 - b. Ministry of Health and Family Welfare, Government of India.
 - c. Ministry of Home Affairs, Government of India.
 - d. Revenue and Disaster Management department, Government of Tamil Nadu.
 - e. Health and family department, Government of Tamilnadu.

For latest instructions issued by the Ministry/Department, Caterer should visit the Government of India and Government of Tamilnadu official websites.
24. The Caterer shall comply with all the applicable Statutory Acts and Rules.
25. The Caterer shall comply with all the provisions of The Contract Labour (Regulations & Abolition) Act and Rules 1970, if engaging contract labor.
26. The Caterer shall comply with the Inter-State migrant workmen (Regulation of Employment and Conditions of Service) Act & Rules 1979, if engaging inter-state migrant workmen. This act would apply if the Caterer employs 5 or more inter-state migrant workmen on any day of previous 12 months. OHM to be informed accordingly as being the Principal Employer OHM has to submit Form XXIV [Rule 56(2)] to the Registering Officer.
27. Adequate crowd and queue management to be ensured to ensure social distancing norms inside the dining hall.
28. Maintaining physical distancing of a minimum of 6 feet, when queuing up for entry.

*The above special conditions are specific to Covid-19.

OHM deliverables:

1. Proper crowd management in the parking lots and outside the premises – duly following physical distancing norms shall be ensured.
2. Specific markings shall be made with sufficient distance to manage the queue and ensure physical distancing in the premises.
3. Preferably separate entry and exits for diners, staff and goods/supplies shall be organized.
4. Seating arrangement to be made in such a way that adequate social distancing is maintained. In the dining facility, not more than 50% of seating capacity shall be permitted during pandemic.
5. Buffet service should also follow physical distancing norms among diners.
6. Number of people in the elevators shall be restricted for maintaining physical distancing norms.

7. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) is mandatory in all the service and common areas.
8. Disinfect the entire mess premises as per the advice of Chief Medical Officer of the Institute.
9. Proper disposal of face covers / masks / gloves left over by diners and/or staff should be ensured. Discarded covers, masks and gloves should be put in separate yellow colour bio medical waste bin only.
10. Deep cleaning of all washrooms shall be ensured at regular intervals.
11. If necessary, staggering of diners to be done following the slot system.
12. Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing stations/areas.
13. In case of a suspect or confirmed case of Covid-19 positive inside the central dining facilities:
 - a. Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
 - b. A risk assessment will be undertaken by the designated public health authority (district Rapid Response Team/treating physician) and accordingly further action be initiated regarding management of case, his/her contacts and need for disinfection.
 - c. Disinfection of the entire dining facility shall be taken up with the appropriate authority on priority.

I/We carefully read the above terms and conditions and understood them clearly. I/We will abide by the above rules and any modifications made to these rules by the Hostel Management, IIT Madras during 2021-2022.

Signature of Tenderer
Official seal and address

**CATERING TENDER 2021-22
OFFICE OF HOSTEL MANAGEMENT, IIT MADRAS**

Prevailing charges for services (subject to revision)

1) Water charges

Usage /student/day	charges
Up to 10L	NIL
From 11L to 40L	Rs. 120/1000L
Above 40L	Rs. 240/1000L

2) Electricity charges

- (a) Use of electricity for common area (lift, staircase, entrance open area) is borne by the Institute.
- (b) Usage of electricity for kitchen above 4 (four) units per student per month is chargeable @ Rs.7.00 /unit (as per TNEB prevailing rate). If the charges are revised by TNEB, then the revised rates would be made applicable.

3) Rental charges for Swipe card/QR Code facility

Rs. 15000/- per month per caterer + GST as applicable

I/We agree to the above terms and conditions specified.

**Signature of Caterer
Official seal and address**

CATERING TENDER 2021-22
OFFICE OF HOSTEL MANAGEMENT, IIT MADRAS

Schedule C: Scope of work and brief details of menu

1. Scope of work

The caterer shall provide menu as briefed below using one of the dining facilities indicated in the Table C1:

Table C1: Description of the dining facilities at IIT Madras

Dining Facility	No. of Seats (approx.)/ Slot		Max No. of Students allotted per dining hall during pandemic/ 3 slots (Approx.)
	During pandemic	Post-pandemic	
HM-Neel Kant (GF)	76 for 2 students/ table	336 Each	456
HM-Anna Purna (FF)			
HM-Nanda Devi (FF)			
HM-Kanchen Junga (SF)			
HM-Nanga Parbat (SF)			
VN-Sahyadri (GF)	76 for 2 students/ table	336 Each	456
VN-Satpura (FF)			
NL- Makurni(GF)	76 for 2 students/ table	336 Each	456
NL- Mukurthi(FF)			
NL- Doddabetta(SF)			

HM- Himalaya dining facility, VN- Vindhya dining facility, NL- Nilgiris dining facility.

Hostel Management reserves the right to assign any one of the dining facilities to the Caterer based on availability/requirement. The tenderer shall visit these facilities and ascertain the available infrastructure before submitting the Tender. The caterer without any extra charges must provide any additional requirements, necessary for efficient services. Hostel management shall retain the right to assign operation of any one or two mess facilities to the caterer depending on the requirements of the students. PLEASE NOTE THAT THE PRESENT STUDENTS STRENGTH IS 1324 and it is likely to go up to 4500 approximately during pandemic period.

a) Mess operations

Mess operates with a basic menu and list of extra items to be served along with each course namely: breakfast, lunch, snacks and dinner. At least, three extra items should be made available during each course (Please refer to Table C4 for list of extras). Entire registration process is online and will remain valid for one month. Students have liberty to change their service provider every month. List of extra items (at least three extra items for lunch and dinner and two items for breakfast) being offered on the following day should be notified to the students on the evening of the preceding day itself. Students shall register for the desired extras, with the respective caterer in the register, which is maintained by the caterer. If required, the caterers have to serve the extras as pre-booked by the students during the normal working hours of the mess. Over and above, if any extra items are in

excess during the course of lunch and dinner, the same may be sold to other students who have not pre-booked for the extras.

CATERING TENDER 2021-22
OFFICE OF HOSTEL MANAGEMENT, IIT MADRAS

Model feedback form for evaluation

Sl. No.	Description	Excellent	Good	Average	Poor	Very Poor
		10	8	6	4	<4
1	Quality of the food served					
2	Adherence to menu/quantity					
3	Cleanliness and hygiene					
4	Catering service and Punctuality					
Total						

Based on the points obtained in the performance evaluation (Out of 40), the following deductions shall be made from the monthly bill, payable to the caterer.

Sl.No.	Points	Percentage Deduction
1	>28	nil
2	24-27	3
3	20-23	7
4	16-19	12
5	<16	18

The final decision on the feedback evaluation points will be carried out by the Mess Monitoring and Control Committee (MMCC). The caterer is expected to get overall “good” and at least “average” in each category in all months. “Very poor” in any month and “poor” twice in a row or three times in a year will attract additional penalty and / or termination of contract.

I/We agree to the above terms and conditions specified.

Signature of Caterer
Official seal and address

CATERING TENDER 2021-22
OFFICE OF HOSTEL MANAGEMENT, IIT MADRAS
Minimum staff requirements

For every 456 students, a minimum number of different categories of staff per shift, to be employed by the Caterer are given in Table D1. It is mandatory for staff on duty to wear uniform in the color specified below

Table D1 Minimum staff requirements/shift

Staff category	Number of staff to be employed for every 456 students/shift
Manager	1
Store supervisor	1
Cooks and Helpers	6
Housekeeping and dishwashing	8
Counter staff	1 per counter

1. Hostel Management reserves the right to order deployment of additional staff if the services are inadequate.
2. For any additional strength of students over and above the prescribed limit in any dining hall, the minimum staff required to be employed per shift should be increased proportionately.
3. Details of staff employed by the Caterer, under each category should be maintained in the standard format and should be made available for inspection by the Hostel Management.
4. Sufficient number of Servers shall be available **for counter service**.
5. Staff should mark their attendance through biometry/QR code installed in the messes.
6. Two staff should be engaged exclusively for plate waste removal.
7. One staff cannot be on the rolls of two messes.
8. Two per shift in the category of Cleaner/Washer should be trained to handle dishwasher.
9. Those related to existing OHM /Institute employees should not be engaged by the Caterer.
10. Caterer shall not employ any person above 60 years for washing, cleaning, and table service.

11. Two Managers should be engaged one in the morning shift and the other in the evening shift. The Manager engaged in the evening shift shall be made responsible for cleaning and disposal of food waste after dinner in addition to his regular responsibilities.
12. A responsible person should be available on Sundays and Holidays. The Mess should not be left at the mercy of Mess Managers, mess boys, etc. Any violation in this regard is liable for penalty.
13. All the working staff should have name and designation tags on their person.
14. Mobile phone numbers of the Mess Manager and Supervisors on duty should be displayed in the dining hall.
15. For the smooth running of mess, a feed-back and complaint register should be made available with the Mess manager of the Caterer.

I/We agree to the above terms and conditions specified.

Signature of Tenderer
Official seal and address

CATERING TENDER 2021-22
OFFICE OF HOSTEL MANAGEMENT, IIT MADRAS
Table C1: South Indian Menu

SOUTH INDIAN MENU (Week 1 & 3)							
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
B R E A K F A S T	Dosa and Masala(1)/Idiya ppam(3)	Idly + Vada	Pesarattu + Upma	Onion Uthapam	Puttu	Pongal + Vada	Poori
	Coconut Chutney (1)/Coconut Milk (3)	Coconut Chutney (1)/Garlic Chutney (3)	Ginger Chutney	Groundnut Chutney	Kadala Curry	Coconut Chutney	Aloo Masala
	Sambar(1)/Veg Kurma(3)	Sambar	Sambar	Sambar	Rava Khichidi	Sambar	
					Coconut Chutney		
			Sprouts		Sprouts		Sprouts
	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk
	Bread, Butter	Bread, Butter	Bread, Butter	Bread, Butter	Bread, Butter	Bread, Butter	Bread, Butter
	Pineapple Jam	Mixed Fruit Jam	Mango Jam	Mixed Fruit jam	Pineapple Jam	Mango Jam	Mixed Fruit Jam
L U N C H	Banana or Boiled egg	Cornflakes or Omelet	Banana or Boiled egg	Cornflakes or Omelet	Banana or Boiled egg	Cornflakes or Omelet	Banana or Boiled egg
	Veg Biryani (Basmati)	Rice + Garlic Rasam	Rice + Lemon Rasam	Rice + Tomato Rasam	Rice + Pepper Rasam	Rice + Tomato Rasam	Rice + Lemon Rasam
	Pudina Chapathi	Phulka	Chapathi	Phulka	Methi Chapathi	Phulka	Chapathi
		Rajma Masala	Gongura Pappu	Palak Pappu	Broad Beans and Tomato(Semi Gravy)	Shahi Paneer	Kovakkai(1)/Snake Gourd Kootu (3)
		Sambar	Puli Kuzhambu	Sambar	Avial	Sambar	Sambar
	Kadai Paneer	Brinjal Fry(1)/Dahi Baingan(3)	Crispy Onion Pakoda(1)/Bitter Gourd 65(3)	Bottle Gourd And Drumstick Dry	Gobi 65/Bhindi Fry	Ridge Gourd Poriyal	Raw Banana Karamani dry/Red Pumpkin Karamani
	Raita	Curd	Curd	Curd	Curd	Curd	Curd
	Papad	Fryums	Masala Papad	Vatthal	Masala Papad	Fryums	Papad
	Salad	Salad	Salad	Salad	Salad	Salad	Salad
	Gulab Jamun	Thovaiyal		Thovaiyal		Thovaiyal	
Mango Pickle	Lemon Pickle	Mix Veg Pickle	Lemon Pickle	Gongura Pickle	Lemon Pickle	Mix Veg Pickle	
E V E	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk
	Rice + Tomato Rasam	Rice + Lemon Rasam	Rice + Tomato Rasam	Veg Fried Rice	Rice + Tomato Rasam	Rice + Pepper Rasam	Sambar Rice
D I N N E R	Uthapam	Phulka	Alu Paratha(1)/Gobi Paratha(3)	Chapathi	Ragi Dosa(1)/Rava Idly(3)	Chapathi	Puliogare
	Sambar				Sambar	Sambar	Curd Rice
	Groundnut Chutney	Crispy Veg(No Potato)	Curd	Dal Fry	Tomato Chutney(1)/Coconut Chutney(3)	Dal Makhni	
	Carrot Beans Cabbage Poriyal	Green Peas Masala	Tomato Curry	Gobi Manchurian	Potato Fry	Keerai Vada	
	Fryums	Vatthal	Papad	Fryums	Papad	Masala Papad	Potato Chips
	Salad	Salad	Salad	Salad	Salad	Salad	Salad
	Mango Pickle	Lemon Pickle	Lemon Pickle	Mix Veg Pickle	Lemon Pickle	Lemon Pickle	Pickle
	Lemon juice	Butter Milk	Lemon juice	Butter Milk	Lemon juice	Butter Milk	Boost
		Seasonal Fruit1	Sooji Halwa	Fruit - Pineapple	Fruit - Papaya	Seasonal Fruit2	Fruit - Yellow Banana

SOUTH INDIAN MENU (Week 2 & 4)							
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
B R E A K F A S T	Dosa and Masala	Rava Idly(2)/Idly(4) + Vada	maggi and masala vada	kal dosa	Onion Uthapam	Poori	Rava Dosa
	Coconut Chutney	Coconut Chutney	Tomato ketchup	Pudhina Chutney	Groundnut Chutney	Aloo Masala	Kara Chutney
	Sambar	Sambar	Ragi koozh	Vada Curry	Sambar		Sambar
	Sprouts		Sprouts		Sprouts	Sprouts	
	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk
	Bread, Butter	Bread, Butter	Bread, Butter	Bread, Butter	Bread, Butter	Bread, Butter	Bread, Butter
	Pineapple Jam	Mixed Fruit Jam	Mango Jam	Mixed Fruit jam	Pineapple Jam	Mango Jam	Mixed Fruit Jam
	Cornflakes or Boiled egg	Banana or Omlet	Cornflakes or Boiled egg	Banana or Omlet	Cornflakes or Boiled egg	Banana or Omlet	Cornflakes or Boiled egg
L U N C H	Veg Biryani (Basmati)	Rice + Garlic Rasam	Rice + Lemon Rasam	Rice + Tomato Rasam	Rice + Pepper Rasam	Rice + Tomato Rasam	Rice + Lemon Rasam
	Phulka	Methi Chapathi	Phulka	Chapathi	Phulka	Pudina Chapathi	Phulka
		Palak Pappu	Chow Chow Kootu	Gongura Dal	Mixed Dal	Palak Paneer	Tomato Dal
		Sambar	Moru Kuzhambu	Sambar	Vathal Kuzhambu	Sambar	Sambar
	Paneer Butter Masala	Beetroot Poriyal	Aloo Capsium Dry	Carrot Beans Poriyal	Tindi Fry	Bhindi Dry	Beans&Alo o Poriyal
	Raita	Curd	Curd	Curd	Curd	Curd	Curd
	Papad	Fryums	Masala Papad	Vatthal	Papad	Fryums	Masala Papad
	Salad	Salad	Salad	Salad	Salad	Salad	Salad
	Mysore Pak	Thovaiyal		Thovaiyal		Thovaiyal	
	Mango Pickle	Lemon Pickle	Mix Veg Pickle	Lemon Pickle	Gongura Pickle	Lemon Pickle	Mix Veg Pickle
E V E	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk
D I N N E R	Rice + Tomato Rasam	Rice + Lemon Rasam	Rice + Tomato Rasam	Jeera Rice	Rice + Tomato Rasam	Rice + Pepper Rasam	Sambar Rice
	Bhatura	Phulka	Plain Dosa(2)/Idly(4)	Chapathi	Millet Dosa(2)/ Kerala Parota(4)	Chapathi	Pulihora
	Chole Masala	Gobi Masala Dry	Coconut Chutney	Paneer Mutter Masala	Onion Chutney(2)/ Veg Kurma(4)	Crispy Veg(no Potato)	Curd Rice
	Sambar	Sambar	Sambar+Podi	Dal Fry	Sambar(2)/C arrot Poriyal(4)	Sambar	
	Fryums	Vatthal	Papad	Fryums	Papad	Masala Papad	Potato Chips
	Salad	Salad	Salad	Salad	Salad	Salad	Salad
	Mango Pickle	Lemon Pickle	Lemon Pickle	Mix Veg Pickle	Lemon Pickle	Lemon Pickle	Pickle
	Lemon juice	Butter Milk	Lemon Juice	Butter Milk	Lemon Juice	Butter Milk	Boost
		Fruit - Papaya	Double Ka Meetha	Seasonal Fruit1	Fruit - Water Melon	Seasonal Fruit2	Fruit - Yellow Banana

CATERING TENDER 2021-22
OFFICE OF HOSTEL MANAGEMENT, IIT MADRAS
Table C1: South Indian Bucket List

Bucket- South Menu Mess		
Item	Frequency	Representative Menu Items
Breakfast		
Milk - toned (3.5% fat, 14.5% snf)	Daily	Hot Milk
Bread with Butter & Jam	Daily	White Bread, Wheat Bread, Butter, Jam-Mix Fruit/Pine Apple/Mango
Hot Beverage	Daily	Tea, Coffee
One Indian breakfast Item	Daily	Idly & Vada, Pidi Kozhukattai, Pesarattu & Upma, Pongal & Vada, Onion Uthappam, Kal Dosa, Maggi Noodles and Masala Vada, Poori & Masala, Idiyappam, Dosa and Masala, Rava Idly and Vada, Puttu and Kadala Curry, Punugulu, Mysore Bonda, Vegetable Bonda, Aval, Semiya Upma, Mixed Veg Uthappam, Mashed potato for Sandwich, Rava Dosa, Ragi Koozh, Ragi Dosa, Millet Dosa,
Side dishes, accompaniments	Daily	Curd, Sambar, Chutney - Coconut/Ginger/Pudina/Groundnut/Tomato/Garlic/Green/Onion/Imli/Kara, Masala Vada, Sprout Onions, Veg Curry, Sprouts, Vada Curry, Coconut Milk, Tomato Ketchup, Onions and lemon
Egg/Banana*	Daily	Boiled/Omelette/Banana/cornflakes
* Students will opt for either an egg or Banana or cornflakes		
Lunch & Dinner		
Tiffin	Three days in a week instead of Indian bread for dinner	Aloo Paratha, Idiappam, Dosa Varieties, Adai, Uthappam, Punugulu, Idly, Poori, Oil Chapathi, Phulka, Pudina Chapathi
		Chutney - Coconut/Ginger/Pudina/Groundnut/Tomato/Garlic/Onion, Pulusu
Indian Bread	Once per meal	Paratha, Wheat Paratha, Phulka/Chapathi, Puri, Palak Puri, Methi Puri, Pudhina Chapathi, Kerala Parota, Oil Chapathi, Chennai Parota
Rice, Rasam	Once per meal(Except Saturday Dinner)	Plain White Rice
Variety Rice	Four times in a week instead of Plain Rice	Lemon, Curry Leaf, Sambar, Curd, Tomato, Coriander, Jeera, Basmati, Mixed Veg Fried Rice, Kichadi, Briyani, Pulioogare, Ghongura, Brinji Pulao, Vangibath, Tawa Pulao, Ghee
Sambar/ Andhra Pappu/Kuzhambu	Once per meal	Vathal kuzhambu, Puli Kuzhambu, Moru kuzhambu, kara kuzhambu, Avial, Pulusu, Sambar
Dal	Once per meal (Except for tiffin as dinner)	Gongura Dal, Palak Dal, Moong Dal, Dal Makhni, Mixed Dal, Masoor Dal, Tomato Dal, Rajma Masala, Dal Fry, Dal Tadka
Poriyal	Once per day	Potato Fry, Cabbage Capsicum Tomato Thokku, Carrot Beans Cabbage, Brinjal Masala, Brinjal Fry, Beans & Aloo, Aloo Capsicum, Beetroot, Bhindi Fry, Crispy Veg, Crispy Onion Pakoda, Gobi Masala, Raw Banana, Kovakkai, Snake Gourd
Vegetable Curry	Once per day	Green Peas Masala, Chana Masala, Veg kurma, Tomato Kuruma, Paneer Butter Masala, Palak Paneer, Kadai Paneer, Green Peas Curry, Tomato Curry, Bhindi Curry, Drumstick Curry, Mushroom Peas Masala, Puli Kulambu, Baby Corn Masala, Keerai/Chow Chow Kootu, Potato Brinjal, Kadai Veg, Shahi Paneer, Mochai Kottai masala, Karamani, Aloo Peas Masala, Meal Maker Curry, Gobi/Veg Manchurian, Shalgam/Nool koozh
Curd	Once per day	Curd, Raita/Boondi Raita, Onion Raita
Crunchies	Once per meal	Fryums/Papad/Masala Papad/Potato Chips
Pickle/Chutney	Once per meal	Mango, Lemon, Chilly, Mix Veg, Tomato Chutney, Thovaiyal

Drinks	Once per day	Butter Milk, Lassi, Lemon Juice,
		Boost once per week instead of Butter milk and Juice
Salad	Once per meal	Cucumber, Tomato, Carrot, Beetroot, Onion, Lemon, Radish
Sweets (75g) or Fruits	Once per day (sweets-2 days per week, fruits-5 days per week)	Gulab Jamun, Carrot Halwa, Paruppu Payasam, Kala Jamun, Jilebi, Double Ka Meetha, Sooji-halwa, Dahi Vada, Ice Cream Cup (90ml), Mysore Pak, Semiya Payasam, Pineapple Kesari
		Banana (Green or Yellow) (1)-100g, Seasonal Fruits-100g, Pineapple-100g, Papaya-100g, Watermelon-250g
Evening	Tea, Coffee & Milk	

CATERING TENDER 2021-22
OFFICE OF HOSTEL MANAGEMENT, IIT MADRAS
Table C2: North Indian Menu

NORTH INDIAN MENU (Week 1 & 3)							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
B R E A K F A S T	Mix Veg Paratha	Rava Khichidi +Alu Bonda	Poha + Jalebi	Masala Dosa	Pav Bhaji + Jalebi	Idly + Vada	Poori
	Green Chutney + Curd	Coconut Chutney	Tamarind chutney	Coconut Chutney	Onion + Lemon slices	Coconut Chutney	Chole
		Sprouts(chana)	Onion + Lemon slices	Sambar	Peanut Sundal	Sambar	Sprouts (Moong)
	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk
	Bread, Butter	Bread, Butter	Bread, Butter	Bread, Butter	Bread, Butter	Bread, Butter	Bread, Butter
	Pineapple Jam	Mango Jam	Mixed Fruit Jam	Mixed Fruit Jam	Strawberry Jam	Mango Jam	Pineapple Jam
	Corn Flakes or Boiled egg	Banana or Boiled egg	Corn Flakes or Omlet	Banana or Boiled egg	Corn Flakes or Omlet	Banana or Omlet	Corn Flakes or Boiled egg
L U N C H	Veg Biryani (Basmati)	Rice	Rice	Rice	Rice	Rice	Rice
	Phulka	Phulka	Pudhina Chapathi	Phulka	Methi Chapathi	Chapathi	Phulka
	Moong Dal	Dal Tadka	Rajma Dal	Dal Fry	Kadi Pakoda	Green Moong Dal	Dal Makhani
	Kadai Paneer	Alu Beans Fry	Karela Bhujia	Aloo/ Gobhi 65	Red Pumpkin Kala Channa	Tava Mix veg dry	Tindly Dry
	Raita	Malai Methi Mutter	Paneer Butter Masala	Green Peas Masala	Bhindi Fry	Mutter Paneer	Bhindi Masala
	Masala Papad	Curd	Masala Papad	Curd	Curd	Curd	Curd
	Salad	Papad	Salad	Fryums	Masala Papad	Papad	Papad
	Mango Pickle	Salad	Mix Veg Pickle	Salad	Salad	Salad	Salad
	Ice Cream	Lemon Pickle	Lassi	Lemon Pickle	Mix veg Pickle	Lemon Pickle	Pickle
E V E	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk
D I N N E R	Rice	Rice	Ghee Rice (Basmati)	Rice	Rice	Mix Veg Fried Rice	Rice
	Bhatura	Phulka	Phulka	Phulka	Gobi Paratha	Chapathi	Phulka
	Masoor Dal	Dal Fry	Moong Dal	Palak Dal	Green Chutney + Curd	Dal Tadka	Dal Makhani
	Channa Masala	Lauki Kofta Curry	Alu Parval	Baingan Bharta	Rajma Masala	Veg / Gobi Manchurian	Kadai Veg
	Masala Papad	Masala Papad	Masala Papad	Fryums	Masala Papad	Papad	Masala Papad
	Salad	Salad	Salad	Salad	Salad	Salad	Salad
	Lemon Pickle	Mango Pickle	Mix Veg Pickle	Lemon Pickle	Mix Veg Pickle	Lemon Pickle	Pickle
	Lemon Juice		Butter Milk		Lemon Juice		Boost/Bournvita
	Seasonal Fruit	Fruit - Pineapple	Fruit - Yellow Banana	Kheer	Fruit - Papaya	Fruit - Green Banana	Seasonal Fruit

NORTH INDIAN MENU (Week 2 & 4)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
B R E A K F A S T	Gobi Paratha	Moong dall cheela+ Bread Pakoda	Poha + Jalebi	Maggi + Masala Vada/Cutlet	Pav Bhaji + Jalebi	Rava Dosa	Kachori + Sabji
	Green Chutney + Curd	Coconut Chutney	Tamarind chutney	Tomato Ketchup	Onion + Lemon slices	Kara Chutney	Tamarind Chutney
		Peanut Sundal	Onion + Lemon slices	Sprouts (Moong)	Sprout (Balck Chana)	Sambar	Onion + Lemon slices, Sprouts
	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk
	Bread, Butter	Bread, Butter	Bread, Butter	Bread, Butter	Bread, Butter	Bread, Butter	Bread, Butter
	Pineapple Jam	Mango Jam	Mixed Fruit Jam	Mango Jam	Strawberry Jam	Mixed Fruit Jam	Pineapple Jam
	Corn Flakes or Boiled egg	Banana or Boiled egg	Corn Flakes or Omlet	Banana or Omlet	Corn Flakes or Omlet	Banana or Boiled egg	Corn Flakes or Boiled egg
L U N C H	Kashmiri Pulao (Basmati)	Rice	Rice	Rice	Rice	Rice	Moong Dal Khichdi
	Phulka	Phulka	Pudhina Chapathi	Phulka	Methi Chapathi	Chapathi	Phulka
	Dal Fry	Palak Dal	Dal Makhani	Masoor Dal	Dal Tadka	Moong Dal	Aloo Chokha (musterd oil)
	Kadai Paneer	Methi Mutter Masala	Lauki Channa Dal	Baingan Bharta	Alu Palak/Methi (Dry)	Cabbage Mutter Carrot Sabji	Raw Banana Karamani
	Kala Jamun	Country Beans Fry	Gobhi Dry	Palak Paneer	Green Peas Masala	Gobi Masala	Rajma Masala
	Raita	Curd	Lassi	Curd	Curd	Curd	Curd
	Masala Papad	Papad	Masala Papad	Fryums	Masala Papad	Papad	Papad
	Salad	Salad	Salad	Salad	Salad	Salad	Salad
	Mango Pickle	Lemon Pickle	Mix veg Pickle	Lemon Pickle	Mix veg Pickle	Lemon Pickle	Pickle
E V E	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk
D I N N E R	Rice	Rice	Ghee Rice (Basmati)	Rice	Rice	Jeera Rice (Basmati)	Rice
	Phulka	Phulka	Phulka	Phulka	Alu Paratha	Methi Poori	Phulka
	Green Moong Dal	Dal Tadka	Moong Dal	Mixed Dal	Green Chutney + Curd	Dal Fry	Dal Makhani
	Bhindi Fry Masala	Kadai Veg	Malai Kofta Curry	Mutter Paneer	Rajma Masala	Dum Alu	Alu Parval
	Papad	Masala Papad	Masala Papad	Fryums	Masala Papad	Papad	Masala Papad
	Salad	Salad	Salad	Salad	Salad	Salad	Salad
	Lemon Pickle	Mango Pickle	Lemon Pickle	Mix Veg Pickle	Lemon Pickle	Mix Veg Pickle	Lemon Pickle
	Butter Milk		Lemon Juice		Butter milk		Boost / Bournvita
	Seasonal Fruit	Fruit - Pineapple	Fruit - Yellow Banana	Shahi Tukda	Fruit - Papaya	Fruit - Green Banana	Seasonal Fruit

CATERING TENDER 2021-22
OFFICE OF HOSTEL MANAGEMENT, IIT MADRAS
Table C2: North Indian Bucket List

Bucket- North Menu Mess		
Item	Frequency	Representative Menu Items
Breakfast		
Milk - toned (3.5% fat, 14.5% snf)	Daily	Hot Milk
Bread with butter & jam	Daily	Toasted, White Bread, Wheat Bread, Jam(Mixed Fruit/Mango/Pine Apple) and Butter
Hot beverage	Daily	Tea & Coffee
One Indian breakfast item	Daily	Aloo Parotta, Dhokla, Poha Jilebi (Different varieties), Daliya, Pav Bhaji Jilebi, Maggi+masala vada, Pooori Chole, Dosa, Mix Veg Parotta, Idly Vada, Kachori+Subzi, kachori+kadhi, Pooori Aloo Sabzi, Rava Dosa, semiya upma, moong daal cheela, aloo/veg chaap.
Side dishes, accompaniments	Daily	Curd, Onions and Lemon, Aloo Bonda, veg bonda, Bread Pakoda, Veg Cutlet, Masala Vada, spring Onions, Aloo Masala, Sprouts, Green Chutney, Imli Chutney, Tomato Ketchup, Coconut Chutney, Sambar, Fried Green Chilly, Pickle, Tomato Chutney
Egg/Banana*	Daily	Boiled/Omelette/Banana/cornflakes
* Students will opt for either an egg or Banana or cornflakes		
Lunch & Dinner		
Indian Breads	Once per meal	Paratha Varieties, lachcha paratha, Phulka, Chapathi Varieties, Puri Varieties, Palak Puri, Methi Puri, Pudhina Chapathi,
Rice	Once per meal	Plain White Rice
Variety Rice	4 times in a week instead of plain rice	Kashmiri Pulao, Basmati Rice, Mix Veg Fried Rice, Pudina rice, Kichadi & Moongdal, corn pulav, jeera rice, veg biryani, lemon rice
Dal	Once per meal	Dal Tadka, Green Moong, Rajma Masala, Toordal Fry, Dalmakhani, Palak Dal, Masoor Dal, Kadi Pakoda, Onion Pakoda, mix dal, Channa Dal, Dal Fry, Daal Lasooni
Sabji	Sabji+Dry Sabji in Lunch and Sabji/Dry Sabji in Dinner	Kadai Veg, Malaikofta, Lauki gravy, Mix Veg Curry(capsicum, carrot, beans), Gobi Masala, Lauki Channa Dal, Karela Bhujia, Palak Paneer, sev tamatar, Bhindi Do Pyaaza (Bhindi, Onion) (Dry), Paneer Butter Masala, Chole Channa Masala, Ridge Gourd+Black Channa, Mutter Paneer, Aloo Gobi capsicum potato strictly 1/3rd, Aloo choka(With mustard Oil),Dum Aloo(Fine gravy), aloo methi, Aloo 65, Aloo Jeera, Mixed saag, spinach dal gravy
Dry Sabji		Aloo Matar, String Beans Sabji, Raw Banana Karamani, Baingan Bharta/masala, Bhindi Fry, Veg Ball Manchurian, Mix Veg Dry, Red Pumpkin Karamani, Cabbage Capsicum, Shalgam/Noolkol Masala, Carrot Capsicum Masala, Kadai Paneer, Gobhi 65, Aloo Beans Fry, Tindli Aloo Fry, Carrot Peas 65, Carrot Beans fry, Beetroot fry,
Curd	Once per day	Onion raita, Curd, Lassi, Raita
Crunchies	Once per meal	Fryums, Masala Papad, Plain Papad, Fried Masala Papad
Pickle, Chutney	Once per meal	Lemon, Mix Veg
Drinks	Once per day	Boost, Lemon Juice, Orange Juice, Buttermilk, jaljeera
Salad with chat masala	Once per meal	Cucumber, Tomato, Carrot, Beetroot, Radish, Onion, Lemon
Sweets(75g) or Fruits	Once per day (sweets-2 days per week, fruits-5 days per week)	Gulab Jamun, Carrot Halwa, Jilebi, Sooji-halwa,Dahi Vada, Ice Cream Cup (90ml), Mysore Pak, Payasam, Moongdal Halwa, Boondi Laddu, Fruit custard, Rice Kheer
		Banana (Green or Yellow)-100g, Seasonal Fruits-100g, black grapes-100g, Papaya-100g, Watermelon-250g Kamala orange
Evening	Tea, Coffee & Milk	

**CATERING TENDER 2021-22
OFFICE OF HOSTEL MANAGEMENT, IIT MADRAS**

Table C3: Combined Menu (NI & SI)

Mess Combined Menu (Week 1 &3)							
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
B R E A K F A S T	Mix Veg Paratha	Idly, Vada	Poori	Onion Uthapam	Poha	Maggi	Rava dosa
	Pickle	Coconut Chutney	Aloo Tamatar	Groundnut Chutney	Imli Chutney	Tomato Ketchup	Kara Chutney
	Coriander & Green Chilli Chutney	Sambar	Tea, Coffee, Milk	Sambar	Pungulu	Boiled Sprouts	Sambar
	Tea, Coffee, Milk	Tea, Coffee, Milk	Bread, Butter & Jam	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk
	Bread, Butter & Jam	Bread, Butter & Jam	Bread, Butter & Jam	Bread, Butter & Jam	Bread, Butter & Jam	Bread, Butter & Jam	Bread, Butter & Jam
	Egg /Cornflakes	Egg /Cornflakes	Egg /Cornflakes	Egg /Cornflakes	Egg /Cornflakes	Egg /Cornflakes	Egg /Cornflakes
L U N C H	Phulka	Phulka	Phulka	Chapathi	Phulka	Phulka	Chapathi
	Veg Biryani	Rice	Rice	Rice	Rice	Rice	Rice
		Rajma Masala	Masoor Dal	Kadhi Pakoda	Dal Makhani	Toor Dal	Moong Dal
	Kadai paneer	Cabbage peas (dry)	Kadai Veg	Bitter Gourd Fry	Brinjal Masala	Tindli Fry	Alu Methi
	Raitha	Chow Chow Kootu	Beans Paruppu Usili	Mochakottai/nav y beans masala	Beetroot Poriyal	Carrot Poriyal	Bottle Gourd Kootu
	Papad	Kara Kuzhambu	Sambar	Sambar	Sambar	Mor Kozhumbu	Vatha Kuzhambu
	Pickle, Salt, Sugar	Lemon Rasam	Tomato Rasam	Garlic Rasam	Pepper Rasam	Tomato Rasam	Pepper Rasam
	Lime Juice	Curd	Curd	Curd	Curd	Curd	Curd
		Fryums	Papad	Papad	Papad	Fryums	Fryums
		Pickle, Salt, Sugar	Pickle, Salt, Sugar	Pickle, Salt, Sugar	Pickle, Salt, Sugar	Pickle, Salt, Sugar	Pickle, Salt, Sugar
	Butter Milk	Butter Milk	Lime Juice	Butter Milk	Butter Milk	Lime Juice	
E V E	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk
D I N N E R	Chapathi	Phulka	Phulka	Chapathi & Sweet	Dosa	Phulka	Chapathi
	Mix Veg Masala	Aloo Matar semi gravy	Bhindi Fry	Mix Veg Manchurian/Dal Fry	Chutney, Sambar	Tawa Fry (No Aloo)	Lauki channa
	Rice	Rice	Rice	Jeera Rice	Rice	Rice	Sambar Rice
	Green Moong Dal	Mix Dal	Moong Dal	Raitha	Kabuli chana masala	Toor Dal	Lemon Rice&Curd Rice
	Lemon Rasam	Tomato Rasam	Garlic Rasam	Pepper Rasam	Tomato Rasam	Pepper Rasam	
	Papad	Fryums	Fryums	Papad	Papad	Fryums	Fryums
	Pickle, Salt, Sugar	Pickle, Salt, Sugar	Pickle, Salt, Sugar	Pickle, Salt, Sugar	Pickle, Salt, Sugar	Pickle, Salt, Sugar	Pickle, Salt, Sugar

Mess Combined Menu (Week 2 & 4)							
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
B R E A K F A S T	Aloo Paratha	Idly, Vada	Poori	Rava Khichidi	Poha	Maggi	Pesarattu
	Pickle	Coconut Chutney	Aloo Tamatar Sabji	Coconut Chutney	Imli chutney	Tomato Ketchup	Ginger Chutney
	Curd	Sambar		Sambar			Sambar
	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk
	Bread, Butter & Jam	Bread, Butter & Jam	Bread, Butter & Jam	Bread, Butter & Jam	Bread, Butter & Jam	Bread, Butter & Jam	Bread, Butter & Jam
	Egg /Cornflakes	Egg /Cornflakes	Egg /Cornflakes	Egg /Cornflakes	Egg /Cornflakes	Egg /Cornflakes	Egg /Cornflakes
L U N C H	Phulka	Phulka	Chapathi / Phulka	Phulka	Phulka	Chapathi	Phulka
	Veg Biryani	Rice	Rice	Rice	Rice	Rice	Rice
		Dal Makhani	Moong Dal	Panchratna Dal	Toor Dal	Kali Masoor Dal	Moong Dal Khichadi (Veg)
	Kadai Paneer	Kadai Veg	Black Channa (Semi-gravy)	Mix Veg (Dry)	Karamani Masala	Karela Fry	Aloo 65
		Cabbage Poriyal	Carrot Beans Poriyal	Avial	Keerai Kootu	Beetroot Poriyal	Brinjal Masala
	Raitha	Sambar	Kara Kuzhambu	Sambar	Vatha Kuzhambu	Mor Kuzhambu	Radish Sambar
		Pepper Rasam	Lemon Rasam	Ginger Garlic Rasam	Lemon Rasam	Tomato Rasam	Garlic Rasam
		Curd	Curd	Curd	Curd	Curd	Curd
	Pickle, Salt, Sugar	Pickle, Salt, Sugar	Pickle, Salt, Sugar	Pickle, Salt, Sugar	Pickle, Salt, Sugar	Pickle, Salt, Sugar	Pickle, Salt, Sugar
	Fryums	Papad	Fryums	Papad	Papad	Fryums	Papad
Lime Juice	Butter milk	Butter milk	Lime Juice	Butter milk	Butter milk	Butter milk	
E V E	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk	Tea, Coffee, Milk
D I N N E R	Bhature	Chapathi	Chapathi	Phulka & Sweet	Onion Uthapam/Rava Dosa	Chapathi	Phulka
	Chole	Aloo Gobi dry	Bhindi Dry	Lauki Channa/Kofta Curry	Groundnut/Kara Chutney	Kadai Paneer	Green peas masala
					Sambar		Tomato Rice
	Rice	Rice	Rice	Rice	Rice	Rice	Sambar Rice
	Sambar	Channa Dal	Dal Fry	Green Moong Dal	Raw Banana	Dal Tadka	Curd rice
	Lemon Rasam	Ginger Garlic Rasam	Lemon Rasam	Tomato Rasam	Garlic Rasam	Pepper Rasam	Boost
	Papad	Fryums	Papad	Papad	Fryums	Papad	Potato Chips
	Pickle, Salt, Sugar	Pickle, Salt, Sugar	Pickle, Salt, Sugar	Pickle, Salt, Sugar	Pickle, Salt, Sugar	Pickle, Salt, Sugar	Pickle, Salt, Sugar

The bucket list of the combined menu will be a combination of both the North and South Menu Bucket Lists given in Tables C1 & C2.

Note: All the items in the meal are unlimited in quantity except the following

- Milk – 100 ml
- Curd/Raita – 100 ml
- Sweet
- Fruits
- Branded Ice Cream

Coffee/Tea: All residents have a choice to mix Coffee/Tea in Milk. Coffee/Tea in a container shall be kept at the counter at the time of Breakfast.

Other points to note:

- **Unless it is mentioned, potato should not be added in Gravy/Sabji.**
- Aloo Paratha/Gobi Paratha/Methi Paratha with Curd to be served thrice in a week.
- Ice Cream to be served at least once in a month.
- The flavour of Jam and Pickle should be changed every day.
- At least 2 Fresh Juices other than Lime Juice, 1 Vegetable Item, 1 Chicken Item, 1 Fish/Mutton item should be made available during Lunch & Dinner from the given list of extra items at agreed price. At least 2 Chat items and 2 other evening snacks to be made available during evening snacks from the given list of extra items at agreed price.
- All extras should be served at least once in a month.

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Table C4: Extra items for the mess

S. No.	Item	Quantity
1	Boiled Egg	1 Egg
2	Scrambled Egg	1 Egg
3	Omelet [Full/Half/Fried]	1 Egg
4	Cornflakes/Oatmeals+Milk(of glass 200 ml)	100 gm
5	Horlicks-Boost-Bournvita Sachet	Minimum as available in market
6	Sprouts	100 gm
7	Banana	150 gm
8	Egg Biryani(Rice from Chicken Biryani can't be used)	300 gm Rice+2 no of Eggs
9	Chicken Biryani	300 gm Rice+100 gm Chicken
10	Mutton Biryani	300 gm Rice+100 gm Mutton
11	Fish Biryani	300 gm Rice+100 gm Fish
12	Prawns Biryani	300 gm Rice+100 gm Prawns
13	Veg Fried Rice	250 gm
14	Paneer Fried Rice	250 gm
15	Egg Fried Rice	250 gm
16	Chicken Fried Rice	250 gm
17	Veg Noodles	250 gm
18	Egg Noodles	250 gm
19	Chicken Noodles	250 gm
20	Kerala Rice	250 gm
21	Baby Corn Masala	200 gm
22	Paneer Butter Masala	200 gm
23	Mushroom Masala	200 gm
24	Chilli Paneer	200 gm
25	Alugobi Masala	200 gm
26	Channa Butter Masala	200 gm
27	Cauliflower Manchurian	200 gm
28	Gobi 65	150 gm
29	Bhindi Fry	150 gm
30	Single Egg Masala	1 egg
31	Butter Chicken	100 gm Chicken+50 gm Gravy
32	Kadai Chicken	100 gm Chicken+50 gm Gravy
33	Chicken Chettinad	100 gm Chicken+50 gm Gravy
34	Chicken Masala	100 gm Chicken+50 gm Gravy
35	Ginger Chicken	100 gm chicken+50 gm gravy
36	Pepper Chicken	100 gm Chicken+50 gm Gravy
37	Garlic Chicken	100 gm Chicken+50 gm gravy
38	Chicken Manchurian	100 gm Chicken+50 gm Gravy
39	Chicken 65	150 gm
40	Chilly Chicken	150 gm
41	Fish Curry	100 gm Fish+50 gm Gravy
42	Fish Fry	80 gm
43	Mutton Curry	100 gm Mutton+50 gm Gravy
44	Mutton Keema	100 gm Mutton+50 gm Gravy
45	Mutton Dry	120 gm
46	GulabJamun(2 pieces)	100 gm
47	Rasagula(2 pieces)	100 gm
48	Basandi	75 ml
49	Rasmalai	75 ml

S. No.	Item	Quantity
50	Carrot Halwa	100 gm
51	Pineapple Halwa	100 gm
52	Lime Juice	225 ml
53	Pineapple Juice	225 ml
54	Grape Juice	225 ml
55	Chicku	225 ml
56	Mosambi Juice	225 ml
57	Papaya Juice	225 ml
58	Water Melon Juice	225 ml
59	Lassi	225 ml
60	Cup Icecream	Minimum 90 ml
61	Papdi Chat	100 gm
62	PaniPoori	100 gm
63	DahiPoori	100 gm
64	BhelPoori	100 gm
65	Samosa Masala Chat	100 gm
66	Bhel	100 gm
67	Samosa(2 Nos)	150 gm
68	Bajji(any variety)	100 gm
69	Vada(any variety)	40 gm
70	Pakoda(any variety)	150 gm
71	Kachori	75 gm
72	Vada Pav	100 gm
73	Daveli	100 gm
74	WhiteDhokla	100 gm
75	CholaTikya(2 Tikya)	125 gm
76	Punugulu	100 gms

CATERING TENDER-2021-22
Format for Financial Bid for Catering Tender 2021-22
(To be typed in the letter head of the firm)

Providing catering services in the central dining facilities of IIT Madras

Basic Menu rate per student per day for South Menu
(Rate under commercial category of cooking gas)

S. No.	Number of students per table	Number of slots per session	Number of dining halls	Student strength	Average number of students (S _i)	Daily rate/ student/ day (R _i)*
1	2	2	2	200-225	212	
2		3	1	200-225	212	
3		3	2	226-450	338	
4		3	3	451-675	563	
5	3	2	2	200-342	271	
6		3	1	200-342	271	
7		3	2	343-684	513	
8		3	3	685-1026	855	
9	4	2	2	200-450	325	
10		3	1	200-450	325	
11		3	2	451-900	675	
12	8 (max table capacity)	1	1	200-300	250	
13		2	1	301-600	450	
14		2	2	601-900	750	
15		3	1	601-900	750	
16		3	2	901-1200	1050	

***Note: Price should be given for all 16 alternatives listed above. Failing to do so will render your bid ineligible.**

Weighted cost (C) =

$$(S_1 \times R_1) + (S_2 \times R_2) + (S_3 \times R_3) + (S_4 \times R_4) + (S_5 \times R_5) + (S_6 \times R_6) + (S_7 \times R_7) + (S_8 \times R_8) + (S_9 \times R_9) + (S_{10} \times R_{10}) + (S_{11} \times R_{11}) + (S_{12} \times R_{12}) + (S_{13} \times R_{13}) + (S_{14} \times R_{14}) + (S_{15} \times R_{15}) + (S_{16} \times R_{16})$$

$$(S_1 + S_2 + S_3 + S_4 + S_5 + S_6 + S_7 + S_8 + S_9 + S_{10} + S_{11} + S_{12} + S_{13} + S_{14} + S_{15} + S_{16})$$

The weighted cost (C) will be taken as an input for arriving at the bid score (B) given in Section 17. If the student strength reduces < 200 numbers, revised price will be determined based on the negotiation with the caterer in future.

Note:

1. Applicable GST would be paid in addition to the food cost per student per day.
2. The negotiated rate, if any is subject to downward revision on restoration of normalcy.
3. Quote the rate both in figures & words.

CATERING TENDER-2021-22
Format for Financial Bid for Catering Tender 2021-22
(To be typed in the letter head of the firm)

Providing catering services in the central dining facilities of IIT Madras

Basic Menu rate per student per day for South Menu
(Rate under exempted category of cooking gas)

S. No.	Number of students per table	Number of slots per session	Number of dining halls	Student strength	Average number of students (S _i)	Daily rate/ student/ day (R _i)*
1	2	2	2	200-225	212	
2		3	1	200-225	212	
3		3	2	226-450	338	
4		3	3	451-675	563	
5	3	2	2	200-342	271	
6		3	1	200-342	271	
7		3	2	343-684	513	
8		3	3	685-1026	855	
9	4	2	2	200-450	325	
10		3	1	200-450	325	
11		3	2	451-900	675	
12	8 (max table capacity)	1	1	200-300	250	
13		2	1	301-600	450	
14		2	2	601-900	750	
15		3	1	601-900	750	
16		3	2	901-1200	1050	

***Note: Price should be given for all 16 alternatives listed above. Failing to do so will render your bid ineligible.**

Weighted cost (C) =

$$(S_1 \times R_1) + (S_2 \times R_2) + (S_3 \times R_3) + (S_4 \times R_4) + (S_5 \times R_5) + (S_6 \times R_6) + (S_7 \times R_7) + (S_8 \times R_8) + (S_9 \times R_9) + (S_{10} \times R_{10}) + (S_{11} \times R_{11}) + (S_{12} \times R_{12}) + (S_{13} \times R_{13}) + (S_{14} \times R_{14}) + (S_{15} \times R_{15}) + (S_{16} \times R_{16})$$

$$(S_1 + S_2 + S_3 + S_4 + S_5 + S_6 + S_7 + S_8 + S_9 + S_{10} + S_{11} + S_{12} + S_{13} + S_{14} + S_{15} + S_{16})$$

The weighted cost (C) will be taken as an input for arriving at the bid score (B) given in Section 17. If the student strength reduces < 200 numbers, revised price will be determined based on the negotiation with the caterer in future.

Note:

1. Applicable GST would be paid in addition to the food cost per student per day.
2. The negotiated rate, if any is subject to downward revision on restoration of normalcy.
3. Quote the rate both in figures & words.

CATERING TENDER-2021-22
Format for Financial Bid for Catering Tender 2021-22
(To be typed in the letter head of the firm)

Providing catering services in the central dining facilities of IIT Madras

Basic Menu rate per student per day for North Menu
(Rate under commercial category of cooking gas)

S. No.	Number of students per table	Number of slots per session	Number of dining halls	Student strength	Average number of students (S _i)	Daily rate/ student/ day (R _i)*
1	2	2	2	200-225	212	
2		3	1	200-225	212	
3		3	2	226-450	338	
4		3	3	451-675	563	
5	3	2	2	200-342	271	
6		3	1	200-342	271	
7		3	2	343-684	513	
8		3	3	685-1026	855	
9	4	2	2	200-450	325	
10		3	1	200-450	325	
11		3	2	451-900	675	
12	8 (max table capacity)	1	1	200-300	250	
13		2	1	301-600	450	
14		2	2	601-900	750	
15		3	1	601-900	750	
16		3	2	901-1200	1050	

***Note: Price should be given for all 16 alternatives listed above. Failing to do so will render your bid ineligible.**

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$$(S_1 + S_2 + S_3 + S_4 + S_5 + S_6 + S_7 + S_8 + S_9 + S_{10} + S_{11} + S_{12} + S_{13} + S_{14} + S_{15} + S_{16})$$

The weighted cost (C) will be taken as an input for arriving at the bid score (B) given in Section 17. If the student strength reduces < 200 numbers, revised price will be determined based on the negotiation with the caterer in future.

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Providing catering services in the central dining facilities of IIT Madras

Basic Menu rate per student per day for North Menu
(Rate under exempted category of cooking gas)

S. No.	Number of students per table	Number of slots per session	Number of dining halls	Student strength	Average number of students (S _i)	Daily rate/ student/ day (R _i)*
1	2	2	2	200-225	212	
2		3	1	200-225	212	
3		3	2	226-450	338	
4		3	3	451-675	563	
5	3	2	2	200-342	271	
6		3	1	200-342	271	
7		3	2	343-684	513	
8		3	3	685-1026	855	
9	4	2	2	200-450	325	
10		3	1	200-450	325	
11		3	2	451-900	675	
12	8 (max table capacity)	1	1	200-300	250	
13		2	1	301-600	450	
14		2	2	601-900	750	
15		3	1	601-900	750	
16		3	2	901-1200	1050	

***Note: Price should be given for all 16 alternatives listed above. Failing to do so will render your bid ineligible.**

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$$(S_1 \times R_1) + (S_2 \times R_2) + (S_3 \times R_3) + (S_4 \times R_4) + (S_5 \times R_5) + (S_6 \times R_6) + (S_7 \times R_7) + (S_8 \times R_8) + (S_9 \times R_9) + (S_{10} \times R_{10}) + (S_{11} \times R_{11}) + (S_{12} \times R_{12}) + (S_{13} \times R_{13}) + (S_{14} \times R_{14}) + (S_{15} \times R_{15}) + (S_{16} \times R_{16})$$

$$(S_1 + S_2 + S_3 + S_4 + S_5 + S_6 + S_7 + S_8 + S_9 + S_{10} + S_{11} + S_{12} + S_{13} + S_{14} + S_{15} + S_{16})$$

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Providing catering services in the central dining facilities of IIT Madras

Basic Menu rate per student per day for Combined Menu
(Rate under commercial category of cooking gas)

S. No.	Number of students per table	Number of slots per session	Number of dining halls	Student strength	Average number of students (S _i)	Daily rate/ student/ day (R _i)*
1	2	2	2	200-225	212	
2		3	1	200-225	212	
3		3	2	226-450	338	
4		3	3	451-675	563	
5	3	2	2	200-342	271	
6		3	1	200-342	271	
7		3	2	343-684	513	
8		3	3	685-1026	855	
9	4	2	2	200-450	325	
10		3	1	200-450	325	
11		3	2	451-900	675	
12	8 (max table capacity)	1	1	200-300	250	
13		2	1	301-600	450	
14		2	2	601-900	750	
15		3	1	601-900	750	
16		3	2	901-1200	1050	

***Note: Price should be given for all 16 alternatives listed above. Failing to do so will render your bid ineligible.**

Weighted cost (C) =

$$(S_1 \times R_1) + (S_2 \times R_2) + (S_3 \times R_3) + (S_4 \times R_4) + (S_5 \times R_5) + (S_6 \times R_6) + (S_7 \times R_7) + (S_8 \times R_8) + (S_9 \times R_9) + (S_{10} \times R_{10}) + (S_{11} \times R_{11}) + (S_{12} \times R_{12}) + (S_{13} \times R_{13}) + (S_{14} \times R_{14}) + (S_{15} \times R_{15}) + (S_{16} \times R_{16})$$

$$(S_1 + S_2 + S_3 + S_4 + S_5 + S_6 + S_7 + S_8 + S_9 + S_{10} + S_{11} + S_{12} + S_{13} + S_{14} + S_{15} + S_{16})$$

The weighted cost (C) will be taken as an input for arriving at the bid score (B) given in Section 17. If the student strength reduces < 200 numbers, revised price will be determined based on the negotiation with the caterer in future.

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Providing catering services in the central dining facilities of IIT Madras

Basic Menu rate per student per day for Combined Menu
(Rate under exempted category of cooking gas)

S. No.	Number of students per table	Number of slots per session	Number of dining halls	Student strength	Average number of students (S _i)	Daily rate/ student/ day (R _i)*
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2		3	1	200-225	212	
3		3	2	226-450	338	
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15		3	1	601-900	750	
16		3	2	901-1200	1050	

***Note: Price should be given for all 16 alternatives listed above. Failing to do so will render your bid ineligible.**

Weighted cost (C) =

$$(S_1 \times R_1) + (S_2 \times R_2) + (S_3 \times R_3) + (S_4 \times R_4) + (S_5 \times R_5) + (S_6 \times R_6) + (S_7 \times R_7) + (S_8 \times R_8) + (S_9 \times R_9) + (S_{10} \times R_{10}) + (S_{11} \times R_{11}) + (S_{12} \times R_{12}) + (S_{13} \times R_{13}) + (S_{14} \times R_{14}) + (S_{15} \times R_{15}) + (S_{16} \times R_{16})$$

$$(S_1 + S_2 + S_3 + S_4 + S_5 + S_6 + S_7 + S_8 + S_9 + S_{10} + S_{11} + S_{12} + S_{13} + S_{14} + S_{15} + S_{16})$$

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Packing and Delivery Charges of Packed food per student per day

Sl. No.	Description	Rate per student per day (in ₹)			
		Students strength 1 to 150	Students strength 151 to 300	Students strength 301 to 500	Students strength 501 and above
1.	Packing breakfast, lunch, evening tea & dinner using bio-degradable packing material				
2.	Delivery of packaged breakfast, lunch, evening tea & dinner to student rooms				

Note:

1. Separate set of staff other than the staff involved in kitchen and dining hall operations should be used for packing and delivery of packed food if packing and delivery are required.

CATERING TENDER 2021-22
OFFICE OF HOSTEL MANAGEMENT, IIT MADRAS

Please tick your option against the category you wish to operate for 200 or more.

Sl. No.	Menu	Option (Yes/ No)
1	South with Veg & Non Veg Extras	
2	North with Veg & Non Veg Extras	
3	Both South & North with Only Veg Extras	
4	Both South & North with Veg/Non-Veg Extras	
5	All the above	

Financial bid for Mess Extras:

Caterers need to provide the cost of all items listed out in extra items for mess (Table C4).

The above rates are worked out based on the average number of students. These rates are applicable for whole contract period mentioned in the document. We also accept to cater to any minor modifications in the menu as requested by the students and approved by the Mess Monitoring Control Committee without any additional cost. We hereby agree to abide by the decision of the Hostel Management and comply with the terms and conditions mentioned in the schedules. We also agree to attend MMCC meetings without fail and implement the decisions taken by MMCC. We have enclosed the duly signed copy of all the schedules with the required annexures.

Authorized signatory of the tenderer with seal