



Banur (Chandigarh)

FDDI/BNR/5(1)/Admin/Mess/2022/5(N)

Date: 18th June 2022

**NOTICE FOR EOI FOR PROVIDING MESS
SERVICES AT FDDI CHANDIGARH**

The Expression of Interest is invited from Indian Firms/Agencies/Govt. Licensed firms for providing mess services in techno-commercial bid for students & staffs at Footwear Design and Development Institute, Chandigarh campus

Mandatory requirements in technical bid: FSSAI certificate, GST certificate.

The criteria of selection: Highest space charges quoted in financial bid.

Interested firms should submit all relevant necessary documents latest by 3:00 PM of 25-06-2022 in single packed (Techno-commercial bid) envelop Super-scribed as "Application to run mess". It will be opened on 25-06-2022 at 4:00 PM.

For any query please contact:

Mess Committee

Footwear Design & Development Institute
Ministry of Commerce & Industry, Govt. of India,
NH-07, Chandigarh-Patiala Highway, Banur,
Punjab-140601
E-mail:prateek@fddiindia.com



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EXPRESSION OF INTEREST

FOR PROVIDING MESS SERVICES AT FDDI CHANDIGARH

Sealed quotations are invited in techno-commercial bid system for a period of 1 years to run mess services at FDDI, Chandigarh. The quotations should reach on or before 25th June 2022 upto 3:00 PM. The bidder should submit Bid in sealed envelopes.

The documents submitted in techno-commercial bid should be signed with company seal and copies of necessary licenses and certificates issued by government to prepare meals should be self-attested.

FDDI will provide space and utensils for running mess services. Also, all the equipment installed in the mess will be made available in running condition. After the commissioning of the service, the responsibility of maintenance of all the equipment will be the bidder.

Successful bidder will charge the students for the food provided in the mess. FDDI will not be responsible if the bidder provide food on credit to anyone.

The menu to be followed in the mess will be decided by mutual consent of the staff/student mess committee and the contractor.

Please mention the title "EXPRESSION OF INTEREST" for "Mess Services- Techno-Commercial Bid" on top of the envelope. The application must be sent to:

Mr Prateek Kumar Jaiswal
Chairperson-Mess Committee
Footwear Design & Development Institute
Ministry of Commerce and Industry, GOI
NH-7, Chandigarh- Patiala Highway,
Near ITI Banur, SAS Nagar 140601, Punjab
Ph # 9877693932
Email:prateek@fddiindia.com
www.fddiindia.com



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Technical Bid Document: ANNEXURE-I

COMPANY PROFILE	Remarks
1. Name of the Company/Firm with complete address:	
2. Name of the Proprietor, Partner and Director(s) of the applicant with address and phone numbers	
3. Detail of Contact Person: a) Name b) Designation c) Contact no. d) Fax no. e) e-mail address:	
4. Statutory Details: (Mandatory Detail) Self- attested photocopies to be attached for a) Registration no. of the firm along with details of registration b) PAN (Permanent Account Number) c) GST registration d) FSSAI and other necessary food registrations	
5. List of present and past clients (If any, Please attach separate sheet giving details of a) Name of the organization with complete Address. b) Name & Designation of contact person with mobile and telephone number c) Dates of contract starting and contract ending (if applicable) d) No of people served.	
8. Declaration that: "I/We have read all the papers and agreed with all the terms and conditions to run mess services at FDDI Chandigarh.	

Note:

- 1) All the documents enclosed should be arranged and submitted in the same serial order as they appear on the annexure.
- 2) Applicants not providing details or insufficient details shall be rejected summarily.
- 3) None of the bidder shall be contacted in regards to get clarification of insufficient documents.

Signature of applicant with seal



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GENERAL TERMS & CONDITIONS

- 1) Initially the work order shall be issued for 01 years. On successful completion of the contract period, the management will review the performance and if deemed appropriate the contract may be extended.
- 2) FDDI will provide space and utensils for running mess services. Also, all the equipment installed in the mess will be made available in running condition. After the commissioning of the service, the responsibility of maintenance of all the equipment will be the bidder. The space charges and electricity charges shall be borne by the successful bidder.
- 3) Successful bidder will charge the students for the food provided in the mess. FDDI will not be responsible if the bidder provide food on credit to anyone.
- 4) The menu to be followed in the mess will be decided by mutual consent of the staff/student mess committee and the contractor.
- 5) Monetary fine as penalty Rs.500/- per day will be imposed for every default during the period of contract. If, the services do not improve within three working days, a monetary of fine as penalty Rs.1000/- per day will be imposed for the defaults and this will have to be paid by the contractor within the week on receipt of communication from the FDDI.
- 6) At any given point of time, if the contractor is found indulged in uncalled activities, inside or outside the premises of the campus, which may in turn bring disrepute to the institute, the contract shall be terminated by the competent authority giving one month's notice period
- 7) The tender contract cannot be sublet; sub-contracted or franchise to any other (covered upto but not limited to individual(s)/company(s) or any business entity). The space provided shall also not be used for any other commercial purpose
- 8) All arrangements shall be made by the contractor to ensure that all the ingredients/food items are covered to be protected from flies/insects/ dust etc.
- 9) Safety measures to be provided by the contractor himself.
- 10)The contractor will ensure and comply with the provisions of various municipal and other rules/ regulations/Laws of Government in respect of wages and other benefits to his employees.
- 11)The institute shall not be party in case any dispute takes place between the contractor and his employees.
- 12) In event of any breach/ violation and contravention of any terms and conditions contained herein by the contractor, the said security deposit shall be forfeited by FDDI and FDDI management shall be at liberty to terminate the contract immediately.
- 13) FDDI Chandigarh shall reserve the right to cancel/reject full or part of tender



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which Contractor does not full-fill as stipulated in the matter.

- 14) Contractor submitting the quotation shall be presumed to have considered and accepted all the terms and conditions. No enquiry verbal or written shall be entertained in respect to acceptance or rejection of the quotation.
- 15) The awardee of the contract would shall be bound to execute an agreement on non-judicial stamp paper of Rs 100/-. Agreement should be signed within 10 days of awarding of the contract else the management will be at liberty to accept any other tender without any intimation.
- 16) The prospective contractors may visit the campus and the mess premises to see the infrastructure before participating in tender.
- 17) It is the responsibility of the contractor that adequate number of people required to service, should be properly dressed and having proper medical fitness and police verification.
- 18) The FDDI management reserves the right to terminate the contract without assigning any reasons with one calendar month as notice period of its intention to do so and on expiry of the said period of notice, the contract shall come to an end without prejudice for any right of remedy that may be accused to other party by reason if any incident which of any terms one months' notice.
- 19) If any information furnished by the contractor found to be incorrect at any time, the contract is liable to be terminated without any notice and security deposit is liable to be forfeited.
- 20) The mess shall work under overall direction of the mess committee.
- 21) The articles sold should be fresh and of good quality. The mess committee or the authorized person deputed by the management shall have the right to inspect the services of the contractor at any time without prior intimation to the contractor.
- 22) Quotation submitted must be unconditional. Conditional quotations shall be rejected summarily.
- 23) The mess committee shall have the right to ask for removal of any person to the agency, who is not found suitable and competent in dealing with the staff or the students.
- 24) The contractor shall not exhibit in the mess premises any printed or written notices or advertisement of any kind without obtaining the prior approval of the mess committee in writing. Except that any notice concerning to the mess. Such notice may be well informed to the mess committee.
- 25) The FDDI management reserves the right to cancel the process of tender without assigning any reason.
- 26) The contractor shall on the expiry or earlier termination of the agreement peacefully vacate the premises in good order and condition. On failure to vacate the premises, the contractor shall be treated as an unauthorized occupant and shall be



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liable to pay compensation for the period they hold over. Decision of FDDI management shall be final.

27) Dispute(s), if any, shall be subject to jurisdiction of SAS Nagar Court.



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ACCOUNTING & PAYMENTS:

1. The contractor will have to deposit security money or performance guarantee (without interest) of Rs.50000/- (Rupees Fifty Thousand Only) in form of bank draft in favor of “**Footwear Design & Development Institute**” payable at Banur.
2. Security money or performance guarantee shall be refunded only after 3 months of successful completion of contract period or termination of the contract; whichever is later.
3. The bills for office supplies will be cleared monthly(If any). The office normally clears the bills within 15 days of their submission.
4. FDDI shall not be responsible for any credit given to student(s)/staff(s).
5. The quoted space charges and electricity charges to be submitted within first week of the month in accounts department.
6. That all payment such as statutory (Salary/Bonus/ESIC/PF/Gratuity) of the Staff members working in Mess will be borne by the vendor. No responsibility of FDDI of any Campus including Head Office and any Staff members (Academic or Non-Academic).

EMPLOYEES:

1. No person with any offensive police record will be allowed to work in the space provided.
2. The contractor shall be responsible for engaging staff and making payment of their dues etc. FDDI will not be liable for any individual. The contractor should ensure that the staffs engaged are not below the age of 18 years. The details of the person engaged to serve in mess with the concerned person; these may include copy of photograph, residence proof, and clearance from the nearest police station. The contractor shall ensure that the employees are in clean and proper uniform and maintain personal hygiene along with self-discipline.

PENALTY

1. FDDI's Mess Committee reserves the right to impose a penalty on the contractor for any serious lapse in maintaining quality and the services willfully or otherwise the contractor or its staff or for any malpractice(s).
2. If the contractor fails to satisfy with the quality of products, services provided or behavior of the contractor or his/her employees, the contractor will be served with notice to improve and rectify the defects within 24 hours, failing which the management will be at a liberty to terminate the contract.
3. In event of any breach/ violation or contravention of any terms and condition contained herein by the contractor, the said security deposit shall be forfeited by the management and the management shall be at liberty to terminate the contract.



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TERMINATION OF THE CONTRACT:

1. The contract shall stand terminated at the end of the successful completion of the contract period, if not extended further.
2. The contract can be terminated by either party after giving 3 months' notice to the other party. Extendable on mutual agreement till alternate arrangements are made. However, FDDI reserves the right to terminate the contract and forfeit the security deposit without giving any notice in case the contractor commits breach of any of the terms and condition of the contract. The decision shall be final and shall be accepted by the contractor without any objection or resistance.



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To be submitted on Company's Letter Head

Certificate of Declaration to be submitted along with Annexure I

I/We _____ is the sole proprietor/manager or person with power of attorney authorized to submit the quotation on behalf of my/our company. It is certified and declared that I/We have read, understood and accepted the terms and conditions attached with the EOI for providing mess service at FDDI Chandigarh, and have thereafter submitted the quotation. I/We declare on solemn affirmation that whatever information submitted with the quotation is true and correct to be best of my knowledge and behalf. I/We hereby certify that my/our company has not been disqualified by any Department/Office/ Undertaking of State/Centre government of India, at any time for supplying stores or services of any description.

Place:

Signature of the Partner/Manager/
Managing Partner/Director with
rubber stamp of the firm/company.

Date:



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ANNEXURE III

FORMAT FOR AGREEMENT

(To be executed on a Non-judicial stamp paper of Rs 100/-)

FDDI/BNR/5(1)/Admin/Mess/2022/5(N)

Date: / /

This deed of agreement is made on this day ___ month ___ of 2022 between FDDI Chandigarh (herein after called BENEFICIARY) on the one part and

M/s _____ having their registered office at _____ (complete address) (herein after to be called OBLIGATOR) on the other part.

Whereas, the beneficiary had invited EOI for providing mess Services for FDDI Chandigarh vide tender no. _____ opened on _____ at _____ hours and the OBLIGATOR has offered to execute the same to the beneficiary as conditions here after mentioned under above tender.

1. In this agreement, words and expression shall have the same meanings as are respectively assigned to them in conditions here after mentioned under above tender.
2. The following documents shall be deemed to form and constructed as part if this agreement, viz.
 - a) Expression of Interest (EOI): FDDI/BNR/5(1)/Admin/Mess/2022/5(N) date ___/___/___
 - b) Tender information: Tender Documents with all annexures
 - c) Tender Officer of the Contractor: As per schedule
 - d) Terms and Condition of the tender: As stipulated in Tender Document
 - e) Letter of Intent:
 - f) Letter of Acceptance: Later dated ___/___/___ of the contractor
 - g) Security Deposit amount: Rs _____ (Rupees _____ Only) vide DD/Chq _____ dated _____ drawn on _____ (name of Bank)

**Read, Understood and Agreed
Signature of the Tenderer**

Therefore, it is hereby agreed by and between the parties as follows:

This agreement will remain by and between for the period of 1 year with effect from _____ in witness whereof, the parties set their respective hands and seals on this day of _____ 2022 at _____ (Place).

For and on behalf of the Obligator

1. In presence of
Signature:
Name (in BLOCK letters)
Address:

For and on behalf of the Beneficiary (FDDI)

1. In presence of
Signature:
Name (in BLOCK letters)
Address:



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2. In presence of
Signature:
Name (in BLOCK letters)
Address:

2. In presence of
Signature:
Name (in BLOCK letters)
Address:

CHECKLIST

<u>S No</u>	<u>Documents asked for</u>	<u>Page number on which documents are annexed</u>
<u>1</u>	Name of the company/firm with complete registered address	
<u>2</u>	Name of the proprietor, partner/director(s) of the applicant firm with address and phone number(s)	
<u>3</u>	Self-attested copy of valid registration of the applicant firm	
<u>4</u>	Self-attested copy of GSTIN issued in name of the applicant firm	
<u>5</u>	Self-attested copy of PAN issued in name of the applicant firm.	
<u>6</u>	Self-attested copy of valid licenses and certificates issued in name of the applicant firm for food serving and cooking	
<u>7</u>	Undertaking for not being barred or blacklisted	

Note:

- 1) All documents should be signed by the person authorized on behalf of the participating firm.
- 2) Original documents must be submitted for inspection, if so demanded.

Signature of the Bidder

(Name and address of the Bidder)



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Financial Bid:

To,

The Mess Committee

Footwear Design & Development Institute
Ministry of Commerce and Industry, GOI
NH-7, Chandigarh- Patiala Highway,
Near ITI Banur, SAS Nagar 140601, Punjab

From:

Particular Details	Monthly Space Charges (excluding electricity charges)
Charges to be paid for the space allotted to run Mess Services at FDDI Chandigarh	Rs.

In words: Rupees _____ Only.

**Name & Signature
with company seal**