

**ARMY INSTITUTE OF MANAGEMENT & TECHNOLOGY**  
**(AIMT), GREATER NOIDA**

Tender to be deposited by 4.00 PM on 02 Feb 2021  
At Army Institute of Management & Technology,  
Plot No M-1, Pocket P-5, Greater Noida (U.P.)

M/S \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TENDER FOR CATERING SERVICES IN AIMT**

Sir,

1. Sealed quotations are hereby invited from registered & approved agencies for providing catering services in hostel mess in Army Institute of Management & Technology, Greater Noida. Prescribed tender forms can be obtained from office of the Army Institute of Management & Technology, Greater Noida between 12.00AM to 04.00 PM on all working days. Tender form duly completed in all respects must be sent by post or by hand to reach this office by 4.00 PM on 02 Feb 2021. Tender form will be accompanied by a bank draft of Rs 10,000/- in favour of Army Institute of Management & Technology, Greater Noida. Tender form without bank draft will be rejected. The tenders will be opened on availability of the board at Army Institute of Management & Technology, Greater Noida by a Board of Officers. The contract will be awarded initially for one year.

**General Terms and Conditions**

2. The contract for running a hostel mess, MDP catering and college Cafeteria in the Institution shall be for one year duration.
3. The contractor will be required to deposit a sum of Rs 25,000/- (Rupees twenty five thousand only) towards earnest money, which will be refunded without interest after expiry of the period of the contract. In case the contract is terminated due to deficiency of service, the earnest money will be forfeited.

**Terms and Conditions Related to Running Hostel Mess**

4. The contractor shall provide adequate messing facilities to hostel inmates which will include morning tea, breakfast, 11 O'clock tea with snacks, lunch, evening tea with snacks and dinner on all days of the week including Sundays and holidays.
5. Contractor will quote **the rate for per day per head inclusive of all taxes and charges** in the tender document based upon the menu as indicated in the document.
6. On approval of contract by board of officers the rate as approved by board of officers will be binding on the contractor for the period of contract period. The contractor will deposit a **Security Amount of Rs 2 Lacs** before release of first payment. The security amount will be released on termination of contract after one year.

7. The Caterer shall use kitchen, kitchen store and dining hall for providing catering services for hostel inmates.

8. Hostel wardens will be treated as inmates for accounting purposes towards food payments.

9. The messing charges as accrued based upon agreed rates will be paid to the contractor by Registrar, AIMT from Hostel A/C by 10<sup>th</sup> of the following month by a crossed cheque drawn in favour of the Caterer. Monthly payment terms and conditions will be as under:-

(a) Contractor shall be paid based upon Number of students dining per day as per agreed rates. The dining strength shall be provided by the Hostel Wardens every day by 10:30 PM for the next day and billing shall be as per the strength provided by the vendor.

10. Messing scale per day per student will be as under:-

(a)	Milk	500 ml (with 4.5 ml fat content)
(b)	Atta/Rice	500 gms
(c)	Sugar	100 gms
(d)	Bread	75 gms
(e)	Tea	05 gms
(f)	Dal or Legumes	80 gms
(g)	Vegetables	300 gms
(h)	Egg or Cheese or Paneer	02 (for egg eater – 3 days a week) 30 gms (for non egg eaters)
(j)	Meat/Fish/Chicken Cheese/Panner (for veg)	100 gms (two days a week) 75 gms
(k)	Fruit (Seasonal)	150 gms
(l)	Potato	100 gms
(m)	Onion	60 gms
(n)	Cornflakes/Custard/Dalia	30 gms
	Jam	25 gms
	Butter	25 gms
(o)	Ghee/Oil	60ml
(p)	Condiments	As per requirement/ taste

**Terms and Conditions Related to Running MDP Kitchen**

11. The contractor shall provide adequate messing facilities to MDP participants (when the courses is in progress )which will include morning tea, breakfast, 11 O'clock tea with snacks, lunch, evening tea with snacks and dinner on all days of the MDP.

12. Contractor will quote **the rate for seven day per head inclusive of all taxes and charges** in the tender document based upon the menu as indicated in the document.

13. On approval of contract by board of officers the rate as approved by board of officers will be binding on the contractor for the period of contract period.

14. The Caterer shall use kitchen, store and dining hall for providing catering services for MDP participants.

15. The messing charges as accrued based upon agreed rates will be paid to the contractor by Registrar, AIMT from MDP A/C by end of every MDP by a crossed cheque drawn in favour of the Caterer. Monthly payment terms and conditions will be as under:-

(a) Contractor shall be paid based upon Number of MDP participants dining per day as per agreed rates. The dining strength shall be provided by the Estate Supervisor everyday by 10:30 PM for the next day.

16. Catering staff shall be properly dressed.

**NOTE : Condiments should be clean and free from any dirt and adulteration.**

17. The Caterer shall preserve the food samples of all meals in refrigeration for 24 hours for inspection, if need be.

18. Crockery/Cutlery and all utensils including containers for keeping provision will be supplied by the Caterer. The caterer is required to take prior approval of the type/standard of crockery and cutlery to be used.

19. The Caterer shall use the kitchen for preparation of items required for inmates only and shall not use for any other purpose whatsoever.

20. The caterer will ensure that adequate number of cooks, helpers is employed for cooking. He will be responsible for their discipline and conduct.

21. The caterer will ensure that the catering and other staff employed are checked periodically and at intervals not exceeding three months for their medical fitness for food handing and also ensure that they are free from any infectious disease or any other diseases likely to cause any health hazard to the inmates.

22. The caterer shall ensure that the cooks use clean white caps and aprons while on duty.

23. The caterer shall ensure that the waiters while at work are dressed in a proper dress with shirts and pants with cap and canvas shoes.

24. Gas connection with stoves will be provided by the caterer. Cost of fuel and repair to these items will be borne by the caterer. Fire fighting appliance will be made available at the kitchen by the caterer. The caterer should ensure his staff takes adequate fire precautions. Utmost care is to be exercised in the use of gas burner to prevent outbreak for fire. All possible safety precautions will be observed. Any outbreak of fire caused by negligence of catering staff resulting in the damage of hostel building utilities will be made good by the caterer.
25. The caterer and the staff will always carry on their person the valid security passes failing which the entry to the campus will be denied by the main gate sentry. Security passes will be issued by the Registrar, AIMT.
26. The caterer and the catering staff/servants shall comply with the instructions issued from time to time by the mgmt AIMT through the Warden to ensure compliance of security instruction and conduct of his personnel in the campus.
27. In the event of any food complaint by any inmate or if it otherwise comes to the notice of the mgmt, AIMT that the caterer has violated any of the instructions given by the AIMT Authorities, investigation shall be done by a representative of AIMT and should any lapses on the part of the caterer or any of their staff is revealed the caterer will be issued a show cause notice and may be liable to pay damage/compensation at the rate to be determined by the mgmt, AIMT. In case of premature termination of contract due to inadequate services the Earnest Money will be forfeited. If damage is not made good it will be adjusted against security amount.
28. The caterer or his representative with their staff will be available in the hostel complex/MDP kitchen from 0600 h till 2130 h or such time as specified by the mgmt, AIMT from time to time. One room will be provided with attached lavatory for the above purpose. The room so provided will be for the period of catering agreement only. It is required to be vacated and handed over properly immediately on cessation of the catering agreement as ordered by AIMT.
29. The caterer shall maintain at all times in high standard of cleanliness and hygiene in kitchen, dining hall, washing places. The meals served shall be as per the menu approved.
30. The caterer shall ensure that the meals served are nutritive, tasty and wholesome, shall in no way be hazardous to health of inmates.
31. All the meals will be checked for their quality and standard or preparation by the Warden (Hostel). It shall be binding on the caterer to implement suggestions made by the Registrar, AIMT or Hostel Warden.
32. Notwithstanding any filling contained herein before, the mgmt, AIMT shall be at liberty to terminate this agreement at any time, for any act of negligence, misconduct or breach of terms and conditions which involves security or the inmates or good name or prestige of AIMT.
33. All disputes and difference of any kind, whatsoever, arising out of or in connection with this agreement, shall be referred to for arbitration to Director, AIMT, whose decision and declaration shall be conclusive and binding on both the parties to this agreement.
34. In case of any sick hosteller/MDP participants the food will be served in the room with prior permission of the hostel warden/info of Estate Spvr (MDP catering).

35. The caterer's supervisor will have to be present at the Breakfast, Lunch and Dinner timings.
36. Actual feeding strength will be given in writing to the caterer in advance every day by the Wardens of Boys and Girls Hostel.
37. Sub letting of the contract to another party by the contractor is strictly prohibited. A Certificate to this effect will be rendered by the contractor along with the tender document.
38. Drinking and Smoking is strictly prohibited in the mess complex. Any staff of caterer found in an inebriated state will invite financial penalty and may even be the cause for show cause notice for termination of contract.
39. The contractor shall be required to pay electricity & water charges every month as per actual meter readings as given by Greater Noida Authorities. Delay in payment of monthly electricity and water charges by more than 10 days will attract a penalty of Rs 5/-per day in addition to actual bill for that month. It will be the responsibility of the contractor to liaise with Greater Noida Authorities and pay bills every month. Furniture will be provided by the institute, however, cutlery & crockery will be provided by the contractor.
40. The contractor shall maintain a suggestion / complaint book to be placed at a prominent place in the hostel mess and shall make it available to any hostellers who wish to record a suggestion / complaint. He shall present the same for inspection by the mgmt person detailed on their behalf the same day and at least once in a week even if there are no complaint for remedial action.
41. The contractor will pay a sum of Rs 50,000/- as rebate for one year on award of contract which will be recovered in three instalments from the first three monthly bills.

Dated : Jan 2021

(Rajendra Pandey)  
Col (Retd)  
Registrar

**ARMY INSTITUTE OF MANAGEMENT & TECHNOLOGY, GREATER NOIDA**

**RATES TO BE QUOTED BY THE CONTRACTOR WHICH IS AS UNDER :-**

(A) Rate per Student per day : Rs \_\_\_\_\_  
(including all Taxes / EPF/ESI, Rate including U.P  
Govt VAT and all charges)

(Rupees in words \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(B) Any Other charges : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of the Contractor : \_\_\_\_\_

Office Seal : \_\_\_\_\_

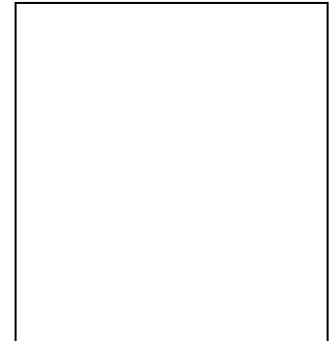
**ARMY INSTITUTE OF MANAGEMENT & TECHNOLOGY, GREATER NOIDA**

**TENDER FORM FOR PROVIDING CATERING SERVICES IN AIMT**

Cost of Tender Form: Rs 1000/- each

Serial No \_\_\_\_\_

1. Last date for depositing Tender Form on 02 Feb 2021 up to 4.00 PM at Army Institute of Management & Technology, Plot No M-1, Pocket P-5, Greater Noida (U.P.)
2. Tender will be opened at desecration of board At Army Institute of Management & Technology, Plot No M-1, Pocket P-5, Greater Noida (U.P.) or directed By the board.
3. Name, Address of Firm/ Agency and Telephone Number.
4. Name, Designation, Address and Telephone Number of Authorised person of Firm/ Agency to deal with \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Please specify as to whether tendered is a sole proprietor/ partnership Firm Name, Address and Telephone Number of Director/ Partners should be specified.  
(a) \_\_\_\_\_ (b) \_\_\_\_\_  
(c) \_\_\_\_\_ (d) \_\_\_\_\_  
(e) \_\_\_\_\_ (f) \_\_\_\_\_
6. PAN No of Income Tax Deptt , GST No Clearance Certificate \_\_\_\_\_  
\_\_\_\_\_
7. Provident Fund Account No \_\_\_\_\_  
\_\_\_\_\_
8. ESI No \_\_\_\_\_  
\_\_\_\_\_
9. Licence No under contract Labour(R&A) Act \_\_\_\_\_  
\_\_\_\_\_
10. Service Tax Registration No \_\_\_\_\_
11. Details of Earnest Money deposited: -  
(a) Amount: Rs \_\_\_\_\_ Rs \_\_\_\_\_  
\_\_\_\_\_ in words  
(b) Bank Draft/ Pay Order/ FDR No \_\_\_\_\_  
(c) Date of issue of DD/PO/FDR \_\_\_\_\_  
(d) Name of issuing authority \_\_\_\_\_



12. Details of experience with regard to running of mess (with full details of agency to whom such contracts awarded). Copies of the satisfactory reports should be attached. In case number of agencies, are much then separate sheet may be used for indicating experience etc...

13. I undertake to pay \_\_\_\_\_ (Rupees \_\_\_\_\_ only) per annum as rebate to the Institute as per terms and condition as laid down.

14. The Prices / charges for the items to be sold / services to be rendered by me in cafeteria are indicated separately in the schedule. I/ We also undertake to charge for the services & to sell item at fair prices as fixed by the Registrar from to time.

15. Rate per day per student for providing messing facilities as per menu indicated in terms and condition for running Hostel Mess is \_\_\_\_\_

16. I, Shri \_\_\_\_\_ S/O, W/O, Shri \_\_\_\_\_ resident of (local Address solemnly state that I have not so far been black listed by any of the Institution / Offices in which I have worked / run shops.

17. Declaration by the Contractor:-

“This is certify that I/We before signing the tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.

(Signature of tenderer)

NAME:

DESIGNATION:

ADDRESS:

Mob No/ Tele Nos (O):  
(R):

Dated :                    2021