

INDIAN INSTITUTE OF TECHNOLOGY MANDI

Inviting bidders for installing and operating *Vending Machines for Snacks, Beverages and Feminine Hygiene* at different locations of South and North campus of IIT Mandi. In the EoI document, the word “Service” means “Installing and operating Vending Machines”

Interaction with bidders: **02:00 pm on 17/02/2025.**

Chairperson, Purchase Committee

Dean (Students) Secretariat
A9 Building, North Campus
Indian Institute Technology, Mandi,
V.P.O - Kamand, District – Mandi
Himachal Pradesh – 175075, India
Telephone: 01905-267016

All interested bidders should be present at 02:00 pm on 17/02/2025, at Conference room, Dean (Students) Secretariat, Block A9, (Ground Floor), North campus, IIT Mandi, with all required documents and a power-point presentation. **Please note that bidders must bring power-point presentations mandatorily without which their participation will be cancelled.**

Calling for bidders

IIT Mandi invites bids to install and operate *Vending Machines*.

All interested bidders should be present at the above-mentioned address along with all necessary documents. The interaction will be held on the same day. The bidding agency/company/cooperative must have good experience in the same domain i.e. installing and operating of Vending Machines, with proven capability in the past for at least two years.

As part of the interaction, an interested bidder should submit the proposal containing following:

- (a) It shall contain details of rate as per the menu the vendor is able/capable to provide.
- (b) It would also contain details of the persons and their numbers to be deployed for providing services.
- (c) All statutory documents required for providing service.

The contract will be awarded initially for a period of one year to the successful bidder. This period may be extended on mutual consent on satisfactory performance after a review each year. The successful bidder shall be bound to execute an agreement on non-judicial stamp paper of Rs.100/-.

Institute reserves the right to reject some or all the applications without assigning any reasons whatsoever. Further, only lower rates shall not be sole criteria for selection of the vendor.

List of Items:

Sr. No.	Name of Item (with brands)
1.	Chips (Bingo, Lays, Uncle Chips, Haldiram, Budhani)
2.	Namkeens (Haldiram, Bikaji, Bikano, Bingo, Diamond)
3.	Chocolate Bars (Amul, Nestle, Dairy Milk, Cadbury, Ferrero Rocher)
4.	Cookies/Biscuits (Britannia, Parle-G, Priyagold, Sunfeast, McVites)
5.	Candies/Toffees (Only National/International brands)
6.	Soft-drinks (Pepsi, Coca-Cola, Sprite)
7.	Tea (with raw materials of national/international brands only)
8.	Coffee (with raw materials of national/international brands only)
9.	Bakery Items
10.	Soup (National/international brands only)
11.	Feminine Hygiene (Stayfree, Whisper, Sofy, Kotex)
12.	Energy drinks for Gym aspirants (National/International brands)

Note: As per the feedback of end users, any brand may be deleted or added later on the recommendations of the Purchase Committee only.

The Bidders are instructed to provide the above given menu by quoting their rates per item (excluding items of MRP) with mention of item quantity in grams in case of solid food items & millilitres in liquid food items.

- **A powerpoint presentation will be held on 17/02/2025 where the owner, accompanied by the manager to be deputed (If any) is required to be present in person. The presentation must include the following points:**
- **Introduction of the firm** – Brief overview and background of the firm.
- **Justification for selection** – Why are they the most suitable choice for the award of the service contract?
- **Approach to student interaction** – How will they effectively deal with students and their needs?
- **Hygiene standards** – The level of cleanliness and hygiene to be maintained in the Purchase.

Branded items should always be used. A suitable monetary penalty will be levied if any item other than specified brand is used. However, on trial basis the vendor can explore the possibility of a brand other than the specified brand(s) on getting prior approval only.

Brand of any other item required or any of the above items, in case of non- availability of above brands, will be mutually decided by the Purchase Committee and the vendor. The vendor must seek permission of the Chair – Purchase Committee for use of any other brand other than mentioned above.

Evaluation Matrix:

Description	Marks
Documents (including past experience, CFTI experience, Turnover, essential certificates etc.	40
Presentation	10

GENERAL TERMS & CONDITIONS FOR THE AWARD OF CONTRACT

1. That the products served by the vendor shall be wholesome and clean. The competent authority at any time may check the products for the purpose of this agreement/contract and take away samples free of charge for purposes of inspection, trial or analysis and decision of the competent authority about the desirability or quality of the food items offered for consumption shall be treated as final.
2. If either of the parties wants to discontinue the service, a one-month written notice signed by the Dean (Students)/vendor should be given to the other party. No reason needs to be provided.
3. The vending machines should be operational 24*7.
4. The vendor shall be required to use electrical equipment/appliances. All expenses shall be borne by the vendor.
5. IIT Mandi may call for the advice of the medical officer on matters of hygiene at any time. The vendor strictly needs to abide by the suggestions of the medical officer.
6. The vendor would provide a sufficient number of workers for the uninterrupted disposal of service and shall take all reasonable precautions to see that they are professional, civil, sober and honest in their dealings with all users of their services.
7. The vendor shall only employ in his service, such persons whose antecedents have been verified by the police and who have also been medically examined at the vendor's own cost and to the satisfaction of the Institute. The vendor shall be required to give an undertaking to the Institute to this effect.
8. After the initial health checkup, every year between 1st -31st of January and 1st -31st August, the vendor may consult IIT Mandi Medical Officer for getting health check-up done for all the staff handling food items, and provide chairperson of the Purchase Committee a Letter/Certificate signed by the Medical Officer, certifying that the staff are fit to work. This is to be done only to assist the health condition of the staff handling the food items and in case the staff requires medical attention the vendor should provide necessary medical service on his own cost.
9. The vendor shall provide a list of the persons employed by him with their name, address, photo and other details, to the Purchase Committee at the start of the academic session. If the vendor desires to change the workers, he needs to inform the chairperson of the Purchase Committee and provide the details of the new workers before they start the services.
10. The vendor or his employees will not be permitted to stay overnight in the institute premises.
11. The vendor will ensure & comply with the statutory provisions for running his service.
12. The vendor should provide a copy of the GST and FSSAI license within one month from the service start date. Preference will be given to those who can present these documents at the time of committee interaction.
13. If any employee and/staff member of the vendor in the opinion of IIT Mandi, is not rendering proper service or is otherwise guilty of any misdemeanour, alcohol consumption, smoking, or is

- found otherwise undesirable, the vendor shall forthwith remove that person from the IIT Mandi campus, with immediate effect and replace him with a suitable person.
14. The vendor shall take sole responsibility of paying at least the minimum wages as per Government norms to his employees and also take proper care of their welfare by provisioning leave and other benefits. The vendor should make payment of the wages of his employees through their bank account.
 15. The vendor shall not make any additions/alterations in the premises provided by the IIT Mandi.
 16. The vendor shall maintain a suggestion/complaint box for noting suggestions/complaints, all the time near the machines, for improvement. Such suggestions/complaints after having the approval of the Chairperson of the Purchase Committee should be forthwith acted upon by the vendor. The suggestions/complaint book should be kept open for the inspection of the users and competent authority.
 17. All the workers providing the services under this agreement shall be employees of the vendor and the IIT Mandi shall not have an employer-employee relationship with the employees of the vendor. The vendor undertakes to keep the IIT Mandi, harmless and indemnified against any demand/claim of wages, provident fund, Employees State Insurance and any other such dues of its employees. The relationship between the vendor and IIT Mandi is purely contractual and IIT Mandi is not responsible and/liable for the employees of the vendor.
 18. The caterer shall have no right or interest in the premises allotted for the machines and other allied purposes and he shall have no right or interest to remain in possession thereof at the end of this agreement or on termination thereof at any time.
 19. When a student fest will be organized and sponsorship will be taken from the external restaurants or food chain groups, Institute will reserve the right to ask the vendor to be closed on such days.
 20. The vendor shall display the menu (as approved by the Chairperson of the Purchase Committee) prominently.
 21. The vendor shall be provided by IIT Mandi with necessary area and he/she shall be responsible for the proper maintenance of the premises as well as the other materials (if any) provided by IIT Mandi.
 22. The vendor shall pay 1 year rent in advance during the time of signing the agreement @ Rs. 87/Sqr. Mtr. for each allotted area for installing the machine. Electricity charges on actual basis will also be paid by the vendor to IIT Mandi. If asked by the vendor, the storage area will also be allotted at the same rate of charges i.e. @ Rs.87/Sqr. Mtr.
 23. The vendor shall make available all other implements for providing service.
 24. The vendor will not provide service to unauthorized persons inside the campus premises.
 25. The vendor (Owner) should be present on campus for more than 10% of the contract tenure or deploy a qualified manager.
 26. The vendor must submit an undertaking confirming that they have never been debarred or blacklisted by an organization in past contracts with central funded technical institutes. If this information is found to be incorrect, the vendor will be held fully responsible and liable for immediate termination of contract.
 27. Any association with previously debarred or terminated vendors, working with IIT Mandi (including staff from their team), will result in the immediate termination of the contract.
 28. The vendor should use only eco-friendly disposables.
 29. The vendor should operate throughout the year.
 30. On the expiry/termination of the contract the vendor shall hand-over/vacate physical possession

of the space on the date of expiry/termination.

31. Legal disputes, if any, shall be subject to the jurisdiction of Mandi (H.P.) Courts only.
32. If the vendor forfeits the contract before the end of tenure without one-month notice, then the security deposit will not be refunded.
33. In case of any dispute between the parties above, the Director IIT Mandi shall have the sole power to appoint an arbitrator whose decision will be final and binding.
34. The vendor is required to vacate the premises by the end of this contract and handover the materials (if any) back, if not asked to do otherwise in written by the competent authority before the end of this contract. Penalty of Rs. 5,000/- per day will be imposed for unauthorized possession. Besides, suitable action will be taken as deemed appropriate by the competent authority.
35. The agreement will automatically get null and void on completion of one year, if not extended further.

36. Penalty Clause:

A. Penalty shall be applicable on breach of following Clauses:

- **Cleanliness and Hygiene:** Allotted areas (including storage area) must be maintained with the highest standards of cleanliness and hygiene.
- **Use of Products:** Expired products must not be used or served.
- **Uniform and Personal Hygiene:** The staff must wear clean, approved uniforms, including head caps (as specified by the Purchase Committee), and maintain high standards of personal hygiene (such as trimmed nails, clean clothes, and combed hair) from the very first day of duty.
- **Approved Items Only:** The vendor should only sell items that have been approved by the Purchase Committee.

B. Penalties for Non-Compliance:

- **First Instance:** A penalty at the rate of 5% of the amount of security deposit.
- **Second Instance:** A penalty at the rate of 20% of the amount of security deposit.
- **Third Instance:** Termination of the contract, with a debarment from participation in tender of IIT Mandi for the next 3 years.
- **Penalties outlined above will apply to each individual breach of a clause, and the penalty amounts will be cumulative in the case of multiple breaches.**
- The vendor shall deposit a security deposit of Rs. 1,00,000/- (rupees One Lakh) with the Registrar, IIT Mandi, in the form of demand draft in the name of 'Registrar IIT Mandi', which shall be refunded, without any interest thereon, 30 days after the end of the contract after adjusting the amount of any damage caused to IIT Mandi by any omission or discrepancy on the part of the caterer or his employee.