Indian Institute of Handloom Technology
O/o. DC (Handlooms)
Ministry of Textiles
Government of India

NOTICE INVITING TENDER (NIT)
FOR
MESS/CANTEEN SERVICE
OF BOY'S AND GIRL'S HOSTEL
IN IIHT FULIA
FOR THE CALENDAR YEAR 2026

TENDER NO: IIHT/FLU/ADMIN(50)/2025-26/1016 Dated 12.12.2025

सत्यमेव जयते
भारत सरकार/Government of India
वस्त्र मंत्रालय / Ministry of Textiles
विकास आयुक्त (हथकरघा) कार्यालय / O/o Development commissioner (Handlooms)
भारतीय हथकरघा प्रौद्यागिकी संस्थान
INDIAN INSTITUTE OF HANDLOOM TECHNOLOGY
पो.ओ: फुलेया कॉलोनी, फुलेया, जिला-नादिया, पिन-741402: पश्चिम बंगाल
टेलीफोन-03473-234535: ईमेल: iihtshantipur@gmail.com: वेबसाइट: www.iihtfulia.ac.in
P.O: Fulia Colony, Fulia, DIST-Nadia, Pin–741402: West Bengal
Telephone-03473-234535: Email: iihtshantipur@gmail.com: Website: www.iihtfulia.ac.in

Introduction

Indian Institute of Handloom Technology (IIHT) is a subordinate office of Ministry of Textiles, Government of India under O/o the Development Commissioner for Handlooms. IIHT-Fulia started the academic activity in the year 2015-2016 with 30 intake per year which due course increased to 33 intake per year and is planned to be enhance upto 66 intake per year from the next academic session.

The new campus of IIHT Fulia is inaugurated on 04.01.2025. The institute provide hostel facilities to both boys and girl students.

Boys hostels is available to Accommodate all the Students (maximum up to 100) and Boys hostels is available to Accommodate all the Students (maximum up to 40) who require hostel facility. The hostel mess is managed by a Mess committee comprising the elected students and Deputy Warden and warden managing committee.

Notice Inviting Tender

The Institute invites sealed tenders under "TWO BID SYSTEM" are invited for selection of an expert agency for providing Mess/Canteen services for providing on campus Food to the Hostel dwellers

The details of the tender are given below: -

Description of Services: Selection of an expert agency for providing Mess/Canteen services at the Campus.

Address of the Campus: IIHT Fulia, Fulia Colony, Near Fulia Rangamancha, PS: Shantipur, Dist: Nadia, Pin: 741402, State: West Bengal.

Closing date & time for submission of bids: 26.12.2025; 5 PM

Date & time of opening of Bid: 29.12.2025; 11AM

Financial bid: After evaluation of Technical Bid

Correspondence Address: The Director, Indian Institute of Handloom Technology Fulia, Fulia Colony , Nadia, 741402, West Bengal

"TWO BIDS SYSTEM" shall be followed for this tend Tenderer should take due care to submit the tender in accordance with requirement in sealed covers. Bids received shall be evaluated as per the Criteria prescribed in the tender document. No modifications subsequent to opening of bids will be allowed and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of tender document specifying their acceptance to all the clauses of Bid Evaluation Criteria, General terms and conditions and compliance to the Scope of Work requirement etc.

In case of any clarification required relating to this tender, the same can be sought by sending a mail to iihtshantipur@gmail.com or in-person visit to this institute on 15.12.2025 and 19.12.2025 during office hours (10am to 5 pm)

Indian Institute of Handloom Technology ★ Fulia ★

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Indian Institute of Handloom Technology (IIHT)
Ministry of Textiles, Govt. of India
Fulia Colony, Dist-Nadia, Pin-741402, West Bengal
Phone No.03473-234-535

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SCOPE OF WORK FOR MESS/CANTEEN CONTRACTOR

- *Facilities Provided by the Institute*

A standard kitchen equipped with electricity and water supply.

A room (with common toilet facility) for accommodation of maximum 2–3 persons, to be provided in the boys' or girls' hostel as per gender.

- *Facilities/Arrangements to be Made by the Service Provider*

The tenderer should be an established caterer and shall be responsible for providing on campus Food to the hostellers of the institute.

Procurement and installation of all kitchen requirements including LPG gas connection, gas oven, utensils, refrigerator, mixer grinder, and other kitchen accessories.

(Students will use their own utensils for personal use.)

- Procurement of raw materials, preparation of food, serving (buffet system), and cleaning of kitchen and cookware.
- Maintenance of proper hygiene, sanitation, and safety measures in and around the kitchen and dining area.
- Separate serving of food in boys' and girls' hostels as per Institute rules.
- *The Working /Vacation period of Students*
  a. 1/3/5 semesters: 16th July to 5th December.
  b. 2/4/6 semester: 26th December to 15th May.
  c. Summer break: 16th May to 15th July
  d. Winter break: 6th December to 25th December
- *Mess/Canteen timings*

  Breakfast: 08.45 am to 9.30 am

  Lunch: 1:00 pm to 2.00 pm

  Dinner: 09.15 pm to 10:00 pm

GENERAL TERMS AND CONDITIONS

- *Clause on Mess Charges During Student Absence*

Exemption of Mess Charges for Long Absence:

The service provider shall not levy or claim food charges for any hosteller who remains absent from the hostel for five (5) or more consecutive days. The hosteller must submit prior intimation of absence or provide valid supporting documents, as applicable, to the Hostel Administration. No payment shall be made by the Institute for such periods of absence, and the service provider shall ensure strict compliance with this provision. Charges shall become applicable only from the date of the hosteller's return to the hostel.

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- *Payment During Vacation & Vacating of Accommodation*
- Vacation Period & Payment:

  No payment whatsoever shall be made to the Food Service Provider for the duration of the Institute-declared vacation period, during which hostel mess services remain suspended. The service provider shall not claim any compensation, minimum charges, or fixed costs for this period.
- Vacating of Hostel Accommodation:

  The Food Service Provider and their staff shall vacate the hostel room(s) or accommodation provided by the Institute within three (3) days from the date of cessation of mess service, whether due to temporary closure, termination, or completion of the contract period. Failure to vacate the premises within the stipulated time shall attract penalties as decided by the Institute, and the Institute reserves the right to take necessary action to recover possession of the premises.
- In case of Mess/Canteen services, IIHT will release the amount to the contractor on production of bill and prescribed attendance format duly signed by the Mess/Canteen committee at the end of each month.
- All pages of the Tender Document must be signed by the authorized signatory and scaled with the stamp of the bidding firm as token of having accepted all the Terms and Conditions of this Tender.
- IIHT reserves the right to obtain feedback from the previous/present clients of the Tenderer and also depute its team(s) to inspect the site(s) at present contract(s) for on-the-spot first-hand information regarding the quality of food and services provided by the Tenderer. Decision of IIHT with regard to award of the contract will depend upon the feedback received by it from the previous and present clients and also from its team(s) deputed for the purpose. The decision of the Institute in this regard will be final and binding on all bidders.
- The Financial bids submitted by all bidders should be valid for at least for a minimum period of three months from the date of opening of Technical Bids.
- Before submitting the filled-in Tender Document to the Institute, In case of any clarification required relating to this tender, the same can be sought by sending a mail to iihtshantipur@gmail.com or in-person visit to this institute on 15.12.2025 and 19.12.2025 during office hours (10am to 5 pm)
- The catering services should capture innovative variety and balanced nutrition both for vegetarians and non-vegetarians.

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- The contract shall be for a period of one year, renewable based on satisfactory performance.
- Either party may terminate the contract by giving one month's prior notice in writing.
- Breakfast, Lunch, and Dinner should be served strictly within the time schedule prescribed by the hostel authorities.
- The service provider must ensure quality, quantity, and timely service as per directions of the Hostel Committee.
- The caterer shall be responsible for the cleanliness and conduct of the mess staff.
- Consumption or supply of intoxicants, alcohol, or any addictive substances/drugs is strictly prohibited inside the campus.
- The service provider must have *fssai* certificate and comply with all statutory regulations related to food safety, hygiene, and labor laws.
- If wastage of any resource is found, appropriate penalty will be imposed by IIHT Authorities
- IIHT shall provide a list of normal holidays and students vacations in each semester to the tenderer for assessing and providing catering services to the hostellers residing during holidays and vacations
- The responsibility for dispose of garbage is solely on tenderer.
- Any person of the Committee constituted by IIHT can do a surprise check the quality of food and hygiene.
- The contractor will do regular pest & flies control at his own cost for the kitchen and pantry area used by them.
- All payments made to contractor will be subject to applicable Tax Deduction at Source.

Submission of Tender

Interested parties may submit their sealed quotations along with relevant experience certificates, PAN, GST registration, and any other supporting documents to the Office of the **The Director, Indian Institute of Handloom Technology Fulia, Fulia Colony , Nadia, 741402, West Bengal on or before 26.12.2025; 5 PM**

Opening of Tender

Tenders will be opened **on 29.12.2025; 11 AM** in the presence of the tenderers or their authorized representatives. The Institute reserves the right to accept or reject any or all tenders without assigning any reason thereof.

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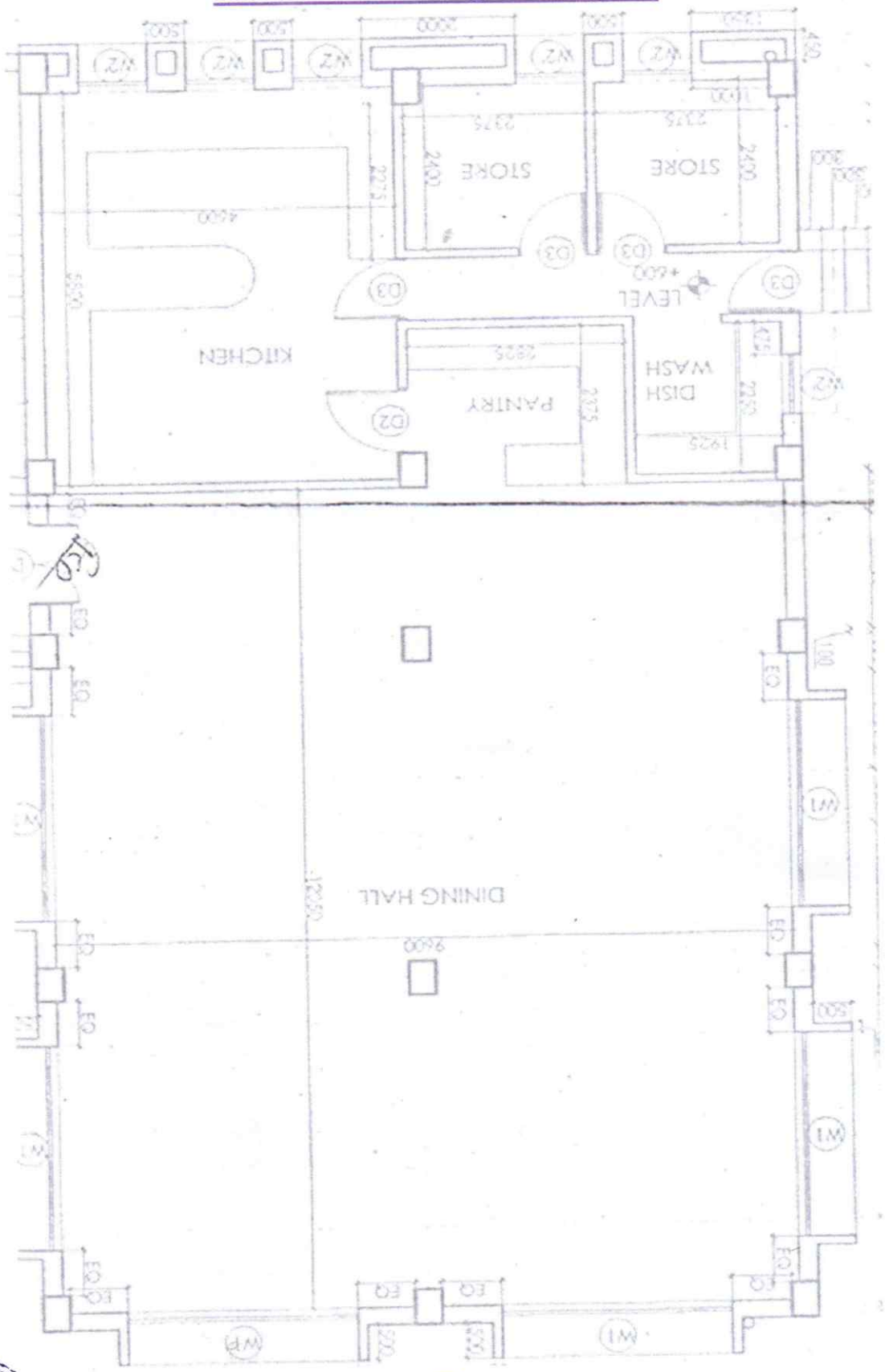
Kitchen and Dining Hall Layout



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Performa of Technical Bid

Indian Institute of Handloom Technology (IIHT), Fulia

(For Engagement of Mess/Canteen Service Provider)

1. Details of the Bidder

Name of the Contractor / Firm:

Address of the Catering Firm/Agency:

Phone No.: (Mob) _____ (Office) _____

Email ID: _____

Whether Proprietorship / Partnership / Company: _____

2. Mandatory Documents (Self-Attested Copies to be Attached) Please tick (✓) the appropriate box.

Sl. No.	Required Documents	Attached	Not Attached
1	Shop & Establishment Certificate / GST Registration Certificate with GSTIN Number	☐	☐
2	Attested copy of GST Registration	☐	☐
3	Duly signed Undertaking enclosed with tender document	☐	☐
4	Copy of terms & conditions and each page of bid signed in token of acceptance	☐	☐
5	Attested copy of PAN Card	☐	☐
6	Attested copy of Aadhar Card	☐	☐
7	Attested copy of valid *fssai* certificate	☐	☐

4. Financial Details

Annual turnover of the firm for the **most recent three financial years** (attach audited balance sheets/ITR/CA-certified statements):

Year	Turnover (₹)	Enclosed (Yes/No)
_____	_____	☐ / ☐
_____	_____	☐ / ☐
_____	_____	☐ / ☐

5. Experience Details

Attach a statement showing details of canteen/mess services provided in the last three years:

Organisation Name	Contact Person	Contact No.	Period of Contract	Contract Amount (₹)

(Use additional sheets if required.)

6. Current Contracts (if any)

Provide a separate statement for all existing / active canteen or mess contracts:

Institution / Organisation	Nature of Work	Duration	Contact Person	Contact Details

7. Declaration

I hereby declare that: The information provided above is true and correct to the best of my knowledge.

I have read and accepted all terms and conditions of the tender.

I understand that providing false information may lead to rejection of the bid.

Signature of Bidder / Authorized Person

Name: _____

Designation: _____

Date: _____

Place: _____

Performa of Financial Bid

Sample Hostel Mess Menu (7 Days)

Day	Breakfast	Lunch	Dinner
Monday	Poha+Banana + Tea	Rice, Dal , Bhaji , Egg Curry/veg sabji, Curd	Rice/Roti, Mix Veg Curry, Salad, Pickle
Tuesday	Paratha–Sabji + Tea	Rice, Dal , Bhaji , Sabji, papad, Curd	Rice/Roti, Chole Masala, Salad, Pickle
Wednesday	Bread Toast + Banana+ Tea	Rice, Dal , Bhaji , Egg Curry/veg sabji, Curd	Rice/Roti, Seasonal Sabji, Salad, Pickle
Thursday	Poha +Banana+ Tea	Rice, Dal , Bhaji , Sabji, papad, Curd	Rice/Roti, veg paneer bhurji, Salad, Pickle
Friday	Bread Toast + Boiled Egg/Banana(veg) + Tea	Rice, Dal , Bhaji , Fish Curry/veg sabji, Curd	Rice/Roti, Aloo Matar Curry, Salad, Pickle
Saturday	Aloo Paratha + Curd + Pickle + Tea	Rice, Dal , Bhaji , Paneer Curry, Curd	Rice/Roti, Chana Masala, Salad, Pickle
Sunday	Puri–Bhaji + Tea	Jeera Rice, Chicken Curry/paneer masala, Raita	Rice/Roti, Dal Tadka Salad, Pickle

- **Rate to be quoted per day per head basis for supply of sufficient quantity of food for a healthy adult based on the above sample menu.**
- **The menu may be changed based on mess committee meeting with the service provider.**

Rate per day per person: Rs. _____/-
(In Words……..)
GST as Applicable:
Total: Rs. _____/-
(In Words……..)

Place:

Date:

Name and Signature of the authorized person