# INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

IIM Amritsar PIT Building, Inside Govt. Polytechnic Campus, Chheharta, G.T. Road Amritsar -143105 Phone No- 0183- 2253548 Website http://www.iimamritsar.ac.in



# **TENDER DOCUMENT**

FOR PROVIDING CONTRACT FOR CAFETERIA

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# **TENDER NOTICE -CONTRACT FOR CAFETERIA**

## IMPORTANT INFORMATION

S.No.	Item	Description
1	Scope of work	Providing Canteen services at Cafeteria, at IIM Amritsar PIT Building, Inside Govt. Polytechnic Campus, Chheharta, G.T. Road Amritsar
2	Cost of bid documents	Rs. 500/- ( to be deposited by demand draft in the name of IIM Amritsar payable at Amritsar)
3	Availability of bid document	IIM Amritsar PIT Building, Inside Govt. Polytechnic Campus, Chheharta, G.T. Road Amritsar or download from website http://www.iimamritsar.ac.in
4	Date of pre-bid meeting	11.00 hours on 18.03.2020( admin office , IIM Amritsar)
5	Last date for submission of bid	By 15.00 hours on 08.04.2020
6	Date of opening of technical bid	16.00 hours on 08.04.2020
7	Date of opening of Financial bid	Will be communicated later to successful bidders
8	Earnest Money Deposit	Rs.15,000/- by demand draft in favour of IIM Amritsar
9	Performance Security	Rs.35,000/- (Rupees thirty five thousand only) in the shape FDR/ DD duly pledged in favour of IIM Amritsar
10	Place of opening of bids	Admin office , IIM Amritsar
11	Address for communication	Chief Administrator Officer, IIM Amritsan PIT Building, Inside Govt. Polytechnic Campus, Chheharta, G.T. Road Amritsan

Chief Administrator Officer

# About the Institute

Indian Institute of Management Amritsar is an autonomous body set up by the Government of India, Ministry of HRD in 2015. Presently IIM Amritsar operates from Building, Inside Govt. Polytechnic Campus, 143105 The Government of Punjab has allotted over 61 acres of land for the proposed IIM Amritsar campus at Manawala Amritsar. It has presently 350 student's approx and 20 faculty/ staff.

In addition, this being an institute of national importance and a top business school is frequently visited by eminent professionals of the business world, top level academicians and senior government officials.

Student will have mid -term holidays for about 60 days during month April to May end; semester breaks of few weeks.

# 1. GUIDELINES FOR SUBMISSION OF TENDER

- 1.1. Please read the Terms & Conditions carefully before filling up the document. Incomplete Tender Documents will be rejected.
- **1.2.** Before submitting the tender, details of documents to be attached may be verified from the Check List given at <u>Annexure-I</u> of the Tender Document.
- 1.3. All pages of the Tender Document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the Terms and Conditions of this Tender.
- 1.4. IIM Amritsar 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.
- 1.5. Tenders received without the prescribed Earnest Money Deposit (EMD) of Rs.15, 000/- shall be rejected. No paper shall be detached from the Tender Document.
- 1.6. The successful tenderer shall have to deposit security of Rs. 35000/-(Rupees thirty five thousand only) in the form of FDR duly pledged in favour of IIM Amritsar valid for period of one year. The EMD may be adjusted towards Security Deposit.
- 1.7. Vendors may send their queries in writing on their firm/ company letter head to CAO, IIM Amritsar by 16 March 20/ 1100 hours. Queries be handed over to Admin- 1 (under CAO Office) and sign obtained on register/ vendors own slip. Queries to such vendors shall be responded on 18 March 20 at 1100 hours in IIM Amritsar premises.

## 1.8. Terms and conditions:

The sealed tenders are invited under two bid system i.e. Technical Bid (Cover a) and Financial Bid (Cover b)

- a) Sealed technical bid (as per format at Annexure –I), along with a demand draft for Rs.15000/- favour of IIM Amritsar payable at Amritsar, towards Earnest Money Deposit (EMD) in one sealed envelope super scribed" TECHNICAL BID FOR PROVIDING CANTEEN SERVICES AT IIM, AMRITSAR". The tender document received without EMD will be summarily rejected. Tender fee of Amount Rs. 500/- shall also be enclosed in the form of Demand Draft in the name of IIM Amritsar payable at Amritsar.
- b) Sealed financial bid as per Annexure-II) placed in a separate envelope super scribed:" FINANCIAL BID FOR PROVIDING CANTEEN SERVICES AT IIM, AMRITSAR".
- I. The above mentioned two sealed envelopes should bear the name and complete postal address of the bidder. Sealed envelopes containing Technical Bid and Financial Bid should be placed in a bigger envelop super-scribed "BID FOR PROVIDING CANTEEN SERVICES AT IIM Amritsar". This bigger envelop, bearing the name & complete postal address of the bidder, should be addressed to the Chief Administrator Officer, IIM Amritsar on or before 15.00 hours on 08.04.2020. Tenders received after due date & time shall not be accepted.
- II. The Financial bid and EMD submitted by all bidders should be valid for at least for a minimum period of six months from the date of opening of Technical Bids.
- III. The IIM Amritsar reserves the right to reject any or all the tenders without assigning any reason.
- IV. Person signing the bid or other documents connected with tender must clearly write his/her name and also specify the capacity in which he is signing. Also contact, email and mobile number should be stated.
- V. Before submitting the filled-in Tender Document to the IIM Amritsar, the bidders may seek clarification(s), if any, during the pre-bid meeting.
- VI. The successful tenderer will be initially granted contract of three months to access the performance and on successful completion of which the contract may be extended to its full term of one year.
- VII. The successful bidder shall have to submit an undertaking as per Annexure- A which will become part of agreement as per Annexure B.
- VIII. Canvassing in any form will make the tender liable to rejection.
- IX. Conditional proposal will not be accepted and will be rejected outright.

- X. The bidders' performance, as per format at Annexure-III for each work completed in the last three years and in hand should be certified by a responsible person from the concerned organization. The certificate should also indicate the compliance of statutory requirements. Feedback received from the previous/present clients and on the spot assessment of the IIM designated team, will also be evaluated for technical qualification.
- XI. The Contractor will use only branded raw material for preparation of items. The permissible brands of various items are given in Annexure-IV.
- XII. The Technical Bids will be opened on 16.00 hours on 08.04.2020 in IIM Amritsar in the presence of such bidders who may wish to be present, either in person or through their authorized representatives (duly supported with authorization letter).
- XIII. The Financial Bids of only technically acceptable tenders will be opened for further consideration. The decision of the IIM Amritsar in this regard will be final and no requests etc. will be entertained from the bidders. The date and time of opening of financial bid(s) will be intimated only to such financial bidders who are found eligible as per evaluation criteria prescribed by IIM Amritsar.
- XIV. EMD of the unsuccessful bidders will be returned to them, without interest, within a period of three months from the date of award of contract to the successful bidder.
- XV. This RFP is for one year contract; however the contract can be extended by another one year or the date of shifting to the IIM Amritsar permanent premises, with the same terms and conditions by IIM Amritsar based on its need.

# 2. Eligibility criteria

- 2.1. Any sole proprietor/ partnership firm/cooperative society/company can apply.
- 2.2. Applicant must have experience of running cafeteria/canteen/hostel mess in an educational institute/government organization/other large organization of repute for at least two years. The tenderer should enclose a list of clients.
- 2.3. Applicant must have PAN Number.
- 2.4. Applicant must be having GST registration.
- **2.5.** The applicant shall have FSSAI License and other statutory clearances as mandated by the state/ MC/ Government.
- **2.6.** The tenderer shall also give a list of catering services/ hotel/restaurants etc. Run by him( with details of period),

2.7. The tender shall be submitted in prescribed form downloaded/ obtained from the institution.

Note: - Compliance sheet should be duly filled and signed.

## 3. CONDITIONS TO THE CONTRACT

- **3.1.** The Contractor will have to arrange the kitchen equipment/utensils from his own side only. Institute will not provide any equipment/utensils.
- **3.2.** If the contractor provides eatables to the students/staffs and guests etc. on credit, he will himself be responsible for recovery.
- 3.3. The contractor has to abide by the provisions of Food Safety and Standards Act, 2016 as applicable to the state of Punjab. In case it is found and proved that the eatables provided by the contractor are not of good quality and are hazardous for health, the contract will be cancelled. The contractor will ensure quality / quantity of every such items & its eatable worth and also abide by all statutory laws in existence. The eatables need to be kept properly covered and preserved hygienically. The contract has to follow all the food safety norms.
- 3.4. The Contractor and his staff should be polite and well behaved with the employees, Students and the guests of IIM Amritsar. If it is found contrary, the contract can be terminated without any notice by competent authorities. They will also remain neat and clean.
- **3.5.** No advance payment will be given by IIM Amritsar. The contractor will make own arrangement of funds.
- **3.6.** The rates of food and eatables etc. can be fixed/revised only after the recommendations of Cafeteria Committee and approved by the Director, IIM Amritsar.
- **3.7.** The contract can be extended for a further period of one year or more with mutual consent of the parties.
- 3.8. The serving staff will wear proper uniform (white) which will have to be provided by the contractor.
- **3.9.** No Employees who is sick or otherwise not fit for working in cafeteria or not neat and clean will be allowed entry in cafeteria.
- **3.10.** Payment of all taxes and compliance of all the laws, rule, regulations, orders etc. will be the sole responsibility of the contractor.
- **3.11.** Maintenance of discipline, decorum and hygiene in the cafeteria will be responsibility of the contractor.
- **3.12.** Since the persons will be employees of the contractor, the IIM Amritsar will not have any concern or relation with them either directly or indirectly, all statutory obligations shall be discharged by the contractor

- 3.13. The Contractor shall fulfill and diligently comply with all the directions in general or special orders given by the IIM Amritsar from time to time and all such orders will comprise part of the agreement.
- 3.14. The Contractor shall pay all cost for damages and expenses in regard to any damages caused to the premises structurally or otherwise by the licensee and in this regard the decision of DIRECTOR, IIM Amritsar shall be final and the IIM Amritsar is entitled to deduct such amount from the security deposited by the licensee.
- 3.15. No obnoxious trade like Beedi, Cigarette, Pan Masala, Alcohol or any central banned drugs etc., shall be carried/stocked/sold at the premises, violation if found shall lead to automatic cancellation of license imposing penalty and suitable legal action. The licensee shall ensure 'NO SMOKING' inside the premises. Further no prohibited activities shall be carried out in premises.
- 3.16. The Contractor shall not employ any child labour(s) in contravention of the LABOUR EMPLOYMENT ACT, 1970
- **3.17.** Licenses needed to run the cafeteria are 1. FSSAI license, 2. GST Registration specifying for selling of bakery items and beverages 3. Local Municipal Corporation Health License.
- **3.18.** The contractor shall be responsible for maintaining hygiene at the allotted space and for the disposal of wastages generated from the cafeteria operations.
- 3.19. No non-recyclable plastic or plastic containers are allowed to use in the campus as campus is considered non-plastic zone, failing which penalty will be imposed.
- 3.20. The workers should not stay at premises at night.
- 3.21. The contractor should have office/ branch office in Amritsar.

#### 3.22. ITEMS SOLD

- **3.22.1.** The food items containing ingredient of good quality. Snacks and beverages should be of excellent quality and hygienic.
- **3.22.2.** The contractor should not keep any packed items for sale which has already surpassed the date of expiry.
- **3.22.3.** The packed items should be sold only as quoted in commercial bid or MRP which ever less. The item details and rate of selling should be displayed in bold and visible manner.
- 3.22.4. The displayed rate should have break up of selling price and GST legible

#### 3.23. PENALITY

- **3.23.1.** The Institute reserves the right to impose penalty (to be decided by the IIM authorities) on the contractor for any serious lapse in maintaining the quality and the services willfully or otherwise by the contractor or his staff or for any adulteration.
- **3.23.2.** If the institute is not satisfied with the quality of eatables served, services provided or behavior of the contractor or his/her employees, the contractor will be served with 24 hour notice to improve or rectify the defect(s), failing which the IIM will be at liberty to take appropriate necessary steps as deemed fit.
- 3.23.3. This contract shall be operated with the jurisdiction of courts in Amritsar.

#### 3.23.4. AGREEMENT

This agreement made on this between the Indian Institute of Management Amritsar, Punjab through their Director on one part, and having its Registered Office at
Punjab (hereinafter refer to as IIM Amritsar).
And
(Hereinafter referred to as the Contractor which expression shall include his heir, executors, administrators and assigns) of the other part. Whereas the IIM Amritsar is

desirous of giving a contract for providing the catering services in the Institute Cafeteria and whereas ...... have offered to provide the same on the terms and conditions

hereafter stated.

Now it is hereby agreed by and between the parties.

- 1. The following documents shall be deemed to form part of the agreement
- a) Undertaking submitted by the contractor
- b) The letter of intent bearing No...... Dated ......
- c) Terms and conditions.
- 1.1. The contractor hereby agrees with the client to render catering service in conformity to the provisions of this agreement.

#### COMMENCEMENT AND TERMINATION

- 2.1. That the agreement may be terminated by either party by giving one months' notice to the other.
- 2.2. That under the circumstances given below the Institute shall have the right to terminate the contract without notice, in addition to other remedies as available under the law.
- 2.2.1. For committing breach of any of the terms and conditions of this agreement by the Contractor, he will further be liable to pay the damages as assessed by the arbitrator.
  - 2.2.2. Subletting of Cafeteria by the Contractor without written consent/ permission of the Director, any part thereof or any benefit or interest thereon by the contractor to any third person.
  - 2.2.3. The contractor being declared insolvent by a competent court of law.

## **ARBITRATION**

- 3. In the event of any question or dispute or difference arising under this agreement or in connection therewith, the same shall be referred to the sole arbitrator appointed by the Director, IIM Amritsar or his nominee on mutual agreement of both the parties.
- 3.1. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter originally referred to is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the Director, IIM Amritsar shall appoint another person to act as arbitrator in place of the out-going arbitrator in accordance with the above said terms of this agreement and the person so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.
- 3.2. Expression Director, IIM Amritsar shall mean and include an acting/officiating Director.
- 3.3. The arbitrator may from time to time with the consent of all the parties extend the time for giving and publishing the award.
- 3.4. Subject to the aforesaid provisions, the Conciliation and Arbitration Act, 1996 and the rules made there under and any modification thereof from the time being in force shall be deemed to apply to the arbitration proceedings under this clause.
- 3.5. All disputes and arbitration under this agreement shall be subject to the jurisdiction of the Court of Law (Punjab) IN WITNESS WHEREOF we set our hands on FOR & ON BEHALF OF THE FOR & BEHALF OF THE INDIAN INSTITUTE PROPRIETOR MANAGEMENT, AMRITSAR

(CONTRACTOR)	(Chief Administrator OFFICER)
Witness	Witness
1.	1.
2.	2.

## UNDERTAKING

(To be provided by Tenderer of	on Rs.100	- Stamp F	aper)	)					
Î sc	ole propri	etor/Direct	tor/Pa	artner),	the	authorized	signate	ory	of
		having	its	registe	ered	office/prir	ncipal	offi	ce
atdo he	ereby solei	mnly affirm	n and	declare	as u	nder :-			

- 1. I/We undertake to abide by all the rules and regulations of the State/Central Government/Local Administration under the Minimum Wages Act, 1948 and any other relevant Act as may be in force from time to time. I/We undertake to indemnify IIM Amritsar against any loss or damage which IIM Amritsar may suffer as a consequence of our not complying with the laws referred to above. Also. I/We undertake to pay the person/s employed, wages in accordance with all existing and applicable laws. I/We further undertake to indemnify IIM Amritsar against any loss or damage which it may suffer as a result of the negligence on the part of the tenderer or any of his employees in the course of performance under this tender/contract.
- 2. I/We also undertake to execute the agreement as presented by the Institute (IIM Amritsar) and abide by the terms and conditions of the agreement which have been perused and understood by me/us. I/We have gone through the terms and conditions of the contract and agree and undertake to abide by the same during the term of contract.
- 3. I/We undertake to abide by the Municipal Bye Laws including the Food and Adulteration Act, rules and regulations, code of conduct for my/our employees that may be laid down by Indian Institute of Management Amritsar.
- 4. I/We agree to provide uniforms/liveries to the staff to be employed / deployed by me/us as per the pattern and design approved by Indian Institute of Management Amritsar at my/our cost.
- 5. I/We agree and undertake to provide well experienced workmen keeping good health and not suffering from any communicable/contagious disease.
- 6. I/We agree to undertake to provide manpower and render satisfactory catering services at IIM Amritsar Cafeteria.
- 7. I/We undertake to install own sub-meter and payment of electricity bill of the total units consumed of sub meter will be made by me/us on the proportionate per unit rate of the main meter on monthly / bi-monthly basis as per bill during the period of contract. Water used for cooking will be provided free of cost.
- 8. I/We undertake to pay the license fee of Rs. 5000/- by 7th of every month for the usage of Institute Cafeteria premises including kitchen and store as mentioned in the Agreement for IIM Amritsar Cafeteria.
- 9. I/ We undertake to always keep the Institute Cafeteria premises clean and in good sanitary condition at my/our cost to the satisfaction of the Institute (IIM Amritsar).

- 10. If We agree that no rate escalation in the prices of food stuff, beverages etc., shall be made by me/us during the period of contract.
- 11. I/ We agree to serve tea/ coffee and all eatable items to the faculty / staff of IIM Amritsar at reduced negotiable rates.
- 12. I/ We agree that I/We shall not exhibit any printed or written notices or advertisement of any kind whatsoever without the prior approval of the Institute.
- 13. I/ We undertake to maintain all the furniture articles, equipments and other articles supplied by the Institute (IIM Amritsar) in good condition. I/We undertake that any repairs to the equipment, furniture, fittings, and utensils shall be carried out at my/our cost. Contractor should ensure that all chairs/other furniture are placed inside the Cafeteria before close of business.
- 14. I/ We also undertake to maintain a stock register for all such items supplied by the Institute (IIM Amritsar) and produce such stock register for inspection whenever demanded by the Institute or its authorized representative.
- 15. I/ We undertake that I/We shall not sublet or use the Institute Cafeteria premises other than the purpose of the agreement and shall not make/permit to make structural additions and alterations to the same without the prior sanctions of the Institute.
- 16. In case of any losses, damages or theft of the Institute property within or outside the Institute Cafeteria premises, I / We undertake to make good or replace with the items of the same quality at my/our cost.
- 17. If We agree to make special arrangement for catering for official meetings at the approved rates.
- 18. If We undertake that the Institute Cafeteria premises shall not be used for residential purpose by us or any of our employees during the entire term of the contract and no Institute belongings shall be misused by our staff/employees.
- 19. On the expiry or termination or on failure of the contract, I/We undertake that all our employees direct or indirect shall vacate the Institute Cafeteria premises after handing over all the items supplied by the Institute to the authorized officer and clear all the dues, if any, outstanding.
- 20. The Institute shall be represented by an authorized Officer duly authorized by Director, IIM Amritsar for supervision/control and all activities related to Cafeteria matters and the contractor shall be bound to abide by the Instructions/Orders/Decisions and Directions of such Committee / Authorized Officers.

(a)	Tender's Signature:	
(b)	Name:	
(c)	Address:	

# **Technical Bid**

General Information (To be filled by the bidder for the technical bid)

- 1) Name of the firm/Company:
- 2) Complete office address: (With contact number and email id)
- 3) Company web site, if any:
- 4) Type of organization:

Individual/Partnership/Pvt.Ltd

- 5) Year of establishment:
- 6) Detail of payment

S.No.	Particulars	Bank details	Amount with dates	Remarks
1	Detail of tender cost			
2	Detail of EMD deposit			

- 7) Name and address of authorized signatory /contact person for this tender
- 8) Total staff strength of a company on its payroll

S.No.	Category of staff	Nos.	Remarks

# 9) LIST OF CLIENTS

SR	CLIENT NAME ADDRESS& CONTACT NO	Client phone &address of present canteen	To (Period)	From (Period)	No. of person availing catering facility	Contract value per month in Rs. lakhs

# 10) Details of supporting documents enclosed with self-attested

S.no.	Registration under	Registration no.	Valid upto	Proof enclosed in page no
1	Cooperative society/Firm /Sole proprietor Company registration(delete whichever is not applicable) Shops Establishment Act			
2	Pan	Us alle in		
3	Provident fund	Leg Lande /		
4	ESI			
5	GST Registration no.			
6	FSSAI registration no			
7	Local municipal corporation health license			
8	Other			
9	Annual turn over			
	2016-17			
	2017-18			
	2018-19 Provisional/audited			

(Self-attested copy as proof of the above must be attached to qualify, compulsory, original paper should be provided for verification).

# **COMPLIANCE SHEET**

Eligibility criteria	Compliance Eligibility Criteria	as	per	Attach document proof
Any individual/partnership firm/cooperative Society/company can apply.		1-1		
Applicant must have experience of running cafeteria/canteen/hostel mess in an educational institute / government organization / other large organization of repute for at least two years.				
Applicant must have PAN No. Applicant				

Applicant n GST registra	be	having				

Date:

Signature of the tenderer:

Place:

Name:

Designation:

Official seal:

Note: 1) Please read the tender carefully and fill up the above information 2) Sealed cover bearing tender no .and date

# Price Bid

# (Food items to be provided by the Contractor in IIM Amritsar Cafeteria)

S.N o.	Item	Qty.	Price	GST Amount %	Total
1	Tea (ordinary)	150 ml			
2	Tea with Tea bag	150 ml			
3	Coffee (with std. powder)	150 ml			
4	Omelet	2 slice bread and one egg			
5	Samosa	Std. size			
6	Bread pakhora	Std. size			
7	Bread sandwich (veg.)	2 slice bread			
8	Bread toasted / plain with butter	2 slice bread			
9	Pettis	Std. size			
10	Noodles	Small plate			
11	Parantha - stuffed (potato / onion / cauliflower / mooli) with butter	Std. size			
12	Curd (fresh)	200 ml			
13		Two Nos stuffed parantha, butter, fresh curd (200 gm), Achhar, coffee / tea / milk cornflakes (150 ml)			
		Bread Toast/plain (4 pcs) with butter/jam, 2 Nos boiled egg,			

	Breakfast	coffee/tea/milk cornflakes (150 ml)  Bread omelets' (4 pcs and 2 eggs), butter / sauce, coffee / tea / milk cornflakes (150 ml)
14	Soup (Tomato / vegetable)	150 ml
15	Lunch (veg), in std. Thali	Rice (150 gm), 4 Nos Tawa/Tandoor Rotti (std. Size), Dal (one bowl, std. size), seasonal vegetables (std. qty), Salad (std. qty), Curd / raita boondi (std. qty), Achhar, Pappad
16	Lunch (NV), in std. Thali	Rice (150 gm), 4 Nos Tawa / Tandoor Rotti (std. size), Dal (one bowl, std. size), Chicken / fish (2 pieces std. size with gravy), Salad (std. qty), Curd / raita boondi (std. qty), Achhar, Pappad
17	Dinner (veg.), in std. Thali	Rice (150 gm), 4 Nos Tawa /Tandoor Rotti (std. Size), Dal (one bowl, std. size), seasonal vegetables (std. qty), Salad (std. qty), Curd / raita boondi (std. qty), Achhar, Pappad
18	Dinner (NV)	Rice (150 gm), 4 Nos Tawa/Tandoor Roti (std. size), Dal (one bowl, std.

		size), Chicken / fish (2 pieces std. size with gravy), Salad (std. qty), Curd / raita boondi (std. qty), Achhar, Pappad	
19	High Tea	Dip Tea / Coffee with sugar tubes, Biscuit salty and sweet, pastry / Swiss roll, spring roll / samosa	
20	Session Tea	Dip Tea / Coffee with sugar tubes, biscuit salty and sweet.	
21	Chicken / egg roll	With single egg	
22	Chicken / egg roll	With double egg	
23	Veg roll	Standard size	
24	Veg. Burger	Filled with tikki, mayonnaise, sauce, vegetables, etc.	

<sup>-</sup> Packed items can be sold in the Cafeteria with the permission of the Cafeteria Committee with the prevailing market price only.

<sup>-</sup> Items like seminar lunch / dinner to be provided by the Contractor on the menu / rate finalized on case to case basis.

## **ANNEXURE-III**

#### FORMAT FOR PERFORMANCE CERTIFICATION REFERRED

(Furnish this information for each individual work from the employer for when the work was executed)

- 1. Name of the contract and location
- 2. Agreement no.
- 3. Scope of contract
- 4. Date of start
- 5. Period
- 6. Amount of compensation levied, if any
- 7. Performance report
- a. Quality of food Excellent / very good / good fair
- b. Resourcefulness Excellent / very good / good fair
- 8. Compliance of all statutory requirements Yes/ No

(Seal of the organization)
Date:

(Signature of the authorized representative)

#### PERMISSIBLE BRANDS OF CONSUMABLES

All licensed/ ISI approved packed items should be used. In case of perishable items like Milk, vegetables fruit, juices etc they should be fresh and free of decay, insects, worms, spray etc. Items should be washed with clean water

ITEM

BRAND

Salt Iodized salt such as TaTa, Annapurna, Nature fresh

Spices MDH, MTR or equivalent quality brands

Ketchup Maggi, Kissan, Heinz

Oil Refined oil such as Sundrop, Nature Fresh, Fortune

Pickle Mother's or Clock Tower, Tops
Atta Aashirvad, Pillbury, Nature Fresh
Butter Amul, Britannia, Mother Dairy

Bread Harvest / Britania make
Jam Kissan, Tops, Cremica
Milk Toned milk of Verka, Amul
Paneer Amul / Mother Dairy

Tea Brook Bond, Lipton TaTa

Coffee Nescafe, Rich Bru

Biscuits Britania, Parle, Good day

Ice cream, Lassi Curd Mother Dairy, Amul, Cream Bell , Verka- all varieties

Mineral water ISI marked Kinley /Bisleri / Ganga

Besan, Dal Rajdhani Rice Basmati

Cold drinks Pepsi, Coke etc.
Packed juices Real, Tropicana

Lemon Water Maiden/ Minute Maid/ Fresh

Sweet Bikaner, Haldiram

The contractor may use any other equivalent brand after obtaining prior approval from IIM Amritsar.