

CORRIGENDUM

Tender No. IITPKD/Hostel/Mess/Catering Services/2026-27/001 dated 07-04-2026

In continuation to the Online Pre-bid Meeting held on the 16th of April 2026 from 11 am onwards, the following points are to be noted by the prospective bidders with regard to the tender mentioned above.

S. No.	Query	Response					
1.	Whether the startup agencies are exempted from experience and turnover?	No amendment to the corresponding Tender Clause as per the GFR 173 (i).					
2.	The portion of the Clause 2.17.1 reads as <i>“IITPKD shall provide the water, electricity and kitchen area. Electricity charges for consumption exceeding 250 units per month, in each campus, shall be borne by the contractor.”</i> Whether there are different ceilings available for Units I and II?	No. There are no changes in the Clause 2.17.1.					
3.	a.If the two bidders happen to get the same Consolidated Score upon evaluation of the PQS (Pre-qualification Score) and FS (Financial Score), then what is the criteria followed for breaking the tie? b.The point in S. No.8 in the Note, in the formula for calculation of Consolidated Score (CS), $CS=TS+FS$, the term TS is replaced by PQS , to maintain the uniformity in nomenclatures.	Revised Annexure-II (Evaluation Pattern of Pre-qualification Bid) is appended with this Corrigendum with an addition of a point in the Note, in S. No.11 and revision of point in S. No.8 as stated in 3 (b).					
4.	Annexure-V (Checklist for Pre-qualification Bid)	Revised Annexure-V is appended with this Corrigendum.					
5.	Whether physical or hard copies of the sealed covers need to be submitted to the institute?	No. Wherever in the Tender Document it is indicated as Cover One, Cover Two or Sealed Cover, it indicates the Digital or Online mode of submission and not a physical submission of hard copies. It is clarified that the vendors need not send any documents in hard copy form unless any specific document is asked by the institute during the process.					
6.	Menu for Special Feast during the Special Occasions	Sample Menu for the Feast during the Special Occasions is appended with this Corrigendum.					
7.	Sizes of the Kitchen and related spaces in Sahyadri and Nila Campuses	The following are the parameters of the Mess at the Sahyadri and Nila Campuses. The area cited is in Square Metre. <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td>Campus</td><td>Wash</td><td>Store</td><td>Kitchen</td><td>Dining</td></tr></table>	Campus	Wash	Store	Kitchen	Dining
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		<table border="1"> <tr> <td>Sahyadri</td> <td>26</td> <td>56</td> <td>97</td> <td>602</td> </tr> <tr> <td>Nila</td> <td>22</td> <td>23</td> <td>70</td> <td>222</td> </tr> </table>	Sahyadri	26	56	97	602	Nila	22	23	70	222
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8.	Note for Annexure-III (Price Bid)	Caterers quoting for Unit II need to quote only for three slabs, i.e. below 100, 101 to 300 and for 301 to 600. They should not quote for the remaining two slabs. If anyone quotes for the Unit II for the last two slabs (601 to 900, 901 and above), the rates for those two slabs will be taken as ZERO.										
9.	Menu related points	<p>Regarding Appam: Since it is mentioned with a “/”, if it is not feasible to prepare Appam on a larger scale in Unit I, it may be included in the breakfast menu of Unit II.</p> <p>Regarding Fruits in Breakfast: Fruits should be served as One whole fruit (apple, banana, orange, or guava), and Two portions (approximately 100–120 gm each) of sliced fruits such as watermelon, papaya, or pineapple.</p> <p>Regarding Lemon: Lemon should be provided along with salads during both lunch and dinner, as already mentioned in the mess tender (Point No. 3 under the sample menu).</p> <p>In Annexure-B, Point 2 – In Mutter Pulao, biryani rice should be used.</p>										

EVALUATION PATTERN OF PRE-QUALIFICATION BID

All the pre-qualification bids of the firms/ agencies, which have submitted all the relevant documents as sought in the Tender Document and meeting the eligibility criteria will be scrutinized/evaluated by the duly constituted Committee. **Evaluation will be based on a composite score.** The composite score will be calculated as described below:

70% of weightage shall be given to the Pre-qualification Bid and 30% to Price Bid.

The maximum and minimum marks for each aspect of the Pre-qualification Bid are as under:

S. No.	Parameter	Minimum Marks Required	Maximum Marks
A. Based on submission of Documents along with the Pre-qualification and Techno-commercial Bid			
1	Background of the Firm/ Agency (Manpower, Quality Certifications, Testimonials, Performance Reports, etc)	7	10
2	Details of such major previous work during the last three years and experience in carrying out similar work	7	10
3	Feedback from current/ previous users including performance certificates (the evaluation committee may seek independent feedback and document the same)	10	15
4	Present Financial Status of the Firm/ Agency (Based on the supporting documents for Annual Turnover indicated in 7.2)	10	15
B. Presentation by the shortlisted bidders clearing minimum cut-off marks in each of the above items		14	20
Total Pre-Qualification Score (PQS)		48	70

Note:

- Bidders clearing the minimum marks in each of the sub-categories in A in the above table will be shortlisted for presentation to the evaluation Committee. The date, time, venue and mode of presentation shall be intimated to the shortlisted bidders **ONE DAY** in advance.
- Bidders shall provide supporting details/ documents for all the above parameters for scrutiny and evaluation.
- Bidders should have valid Registration Certificate/ PAN/ TIN/ GST registration from the competent authority.
- Bidders shall have a valid license issued by Food Safety and Standards Authority of India (FSSAI) for their existing business.
- The Price Bids of those bidders qualified in the pre-qualification stage **ONLY** will be opened for further evaluation.
- A minimum of 48 marks shall be obtained (with the minimum marks in each of the sub-category) for qualifying for opening of the Price Bid.
- After the evaluation as per A and B in the above table, the Price Bids of only those bidders will be opened, who clear the minimum marks in each of the items mentioned above. The**

cost evaluation will be done under the combined Quality-cum-Cost Based System and the bidder who scores highest marks will be selected.

8. The Price Bids of only the shortlisted bidders (qualified in pre-qualification stage) will then be opened. The bidders will have to quote the price for all the columns as provided in **Annexure-III** for the menu, a sample of which is given in **Annexure-A**. The lowest bid, which shall be the average of all the **FIVE** prices quoted for the slabs, shall be given a Financial Score (FS) of 30 points. The FS of other bidders will be determined using the formula: **$FS=30 \times LPB/F$** , where LPB is the Lowest Price Bid and F is the Price Bid of the particular bidder. Scores obtained on a Price Bid will be added to scores obtained on a Pre-qualification Bid (Technical and Techno-commercial Bid) to get a consolidated score (CS) according to the formula: **$CS=PQS+FS$** . **Bidders with the highest Consolidated Score (CS) will be selected.**
9. Further discussions/ queries related to the awarded scores by the Committee will not be entertained.
10. **In case of a tie on the total marks (calculated as per the formula indicated in S.No.8 above), the Contract will be awarded to the Bidder, who gets the higher Financial Score (FS).**
11. **The tie in case of the same Consolidated Score (CS) will be broken based on the financial background and the experience of the bidders in the higher educational institutions and Contract will be awarded accordingly.**

CHECKLIST FOR PRE-QUALIFICATION BID

S. No.	Essential Documents
1	Registration No. of the Firm/ Agency
2	Type of Firm (Proprietary/ Partnership)
3	Year of Establishment of the Firm/ Agency
4	No. of years of Operations of the Firm/ Agency
5	Self-attested copy of GST Registration Certificate.
6	Self-attested copy of ISO or any equivalent certificate.
7	Self-attested copy of the PAN card (in the firm's name) along with the copy of Income Tax Returns of the last Three Financial Years (2022-23 to 2024-25) certified by the Chartered Accountant/ Competent Authority.
8	Supporting documents for the statutory requirements such as Labour License, PF, ESIC, Shop and Establishment Registration Certificate.
9	FSSAI Registration for the existing business
10	No. of Clients and Testimonials
11	Authorized person of the bidder, with name, designation, address and office telephone numbers. If the bidder is a partnership firm, name designation, address and office telephone numbers of Directors/ Partners also shall be provided.
12	Manpower on roll. Complete details related to manpower that will be deployed (number, ranks, experience, reporting structure, qualification etc.)
13	Documents and description pertaining to extent and quality of experience in providing hospitality services, list of premier/ large clients with details of size of Contracts in operation or completed, client satisfaction certificate, organizational process of inducting and training the manpower, hygiene enforcement process and methods.
14	Essentially have a minimum of three years of experience in institutional catering activities in educational institutions such as IIMs, IITs, IISERs, Central Universities, or other reputed Institutions with a minimum student strength of 300.
15	Have a minimum Annual Turnover as indicated and detailed in Clause 7.2. The bidder shall enclose the audited statements of the indicated financial years, which should have been certified by a Chartered Accountant.
16	Documents supporting the bidder having carried out similar works as indicated and detailed in Clause 7.4.
17	Information relevant for assessing the ability/ expertise of the bidder for guiding/ advising in modernizing the infrastructure, kitchen design, latest equipment choices etc.
18	Comprehensive Operational Plan designed and proposed by the bidder for IITPKD to render catering and its allied services
19	Clear indication of brands of various materials that will be used for food and beverages, cleaning, toiletries, etc.

20	Declaration/ Affidavit in lieu of no Blood Relatives in IIT Palakkad.
21	Declaration/ Affidavit in lieu of Insurance Policies for the personnel deployed at the site.
22	Declaration/ Affidavit in lieu of no legal proceedings on the agency
23	Declaration/ Affidavit in lieu of Declaration / Affidavit in lieu of submission of fitness certificates.
24	Declaration as in Annexure-VII agreeing to the Terms and Conditions of the Tender.
25	Bid Security Declaration Form as in Annexure-IX
26	Undertaking on a Stamp paper of Rs.100/- (Rupees One Hundred only) as per format prescribed in Annexure-VI.
27	Certificate pertaining to NSIC/ SSI/ MSE
28	EMD amount as indicated and detailed in Clause 6.2
29	Solvency certificate for an amount not less than Rs.25 Lakh
30	Digitally signed tender document (on all the pages)
31	Any other documents relevant to the bid.

Note: All the above information should be organized in a logically structured form and submitted as a part of the bid with an index. Bidder is free to add any information that can help in assessing the quality. **The documents shall be submitted through ONLINE MODE ONLY.**

Sample Menu for Feast

Note: This is the General menu for 5 feasts. For 3 Other options available include Dosa Feast, Onam Sadhya, and Biryani Feast.

Welcome Drinks(any one of these)

Lemon Mint Cooler, Jaljeera, Fresh Lime Soda (Sweet/Salt), Aam Panna, Rose Milk, Buttermilk (Chaas), Fruit Punch, Virgin Mojito.

Starters (Veg)(any one of these)

Paneer Tikka, Malai Paneer Tikka, Paneer Achari Tikka, Hara Bhara Kebab, Veg Seekh Kebab, Veg Cutlet, Crispy Corn, Honey Chilli Potato, Veg Spring Roll, Cheese Balls.

Main Course – Veg Gravy (Paneer/Veg)(any one of these)

Paneer Butter Masala, Paneer Lababdar, Paneer Tikka Masala, Kadai Paneer, Shahi Paneer, Paneer Do Pyaza, Mix Veg Curry, Veg Kolhapuri, Navratan Korma, Malai Kofta.

Main Course – Non-Veg Gravy (Chicken)(any one of these)

Butter Chicken, Chicken Curry, Kadai Chicken, Chicken Do Pyaza, Chicken Handi, Chicken Masala, Chicken Rogan Josh (Style), Chicken Keema Masala.

Common Gravy (Pure Veg – For All)(any one of these)

Dal Makhani, Dal Tadka, Dal Fry, Rajma Masala, Chole Masala, Black Chana Curry, Special Mix Veg.

Rice Items (Common)(any one of these)

Jeera/Ghee Rice, Plain Rice, Veg Pulao, Veg Biryani, Basanti Pulao, Steamed Rice.

Breads (any one of these)

Tandoori Roti, Butter Phulka, Plain/Butter/Garlic Naan, Lachha Paratha, Missi Roti, Rumali Roti, Kerala Parottha.

Side Items

Boondi Raita/Plain Curd/Mixed Raita, Green Salad, Papad (Roasted/Fried), Pickle, Mint Chutney.

Desserts / Sweets(Ice cream +Any 1 item)

Rasgulla, Rasmalai, Gajar Ka Halwa, Moong Dal Halwa, Kheer, Cham-Cham , Ice Cream (except mentioned in normal mess menu), Brownie with Ice Cream.