



**NATIONAL INSTITUTE OF FASHION TECHNOLOGY
BENGALURU**

TENDER DOCUMENT

FOR

CANTEEN SERVICES 2011-10

AT

NATIONAL INSTITUTE OF FASHION TECHNOLOGY
C.A. SITE NO.21, 27TH MAIN ROAD
HSR LAYOUT, SECTOR – 1, BENGALURU – 560 102

To be deposited in the Tender Box at Administration Block

Cost of Tender form is Rs.500/- through DD in favour of NIFT, Bengaluru

I accept the above condition

(Full Signature of the Contractor)



TENDER FOR CANTEEN SERVICES AT NIFT, BENGALURU.

Form No:..... Date of Issue:.....

Tender form issued to:

Last date & time for submission of Tender: **06th June 2011, 3.00 p.m.**

Opening of Tender form : **06th June 2011 at 04.30 p.m**

A. GENERAL TERMS AND CONDITIONS

1. Tender for catering services shall be received on or before the last date/time indicated above (either by hand deliver or by registered post) and shall be opened on the 06th June, 2011, in the presence of the tendering parties.
2. Quotations letter should be addressed to the Registrar NIFT by designation only and submitted at the address mentioned above in sealed covers, superscribed "Tender for Catering services".
3. Tenders received after the specified date and time, due to whatever reason including postal delays, will not be considered.
4. Any conditional offers made by the Agency or any alternations/corrections made in the tender form shall not be considered. Similarly incomplete and unsigned quotations are liable to be rejected.
5. NIFT reserves the right to accept or reject any quotation without assigning any reason therefore.
6. The rates quoted by the Agency should be the lowest possible for the scope of work indicate. Any discounts offered, or any other charges that are leviabale should be clearly mentioned.
7. The quotation submitted by the Agency should remain valid for a period of 60 days from the date of opening of tenders.
8. In case the Agency is unable to quote for the work, please reply accordingly.
9. Each tender must be accompanied by an Earnest money deposit of Rs. 25,000/- (Rupees Twenty five thousand only) by way of Demand Draft/Banker's cheque payable to NIFT Bengaluru, without which the tender shall be summarily rejected.
10. The Agency submitting tender must attach Xerox copies of (a) Registration of the Agency under the Shops & Establishment Act, (b) License under the Contract Labour Act, (c) Allotment of PF code by the Regional PF Commissioner, and (d) ESI Registration Code No. (e) List of clients, with contact person's name and phone number.

Seal and Signature of the Tenderer



B. LEGAL TERMS AND CONDITIONS

1. The contractor and his staff must abide by various rules and regulations of NIFT as prevalent from time to time.
2. The contractor shall comply with all existing Labour Legislation and Acts, such as Contract Labour Regulation Act, Workmen's Compensation Act, Minimum Wages Act, Payment of Wages Act, Provident Fund Act, ESI Act, etc. For any lapse or breach on the part of the Contractor in respect of non-compliance of any Labour Legislation in force during the validity of the contract, the Contractor would be fully responsible and would indemnify the Institute, in case the Institute is held liable for the lapse on the part of the Contractor, in this regard.
3. The Contractor shall maintain Attendance and Wages registers for all workers engaged under the contract at NIFT and will also take our Workmen's Compensation insurance policy. The payment of wages to workers must be made by the Contractor by 7th of every month in the presence of the NIFT's Supervisor In-charge, who shall certify that the wages were paid in his presence.
4. The Contractor shall submit to NIFT a list of all workers engaged to carry out the contract work, indicating name, age, home address, qualifications, etc., and would also intimate as and when any change takes place. The Contractor shall not at any time engage any minor to carry out the work under the contract.
5. The contractor shall undertake that any act of omission or commission including theft, by his staff shall be his sole responsibility and further that he would compensate the Institute immediately, any loss or damage or theft occurring on account of his staff individually or collectively.
6. NIFT would have the right to terminate the contract without notice before the expiry of the term, in case the work performance is not upto the standard, or in case there is any violation of NIFT rules & regulations, or if there is any lapse in compliance of any labour legislation, or if there is any incident of indiscipline on the part of the Contractor or his staff. The decision of NIFT's management in this regard would be final and binding on the Contractor. In such an event NIFT shall have the right to engage any other contractor to carry out the task.
7. The Contractor and his staff shall comply with all instructions and directions of the NIFT authorities given from time to time. In the event of any emergent situation, the staff of the Contractor shall comply with instructions given by the NIFT authorities, without waiting for confirmation by the Contractor.
8. The arrangement shall be valid initially for a period of one year only from the date of award of the contract. The contract could be renewed further for two terms of one year each on mutually agreed terms, depending upon satisfactory services of the Contractor.
9. All the workers engaged by the contractor for carrying out tasks under this contract, shall be deemed to be the employees of the contractor's agency. The Agency shall be solely responsible for their wages, fringe benefits, conduct, duty roster, leave-records, relievers etc., The Agency shall also provide its workers photo-identity cards which shall be checked by the security staff as and when necessary.
10. Non compliance of any terms and conditions enumerated in the contract shall be treated as breach of contract.

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C. FINANCIAL TERMS & CONDITIONS

1. Semester fess from the students (both hostellers and day scholars) for providing Canteen services at approved rates shall be collected by the Institute along with their tuition fees. Payments of mess fees to the catering contractor shall be made in five equal installments per semester on the basis of actual fees received.
2. An advance of 50% of mess fees due to be paid to the Catering Contractor every monthly, shall be given by 7th of every month. The final payment for the month shall be settled in the following month, after obtaining list of students in respect of whom mess payment is due, and certification of quality and satisfactory catering services by the Canteen Committee nominated for the purpose.
3. In addition to catering service to students for breakfast/Lunch/afternoon snacks & tea/Dinner etc., included in the mess fees, if any students buy beverages/bakery items/fruits etc., available at the Canteen Counter, the Contractor shall charge the prescribed rates directly from the students in cash. The Institute shall not be responsible for any such dues from students. Also, if any students entertain their friends/guests/family members at the mess/canteen, such charges should be collected by the Catering Contractor, directly from the students.
4. Similarly, as and when faculty/staff/visiting faculty avail of canteen/mess services, such charges should be collected by the catering contractor directly and the Institute shall not be responsible for the same.
5. NIFT will not be responsible for the release of benefits, such as Provident Fund, ESI, Pensioner benefits or allowances. Any changes in the Minimum Wages Act, or in any other labour legislation or other statutory obligations during the validity period of the contract shall be the responsibility of the Contractor.
6. Income tax, as per prevalent laws, shall be deducted at source while making payment of contractor's bills.
7. A sum of Rs.50,000/- (Rupees Fifty Thousand Only) would be deposited with NIFT by the contractor, in the form of non-interest bearing security. This amount shall be refunded on completion of the contract.
8. The rental charges will be collected Rs. 10,000/- per month and it should be paid every month on or before 10th to NIF accounts section.

D. SCOPE OF WORK AND SPECIFIC CONDITIONS: CATERING CONTRACT

1. The National Institute of Fashion Technology, Bengaluru invites financial bids from reputed and experienced catering contractors to provide Canteen services at the Institute's mess/canteen.
2. The Student's mess/canteen is situated at the NIFT campus, with dinning halls, kitchen and storage facilities, as well as furniture/fixtures. The catering contractor will be free to bring his/her own equipments and utensils etc., in order to render quality of service.

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3. The Canteen services should capture innovative variety and balanced nutrition both for vegetarians and non-vegetarians. Catering services required include: (a) Breakfast, Lunch and afternoon snacks with tea/coffee for all students including hostellers and day-scholar, (b) Dinner for hostellers, (c) After-noon snacks with tea/coffee for students of CE Programmes attending evening classes, (d) Breakfast/Lunch etc., to those faculty/staff who require such services.
4. The Catering Contractor will also provide various kinds of beverages, snacks, and entrees in the canteen at such price/quotes as approved by the Canteen Committee from time to time.
5. The NIFT authorities would constitute a Canteen Committee consisting of students, one faculty member and one staff member. The Catering Contractor will have to follow instructions of the Committee related to Menu, meal frequency and service timings to suit students/community requirements.
6. NIFT shall not provide any consumable or non-consumable items including raw materials at the canteen for the purpose of catering. Nor shall NIFT provide any utensils, equipments, crockery, cutlery, etc. However, NIFT shall provide 5 gas cylinders registered in the name of NIFT. Refilling of gas cylinders including the maintenance of burners shall be the responsibility of the Contractor. On termination of the contract, the Contractor shall return to NIFT filled gas cylinders, burners, etc., as also any other items of furniture/fixture/equipments issued to him.
7. The Catering Contractor shall use the water-supply economically. However consumption of electricity at the Canteen shall be paid by the Contractor on actual basis as per the meter readings, every month calculated at the rate of per unit charge on pro-rata basis.
8. The Catering Contractor shall use the canteen premises for provision of catering services there at D Block at sector -1, 27th Main Road, HSR Layout, Bengaluru.
9. NIFT shall provide to the Catering Contractor a list of normal holidays and students vacations in each semester to enable the contractor to supply and serve food to the students who choose to stay back in the hostels.
10. It will be compulsory for the Catering Contractor to take the following hygiene and cleaning measures: (a) Cleaning the kitchen area twice a day, including the store-room, (b) soaking the vessels in hot water at the end of the day, (c) Crockery to be washed with hot water using detergents, (d) thorough cleaning of refrigerator, bottle-coolers and water coolers, once a week, (e) Periodic spraying of insecticides, (f) Cleaning the dining tables with detergent and water at the end of the day, (g) Thorough cleaning of wash basins with detergent a the end of the day.
11. The catering staff engaged by the Contractor shall: (a) Show professional courteous behavior at all times, (b) Staff must wear neat and clean uniform clothes, aprons, gloves etc., (c) Catering staff will not smoke beedies, cigarettes or take alcoholic drinks on the campus and nor they are allowed to chew pan, aracnut, tobacco items etc.,

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12. As regards quality of materials and preparation, the contractor shall ensure that: (a) Food ingredients, additives and materials must be of best quality available in the market, (b) Vegetables, bread, fruits, chicken/fish/mutton, and other such perishable items should be purchased fresh from the market on daily basis, (c) the Contractor shall take meticulous care to provide clean and quality food in all preparations, and (d) the menu decided by the Canteen Committee should be invariably followed and the committee members shall have free access to inspect the kitchen, service counters and dining hall at any time on any working day, and (e) waster and garbage disposal must be done twice a day on regular basis.
13. The Catering Contractor shall ensure that the staffs engaged by him observe safety precautions and security regulations at the campus and in the hostels.
14. The Contractor shall not utilize the premises and facilities of the Institute to cater to any other client, other than NIFT students, faculty, staff and visiting faculty.
15. The Contractor shall make adequate arrangements to serve tea/coffee/cold drinks, etc., to faculty and staff twice a day (in the morning and afternoon) at their work place without any additional charges. The contractor shall also make arrangements to serve tea/coffee/cold drinks etc., in the official meeting and conferences. Food items shall however not be served at the meetings or at work-place.
16. The Catering Contractor shall ensure that either he himself remains present during breakfast/lunch/dinner services to the students or one of his responsible supervisors remains present.
17. Please indicate below, your lowest charges for providing Canteen services at NIFT:
- a. Provisions of breakfast, lunch, and dinner to hostellers **(based on the sample menu enclosed)** Rs. _____
Per student per month
- b. Providing catering services if any discount to staff and faculty,
- | | |
|------------------|-----------|
| Breakfast | Rs. _____ |
| Lunch/Dinner | Rs. _____ |
| Afternoon snacks | Rs. _____ |
| Tea/Coffee | Rs. _____ |

Note: Please attach catering services of Break fast, Lunch/dinner, beverages, snacks, bakery items, fruits, etc. which you propose to sell at the canteen counter indicating rates (which should not be more that retail rates in the market).

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SAMPLE MENU

MESS TIMINGS:

Break Fast : 07:30 am to 09.00 am

Lunch : 11.45 am to 02.30 pm

Dinner : 07.30 pm to 09.30 pm

WEEK	BREAK FAST	LUNCH	DINNER
MONDAY	Alu paratha / Idli, Bread Butter, Plain S/W, Tea	Roti, tomato Chutney, Jeera Rice, Curd, papad, Pickle, Palak Panner, Dry Veg.	Rice, Roti, papad, Salad, Thoor Dal, Turai Dry, Alu Soya Bean, Pickle
TUESDAY	Masala Dosa, Plain Dosa, Bread Toast, Plain S/W, Tea	Roti, Rice, Rajma, Dhal, Cabbage dry, Papad, Pickle, Curd	Roti, Rice, Alu Gobi Dry, dhal, dhal, Peas Gravy, Pickle, Papad
WEDNESDAY	Idli, Puri Sabgi, Bread Butter, Plain S/W, Plain Omlet, Tea	Roti, Rice, Channa Pindi, Mixed Dhal, Seam dry Veg, Salad, Curd, Pickle, Papad	Roti, Rice, Dhal, Alu jera, Kofta Gravy, Pickle, Papad, Sweet
THURSDAY	Methi / peas Parata, Uttappam, Bread Butter, PlainS/W, Tea	Roti, Pead Pulav, Mixed Dhal, Paneer Kuruma, Turai Dry, Salad, Curd, Papad, Pickle	Roti, Rice, Toor Dhal, Kundri Dry, Brown Channa, Pickle, papad
FRIDAY	Alu paratha, Idli, Bread Butter, Plain S/W, Boiled Egg, Tea	Roti, Rice, Alu Palak, Kundri Dry, Dhal, Curd, Pickle, Papad	Soup, Noodles, Fried Rice, Manchurian
SATURDAY	Upma, Chutney, Plain, Veg S/W, Bread Butter, Tea	Roti, Rice, Brown Channa, Alu Capisicum Dry, Dhal, Curd, Papad, Pickle	Rice, Roti, Mixed Dhal, Papad, Salad, Pickle, Green Veg. Alu Bhujia
SUNDAY	Alu Sabji with Plain Paratha, Bread Butter, Egg Burji, Tea	Roti, Rice, Kadai Paneer, Dhal Makhani, Veg Pulav, Sweet, Raitha	Chola Batora, Veg Biryani, Raitha

Non Veg. may also be provided on Sunday on different payment.
Milk to be produced for non tea drinkers.

Seal and Signature of the Tenderer



UNDERTAKING BY THE CATERING CONTRACTOR

We have carefully gone through the various terms and conditions listed in sections 'A', 'B', 'C' and 'D' above for provision of Canteen Services at NIFT. We agree to all these conditions and offer to provide Canteen Services at NIFT. We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. We have inspected the Institute premises and the hostels and have acquainted ourselves with the tasks required to be carried out, before making this offer. We hereby sign this undertaking in token of our acceptance of various conditions listed above.

_____ Place

_____ Signature of Catering Contractor

_____ Date

Address : _____

Seal of Catering Agency

Phone # _____

Mobile #: _____