



## राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, मुंबई (निफ्ट अधिनियम, 2006 के तहत एक सांविधिक संस्थान)

निफ्ट कैम्पस प्लॉट नं. 20 मुंबई के कन्या छात्रावास  
के लिए मेस सेवाएं उपलब्ध करवाने हेतु  
निविदा दस्तावेज़

निविदा संख्या : 27/NIFT/MUM/PO/2021-22

## Tender Document for Providing Mess Services to NIFT Girls Hostel Plot No.20, Sector-4, Kharghar, Navi Mumbai

OPENING DATE FOR ONLINE SUBMISSION OF TENDER: 22.02.2021

CLOSING DATE FOR ONLINE SUBMISSION OF TENDER: 15.03.2021

### निविदा प्रक्रिया के लिए निर्धारित की गयी समय सारणी

**नोट:** इस निविदा दस्तावेज़ में 26 पृष्ठ शामिल हैं। सभी निविदाकारों से अनुरोध है कि वे निविदा दस्तावेज़ के सभी पन्नों पर हस्ताक्षर करें तथा तकनीकी एवं वित्तीय संविदाओं को विधिवत भर कर अच्छी तरह मुहरबंद करके ऑनलाइन जमा करें।

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निफ्ट कैम्पस, प्लॉट नं. - 15, सेक्टर - 4, खारघर, नवी मुंबई - 410210  
दूरभाष: +91-22-2774 7000, 2774 7011, फैक्स: +91-22-2774 5386 वेबसाइट: [www.nift.ac.in/mumbai](http://www.nift.ac.in/mumbai)

Signature of the tenderer: \_\_\_\_\_

## **ABOUT THE INSTITUTE**

National Institute of Fashion Technology (NIFT) is a premier educational Institution set up under an Act of Parliament and functioning under the aegis of the Ministry of Textiles, Govt. of India. NIFT, Mumbai centre was established in the year 1995 with undergraduate and post graduate programmes.

### **(I) SCOPE OF WORK FOR MESS CONTRACTOR**

Sealed Tenders are invited from established caterers for providing Mess Services to NIFT Girls Hostel, Plot No.20 of the institute. The Girls hostel has total strength of 590. However, mess facilities are compulsory for all students except last year students i.e. approx 450 students. All the contractors may take note of the same & apply accordingly.

**NIFT will release the amount to the contractor on production of bill and prescribed certificate of quality of food and services duly signed by the mess committee.**

The semesters and mess timings will be as under:

1. Semesters 1/3/5/7: Mid-July to end December.
2. Semester 2/4/6/8: January to end-May.
3. Summer break: June to mid-July.

❖ Breakfast	-	07.30 am to 9.00 am
❖ Lunch	-	11:45 pm to 2.30 pm
❖ Dinner	-	07.30 pm to 9.30 pm

**Signature of the tenderer: \_\_\_\_\_**

## **(II) TENDER NOTICE**

1. Sealed Tenders are invited from established caterers for “**Providing Mess Services to NIFT Girls Hostel, Plot No.20, Sector-4, Kharghar, Navi Mumbai**” as per the requirements and details enclosed from contractors or agencies who have carried out similar work.
2. The Earnest Money in the form of Demand Draft/Pay Order should be after the date of publishing of tender date, payable infavour of “NIFT Mumbai.
3. NIFT shall have the authority to cancel the tender process if NIFT does not find a suitable tender. NIFT shall have the right to call for fresh tender in such circumstances, wherein tenderers who have bid in the previous tender, shall have the right to participate in the fresh process. The tenderers shall have no right to challenge the authority and decision of NIFT to cancel the tender process for the reasons deemed fit by NIFT.
4. The site can be inspected any time during working hours on any working days. No extra money shall be payable by NIFT for non awareness of the site conditions and constraints

## **(III) Submission of Bids**

- (a) The interested firms should apply online and submit their tender and the bids along with scanned copies of all the relevant certificates, documents, etc. in support of their technical & price bids – all duly signed – on the Central Public Procurement Portal (CPPP) at <https://eprocure.gov.in> from 22.02.2021 to 15.03.2021 up to 03.00 P.M. Tender documents is also available on the “tenders” link of the NIFT website i.e. <http://www.nift.ac.in>. Hard copies of all the online submitted documents along with signed copy of tender document must be submitted in the Tender box available at the reception of NIFT Campus, Plot no. 15, sector 4, Kharghar, Navi Mumbai – 410210.
- (b) Applications to this tender will be accepted only through the online mode. No other mode of application will be considered & application will not be accepted.
- (c) The technical bid must contain the technical bid in prescribed Performa as per Annexure-I and Earnest Money Deposit (refundable but non-interest bearing) of **Rs. 2,00,000/-** (Rupees Two Lakhs Only) favoring National Institute of Fashion Technology

**Signature of the tenderer:** \_\_\_\_\_

and payable at Mumbai with all relevant documents in support of eligibility and experience criteria. The financial bid must contain only the financial bid (Annexure-V). The financial bid will be without Tax. NIFT will not accept any claim other than mentioned in financial bid.

- (d) The technical bid will be opened at NIFT, Mumbai on 16.03.2021 at 03:00 PM on online mode. The Financial bid will be opened on the date which will be communicated to only those bidders who are found to be technically qualified after evaluation of technical bids.
- (e) The interested firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received online in prescribed format and/or are found incomplete in any respect shall be summarily rejected.
- (f) Any further clarifications can be sought from the NIFT office on Telephone No. 022-27747040, NATIONAL INSTITUTE OF FASHION TECHNOLOGY, NIFT Campus, Mumbai- 410210.

Earnest Money Deposit: Rs 2,00,000/-

Commencing date of Tender: 22.02.2021

Last date of Submission: 15.03.2021 upto 3.00 PM

Date of opening of Tender (Technical Bid): 16.03.2021 at 03.00 PM

Estimated Amount of Annual Business Turn over: 1Crore

#### **(IV) GENERAL TERMS AND CONDITIONS**

1. No paper shall be detached from the tender.
2. If any date mentioned above happens to be a holiday, then the next working day will be the relevant date.
3. The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender shall be filled in and submitted in strict accordance with the instructions laid down herein; otherwise the tender shall be liable to be rejected by the NIFT unilaterally without assigning any reason or giving explanation to this effect.
4. The tender shall be liable to be ignored/rejected if complete information is not given therein, or if the particulars and data (if any) asked for in the schedule to the tender are not

**Signature of the tenderer:** \_\_\_\_\_

- filled in or any wrong/false or incorrect information is given or any material thing is concealed or manipulated therein.
5. The Earnest Money of the successful tenderer shall be returned after the security deposit as required in terms of the tender, is furnished by the L-1. The Earnest Money to other than lowest bidders will be returned after finalization of the L-1.
  6. Please read the Terms & Conditions carefully before filling up the document. Incomplete Tender Documents will be rejected.
  7. Before submitting the tender, details of documents to be attached may be verified from the Check List given in Technical Bid of the Tender Document.
  8. The Tenderer must write the name & complete postal address of the bidding firm on the back side of the Demand Draft(s).
  9. 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.
  10. NIFT 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 NIFT 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.
  11. Tender shall be submitted in NIFT's official tender form only. If submitted in any other manner, the same shall be summarily rejected.
  12. Tenders received without the prescribed Earnest Money Deposit (EMD) of Rs.2,00,000/- (Rupees Two Lakh Only) shall be rejected.
  13. The Financial bids submitted by all bidders should be valid for at least for a minimum period of 90 days from the date of opening of Technical Bids.
  14. Person signing the bid or other documents connected with tender needs to present an authorization letter from the company or agency for signing.

**Signature of the tenderer:** \_\_\_\_\_

15. The Institute reserves the right to reject any or all the tenders without assigning any reason.
16. Before submitting the filled-in Tender Document to the Institute, the bidders may seek clarification(s), if any, from Administrative Department on Tel. No.022-27747040 OR in person by visiting the Institute during working hours by taking prior appointment.
17. The Institute reserves the right to change any condition of the tender before Opening of the Technical Bids.
18. The successful bidder will have to enter into an agreement with the Institute within 10 working days from the date of accepting the work order or Award of Contract (AOC).
19. Canvassing in any form will make the tender liable to rejection.
20. The canteen/ mess services will be compulsory for the newly admitted students in the year 2021 - 22 and the contractor will be paid 10% less than the number of students admitted in the years 2021-22 as all the students do not avail mess facility.
21. Printed coupons will be available with the cashier and senior Students will be allowed to purchase food coupons from the cashier on cash payment basis, only during the first week of every month. Timing 10.00AM to 2.30PM
22. The contractor will provide mess facility to senior students on Production of food coupons only and shall submit the bill at the end of every month along with food coupons which shall be paid as per actual.
23. During the month of June and July the students are very Less in numbers. Hence it is decided to release the payment on actual basis during these two months.
24. The selected agency i.e L1 shall be given price rise of 4% of the rates quoted by them every year subject to satisfactory performance.

**Signature of the tenderer:** \_\_\_\_\_

**(V) ELIGIBILITY CONDITIONS/GUIDELINES FOR EVALUATION OF TECHNICAL BIDS**

**(A) FOLLOWINGS ARE THE PRE - QUALIFYING CRITERIA:**

1. The bidder must be in a business of catering and running canteen in reputed organization / educational institutes having at least three years of experience in catering.
2. Should currently have at least three mess (Canteen) contract catering to more than 450-500 students/persons at a time of lunch/dinner, in reputed organization/corporate house/educational institution.
3. The bidder should have all the necessary registrations of the Government under the Shops and Establishment Act, Contract Labour Act, PF, ESI, GST etc. whichever is applicable. Food & adulteration certificate would also require.
4. The bidder should give full details of at least two (02) establishment/canteen where the bidder has canteen contract for the visit of canteen committee members.
5. The Technical Bid should be accompanied with Rs. 2,00,000/- (Rupees Two Lakh Only ) by bank Demand Draft / Pay Order in favour of NIFT-Mumbai as an Earnest Money Deposit.

**(B) For the purpose of pre-qualification, applicant will be evaluated in the following manner:**

1. The initial criteria, in respect of years of operation in the business, experience of similar class of work completed and financial turnover will first be scrutinized and the applicant's eligibility for empanelment for the work will be determined.
2. The above will be followed by the visit of the Team of NIFT to the sites of the contractor to inspect the site(s) at present contract(s) for on-the-spot first-hand information regarding the quality of food and services provided etc.
3. On the basis of 1 and 2 above the financial bids will be opened

**Signature of the tenderer: \_\_\_\_\_**

### **(C) GUIDELINES FOR SUBMISSION OF TENDER**

1. The bids are to be submitted in two parts-

(i) Technical Bid, along with a Demand Draft for Rs.2,00,000/- (Rupees Two Lakh Only), drawn in favour of NIFT MUMBAI payable at Mumbai, towards Earnest Money Deposit (EMD). Tender Document received without EMD will be summarily rejected. Submission of EMD is waived off for the MSME/NSIC company/agency on production of relevant valid certificates.

(ii) Financial Bid

### **(D) OPENING OF BIDS:**

1. The Technical Bids will be opened online on, 16.03.2021, 03.00 PM at National Institute of Fashion Technology, Plot No.15, Sector-4, Kharghar, Navi Mumbai.
2. The Financial Bids of only technically acceptable tenders will be opened online for further consideration. The decision of the Institute 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 bidders who are found eligible as per evaluation criteria prescribed by the Institute.
3. EMD of the unsuccessful bidders will be returned, without interest, after finalization of contract.

### **(E) EVALUATION OF FINANCIAL BIDS**

From among the bidders short listed after the evaluation of the Technical Bid, the Lowest 1 Bid will be decided at the time of finalization of tender on the basis of rates given in the **Financial Bid for Mess Services**.

### **(VI) PERIOD OF CONTRACT**

1. The contract for mess Services shall remain valid initially for a period of one year.
2. The one year contract period is subject to renewal by the Institute on satisfactory performance on mutually agreed terms and conditions for a further two terms of one year each. Maximum period of engagement will be three (03) years.

**Signature of the tenderer:** \_\_\_\_\_



3. This tender is floated keeping the Covid – 19 pandemic in view and the period of contract will be decided and communicated to the agency/contractor in due course of time. This tender is floated for the engagement and fixation of rates for the mess services, however, the contract start date will fully depend on the Government's terms and conditions regarding Covid – 19. Most likely the institute will be fully operational from next semester i.e. July 2021. The date of contract shall be reckoned as date of re-opening of Institute post Covid – 19 lockdown.

### **(VII) FORFEITURE OF EMD**

EMD of the successful bidder shall be liable to be forfeited if the contractor does not fulfill any of the following conditions:

- i. An agreement is not signed in the prescribed form within ten days of the receipt of the Letter of Award of the Contract;
- ii. If the contractor/agency do not initiate the work assigned to them as per the scheduled dates for providing the services.

### **(VIII) SECURITY DEPOSIT**

1. The contractor shall be required to deposit an amount of Rs. 5,00,000/- (Rupees Five Lakhs only) as security deposit immediately on acceptance of Work Order in the form of demand draft of nationalized bank/schedule bank only in favour of NIFT, Mumbai payable at Mumbai. No interest shall be paid on such security deposit, which shall remain with Institute during the continuance of the contract and it shall be released only three months after the expiry or termination of the contract, subject to clearance of all dues by the contractor.
2. The successful tenderer will have to deposit 5 Lakhs of the total bid amount as security deposit and this will also be treated as Performance Guarantee. Part of this amount will be adjusted against the EMD deposited by the tenderer along with the tender form. The balance amount will have to be deposited by the successful tenderer within 5 working days of the receipt of the Purchase Order by a Demand Draft in favour of NIFT Mumbai, payable at Mumbai at any branch of Scheduled Bank/Axis Bank/ HDFC Bank/ IDBI Bank/ICICI Bank failing which the Purchase Order will be treated as cancelled and the

**Signature of the tenderer:** \_\_\_\_\_

EMD amount will be liable to be forfeited. The successful bidder's Security Money will be retained till the validity of Rate contract and it will be returned after successful supply of the ordered items and no interest will be paid for security deposit.

3. If the Contract is terminated by the Contractor without giving stipulated period of notice or fails to observe the terms & conditions of the Tender, Letter of Award for the Contract and the agreement signed by the Contractor with the Institute, the Security Deposit will be forfeited without prejudice to the NIFT Management's right to proceed against the contractor for any additional damages that the Institute suffers as a result of the breach of the aforesaid terms and conditions.

#### **(IX) ELECTRICITY AND WATER CHARGES**

1. The Contractor will be required to pay to the Institute electricity charges on actual basis, for which sub- meters shall be provided. Out of the total bills received by the Institute for electricity consumption, the amount in respect of the units consumed by the Contractor shall be paid by him / her to the Institute.
2. Contractor shall have to pay **Rs.25,000/-** (Rupees Twenty Five Thousand Only) excluding GST per month towards maintenance charges to the institute through Demand Draft/Cash/ Cheque in favour of NIFT Mumbai in the first week of every month. Actual consumption of the electricity will be paid on monthly meter reading basis separately by the Contractor.
3. No separate water charges will be charged by the institute.
4. Refilling of the commercial gas connections will be borne by the contractor.

#### **(X) STATUTORY OBLIGATIONS OF THE TENDERER (CONTRACTOR)**

1. The Contractor shall be responsible for engaging adequate number of trained/ semi-trained manpower required for providing good mess services in NIFT Girls Hostel, Plot no. 20, Kharghar.
2. The employees of the Contractor should possess good health and should be free from any diseases, especially contagious and frequently recurring diseases.

**Signature of the tenderer:** \_\_\_\_\_

3. The Contractor will, prior to the commencement of the operation of contract, make available to NIFT the particulars of all the employees who will be deployed at the Institute's premises for running the mess. Such particulars, inter alia, should include age/date of birth, permanent address, police verification report and profile of the health status of the employees.
4. The Contractor shall be responsible for timely payment of wages to his/her workers as per Minimum Wages Act of Govt. of India and fulfill all other statutory obligations, such as, Provident Fund, ESI, Workman's Compensation Act / Fatal Accident Act, Personal Injuries, etc. , whichever is applicable.
5. The Contractor shall ensure proper discipline among his/her workers and further ensure that they do not indulge in any unlawful activity.
6. Employment of child labour is strictly prohibited under the law. Therefore, the Contractor will not employ any child.
7. In the event of violation of any contractual or statutory obligations by the Contractor, he/she shall be responsible and liable for the same. Further, in the event of any action, claim, damages, suit initiated against the Institute by any individual, agency or government authority due to acts of the Contractor, the Contractor shall be liable to make good/compensate such claims or damages to the Institute. As a result of the acts of the Contractor, if the Institute is required to pay any damages to any individual, agency or government authority, the Contractor would be required to reimburse such amount to the Institute or the Institute reserves the right to recover such amount from the payment(s) due to the Contractor while settling his/her bills or from the amount of Security Deposit of the Contractor lying with the Institute.
8. The Contractor shall ensure compliance of all laws relating to cleanliness, sanitary, hygienic and health conditions and other laws in force from time to time with regard to the environment around cooking place, dining hall and surrounding etc.
9. The mess staff shall be issued Identity Cards bearing photographs. The contractor shall provide sufficient sets of Uniforms and pair of shoes to his employees and shall ensure that they wear them all times and maintain them properly.

**Signature of the tenderer:** \_\_\_\_\_

10. The Contractor shall be personally responsible for conduct and behavior of his staff and any loss or damage to Institute's moveable or immovable property due to the conduct of the Contractor's staff shall be made good by the contractor. If it is found that the conduct or efficiency of any person employed by the Contractor is unsatisfactory, the Contractor shall have to remove the concerned person and engage a new person within 48 hours of intimation by NIFT. The decision of the Institute's designated officer in this regard shall be final and binding on the Contractor.
11. The Contractor shall not appoint any sub-contractor to carry out his obligations under the contract. If at any point in time, it has found that a sub-contractor has been engaged to fulfill the obligations, then the decision of Director, Mumbai in this regard will be final and binding on the contractor.
12. The Contractor shall keep the mess and its surrounding areas clean and up to date sanitation every day after the services are over. The cleaning includes cleaning of kitchen, mess hall, floor, counter, benches, tables, chairs, etc. NIFT management will have 24 hour access to inspect the mess premises at any time for ensuring the cleanliness and hygienic conditions of the mess kitchen and dining hall premises.
13. The Institute reserves the right to appoint officers/officials to inspect the quality of raw material, food and other items prepared and sold in the mess. Any defect(s) pointed out by such officers/officials during their visits shall be properly attended to by the Contractor.
14. The Contractor shall get the prices of all items approved by the Institute and no changes, what-so-ever shall be made without prior written approval of the Institute.

#### **(XI) OTHER OBLIGATIONS OF THE CONTRACTOR**

1. The Contractor will use only branded raw material for preparation of items. The permissible brands of various items are given in Annexure-IV.
2. The Institute will provide to the Contractor space for storing raw material, some kitchen equipments for cooking, sitting and serving space, etc. The Institute shall also provide tables and chairs in the serving area.
3. Care must be taken to ensure that, while carrying out the work, no fittings, fixtures, furnishings, equipments provided by the Institute are damaged. Any damages done to the

**Signature of the tenderer:** \_\_\_\_\_

- same or any other property will have to be repaired / replaced by the Contractor, failing which the same will be got done by NIFT at the contractor's risk and cost. In this regard, the decision of the designated officer of NIFT shall be final and binding on the Contractor.
4. All work shall be carried out with due regard to the convenience of NIFT. The orders of the concerned authority shall be strictly observed.
  5. The Contractor will deploy adequate manpower for work during late hours and on Saturdays/Sundays, including other holidays, according to the requirement of NIFT and the hostellers/staff /faculty.
  6. The Contractor will have to supply breakfast/lunch/dinner in the mess /Academic / Admin Block as per requirement and schedule drawn for the purpose by the concerned authorities of the Institute.
  7. Storing/supply/sale and consumption of drugs, alcoholic drinks, cigarettes or any other items of intoxication are strictly prohibited in the Institute's campus, including mess. Any breach of such restrictions by the Mess Contractor will attract deterrent action against the Contractor as per statutory norms.
  8. No minimum guarantee will be furnished to the Contractor towards consumption of food items. Contractor/agency is advised to maintain the highest quality at the minimum possible prices so as to attract the maximum number of students/hostellers/NIFT personnel to avail mess services.
  9. The workers employed by the Contractor shall be directly under the supervision, control and employment of the Contractor and they shall have no connection what-so-ever with National Institute of Fashion Technology (NIFT). NIFT shall have no obligation to control or supervise such workers or to take any action against them except as permissible under the law. Such workers shall also not have any claim against NIFT for employment or regularization of their services by virtue of being employed by the Mess Contractor, against any temporary or permanent posts in NIFT.
  10. The Contractor shall ensure that either the contractor himself/herself or his/ her representative is available for proper administration and supervision at the works to the entire satisfaction of the Institute.

**Signature of the tenderer:** \_\_\_\_\_

11. The Contractor will bring his own tools, cookers, hot boxes, steam boxes, trolleys, equipment, utensils, plates, jugs etc., in sufficient quantity as needed to maintain the mess services in addition to what is provided for by NIFT.
12. NIFT shall not provide any consumable or non-consumable items including raw materials at the mess for the purpose of catering Contractor. On termination of the contract, the Contractor shall return to NIFT Inventory with the mess Furniture / Fixtures / Equipments etc. provided by NIFT to the Contractor. The contractor shall have to install electronic fly-kill/insect repellent equipment, emergency lighting / gas and fuel supply on his own cost.
13. The Contractor shall not use the mess premises for any other activity except for the purpose for which it has been provided for.
14. The payment in respect of official meetings/ conference/ hospitality bills of the Institute submitted in duplicate by the Contractor shall be released on receipt basis subject to fulfillment of obligations by the Contractor imposed under various laws, Rules & Regulations, etc. applicable from time to time and after scrutiny of authorization for supply at the prices offered by the contractor. Any supply of food items without proper authorization by the designated authority of NIFT will not be paid for. Income Tax [TDS], as applicable at the prevailing rates, will be deducted at source.

## **(XII) TERMINATION OF THE CONTRACT**

1. The Contract can be terminated by either party, i.e., NIFT or the Contractor, after giving three- month notice to the other party extendable by mutual agreement till alternate arrangements are made. However, NIFT reserves the right to terminate the contract without giving any notice in case the Contractor commits breach of any of the terms of the contract. NIFT's decision in such a situation shall be final and shall be accepted by the Contractor without any objection or resistance.
2. On termination of the contract, the Contractor will hand over all the equipments/furniture/articles etc., supplied by NIFT, in good working condition, back to NIFT within 30 days from the last working date of the contractor. Contractor should take all his/her agencies' equipments/machines within 30 days from the last working date of the contractor.

**Signature of the tenderer:** \_\_\_\_\_

**(XIII) PENALTY**

Sr. No.	Events/Nature of Service lapse	Monthly Penalty
1	In case of maintaining low levels of hygiene and providing low quality food (Committee inspection)	Rs. 1000/- per day subject to the maximum of Rs. 10,000/-
2	Complaints from students regarding food and verified by the committee members	Rs. 1000/- per day subject to the maximum of Rs. 10,000/-
3	Non – payment or delay in payment of Electricity charges	2% of the delayed charges will be added to the next month electricity charges
4	Non – payment of monthly Maintenance charges	5% of the delayed maintenance charges will be added in the next month maintenance charges
5	Any event from S. No. 1 to 4, recurring twice	Warning letter to be issued
6	If event at S. No. 5 recurring on 03 occasions	Termination notice will be issued without any deliberation and Security deposit forfeited.

**\*Note:** - GST will be levied on the penalty amount as per Government rules.

**Signature of the tenderer:** \_\_\_\_\_

**(XIV) UNDERTAKING BY THE CATERING CONTRACTOR**

We have carefully gone through the various terms and conditions listed above for providing of mess services at NIFT Girls Hostel, Plot No.20, Sector-4, Kharghar, Navi Mumbai.. We agree to all these conditions and offer to provide Mess services at NIFT Mumbai. 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 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: \_\_\_\_\_ Name & Signature of Caterer - \_\_\_\_\_

Dated: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

Phone No. (Office) - \_\_\_\_\_ (R) - \_\_\_\_\_

Mobile No. - \_\_\_\_\_

Seal of Catering Agency/Contractor -

**Signature of the tenderer:** \_\_\_\_\_



**Technical Bid**

**Annexure – I**

**ANNUAL RATE CONTRACT FOR PROVIDING MESS SERVICES TO NIFT GIRLS HOSTEL,  
PLOT NO.20, SECTOR-4, KHARGHAR, NAVI MUMBAI**

1. Name of the Caterer : \_\_\_\_\_

2. Address of the Caterer : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Phone No.: \_\_\_\_\_ (Mo.) \_\_\_\_\_ (Fax.) \_\_\_\_\_

4. Whether proprietary or partnership: \_\_\_\_\_

or Firm or a Company

Required Documents	Attached / Not Attached
Shop and Establishment Certificate / Certificate along with GST Number	
DD for Earnest Money Deposit Rs.2,00,000/-	
Annual Gross Turnover during the last 2 years should be minimum 2.0 Crores in each financial year. The Organization should provide required documentary proof in support thereof such as IT Return, Audited Balance Sheet.	
A list of owner / partners of the firm and their contact telephone numbers along with a certificate to the effect that the firm is neither blacklisted by any government department nor any criminal case registered against the firm or its owner/partners anywhere in India.	
Should currently have at least three mess (Canteen) contract catering to more than 450-500 students/persons at a time of lunch/dinner, in reputed	

**Signature of the tenderer:** \_\_\_\_\_

organization/corporate house/educational institution.	
Attested copy of Service Tax Registration	
Attested copy of License under Contract Labour Act	
Attested copy of PF registration with regional PF commissioner	
Attested copy of ESI Registration	
Submit duly signed undertaking enclosed with the tender document Copy of terms and conditions and every page of the tender duly signed with seal of the firm, in token of acceptance of terms and conditions and tender as quote	
Attested copy of PAN card	
List of past clients during last three years	
List of present clients	
Food & Drugs License	

5. Is there any relative of the owner of Catering agency or its partners working at NIFT, If so, please indicate below the name of such relative and the relationship:

\_\_\_\_\_

6. Annual Turnover Detail (Attach balance sheet/copy of Income Tax Return / Organization payment details)

\_\_\_\_\_

7. Attach a statement showing details of the canteen contracts during last three years with names of the organizations, contact person's name and contact details contract amount for each contract.

**Signature of the tenderer:** \_\_\_\_\_

8. Provide all above details in a separate statement for all the existing / present canteen contracts.

Dated: \_\_\_\_\_

Place: \_\_\_\_\_

Full Name, Signature & Seal of the  
Authorized person

Signature of the tenderer: \_\_\_\_\_

**Technical Bid**

**Annexure - II**

Details of Project Completed as on 31<sup>st</sup> December, 2020

S.NO.	Name and Address of the college/University	Contact Person details Name, Designation Telephone etc.	Period		No. of year/months	Total no. Of students And/or staff	Remarks
			From	To			

**Name & Address of the Agency**

**Seal & Signature**

**Date :**

**Place:**

**Signature of the tenderer: \_\_\_\_\_**

**Technical Bid****Annexure - III**

## Details of Ongoing/Current Project

S.no.	Name and Address of the College/University	Contact Person details Name, Designation Telephone etc.	Details of contract awarded (attach a copy of work order)	Total no of students and/or staff	No. of completed months/years of the ongoing work order	Remarks

Name &amp; Address of the Agency

Seal &amp; Signature

Date :

Place:

Signature of the tenderer: \_\_\_\_\_

**Annexure IV****PERMISSIBLE BRANDS OF CONSUMABLES**

<b>ITEM</b>	<b>BRAND</b>
Salt	Iodised salt such as Tata, Annapurna, Nature Fresh
Spices	MDH, MTR or equivalent quality brands or Agmark brand
Ketchup	Maggi, Kissan, Heinz
Oil	Refined oil such as Sundrop, Nature Fresh, Godrej
Pickle	Mother's or Priya or Tops
Atta	Aashirvad, Pillsbury, Nature Fresh
Butter	Amul, Britannia, Mother Dairy, Sanchi
Bread	Harvest / Britannia make / Top & Town / Modern / Avon
Jam	Kissan, Nafed
Milk	Toned milk of Mother Dairy, Delhi Milk Scheme
Paneer	Amul / Mother Dairy / Sanchi
Tea	Brook Bond, Lipton, Tata
Coffee	Filter Coffee
Biscuits	Britannia, Parle, Good Day, etc.
Ice Cream, Lassi, Curd	Mother Dairy, Amul, Cream Bell - all varieties, Top & Town, Vadilal
Mixtures/Chips	Haldiram / Bikaner or any top brand
Mineral Water	ISI marked Kinley / Bisleri / Ganga
Besan, Dal	Rajdhani
Rice	Basmati
Cold Drinks	Pepsi, Coke etc.
Juices	Real, Tropicana
Lemon Water	Hello
Sweet	Bikaner, Haldiram, chhappan Bhog, etc.

**Signature of the tenderer:** \_\_\_\_\_

The Contractor may use any other brands, only after obtaining prior written approval from the Institute.

Other items of use will be arranged by the Contractor himself / herself

**Signature of the tenderer:** \_\_\_\_\_

**ANNEXURE – V**

**FINANCIAL BID FOR MESS SERVICES**

General / indicative mess menu, list of items to be served during the timing is mentioned, unlimited food is to be supplied during the contract period.

<b>WEEK</b>	<b>Break Fast Unlimited Fast</b>	<b>Lunch Unlimited</b>	<b>Snacks Limited</b>	<b>Dinner Unlimited</b>
<b>MON</b>	Onion Uttappa Sambhar, Chutny, Bread Butter, Bread Jam, EGG Banana Tea Coffee	Steam Rice, Dal Fry, Mix Veg., Baigan Barta, Chapati, Pickle, Butter Milk 300MI	Ragda Patice, Bread Butter, Bread, Jam, Tea Coffee, Milk	Steam Rice, Dal Fry, Mushroom Green Peace Mix Masala, Aloo Flower Dry Chapati Pickle Orange Juice 300MI
<b>TUES</b>	Idli Sambar, Chutny, Vread Butter, Bread Jam, Mix Cut Fruit, Egg Tea/Coffee, Milk	Steam Rice, Dal Fry, Chhole Masala, Bhendi Dry, Chapati, Pickle, Lemon Juice 300MI	Dahi Wada, Bread Butter, Bread Jam, Tea, Coffee, Milk	Veg Biriyani, Raita Aloo Mutter, Cabage Dry, Steam Rice, Dal. Fry, Chapati, Piclke/Papad, Juice 300MI
<b>WED</b>	Aloo Paratha, Dahi Tomato Sauce, Bread Butter, Bread Jam, Egg, Orange, Tea, Cofee, Milk	Steam Rice, Dal Makhani, Soya Bean Chilly, Locky Green Peace, Mix Dry, Chapati, Pickle, Butter Milk 300MI.	Mix Pakoda, Tomato Sauce, Bread Butter, Bread Jam, Tea, Coffee, Milk	Steam Rice, Dal Fry, Paneer Mutter, Chicken Masala, Dahi Cudi, Chapati, Pickle, Salad, Ice Cream

**Signature of the tenderer:** \_\_\_\_\_



<b>THUR</b>	Medu Wada, Sambar, Chutny, Bread Butter, Bread Jam, Banana, Egg, Tea/Coffee,Milk	Veg Pulav, Raita, Baby Corn Mushroom Masala, Kundru Dry, Chapati, Pickle/Papad Rasna 300MI	Kachori, Tomato Sauce, Green Chutny, BreadButter, Bread Jam,Tea, Coffee, Milk	Veg Noodles, Veg Fried Rice, Veg Manchurian, Steam Rice, Dal Tadka,Cut Fruits, Green Salad, Pickle
<b>FRI</b>	Methi Paratha, Tomato Sauce, Green Chutney, Bread Butter, Bread Jam, Banana, Egg, Tea, Coffee, Milk	Steam Rice Dal Fry, Chicken Chilly, Kadai Paneer, Chapati, Pickle, Salad, Dahi.	Patice, Tomato Sauce, Green Chutney, Bread Butter, Bred Jam,Tea, Coffe,Milk	Jeera Rice,Dal Tadka,Veg Kofta,Aloo Capsicum,Chapa ti,Green Salad,Papad,Pic kle,Banana MilkShake 300MI
<b>SAT</b>	Masala Dosa, Sambar, Chutny, Corn Salad, Bread Butter, Bread Jam, Egg, Tea/Coffee/Milk	Steam Rice, Dal Palak,Rajma Masala, Beans Dry, Chapati, Pickle,Sheera, Butter Milk 300MI	Masala Pav, Bread Butter, Bread Jam, Tea, Coffee, Milk	Dal Khichadi, Raita, Chole Bhature, Papad, Pickle, Salad, Mix Cut Fruits
<b>SUN</b>	VegChees, Sandwich, VegSandwich, Bread Omlet, Banana, Tea, Coffee, Milk	Veg Biryani, Bundi Raita, Dum Aloo, Chapati, Pickle, Papad, Lemon Juice 300MI	Samosa, Green Chutney, Tomato Sauce, Tea, Coffee, Milk	Steam Rice, Dal fry, EggCurry, Paneer Butter Masala, Chapati, Salad, Kheer,Pickle

Non Vegetarian food may also be provided on Wednesday/Friday.

Milk to be provided to Non-tea drinkers.

**Signature of the tenderer:** \_\_\_\_\_

<b>Rate quoted for per head per Month (Without Tax)</b>	<b>Rs.</b> _____
	<b>In words:</b> _____
	_____

**\*Note:** GST will be applicable as per Government norms.

**Dated:** \_\_\_\_\_

**Full Name, Signature & Seal  
of the Authorized person**

**Place:** \_\_\_\_\_

**Signature of the tenderer:** \_\_\_\_\_