



Rs.354/-

**NATIONAL INSTITUTE OF FASHION TECHNOLOGY, BENGALURU.**  
An ISO 9001:2008 Certified Institute

TENDER DOCUMENT

FOR

Providing

**CAFETERIA SERVICES**

in

NIFT CAMPUS, Bengaluru

Limited Tender No. 07/5366(4)/Admn/Cafeteria/2018

Receipt No & Date of Issue: \_\_\_\_\_

Tender form issued to M/s. \_\_\_\_\_

Tender schedule:

Date of tender notification	07.12.2018
Sale of tender document commences from	07.12.2018
Last date for Sale of tender document	20.12.2018 – 02.00 pm
Last date for receipt of duly filled in tenders	20.12.2018 – 03.00 pm
Date and time of the opening tenders	20.12.2018 – 04.00 pm

Note: This tender document contains **10 pages** and bidders are requested to sign on all the pages and enclose according to Technical bid and Price bid. The Technical bid & Price bid should be sealed in separate covers duly subscribed & both these sealed covers are to be put in a bigger cover which should also be sealed & duly super scribed as **“PROVIDING CAFETERIA SERVICES”**. The Tender document can also be downloaded from the website free of cost ([www.nift.ac.in/bengaluru](http://www.nift.ac.in/bengaluru))

**NIFT CAMPUS, No. 21, 16<sup>th</sup> Cross, 27<sup>th</sup> Main Road, Sector – I,  
H.S.R. Layout, Bengaluru – 560 102**

Phone: 91-80- 2255 2550 to 55 Fax no. 91 80 2255 2566

E-mail: [nift.bengaluru@nift.ac.in](mailto:nift.bengaluru@nift.ac.in)

Website : <http://www.nift.ac.in/bengaluru/tenders>

## ABOUT THE INSTITUTE

National Institute of Fashion Technology (NIFT) is a premier institute under the aegis of Ministry of Textiles, Government of India imparting education in the field of Fashion Design, Technology and Management. The institute has been given the status of an institute of excellence and thus permitted to award degrees to its students by an Act of the Parliament. NIFT Bengaluru operates at its own campus at No. 21, 16th Cross, 27th Main Road, Sector – 1, HSR Layout, BENGALURU – 560 102.

### **NIFT's requirements**

1. Bidder will enclose a Demand Draft **of Rs.10,000/- (Rupees: Ten thousand Only)** favouring NIFT, payable at Bengaluru as **EMD** for the Cafeteria Service and the same will be refunded to the un-successful bidders within a reasonable time after finalization of the contract.
2. **Cost of Tender Document (Non-Refundable): Rs.300/- (Rupees: Three hundred Only)** + 18% GST (Total Rs.354/-) by way of Demand Draft / Pay Order in favour of NIFT, payable at Bengaluru. The Tender document can also be downloaded from the website free of cost ([www.nift.ac.in/bengaluru/tenders](http://www.nift.ac.in/bengaluru/tenders))
3. Period of Contract for One year from the date of Agreement, however, the contract can be further renewed for one year each time and maximum up to two more years on mutually agreed terms & conditions depending upon satisfactory services (including first year).
  - Tender sales starts from **07.12.2018 to 20.12.2018 up to 02.00 pm**
  - Closing Date & Time of submission: **20.12.2018 up to 03.00 pm.**
  - Date & Time of opening the Bid: **20.12.2018 at 04.00 pm.**
  - **To be dropped in the Tender box in the Administration Section, NIFT, Bengaluru or to be forwarded by post on or before the due date. NIFT, Bengaluru will not be responsible for delay in transit or lost.**

### **GENERAL TERMS AND CONDITIONS**

1. The contract will be awarded to the highest maintenance charges quoted and experience in the same business.
2. The maintenance charges will be increased by 12% after completion of a year.
3. The contract for cafeteria shall remain valid initially for a period of one year.
4. The contract period is subject to renewal by the Institute on satisfactory performance and on mutually agreed terms and conditions for a further period of one year and maximum period of two years or till such time as mutually agreed to.
5. The bidder must be in a business of cafeteria and running cafeteria in reputed organization / educational institutes having at least three years of experience in cafeteria.

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6. All pages of the Tender Document must be signed by the authorized signatory and must clearly write his/her name and also specify the capacity in which signing and sealed with the stamp of the bidding firm as token of having accepted all the Terms and Conditions of this Tender.
7. Tender shall be submitted in NIFT's official tender form only. If submitted in any other manner, the same shall be summarily rejected. No bidder shall be issued more than one Tender Form.
8. No paper shall be removed from the Tender Document.
9. The name and address of the bidder shall be clearly written in the space provided for the purpose and no over-writing, correction; insertion shall be permitted in any part of the tender unless duly countersigned by the bidder. The tender should be filled in and submitted strictly in accordance with the instructions contained herein, otherwise the Tender is liable to be rejected.
10. The Institute reserves the right to reject any or all the tenders without assigning any reason.
11. Before submitting the filled-in Tender Document to the Institute, the bidders may seek clarification(s), if any, from Administrative Department on Tel. No. 080-2255 2550 – 55 **OR** in person by visiting the Institute during working hours by taking prior appointment.
12. The Institute reserves the right to change any condition of the tender before opening of the Technical Bids.
13. NIFT will offer space measuring 10 ft X 10 ft for setting up a stall within campus situated at HSR Layout Bengaluru
14. NIFT will not bear the expenditure for the setting-up of stall / infrastructure
15. **The contractor must keep the surroundings clean, neat and create good ambience in consultation with the NIFT authority.**
16. The Contractor shall ensure proper discipline among his/her workers and further ensure that they do not indulge in any unlawful activity.
17. Employment of child labour is strictly prohibited under the law. Therefore, the Contractor will not employ any child labour.
18. The Contractor shall be responsible for timely payment of wages to his/her workers as per Minimum Wages Act.
19. The contractor should attach Menu/items List and price list of Coffee, Tea, Snacks and others along with the tender document
20. 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. The contractor should also be prepared to include additional items in menu at the request of competent authority.
21. The Contractor will open the cafeteria during late hours and on Saturdays/Sundays, including other holidays, according to the requirement of NIFT and the hostellers/staff /faculty.

22. The contractor shall be responsible for cleaning and removable of garbage from the premises.
23. The Contractor shall not appoint any sub-contractor to carry out his obligations under the contract.
24. 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.
25. 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.
26. NIFT will provide subsidy of 50% on rentals during holidays in the campus if the holiday exceed 15 days.
27. Please read the Terms & Conditions carefully before filling up the document. Incomplete Tender Documents will be rejected.

## **SECURITY DEPOSIT**

28. The contractor shall be required to deposit 3 months maintenance charges as quoted in your bid. as security deposit immediately on acceptance of Work Order in the form of demand draft of nationalized bank/schedule bank, Fixed Deposit, Bank Guarantee from a Commercial Bank in an acceptable form in favour of NIFT, payable at Bengaluru. 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.
29. If the Contract is terminated by the Contractor without giving stipulated period of notice or fails to observe the terms & conditions of the Tender, 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.

## **MAINTENANCE CHARGES, ELECTRICITY AND WATER CHARGES**

30. The Contractor shall have to pay maintenance charges for utilization of space at NIFT Bengaluru campus as quoted in the tender on or before 10<sup>th</sup> of every month towards maintenance charges with applicable GST to the institute through Demand Draft in favour of NIFT Bengaluru.

31. The contractor will be required to pay to the Institute electricity charges on actual basis, for which sub-meters shall be provided. Actual consumption of the electricity charges will be paid on or before 10<sup>th</sup> of every month on monthly meter reading basis separately by the Contractor.
32. No separate water charges will be charged by the institute.

**TERMINATION OF THE CONTRACT**

33. 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. The Contract can be terminated by either party, after by giving three-month notice. This contract will be extendable by mutual agreement till alternate arrangements are made.
34. The Contractor should handover the space in the same condition as it was given to them at the time of occupying and if any damage found, the charges should be recovered from the contractor.

**PENALTY**

35. The Institute reserves the right to impose a penalty (to be decided by the NIFT 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.
36. 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 24 hours' notice to improve or rectify the defect(s), failing which the NIFT will be at liberty to take appropriate necessary steps as deemed fit.
37. Notwithstanding any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference if the same had been the subject matter of suit, any and all actions and proceedings arising out of or relating to the contract (including any arbitration in terms thereof) shall lie only in the court of competent civil jurisdiction in this behalf at Bengaluru and only the said courts shall have jurisdiction to entertain and try such action(s) and/or proceedings to the exclusion of all the other courts.

**UNDERTAKING BY THE CAFETERIA CONTRACTOR**

We have carefully gone through the various terms and conditions listed above for providing of cafeteria services at NIFT Bengaluru Campus. We agree to all these conditions and offer to provide cafeteria services at NIFT Bengaluru. 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 : \_\_\_\_\_

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

\_\_\_\_\_  
Name & Signature of Cafeteria Contractor

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone No (O)\_\_\_\_\_

(R)\_\_\_\_\_

(M)\_\_\_\_\_

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**NATIONAL INSTITUTE OF FASHION TECHNOLOGY**  
**NIFT Campus, No. 21, 27<sup>th</sup> Main Road, 16<sup>th</sup> Cross, Sector-1,**  
**HSR Layout, Bengaluru - 560102**  
**Ph.No.080-22552550 – 55, Fax: 080-22552566**

**TECHNICAL BID**

**FOR CAFETERIA SERVICES**

This Technical Bid for providing Cafeteria Services shall be filled in by the tendering party, duly signed, stamped and sealed along with an EMD of Rs.10,000/- in form of Demand Draft in favour of NIFT, Bengaluru.

<b>S.No.</b>	<b>Particulars</b>	<b>Details</b>
1.	Name of the Tendering Company/Firm/Service Provider	
2.	Full Address of the Registered Office/ Branch Office (if any) with email ID	
3.	Phone No. & Mobile No.  Email id	
4.	State status whether firm is Proprietary/ Partnership firm / Company	
5.	Name(s) of the Director/ Proprietor/ Partners of the firms	
6	<b>Details of EMD</b>	
	Amount in Rupees	
	DD No.	
	Date	
	Issuing Bank	

**Limited Tender No. 07/5366(4)/Admn/Cafeteria/2018****7. Registration under various statutory bodies:**

Require Documents	Attached / Not attached (Yes or No)	Page No.	Validity completion date
EMD – DD of Rs.			
Copy of Company Establishment/Registration certificate			
Copy of GST registration Certificate, Dt: _____			
Copy of License under Contract Labour Act, Dt: _____			
Copy of EPF Registration with Regional PF Commissioner Dt: ____			
Copy of ESI Registration Dt: _____			
Copy of PAN Card			
Copy of Annual Gross Turnover for last 2 financial years i.e 2016-17, 2017-18			
Signed all the pages of tender documents and enclosed			
List of Clients a) present as on date (i.e.,) Period from ____ to __ (Separate list) b) Previous client list (separate List enclosed)			
If any other			

**Note: Legible copies of the above documents must be attached.**

8. Details of experience of similar work in Government / Public Sector undertaking / Registered Societies / Universities / Research Institutions / Educational Institutions / IT Industries as per the attached format **(Please use separate sheet for additional information).**

(Please submit copies of evidence i.e. Work Orders, Agreements, Performance Certificates etc., specifying period of work orders to be enclosed).

**I) PRESENT CLIENTELE (Certificates to be Enclosed):**

Year	Name of the Employer & Address with Telephone Nos.	Type of Institution / Industry	Period  From - To	Contract Value/ year	Nature of Service	Remarks



**II) PREVIOUS CLIENTELE:**

<b>Year</b>	<b>Name of the Employer &amp; Address, Contact Person Name with Tel.No. &amp; Cell No.</b>	<b>Type of Institution / Industry</b>	<b>Details of Experience, similar work Period of Contract with dates of Commencement and termination covering last 3 years (From - To)</b>	<b>Contract Value/ year</b>	<b>No of persons</b>	<b>Nature of Service</b>

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**PRICE BID**

**PROVIDING CAFETERIA SERVICES AT NIFT BENGALURU**

1. Name of the Agency : \_\_\_\_\_
2. Address of the Agency : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Name of the authorized Person: \_\_\_\_\_
4. Phone No.: \_\_\_\_\_ (Mo.) \_\_\_\_\_ (Fax.) \_\_\_\_\_

<b>Maintenance charges (Minimum Rs. 15,000 + GST as applicable) for utilization of space for Cafeteria at NIFT Bengaluru campus</b>	<b>Rs.</b> _____ + GST as applicable (present @ 18%) <b>In words:</b> _____ _____
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GST is applicable on maintenance charges to be paid by contractor

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

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

Mobile: \_\_\_\_\_

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