



NATIONAL INSTITUTE OF FASHION TECHNOLOGY
(Ministry of Textiles Govt. of India)
Madhapur, Hyderabad-500 081.

: NOTICE INVITING QUOTATIONS:

No.NIFT/HYD/ADMN./CAFETERIA SERVICES/2023

Dated:25.10.2023

Sealed quotations are invited from Experienced & Professionally qualified agencies having valid licenses and requisite credentials for the Cafeteria Services in NIFT Centre, Hyderabad. The Sealed quotations **from: 25.10.2023 to 31.10.2023. The last date for submission of quotations is 31.10.2023 before 2.00 P.M.** For further details, you may contact Administration Department on any working days during office hours. The sealed quotations should be submitted in the prescribed format (attached) only and drop sealed Quotations in Box available in the Admin. Department, NIFT, Hyderabad.

NIFT reserves the right to reject any or all quotations without assigning any reasons.

- a. **Description of work:** To provide comprehensive services of Cafeteria Services to NIFT Students, Officers, Faculties & Staff at reasonable rates.
- b. **Charges payable by Agency Maintenance** with GST Tax, Electricity charges which has separate public access as well.

Terms and conditions:

1. Each bidder shall enclose a Demand Draft of **Rs.20,000/- (Rupees: Twenty Thousand Only)** favouring NIFT, Hyderabad as **SECURITY DEPOSIT** for the above Cafeteria Services and the same will be refunded to the unsuccessful Agency within a reasonable time after finalization of the contract.
2. Period of Contract initially is for One Year from the date of Award/Agreement, however, the performance basis the contract can be renewed for one year each time and maximum upto two years.

Joint Director

I accept the above Terms & Conditions

(Full Signature & Seal of the Service Provider/Agency/Firm/Company)



NATIONAL INSTITUTE OF FASHION TECHNOLOGY
NIFT Campus, Opp. Hi-Tech City,
Madhapur, Cyberabad, Hyderabad – 500 081

Sealed Quotations for Cafeteria Services

Date of Issue: 25.10.2023

Ref. No. NIFT/HYD/ADMN/ Cafeteria Services/2023

- To be deposited in the Administration Section, NIFT, Hyderabad.
- Closing Date & Time of submission of Sealed Quotations Form: 31.10.2023 up to 2.00pm.
- Date & Time of opening of Bids: 31.10.2023 at 3.00 PM

Note:

1. This Document contains 09 pages and bidders are requested to sign on all the pages.
2. This quotations document can also be downloaded from the website – www.nift.ac.in/hyderabad.
3. The bid should be sealed by the bidder and bear the name & address of the agency and superscribed with “Sealed Quotations for Cafeteria Services”.
4. The sealed quotations should be addressed to, the Administration Department, NIFT., Hyderabad. The Quotations Box is available at Administration Section, NIFT, Hyderabad till 2.00 PM 31.10.2023.

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I accept the above Terms & Conditions

(Full Signature & Seal of the Service Provider/Agency/Firm/Company)



**NATIONAL INSTITUTE OF FASHION TECHNOLOGY,
MADHAPUR, HYDERABAD**

National Institute of Fashion Technology was set up in 1986 under the aegis of the Ministry of Textiles, Government of India. It has emerged as the premier Institute of Design, Management and Technology, developing professionals for taking up leadership positions in fashion business in the emerging global scenario. NIFT has been granted statutory status under the Act of Parliament of India in 2006, empowering the Institute to award degrees and other academic distinctions. NIFT, Hyderabad Center is situated at Opp: Hitech city, Madhapur Village, Hyderabad. At present approx. 1200 students are studying in this Institute and about 120 Officers/Faculty and employees are working in this Institute.

NIFT, Hyderabad invites Sealed Quotations under the Two Bid System from interested parties, who have experience in providing Cafeteria Services to reputed Organizations to bid in sealed covers for Cafeteria Service Provided at various level at NIFT Centre, Hyderabad. The first part is the Technical Bid, consists of technical requirements and general terms & conditions and the second part is Financial Bid.

GENERAL TERMS AND CONDITIONS

1. Please read the Terms & Conditions carefully before filling up the document. Incomplete Quotations Documents will be rejected.
2. Before submitting the quotations, details of documents to be attached may be verified from the Check List given in the Quotations Document.
3. All pages of the Quotations 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 Quotations.
4. Quotations shall be submitted in NIFT's official quotations form only. If submitted in any other manner, the same shall be summarily rejected. No bidder shall be issued more than one Quotations Form.
5. No paper shall be detached from the Quotations Document.
6. 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 quotations unless duly countersigned by the bidder. The quotations should be filled in and submitted strictly in accordance with the instructions contained herein, otherwise the Quotations is liable to be rejected.
7. Person signing the bid or other documents connected with quotations must clearly write his/her name and also specify the capacity in which signing.
8. The Institute reserves the right to reject any or all the quotations without assigning any reason.
9. Before submitting the filled-in Quotations Document to the Institute, the bidders may seek clarification(s), if any, from Administrative Department on the mentioned telephone numbers **OR** in person by visiting the Institute during working hours by taking prior appointment.

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4 **Quotations Document of Cafeteria
Services for the year 2023**

10. The Institute reserves the right to change any condition of the quotations before opening of the Bids.
11. NIFT will offer space measuring 10 sq.ft X 10 sq.ft for setting up a stall within campus.
12. NIFT will not bear the expenditure for the setting-up of stall / infrastructure.
13. Late quotations (i.e. quotations received after the specified time of opening), delayed quotations (i.e. quotations received before the time of opening but after the due date and time of receipt of quotations) and post quotations offers should not be considered at all.
14. The Director, NIFT, Hyderabad reserves the right to award contract for the above services either to one party or more than one party. He also reserves the right to amend or withdraw any of the terms and conditions contained in the quotations document or to reject any or all the quotations without giving any notice or assigning any reason and not bound to accept the lowest.
15. In case L-1 is more than one, then the past performance of the Agency will be the criteria for selection and it would be at the discretion of the Service Contract Committee, as constituted by Director, NIFT, Hyderabad. The recommendations of the Committee and the decision of NIFT., Hyderabad shall be final in all respects and will be acceptable to all the agency
16. Any attempt at negotiation direct or indirect on the part of a Agency with the authority to whom he has submitted the quotations or the authority who is competent finally to accept it after he has submitted his quotations or any endeavor to secure any interest for an actual or prospective agency or to influence by any means the acceptance of a particular quotations will render the quotations liable to exclusion from consideration.
17. **In case of default**, Contractors who violate the terms of the contract and whose contracts are terminated, should be considered for blacklisting by the Competent Authority for a significant time before they are considered again.
18. The decision of the Director, NIFT, Hyderabad in any matter relating to this contract shall be final.
19. If any relative of the agency is an employee of the NIFT, Hyderabad, the name, designation and relationship of such employee shall be intimated to the Director, NIFT, Hyderabad in writing while submitting the quotations.
20. The employees of the contractor should possess sound health and be free from any diseases, especially contagious and frequently recurring diseases and they should be in uniform while on duty.
21. The agency has to display all menu rates immediately (mentioned in quotations form) in the cafeteria premises after receiving the Awarding Letter.
22. **Weightage given for criteria of selection in maintenance Quoted (40%), menu items & prices (60%).**
23. **GST applicable on Maintenance charges as per government rate.**
24. **All rates are quote including all Taxes and etc.,**

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5 **Quotations Document of Cafeteria
Services for the year 2023**

25. The Cafeteria Contract shall remain valid for a period of One Year and it may be renewed on mutually acceptable terms and conditions for two more years. The contract once awarded **can be terminated by either party by giving one month notice for termination of contract.** Nevertheless, NIFT may terminate the contract of the contractor without any notice in case the contractor commits a breach of any of the terms of the contract. NIFT's decision that a breach has occurred will be final and shall be accepted without demur by the Contractor.
26. Cafeteria and machines will be installed in a designated space provided by the institute. It will be operated by the contractor. The operator will maintain indents for office coffee supplied to on daily basis and get the signature of the official persons. Monthly bill for the same will be submitted with a statement of department wise official usages to the administration department for the payment process. The contractor shall collect Online i., e phone/Google Pay payments from the students, faculty, staff and guests for their personal payments and the institute will not be responsible for their payments.
27. NIFT will pay to the contractor/Agency, NIFT official Bills on monthly basis. Bills supported by approvals and duly certified by the NIFT officials only will be paid.
28. **The Contractor shall deploy adequate number of staff and the shop shall function from 8.30 am to 8.30 pm during all working days, except Sundays, according to the requirement and convenience of NIFT, while ensuring weekly offs of his / her employees as per statutory requirements.**

SECURITY DEPOSIT:

1. The Contractor/Agency shall deposit **Rs.20,000/- (Rupees: Twenty Thousand Only)** as Security Deposit with NIFT by way of Demand Draft in favour of NIFT., Hyderabad payable at Hyderabad. No interest shall accrue on this deposit, which will be returned after the successful completion of contract and after adjusting dues if any of the Contractor to NIFT. The bids should be valid in the case of all the quotations for at least 3 months from the date of opening of the quotations and if any agency withdraws or alters the terms of the quotations during the period, the Security Deposit shall be forfeited.
2. If the Contract is terminated by the Contractor without giving stipulated period of notice or fails to observe the terms & conditions of the Q/Agency quotations, 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.

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MAINTENANCE, ELECTRICITY AND WATER CHARGES

29. The Contractor shall have to pay Maintenance Charges for utilization of cafeteria at NIFT Hyderabad campus as quoted by him every month on or before 5th of every month towards maintenance charges to the institute through RTGS/NEFT or Demand Draft in favour of NIFT Hyderabad or Union Bank Challan.
30. 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 will be paid on or before 5th of every month on monthly meter reading basis separately by the Contractor.
31. No separate water charges will be charged by the institute.

TERMINATION OF THE CONTRACT

32. 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 by giving one month notice for termination of contract.*** This contract will be extendable by mutual agreement till alternate arrangements are made.
33. The Contractor should handover the premises 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.
34. Period of Contract initially is for One Year from the date of Award/Agreement, however, the performance basis the contract can be renewed for one year each time and maximum up to two years.

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 with 24-hour 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 Hyderabad 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.
38. Display all rates, and maintain timings, cleanness, and behavior with staff/students, maintain workers dress code not maintained properly penalty (to be decided by the NIFT authorities)

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NIFT Campus, Opp. Hi-Tech City,
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::NOTICE INVITING QUOTATIONS::

**MAINTENANCE CHARGES, ACTUAL ELECTRICITY CHARGES CONTRACT FOR
PROVIDING CAFETERIA SERVICES AT NIFT HYDERABAD**

The agency for providing Cafeteria Services shall be filled in by the quotation duly signed, stamped and sealed along with Application Fee of Rs.590/- EMD Rs.20,000/- including GST (enclosed) in form of Demand Draft in favor of NIFT, Hyderabad

1. Name of the Agency : _____(Firm copy enclosed)
2. Address of the Agency : _____

3. a. Name of Person : _____
b. Phone No _____ Mob No _____
c. Email Ids _____
4. PAN CARD No. : _____ (copy enclosed)
5. GST No. _____ (copy enclosed)
6. a. Application Fee Rs.590/- DD No. _____ Date _____ Bank Name _____
b. EMD Fee Rs.20,000/- DD No. _____ Date _____ Bank Name _____

Note: To supply and quote all the items mentioned below is Mandatory

A. HOT BEVARAGES

Sl. No.	Name of the Item	MRP Rs. Ps.	Discounted Selling price at NIFT Rs. Ps.	Remarks
<u>COFFEES</u>				
1.	Cappuccino (Small) 110 ml			
2.	Cappuccino (Large) 150 ml			
3.	Hot Coffee (Small) 110 ml			
4.	Cold Coffee (Large) 250 ml			
<u>CHOCOLATE</u>				
1.	Hot Chocolate (Large) 150 ml			
2.	Boost (Large) 150 ml			
<u>TEAS</u>				
1.	Tea (Small) 110 ml			
2.	Ginger Tea (Small) 110 ml			
3.	Hot Lemon Tea (Small) 110 ml			
TOTAL A:				

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**B. FOOD ITEMS**

Particulars		MRP Rs. Ps.	Discounted Selling price at NIFT Rs. Ps.	Remarks
<u>PASTRIES</u>				
1.	Chocolate mousse Cake			
2.	Black Forest Pastry			
3.	Pineapple Pastry			
<u>SANDWICHES</u>				
1.	Paneer Sandwich			
2.	Veg. Indian Sandwich			
3.	Chicken Sandwich			
<u>PUFFS(Veg)</u>				
1.	Veg. Puff			
2.	Paneer Puff			
3.	Egg Puff			
4.	Chicken Puff			
5.	Corn Samosa (small) 1peace			
6.	Aalu Samosa (Big) 1 peace			
<u>NOODLES(Veg)</u>				
1.	Instant i.e., Yipee			
2.	Pasta - Veg (Cheese, Tomato, Mushroom)			
Total B:				

C. FRESH JUICES

Particulars		MRP Rs. Ps.	Discounted Selling price at NIFT Rs. Ps.	Remarks
<u>FRESH JUICE</u>				
1.	Orange (200 ML)			
2.	Banana (200 ML)			
3.	Pineapple (200 ML)			
4.	Papaya (200 ML)			
5.	Pomegranate (200 ML)			
Total C:				

D. Minimum Maintenance of Rs. 16000/-+ GST 18% (per month) for utilization of Cafeteria at NIFT Hyderabad Campus (excluding electricity, water, taxes etc.,)

Note:

1. Weightage given for criteria of selection in Maintenance Charges Quoted (40%), menu items & prices (60%).
2. GST applicable on Maintenance charges as per government rate.
3. Actual Electricity Charges
4. All rates to be quoted inclusive of all Taxes and transport etc.,

Name & Signature of Cafeteria Contractor with Seal

I accept the above Terms & Conditions

(Full Signature & Seal of the Service Provider/Agency/Firm/Company)



UNDERTAKING BY THE CAFETERIA SERVICE CONTRACTOR

I/ we have carefully gone through various terms and conditions listed above for providing of Cafeteria services at NIFT Hyderabad Campus, agree to all conditions. I/we are making this offer after carefully reading the conditions and understanding the same without any pressure or influence from any source whatsoever. I/we have acquainted ourselves with the tasks required to be carried out, before making this offer. I/we hereby sign this undertaking in token of our acceptance of conditions listed above.

Place : _____

Dated : _____

Name & Signature of Cafeteria contractor with Seal

Address: _____

Phone No. (O): _____

(R): _____

(M): _____

I accept the above Terms & Conditions

(Full Signature & Seal of the Service Provider/Agency/Firm/Company)