



# राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, मंबई

## NATIONAL INSTITUTE OF FASHION TECHNOLOGY

(निफ्ट अधिनियम 2006 द्वारा शासित और वस्त्र मंत्रालय, भारतसरकार द्वारा स्थापित एक वैधानिकसंस्थान)  
(A statutory body governed by the NIFT Act 2006 and set up by the Ministry of Textiles, Govt. of India)

### **TENDER DOCUMENT FOR**

### **PROVING OF CATERING SERVICES FOR NIFT CONVOCATION - 2022**

**Limited Tender No.: - 36 /NIFT/MUM/PO/2022-23**

**Time schedule for tender process:-**

<b>Date of tender notification</b>	<b>15.02.2023</b>
<b>Date of tender commences from</b>	<b>15.02.2023</b>
<b>Last date for submission of duly filled tenders</b>	<b>20.02.2023 up to 3:00 pm</b>
<b>Date and time of the opening of Technical &amp; Financial Bid</b>	<b>21.02.2023 up to 3:00 pm</b>

Note: This limited E- tender document contains "08" pages and bidders are requested to sign on all the pages of tender documents should submit at NIFT Mumbai Campus. Tender should be one envelope bid system i.e. Technical Bid & Financial Bid.

NIFT Campus, Plot No.15, Sector -4, Kharghar, Navi Mumbai-410210

Phone: 91 -022-27747103/7000, Fax no. 91 -022-27745386

E-mail : purchase.mumbai@nift.ac.in

## **PREAMBLE / INTRODUCTION**

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. The Mumbai centre has been set up since, 1995 with undergraduate and post graduate programmes.

### **Tender Notice:**

NIFT invites Tenders under two Bid systems for "Providing of Catering Services for NIFT Convocation 2022" at NIFT Campus, Plot No.15, Sector-4, Kharghar, Navi Mumbai as per the quantity and item mentioned in financial bid (Annexure "B"). The tender bids duly-filled in all respects enclosing necessary documents and submit hard copies of bid document to The Joint Director, National Institute of Fashion Technology, Plot No.15, Sector -4, Kharghar, Navi Mumbai – 410 210. The bids to be submit **on or before 3:00 PM, on 20.02.2023.**

### **Technical Qualifying Criteria :-**

- NIFT proposes to invite limited tenders for “Providing of Catering Services for Convocation on 24<sup>th</sup> Feb. 2023 at the Venue:- NIFT Campus, Plot No. 15, Sector-4, Kharghar, Navi Mumbai. The tender shall be submitted in **one/single envelope, for the Technical bid (as per annexure 'A'), and for the Financial bid (as per Annexure 'B') and hard copies must required to be submitted with one envelope which should be clearly super scribed on the envelope.**
- The date of event is scheduled for **24/02/2023**. However, the dates may vary based on exigencies and/ or as per decision of NIFT.
- Tender shall be submitted in official tender form only. If submitted in any other form the same shall be summarily rejected.
- 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 should be filled in and submitted in strict accordance with the instruction laid down herein: otherwise the tender is liable to be ignored. Further, tenderer must sign all the pages of the tender document and should be submitted in one envelope by offline at NIFT Mumbai

Campus.

- The tender should be submitted on or before **3:00 pm on 20.02 .2023**. The Technical and financial bids will be opened on the next day i.e on **21.02.2023** at **3.00 pm** manually.
- NIFT shall in no way be responsible for any default with regard to any statutory obligation and the vendor/contractor will indemnify NIFT in case of any damage or liability, which may arise on account of action of the firm.
- Tender shall be accompanied by the relevant documents including Annexure "A" list of organizations where the supplier/agency has currently provided/serviced the items covered in the tender.
- These rates will be valid for 90 days from the date of opening of tender document.
- No tenderer will be allowed to withdraw the tender rates after opening of the tender and he/she will be disqualified from participating in any future tender of the Institute.
- Rates should be offered unconditionally and if rates are submitted with any condition the tender liable to be rejected.
- The catering agency should have the experiences of at least 2 years for similar works/services for conducting the Catering Services.
- The full & final payment shall be made on the successful completion of the event, on production of satisfaction certificate from the Committee, subject to statutory deductions.
- The bill will be settled within 15 days of the date of submission of original bills.
- The agency shall ensure that himself / herself or his / her authorized representative is available for proper handling the service at **NIFT Campus, Plot No.15, Sector-4, Kharghar, Navi Mumbai**.
- The agreement will be valid for the delivery as incorporated in the tender document. This should be strictly adhered.
- NIFT reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid since due weightage shall be given to several factors besides the commercial bid.
- The specification of items required as per Annexure/Schedule and the evaluation of bid will be on the basis of **total bid value**. The rates quoted should be inclusive of GST and all others charges. The rates quoted should be on the basis of free delivery and execution of the work/services at venue.
- The rates quoted should be on FIRM & FIXED basis. No additional payment will be made other than quoted in this tender.

- Price may be quoted on per unit basis for the items as per **Annexure "B"**. **Delivery and Services is required on 24.02.2023 at the venue: NIFT Campus, Plot No. 15, Sector-4, Kharghar, Navi Mumbai.**
- The Work Order shall be issued by NIFT, Mumbai and services shall be arranged by the agency at **NIFT Campus, Plot No.15, Sector-4, Kharghar, Navi Mumbai.**
- They should be registered for GST and should enclosed copies of relevant certificates along with technical bids.
- Firms must clearly indicate in their offers the different taxes and charges which they propose to charge mentioning clearly the present rate(s) thereof. Vague offers like "**duties as applicable**" shall not be considered.
- In case of any dispute raised by the agency, a representation will be made only by the authorized representative of the agency and the decision of the Director NIFT – Mumbai will be binding on the agency. The jurisdiction of Court will be Mumbai.
- For items mentioned at Annexure "B", the bidders must ensure the required quality and quote accordingly. In case items are not served the same as quoted they shall not be accepted. No payment/claims for such items shall be entertained.
- NIFT will provide the kitchen space & tables & chairs for food counters to the assigned agency.
- Food items should keep in the venue very hygiene and serve accordingly.
- Supporting staff/Serving people should wear the cap, gloves and mask etc.
- The Catering agency should provide the plates, glasses etc. for High Tea.
- The agency should provide the "**High Tea**" as per the menu mentioned in the Annexure " B".
- Time for providing of "High Tea" for the event will be from 06.00 pm to 7.00 pm.
- The Contractor shall not appoint any sub-contractor to carry out his obligation under the contract.
- The quantity given in the tender offer may be increase or decrease or withdrawn as per actual requirement. The payment will be made accordingly.
- Event management is expected to organize the event of very high standard and keep entire area and surrounding area neat and tidy.
- The menu of the High Tea for the event should be provided as per Annexure

“B”.

- The payment will be made as per actual quantity of food served for the event if quantity of food may (Increase/Decrease).
- Penalty - If the performance of the agency is not satisfactory then a penalty of maximum upto 5% of the awarded value of work shall be levied on the agency based on recommendation of inspection committee or authorized representative nominated by competent authority of NIFT Mumbai.
- Post event it will be responsibility of the agency to deploy their own manpower for transportation of food items & cleaning of premises. The payment shall be released only after inspection to the effect that agency has should keep the campus in neat & clean manner.
- The bidder may quote for the items given in this tender document. However, since it is an auspicious & big event where many high profile dignitaries are invited us guest there are slight chances that same additional food items shall be required to provide by the agency. All such additional required material shall be provided by agency only after prior approval of NIFT & the payment shall be strictly done on the basis of executed quantity.

**DECLARATION**

I/We declare that I/we have never been blacklisted by any State Government/Central Government or any State/Central PSU.

Signature :

Name of the official :

Designation :

Name of the Agency :

Address of the tenderer :

Seal of tenderer :

Date :

Place :

**TECHNICAL BID**

**ANNEXURE – “A”**

Name of the Tenderer : \_\_\_\_\_  
Address : \_\_\_\_\_  
Pin Code No. : \_\_\_\_\_  
Tel. No. : \_\_\_\_\_  
Mobile No. : \_\_\_\_\_  
Fax No. : \_\_\_\_\_  
Email Address : \_\_\_\_\_  
Status of the Company : \_\_\_\_\_

(Pls. Tick mark as applicable): Proprietor/Partnership/Company.

**TECHNICAL BID should contain the following :-**

- Tender documents along with technical bid -Annexure 'A' duly completed and signed, but without indicating the rates.
- Experience Certificate of Minimum 02 years in same filed.
- Company profile.
- List of Clients as per same works has done earlier.
- Copy of PAN Card.
- Copy of GST registration Certificate.
- Copy of Company registration.

**UNDERTAKING**

I hereby undertake that the information provided above and elsewhere in the tender is true and the tender is liable to rejection if the same is found to be false or the information is found to have been suppressed by me.

**Date:**

**(Signature with full name & Seal of the Tenderer)**

**Place :**

**ANNEXURE – “B”**

**Financial Bid for Providing of Catering Services for NIFT Convocation 2022**

**FINANCIAL BID**

<b>Description</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Amount in Rs.</b>
<b>Providing of High Tea for Students, Parents, Guests and Staffs etc. for NIFT Convocation 2022</b>			
Paneer Pockets, Sesame Toast, Cheese Balls, Schezwan Sandwich, Assorted Samosa, Chole Kulche, Ice Cream/Kulfi with Gulabjamun, Tea/Coffee/Cold drinks	For 600 to 900 persons		
<b>GST</b>			
<b>Total (Incl. of GST)Rs</b>			

**Note:**

1. The venue for conducting the event is **NIFT Campus, Plot No.15, Sector-4, Kharghar, Navi Mumbai On 24<sup>th</sup> Feb. 2023.**
2. The company will depute experienced executives to coordinate the job with NIFT team.
3. For items mentioned above, the bidders must ensure the required quantity and items and quote accordingly. In case items are not as quoted the same, shall not be accepted. No payment/claims for such items shall be entertained.

**Date:**

**(Signature with full name & Seal of the Tenderer)**

**Place :**