



National Institute of Fashion Technology
Ministry of Textile. Govt. of India
Rae Bareli Centre
NIFT Campus, Doorbhash Nagar,
ITI Premises, Rae Bareli – 2209010
(Ph. No. 0535- 2702426Telefax: 0535-2702424)

9301(4)/AA/NIFT/RBL/Convocation 2019

Date: 29.4.2019

Notice Inviting Tender for High Tea Arrangement for NIFT Raebareli Convocation 2019

National Institute of Fashion Technology (NIFT), Raebareli Centre invites sealed Tenders in two Bid systems from the reputed Catering Management firms registered under **Indira Gandhi Pratisthan, Lucknow OR who are authorized to provide the catering services at Indira Gandhi Prashisthan, Lucknow** scheduled to be held on 30th May, 2019 at Indira Gandhi Pratisthan, Gomti Nagar Lucknow. The tender document can also be downloaded from the website "www.nift.ac.in/raebareli". The tender bids duly filled in all respect enclosing necessary documents may be addressed to The Joint Director, National Institute of Fashion Technology, Rae Bareli Centre, Doorbhash Nagar, Rae Bareli – 229 010 so as to reach on or before **15:00 Hrs on 20.5.2019** or the tender may be dropped in Tender Box placed at reception of NIFT Rae Bareli Centre. The technical bid will be opened at **16:00 hrs on the same day** by the approved Committee in the office of Joint Director, NIFT Rae Bareli in the presence of tenderer who may wish to be present, either by themselves or through their authorized representatives.

Last date of tender submission: 20.5.2019 at 15:00 hrs

Date of opening of Technical Bid: 20.5.2019 at 16:00 hrs

Date of opening of Financial Bid: The opening date of price bid shall be intimated through phone/email to the bidders whose offers have technically qualified.

Cost of Tender: Tender document may be collected from NIFT Rae Bareli on payment of **Rs. 200/-** (Rupees Two Hundred Only) or enclose a Demand Draft of **Rs. 200/-** in favour of NIFT, Rae Bareli with the downloaded document from site.

Earnest Money deposit required: **Rs. 10,000/-** in the form of Demand Draft favoring NIFT Rae Bareli payable at Rae Bareli.

(The DDs of Tender cost & Earnest Money both should be kept in Technical bid)

Purchase Officer

SIGNATURE OF TENDERER

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**National Institute of Fashion Technology
Rae Bareli Centre**

9301(4)/AA/NIFT/RBL/Convocation 2019

TENDER DOCUMENTS FOR NIFT CONVOCATION 2016

1. National Institute of Fashion Technology (NIFT), Raebareli Centre invites sealed Tenders in two Bid systems from the reputed Catering Management firms registered under **Indira Gandhi Pratisthan, Lucknow OR who are authorized to provide the catering services at Indira Gandhi Prashisthan, Lucknow** scheduled to be held on 30th May, 2019 at Indira Gandhi Pratisthan, Gomti Nagar Lucknow. The tender shall be submitted in two separate sealed envelopes, one for the technical bid (as per **Annexure 'A' & 'B'** enclosed) and one for the financial bid (as per **Annexure 'C'** enclosed) which should be clearly super scribed on the envelopes. Both the sealed envelope should be kept in one another envelop.
2. Tender shall be submitted in official tender form only. If submitted in any other form the same shall be rejected.
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 should be filled in and submitted in strict accordance with the instruction laid down herein: otherwise the tender is liable to be rejected.
4. The tender is liable to be 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 filled in.
5. The tender must be addressed to the **Joint Director, National Institute of Fashion Technology, Rae Bareli Centre, Doorbhash Nagar, Rae Bareli – 229 010** and should be deposited in the Tender Box at Rae Bareli Centre on or before **20.5.2019 at 15:00 hrs**. The tender bids received after the due date will not be accepted and considered. The Technical bid will be opened by the Committee on the **20.5.2019 at 16:00 hrs** at the office of the Joint Director in the presence of tenderer who may wish to be present, either by themselves or through their authorized representatives.
6. 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 any reason.
7. Dispute, if any arising out of providing the said service shall be settled mutually or arbitration by sole Arbitrator to be appointed by the Director NIFT at Rae Bareli as per the provisions of the Indian arbitration and Conciliation Act, 1996 and the Rules framed there under. Any Arbitrator appointed shall not have the jurisdiction to pass any interim awards,

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or to grant interest higher than 8% charged simply on the award amounts, or amounts payable to either party.

8. All firms are required to submit Earnest Money Deposit (EMD) of Rs. 10,000/- in form of Demand Draft only in favour of NIFT, Rae Bareli payable at Rae Bareli .
9. Offers received without earnest money (EMD) or with earnest money less than the amount specified above shall be summarily rejected.
10. The Earnest Money deposit of unsuccessful bidders will be returned within two weeks from the date of opening of bids.
11. Tenderer must have provided the catering services in at least 2 **shows** of National Level Institutes/Govt. Organizations/ Collage Shows/Corporate Commercial/ Non Commercial Events/ Celebrity Events/ Product Launch Shows.
12. Tender shall be accompanied by the relevant documents including "A list of organizations where the agency has currently provided/ has rendered the similar services".
13. The full & final payment shall be made after providing the necessary services based on certification by the concerned department.
14. The agreement will be valid for the above said services as incorporated in the tender document. This should be strictly adhered to.
15. National Institute of Fashion Technology reserves the right to accept or reject any or all the offer either fully or partly without assigning any reasons and is not bound to accept the lowest bid since due weight age shall be given to several factors besides the financial bid.
16. The schedule of items/services are required as per **Annexure 'B'** and the evaluation of bid will be on the basis of total bid value. Firms must clearly indicate in their offers the different taxes and duties which they propose to charge mentioning clearly the present rate(s) thereof. Vague offer like "**duties as applicable**" shall not be considered.
17. The rates quoted should be on FIRM & FIXED basis.
18. Price may be quoted at **Annexure 'C'** only for the services as mentioned at **Annexure 'B'**. The required services to be provided on **30.5.2019 (Thursday) at Indira Gandhi Pratisthan, Gomti Nagar Lucknow.**
19. The Work Order shall be issued by NIFT, Rae Bareli Centre and service shall be arranged by the agency.
20. The agency should be registered with GST, Income Tax, service tax authorities etc. and to enclose the copies of the relevant certificate along with the technical bids.
21. Caterer should have sufficient utensils, crockery and other infrastructure to provide the service. NIFT will provide only space, furniture table for serving food.
22. The arrangement with menus should be ready on timely on date of the show as per instruction of NIFT authority, failing which penalty will be impose as decided by NIFT Authority.



23. Company will depute sufficient executives to serve and a manager to coordinate the catering job.
24. For items mentioned in the schedules, the bidders must ensure the required quality, quantity, materials & other parameters and offer their rates. In case items are not supplied as per requirement mentioned above, the same shall not be accepted and no payment, claims for such items shall be entertained.
25. Nos. of pax may be increases or decreases as per actual requirement. In case of increases in nos. of plates for lunch or dinner, the payment shall be made for increased nos. as per approved rates.
26. Catering Manager is expected to serve the services at the venue of very high standard and keep entire area of main hall and surrounding area neat and tidy. In no case the wall ceiling etc. should be exposed so that highest standard can be achieved.
27. All the items must be high quality, from required quantity and material.
28. Payment after satisfactory service verified by NIFT Authority.

TECHNICAL BID

1. Name of the Agency.....
2. Name of the authorized person (who signs on the tender document).....
3. Address of the Agency.....
4. Phone No. (Mob.).....email:.....

Eligibility Criteria for Selection:

Sl. No	Particulars	Description	Proof Required
1	Number of catering services provided in (Minimum 2 Events should be conducted in National Level Institutes/ Govt. Organizations/ Collage Shows/ Corporate Commercial/ Non Commercial Events/ Celebrity Events/ Product Launch Shows.		Copies of the Work Orders should be attached.
2	Registration with GST (Should be Registered)	GST no.....	Copy of GST should be attached.



3	Registration with Income tax department	PAN No.....	Copy of the PAN issued by Income Tax authorities.
4	Details of tender cost (of Rs. 200/- required in form of DD) (Date of issue of DD should not be of before the tender issue date)	DD amount Rs..... DD No..... Dated.....	Original DD of Rs. 200/- in favour of NIFT payable at Rae Bareli should be attached along with technical bid.
5	Details of EMD (of Rs. 10,000/- required in the form of DD) (Date of issue of DD should not be of before the tender issue date)	DD amount Rs..... DD No..... Dated.....	Original DD of Rs. 10,000/- in favour of NIFT payable at Rae Bareli should be attached along with technical bid.
6	Tender acceptance	Tender document duly filled and signed without indicating any rates (from pg. 1-9) along with all supporting document should be attached.	To be attached.
7	Undertaking certificate	Undertaking as per Annexure 'A-1'	To be submitted

Authorized signatory:



Annexure-'A-1'

To,
The Director
National Institute of Fashion Technology,
NIFT Campus, Doorbhash Nagar,
Rae Bareli – 229 010

Ref.: Your Notice Inviting Tender No..... dated

Sub: Technical bid relating to NIFT Convocation 2019.

Sir/ Madam,

1. I have gone through all the Terms and conditions and also the schedule of items as enlisted by you in your Notice Inviting Tender for the subject under reference.
2. I/We, hereby confirm that we have understood all the Terms and conditions and confirm my/our commitment to abide by them.
3. I/We also confirm my/our commitment to provide the services as enlisted in schedule of item with your Notice Inviting Tender under reference.

(Signature with stamp)



Annexure 'B'Schedule of Items

S.N.	Particular	Consumption	Nos. of person (approx.)	COMPLIANCE STATEMENT (Pls. give details of deviations, if any)
A	High Tea Menu			
1	Tea/Beverages			
I.	Tea/Green Tea/Coffee			
II.	Fresh Juice in Glass(Real /Tropicana)			
III.	Mineral Water Bottles (Bislari,Aquafina,Kinley)			
2	Snacks			
I.	Chole -Bhature			
II.	Vegetable Kabab Roll			
III.	Crispy Paneer Chili Dry			
IV.	Cheese Chili Toast	As per normal human diet	500 (Including 15 VVIP Guests)	
V.	Live Mini Dosa Counter			
VI.	Vada Sambhar			
3	Desserts			
I.	Rasmalai			
II.	Pudding in cups/Pastry			
III.	Ice-cream (Butter Scotch/Tuti-fruti)			
<p>Note: Water arrangement in 20 ltr. Bislery Jar (at two places) with disposal glass will have to arrange by the caterer during the event before starting the High Tea for 500 nos. people. The total charges may be quoted accordingly.</p>				

Important instruction for the tender:-

1. The date and venue for providing the services on 30th May, 2019 at Indira Gandhi Pratisthan, Gomti Nagar Lucknow.
2. Company will depute sufficient executives to serve and a manager to coordinate the catering job.

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3. For items mentioned in the schedules, the bidders must ensure the required quality, quantity, materials & other parameters and offer their rates. In case items are not supplied as per requirement mentioned above, the same shall not be accepted and no payment, claims for such items shall be entertained.
4. Nos. of pax may be increases or decreases as per actual requirement. In case of increases in nos. of plates for lunch or dinner, the payment shall be made for increased nos. as per approved rates.
5. Caterer should have sufficient utensils, crockery and other infrastructure to provide the service. NIFT will provide only space, furniture table for serving food
6. Catering Manager is expected to serve the services at the venue of very high standard and keep entire area of main hall and surrounding area neat and tidy. In no case the wall ceiling etc. should be exposed so that highest standard can be achieved.



PRICE BID
Schedule of Items

S.N.	Particular	Consumption	Nos. of person	Rate	Total Amount (Rs.)
A	High Tea Menu				
1	Tea/Beverages	As per normal human diet	500 (Including 15 VVIP Guests)		
I	Tea/Green Tea/Coffee				
II	Fresh Juice in Glass (Real /Tropicana)				
III	Mineral Water Bottles (Bisleri, Aquafina, Kinley)				
2	Snacks				
I	Chole -Bhature				
II	Vegetable Kabab Roll				
III	Crispy Paneer Chili Dry				
IV	Cheese Chili Toast				
V	Live Mini Dosa Counter				
VI	Vada Sambhar				
3	Desserts				
I	Rasmalai				
II	Pudding in cups/Pastry				
III	Ice-cream (Butter Scotch/Tuti-fruti)				
	TOTAL				
	GST				
	G. TOTAL				
<p>Note: Water arrangement in 20 ltr. Bisleri Jar (at two places) with disposal glass will have to arrange by the caterer during the event before starting the High Tea for 500 nos. people. The total charges may be quoted accordingly.</p>					

(Total Value in words inclusive all taxes and duties in Rupees (_____)

Place & Date: _____

SIGNATURE OF TENDERER

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