



राष्ट्रीय फ़ैशन प्रौद्योगिकी संस्थान, शिलांग
NATIONAL INSTITUTE OF FASHION TECHNOLOGY, SHILLONG
वस्त्र मंत्रालय, भारत सरकार
Ministry of Textiles, Govt of India

EOI No.: 11757/Pur/NIFT SHL/Tender for Food Service/2018

**National Institute of Fashion Technology
Umsawli, Mawpat Shillong**

NATIONAL INSTITUTE OF FASHION TECHNOLOGY, SHILLONG

(Ministry of Textiles, Govt. of India)

INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR

CAFETERIA SERVICE,

AT NIFT, SHILLONG

NIFT CAMPUS, UMSAWLI, SHILLONG

Note: This document contains 16 pages (total no. of pages including Annexure) and bidders are requested to sign on all the pages

Scope of Work.

Establish and operate two student cafeterias at NIFT Shillong—one in the Academic Block and one in the Hostel Block—offering hygienic, affordable meals and beverages. The vendor will design, equip, and manage the facilities, ensuring compliance with FSSAI, fire, and labour regulations. Daily operations must maintain high standards of cleanliness, safe drinking water, proper waste disposal, and approved pricing. The setup must be completed within 15 days of award, with penalties for service deficiencies or hygiene lapses. The successful bidder meeting all the technical eligibility criteria will be selected based on Highest Rent Offered.



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IMPORTANT DATES

Date of publication of EOI Notification	22.09.2025
Date of publication of extended EOI Notification	07.10.2025
Revised Last date and Time for submission of duly filled EOI	14.10.2025 (11:00 AM)
Revised Date and Time of the opening of Technical EOI	14.10.2025 (3:00 PM)
Date and Time of the opening Financial EOI	Will be notified to the technically qualified bidders

Bid document to be downloaded from NIFT Shillong Website (www.nift.ac.in/shillong/tenders).

INTRODUCTION:

National Institute of Fashion Technology, Ministry of Textiles, Government of India, is a premier Institute of Design, Technology & Management with 19 Campuses located across the country. NIFT, Shillong is located at Umsawli, New Shillong, – 793012.

EXPRESSION OF INTEREST

The NIFT SHILLONG Centre invites sealed bids under two bid systems for “**Running of Cafeteria Service**” at NIFT, Shillong Campus, Shillong – 793012, for students and staff for an initial period of one year. Further extension as per satisfactory performance basis OR as per decision of competent authority NIFT, Shillong. The total student strength of the campus is approx. 750 (including day scholar and hosteller), Faculty and Staff 100, Residential Qtr., and Guest House are also within the campus premises.

The details of the bid are given below:-

- Financial bid is to be open after evaluation of Technical Bid.
- Bid validity upto: 90 days from the date of opening of financial bid.

b. Correspondence Address: The Director, National Institute of Fashion Technology, Umsawli, Shillong-793012.

"Two bids system" shall be followed for this bid. Bidder should take due care to submit the bid in accordance with the requirement in sealed covers. Bids received shall be evaluated as per the Criteria prescribed in the bid document.

Technical Bid / Documents to be submitted in a separate sealed envelope. Please mention on the cover as Technical Bid along with EMD as Demand Draft in favour of NIFT Shillong payable at Shillong of Rs 5000/- [The same shall be returned to unsuccessful bidder without interest]

MSME / Startup firms are exempted from submission of EMD however adequate proof to be submitted.

Financial Bid / Price details to be submitted in a separate sealed envelope. Please mention on the cover as Financial Bid.



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Both the envelopes, Technical and Financial must be put in another sealed envelope and submitted with the following details:

In the cover of the Envelope:

Submission of Document for running cafeteria at NIFT Campus, SHILLONG

The Director, National Institute of Fashion Technology, Umsawli, Shillong-793012.

In the reverse of the Envelope:

The name of your firm along with contact information and full address with pin code.

Bid documents are to be downloaded from NIFT Shillong website to be dropped in the tender box kept in Purchase Department, NIFT SHILLONG during office hours from 9:00 AM to 5:00 PM. Please mark your entry in the register as proof of submission of bids.

If Technical and Financial details are placed in the same envelope, then such bids will be outrightly rejected as only Technically qualified bidders will be eligible for Financial Bid opening. If the envelopes are not sealed, then it is liable for rejection.

Opening of bids and bids not conforming to bid conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of bid document specifying their acceptance to all the clauses of Bid Evaluation Criteria, General terms and conditions and compliance to the Scope of Work requirement etc.

In case of any clarification required relating to this bid, the same can be sought from the following officers of NIFT:

- a. Sh. Subhra Deb, Purchase Officer, Contact No. 03642308826
[9 am to 5 pm on all working days]
E-mail: purchase.shillong@nift.ac.in
- b. Sh. Tulsi R Bunjade, JA (Purchase), Contact No. 03642308829
[9 am to 5 pm on all working days]
E-mail: asstpurchase.shillong@nift.ac.in



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GENERAL TERMS AND CONDITIONS:

1. Please read the Terms & Conditions carefully before filling up the document. Incomplete bids will be rejected.
2. Preference will be given for MSE Bidders as per latest Govt Notifications.
3. The policy of the Govt. of India to encourage Make in India (MII) and promote manufacturing and production of goods and services in India as per the revised Public Procurement (Preference to Make in India), order 2017, circulated by the Department of Promotion of Industry and internal trade, Ministry of Commerce & Industry, Govt. of India vide order No. P-450212/2017-PP (BEII) dated 04.06.2020 will be applicable for this tender.
4. Any conditional offers made by the tenderer or any alternations/corrections made in the tender form shall not be considered. Similarly incomplete and unsigned tender documents are liable to be rejected. 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 Quotation.
5. Quote shall be submitted in NIFT's official form only. If submitted in any other manner, the same shall be summarily rejected. No bidder shall be issued more than one Quotations Form. No paper shall be detached from the Quotations Document. Only one bid document per bidder.
6. A demand draft of Rs.5000/- (Rupees Five thousand only) is required to be deposited as an Earnest Money Deposit (Refundable) in favor of **"National Institute of Fashion Technology"** payable at **Shillong**. The Earnest Money deposit of the successful bid shall be liable to be forfeited if he does not fulfil any of the following conditions. Bid received without prescribed Earnest Money Deposit shall not be considered. However if bidder is exempted by NSIC/ MSME certificate then no need to deposit EMD. Certificate of NSIC/MSME is required to be submitted in similar field under Services.
7. The contractor shall be required to deposit an amount Equivalent to 1 year maintenance charge quoted by the successful bidder as security deposit within 10 days after issue of Work Order in the form of NEFT payment to NIFT, General Account. No interest shall be paid on such security deposit, which shall remain with the Institute during the continuance of the contract and it shall be released on request only two months after the expiry or termination of the contract, subject to clearance of all dues by the contractor.
8. NIFT has the right to terminate the contract in case it is found that the vendor has provided any wrong information or has not submitted any relevant information during the bidding process. The security deposit will be forfeited in such cases and the decision of NIFT authority in this regard will be final and binding.
9. The bids should be valid in the case of all the bids for at least 90 days from the date of opening of the bid and if any bidders withdraws or alters the terms of the bid during the period, the Earnest Money Deposit shall be forfeited. In the case of the successful bidder, rates quoted shall be valid for the entire period of the contract.
10. 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.



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11. Person signing the bid or other documents connected with quotations must clearly write his/her name and specify the capacity in which signing.
12. The Institute reserves the right to reject any or all quotations without assigning any reason.
13. Before submitting the filled-in Quotations Document to the Institute, the bidders may seek clarification(s), if any, within 3 days of floating of EOI from Administrative Department on the mentioned telephone numbers OR in person by visiting the Institute during working hours by taking prior appointment
14. NIFT will provide space measuring 10 sq.ft X 10 sq.ft in two different places or as per additional requirement space may be provided for setting up a stall within campus.
15. Two space will be provided; Vendors should install their own kiosk as per their standard/design.
16. NIFT will not bear the expenditure for the setting-up of stall, KIOSK / infrastructure.
17. Comply with FSSAI regulations, maintain valid licenses, and adhere to all food safety norms. The vendor should maintain fire safety policy.
18. 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.
19. The contractor has to display all menu rates immediately (mentioned in quotations form) in the cafeteria premises after receiving the Awarding Letter.
20. GST applicable on Maintenance charges as per government rate.
21. All rates are quote including all Taxes and etc.,
22. The contractor shall ensure that the cooked and uncooked food is stored properly and no stale food is served. In case of any food poisoning, the contractor shall be held solely responsible and will be penalized besides legal action.
23. The raw material used for cooking can be checked by NIFT officials at any time and if substandard/ unauthorized material is found, the contractor shall be penalized at the discretion of NIFT and contractor shall have to abide by it.
24. Any information furnished by the Vendor, if found false or manipulated or misleading would entail cancellation of the tender/contract without assigning any notice. All vendors are therefore requested to provide the correct information.
25. Please note that any amendments/modifications/corrections/corrigendum will be placed in NIFT, Shillong website.
26. The clause of Force Majeure will be applicable as per rules/guidelines issued from GOI.
27. The Force Majeure clause in the contract frees both parties from contractual liability or obligation when prevented by such events from fulfilling their obligations under the contract. The Force Majeure clause does not excuse a party's non-performance entirely, but only suspends it for the duration of the Force Majeure. The contractor/firm has to give notice of Force Majeure as soon as it occurs and it cannot be claimed ex-post facto.



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B. PENALTY CLAUSE:

28. Contractors shall have to pay quoted maintenance charges plus applicable rate of GST to the institute through Cheque /Demand Draft in favour of NIFT, Shillong payable at Shillong in the first week of every month. In case of non-payment of maintenance charges in a stipulated time period, a penalty of Rs. 500/- per week will be levied. Actual consumption of the electricity will be paid on monthly meter reading basis. The Contractor will be required to pay electricity charges on actual basis. 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. No separate water charges will be charged by the institute.
29. 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. A penalty of Rs. 1000/- per occasion will be levied and as per decision of the competent authority.
30. The Contractor shall not keep the Mess closed without prior permission from the NIFT authority. Any such incident shall be treated as breach of contract and suitable action including penalty shall be taken for the same by NIFT as it may deem fit.
31. If contractor fails to serve food for Hostel students on any day without prior permission of the Mess committee, NIFT will make such arrangements and the cost incurred on such arrangement shall be recovered with penalty to be decided by NIFT authority.

C. SPECIFIC CONDITIONS:

The bidder should strictly take into account the following conditions before filling up the tender.

- i. The contract will be initially for a period of one year and can be extended for further period of two years on year-to-year basis thus making total in 3 years on terms & conditions envisaged in the tender depending upon the satisfactory services of contractor, and as per decision of the competent authority NIFT, Shillong.
- ii. The bidder can visit the campus to see the area before bidding. The bidder will be provided with Two spaces Near Admin & Near Hostels and minimum infrastructure like lights, fans, water supply, electricity supply (on payment basis as per actual consumption). Kitchen utensils, serving plates, crockery etc. for serving in shop on various occasions will be arranged by the contractor himself.
- iii. The charges for serving items will be collected by the bidder directly from the students/ employees/visitors. The list of snacks is attached at **Financial Bid**. The additional items rate shall be based on the prevailing market rates and as decided jointly by the Contractor after approval of NIFT Authority.
- iv. The cafeteria shall remain open throughout the year, even during the vacations, in order to facilitate food for faculties, staff and others.
- v. The contractor will have to provide food as per prescribed schedule at the shop. Expenses due to transportation arrangement of foods to hostels/recommended places by NIFT



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authority will be borne by the contractor.

- vi. The contractor has to make his own arrangements for the accommodation of its staff.
- vii. The contractor shall not be allowed to prepare food in the institute's premises for other than NIFT clients.
- viii. The disposal of solid waste and garbage shall be sole responsibility of the contractor as per norms laid down by the government authorities concerned.
- ix. The contractor shall also provide various kinds of beverages, snacks and eatables in the shop at such price/quotes as approved by the Mess Committee from time to time. All packed items are to be paid for not more than the MRP.
- x. NIFT shall not provide any consumable or non-consumable items including raw materials for the purpose of cafeteria nor shall NIFT provide any utensils, equipment, crockery, cutlery, etc. On termination of the contract, the Contractor shall return to NIFT items of furniture/fixtures/ equipment if any issued to him.
- xi. The quality and quantity of food will be inspected by Mess committee / NIFT authorized officials very frequently and the contractor shall not deny access to such inspections.
- xii. NIFT reserves the right to call upon the contractor to remove any person employed / working in the NIFT, if found unsuitable for services on account of hygiene or health or conduct or any other administrative reason.
- xiii. Any damage to NIFT property if found will be recovered from the security deposit.
- xiv. In case of interpretation, modification and any alteration with respect to terms & conditions the Mess committee, Contractor and Director will jointly look into such aspect and the decision of the Director will be final and binding to both the parties.
- xv. The Contractor shall use the water-supply economically.
- xvi. NIFT shall provide a list of normal holidays and students vacations in each semester to the contractor for assessing and providing food services to the hostellers residing during holidays and vacations.

D. EVALUATION CRITERIA:

- 1) A two-stage procedure shall be adopted in evaluation of the proposals. Technical evaluation & Financial evaluation.

ELIGIBILITY CRITERIA

- An agency/firm having an experience of at least 1 year in running Cafeteria is eligible to apply. The firm shall have requisite registration certificate for dealing in cafeteria.
- The agency / firm must have a fully functional Cafeteria / Fast Food Joint in Shillong and must show proof of its existence of minimum 1 year



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A. TECHNICAL BID

The Technical Bid should be kept in separate sealed cover superscribing as “Technical Bid” on it and should contain the following details:

1. Name of Bidder/Agency..... (Firm copy enclosed)
2. Address of Agency:
.....
3. Name of person:
Mob no.:
Email id:
4. Details E.M.D.(Rs.5,000/-) (Exempt in case of NSIC Exemption Certificate)
Draft No.:..... Issuing Bank:.....
5. Details of Experience in the similar Field (attach copies as proof)

S. No	Period		Organization	Details of services
	From	To		

Add extra rows if required.

Copy of PAN card of Bidder: _____

6. Preferably Bidder should have functional food outlet within Shillong Jurisdiction detail proof to be submitted. _____
7. 1 year experience valid document to be submitted
8. *GST Reg.No with copy of GST to be provided .: _____

* The GST Number must have the relevant service i.e. food service registered.



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B. FINANCIAL BID:

**[DO NOT ATTACH THIS DOCUMENT WITH TECHNICAL BID AS IT WILL
LEAD TO OUTRIGHT REJECTION]**

(Keep this Financial Bid in separate sealed envelope)

- Name of Work : Running of Cafeteria Service in NIFT Shillong
1. Name of Bidder /Agency. :
2. Period of Contract : Initially One Year
3. To supply and quote all the items mentioned below is Mandatory

Sl. No.	Item & Quantity	Quantity	Rate	Compliance (Yes/No)
1	Tea	200 ml	10/-	
2	Tea in kulhad	200 ml	15/-	
3	Green tea	200 ml	15/-	
4	Lemon tea	100 ml	10/-	
5	Black tea	100 ml	8/-	
6	Elaichi Tea	110 ml	15/-	
7	Milk with tea bag	110 ml	20/-	
8	Iced Tea	250 ml	30/-	
9	Black coffee	110 ml	20/-	
10	Black coffee (small)	80 ml	10/-	
11	Soup (Tomato)	100 ml	20/-	
12	Cappuccino	150 ml	30/-	
13	Latte	150 ml	25/-	
14	Maccaccino	150 ml	25/-	
15	Hot chocolate	150 ml	30/-	
16	Plain noodles (all variants)	70 gm	25/-	
17	Masala Noodles	70 gm	30/-	
18	Veg. Atta Noodles	75 gm	40/-	
19	Pazzta-cheese	70 gm	30/-	
20	Pazzta-cheese	65 gm	30/-	



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21	Grilled veg sandwich	2 pcs	40/-	
22	Grilled cheese sandwich	2 pcs	45/-	
23	Chocolate	--	MRP	
24	Samosa	1 pc	10/-	
25	Veg patties	1 pc	25/-	
26	Non-veg patties	1 pc	35/-	
27	Packed juice	1 pc	MRP	
28	Mineral water bottle	1 pc	MRP	
29	Veg. Bargar	1 pc	25	
30	Chicken Bargar	1 pc	40	
31	Veg. Chowmeen/Pasta	Per plate	25	
32	Egg Chowmeen	Per plate	35	
33	Chicken Chowmeen	Per plate	50	
34	Veg. Momos with chutnee	10 pcs	30	
35	Cheese Momos with chutnee	10 pcs	50	
36	Chicken Momos with chutnee	10 pcs	50	
69	Tetra pack juice/rabdi/dahi/lassi etc.	1 pc	MRP	

The above price is indicative and subject to change as per decision of the NIFT officials

Monthly Maintenance Charge

[Bidders are to update the table below mentioning the monthly maintenance charge which should be greater than Rs 8000/- plus GST]

Criteria	Amount quoted by bidder per month exclusive of GST Rs
Minimum Maintenance Charge of Two Venues towards Cafeteria Service at NIFT, Shillong Campus (excluding electricity etc.,)	
Rs. 8000/- + applicable GST (per month)	
In Words: _____	

Financial Selection will be purely on H1 Basis, vendor quoting highest maintenance charge will be qualified for awarding the bid. In case two bidders quote same rate, highest experience in the similar field will be taken into consideration.



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Security Money Advance of 1 year i.e. Rs 80,000/- to be deposited to NIFT account which will be returned after completion of contract without any interest. This has to be remitted before issue of order from NIFT.

NOTE:

The maintenance charges should NOT be less than Rs. 8000.00+ (% GST) applicable GST per month, bid of the such bidders will be rejected automatically. Electricity Charges will be additional and on actual (monthly Consumption basis) GST is subject to change and will be considered as may be fixed by the Govt. from time to time.



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Annexure A

UNDERTAKING BY THE BIDDER

We have carefully gone through all above various terms and condition for provision of Cafeteria Services at NIFT, Shillong campus. We agree to all these conditions and offer to provide Services at NIFT. 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 inspected the Institute premises and have acquainted ourselves with the tasks for providing of Cafeteria, before making this offer. We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Place: _____

Address: _____

Signature of Bidder



EOI No.:

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Annexure - B

Declaration by the Tenderer

This is to certify that I/We, before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

I/We hereby undertake that the information provided with this tender are 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/us.

(Signature of Tenderer with seal)

Name:

Seal:

Address:

Phone No (O):

Date:



EOI No.:

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Annexure - C

Bid Securing Declaration Form

Dated: _____

To
The Director,
National Institute of Fashion Technology,
Umsawli,
Shillong – 793012

I/ We, on behalf of M/s _____ the undersigned, declare that:

I/ We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders. I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signature with stamp
(signature of person whose name and capacity are shown)
in the capacity of (legal capacity of person signing the Bid Securing Declaration) Name: _____
Date: _____



EOI No.:

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Annexure - D

SELF-DECLARATION – NO BLACKLISTING

In response to the Tender Document for running of Cafeteria at NIFT Campus, SHILLONG, I/We hereby declare that presently our Company/firm M/s _____ is _____ having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

I/We further declare that presently our Company/ firm is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission including violation of relevant labour laws.

I/We further declare that contract of our Company/ firm has never been terminated by any State/ Central Government/ PSU/ Autonomous Body due to deficiency in services, performance or any other defaults.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be debarred from bidding in future against any other tender.

Yours

faithfully,

Place:

Date:

(Signature of the Tender with Seal)



Annexure - E

MII (Make in India) Declaration

Declaration for Local Content (on /Bidders Letter Head)

(To be given on bidders Letter Head - For bid value below Rs.10 Crores)

(To be given by Statutory Auditor/Cost Auditor/Cost Accountant/CA for bid value above Rs.10 Crores)

Date: _____

To
The Director,
National Institute of Fashion
Technology, Shillong.

Sub: Declaration of Local content.

Bid No:Date: _____

Name of Goods & Services: -

1. Country of Origin of Goods being offered: _____

2. We hereby declare that items offered has _____% local content (**Please provide exact %**).

3. Details of location at which local value addition will be made / made: (Complete address to be mentioned)

“Local Content” means the amount of value added in India which shall, be the total value of the item being offered minus the value of the imported content in the item (including all customs duties) as a proportion of the total value, in percent.

“*False declaration will be in breach of Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.”